

FILING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All CoA applications requiring HALRB review will be referred *first* to the Design Review Committee (DRC). See the 2017 CoA Application Schedule below for important dates. Please call the Historic Preservation staff at (703) 228-3549 if you need any assistance with this application.

I. Complete Application (see page two), Letter of Transmittal (see page three), and include all necessary attachments (see pages four and five for instructions). Application Packets that are incomplete will NOT be accepted for review.

* For a **DRC Application** submit **10 (TEN) Copies** of your Application Packet*

* For an **HALRB Application** submit **20 (TWENTY) Additional Copies** of your Application Packet*

A. Photos: Submit current color and/or black and white photographs of property and specific area(s) to be affected. Photos should accurately represent existing materials, colors, and textures. **All photos should be labeled and direction of view noted.**

B. Drawings of Site and/or Construction Plans: Submit drawing(s) of the area(s) to be affected. These may include elevations, wall sections, floor plans, and site plans (including plat) as indicated on the attached submission chart. Indicate scale on each drawing.

C. Material Samples: Include samples of all materials to be used, accurately showing color, textures, and scale. All samples should be identified by listing manufacturer's catalog names and brand names.

D. Past Photos or Drawings: If available, please attach older photograph(s) or drawing(s) of the property.

II. Forward completed application to the Historic Preservation Program by the filing date noted below. Upon receipt of your application, you will be notified as to the date of your meeting with the Design Review Committee.

2017 CoA APPLICATION SCHEDULE

MEETING MONTHS	FILING DATE	DRC MEETING	HALRB HEARING
JANUARY 2017	12/21	1/4	1/18
FEBRUARY	1/18	2/1	2/15
MARCH	2/15	3/1	3/15
APRIL	3/22	4/5	4/19
MAY	4/19	5/3	5/17
JUNE	5/24	6/7	6/21
JULY	6/21	7/5	7/19
AUGUST	7/19	8/2	8/16
SEPTEMBER	8/23	9/6	9/20
OCTOBER	9/20	10/4	10/18
NOVEMBER	10/18	11/1	11/15
DECEMBER	11/22	12/6	12/20
JANUARY 2018	12/20	1/3	1/17

ARLINGTON COUNTY, VIRGINIA
HISTORICAL AFFAIRS AND LANDMARK REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DATE 10/29/18 Z- _____ -HD _____ RPC# _____
(TO BE COMPLETED BY STAFF)

DESIGNATED PROPERTY:

Name of Historic District Alcova House
Address of Building 3435 8th St. South Arlington, VA 22204

OWNER:

Name Joe and Anissa Brennan
Address (if different) Same
Phone (Home) 240-305-3795 (Work) 703-535-6019
EMAIL: joseph.brennan@shrm.org

PERSON FILING APPLICATION, IF OTHER THAN OWNER:

Name _____
Address _____
Phone (Home) _____ (Work) _____
Relationship to Applicant _____

PROJECT ARCHITECT/ENGINEERS/CONTRACTORS:

Barry Potter with Mill-to-You

PURPOSE OF APPLICATION:

Repair (change of materials) Alteration Addition Fence
 Demolition New construction Relocation Outbuildings
 Tree Removal Grading Sign Other

Will an application related to this property go before any of the following? Board of Zoning Appeals
 Planning Commission County Board Other (please specify) _____

Does the proposed work require a building permit? YES NO
Is any demolition anticipated? YES NO If yes, please describe _____

OVERVIEW OF PROPOSED WORK (ATTACH ADDITIONAL SHEETS IF NECESSARY):

Description:

To replace section of fence along the property's eastern boundary adjacent to the Arlington Methodist Church with a white stained, cedar wood fence. Where allowed under code, fence will be six feet tall, plus a one foot lattice top.

LETTER OF TRANSMITTAL

**Historical Affairs & Landmark Review Board
c/o Historic Preservation Program
2100 Clarendon Boulevard, Suite 700
Arlington, VA 22201**

Dear Review Board Members:

Enclosed is an application for a Certificate of Appropriateness and the following attachments:

Drawing(s) -- Indicate scale on each drawing.

Site Plan / Plat _____
Elevation _____
Floor Plan _____
Section _____
Detail _____

Photograph(s) – Please indicate number of photographs.

Color 6 (A-E) **Black/White** _____

Material Samples/Manufacturer’s Catalog Cuts – Please describe all material exhibits.

YOUR SIGNATURE BELOW CONFIRMS YOUR CONSENT TO THE FOLLOWING:

- 1. I understand that these materials will be placed in the Historic Preservation Program’s building file for information about my property following the public hearing.**
- 2. I understand it is my responsibility to inform my adjacent neighbors of my building and construction plans for this project.**
- 3. I hereby grant permission to the County’s Historic Preservation Code Inspector to enter my property during the application and construction phases of my project.**
- 4. I hereby grant permission to the County’s Historic Preservation Code Inspector to take photographs of my property, including the existing conditions, during the construction phase, and after the project is completed.**

(Signed)

10/29/18

Date

 _____

SUBMISSION REQUIREMENTS											
* = REQUIRED 0= MAY BE REQUIRED, CHECK WITH STAFF											
PROJECT	APPLICATION	PHOTOGRAPHS	SITE PLAN	VICINITY PLAN	ELEVATIONS	DETAIL DRAWINGS	FLOOR PLANS	SAMPLE/SPECS	LANDSCAPEPLAN/ ARBORIST REPORT	3-D VIEWS	MODEL
NEW CONSTRUCTION	*	*	*	*	*	*	*	*	*	0	0
ADDITIONS	*	*	*	*	*	*	*	*	*	0	0
PARTIAL/TOTAL DEMOLITION	*	*	*	*	*	0	*	*	*		
DECKS/PORCHES	*	*	*	*	*	*	0	*	0		0
FENCES/WALLS	*	*	*	0	*	0		*	0		
DRIVES/WALKS	*	*	*	0				*	0		
ALTERATIONS	*	*	*	0	*	*	0	*	0		0
SIGNAGE	*	*	0		*	*		*			0
MAJOR LANDSCAPING/REGRAIDING	*	*	*	*	0				*		0
TREE REMOVAL	*	*	*	0					*		

Index of Color Photographs:

- (A) Illustration of new fence design. To be six feet tall plus one foot lattice top, where allowed by code. First 25' next to 8th street, fence to be three feet tall plus one foot lattice top.
- (B) Example illustration showing how transition from four to seven feet will work.
- (C) - (F) Pictures along the existing fence line.









