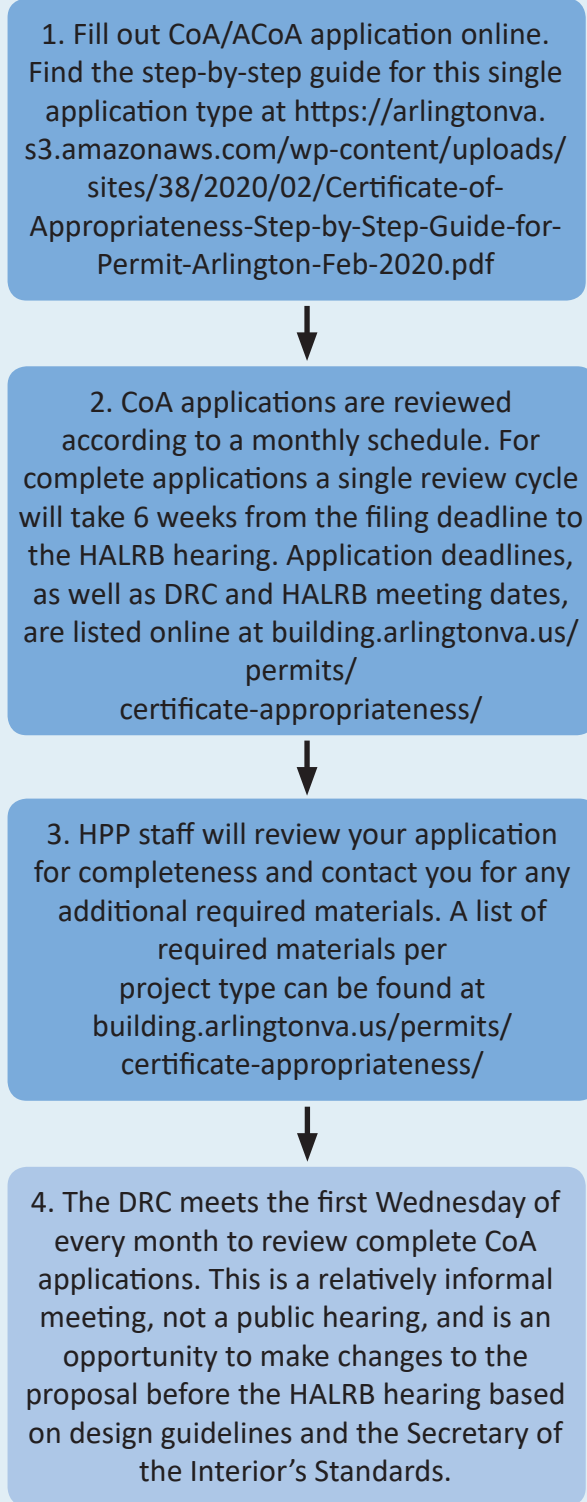
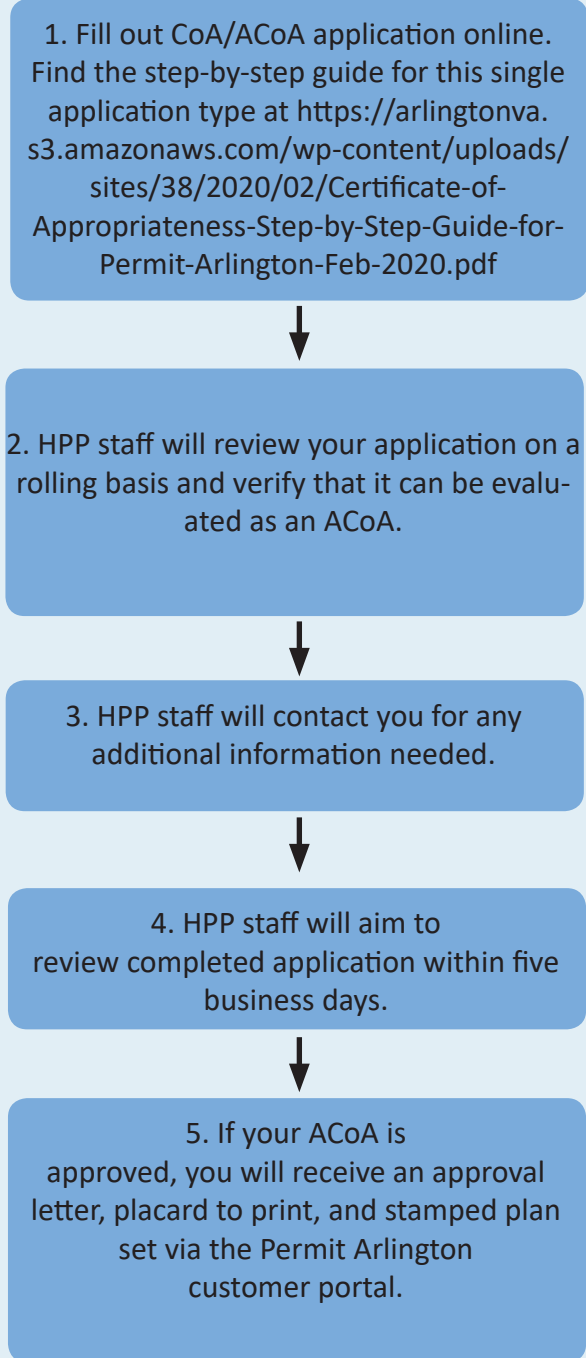


Administrative Certificate of Appropriateness (ACoA) and Certificate of Appropriateness (CoA) Process Chart

Whether you are able to apply for a CoA or an ACoA for your project is determined by the design guidelines for your local historic district. Historic Preservation Program (HPP) Staff will verify which application process is appropriate based on your guidelines and your project.

ACoA

CoA



If your project cannot be handled as an ACoA, it will be processed as a CoA without the need to reapply. Staff may ask for additional documentation.

Abbreviation Key

DRC Design Review Committee: This is a subcommittee of the HALRB comprised of design professionals who review applications and apply design guidelines and Secretary of the Interior's Standards.

EOD End of Day

HALRB Historical Affairs and Landmark Review Board: This commission of Arlington residents is appointed by the County Board to regulate and advise on preservation matters.

HPP Historic Preservation Program

4a. The DRC can recommend that the application be placed on consent, or on discussion, for the upcoming HALRB hearing. Either DRC recommendation can require changes or additional materials, which need to be submitted by EOD the Tuesday following DRC.

4b. If substantial changes are discussed and/or additional details are still to be determined, your application may be requested to return to DRC the following month.

5. The HALRB meets the third Wednesday of each month. The Board considers complete CoA applications on the consent or discussion agenda at these meetings. HALRB meetings are public hearings, and public comment is welcome.

5a. If the HALRB approves your application, you will receive an approval letter, placard to print, and stamped plan set via the Permit Arlington customer portal within two business days.

5b. The HALRB may deny your application, you may choose to revise your application and resubmit, and/or you can appeal to the County Board (see Arlington County Zoning Ordinance section 15.7.10 on appeals).

5c. The HALRB may conditionally approve your application, and the Board may ask that you return to DRC or a future HALRB hearing. If the application is deferred, they may ask that it go back to DRC or be deferred to a future HALRB hearing.