

# Architectural Review Board Application



## Part A: Applicant, Contact and Parcel Information

Project Name: \_\_\_\_\_

Tax map and parcel(s): \_\_\_\_\_ Physical Street Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

## Part B: Review Type and Fee

### Select review type

<input type="checkbox"/>	<b>Review by the Architectural Review Board</b>	
<input type="checkbox"/>	Conceptual Plan/Advisory Review (for a Special Use Permit or a Rezoning)	No Fee
<input type="checkbox"/>	Preliminary/Initial Review of a Site Development Plan	No Fee
<input type="checkbox"/>	Final Review of a Site Development Plan	<b>\$1075.00</b>
<input type="checkbox"/>	Amendment to an approved Certificate of Appropriateness	<b>\$ 242.00</b>
<input type="checkbox"/>	Building Permit Review	<b>\$ 634.00</b>
<input type="checkbox"/>	<b>County-wide Certificate of Appropriateness</b>	
<input type="checkbox"/>	Structures 750' or more from the EC, no taller than 5 stories	No Fee
<input type="checkbox"/>	Structures located behind a structure that fronts the EC	No Fee
<input type="checkbox"/>	Personal wireless service facilities	No Fee
<input type="checkbox"/>	Fencing or Equipment or Lighting	No Fee
<input type="checkbox"/>	Additions to ARB-approved buildings	No Fee
<input type="checkbox"/>	Minor amendments to site or architectural plans	No Fee
<input type="checkbox"/>	Building permits where the change is 50% or less of the altered elevation	No Fee

**NOTE: For SIGNS, use the combined APPLICATION AND CHECKLIST FOR SIGNS.**

FOR OFFICE USE ONLY BP# \_\_\_\_\_ ARB# \_\_\_\_\_

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ By who? \_\_\_\_\_ Receipt # \_\_\_\_\_ Check # \_\_\_\_\_ By \_\_\_\_\_

### Part C: Description of Proposal

Describe your proposal. Attach a separate sheet if necessary.

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### Part D: Applicant Agreement

#### Applicant must read and sign

- Each application package must contain (8) folded copies of all plans and documents being submitted. Only (1) set of building material samples is required. All submittal items, including building material samples, become the property of Albemarle County. Applicants are encouraged to maintain duplicate copies of all submittal items in their own files.
- Only complete application packages will be scheduled for ARB review. ***The application package is not complete without the appropriate checklist, completed, signed, and included with the required submittal materials indicated on the checklist.***

I hereby certify that I own the subject property or have the legal power to act on behalf of the owner in filing this application. \*See submittal requirements below. I also certify that the information provided on this application and accompanying information is accurate, true, and correct to the best of my knowledge, and that the attached plans contain all information required by the appropriate checklist.

\_\_\_\_\_  
Signature of owner, owner's representative  
or contract purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name, Title

\_\_\_\_\_  
Daytime phone number of Signatory

#### \*Ownership Information:

- If ownership of the property is in the name of any type of legal entity or organization including, but not limited to, the name of a corporation, partnership or association, or in the name of a trust, or in a fictitious name, a document acceptable to the County must be submitted certifying that the person signing above has the authority to do so.
- If the applicant is a contract purchaser, a document acceptable to the County must be submitted containing the owner's written consent to the application.
- If the applicant is the agent of the owner, a document acceptable to the County must be submitted that is evidence of the existence and scope of the agency. Attach the owner's written consent.

