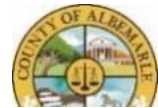


# Architectural Review Board Application



<b>Part A: Applicant, Contact and Parcel Information</b>			
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 Fees -	*Application FEE + Technology Surcharge \$4%	
Select Review Type	TOTAL	FEE + surcharge
<input type="checkbox"/> Architectural Review Board (ARB) - Minor Board Review	\$728	(\$700 + \$28) *
<input type="checkbox"/> ARB - Minor Staff Review of County-Wide Certificates of Appropriateness	\$275.60	(\$265 + \$10.60) *
<input type="checkbox"/> ARB - Major Staff Review of County-Wide Certificate of Appropriateness	\$561.60	(\$540 + \$21.60) *
<input type="checkbox"/> ARB - Major Board Review	\$1,232.40	(\$1,185 + \$47.40) *

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

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

County of Albemarle Dept of Community Development, 401 McIntire Rd, Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126



## Part C: Description of Proposal

Describe your proposal. Attach a separate sheet if more space is needed.

## Part D: Applicant Agreement

### Applicant must read and sign:

- 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. ARB checklists are available at [www.albemarle.org](http://www.albemarle.org) at the Community Development Forms Library.*
- Digital submittals are encouraged, but paper submittals are accepted.
- Paper submittals: Each application package must contain 1 folded copy of all plans and documents being submitted, and 1 set of building material samples (if indicated on the corresponding submittal checklist.) 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. A pdf copy of all submittal items is requested.
- Digital submittals: One set of building material samples may be required. See the corresponding submittal checklist for requirements. 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. One or more paper copies of the submittal may be requested during the review period.

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. 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: owner/owner's representative/contract purchaser

Date

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Printed name, Title

Daytime phone number of Signatory

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