Certificate of Appropriateness Application Guide

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Warrenton Historic Districts

National District
Local District
When an ARB approval required for a COA?

- Any substantial exterior alteration including:
  - Additions
  - Removals
  - Dissimilar Replacements
- Any substantial landscape alteration including:
  - Major grade changes
  - Walls or fences over 3.5 feet
- New construction of a building or accessory structure
- Most signage
- Any demolition, moving, or relocation of primary and secondary structures
- See Warrenton Zoning Ordinance 3-5.3.4.2 for more required approval actions

What is the Architectural Review Board (ARB)?

The ARB consists of five citizen volunteers who have specialized knowledge and interest in history, historic preservation, and/or architecture, created to ensure the community character within the historic district is preserved. The ARB is a public amenity available to assist applicants in developing the best suited design that reflects the standards laid out in the Warrenton Historic District Design Guidelines and Secretary of Interior’s Standards.

What does the ARB consider for a COA application?

1. Compatibility to existing exterior architectural features (including signs)
2. General design, scale, and arrangement
3. Texture and material (new construction)
4. Compatibility of proposed changes to immediate surroundings
5. Impact on the character of the district and community

When does the ARB meet?

The ARB holds a public hearing for all proposed COA applications each month on the 4th Thursday at 7 PM in the Council Chambers at Town Hall.

Gather All Necessary Information

COA forms can be found on the Town Website at: http://www.warrentonva.gov/government/committees/arb.php

- Complete applications must be submitted to the Department of Community Development by either:
  1. Email to permittech@warrentonva.gov
  2. In-office located in the lower level of Town Hall
  3. Mail or fax, upon request

When is administrative approval given for a COA?

All proposed work, either substantial or non-substantial must have a submitted COA application. If the application is deemed non-substantial and appropriate then the application can be approved administratively by staff without having to go to the ARB. This could be:

- Any compatible maintenance including:
  - In-kind replacement of deteriorated, decayed, or damaged materials
  - Any work to prevent material deterioration
  - Utility repairs and minor improvements
- Any repainting (does NOT include painting original masonry)
- Any interior changes within a structure
- Some signage
- See Warrenton Zoning Ordinance 3-5.3.4.1 for more exempted actions

COA Application Process

1. Submit Application

IF NOT ADMINISTRATIVELY APPROVED

Attend the ARB Meeting

Each new submitted application will be presented as such:

1. Presented to the board with a staff report noting all relevant information
2. Applicants will have the opportunity to comment on their proposed work
3. ARB members will ask the applicant for information on the rationale or restrictions associated with their design decisions

TIP: It’s beneficial to have your contractor or architect present to answer specific questions

4. ARB members will vote for approval with given conditions or denial

2. Final Steps

A. IF APPROVED:
   1. Staff will give the conditions of the COA approval to the applicant
   2. All other necessary permits will be processed

B. IF DENIED:
   1. Any issues noted by the ARB should be resolved (ARB members & staff can help!) or appealed to Town Council
   2. Revised applications will be automatically added to the next ARB meeting following the same steps