

**THIS PAMPHLET OUTLINES THE PROCESS FOR OBTAINING A CERTIFICATE OF APPROPRIATENESS IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT ARTICLE 3 OF THE ZONING ORDINANCE FOR MORE INFORMATION.**

**Certificate of Appropriateness**

**Historic District:** The Town of Warrenton Historic District was created by the Town Council to protect against the deterioration, destruction of, or encroachment upon, areas, structures, and premises designated as having historic or architectural significance: to encourage uses which will lead to their continuance, conservation, and improvement in an appropriate manner; and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced. The current Historic District has an inventory of approximately 440 premises which are illustrated on the Historic District Map located in the Department of Planning and Community Development.

**Architectural Review Board:** The Architectural Review Board consists of five (5) voting members that are town residents, appointed by the Town Council, and who have reasonable knowledge and have demonstrated an interest in historic or architectural development within the Town. The Board members review applications for Certificates of Appropriateness using the regulations established in Article 3 of the Zoning Ordinance, as well as the standards described in the Historic District Guidelines.

**Certificate of Appropriateness:** A Certificate of Appropriateness must be issued by the Architectural Review Board before a building or structure, including signs, can be refaced, erected, reconstructed, restored, or substantially altered in exterior appearance within the historic district. General examples of work constituting **substantial** alterations include:

1. Construction of a new building at any location or a new accessory building on a landmark or contributing property or on a site within the Historic District adjacent to a designated landmark site.
2. Any addition to or alteration of a structure which increases the square footage of the structure or otherwise alters substantially its size, height, contour or outline.
3. Any change or alteration of the exterior architectural style of a contributing or landmark structure, including removal or rebuilding of porches, openings, dormers, window sash, chimneys, columns, structural elements, stairways, terraces, and the like.
4. Addition or removal of one (1) or more stories or alteration of a roof line.
5. Landscaping which involves major changes of grade or walls and fences more than three-and-one half (3.5) feet in height.
6. All signs on all structures shall be reviewed. Canopies or awnings with the business name or logo upon it are considered signs and shall be reviewed.
7. Any other major actions not specifically covered by the terms of this section but which would have a substantial effect on the character of the historic district.
8. Erection of awnings, canopies, and similar appurtenances shall be reviewed.
9. Placement of window air conditioners on the front of commercial buildings only shall be reviewed. Central air conditioning units on residential and commercial buildings shall be reviewed. Placement of exhaust fans shall be reviewed.

General examples of work constituting **non-substantial** alterations which are exempt from review by the Architectural Review Board include:

1. Repainting resulting in the same or in a different color. (Original painting of masonry surfaces is not exempted from review.)
2. Replacement of missing or broken window panes, roofing slates, tiles, or shingles and except on landmark structures outside doors, window frames, or shutters where no substantial change in design or material is proposed.
3. Addition or deletion of storm doors or storm windows and window gardens.
4. Addition or deletion of television and radio antennas, or skylights and solar collectors in locations not visible from a public street.
5. Landscaping involving minor grading, walks, low retaining walls, temporary fencing, small fountains, ponds and the like which will not substantially affect the character of the property and its surroundings.
6. Minor additions or deletions to the structure or accessory structures which will not substantially change the architectural character of the structure or which will not substantially affect the character of the structure or which are generally hidden from public view.
7. Construction of accessory buildings and structures on properties which are not designated as landmark or contributing properties and which are generally in keeping with the character of the existing structure and its surroundings.
8. Construction of off-street loading areas and off-street parking areas containing five (5) spaces or less in a commercial or Central Business District (CBD).
9. Creation of outside storage in a commercial or Central Business District which does not require structural changes or major grading.
10. Routine utility repairs and minor improvements which will not be clearly visible from the public right-of-way.
11. Any changes within a structure which are not visible from a public street.

**Application Procedure:** An application for a Certificate of Appropriateness may be obtained from the Department of Planning and Community Development. Please also note that an application for a Certificate of Appropriateness is required to be completed and returned to the Town of Warrenton even if the work involves examples of non-substantial alterations. Such work must be approved administratively by Town Staff.

The application, along with construction elevations, material samples, photographs, etc. must be submitted to the Department of Planning and Community Development before the **first day of the month (or the first business day immediately following)** to be included on the meeting agenda for that month. The information is then forwarded to the members of the Architectural Review Board for their review prior to the meeting. The Architectural Review Board meetings are open to the public and are held on the **fourth Thursday of each month at 7:00 p.m.** in the Town Council Chambers.

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