



CITY OF MANASSAS, VIRGINIA

Community Development • 9027 Center Street, Manassas, VA 20110 • 703-257-8223

ARCHITECTURAL REVIEW BOARD Application Review Process

The Architectural Review Board (ARB) is appointed by City Council to review and issue a Certificate of Appropriateness (COA) for demolition, new construction and exterior alterations to structures located within the boundaries of the City's historic overlay districts. This document has been prepared to guide the applicant through the ARB application submission and review process. Applications, maps of the historic overlay districts, copies of the design guidelines, FAQs and additional information can be found on the City's website at www.manassasva.gov/arb.

Application Package & Submission

The Architectural Review Board meets the third Tuesday of every month. Application packages must be submitted on or before the fourth Friday prior to the meeting date in order to be placed on the meeting agenda. Applications should be submitted by email to arb@manassasva.gov, or by mail or in-person to:

Department of Community Development
9027 Center Street
Manassas, VA 20110

A thorough and well-prepared application package will expedite review by the ARB. A checklist of the minimum required supporting documentation is included with the application. Applications will not be accepted without all mandatory items. When the application is submitted, City Staff will review the application for completeness and schedule it on the agenda for the next meeting. A formal letter of acceptance with information concerning the meeting date and time will be sent to the applicant via email. Please note that City Staff or the ARB may request additional information during the application review which may be necessary for the ARB to make an informed decision.

Staff Report

During the course of application review, City Staff will visit the subject property and take photographs. A report outlining the project and Staff's recommendation is prepared and emailed to the applicant prior to the meeting.

Architectural Review Board Meeting

The applicant or an authorized representative must be present at the meeting to represent their application and respond to questions. At the meeting, City Staff will present their report with an analysis and recommendation. Following presentation of the staff report, the applicant will be given the opportunity to present the proposal with any changes or corrections to the report. The ARB will ask any questions they may have and may ask for changes, if appropriate. The ARB will then vote to approve the application as submitted or modified, defer for further study, or deny the application.

ARCHITECTURAL REVIEW BOARD

Application Review Process

After the Meeting

If the ARB approves the application, a Certificate of Appropriateness (COA) is emailed to the applicant and the applicant can then obtain any necessary permits prior to commencement of the work. Please contact City Staff to determine what permits are required. A COA expires on the second anniversary of the date of issuance if the authorized work has not commenced or if the authorized work is suspended for a period of two years after commencement.

If the ARB denies the application, there is an appeal procedure provided in the zoning ordinance (Z.O. Sec. 130-410) which is explained in the denial letter mailed to the applicant.

If at any time you require further guidance, please contact the Department of Community Development at 703-257-8223. Our goal is to process your application as quickly and smoothly as possible.

Attachments:

1. ARB Application and Checklist
2. Special/Limited Power of Attorney
3. Project Information Sheets
4. Fee Schedule
5. Historic Overlay District Maps



CITY OF
MANASSAS, VIRGINIA

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ARB #: _____

DATE: _____
(Completed by City Staff)

ARCHITECTURAL REVIEW BOARD
Application for Certificate of Appropriateness

Site Address: _____ Manassas, VA 20110

Number Street Name

Tax Map No(s): _____ Zoning District: _____

Date Purchased: _____ Age of Structure: _____

Nature of Proposed Work (check all that apply):

- | | | |
|---|--|---|
| ☐ Exterior Alteration | ☐ Accessory Structure | ☐ New Construction |
| ☐ Signage & Paint
(Commercial Only) | ☐ Addition | ☐ Demolition |

Description of Proposed Work (use additional pages if necessary): _____

APPLICANT

(All correspondence is addressed to applicant)

Name (Please Print)

Address

City, State, Zip

E-mail Address

Phone #

Signature

OWNER

(Leave blank if same as applicant)

Name (Please Print)

Company

Address

City, State, Zip

Phone #

E-mail Address

I hereby certify that I have the authority to make the foregoing application, that the application and information provided herein is correct and that the construction will conform to the regulations in the Building Code, the Zoning Ordinance, or private building restrictions, if any, which may be imposed on the above property by deed.



CITY OF MANASSAS
DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING & DEVELOPMENT
 9027 Center Street
 Manassas, VA 20110
 Phone: 703-257-8223 Fax: 703-257-5831
 Email: ARB@manassasva.gov

FOR STAFF USE ONLY

ARB #: _____

DATE: _____

ARCHITECTURAL REVIEW BOARD APPLICATION CHECKLIST

SUBMISSION REQUIREMENTS	
All Applications:	
Completed Application	☐
Special/Limited Power of Attorney Form (when applicant acts on behalf of the property owner)	☐
One electronic copy of the application package should be sent to ARB@manassasva.gov	☐
Application fee (see Fee Schedule for amount)	☐
Payment of delinquent taxes and fees on the property	☐
Exterior Alteration (i.e. door/window/siding/roof replacement/fence/etc.):	
Clear and labeled photographs of the site depicting the area impacted by the alterations	☐
Exterior elevation drawings (if applicable)	☐
Site plan or scaled location survey showing location and dimensions of alterations such as fences (if applicable)	☐
Manufacturer's specifications for materials	☐
Material Samples	☐
Color Samples (commercial structures only)	☐
Completed Window/Door or Metal Roof Information Sheet (if applicable)	☐
Signage (Commercial Only)	
Dimensioned drawing of proposed signage identifying materials, colors, attachment & illumination (if applicable)	☐
Drawing identifying location of sign	☐
Dimensions of existing signs to remain (if applicable)	☐
Dimensions of building wall on which sign is to be installed (if applicable)	☐
Material Samples	☐
Completed Sign Information Sheet	☐
Painting (Commercial Only)	
Color Samples (Paint Swatches)	☐
Labeled photographs or schematic of painting scheme	☐

Accessory Structures, Additions, & New Construction	
Site plan or scaled location survey showing location and dimensions of proposed structure or addition	☐
Exterior elevation drawings (if applicable)	☐
Manufacturer's specifications for materials	☐
Material Samples	☐
Color Samples (if applicable)	☐
Demolition	
Description of reason for demolition	☐

Checklist Revised 5-2024

Applicant Signature_____

Date_____



CITY OF
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CASE # _____
(Completed by City Staff)

SPECIAL/LIMITED POWER OF ATTORNEY

THIS _____ day of _____, 20____, I, _____, the owner of Tax Map Number _____, make, constitute and appoint _____, my true and lawful attorney-in-fact, and in my name, place and stead giving unto said

_____ full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for **(circle one) (Special Use Permit), (Rezoning), (Architectural Review Board), (Board of Zoning Appeals)** in connection with the above described real property.

The right, powers and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on _____, 20____, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Community Development of the City of Manassas stating that the terms of this power have been revoked or modified.

Owner's Name (Please Print)

Owner's Signature

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20____.

Notary Public

My Commission expires: _____

ID: _____



CITY OF MANASSAS
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PLANNING & DEVELOPMENT
9027 Center Street
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Email: ARB@manassasva.gov

FOR STAFF USE ONLY

ARB #: _____

DATE: _____

**ARCHITECTURAL REVIEW BOARD
SIGN INFORMATION SHEET**

Refer to pages 170-174 of the
Design Guidelines document
for guidelines on Signage

Site Address: _____

Type of Sign(s):

- ☐ Projecting Sign ☐ Wall Sign ☐ Free-standing Sign
☐ Window Sign ☐ Other: _____

Sign Dimensions (including area): _____

Sign Material and Finish: _____

Colors: _____

Means of Attachment: _____

Illumination (if applicable): _____

Width of Building Face (Wall Signs Only): _____

Vertical Clearance (Projecting Signs Only): _____

Map/Site Plan of Location (Free-Standing Signs Only): _____

(See Attachment: Sign Detail Example)

Applicant Signature _____ **Date** _____

WALL SIGN DETAIL EXAMPLE

DIMENSION

DIMENSION

MANASSAS
BUSINESS LTD.

SIGN = X SQ FT

SIDE VIEW

ANCHOR TYPE

MATERIAL AND THICKNESS

SIGN INFORMATION HERE: DIMENSIONS, MATERIAL (INCLUDING THICKNESS),
PRINTED-PAINTED-LAMINATED GRAPHICS, COLOR, MOUNTING/ANCHOR METHOD

JOHN DOE
SIGN CO.

Customer Information

Job Details

Additional Information

Terms

Approval Signature

X

NOTE: This is an example of a sign proof. Layout and information included in sign proofs will vary by sign type(s) and the company or individual preparing the proof.

PROJECTING SIGN DETAIL EXAMPLE

DIMENSION DIMENSION MANASSAS BUSINESS LTD. SIGN X SQ FT BRACKET WIDTH MANASSAS BUSINESS LTD. DISTANCE TO GRADE		JOHN DOE SIGN CO.
Customer Information		
Job Details		
Additional Information		
Terms		
Approval Signature		
X		

NOTE: This is an example of a sign proof. Layout and information included in sign proofs will vary by sign type(s) and the company or individual preparing the proof.



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PLANNING & DEVELOPMENT
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Email: ARB@manassasva.gov

FOR STAFF USE ONLY

ARB #: _____

DATE: _____

ARCHITECTURAL REVIEW BOARD
WINDOW/DOOR INFORMATION SHEET

Refer to pages 88-91 and 126-129 of the
Design Guidelines document for
Residential and Commercial Windows
& Doors guidelines

Site Address: _____

Brand: _____

Model: _____

Material(s): _____

Type of Window(s):

- | | | | |
|--|--------------------------------------|---------------------------------------|---------------------------------|
| ☐ Double-Hung | ☐ Single-Hung | ☐ Casement | ☐ Awning |
| ☐ Fixed/Picture | ☐ Bay | ☐ Other: _____ | |

Type of Door(s):

- | | | | |
|--------------------------------------|---|---------------------------------|---------------------------------------|
| ☐ Single-Leaf | ☐ Double-Leaf | ☐ French | ☐ Other: _____ |
| ☐ Garage | ☐ Sidelight(s) and/or Transom included | | |

Dimensions of Proposed Windows/Doors: _____

Number of Lites/Panes: _____

Colors (if applicable): _____

Window/Door Trim (material, width, etc.): _____

Window/Door Hardware (Contributing/Landmark structures only): _____

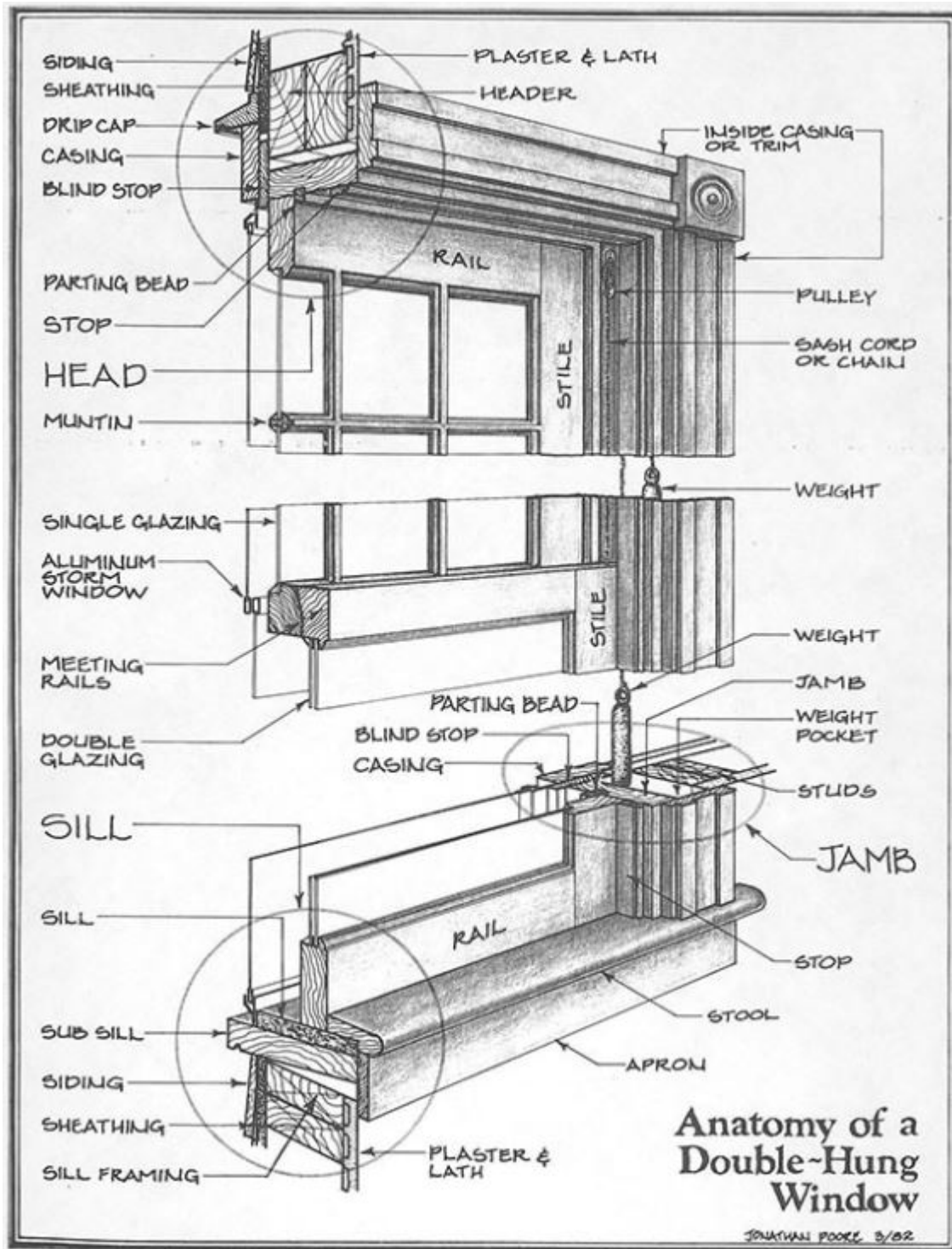
Description of existing windows/doors being replaced (type, material, dimensions, etc.)

(See Attachment: Parts of a Historic Window)

Applicant Signature _____

Date _____

PARTS OF A HISTORIC WINDOW



Credit: *The Old-House Journal*, 1982.



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FOR STAFF USE ONLY

ARB #: _____

DATE: _____

ARCHITECTURAL REVIEW BOARD
METAL ROOF INFORMATION SHEET

Refer to pages 94-97 and 132-135 of the
Design Guidelines document for Residential
and Commercial Roofs guidelines

Site Address: _____

Type of Metal: _____

Panel Width: _____

Seam Height: _____

Seam Type (Hand, Mechanical, Snap-Lock, etc.): _____

Roof Ridge (Crimped or Ridge Cap): _____

Finish (Paint or Other Coating, or Unfinished): _____

Color (if applicable): _____

Applicant Signature _____ Date _____

City of Manassas
FEE SCHEDULE FOR LAND USE APPLICATIONS
Effective: July 1, 2022

REZONING*

<u>Type</u>	<u>Zone</u>	<u>Fee</u>
AGRICULTURAL & RESIDENTIAL	A-1, R-1 THROUGH R-5	\$1,000 + \$100 PER ACRE
COMMERCIAL & INDUSTRIAL	B-1, B-2, B-4, I-1, I-2, AND I-A	\$2,000 + \$100 PER ACRE
PLANNED & CITY CENTER DISTRICTS	R-6, R-7, B-3, B-3.5, PMD	\$3,000 + \$100 PER ACRE

PROFFER AMENDMENT*: 50% of initial application fee

SPECIAL USE PERMIT*

<u>Use</u>	<u>Fee</u>
ANY PROPOSED SPECIAL USE IN THE A-1 AND R-1 THROUGH R-5 ZONES EXCEPT AS LISTED BELOW:	\$1,000
ANY PROPOSED SPECIAL USE IN THE B-1, B-2, B-4, I-1, I-2, AND I-A ZONES EXCEPT AS LISTED BELOW:	\$2,000
ANY PROPOSED SPECIAL USE IN THE R-6, R-7, B-3, B-3.5, AND PMD ZONES EXCEPT AS LISTED BELOW:	\$3,000
HOME BUSINESS	\$200

SPECIAL USE PERMIT CONDITION AMENDMENT*: 50% of initial application fee

ARCHITECTURAL REVIEW BOARD REVIEW**

<u>Type</u>	<u>Fee</u>
NON-RESIDENTIAL AND MIXED-USE (R-6, R-7, B, I, AND P DISTRICTS) NEW BUILDINGS, ADDITIONS, DEMOLITIONS, AND APPEALS	\$1,000
RESIDENTIAL (A-1 and R-1 through R-5) NEW BUILDINGS, ADDITIONS, DEMOLITIONS, AND APPEALS	\$500
NON-RESIDENTIAL AND MIXED-USE ALTERATIONS AND ACCESSORY STRUCTURES	\$250
RESIDENTIAL ALTERATIONS & ACCESSORY STRUCTURES	\$100
SIGNS AND PAINTING	\$50

* Applicant will be billed for the cost of the newspaper advertising for the Planning Commission and City Council public hearings.

**** Applicant will be billed for the cost of the newspaper advertising for the public hearing(s).**

OTHER ZONING FEES

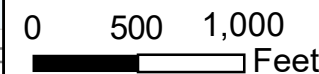
<u>Type</u>	<u>Fee</u>
BZA APPEAL AND VARIANCE**	\$500
PUBLIC DANCEHALL PERMIT**	\$50
PUBLIC DANCEHALL LICENSE	\$500
HOME OCCUPATION	\$25
PLANNING COMMISSION COMPREHENSIVE PLAN CONSISTENCY REVIEW**	\$1000
TEMPORARY SIGN PERMIT	\$50
TEMPORARY SALES OR FOOD TRUCK PERMIT	\$50
TEMPORARY OUTDOOR EVENT PERMIT	\$50
ZONING ADMINISTRATOR INTERPRETATION OR VERIFICATION	\$150
ZONING CERTIFICATION	\$50

*** Applicant will be billed for the cost of the newspaper advertising for the Planning Commission and City Council public hearings.**

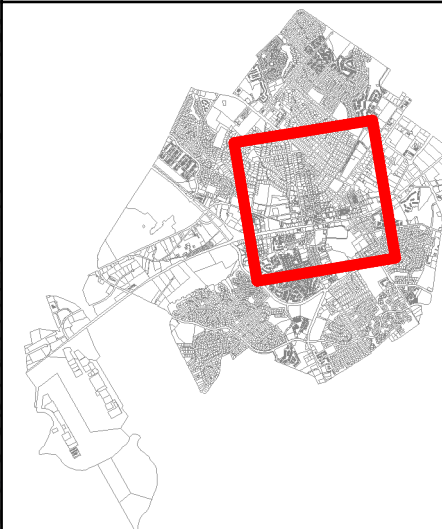
**** Applicant will be billed for the cost of the newspaper advertising for the public hearing(s).**



 Historic District
 Railroad
 Buildings
 Parcels



Map Created by:
Department of Community Development
Map Updated on: 12/30/2014





City of Manassas Liberia House Historic District

Legend

-  Historic District
-  Railroad
-  Buildings
-  Parcels

0 250 500
Feet



Map Created by:
Department of Community Development
Map Updated on: 7/1/2014

