



**HISTORIC ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

Project Name \_\_\_\_\_  
 Site Tax Map Number \_\_\_\_\_  
 Site Address/ Location \_\_\_\_\_  
 Date of Submission: \_\_\_\_\_

**A. DESIGNATED HISTORIC DISTRICT:**

- Courthouse
- Fort Boykins
- Fort Huger
- St. Luke's

**B. PURPOSE OF APPLICATION: (Check which applies)**

- New construction within the Historic District
- Alteration within the Historic District
- Renovation within the Historic District
- Demolition within the Historic District
- Extension
- Temporary (*specify use and time*): \_\_\_\_\_
- Other: \_\_\_\_\_

**Estimated construction time\*:** \_\_\_\_\_

**Expected start date\*:** \_\_\_\_\_

**C. APPLICATION INFORMATION:**

Agent(s) /Applicant(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Property Owner(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Property Owner(s) Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:**

\* Permits will be approved by the Committee for a 24 month time period, unless additional time is requested as part of the application.

\* “Start of construction” is defined by the Isle of Wight County Zoning Ordinance Section 2-1002 as the date the building permit is issued.

\* Historic Architectural Review Committee meetings are regularly scheduled for the 1<sup>st</sup> Wednesday of each month at 1:00 PM in the Robert C. Claude, Sr. Board Room at the County Courthouse Complex. Applications are due four (4) weeks before the meeting, see attached schedule.

**Application Checklist**

- Completed and signed application
- Statement of proposed use and user
- Photographs and/or maps relating the proposed use surrounding properties
- Site Plan or other scaled drawings showing the location of the existing and/or proposed building and site improvements, including:
  - Existing property lines, building placement, and site configuration;
  - Existing topography and proposed grading;
  - Location of existing parking, walkways, signage, exterior lighting, fencing and other site improvements;
  - Relationship to adjacent uses; and,
  - Location of proposed parking, walkways, signage, exterior lighting, fencing, major landscaping, and other site improvements.
- Architectural drawings showing plan view and elevations of new construction or renovations and additions, including original buildings, and identifying all building dimensions, materials and colors.
- Landscaping and buffer plan
- Specific designs for exterior signage, lighting, and graphics, including description of materials, colors, placement and means of physical support, lettering style, and message to be placed on all signs.
- Additional information as deemed necessary by Planning and Zoning staff for a complete review.

## **Guidelines for Review of Application**

The Historic Architectural Review Committee uses the following criteria, found in the County Zoning Ordinance Section 6-3008, when reviewing applications:

- Exterior architectural features, including signs;
- General design, scale and arrangement;
- Texture, material and color;
- Relation of above factors to buildings or structures in the immediate surroundings;
- Extent to which the historic or architectural value and significance of the building or structure and its relationship to the historic or architectural value would preserve or protect historic sites, buildings, structures or area;
- Extent to which preservation and protection would promote the general welfare of the county;
- Compatibility of planned improvements and renovations with the architectural and historic quality, character and scale of a historic building or structure;
- Effect of the building, structure or place on the Comprehensive Plan's goals for tourism, economic development and residential land uses in and around the historic district, landmark, building, structure or site;
- Compatibility of the proposed building, structure or site with the goals for historic preservation as contained in the Comprehensive Plan.