



Application Information

A **Certificate of Appropriateness (COA)** is required for new construction, building additions, and exterior repairs/alterations to a building or structure located in a Historic and Cultural District. The **Historical Review Board (HRB)** meets monthly to review COA applications. The Virginia Beach Historic & Cultural District Design Guidelines are used by the HRB to evaluate projects for compatibility with the historic character of the district and provide property owners guidance when planning projects.

Applicants are encouraged to discuss proposed projects with staff in advance of submitting project applications. Only completed applications submitted by the application deadline will be considered for review.

Use this application for projects that primarily involve new construction.

New Construction includes:

- New primary buildings or structures (e.g., houses, apartments, stores, offices, etc.)
- New accessory buildings or structures (e.g., detached garages, gazebos, etc.)
- Additions to existing structures (e.g., porches, decks, new dormer, rear sunroom, etc.)

Project Documentation

- Drawings should be to scale and like drawings should use the same scale.
- All drawings should be sized to 11"x17" or 8.5"x11"; do not submit documentation on pages larger than 11"x17."
- Include all dimensions on drawings.
- Label drawings with cardinal directions (do not use "right" or "left").
- Elevations and renderings should identify building materials and colors.

Application Checklist

- ☐ Concept layout plan of new development (to scale)
- ☐ Architectural elevations (in color, to scale) showing all elevations for new construction
- ☐ Sign package (if applicable)
- ☐ Recent color photographs that include a wide view that shows the project setting
- ☐ Material information and specifications (e.g., cut sheet, product brochure)
- ☐ Disclosure Statement

Staff will request additional documentation, such as material samples, as needed.



Historical Review Board Certificate of Appropriateness New Construction Application

Project Information

Date: _____

Name of Project: _____

Street Address of Project: _____

Historic and Cultural District: _____

Property Owner Information

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Applicant/Representative Information*

**If different from property owner. This person should have the authority to commit changes to the project.*

Name: _____

Organization and Position: _____

Mailing Address: _____

Phone: _____ Email: _____

Request Details

Type of New Construction: *Select all that apply*

- | | |
|--|---|
| ☐ Single-family residence | ☐ Garage |
| ☐ Multi-family residence | ☐ Accessory structure |
| ☐ Commercial building | ☐ Addition to existing structure |
| ☐ Mixed-use building | ☐ Other _____ |
| ☐ Institutional building | |

Associated Requests

Are there other City applications associated with this project? (e.g., Conditional Use Permit, Conditional Rezoning, Zoning Variance, etc.)

Yes

No

If yes, describe below and include the application number. Attach an additional page if necessary.

**Brief Project Narrative:**

Summarize your project. Include information regarding site improvements, landscaping, signs, demolition, or other surface changes included with this project. Attach an additional page if necessary.

Proposed Materials

If any materials are marked as "Other," please include a description.

Foundation

Slab	Block	Brick	Pier	Other
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Cladding/Siding

Brick	Stucco	Lap Board	Shingle	Masonry (other than brick)	Other
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Roof

Asphalt	Cedar	Slate	Tile	Standing Metal	Membrane	Other
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Doors

Wood	Steel	Aluminum	Glass	Fiberglass	Other
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Windows

Wood	Aluminum wood-clad	Aluminum	Fiberglass	Other
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Lighting

Ground	Pole/Post	Soffit	Wall-mounted	Other
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Trim

Wood	Metal	Composite	Other
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Fence/Wall

Wood	Metal	Brick	Stone	Composite	Other
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Sign Details

Sign Type

See [Section 210.2 of the Zoning Ordinance](#) for definitions of sign types.

Select all that apply:

- ☐ Freestanding sign
- ☐ Hanging sign
- ☐ Monument sign
- ☐ Pole sign
- ☐ Projecting/blade sign
- ☐ Wall-mounted sign
- ☐ Other

Number of Signs _____

Sign Illumination

- ☐ Non-illuminated
- ☐ Externally illuminated, ground-mounted light
- ☐ Externally illuminated, building-mounted light
- ☐ Other