

TOWN OF FRONT ROYAL
 Department of Planning and Zoning
 102 East Main Street
 PO Box 1560
 Front Royal, VA 22630

Main 540.635.4236
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Payment Type: _____
 Date Paid: _____
 Date Received: _____
 Application Fee: \$100.00
 *For Non-Profit – 25% Fee
 Reduction of Regular Fee ☐

ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS APPLICATION

☐ New Construction ☐ Rehabilitation ☐ Sign ☐ Other _____

Application is hereby made for a Certificate of Appropriateness and is made subject to the local Historic District Ordinance, other local ordinances, and State laws which are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements which are a necessary condition for approval of this certificate.

This application for a Certificate of Appropriateness may be approved administratively in accordance with Section 175-89.1 of the Town Code.

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____ E-Mail: _____

Property in Question:

Street Address: _____

Tax Map Number: _____

Historic District: ☐ Downtown Residential Area

☐ Downtown Business Area

Name of Property Owner(s): _____

Address of Property Owner(s): _____

Phone Number: _____ E-Mail: _____

Are there any other applications relevant to this property or the proposed modifications being considered by any other regulatory or administrative agency? ☐ Yes ☐ No

If Yes, please describe: _____

Description of Proposal, including materials and colors used with each modification (List for foundation, walls, doors, windows, trim gutters/downspouts, roofing, sign, lighting, sidewalk, fencing and gutters as applicable) (attach separate sheets if necessary):

Also include the following as applicable:

- _____ Attached map with property under consideration marked
- _____ Site Plan
- _____ Sketch, drawing, elevations
- _____ Photographs or slides showing property in question
- _____ Material samples

Signature of Applicant: _____ **Date:** _____

Signature of Representative (if applicable): _____

Date: _____

By submitting this application, the applicant grants permission to Town officials and employees to enter upon the property, which is the subject of this application, during reasonable hours and for purposes related to the application process.