



CERTIFICATE OF DESIGN APPROVAL

221 S. Nursery Avenue Purcellville, VA 20132
Phone: 540-338-2304 Fax: 540-338-7460

CDA # _____

Please fill out all information in order to ensure the scheduling of your agenda item

Street Address of Property: _____ Parcel #: _____
Owner Name: _____
Business Name: _____
Authorized Agent (if applicable): _____
Mailing Address: _____
Daytime Telephone Number (s): _____

Project Description

☐ New construction ☐ Addition ☐ Alteration ☐ Accessory Structure ☐ Demolition
☐ Repainting ☐ Minor Landscaping Structure ☐ CDA Amendment ☐ Other: _____

Contractor: _____
Address: _____ Phone: _____

Written Description

Describe clearly and in detail the nature of the project, including exact dimensions for materials to be used (e.g., width of siding, windows and window trim, etc.). Attach additional sheet, if necessary:

Acknowledgement of Responsibility

I understand that all CDA application materials must be complete and must be submitted fourteen (14) days before the BAR meeting date and that I or an authorized representative must be present at the meeting; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans approved by the BAR. I also understand that the BAR or Town Staff may need to perform an inspection of my property as it relates to this application. I understand that no changes are permitted without prior approval of the Town, and that failure to follow approved plans is a violation of the Purcellville Town Code and Zoning Ordinance.

Signature of Owner or Authorized Agent: _____

Printed name: _____

See reverse side of this form for required submission materials. Applications will not be accepted for scheduling without all required materials. The submission deadline for complete applications is fourteen days prior to the meeting date.

CDA APPLICATION FORM (page 2 of 3)

MINIMUM SUBMISSION REQUIREMENTS: Please note that all of the following materials must be delivered to the Department of Community Development **21 days** prior to the BAR meeting or your application will be postponed until the following month's agenda. Include **6 copies** of the following information. Use the checklist below to ensure the application is complete. (Use N/A if item is not applicable to your project).

___ Application. ***6 copies of this application form, filled out in its entirety.***

___ Fee. ***All applicable fees must be paid to the Town before your agenda item is scheduled.***

___ Architectural Drawings – ***6 full size copies and one 11"x17" copy. FOLDED:***

All colors, materials and finishes shall be shown by notation or by use of accepted architectural symbols;
Minimum scale: 1/4" = 1'

___ Dimensioned outline of the building

___ Dimensioned elevation of new construction and adjacent existing elevations

___ Site Plan(s) (for new construction and additions)

___ Site Section(s) (when requested by BAR)

___ Photographs – ***Provide at least 3 views of building site and adjacent area.***

___ Specifications of Exterior Materials – ***Please complete the attached Architectural Materials Checklist.***

Specifications to include, but not be limited to: Roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include **color copies** of manufacturer's specification sheets.)

___ Demolition – ***See Demolition section of Purcellville Design Guidelines for requirements.***

NOTE: All materials submitted will become the property of the Town of Purcellville.

OFFICE USE ONLY: Date of Application: _____ **CDA#:** _____ **Fee:** _____ **Paid:** _____

BAR Action: ☐ Approval ☐ Conditional Approval ☐ Denial **Date:** _____

BAR Comments/Conditions: _____

Application Approved: _____ **Date:** _____

BAR Chairman

If Appealed, Town Council Action: ☐ Approved ☐ Denied **Date:** _____

Town Council Conditions: _____

THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL OF THE BAR.

FOR MINOR PROJECTS ONLY

Minor Project Exemption Approved: _____ **Date:** _____

Zoning Administrator

THIS EXEMPTION EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. ISSUANCE OF A MINOR PROJECT EXCLUSION SHALL NOT RELIEVE THE APPLICANT, CONTRACTOR, TENANT OR PROPERTY OWNER FROM OBTAINING ANY OTHER REQUIRED PERMIT.

CDA APPLICATION FORM (page 3 of 3)

Architectural Materials Checklist:

This checklist is intended to assist you in preparing your application to the Board of Architectural Review. This is not intended to replace your application or any other requirements of the Design Guidelines and Standards.

Foundation:

Material: (example: Brick, Stone, Concrete, etc.) _____

Color: _____

Roofing:

Material: (example: standing seam metal, shingles, shakes, etc.) _____

Color: (example: copper, prefinished, painted, etc.) _____

Exterior Wall Surfaces:

Material(s): (example: brick, stucco, hardiplank siding, board and batten, etc.) _____

Color(s): _____

Windows and Doors:

Window/Door Type: (example: Aluminum storefront, Double Hung, Casement, etc.) _____

Window/Door Material: (example: Wood, aluminum clad, vinyl clad, etc.) _____

Muntins (example: true divided, simulated divided, etc.) _____

Other Materials: (to include but not be limited to shutters, trim, porches, chimneys, etc.)

Material(s): _____

Color(s): _____

For Alterations and Renovations – If any changes are proposed to an existing structure's materials and/or color scheme, please outline them below (attach a separate sheet, if needed):