

## CHAPTER XII - APPENDIX 4

### WILLIAMSBURG ARCHITECTURAL REVIEW BOARD APPLICATION PROCEDURES

1. In **Architectural Preservation Districts** and the **Corridor Protection District** no clearing, grading, demolition, relocation, building or sign permit will be issued for any project until approval has been granted by the Architectural Review Board. Other exterior changes that do not require a building permit may require approval from the Architectural Review Board such as painting and site work. Applicants are advised to check with the Planning Department prior to beginning such work.
2. The Architectural Review Board meets the second and fourth Tuesday of every month at 6:30 p.m. in the Third Floor Conference Room of the Municipal Building at 401 Lafayette Street. In order to be placed on the agenda for a meeting, applications must be submitted no later than noon on the Monday the week prior to the meeting. Meeting schedules and applications are available on the City's website and the Planning Department. Adjoining property owner will be mailed written notifications for construction projects and public notification placards will be posted for new construction, demolition, additions, alterations, relocation and major rehabilitation applications.
3. Applications to the Architectural Review Board must include the appropriate application form signed by the property owner and nine sets of plans (elevations and site plans) for large commercial projects. For smaller projects the preferred plan size is 11"x17". A list of all materials for the project and colors proposed must be included with the application.
4. Applications to the Architectural Review Board for signs must include a complete sign application form, signed by the property owner, with one colored rendering of the proposed sign(s). Specific colors must be listed on the application. Building-mounted sign must include an elevation of the proposed sign on the building. Monument or free-standing signs must include a site plan indicating the location of the sign and any proposed lighting/landscaping.
5. Applicants who are not on the consent agenda must be present at the meeting. Applicants on the consent agenda are encouraged to be present at the meeting but attendance is not mandatory. If a case is removed from the consent agenda and a representative is not present the case will be tabled until the next meeting. Applicants on the consent agenda who do not attend the meeting do so at their own risk.
6. The applicant will receive a copy of the Architectural Review Board's decision within a week following the meeting. In the event that the Architectural Review Board denies the application, the applicant will receive written notification of the decision explaining the reasons for the decision.

7. Building, demolition and relocation permit applications are available at the Code Compliance Office between 8:00 a.m. and 4:30 p.m. Two copies of the approved building plans, site plan, and land disturbing permit if necessary, must be submitted with the application. Check with the Code Compliance Office at 220-6134 for additional information for plan review.
8. The applicant is responsible for notifying the Planning Department when the construction project is ready for inspections for compliance with plans approved by the Architectural Review Board. In addition, a foundation survey, prepared by a surveyor, must be submitted and approved by the Zoning Administrator prior to proceeding above the foundation. If completed projects do not comply with approved plans, the applicant will be in violation of the Zoning Ordinance and subject to civil penalties and other legal action including injunction, abatement or other appropriate action or proceeding in order to insure compliance with his ordinance.