



CERTIFICATE OF APPROPRIATENESS
Downtown Design Review Committee
City of Hopewell
Department of Development

300 N Main St., Hopewell, VA 23860

Office (804) 541-2220

Fax (804) 541-2318

I understand that all work and materials used in this installation shall conform strictly to the City of Hopewell ordinances and the Virginia Uniform Statewide Building Code and that this Certificate of Appropriateness expires if work is not commenced within six (6) months from the date of issuance. **Answers must be provided to all questions. FEE: \$0.00**

Address of Work: _____ **Parcel#:** _____ **Date:** _____

Applicant Information:

Name: _____

Daytime Phone:() - _____ **Cell:**() - _____

Address: _____

Email: _____

City: _____ **State:** _____ **Zip:** _____

Type of Work: Check all that apply

Exterior Improvement

- ___ Window/Door Replacement
- ___ Painting
- ___ Roof
- ___ Siding
- ___ Gutters
- ___ Lighting
- ___ Other _____

Exterior Improvement

- ___ Cornice
- ___ Soffit/Facia
- ___ Masonry work
- ___ Patio installation
- ___ Landscaping
- ___ Ramp
- ___ Other _____

Fencing

- ___ Front
- ___ Rear
- ___ Side
- ___ Corner Lot
- ___ New
- ___ Replacement

Signage

- ___ Bldg. Mounted
- ___ Window/s
- ___ Projecting
- ___ Freestanding
- ___ Other _____

Construction

- ___ Residential
- ___ Commercial
- ___ Institutional
- ___ Addition
- ___ Other _____
- ___ **Demo***

* Requires Public Hearing

Color(s): _____ **Manufacturer:** _____ **Material:** _____

Height: _____ **Width:** _____ **Depth:** _____ **Location:** _____

Expected Construction Start Date: _____ **Expected Construction Finish Date:** _____

Other Comments: _____

Who is Completing the Work?: **Applicant:** _____ **Contractor:** _____ **Contractor Name:** _____

Required Attachments (as applicable):

Exterior Improvement

- Color swatches
- Photos—existing conditions
- Images of proposed new items to be installed

Accessory Structure

- Color swatches
- Elevations
- Site Plan
- Materials samples

Fencing

- Images of proposed fencing
- Site Plan

Signage

- Sign Mock-up
- Photos of Sign location
- Elevation with proposed sign

Construction

- Elevations
- Site Plan
- Materials samples

Any other items the applicant would like to submit: _____

I understand that this is an application for a Certificate of Appropriateness (COA) and that work may not begin until the COA and all related permitting, if required, has been approved.

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

APPROVAL

DDRC Chairman Signature: _____ Print: _____ Date: _____

Dept. of Development Signature: _____ Print: _____ Date: _____

DENIAL

DDRC Chairman Signature: _____ Date: _____ Dev. Dept. Initials: _____ Date: _____

Reason: _____
