



# CERTIFICATE OF APPROPRIATENESS

## Architectural Review Board

### 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: \_\_\_\_\_ Will you or a representative be attending the meeting? \_\_\_\_\_

#### Type of Work: Check all that apply:

##### Exterior Improvement

- Window Replacement
- Painting
- Roof
- Siding
- Gutters
- Deck
- Other \_\_\_\_\_

##### Accessory Structure

- Shed
- Carport
- Detached Garage
- Pool (above ground)
- Gazebo
- 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
- Samples of Materials

##### Fencing

- Images of proposed fencing
- Site Plan

##### Signage

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

##### Construction

- Elevations
- Site Plan
- Samples of Materials

Describe 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, have been approved.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

#### **APPROVAL**

ARB Chairman Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. of Development Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

#### **DENIAL**

ARB Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Dev. Dept. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_