



# TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the [Old and Historic District](#) must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the [Architectural Review Board Design Guidelines](#) for guidance of appropriate colors, materials, designs, etc.

The ARB meets regularly on the fourth Tuesday of the month at 7:30 p.m. at Town Hall. Applications must be filed at Town Hall by close of business on the Tuesday of the week prior to the meeting. Applicants must submit supplemental materials at time of application. Additional paint and material samples, product brochures and spec sheets, renderings, architectural drawings, photographs of the structure or other supplemental materials may be requested by the ARB prior to the hearing. The applicant or a representative must be present at the meeting during which the ARB will review the application. All fees must be paid prior to scheduling for ARB consideration.

Section I: Applicant and Owner Information	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Applicant Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Business Name (if Applicable)</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Address (No., City, Address, Zip) + PO Box</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Email</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Phone Number</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Owner Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Address (No., City, Address, Zip) + PO Box</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Email</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Phone Number</div> <div style="margin-top: 5px;"><input type="checkbox"/> Same as Applicant Information</div>
Section II: Property Information	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Project Address:</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Type of Use (Select One):  <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use  <input type="checkbox"/> Other: _____</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Structure Style:</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Exterior Elevation Type (Select all that apply):  <input type="checkbox"/> Improvement/Repair to Existing Structure  <input type="checkbox"/> New Development/In-Fill or New Accessory Structure  <input type="checkbox"/> Demolition  <input type="checkbox"/> Other: _____</div>
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Brief Description of Project:</div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"><b>Notice to Applicant/Property Owner:</b> <i>Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.</i></div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Applicant Signature</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Date Submitted</div>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample ( <i>identify which Architectural feature samples are included</i> ) List:	<input type="checkbox"/> Material Samples ( <i>identify which Architectural feature samples are included</i> ) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: ( <i>identify which Architectural feature spec sheets are included</i> ) List:	<input type="checkbox"/> Photo of existing structure(s)  <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s)  <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p><b>Note to Applicants:</b> Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under <a href="#">§ 157.179 of the Town Code</a> regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board:  _____	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied  _____ Signature (ARB Chair or Designee) <span style="float: right;">Date</span>
Section V: TOWN STAFF ONLY	
<b>Application Fee:</b> _____  Date Paid: _____ Rcpt No./Check No.: _____	<b>ARB APPLICATION NO.:</b>
<b>Plan Reference Numbers:</b> <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	<b>Notes:</b>

**CONTINUE TO NEXT SECTION**



# TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

**Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects - Commercial, Residential and Mixed-Use**

<b>Project Address:</b>	<b>ARB Application No.:</b>
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Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town's website at [www.occoquanva.gov](http://www.occoquanva.gov). Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

<p><b>1. Type of Improvement(s):</b> <input type="checkbox"/> New Build <input type="checkbox"/> Improvements to Existing Structure(s) <input type="checkbox"/> Combination</p>
<p><b>2. Additions and New Builds</b></p> <p><input type="checkbox"/> Accessory Structure: Size: _____ Location relative to Main Structure: _____</p> <p><input type="checkbox"/> New Build: Size: _____ Location on site: _____</p> <p>General Description/Use of Structure: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Rendering required <input type="checkbox"/> Plan showing location on site required <input type="checkbox"/> Architectural Plans required <i>Complete applicable sections below.</i></p>
<p><b>3. Awnings</b> <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement</p> <p>Existing Material, Color and Design: _____</p> <p>Proposed Material (canvas or similar material): _____ Color: _____</p> <p><input type="checkbox"/> Sample Included (Type): _____</p> <p><input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included</p>
<p><b>4. Exterior Walls on Structure</b> <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement</p> <p>Existing Material, Color and Pattern: _____</p> <p>Proposed Material: <input type="checkbox"/> Brick <input type="checkbox"/> Siding <input type="checkbox"/> Other: _____ <input type="checkbox"/> Paint <input type="checkbox"/> Material Replacement</p> <p>Material Type: _____ Color: _____ Pattern: _____</p> <p><input type="checkbox"/> Mortar: Color _____ Joint Pattern _____</p> <p><input type="checkbox"/> Sample Included (Type): _____</p> <p><input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included</p>

**5. Windows**  New  Repair/Replacement

Existing Material, Color and Pattern: \_\_\_\_\_

Proposed Material: \_\_\_\_\_ Grid Profile: \_\_\_\_\_

Grid Color: \_\_\_\_\_ Shutter Color: \_\_\_\_\_ Trim Color: \_\_\_\_\_

Location (identify location of windows and types - provide exhibit): \_\_\_\_\_

Sample Included (Type): \_\_\_\_\_

Spec Sheet Included  Photo Included

**6. Doors**  New  Repair/Replacement

Existing Material, Color and Pattern: \_\_\_\_\_

Proposed Material: \_\_\_\_\_ Style: \_\_\_\_\_  Window (Style): \_\_\_\_\_

Door Color: \_\_\_\_\_ Trim Color: \_\_\_\_\_ Window Color: \_\_\_\_\_

Location(s) (identify location of doors and types - provide exhibit): \_\_\_\_\_

Sample Included (Type): \_\_\_\_\_

Spec Sheet Included  Photo Included

**7. Roofs and Gutters**  New  Repair/Replacement

Existing Material, Color and Pattern: \_\_\_\_\_

Proposed Roof Material: \_\_\_\_\_ Roof Pitch \_\_\_\_\_

Proposed Roof Color and Style: \_\_\_\_\_

Proposed Gutter Material and Color: \_\_\_\_\_

Gutter Locations (provide exhibit): \_\_\_\_\_

Sample Included (Type): \_\_\_\_\_

Spec Sheet Included  Photo Included

**8. Dormers**  New  Repair/Replacement

Existing Material, Color and Pattern: \_\_\_\_\_

Proposed Material: \_\_\_\_\_ Existing Pitch \_\_\_\_\_ New Pitch \_\_\_\_\_

Proposed Color and Style: \_\_\_\_\_ Window Color and Style: \_\_\_\_\_

Sample Included (Type): \_\_\_\_\_

Spec Sheet Included  Photo Included

**9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.**

New  Repair/Replacement Proposed Structure Type: \_\_\_\_\_

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

Proposed Material: \_\_\_\_\_ Color/Stain: \_\_\_\_\_

Proposed Pattern/Design: \_\_\_\_\_ Decorative Trim/Hardware: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

Porch/Deck Post(s) Size: \_\_\_\_\_ Spindle Design and Color: \_\_\_\_\_

Sample Included (Type): \_\_\_\_\_

Spec Sheet Included  Photo Included

**10. Other Exterior Improvements**  New  Repair/Replacement

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

**Lighting**

Light Fixtures: Color \_\_\_\_\_ Style \_\_\_\_\_ Placement \_\_\_\_\_  Spec Sheet Included

**Ramps**

ADA Ramps: Color \_\_\_\_\_ Style \_\_\_\_\_ Location \_\_\_\_\_  Spec Sheet Included

**Chimneys**

Brick  Stone Color \_\_\_\_\_ Style \_\_\_\_\_ Location \_\_\_\_\_  Spec Sheet Included

**Other**

Material: \_\_\_\_\_ Color \_\_\_\_\_ Type \_\_\_\_\_ Location \_\_\_\_\_

**Other**

Material: \_\_\_\_\_ Color \_\_\_\_\_ Type \_\_\_\_\_ Location \_\_\_\_\_

Brief Description:

Spec Sheet Included  Photo Included

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**TOWN STAFF ONLY**

**Notes:**