



Architectural Review Board Application

Version 2023.0523

Planning & Zoning Administration

174 E. King Street, P.O. Box 351

Strasburg, VA 22657

(540) 465-9197 ext. 127

Minor Modification <input type="checkbox"/> Major Modification - Residential <input type="checkbox"/> Major Modification - Commercial <input type="checkbox"/>		Permit #	
Applicant Information			
Name		Company name	
Address			
City/State		Zip Code	Phone
Email			
Contractor's License #			
Owner Information (if different than above)			
Name			
Address			
City/State		Zip Code	Phone
Project Information			
Description			
Owner/Applicant Signature			Date
This area to be completed by staff			
Business License Paid:	Taxes Paid:		This box for approval stamp
Comments:			



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What is needed for Architectural Review Board submission
<ol style="list-style-type: none"> 1. Application 2. In the description, provide a list of items to be address on the structure (such as: windows, shutters, doors, roof, siding, soffit, gutters, and new structures) 3. Any photographs, drawings, details, or plans that indicate the items used for the improvements
<p>Purpose</p> <p>Historic District regulations preserve and protect historic places and areas through the control of demolition and relocation of such places and through the regulation of architectural design and uses of buildings, structures and sites. Historic preservation is an evolving process that seeks to balance the public mission of historic preservation with the private property rights of individual owners. As a result, some modification decisions are left to the wisdom of property owners while others merit regulation. It is the purpose of the UDO to retain the distinct and treasured physical imprint of Strasburg's unique architectural styles, building types and forms, streetscapes and neighborhoods in the historic districts as they survive subsequent generations of development.</p> <p>Classifications</p> <ul style="list-style-type: none"> ▪ <i>Ordinary Maintenance, Normal Repair and Routine Maintenance.</i> These are exempt from review by the Architectural Review Board. Repair and maintenance should retain existing materials and features while employing as little new material as possible. Such repair begins with the least degree of intervention possible by strengthening fragile materials through consolidation, patching, limited splicing in kind or otherwise reinforcing using recognized preservation methods. All work should be physically and visually compatible. The following include but are not limited to normal repair and/or routine maintenance: <ul style="list-style-type: none"> – Painting or repainting the same or a different color. Original painting of masonry surfaces is considered a major modification and is not exempted from review. – Work done to prevent deterioration or to replace parts of a structure with similar materials. – Landscaping activities including planting of grass, trees or shrubs, grading, walks, retaining walls, fencing. ▪ <i>Minor modification.</i> No application review is required. The following include but are not limited to a minor modification: <ul style="list-style-type: none"> – Replacement or reconstruction of architectural features using similar materials. – Addition or deletion of storm doors or storm windows and window gardens, or similar appurtenances. – Addition or deletion of television and radio antennas; or skylights and solar collectors, except on the primary façade; – Construction of off-street loading or parking areas containing three spaces or less. – Replacement of missing or broken fenestration where no substantial change in design or material is proposed. ▪ <i>Major modification.</i> Application required, but the Town may only make recommendations on the proposal. Major modifications are deemed to have a permanent effect upon the character of the Historic District, including but not limited to: <ul style="list-style-type: none"> – Application of a substitute siding material over wood siding. – Installation of replacement windows of a substitute material. – Addition or deletion of a window or door opening. – Original painting of a masonry surface. – Any change or alteration of the exterior architectural style of a structure. – Addition or removal of one or more stories or alteration of a roof line. – All signs. – Addition or deletion of awnings, canopies, and similar appurtenances. ▪ <i>Demolition.</i> Application required. ▪ <i>New construction, addition, movement, relocation or reconstruction greater than 50% of the market value.</i> Application required.

Right to Appeal:

Per UDO Section 2.32.5; From ARB to Town Council. The owner or Applicant may appeal a final decision of the Board to the Town Council by filing a written notice in the form of a letter to the Town Council within 30 days of the date of the Board decision. The Town Council may affirm, reverse, or modify, in whole or in part, the decision of the Board. In so doing, the Council shall give due consideration to the recommendations of the ARB along with other evidence as it deems necessary for the proper review of the application. Upon appeal, the final decision of the ARB shall be stayed pending the decision of the Town Council; provided, however, that the Applicant is prohibited from taking any action for which approval is sought during the pendency of such appeal. The Town Council shall conduct a full and impartial public hearing on the matter in compliance with Code of Virginia, § 15.2-2204, before rendering any decision.