



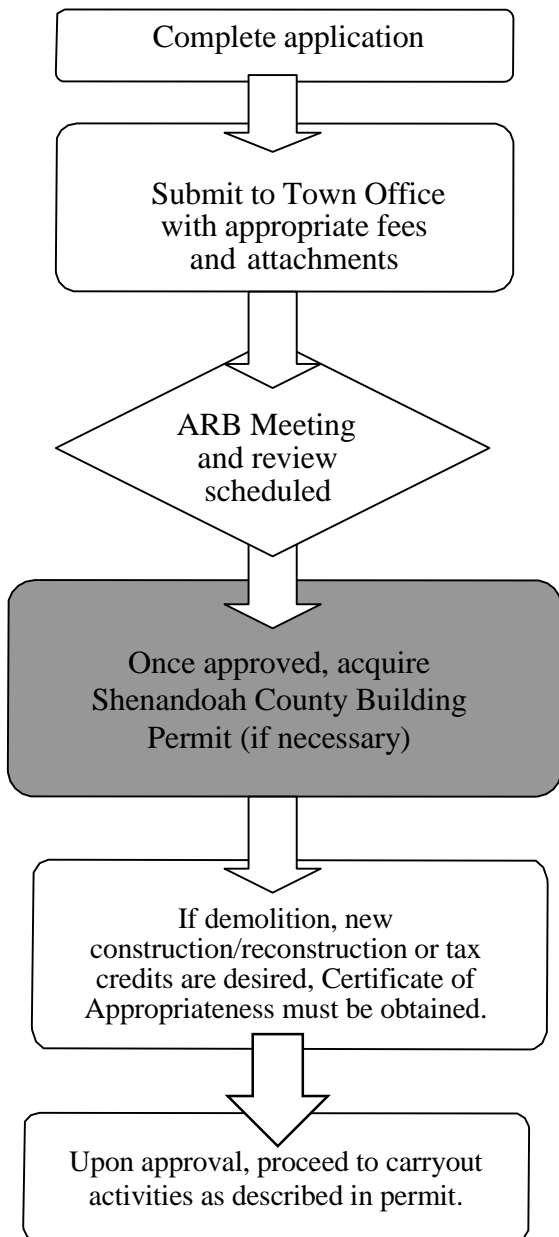
Town of Strasburg
Planning and Zoning Department
 174 E King Street
 Strasburg VA, 22657
 (540) 465-9197 Fax (540) 465-3252

Application for Review by ARB Process

Revised 01/18/2016

Process and Classifications:

Only fully complete applications will be accepted and reviewed by the Zoning Administrator. Criteria for application completeness varies by the type of request. For full details and official information please refer to the Unified Development Ordinance (UDO) and Historic District Guidelines available at the Town Office or website, or call the Town Office and ask to speak with the Zoning Administrator.



Classifications and Examples

- ❖ **Ordinary Maintenance:** No application required, should retain existing materials and features while employing as little new material as possible.
 - Painting or repainting. Original painting of masonry surface is a major modification and is not exempted.
 - 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.
- ❖ **Minor Modification:** Application required, no review by ARB.
 - Replacement or reconstruction of architectural features using similar materials.
 - Addition or deletion of storm doors or storm windows and window gardens, or similar appurtenances.
- ❖ **Major Modification:** Application required, ARB can only make recommendations on proposal.
 - 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.
 - All signs.
- ❖ **Demolition:** Approval required. No building or structure within the Historic District shall be demolished, in whole or in part, unless a certificate of appropriateness has been issued by the ARB.
- ❖ **New Construction:** Approval required. Construction of a new building, new accessory building, an addition which increases the square footage of a building, or the movement or relocation of an existing structure. This includes any addition to or alteration of a building which increases the square footage of the building or otherwise alter substantially its size, height, contour, or outline; and reconstruction of 50% qualifies as well.
- ❖ **Certificate of Appropriateness:** Approval required. An approval certificate and statement signed by the chairman of the ARB and the Zoning Administrator that certifies approval by the Board of the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, or demolition of all or a part of any structure within the historic districts. Required for demolition, new construction, reconstruction over 50%,



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Permit Number: _____

Permit Fee: _____

Project Address _____

Applicant Name _____ Applicant Phone No. _____

Applicant E-mail _____ Current Land Use _____

Contractors Name _____ Contractors Phone No. _____

Owner Name _____ Owners Phone No. _____

Owner Address _____

Description of Work:

Estimated Cost of Project \$ _____

Intend to apply for Historic Tax Credits? _____

Property Owner/Authorized Agent Consent:

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized agent. As an authorized agent, I have express permission from the property owner of record to act on their behalf. I hereby acknowledge that the Town of Strasburg shall have the authority to impose such conditions as deemed necessary to request additional information as deemed necessary to serve the public safety, health, interest and welfare. I do also hereby authorize Town of Strasburg staff of official business to enter onto the subject property as necessary to process the application.

Property Owner/Authorized Agent Signature

Date

Right to Appeal:

Unified Development Ordinance (UDO) Chapter 1 Section 19.4 A: An appeal to the Board [of Zoning Appeals] may be taken by any person aggrieved or by any officer, department, Board or bureau of the Town affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of Code of Virginia, § 15.2-2280 et seq. or this UDO. The recipient has the right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that decision shall be final and un-appealable if not appealed within 30 days. The appeal period shall not commence until a written determination is made. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the ground thereof.

The owner or Applicant may appeal a final decision by the Architectural Review 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.

Town Staff Only

Permit Fee: _____ Business License Paid: _____ Taxes Paid: _____

Zoning District: _____ Tax Map #: _____ Floodplain: _____

Acreage: _____ Proposed Land Use: _____ Use Code: _____

- Minor Modification (\$30)
- Major Modification (residential \$60)
- Major Modification (commercial \$100)
- Demolition (Major Mod Fee)
- New Construction (Major Mod Fee)
- Other: _____

Complete Application: _____ Date: _____

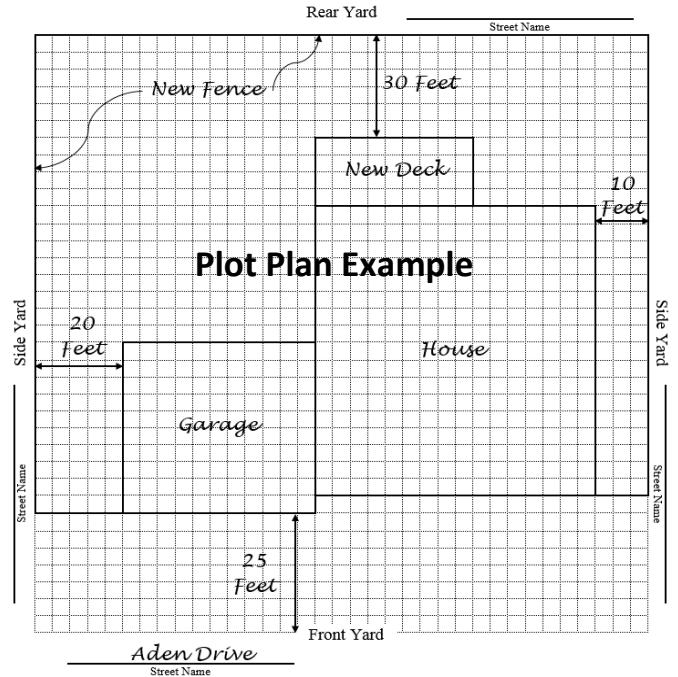
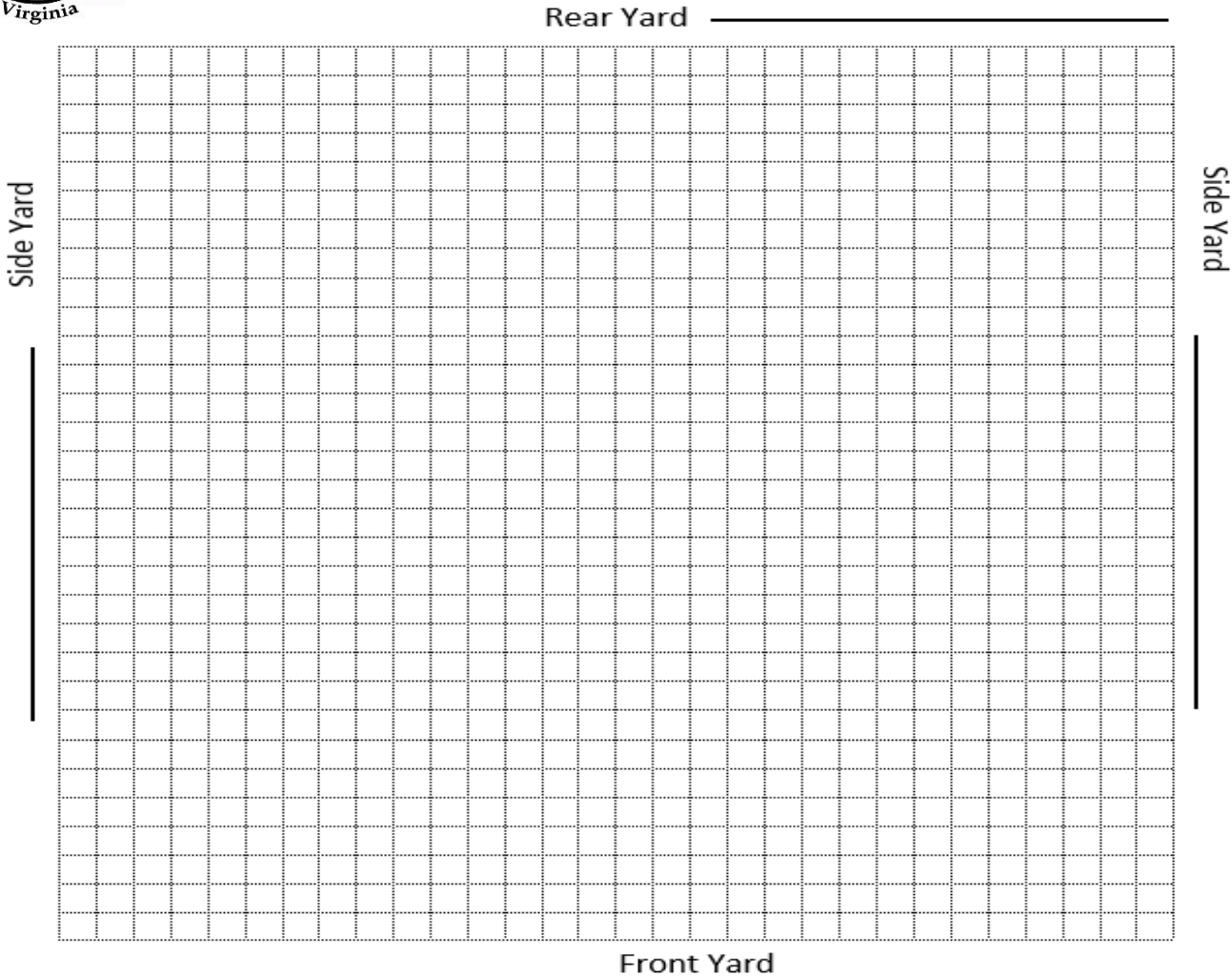
Conditions or Comments:

Stamp Final Approval



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Plot Plan
 Revised 01/18/2016



Plot Plan

Please use a straight edge or ruler to draw as accurately as possible any:

- Existing Structures
- Proposed Structures (fences, sheds, driveways, pools, additions, etc.)
- Distances in feet from structures to property lines on all sides of the property
- Names of all Streets that you are adjacent to

The Plot Plan does not have to be to scale. New Residential requires a scaled professional plot plan, and any Commercial construction or addition require a Site Plan prepared by a licensed surveyor or engineer.