






City of Fairfax, Virginia

Community Development & Planning

10455 Armstrong Street • Room 207A • Fairfax, VA 22030-3630

P 703.385.7820 • www.fairfaxva.gov

How to submit applications to the Department of Community Development & Planning

 An icon of a white envelope with a blue arrow pointing to the right, and the word "EMAIL" written in blue on the envelope.	Online via Email	Download an application , fill it out completely, and send it along with any other attachments to: zoning@fairfaxva.gov . You will receive an invoice via email to use when paying the application fee online.
 An icon of a blue mailbox with the word "MAIL" written in white on the front.	By Mail	Download an application , fill it out completely, and mail it along with a check (for the application fee noted on the top of the application) along with any other attachments to: City of Fairfax, 10455 Armstrong Street, Suite 207A, Fairfax VA 22030. The check should be made payable to “City of Fairfax”.
 An icon of a stylized orange human figure.	In Person – By Appointment Only	In-person appointments may be requested for special circumstances when filing an application. Appointments must be made at least one working day in advance. To schedule an appointment, please call 703-385-7820 or send a message to zoning@fairfaxva.gov .

Visit our website: www.fairfaxva.gov/zoning for helpful information.

You may contact zoning staff at zoning@fairfaxva.gov.



CITY OF FAIRFAX, VIRGINIA

**APPLICATION PACKAGE
CERTIFICATE OF APPROPRIATENESS
BOARD OF ARCHITECTURAL REVIEW
(BAR)**

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BOARD OF ARCHITECTURAL REVIEW (BAR) APPLICATION



CITY OF FAIRFAX
Department of Community Development and Planning
10455 Armstrong Street, Annex Room 207,
Fairfax, VA 22030

TO THE APPLICANT:

All significant improvements or changes to architectural and landscape features visible from public rights-of-way or public property must receive architectural approval and a certificate of appropriateness prior to construction or installation. Exceptions to this include single-family homes outside of the Historic Overlay Districts, townhouses and duplexes outside of the Historic Overlay Districts after their initial construction, and signs outside of the Historic and Transition Overlay Districts.

For large projects, new construction, or other major improvements an applicant must receive a **major certificate of appropriateness** (110-6.5.3.B.), awarded by the Board of Architectural Review (BAR). Minor improvements, which result in only minor effects on the character of the property (such as addition or modification of doorways, ramps, walkways, shutters, porches, awnings, landscaping, skylights, antennas, satellite dishes, exterior lighting, railings, dumpster screening, mechanical equipment screening, and similar features) may be approved administratively by staff for a **minor certificate of appropriateness** (110-6.5.3.A.).

The BAR also recommends actions to the City Council regarding Special Exceptions to bulk and lot area requirements in the Historic Overlay Districts and the Transition Overlay District. Additionally, the BAR provides recommendations to City Council on major certificates of appropriateness tied to special use reviews, planned development reviews, rezonings, and special exception reviews (**110-6.5.6.B.**).

Board approval does not take the place of construction permits, sign permits, or other required permits and licenses. If a site plan is required, a preliminary plan submission and approval are required prior to application to the BAR. Building and construction permits may not be issued until after architectural approval. Please ensure that building plans submitted for such projects reflect any conditions of approval adopted by the BAR.

If you have any questions concerning the BAR submission process, the scheduling of hearings, or design guidance, please contact the Board Liaison, Anna Kohlbrenner, at Anna.Kohlbrenner@fairfaxva.gov. Listed below are additional phone numbers you may find useful.

Sincerely,

A handwritten signature in black ink, appearing to read "R.H.", with a stylized flourish at the end.

Brooke Hardin, Director
Community Development & Planning

Planning	703-385-7930
Zoning	703-385-7820
Code Administration	703-385-7830
Public Works	703-385-7810

The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)

**CITY OF FAIRFAX
BOARD OF ARCHITECTURAL REVIEW**

GUIDELINES FOR APPLICATION SUBMISSION

1. BAR meetings are held on the first and third Wednesdays of each month except for August, in City Hall, Annex Room 100, City Council Chambers.
2. For large projects, new construction, or other major improvements, contact the BAR Liaison to schedule a pre-application meeting with staff. This may be done concurrently with other pre-application meetings if architectural review is part of another land use case (Special Use reviews, Planned Development reviews, Rezoning, and Special Exception reviews).
3. For large projects, new construction, or other major improvements, applications ***must be filed at least one month in advance of the hearing date.***
4. For large projects, new construction, or other major improvements, work sessions with the BAR may be required at the discretion of staff. These may be scheduled prior to formal application submission. Contact the BAR Liaison to discuss.
5. The applicant or a designated representative is responsible for submitting all application materials to City Hall, Annex Room 207 on or prior to the deadline.
6. All submitted materials become property of the City of Fairfax.
7. Staff reserves the right to waive the submittal of selected materials listed on this application if it is determined that such materials are not necessary to evaluate the application.
8. **THE APPLICANT, OR DESIGNATED REPRESENTATIVE, MUST BE PRESENT AT THE MEETING OR THE APPLICATION WILL BE DEFERRED BY THE BOARD.**

The Board of Architectural Review (BAR) considers the following criteria when evaluating an application:

- Consistency of the proposed design with the City of Fairfax Design Guidelines
- Consistency with requirements and criteria in the Zoning Ordinance
- Consistency of the proposed design with the Comprehensive Plan

All of these documents are available to access online.

**CITY OF FAIFAX
BOARD OF ARCHITECTURAL REVIEW**

SUBMISSIONS CHECKLIST

In order to complete the application, the following materials must be submitted for all applications:

- A **completed** application form and affidavit (pages 8-11)
- Review fee - Checks should be made out to the City of Fairfax

BAR Review Fees (316463) - Contact the BAR Liaison to verify which fees apply.

Minor certificates of appropriateness	\$ 40.00	Major certificates of appropriateness	\$ 135.00
Amendments to previous approvals	\$ 65.00	Appeal to City Council	\$ 315.00

For applications for a minor certificate of appropriateness, one printed/physical copy and electronic versions of the following must be submitted. Contact the BAR Liaison to verify which items, if any, are not needed for your proposal. ***Please limit individual files for electronic submission to 30 MB.***

- Photographs of project site.
- Plans drawn to scale, which may be on 8.5x11 or 11x17. **Avoid submissions larger than ARCH B (12x18).**
- Pictures or catalog cuts of manufactured items, such as light fixtures, outdoor furniture, bike racks, and fencing.
- Paint and/or material samples.
- Other items as requested by staff.

For signs, one printed/physical copy and electronic versions of the following must be submitted. BAR review of signs is only required in the Historic and Transition Overlay Districts. All permanent signs within these districts require review, even those that do not require zoning approval, except sandwich board signs in the Transition Overlay District. ***Please limit individual files for electronic submission to 30 MB.***

- All materials to be used and the mounting method.
- A scaled drawing of the sign, including text. This drawing must accurately portray the size, typeface of lettering, logo, etc. This scaled drawing may be a color rendering, or paint chips may be used to indicate colors to be used. When hanging, projecting or freestanding signs are used, the drawing should depict the entire sign, including the bracket, pole or sign base.
- A drawing or photograph depicting the proposed installation of the sign.

- The specifications for any lighting fixture to be used and information on its lumen output or wattage, and color temperature (often measured in Kelvin).
- Other items as requested by staff.

For large projects, new construction, and all other major improvements requiring review by the BAR or City Council for a major certificate of appropriateness, EIGHT (8)*

PRINTED COPIES of the following are required. Contact the BAR Liaison to verify which items, if any, are not needed for your proposal. *Please limit individual files for electronic submission to 30 MB.*

*For projects requiring City Council review, more copies may be required.

- Statement of intent that describes the project and its relationship with surrounding architecture and landscape design.
- Photographs of project site.
- Plans drawn to scale, which may be on 8.5x11 or 11x17. **Avoid submissions larger than ARCH B (12x18).** Make sure that submitted plan sets include the following:
 - Buildings, roads, and sidewalks
 - Parking
 - Building and garage entrances
 - Fencing, gates, and retaining walls
 - Location and species of plants (trees, shrubs, groundcover)
 - Location of different hardscape materials
 - Location of lighting fixtures
 - Location of appurtenances such as dumpsters, mechanical equipment, and transformers
 - Location of outdoor amenities, such as furniture, trashcans, bike racks, and bus stops
- Elevations of all sides of all buildings visible from the right-of-way. Make sure that elevations include:
 - Building height, including height of the roof and parapet walls where applicable
 - Material and color callout labels
- Sightline section diagram demonstrating proposed screening of rooftop mechanical equipment (e.g. parapet walls or screen walls).
- Three-dimensional color renderings of the development from important vantage points in the right-of-way.
- Pictures or catalog cuts of manufactured items, such as light fixtures, outdoor furniture, bike racks, and fencing.
- Other items as requested by staff.

Electronic versions of all of the items listed above must be provided to the BAR Liaison by the deadline in one of the following formats:

- Email attachments
- A link to a secure cloud-based server such as Dropbox
- Thumb drive
- CD

PLEASE LIMIT INDIVIDUAL FILE SIZES TO 30MB.

For large projects and certain smaller projects, a **materials board** must be submitted to the BAR Liaison, with physical samples of all proposed exterior building materials and paint colors. Certain common materials like clear glass and plain concrete masonry units (CMU) may not require a sample. Contact the BAR Liaison to confirm.

STAMP DATE RECEIVED

*CITY OF FAIRFAX
BOARD OF ARCHITECTURAL REVIEW
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS*

Project Name: _____

Project Location: _____

Project Description: _____

Applicant: _____

Applicant's Address: _____

Phone: _____ E-mail: _____

Applicant's Representative: _____

Phone: _____ E-mail: _____

Property Owner: _____

Owner's Address: _____ E-mail: _____

I certify I have read and understand my application to comply with 110-6.2.3.C. of the City Code which states:

1. An application shall be sufficient for processing when it contains all of the information necessary to decide whether or not the development as proposed will comply with the applicable requirements of this chapter.
2. The burden of demonstrating that an application complies with applicable review and approval criteria is on the applicant. The burden is not on the city or other parties to show that the standards or criteria have not been met.
3. Each application is unique and, therefore, more or less information may be required according to the needs of the particular case. Information needs tend to vary substantially from application to application and to change over time as result of code amendments and review procedure changes. Staff has the flexibility to specify submission requirements for each application and to waive requirements that are irrelevant to specific situations. The applicant shall rely on the review official as to whether more or less information should be submitted.

Applicant's Signature

Date

I hereby certify that the representative named above has the authority vested by me to commit to design changes, and otherwise represent me as property owner to the Board of Architectural Review. The information provided on this application is accurate to the best of my knowledge. I understand that I must comply with all conditions of the Certificate of Appropriateness as well as all other zoning requirements.

Property Owner's Signature

Date

-----**Office Use Only**-----

Receipt Number: _____ Fee Paid: _____

Tax Map Number: _____ Project Number: _____

AFFIDAVIT

I, (applicant) _____, do hereby make oath or affirmation that to the best of my knowledge and belief, the following information is true:

1. (a) That the following is a list of names and addresses of all applicants, title owners, contract purchasers, and lessees of the property described in the application, and if any of the foregoing is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to the application:

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

(b) ****Not required for minor certificates of appropriateness**** That the following is a list of the stockholders of all corporations of the foregoing who own ten (10) percent or more of any class of stock issued by said corporation, and where such corporation has ten (10) or less stockholders, a listing of all the stockholders:

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

(c) ****Not required for minor certificates of appropriateness**** That the following is a list of all partners, both general and limited, in any partnership of the foregoing:

Name	Address	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. That the Mayor nor any member of the City Council, Planning Commission, BZA, or BAR has any interest in the outcome of the decision. EXCEPT AS FOLLOWS: (If none, so state.)

3. That within five (5) years prior to the filing of this application, the Mayor nor any member of the City Council, Planning Commission, BZA, or BAR or any member of his or her immediate household and family, either directly or by way of a corporation or a partnership in which anyone of them is an officer, director, employee, agent, attorney, or investor has received any gift or political contribution in excess of \$100 from any person or entity listed in paragraph one.

EXCEPT AS FOLLOWS: (If none, so state.)

4. ****Not required for minor certificates of appropriateness**** That I understand that I or a designated representative must be present at the meeting or this application will be deferred by the Board of Architectural Review.

WITNESS the following signature:

Applicant

ALL APPLICANTS MUST SIGN AND HAVE THEIR SIGNATURES NOTARIZED.

The above affidavit was subscribed and confirmed by oath or affirmation before me on this _____ day of _____, 2____, in the State of _____
My commission expires _____.

Notary Public/Registration No.

City of Fairfax
Department of Community Development and Planning
10455 Armstrong Street, Annex Room 207
Fairfax, VA 22030