



**City of Fairfax, Virginia**  
10455 Armstrong Street • Fairfax, VA 22030-3630

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## Memorandum

**DATE:** April 18, 2024

**TO:** Design Professionals, Developers, Development Consultants, Builders, Contractors, and any others submitting Minor Certificate of Appropriateness (Board of Architectural Review) applications to the City of Fairfax

**FROM:** Department of Community Development & Planning

**SUBJECT:** Notification to Industry – Filing Applications for Minor Certificate of Appropriateness (Board of Architectural Review)

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This notice is to inform you of an important update regarding our processes at the City of Fairfax.

Effective April 22, 2024, the City of Fairfax will begin accepting applications and submission materials for a minor certificate of appropriateness (administrative review by staff), electronically through the [City of Fairfax Permit Portal](#). This change is part of the City's ongoing commitment to enhance efficiency and provide a more convenient experience for customers. The major certificate of appropriateness (requiring review by the Board of Architectural Review) will be added to the portal in the near future.

Please be advised that the City will no longer be accepting any minor certificate of appropriateness applications in printed form or via e-mail. Minor applications for certificates of appropriateness must be submitted electronically through the City's online Permit Portal. All current certificate of appropriateness applicants must also file any minor certificate resubmissions through the Permit Portal.

To file an application for a minor certificate of appropriateness on April 22, 2024 or thereafter, please visit <https://aca-prod.accela.com/FAIRFAX/Default.aspx>. You will find detailed instructions on how to create an account, submit your application, and track its progress through the portal.

For questions, please contact the Department of Community Development & Planning (703-385-7820).