

CITY OF FAIRFAX
BOARD OF ARCHITECTURAL REVIEW

**GUIDELINES FOR MAJOR 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**

MAJOR SUBMISSIONS CHECKLIST

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

- A *completed* affidavit.

BAR Review Fees (316463) - Contact the BAR Liaison to verify which fees apply. Fee would be paid on the permit portal.

Major certificates of appropriateness	\$ 150.00		
Amendments to previous approvals	\$ 65.00	Appeal to City Council	\$ 315.00

For large projects, new construction, and all other major improvements requiring review by the BAR or City Council for a major certificate of appropriateness, FIVE (5)*

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 and uploaded to the permit portal.

PLEASE LIMIT INDIVIDUAL FILE SIZES TO 30MB.

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