

CERTIFICATE OF APPROPRIATENESS

DO I NEED A CERTIFICATE OF APPROPRIATENESS?

To determine if you need a Certificate of Appropriateness (COA):

- Is the property in question in a Historic District?

If the answer is NO to the question above then you DO NOT need a COA.

If the answer was YES then:

- Is this an ordinary maintenance repair of external architectural features or other improvement project when that repair does not involve a change in design, appearance, or materials?
- Is this an Impermanent or easily reversible alteration, such as storm windows, storm doors, and window air conditioners?
- Is this lawn and garden landscaping?
- Is this an Interior alteration?

If the answer to any of these questions was YES then you DO NOT need a COA.

If you are unsure or need any assistance in determining if you need a COA, contact the Zoning, Building & Property Maintenance (ZBPM) Official by calling (276)988-2501 or emailing directly to tazbuildingoff@taztown.org

STEP 1 - OBTAIN APPLICATION

You have determined you will need a COA for your project.

There are several ways to obtain this application:

- It can be downloaded from our website at www.townoftazewell.org/historic-review-board
- You can ask for the application at Town Hall
- You can call Town Hall at (276)988-2501 and ask for an application to be mailed to you
- You can email tazbuildingoff@taztown.org and ask for an application to be emailed to you

STEP 2 - COMPLETE AND RETURN APPLICATION

Return your completed application to Town Hall. To facilitate a quicker view process, please review the application materials checklist and include all applicable information.

If you need any assistance with completing the COA, then please contact the ZBPM Official at (276)988-2501 or tazbuildingoff@taztown.org

WHILE YOU WAIT

Keep in mind that the Historic Review Board applauds your purchase of a historic property! The same charm that drew you to this property is the very reason for our existence as a board. We have been given the task of guarding the Town of Tazewell's historic resources and will do our best to accommodate applications that help us with this mission.

APPLICATION REVIEW PROCESS

Your COA application is presented to the Historic Review Board (HRB) at their next monthly meeting by the ZBPM Official. The HRB meets the third Monday of each month at 6:00 pm at Town Hall in the Council Chambers. All meetings are open to the public. You are encouraged to attend, but not required.

The HRB will review your application and discuss the impact of these changes. The HRB will refer to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* when considering the appropriateness, along with guidelines developed for your particular area. If preliminary drawings and other data are sufficiently clear, the HRB may grant approval at the review session.

DID THE HRB APPROVE YOUR APPLICATION?

The HRB notifies the ZBPM Official of their decision on the application, who then notifies you.

YES

Your application is now **APPROVED**.

CONDITIONALLY

There are several reasons why you may receive a conditional approval:

The HRB may have direct instructions, such as changing of a material or color for example, that would allow approval if you accept those conditions.

Or, the HRB may have also determined your project could adversely affect another property and therefore a public hearing must be held. At the public hearing, owners of the affected properties are given notice and allowed to appear before the HRB to express their concerns.

NO

You will be given a list of reasons for denial of the application.

YOUR OPTIONS?

You can opt to revise your application and resubmit it to the HRB.

You can also opt to appeal the decision directly to Town Council with a public hearing. This appeal must be submitted within ten (10) days of the HRB's decision, by submitting a written request to the clerk at the Town of Tazewell Town Hall. You must pay the costs related to the public hearing at this time. Town Council may affirm, reverse, or modify the application terms. After a decision, you may appeal to the Circuit Court within thirty (30) days of the Town Council decision.

APPROVAL WITH CHANGES?

You will be given a list of reasons for the conditional approval of your application.

DO YOU ACCEPT CONDITIONS OF APPROVAL?

YES

If you are agreeable to the terms of the conditional approval, you must notify the ZBPM Official that you accept these terms and your application is now **APPROVED**.

NO

PUBLIC HEARING REQUIRED?

A public hearing will be scheduled and affected property owners notified. The HRB will weigh the public comments and make a final decision on your application.

The HRB notifies the ZBPM Official of their decision on the application, who then notifies you.

DID THE HRB APPROVE AFTER PUBLIC HEARING?

The HRB notifies the ZBPM Official of their decision on the application, who then notifies you.

YES

Your application is now **APPROVED**.

NO

****FOR ALL APPROVED APPLICATIONS:**

Per Town Code, there is a ten (10) day period where any interested party can appeal the HRB decision. Any work commenced during this period is at your own risk.



TOWN OF TAZEWELL

211 Central Avenue Tazewell, VA 24651
(276)988-2501 www.townoftazewell.org

HISTORIC REVIEW BOARD (HRB) CERTIFICATE OF APPROPRIATENESS APPLICATION

Property Address : _____

Type of Project Proposed (mark all that apply) :

- ☐ Change of exterior materials ☐ Additional square footage ☐ Repainting, recaulking, etc.
☐ Relocation of structure ☐ Signage ☐ Demolition

CONTACT INFORMATION

Name : _____ ☐ Owner ☐ Agent

Address : _____

Phone : _____ Email: _____

Note :

Please ask for assistance if you are uncertain of any information that is required.

APPLICATION MATERIALS CHECKLIST (mark each that is included - additional may be requested) :

- ☐ Description of the activity requiring a Certificate of Appropriateness. Describe clearly and in detail the nature of the project. Please include pertinent information about the exterior alterations, such as exterior materials, roofing, trim work, windows and doors, color scheme, siding material, chimneys, shutters, walls, etc. (Required)
- ☐ Drawing(s) showing the design and location of proposed alterations or new construction. Drawings may include plans and exterior elevations, drawn to scale, with sufficient detail to show the architectural design, materials and visual textures of the exterior of the building(s). Drawings are not required to be professionally prepared, but shall be clear, complete and specific. (Required for commercial properties and may be requested otherwise)
- ☐ Sample materials, if applicable.
- ☐ Photograph(s) of the building(s) involved and of adjacent structures, if attached.
- ☐ Signage - a detailed drawing or sample showing the type of material and proposed location(s).
- ☐ Demolition - a detailed description of reason(s) for demolition request. Please list the options you have considered to avoid demolition and why you feel it is needed.
- ☐ Relocation - a detailed description of reason(s) for relocation request. Please list the options you have considered to avoid relocation and why you feel it is needed. Also, list proposed site(s) for relocation of structure.

The Historic Review Board meets the third Monday of each month at 6:00 pm. in the Council Chambers at Town Hall. Your Certificate of Appropriateness application will be submitted for review at the next meeting after your request date. The application and materials will be reviewed by the Historic Review Board and your presence may be requested. To facilitate a quicker review process, please include all of the applicable information on the checklist above. You will be notified after the review is complete of the decision and conditions of your certificate approval. You may appeal the decision.

ACTIVITIES NOT REQUIRING A HISTORIC PRESERVATION CERTIFICATE

- (1) Ordinary maintenance or repair of external architectural features of any structure or other improvement project when that repair does not involve a change in design, appearance, or materials.
- (2) Impermanent or easily reversible alterations such as storm windows, storm doors, and window air conditioners.
- (3) Lawn and garden landscaping.
- (4) Interior alterations.

Printed name of applicant

Signature of applicant

Date _____

* For office use only

Date Received: _____

Is it a Contributing property?

☐ Yes ☐ No Zone : _____

Type of property?

☐ Residential ☐ Commercial ☐ Multi

Next HRB Date: _____