

# City of Lynchburg, Virginia

## Instructions for: Statement of Review Design Review Board

### **PURPOSE AND INTENT:**

Within a Historic District Advisory Area, no building or structure can be erected, reconstructed, restored, demolished, or altered in any way (including signs) that affects the external appearance of the structure without a "Statement of Review." Other items needing a statement include roofs, chimneys, fences, awnings, walls, and color changes, which must be reviewed by the Board for conformity with the *Commercial Historic District Guidelines: Lynchburg, Virginia.*

A building or demolition permit will not be issued concerning the erection, reconstruction, alteration, or demolition of a property until a "Statement of Review" is issued for the proposed changes by the Board. While the recommendations are only advisory, developers are encouraged to comply with the Board's recommendations.

The major function of the Board is to review all proposed exterior modifications of any kind within a Historic District Advisory Area to determine whether or not these proposed changes will fit in with the surrounding area and suggest ways in which a developer may improve upon a project. One of the most important reasons for the existence of the Board is to reduce the likelihood that Lynchburg may needlessly lose its historic and architectural past.

### ADMINISTRATIVE APPROVAL:

Certain minor actions may be approved administratively but still require a Statement of Review. These actions must be deemed not to permanently affect the character of the Historic District Advisory Area. Such actions will include, but not be limited to actions which, in the opinion of the Secretary of the Board, will have not more effect on the character of the district than:

- Repainting resulting in the same color or in a color scheme previously approved by the Board (Initial painting of masonry surfaces is not exempt from review.)
- Removal of secondary facade coverings or veneers, such as aluminum or vinyl siding.
- Addition or deletion of storm windows and doors, window gardens, or similar structures, and window air conditioners.
- Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street.
- Planting of grass, trees, and shrubs, but not including site or other treatment which substantially alters the contour of a landmark site.

*Note:* The Secretary of the Board must receive written documentation of the proposed changes before a Statement of Review can be issued. The Secretary is not required to grant all administrative requests and may refer any requests to the Board for action.

### PROCEDURE FOR REVIEW OF AN APPLICATION:

Applicants for review involving alterations, additions, or demolitions within a Historic District Advisory Area **must** submit to the Board five (5) copies of appropriate documentation, which may include:

### PRELIMINARY DRAWINGS AND OUTLINE SPECIFICATIONS:

These plans and exterior elevations are drawn with sufficient detail to show relation to exterior appearances, the architectural design, including proposed materials, textures, and colors, and including

samples of materials and color samples and a plot plan of all improvements affecting appearances of walls, walks, terraces, plantings, accessory buildings, lights, and other elements.

PHOTOGRAPHS: Should be legible photographs of all sides of a structure to be reviewed by the Board for repair, alteration, additions, or demolition. In the event of new constructions, legible photographs of the adjoining and opposite properties should be included.

COLOR CHANGES: Includes samples of proposed colors which differ from the authentic colors of the structure, or colors already previously approved by the Board.

DEMOLITION PLANS: Are drawings and written descriptions of grading, seeding, any structure to remain, and any new structures proposed to replace the demolished structure.

#### APPLICATION DATES AND PROCESS:

- An application and all supporting information **must** be submitted to the Board at City Hall.
- On receipt of an application, the applicant will be informed of the time and place in City Hall, 900 Church Street, at which the Board will consider the application. At that time, the applicant will have the chance to be heard by the Board and to hear the suggestions or changes to the application recommended by the Board. The fee for any required letters of notification shall be paid by the applicant.
- Within two (2) working days after the meeting, the applicant and the Inspections Division will receive a Statement of Review commenting on the proposed modifications, new construction, or demolition presented to the Board for review.

For More Information, Please Contact:

The Secretary of the Design Review Board  
Department of Community Planning and Development  
City Hall  
900 Church Street  
Lynchburg, VA 24504  
Phone: 434-455-3900

**DESIGN REVIEW BOARD OF LYNCHBURG, VIRGINIA**

(Please print or type)

Location of property (street address): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Nature of request (check one in each category) :

A. \_\_\_\_\_ Alteration \_\_\_\_\_ Demolition \_\_\_\_\_ New Construction

B. \_\_\_\_\_ Building or \_\_\_\_\_ Object Specify: \_\_\_\_\_

Please give a general description and justification for alterations, demolitions, or new construction: (This form must be accompanied by the necessary drawings, paint and material samples, photographs, plans and other materials deemed appropriate to the case. For assistance in design decisions, refer to the *Commercial Historic Districts Design Guidelines: Downtown Lynchburg.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please use other side or separate sheet if necessary)

Please provide the following as needed:

\_\_\_\_\_ Building elevations \_\_\_\_\_ Building plans \_\_\_\_\_ Site Plan

\_\_\_\_\_ Photographs \_\_\_\_\_ Material Sample \_\_\_\_\_ Paint Samples

Other: \_\_\_\_\_

Is there any application relevant to this property before the City Planning Commission, City Council, Building Inspector, Board of Zoning Appeals, or any Regulatory or Administrative authority (DHL or the Secretary of the Interior)? \_\_\_\_\_

If so, specify: \_\_\_\_\_

Who will represent the applicant before the Board? (This person must attend the Board meeting and must be knowledgeable of the project.)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

This will acknowledge that the undersigned will be responsible for any notification fee for certified mailings as required by Sections 35.1-37(B) and 35.1-38.1(C) of the Zoning Ordinance.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(This application and all supporting documentation must be submitted to the Secretary of the Board. The address for the Board is: Design Review Board, Department of Community Development, City Hall, 900 Church Street, Lynchburg, VA 24504.)