



*Planning Division • Community Development*

900 Church Street • Lynchburg • Virginia • 24504

www.lynchburgva.gov • P 434-455-3900 • F 434-845-7630

**CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION**

*Pursuant to Article II, Section 35.2-13 of the Zoning Ordinance for the City of Lynchburg, within a historic district, no building or structure, including signs, and including non-contributing buildings and structures and signs, shall be erected, reconstructed, restored, demolished or altered in any way that affects the external appearance unless the same is approved as being architecturally compatible with historic landmarks, buildings or structures therein through the issuance of a certificate of appropriateness (COA) by the Historic Preservation Commission, the City Planner or by the City Council.*

**This application and all supporting documentation must be submitted to the Secretary of the Historic Preservation Commission (HPC) at least fifteen (15) days prior to the HPC meetings held on every 3<sup>rd</sup> Monday of the calendar month, at 4:00 p.m. in the 2<sup>nd</sup> Floor Training Room of City Hall, 900 Church Street, Lynchburg, Virginia 24504.**

Nature of Request (Check all that apply)

- Exterior Alteration     New Construction/Addition     Demolition     Maintenance (in-kind work)  
 Object (signs, fences, walls)

For each request, provide the following **required** materials:

- A. Exterior Alteration
  - o Photographs/maps/drawings to help City staff and Historic Preservation Commissioners understand the proposal
  - o Product tear sheets for proposed materials and paint samples
- B. New Construction/Addition
  - o A site map and other pertinent information for any proposed construction
  - o Drawings/elevations/other pertinent information showing size, form, orientation, texture, colors, and/or materials
  - o Photographs and other documentation of historical evidence to help City staff and Historic Preservation Commissioners understand the proposal
  - o Product tear sheets for proposed materials and paint samples
- C. Demolition
  - o Documentation of structural condition
  - o Plans for property once demolition is accomplished
- D. Maintenance and Repairs (In-kind work)
  - o Photographs and other documentation of historical evidence
  - o Product tear sheets for proposed materials and paint samples
- E. Object (Signs, fences, walls, HVAC)
  - o Map of property showing object location
  - o Drawings/specifications/dimensions/materials of proposed object

**Property information**

COA Property Address:

Parcel Number(s):

Historic District:

**Application continues on next page**

1. NAME/ADDRESS OF FEE SIMPLE PROPERTY OWNER OF RECORD:

Name:

Street: City: State: Zip:

Telephone#: E-Mail:

The undersigned owner authorizes the filing of the petition and authorizes the entry onto the property by the Historic Preservation Commission, City Staff and City Council during the normal discharge of their duties in regard to this application.

Signed: \_\_\_\_\_ (Owner) Date:

2. PETITIONER: The applicant is the:  Owner  Contract Purchaser  Contract Leaseholder

Name:

Street: City: State: Zip:

Telephone#: E-Mail:

Signed: \_\_\_\_\_ (Petitioner) Date:

Note: If applicant is contract purchaser or contract leaseholder, written proof of approval by the fee simple owner is required. Such proof may be a signed statement, copy of purchase agreement stating such condition, or such other instrument as necessary to provide such evidence. Please note that the petition will not be scheduled for the required reviews until proof of owner's approval is received by Planning Division staff.

3. REPRESENTATIVE (if different from Owner and/or Petitioner):

Name: Firm name:

Street: City: State: Zip:

Telephone#: E-Mail:

4. Preference for COA approval/denial delivery (select one):

a.  Pickup at City Hall (Customer Service Center on 2<sup>nd</sup> floor)

i. Select who staff should call to notify when COA is ready for pickup:

Property Owner  Petitioner  Representative

b.  Mail to address (select one):  Property Owner  Petitioner  Representative

5. DESCRIPTION: Please give a detailed description and justification for the alteration, new construction, demolition, maintenance/repairs, or object. This form must be accompanied by the required materials detailed on the first page of this application. Failure to provide supporting documentation will result in the request not being scheduled for review by the HPC.

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6. REQUIRED REVIEWS:

Is there any application relevant to this property before the:

Planning Commission  City Council  Board of Zoning Appeals  Building Inspections

City Technical Review Committee  Virginia Department of Historic Resources

Secretary of the Interior  Other (specify):

**Application continues on next page**

7. COMPLETION OF WORK:

Pursuant to Article II, Section 35.2-13.9 of the City of Lynchburg Zoning Ordinance, the Certificate of Appropriateness (COA) will expire if:

- a. If the work is not commenced within twelve (12) months of issuance of COA.
- b. If work is suspended or abandoned for ninety (90) days.
- c. If work is not completed within twenty-four (24) months of issuance of COA.

Will there be a problem completing the work within twenty-four (24) months?  Yes  No

If yes, please explain why the work cannot be completed in twenty-four (24) months:

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# INSTRUCTIONS FOR A *CERTIFICATE OF APPROPRIATENESS*

Historic Preservation Commission -- City of Lynchburg

## PURPOSE:

Within a Historic District, no building or structure, including signs and non-contributing buildings and structures, can be erected, reconstructed, restored, demolished, or altered in any way that affects the external appearance of the building or structure without a *Certificate of Appropriateness* (COA). Other items needing a COA include roof work, chimneys, fences, and walls, which must be approved by the HPC or its Secretary as being architecturally compatible with the historic landmark, building or structure.

A building or demolition permit will not be issued concerning the erection, reconstruction, alteration, or demolition of a property until the HPC or its Secretary approves a COA for the proposed changes.

The major function of the HPC is to review all proposed exterior modifications of any kind within a Historic District, and to determine whether or not these proposed changes will fit in with the surrounding area. The most important reason for the existence of the HPC is to insure that Lynchburg does not needlessly lose its historic and architectural past.

## WORK:

Certain minor work, which is deemed not to permanently affect the character of the Historic District, may be exempted from review by the HPC. In these cases, the Secretary of the HPC has the authority to administratively approve COAs. Other major work requires approval by the Historic Preservation Commission prior to a COA being issued. The following are examples of minor / major work and the required approval.

Improvement	Category	Required Approval
Construction, alteration, demolition or removal of buildings that requires a demolition permit	Major Work	Certificate of Appropriateness by HPC
Construction, alteration, demolition, or removal of exterior features, any of which affect the exterior architectural appearance but do not require a building permit	Major Work	Certificate of Appropriateness by HPC
The construction, reconstruction, restoration, or alteration of signs, fences, or walls.	Major Work	Certificate of Appropriateness by HPC
Maintenance, including routine maintenance, such as, painting, porch repair, window/door repair, masonry repair of building components such as walls, chimneys, or foundations.	Minor Work	Certificate of Appropriateness by City Planner
Replacing sections of siding or trim with same materials, re-roofing with the same materials.	Minor Work	Certificate of Appropriateness by City Planner
Repainting in the same or different color scheme.	Minor Work	Certificate of Appropriateness by City Planner
Addition or deletion of storm windows and doors, window gardens, awnings, or similar structures.	Minor Work	Certificate of Appropriateness by City Planner
Addition or deletion skylights and solar collectors in locations not visible from a public street.	Minor Work	Certificate of Appropriateness by City Planner
Interior work or landscape work that does not substantially alter the contour of a site or its historical character.	N/A	No Certificate of Appropriateness required

## APPROVALS:

The applicant will be given the HPC's verbal decision at the meeting. Within ten (10) business days after the HPC approves a certificate of appropriateness, the City Planner shall issue a certificate of appropriateness for the work authorized. Said certificate shall be posted in a location visible from the street from the commencement of work until the work is completed.

## DENIALS:

Whenever the HPC shall, in a final decision, deny an application for a certificate of appropriateness, the applicant for such certificate of appropriateness shall have the right to appeal to and be heard before the City Council; provided that the appeal is filed with the clerk of the City Council within fifteen (15) days after the decision by vote of the HPC, a notice in writing of his/her intention to appeal.

Prior to the scheduled city council public hearing the applicant appealing the decision of the historic preservation commission to deny a certificate of appropriateness shall post a notification sign on the property as provided in section 35.2-10.14(d)3 (posted signs).

## FOR MORE INFORMATION PLEASE CONTACT:

The Secretary to the Historic Preservation Commission  
Department of Community Development  
City Hall, 900 Church Street | Lynchburg, Virginia 24504  
Phone: 434-455-3900 | Fax: 434-845-7630 | [eve.mergenthaler@lynchburgva.gov](mailto:eve.mergenthaler@lynchburgva.gov)