



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 Historic Preservation Certificate. 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.
- (5) Alterations to structures of noncontributing properties. If you are unsure if your property is considered contributing, please ask for assistance in determination.

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: _____