



**MARSHALL HISTORIC DISTRICT
CERTIFICATE OF APPROPRIATENESS**

Application # _____

Zoning and Development Services Division
Fauquier County Department of Community Development
16 Courthouse Square, Warrenton, Virginia 20186

Zoning Phone: 540-422-8220
Facsimile: 540-422-8231

Project Name: _____

Location: PIN: _____ Address: _____

Business Name: _____

Property Owner

Applicant (If different from owner)

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ / _____

date

_____ / _____

date

Application Type:

	New Building or Structure
	Addition to an Existing Structure
	Exterior Alteration to an Existing Structure
	Demolition or Relocation of a Contributing Structure

It is **STRONGLY RECOMMENDED** that applicants meet with Zoning Staff prior to submitting any Certificate of Appropriateness Application. Applicants should also review Marshall Code, Section 3: Marshall Historic District to understand the process, requirements, and Standards. The Marshall Historic District (MHD) Historic Context, Building Inventory, Glossary of Terms, and Architectural Style & Type Guide can be used as a resource for applicants. These documents can be found at:

<http://www.fauquiercounty.gov/government/departments-a-g/community-development/marshall-code>



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Process:

1	Pre-Application meeting with Staff (Not required but strongly encouraged).
2	Application submitted to the Department of Community Development by a property owner, contract purchaser or lessee of the property, or by authorized agent of any such person
3	Applicant shall post notice of the application on the land and building on placards provided by the Department of Community Development within one week of an application submission. The posters shall remain on the property for no less than two weeks, and the applicant shall complete an affidavit stating that the property has been posted in accordance with the Zoning Ordinance. Public comments shall be submitted to the Zoning Administrator during the two week period in which the posters are displayed.
4	Public comments submitted to the Zoning Administrator during the two week period in which the posters are displayed.
5	The Zoning Administrator, in consult with the Historic Preservation Planner, will decide to approve, approve with conditions, or deny the COA within 45 days of submission of the application. The determination will determine compliance with the standards in Zoning Ordinance. The Zoning Administrator and Historic Preservation Planner shall consider any comments received from the public only to the extent the comments relate to compliance with the standards in these provisions.

Please Note that the COA Application can be reviewed as a stand-alone application, or concurrently with a Site Plan or Construction Plan.

Submission Requirements (3 Copies of each):

	Completed Certificate of Appropriateness Application
	Written Description of Proposed Exterior Changes
	A general sketch plan of the property including: the location of existing structures; property and setback lines; and any proposed new construction, additions or deletions, parking areas, and fences
	The total gross floor area of the existing building and of any proposed additions;
	Elevation drawings depicting existing conditions and proposed exterior changes;
	Photographs of the subject property in context of the buildings on contiguous properties;
	In the case of a demolition request where structural integrity is at issue, the applicant shall provide a structural evaluation and cost estimates for rehabilitation, prepared by a professional engineer. The Zoning Administrator may waive the requirement for a structural evaluation and cost estimates in the case of an emergency, or if the building is the primary residence of the applicant.
	Flash Drive with PDF files of all submission materials.



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Standards for New Structures

The Zoning Administrator shall approve a Certificate of Appropriateness application for a new structure if the following standards are met.

1	New buildings shall relate in scale, massing, height, and proportion to the historic buildings in Marshall.
2	Window and door openings in new buildings shall be similar in size, shape, type, proportion, and placement to those in surrounding historic buildings to create a cohesive street rhythm.
3	New buildings shall use common roof types and pitches found on historic buildings in the wider district. Most roofs on residential buildings in the District are traditional gable, hipped, and gambrel roofs. Flat roofs with parapet walls are sometimes seen on multi-story commercial buildings. Shed roofs are common on porches and additions. Cross gables on façades are present in Marshall, specifically on I-houses, a traditional house type in the District.
4	New buildings shall incorporate architectural elements (such as overhanging eaves, exposed rafters, bargeboards, moldings, trims, brackets, shingles, pediments, eave returns, columns, etc.) that are similar to those found on historic buildings in the District.
5	Porches or recessed entries on new buildings shall be compatible in detail with those in historic Marshall. New porches should be constructed with a depth to make them functional, typically 6 feet or more.
6	If used, dormers shall fit the scale of the roof.
7	Materials used for new buildings shall be consistent with the materials used in surrounding historic buildings. The predominant building materials in the Marshall Historic District are: wood (especially for framing, siding, windows, trim and decorative details), brick, stone, concrete and stucco. Modern alternative materials, such as cementitious siding or plank, vinyl siding (if at least 0.044" thickness and beaded or curved for rigidity), and composite based trims and windows, are appropriate, but shall appear similar to historic materials.
8	New garages and other outbuildings shall complement the character and scale of the primary building on the property and other accessory buildings in the neighborhood, and should incorporate similar architectural elements or building materials. Construction of detached garages is encouraged, but not required.

Comments:



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Standards for Additions and Alterations to Existing Buildings

The Zoning Administrator shall approve a Certificate of Appropriateness application for additions and alterations to existing buildings if the following standards are met.

1	A new addition shall be constructed in proportion to the height, scale, plan, side length, roof form and architectural details of the primary building. For example, the addition of a low, horizontal wing to a tall, vertical building is discouraged.
2	Alterations to Contributing Structures shall seek to retain the historic character of the building so that the building is substantially recognizable as the original structure.
3	Significant changes to the roof forms of Contributing Structures shall be avoided.
4	New window or door openings shall be avoided on the facades of Contributing Structures. Where window and door openings are added or altered on other sides of the building, they shall be designed in a manner consistent with traditional elements of contributing structures in the historic district.
5	Significant historic storefronts are encouraged to be retained. Where replaced, the storefront shall be designed to incorporate traditional elements of small-town historic commercial buildings.
6	Exterior elements and details, such as cornices, brackets, porches, porticos, columns, chimneys, window architraves, and doorway pediments, shall be retained or replaced with a new detail comparable in terms of size and style with the original feature.
7	Retention and repair of original building materials is desirable, but not required. If replaced, the new material shall visually match the material being replaced. Modern, alternative materials such as cementitious siding or plank, vinyl siding (if at least 0.044" thickness and beaded or curved for rigidity), and composite based trims and windows, are acceptable but should appear similar to historic materials.

Comments:



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Standards for Demolition

The following standards shall be utilized by the Zoning Administrator in determining whether to approve a Certificate of Appropriateness application involving a request for demolition. The Zoning Administrator shall weigh the public value of keeping the building (numbers 1-6 below) against the cost to the owner of keeping the building (number 7) and the public value remaining or created after demolition of the building numbers 8, 9 and 10).

- 1** The age of the historic structure;
- 2** Whether the property is listed in the National Register of Historic Places or the Virginia Landmarks Register;
- 3** Whether, and to what extent, the building or structure is associated with an important historic person, architect or master craftsman, or historic event;
- 4** Whether the building or structure, or any of its features, represent a rare or first or last remaining architectural example within the District;
- 5** The degree to which distinguishing characteristics, qualities, features or materials remain;
- 6** Whether, and to what extent, a contributing structure is linked, historically or aesthetically, to other buildings or structures within the District and whether the proposed demolition would adversely affect the character of the District;
- 7** The overall condition and structural integrity of the building or structure, as indicated by a study prepared by a qualified professional engineer and provided by the applicant to the Zoning Administrator;
- 8** The plan for the continued use of the property after demolition, including a timeline for project completion, provided by the applicant and submitted to the Zoning Administrator, and whether the proposed replacement building design respects and reflects the character of Marshall;
- 9** Whether, and to what extent, the applicant proposes to preserve portions, features or materials that are significant to the property's historic, architectural or cultural value;
- 10** The public good derived from demolishing the building relative to the public good derived from preserving it.

Comments:



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Standards for Relocation

The following standards shall be utilized by the Zoning Administrator in determining whether to approve a Certificate of Appropriateness application involving a request for relocation.

1	Relocation is a “last resort” alternative to demolition.
2	Whether or not the building is being relocated to another location within the Marshall Service District;
3	Whether the relocated building is being positioned on the new site in such a manner so that its orientation to the street, setback, and lot coverage are compatible with the existing structures on the relocation block. The shape, mass, and scale of the building to be moved should conform to the existing buildings on the relocation block.

Comments: