Lexington Virginia
www.lexingtonva.gov

Planning & Development Department
P.O. Box 922
300 East Washington Street
Lexington, Virginia 24450
Phone: (540) 462-3704 Fax: (540) 463-5310

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS – ENTRANCE CORRIDOR OVERLAY DISTRICT

Applicant[1]

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Applicant's Signature: _____ Date: _____

Property Owner

Name: _____ Phone: _____

Address: _____ Email: _____

Owner's Signature: _____ Date: _____

Architect/Designer

Name: _____ Phone: _____

Company: _____ Fax: _____

Address: _____ Email: _____

Administration

Application is hereby made to the Lexington Planning Commission for a Certificate of Appropriateness (COA) to make repairs, alterations, or improvements in the Entrance Corridor in accordance with Chapter 28, Article XV of the Lexington City Code.

This document shall constitute a valid COA upon its completion and execution by the Chairperson or Acting Chairperson of the Planning Commission. The recipient of a COA is responsible for obtaining any and all other certificates and permits required by the Code of the City of Lexington through the Office of the Planning and Development Administrator.

1. ***Prior to submitting an application, the applicant is required to meet with staff for a pre-application meeting.***

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Proposal Information[2] (attach list of properties if request includes multiple properties)

Address (or location description): _____

Tax Map: _____ Deed Book and Page #: _____

Acreage: _____ Zoning (attach any existing conditions or proffers): _____

Property Doing Business As: _____

2. ***Any application deemed incomplete by staff will not be accepted.***

Alteration Description (complete a City Sign Permit Application for sign alterations)

I. Please check action(s) for which this COA is requested:
- ☐ Remodeling or renovation of the exterior of a building
- ☐ Total restoration of the exterior of a building
- ☐ Removal of any architectural element
- ☐ Painting of any building exterior
- ☐ Cleaning of wall surfaces or architectural elements
- ☐ Repair of all surfaces or architectural elements
- ☐ Any removal, alternation, repair, or construction of amenities such as fences or walls
- ☐ Demolition of part or all of an existing building
- ☐ Moving a building (complete Part III)
- ☐ Construction of a new building (complete Part III)
- ☐ Construction of any addition to an existing building (complete Part III)

II. For **ALL** projects, please attach the following:
- ☐ Photographs or drawings from the site showing adjoining structures, streets, and sidewalks
- ☐ Scale drawings of the improvements
- ☐ Detailed drawings of significant decorative or architectural elements
- ☐ Indication of exterior lighting adequate to determine its character and impact on the public and adjoining properties
- ☐ Samples of exterior materials and paint colors to be used
- ☐ Any other documentation or visual aid necessary to determine compliance with § 420-141 of the Lexington City Code

III. For **NEW CONSTRUCTION**, please provide the above attachments in addition to the following:
- ☐ Dimensions, orientation, and acreage of each lot or plot to be built upon
- ☐ Layout of the project and its relation to surrounding structures
- ☐ Location of points of entry and exit for motor vehicles and internal vehicular circulation pattern and parking facilities
- ☐ The size, shape, and location of existing and proposed construction on the parcel
- ☐ Location of walls, fences, and railings, and the indication of their height and the materials of their construction

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THIS SECTION TO BE COMPLETED BY STAFF ONLY

Application Fee: $100 – Sign Permit Application Fee: $50 Amount Paid: _____

Case Number: EC-COA-_____-_____

Date Received: _____ Received By: _____

Staff Review

☐ Applicant's project would meet all district requirements.

☐ Applicant fails to meet the district requirements.

Comments: _____

_____

_____

_____ _____

Planning and Development Director Date

Action by Planning Commission

☐ Approved

☐ Denied

Comments: _____

_____

_____

_____ _____

Chairperson, Planning Commission Date