



## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center St. South

Vienna, VA 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

### OFFICE USE ONLY

MUNIS No.: \_\_\_\_\_

WHBR-\_\_\_\_\_

## WINDOVER HEIGHTS BOARD OF REVIEW APPLICATION

Property Address: \_\_\_\_\_ Year Built: \_\_\_\_\_

Architectural Style: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Original Builder: \_\_\_\_\_ Zoning: \_\_\_\_\_

### PROJECT SUMMARY

New Construction? ☐ Yes / ☐ No

### PROJECT CONTRACTOR/BUILDER

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

### APPLICANT/OWNER

Applicant/Owner: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

APPLICANT/OWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

### BUILDING OWNER OR REPRESENTATIVE APPROVAL *(If different from applicant)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

*I am the building owner, or owner representative, and consent for this application and the modifications within.*

OWNER SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION CONTINUES ON NEXT PAGE.**

Property Address: \_\_\_\_\_ Year Built: \_\_\_\_\_  
Architectural Style: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Original Builder: \_\_\_\_\_ Zoning: \_\_\_\_\_

**ARTISTIC & CULTURAL HERITAGE**

Does this property hold special public value because of architectural and other features that relate to the cultural and artistic heritage of the Town of Vienna?

**DETAILED PROJECT DESCRIPTION**

**PROPOSED MATERIALS** *Include manufacturer, identification numbers and size.*

**COLORS AND FINISHES** *Include product specifications, color numbers and provide samples.*

*Forms stating "See Plans" will not be accepted as complete applications.  
Additional typed sheets may be attached to address the questions.*

## REQUIRED WINDOVER HEIGHTS BOARD OF REVIEW APPLICATION MATERIALS

Applications will not be considered complete and eligible for a placement upon an agenda until all the information listed below has been received, reviewed by staff, and considered in compliance with Sec. 18-280.7 of Article 26 and all applicable sections of the Code of the Town of Vienna.

### APPLICATION REQUIREMENTS:

- ☐ **Signed, Complete Windover Heights Board of Review Application:** Applications unsigned by the property owner, stating “see drawings,” or missing information on page two (2) are not accepted. Additional sheets may be provided for the project description;
- ☐ **One (1) Color Set of Renderings and Plans:** Drawn to scale with dimensions. Indicate all proposed colors, materials and finishes on plans and elevations;
- ☐ **Electronic PDF of Plans & Renderings:** Submitted via email to [DPZ@viennava.gov](mailto:DPZ@viennava.gov) and the Board staff. Original PDFs are required; scans of inkjet prints are discouraged to preserve image quality for review;
- ☐ **Material Samples of All Colors and Finishes:** Physical samples of all materials and colors, including manufacturer names, numbers and installation details, matching the plans and renderings submitted. Samples need not be any larger than an index card, and must be kept by the Department of Planning and Zoning.

### REQUIRED PLANS:

- ☐ **Plat of Survey:** A current Plat of Survey including the building restriction lines (setbacks) and lot coverage is required. Structures proposed to increase in height above the existing roofline require a height calculation based on the Average Front Grade;
- ☐ **OR, Grading Plan:** When projects meet the Department of Public Works criteria for the requirement of a grading plan, a grading plan must be provided showing the proposed structure meets all applicable Zoning Code requirements;
- ☐ **Proposed Building Elevations:** Scaled elevations or renderings of the proposed structure or modifications. Elevations must be labeled with the material specified with in the material specifications.

### AFTER THE WINDOVER HEIGHTS BOARD OF REVIEW MEETING:

- ☐ **Fairfax County Building Permit Application:** A complete application for a Fairfax County Building Permit, without a permit number. Town staff assigns a Fairfax County permit number at the time of review.
- ☐ **Amended Renderings:** If the Board requested amendments to the proposal, amended renderings and material selections shall be submitted digitally for staff review.
- ☐ **Construction Drawings – 3 copies:** All required construction drawings and documents required by Fairfax County and the Town of Vienna zoning data. Town of Vienna will retain one (1) copy of all plans larger than 11” x 17”;
- ☐ **OR, New Single Family Dwelling Submission:** Plans must be submitted in accordance with the submission procedures for the review of single-family infill lot plans.

## WINDOVER HEIGHTS BOARD OF REVIEW PROCESS

1. Applicant submits all required materials to the Department of Planning and Zoning by the submission deadline for the desired meeting of the Windover Heights Board of Review published on the Town website.
2. Staff reviews the application materials for compliance with the submission requirements and the Town of Vienna zoning code. Staff will provide comments to the applicant, by phone or writing. Outstanding items must addressed before the item is confirmed on the meeting agenda.
3. Applicants are notified via email when the application has been accepted and placed on the final agenda.

4. Planning and Zoning staff posts the meeting agenda and meeting packets approximately one week before the hearing date on the Town website.
5. Planning and Zoning staff send notification letters to surrounding property owners notifying them of the hearing date, time and requested modification.
6. At the hearing, applicants share the proposed modification, material samples, and answer questions from the Board members. When the Board has completed their review, a vote is held to approve the proposal as-is, with conditions, or denial.
7. After the hearing, applicants shall submit required building permit applications and final drawings for review by Planning and Zoning staff.

**NOTE:**

- A representative of the application must attend the meeting to discuss the proposal with the Board.
- Any changes made after Windover Heights Board of Review approval will require submission and approval of a subsequent application.
- The issuance of a Windover Heights Board of Review Certificate of Appropriateness is not a building permit.

**WINDOVER HEIGHTS BOARD OF REVIEW CRITERIA**

Sec. 18-280.8. Windover Heights Historic District - Matters to be considered by the board.

A. In its review of any application for a certificate of appropriateness, the Windover Heights Board of Review, or the council, on appeal, shall consider the following aspects of a building, accessory building, structure, fence or sign:

1. Exterior architectural features, including all signs, which are subject to public view at any time of the year from a public street, way or place.
2. General design and arrangement.
3. Texture and material.
4. The relation to similar features of buildings, accessory buildings, structures, fences or signs in the immediate surroundings.
5. Harmony or incongruity with the old and historic aspect of the surroundings.
6. The extent to which historic places and areas of historic interest in the district will be preserved or protected.
7. Special public value because of architectural and other features which relate to the cultural and artistic heritage of the Town.

B. The board shall not consider interior arrangement, or relative size of the building, accessory building, structure, fence or sign.

**For additional questions, please contact Planning and Zoning staff.**

**Phone: 703-255-6341 | Email: DPZ@viennava.gov**