



Department of Planning and Zoning

Town of Vienna, Virginia

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Vienna, Virginia 22180

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

Town of Vienna Windover Heights Board of Review Application Checklist

*This checklist is meant to serve as a guideline for the request for a Certificate of Appropriateness submitted to Windover Heights Board of Review per ~~Chapter 18, Article 26~~ **Section 18-840** of the Town Code.*

Compliance with this checklist does not guarantee Board or permit approval. More information may be requested in addition to information requested in this checklist; the check list is for guidance and not all check list items may be applicable to all applications. Applicants are responsible for ensuring proposals are compliant with all relevant Town, County, and State requirements.

Last Revised TBD

Requirements	Complied (Yes/No)
1 Completed Applicant Authorization Form.	
2 Plans and documentation of the proposed modifications that clearly demonstrate compliance with <u>Sec. 18-280.7. – Procedures for applications and review</u> <u>Section 18-840.6. – Application and Review Process</u>. Applications found to be incomplete or insufficient may be held off an agenda by staff or continued to a later meeting at the Board's discretion.	
3 Scaled color elevations, or architectural drawings, or, renderings of the proposed exterior modifications and/or new construction. All renderings must clearly show the architectural features proposed and existing features to remain. Elevations, drawings, or renderings must be submitted in color; black and white submissions will be considered incomplete.	
4 Scaled site plan or plat plan showing the footprint and location of all proposed improvements to the property. The site plan can be hand drawn on an existing plat or drawn by a licensed surveyor or engineer. Site plans should include labels, dimensions, and material specifications for decks, patios, and fences. For fences, please include the proposed height. Note: Projects requiring a subdivision or variance must have Planning and Zoning staff approval before submitting an application to the Windover Heights Board of Review.	
5 Site plan of existing conditions. This can be an unaltered survey/plat of property, or an approved site plan showing existing conditions prepared and sealed by a professional surveyor.	
6 Cut sheets or Manufacturer's specifications for all proposed finishes and fixtures , including but not limited to: windows, doors, roofing systems, siding, stone cladding, fences, railings, planters, etc., Specification sheets should show finish color, height, installation method, and other applicable details.	

7	Clear, labeled photographs of existing site conditions , including building facades, landscaping, parking areas, and adjacent properties and structures.	
8	Labeled samples of all materials and color swatches , including manufacturer names, numbers, finish-type and installation details matching the plans and renderings submitted. • Samples should not be larger than 3" x 5"; and should NOT be mounted on a board. • If multiple samples are provided, the location and use of the material should be affixed to the sample. • The Department of Planning and Zoning mustshall keep all samples until construction is complete. • Pantone color selections are not an acceptable replacement for material samples. • <i>Samples can be dropped off or mailed to the Department of Planning and Zoning at Town Hall, 127 Center St. S..</i>	

Applications must be submitted by the filing deadline to be eligible for placement on a specific agenda. All **labeled material samples must be received no later than one week prior to the scheduled Windover Heights Board of Review meeting**. Submittals received by the deadline will be reviewed by staff; however, outstanding issues or missing information may delay an application's placement on an agenda.