



CERTIFICATE OF DESIGN APPROVAL

130 E. Main St, Purcellville, VA 20132
Phone: 540-338-2304 Fax: 540-338-7460

CDA # _____

Please fill out all information in order to ensure the scheduling of your agenda item

Street Address of Property: TBD by Post Master, Replacing 488-37-7354
130, 138, 140-142, 144-148 21st Street North Parcel #: 488-37-5267 & 488-37-5457
Owner Name: Martinsburg Plaza LLC & Chapman Group LLC
Business Name: Vineyard Square LLC
Authorized Agent (if applicable): John Chapman, Manager
Mailing Address: 125 E. Hirst Rd Ste 8-C, Purcellville VA 20132
Daytime Telephone Number (s): 540-338-1319

Project Description

- New construction
Addition
Alteration
Accessory Structure
Demolition
Sign
Repainting
Minor Landscaping Structure
CDA Amendment
Other:

SIGNS ONLY*: (attached required information for each proposed sign)

- Master Sign Plan (please attach details for all proposed sign types) Sign Permit #:
Individual Sign: Freestanding, Projecting, Wall, Window, Awning, Canopy
Sign Area: sq. ft. Material: Location of Sign:

Contractor:
Address: Phone:

Written Description Attach additional sheet, if necessary: Describe clearly and in detail the nature of the project, including exact dimensions for materials to be used (e.g., width of siding, windows and window trim, etc.)

See additional documentation. The nature of the project is to create access, connectivity, parking, a gathering place, and increase the commercial tax base of the town. Also to make downtown walkable and pedestrian friendly and increase the number of housing options for residence to live.

Acknowledgement of Responsibility

I understand that all CDA application materials must be complete and must be submitted fourteen (14) days before the BAR meeting date and that I or an authorized representative must be present at the meeting; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans approved by the BAR. I also understand that the BAR or Town Staff may need to perform an inspection of my property as it relates to this application. I understand that no changes are permitted without prior approval of the Town, and that failure to follow approved plans is a violation of the Purcellville Town Code and Zoning Ordinance.

Signature of Owner or Authorized Agent: [Signature]
Printed name: John M. Chapman

See reverse side of this form for required submission materials. Applications will not be accepted for scheduling without all required materials. The submission deadline for complete applications is fourteen days prior to the meeting date.

CDA APPLICATION FORM (page 2 of 3)

MINIMUM SUBMISSION REQUIREMENTS: Please note that all of the following materials must be delivered to the Department of Planning & Zoning 14 days prior to the BAR meeting or your application will be postponed until the following month's agenda. Include twelve (12) copies of the following information. Use the checklist below to ensure the application is complete. (Use N/A if item is not applicable to your project).

- ✓ Application. 12 copies of this application form, filled out in its entirety.
- ✓ Fee. All applicable fees must be paid to the Town before your agenda item is scheduled.
- ✓ Architectural Drawings - ^{5 - approved by Daniel Galindo, Planner II, Community Development} ~~12~~ full size copies and one 11"x17" copy. FOLDED:
 - ✓ Dimensioned outline of the building
 - ✓ Dimensioned elevation of new construction and adjacent existing elevations
 - ✓ Site Plan(s) with scale 1/8" = 1' (for new construction and additions)
 - N/A Site Section(s) with scale 1/8" = 1' (when requested by BAR)
- ✓ Photographs - For new construction/alterations provide at least 3 views of area, for signs provide one view
- ✓ Specifications of Exterior Materials - Please complete the attached **Architectural Materials Checklist**. Specifications to include, but not be limited to: Roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include color copies of manufacturer's specification sheets)
- N/A Signs - Detailed scaled drawing showing style and size of letters, color, sample and type of material, and proposed location on the building elevation, with a photograph of elevation under review (if existing building). Color copies of the sign face must be provided.
- N/A Demolition - See Demolition section of *Purcellville Design Guidelines* for requirements.

NOTE: All materials submitted will become the property of the Town of Purcellville.

OFFICE USE ONLY - Date of Application: _____ **CDA#:** _____ **Fee:** _____ **Paid:** _____

BAR Action: Approval Conditional Approval Denial **Date:** _____

BAR Comments/Conditions: _____

Application Approved: _____ **Date:** _____
Zoning Administrator

If Appealed, Town Council Action: Approved Denied **Date:** _____

Town Council Conditions: _____

THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL OF THE BAR.

FOR MINOR PROJECTS ONLY

Minor Project Exemption Approved: _____ **Date:** _____
Zoning Administrator

THIS EXEMPTION EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. ISSUANCE OF A MINOR PROJECT EXCLUSION SHALL NOT RELIEVE THE APPLICANT, CONTRACTOR, TENANT OR PROPERTY OWNER FROM OBTAINING ANY OTHER REQUIRED PERMIT

Architectural Materials Checklist:

This checklist is intended to assist you in preparing your application to the Board of Architectural Review. This is not intended to replace your application or any other requirements of the Design Guidelines and Standards.

Foundation:

Material (example- Brick, Stone, Concrete, etc) See attached documentation.

Color: See attached documentation.

Roofing:

Material: (example- standing seam metal, shingles, shakes, etc) See attached documentation.

Color: (example- copper, prefinished, painted, etc) See attached documentation.

Exterior Wall Surfaces:

Material(s): (example - brick, stucco, hardiplank siding, board and batten, etc)
See attached documentation.

Color(s): See attached documentation.

Windows and Doors:

Window/Door Type: (example: Aluminum storefront, Double Hung, Casement, etc)
See attached documentation.

Window/Door Material: (example: Wood, aluminum clad, vinyl clad, etc)
See attached documentation.

Muntins (example: true divided, simulated divided, etc)
See attached documentation.

Other Materials: (to include but not be limited to Shutters, trim, porches, chimneys, etc)

Material(s): See attached documentation.

Color(s): See attached documentation.

For alterations and renovations, if any changes are proposed to an existing structure's materials and/or color scheme please outline them below (attach a separate sheet if needed):