



**City of Martinsville**  
**P. O. Box 1112**  
**Martinsville, VA 24112**  
**(276) 403-5156**  
[www.ci.martinsville.va.us](http://www.ci.martinsville.va.us)

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

**ARCHITECTURAL REVIEW BOARD  
MARTINSVILLE, VIRGINIA**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of Property Owner if Different from Above: \_\_\_\_\_

\_\_\_\_\_

Telephone # of Owner: \_\_\_\_\_

Email Address of Owner: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

Date of Original Section of Building/Structure: \_\_\_\_\_

Date(s) of any Additions to the Building/Structure: \_\_\_\_\_

**CERTIFICATION:**

My signature below certifies that I am the actual owner or duly authorized agent of the owner and that all statements made in this document are true and accurate.

Signature: \_\_\_\_\_

Please check all that apply to project:

- Building to be restored to date of construction
- Building to be restored to date other than original
- Alterations to historic fabric (i. e. windows, doors, masonry, etc.)
- New addition to existing building
- New construction
- Demolition of existing building(s)
- Addition or alteration of signs
- Removal or addition of fencing
- Addition of modern equipment
- Other

In the space below, please describe in detail the proposed work to be performed on the building or structure including alterations to windows, doors, architectural trim work, signage, surface finishes, fencing (if applicable), the addition of awnings and any other changes or additions to the property. Architectural plans, elevations, detail drawings, photographs, surface finishes, manufacturer's specification sheets and construction materials lists must be submitted with the application.

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Name of company doing renovation/restoration work: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

Check list of items required for submission:

- Architectural plans
- Elevation drawings
- Detail drawings
- Photographs (see Historic District Guidelines)
- Manufacturer’s specification sheets
- Surface finishes
- Types of construction materials
- List of adjacent property owners (adjacent property owners will be notified by mail about the proposed project and have an opportunity to comment)

The Architectural Review Board reserves the right to require additional information in its decision process in regards to this application for a Certificate of Appropriateness.

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**FOR OFFICIAL USE ONLY**

Application Received on \_\_\_\_\_ By: \_\_\_\_\_

Date Reviewed by Architectural Review Board: \_\_\_\_\_

Application: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

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Signature of Chairperson of Architectural Review Board	Date
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Signature of Secretary of Architectural Review Board	Date
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