



Planning Office

Agenda

7:00 p.m. – Thursday, July 2, 2026 *

**Development Services Building Room 202 B
5 County Complex Court
Prince William, Virginia 22192**

1. Call to Order
2. Roll Call/Quorum
3. Remote Participation Request from Architectural Review Board Member (as needed)
4. Approval of Agenda
5. Approval of May 13, 2026, Brief and Resolutions
6. Citizens' & Visitors' Time
7. Staff Time
 - Certificate of Appropriateness - #CRP2026-00087, Hazel House Demolition
 - Member Training
8. Members' Time/Announcements
9. Chairman's Time
10. Vice Chairman's Time
11. Old Business
12. New Business
13. Next Meeting and Adjournment

*** Please note new meeting day.**

Brief & Resolutions

May 2026



Architectural Review Board

BRIEF

Development Services Building
Conference Room 202 B

May 13, 2026
Regular Meeting

In Attendance

Members Garcia, Landrum, Nasir
Eric Griffiths – Heritage Resources Specialist; Toni Brzyski – Board Secretary

Call to Order

7:15 p.m.

Quorum present

RES 26-017

Approve the agenda for the May 13, 2026, meeting as presented – APPROVED - MOTION CARRIED [VOTING RECORD: Motion Garcia, Nasir; Ayes by acclamation; Nays None; Absent from Vote None; Absent from meeting Hill, Long, Washington]

RES 26-018

Approve the April 8, 2026, meeting brief and resolutions as presented – APPROVED - MOTION CARRIED [VOTING RECORD: Motion Landrum, Garcia; Ayes by acclamation; Nays None; Absent from Vote None; Absent from meeting Hill, Long, Washington]

Citizens' & Visitors' Time

None

Staff Time

Eric Griffiths reported that the Department of Parks and Recreation has funding to demolish a non-contributing structure, on land owned by the County, in the Buckland Historic Overlay District. This action requires approval from the Architectural Review Board (ARB) through the Certificate of Appropriateness process. They've asked to address the ARB, for this approval, in June or July.

Members' Time/ Announcements

None

Chairman's Time

Chairman Landrum, and Chairman De Pue of the Historical Commission, attended the May 12, 2026, meeting of the Board of County Supervisors and received the Proclamation for May as Historic Preservation Month.

**Vice Chairman's
Time**

Vice Chairman Garcia thanked staff to their work. Members Landrum and Nasir agreed.

Old Business

Bennett School – Chairman Landrum noted the letter and resolution regarding Bennett School have been sent to the Board of County Supervisors. There appear to be several opinions on how to move forward.

New Business

Change to the ARB meeting schedule -

As Chairman Landrum has been appointed to serve on the Prince William County Planning Commission and as the Planning Commission (PC) usually meets on the second Wednesday of the month the ARB needs to consider changing its meeting date to not conflict with the PC meeting date. Discussion.

RES 26-019

Agree to change the meeting schedule for the Architectural Review Board from 7:00 p.m. on the second Wednesday of the month to 7:00 p.m. on the second Thursday of the month with the first change effective on Thursday, June 11, 2026 -
APPROVED - MOTION CARRIED [VOTING RECORD: Motion Landrum, Garcia; Ayes by acclamation; Nays None; Absent from Vote None; Absent from meeting Hill, Long, Washington]

Next Meeting

The next Architectural Review Board meeting will be held at 7:00 p.m. on **Thursday**, June 11, 2026. The location will be determined after new room reservations are completed following the change in meeting days.

Adjournment

7:40 p.m.

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: GARCIA

May 13, 2026

SECOND: NASIR

Regular Meeting

Res. No. 26-017

RE: APPROVE THE AGENDA FOR THE MAY 13, 2026, MEETING AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered the agenda presented at its May 13, 2026, meeting; and

WHEREAS, the Architectural Review Board provided no changes;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board does hereby approve the agenda for its May 13, 2026, meeting as presented.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Hill, Long, Washington

MOTION CARRIED

ATTEST: _____
Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LANDRUM

May 13, 2026

SECOND: GARCIA

Regular Meeting

Res. No. 26-018

RE: APPROVE THE APRIL 8, 2026, MEETING BRIEF AND RESOLUTIONS AS PRESENTED

ACTION: APPROVED

WHEREAS, the Prince William County Architectural Review Board considered its April 8, 2026, meeting brief and resolutions; and

WHEREAS, the Architectural Review Board provided no corrections;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board does hereby approve its April 8, 2026, meeting brief and resolutions as presented.

Votes:

Ayes: by acclamation

Nays: None

Absent from Vote: None

Absent from Meeting: Hill, Long, Washington

MOTION CARRIED

ATTEST: _____

Secretary to the Board

ARCHITECTURAL REVIEW BOARD RESOLUTION

MOTION: LANDRUM

**May 13, 2026
Regular Meeting
Res. No. 26-019**

SECOND: GARCIA

RE: AGREE TO CHANGE THE MEETING SCHEDULE FOR THE ARCHITECTURAL REVIEW BOARD FROM 7:00 P.M. ON THE SECOND WEDNESDAY OF THE MONTH TO 7:00 P.M. ON THE SECOND THURSDAY OF THE MONTH WITH THE FIRST CHANGE EFFECTIVE ON THURSDAY, JUNE 11, 2026

ACTION: APPROVED

WHEREAS, the Prince William Board of County Supervisors appointed the Prince William County Architectural Review Board to serve as advisor regarding the preservation and protection of local cultural resources; and

WHEREAS, the Prince William County Architectural Review Board seeks to preserve, protect and promote historical sites, architectural areas and overlay districts within Prince William County; and

WHEREAS, in order to fulfill its duties the Prince William County Architectural Review Board holds regular meetings which are currently scheduled at 7:00 p.m. on the second Wednesday of the month; and

WHEREAS, second Wednesday of the month is no longer appropriate as a meeting schedule; and

WHEREAS, the Prince William County Architectural Review Board believes that the preservation and protection of cultural resources in Prince William County is well served by this action;

NOW, THEREFORE, BE IT RESOLVED, that the Prince William County Architectural Review Board (ARB) does hereby agree to change the meeting schedule for the ARB from 7:00 p.m. on the second Wednesday of the month to 7:00 p.m. on the second Thursday of the month with the first change effective on Thursday, June 11, 2026.

Votes:

Ayes: by acclamation

Nays: none

Absent from Vote: none

Absent from Meeting: Hill, Long, Washington

MOTION CARRIED

ATTEST _____
Secretary to the Board

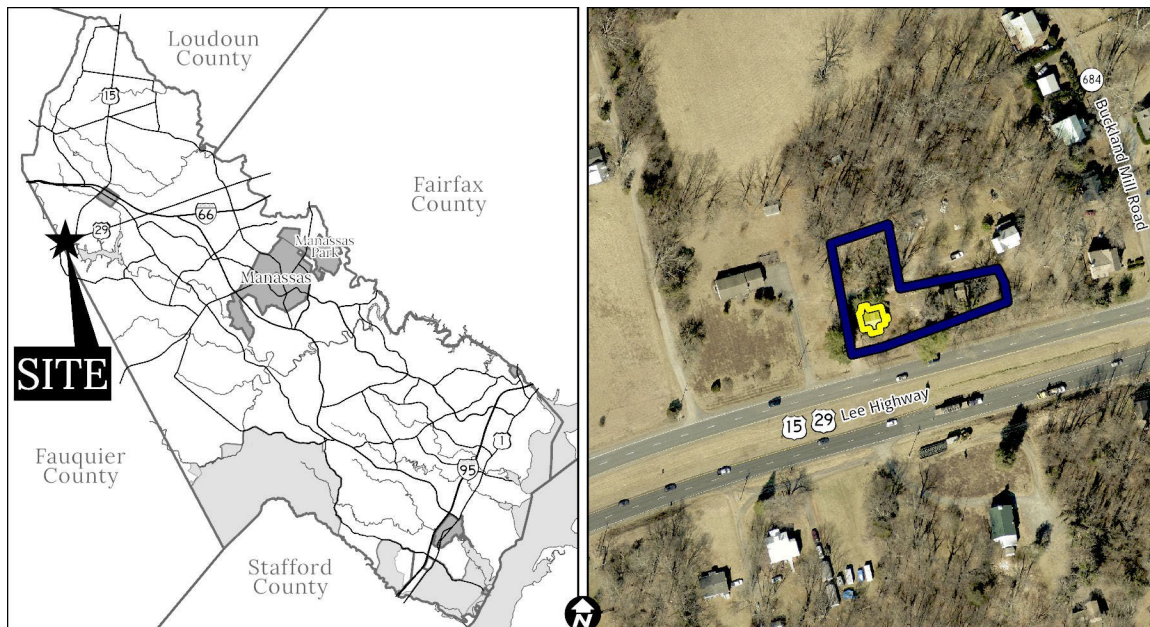
**Staff Report
&
Application for
Certificate of
Appropriateness**



STAFF REPORT

Meeting Date:	July 2, 2026
Agenda Title:	Certificate of Appropriateness, #CRP2026-00087, Hazel House demolition 16210 Lee Highway (GPIN 7196-88-0537)
District Impact:	Brentsville Magisterial District
Requested Action:	Recommend Approval
Department:	Planning Office
Case Planner:	Eric Griffiths

EXECUTIVE SUMMARY



Prince William County Parks and Recreation submitted a Certificate of Appropriateness application to demolish the Hazel House, a concrete block house that is located on the property at 16210 Lee Highway (GPIN 7196-88-0537). Prince William County currently owns this parcel. This parcel contains the house historically known as the Ned the Distiller House (076-0119), which was constructed in 1819 and the Hazel House (076-0313-0014), a concrete block Cape Cod house constructed circa 1950. The Hazel House is a non-contributing resource in the Buckland Historic Overlay District (HOD) (Figure 1). A Certificate of Appropriateness (COA) is required for demolition of any building located within the HOD. Staff recommends approval of the demolition request as specified in the COA.

BACKGROUND

- A. Request: This is a request for a Certificate of Appropriateness (COA) for the demolition of a concrete block house, known as the Hazel House, located on the property located at 16210 Lee Highway. Prince William County owns the property and the house is managed by the Prince William County Department of Parks and Recreation. Parks and Recreation intends to demolish the Hazel House located at the western end of the property (Figure 2). This house is a non-contributing resource within the Buckland Historic Overlay District. The Ned the Distiller House will not be impacted by the proposed demolition action.
- B. Site Location: The property is located at 16210 Lee Highway and is identified on County maps as GPIN 7196-88-0537. The house is located in Lot 13 of the original Buckland town plan. The Hazel House is located at the western end of the parcel and is approximately 100 feet west of the Ned the Distiller House.
- C. Ownership: Prince William County purchased the property at 16210 in December 2024 and the adjacent Ashe Property, also known as the Richard Gill House, located at 16206 Lee Highway (GPIN 7196-88-1844), for the creation of the Buckland Historical Center. Prince William County Department of Parks and Recreation manages both properties.
- D. Zoning: The property is zoned A-1, Agricultural (Figure 3). It is also located within the Buckland Historic Overlay District (HOD). Pursuant to Section 32-502.01. of the County's Zoning Ordinance, *"historic overlay districts are created for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in designated areas of the County, to protect and perpetuate those areas or structures which have been designated as being of significant historic, architectural or cultural interest. Regulations imposed in such districts are intended to protect against destruction of or encroachment upon such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences"* (Prince William County, Virginia, Code of Ordinance, Chapter 32 (Zoning), Section 32-502.01).
- E. Comprehensive Plan: The Buckland HOD is designated as a County Registered Historic Site (CRHS) in the County's Comprehensive Plan (Figure 4). The Buckland HOD is included in the Buckland Historical Area (a County planning area) and included in the Buckland National Register of Historic Places District. The CRHS description for the Buckland HOD is as follows:

"As the first inland town in the County, Buckland consists of both architectural and archaeological resources and survives as one of the best 18th and early 19th century industrial or mill villages in Virginia...Architecturally, the CRHS contains fifteen (15) of the National Register District's 29 contributing resources. Buckland is largely intact with only six original structures known to have

been demolished since the historic period. Many of the streets depicted on the original 48-lot town plan are still intact. The majority of the standing structures have construction dates ranging from 1770 to 1850. Currently, many of the structures are used as residences. However, historically these structures served a variety of uses; for example, three of these residences were once taverns. Today, Buckland Mill is the focal point of the village and is a remnant of a period of time when there were a number of manufacturing mills here. Buckland Mill is the last standing mill in the County with machinery that was installed in 1899.” (Prince William County, Virginia 2022: 2040 Comprehensive Plan, Buckland Historic District CRHS).

- F. NRHP Nomination: The Buckland Historic District is listed on the National Register of Historic Places (NRHP) and a boundary increase for the district was approved in 2008. The Buckland Historic District (Boundary Increase) NRHP nomination identifies the concrete block dwelling known as the Hazel House. The Hazel House was recorded as site 076-0313-0014 as part of an architectural survey conducted for the boundary expansion. The NRHP nomination identifies the building as a Cape Cod dwelling constructed circa 1950 and lists the dwelling as a non-contributing resource to the historic district. No information is provided in the nomination nor the Virginia Cultural Resources Information (VCRIS) record for site 076-0313-0014 regarding the name Hazel and its association with the property. Although no specific information is cited noting its date of construction, the circa 1950 date is within the time frame when Cape Cod revivalist architecture was popular in domestic construction throughout the United States.
- G. Buckland Architectural Survey: The Hazel House was not recorded in the 2005 architectural survey of Buckland (Ridout et al. 2005).
- H. Architecture: The dwelling represents an example of a Cape Cod dwelling. Cape Cod houses represent a revivalist style popular throughout the United States between 1925 to 1955. These modest houses were featured in various home builder catalogs and reached the height of their popularity during the 1940s. Cape Cod dwellings were typically one to one-and-a-half-story rectangular houses with side gabled roofs, with regular fenestration. These houses generally featured little-to-no ornamental detailing and often featured dormers. The Hazel House reflects the stylistic details of Cape Cod construction. It is a one-and-a-half story, three-bay, concrete block dwelling with an asphalt-shingle-clad side-gabled roof (Figures 5-6). The dwelling features two gabled dormers on the south (front) elevation and a shed-roof dormer on the north (rear) elevation. There is a gabled porch on the south elevation and a shed-roof porch on the north elevation. The windows are six-over-six, double-hung wood-sash units.
- I. Archaeology: No Phase I archaeological survey has been conducted for the areas where the Ned the Distiller and Hazel House are located. The 2008 NRHP nomination for the boundary expansion of the Buckland Historical District identifies a masonry foundation which was visible in 1987, located to the east of the Hazel House. Archaeological artifacts were also unearthed at this location in 2000. No surface foundations were evident during a current visual surface inspection of the

area east of the Hazel House in May 2026 (Figure 7). A marker of unknown origin and function was observed in the ground south of the house (Figure 8).

- J. Surrounding Land Uses: The subject property is bounded on the south by U.S. Route 29/15, Lee Highway, on the west by a 17-acre vacant lot addressed as 8090 Buckland Mill Road, on the north by a single-family house at 8104 Buckland Mill Road known as the Graham House, and on the east by two parcels addressed as 16206 Lee Highway and 8106 Buckland Mill Road. The property at 16206 Lee Highway contains a single-family dwelling known as the Richard Gill House. The property at 8106 Buckland Mill Road contains Buckland Tavern. Buckland Tavern, the Graham House, and the Richard Gill House are contributing resources to the Buckland HOD district. The general area is rural in character. The following table summarizes the area land use and zoning:

Direction	Land Use	Long Range Future Land Use	Zoning
North	Residential	CRHS	A-1
South	Residential	Route 29/15 Right-of-Way (ROW)	A-1
East	Residential	CRHS	A-1
West	Residential	CRHS	A-1

- K. Certificate of Appropriateness: Sec. 32-502.05 of the County Zoning Ordinance states "A Certificate of Appropriateness (COA) issued by the Planning Director shall be required prior to the erection, reconstruction, exterior alteration, restoration, or excavation of any building or structure within an Historic Overlay District, or prior to the demolition, razing, relocation or moving of any building or structure therein. The Director shall not issue a COA until an application has been approved by the Architectural Review Board (ARB), following the procedures set forth below. In addition, no demolition, razing, relocation or moving of a historic resource in a Historic Overlay District shall occur until approved by the ARB." (Prince William County, Virginia, Code of Ordinance, Chapter 32 (Zoning), Section 32-502.05).
- K. Design Review Guidelines: The ARB adopted design review guidelines to review applications for rehabilitation, new construction, and exterior alterations. The most recent version of Prince William County Historic Overlay District Design Review Guidelines was updated by the ARB, March 13, 2013. The Design Guidelines for the Buckland Historic Overlay District identifies 12 contributing resources to the historic district. The Hazel House is not identified as one of the 12 contributing resources identified in Appendix A of the Design Guidelines. It is identified as a non-contributing building shown in Figure 7 in the Design Guidelines (Figure 1).
- L. Preliminary ARB Coordination: David Breedin, Construction Manager, with PWC Department of Parks and Recreation, submitted a COA application and other

requested information regarding the project. Eric Griffiths, Staff Liaison to the ARB, briefed the ARB on the proposed demolition project at the May 13, 2026 ARB meeting.

CURRENT SITUATION

- A. ARB Meeting: The COA application is scheduled to be heard during the June 11, 2026, meeting of the ARB.
- B. Scope of Work: Proposed demolition would take place over four days, barring weather delays. An excavator with a grappling thumb and roll-off dumpsters would be delivered to the site. The excavator would demolish the building and put the debris in the dumpsters. The limits of disturbance is the building footprint 24'x32' or about 800 square feet. The dumpsters would be removed and RC6, crushed concrete aggregate, would be delivered to the site and used to fill the basement and footing areas to within four inches of grade. The final four inches would be filled with topsoil then seeded, mulched and netted.
- C. Demolition in the Historic District - The Design Guidelines address demolition in the HOD in *Section IV, Design Review Criteria, Subsection D, Razing or Demolition* which states the following:

Razing or demolition of a historic resource shall only be approved after all other alternatives have been considered. Razing or demolition of a contributing historical structure within a designated HOD shall be permitted only after the proper procedures have been followed. The subject structure must first be offered for sale in compliance with Section 32-502.06 (4) of the Zoning Ordinance and Section 15.2-2306 of the Code of Virginia. In addition to the Secretary of the Interior's Standards for Rehabilitation, the ARB shall consider the following criteria in the design review process for any proposal to raze or demolish a structure within a HOD:

1. *The circumstances and the condition of the structure proposed for demolition.*
2. *Detrimental effect of the proposed demolition to the public interest because of the architectural, cultural or historical interest of the historic resource.*

3. *Detrimental effect of the proposed removal of the historic resource because of its age, unusual design, texture or material such that it could not be reproduced or be reproduced only with great difficulty.*
4. *Benefits of retention of the historic resource with respect to the preservation and protection of another historic resource.*

D. Secretary of the Interior Standards for Rehabilitation: Design Review Guidelines for the Buckland Historic Overlay District state, "the ARB shall use The Secretary of the Interior's Standards for Rehabilitation (codified as 36 Code of Federal Regulations 67) guidelines in the design review process for COA." The Secretary of the Interior Standards for Rehabilitation are:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced.; where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

STAFF RECOMMENDATION

Staff recommends approval of the Certificate of Appropriateness #CRP2025-00087, demolition of the Hazel House subject to the following conditions:

- The Hazel House is a non-contributing building within the HOD. Demolition of the building does not represent loss of a historic structure nor does it adversely impact the historic integrity of the Buckland HOD.
- Demolition activities shall be consistent with the methodology defined in the scope of work.
- The area east of the Hazel House is known to have archaeological resources. Should archaeological artifacts be unearthed during demolition work, all work shall cease and the finds shall be reported to Justin Patton, the County Archaeologist, at 703-792-5729. Consultation with and direction from the County Archaeologist shall be necessary prior to reengaging of demolition work.

Design Review Consistency Analysis

- A. Secretary of the Interior Standards for Rehabilitation: The renovations as proposed in the COA application are consistent with the following applicable standards:
 1. ***SOI Standard #2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*** The Hazel House is a non-contributing resource, which is by definition not a historic resource part of any designated historic district. The demolition of a non-contributing resource will not diminish the historic integrity of the Buckland HOD.

2. ***SOI Standard #8: Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*** No Phase I archaeological survey has been conducted on the property. However, there have been reported archaeological deposits in the area east of the Hazel House. The proposed demolition is expected to only disturb surface soils, within 50 feet of the foundation of the Hazel House, and not expected to affect significant archaeological resources.
- B. Prince William County HOD Design Guidelines, Section IV.D: states, "*The razing or demolition of a historic resources or contributing resource shall be permitted only after the building has been offered for sale.*" In the case of the Hazel House, this action is not required because the dwelling is not a contributing resource within the Buckland HOD. Section IV.D further states, "*the ARB shall consider the following criteria in the design review process for any proposal to raze or demolish a structure within a HOD*":
1. ***The circumstances and the condition of the structure proposed for demolition.***
The Hazel House is a non-contributing building within the HOD. Demolition of the building does not represent loss of a historic structure nor does it adversely impact the historic integrity of the Buckland HOD.
 2. ***Detrimental effect of the proposed demolition to the public interest because of the architectural, cultural or historical interest of the historic resource.*** As a non-contributing building, the Hazel House is not by definition a historic resource. The dwelling represents mid-twentieth century development which is not in character to the historical period of the Buckland Historic District, which is historically significant for its local historical association as one of Prince William County's early industrial centers during the late eighteenth century to mid nineteenth century.
 3. ***Detrimental effect of the proposed removal of the historic resource because of its age, unusual design, texture or material such that it could not be reproduced or be reproduced only with great difficulty.*** As a non-contributing building, the Hazel House is not by definition a historic resource. The dwelling represents a typical example of a Cape Cod revivalist construction, which became a popular national housing trend during the mid twentieth century. The popularity for Cape Cod houses was in part due to their being easily replicated from being featured as part of pattern books and construction magazines and journals.
 4. ***Benefits of retention of the historic resource with respect to the preservation and protection of another historic resource.*** As a non-contributing building, the Hazel House is not by definition a historic resource. Demolition of a non-contributing resource that represents mid-twentieth century development would remove a feature of the historic district that is not compatible with the late eighteenth and nineteenth character of the district. Demolition of the Hazel House, would, therefore, benefit the historic character of the Buckland HOD.

Timing

The ARB has 60 days to process the application and make its recommendation to the Planning Director. The COA application was filed on May 6, 2026 and accepted on May 6, 2026. Sixty days from the acceptance of the COA application will expire July 5, 2026.

Appeals

As specified in Section 32-502.06 of the County Zoning Ordinance, any owner who files a COA may appeal any ARB decision to the Board of County Supervisors (BOCS) by filing a written petition to the BOCS to review the decision of the ARB within 30 days of the final decision by the ARB. The BOCS after consultation with the ARB may reverse or modify the decision of the ARB, in whole or in part, or it may affirm the decision of the ARB.

STAFF CONTACT INFORMATION

Eric Griffitts | (703) 792-4544
egriffitts@pwcgov.org

ATTACHMENTS

Maps
Photographs
References Cited

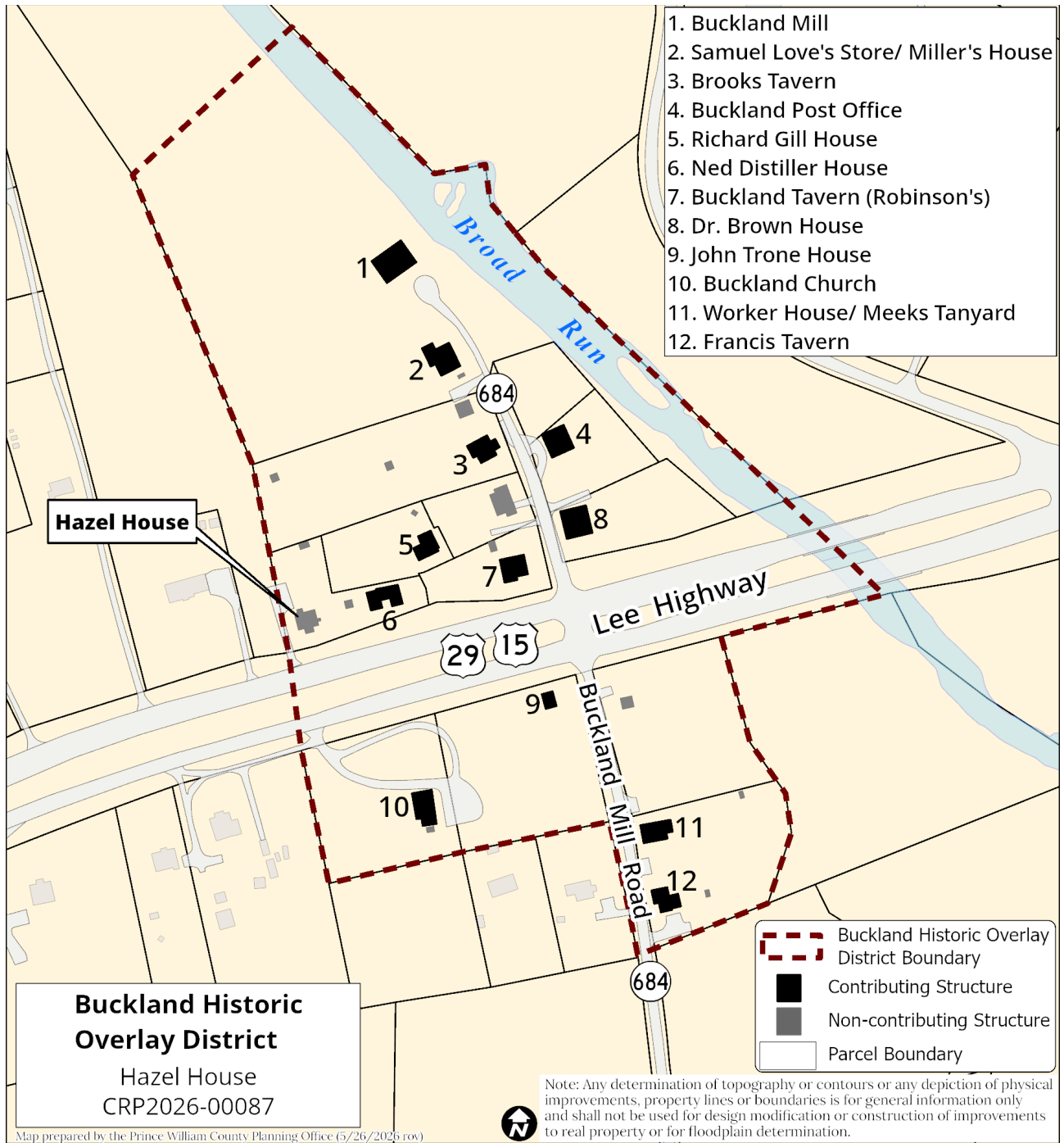
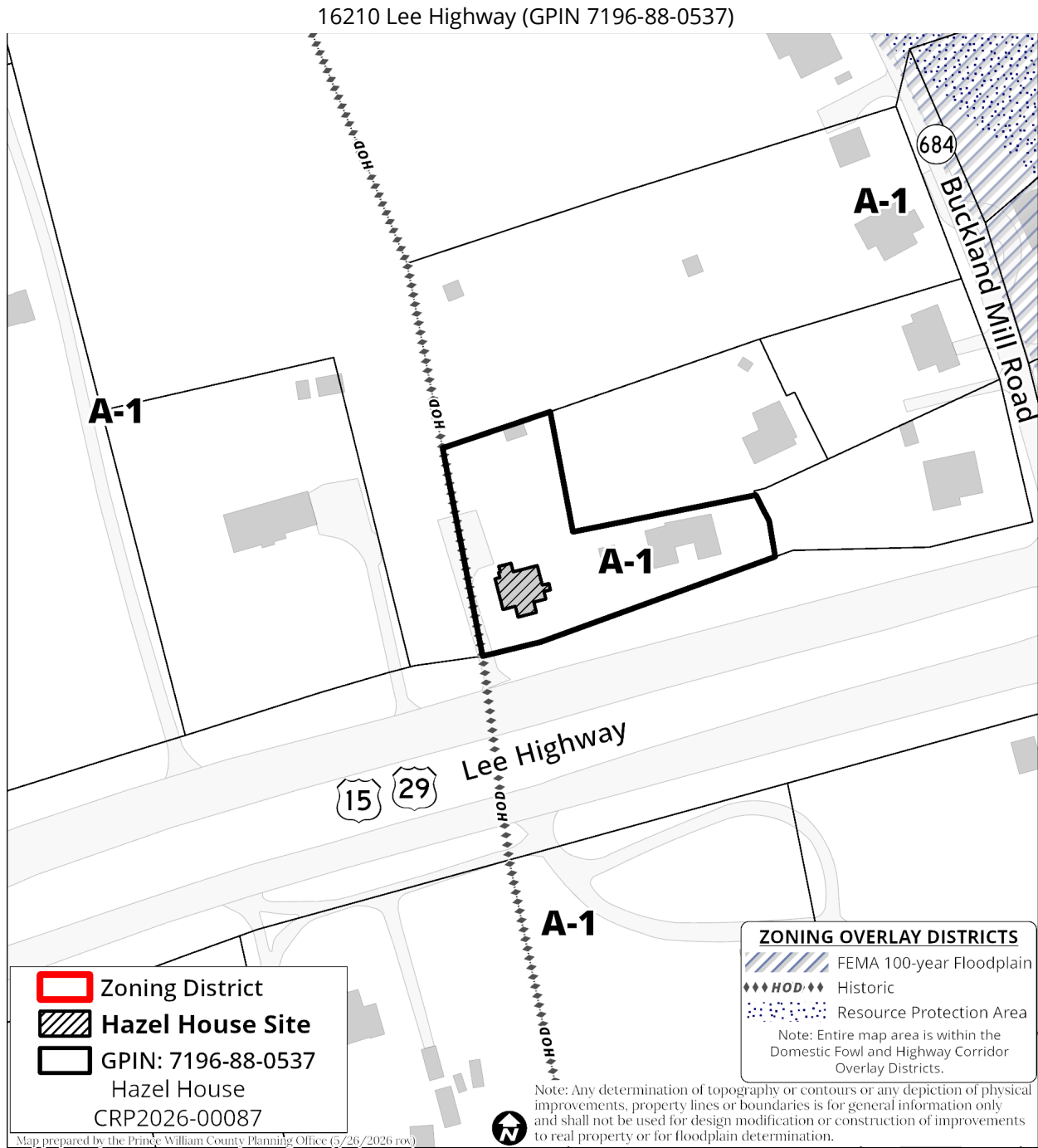


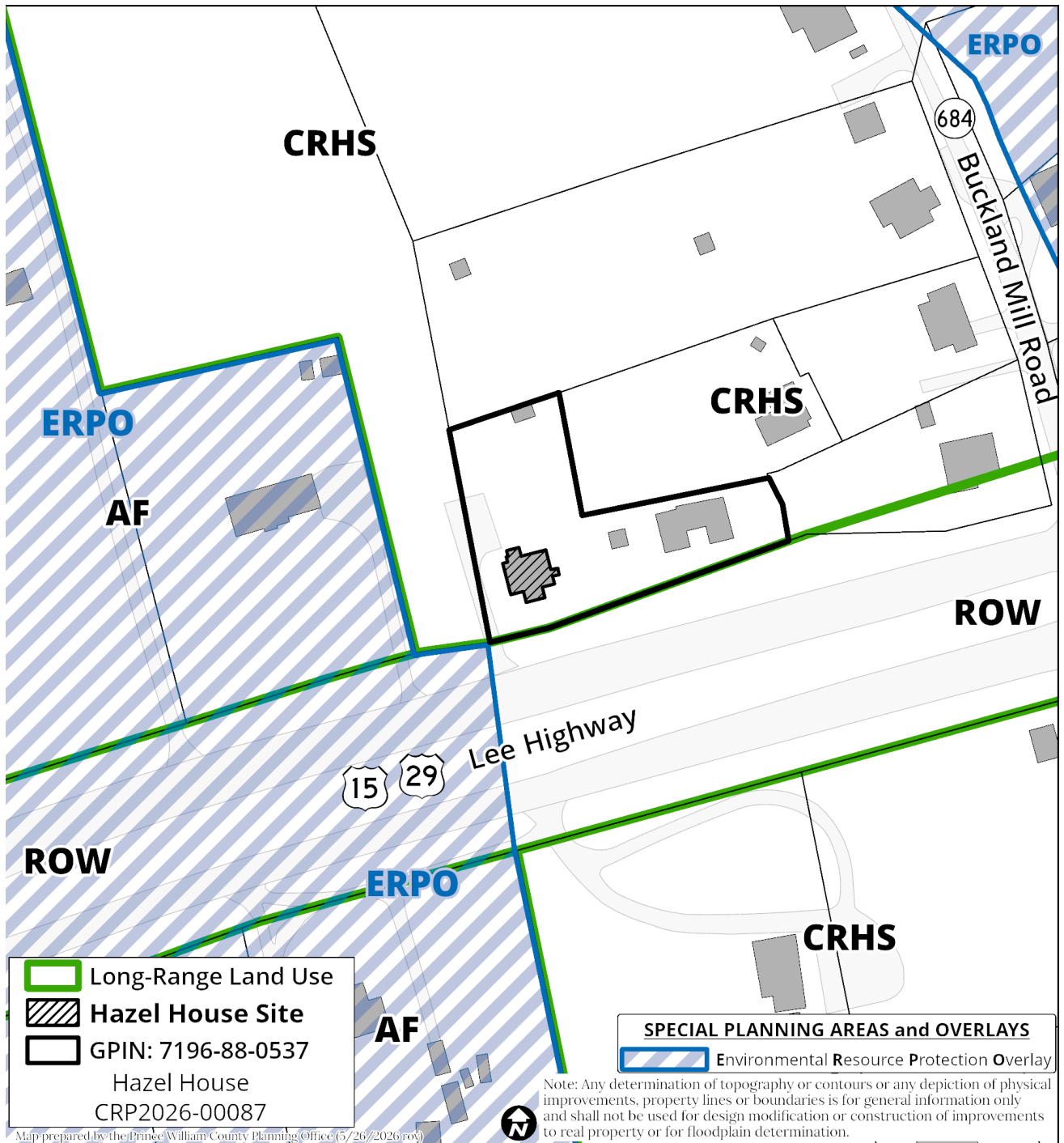
Figure 1: Buckland Historic Overlay District Map Showing Location of Hazel House (GPIN 7196-88-0537)



Figure 2: Aerial Map Showing Location of Hazel House



**Figure 3: Zoning Map with Location of Hazel House
 16210 Lee Highway (GPIN 7196-88-0537)**



**Figure 4: Long Range Land Use Map with Location of Hazel House
 16210 Lee Highway (GPIN 7196-88-0537)**



Figure 5: Hazel House, 16210 Lee Highway, Looking North, May 2026



Figure 6: Hazel House, 16210 Lee Highway, Looking Southwest, May 2026



Figure 7: Hazel House, 16210 Lee Highway, Area east of Hazel House, Looking West, May 2026



Figure 8: Hazel House, 16210 Lee Highway, Marker, Looking Northeast, May 2026

REFERENCES CITED

Prince William County, Virginia

2022 2024 Comprehensive Plan. Available online at
<https://experience.arcgis.com/experience/ea093ab38cdb425c8d29b14bbfaa97f0>

2024 Code of Ordinance, Chapter 32-Zoning. Available online at
https://library.municode.com/va/prince_william_county/codes/code_of_ordinances?nodeId=CH32ZO

Ridout, Orlando V., Alfredo Maul, and Willie Graham

2005 *The Entrepreneurial Landscape of a Turnpike Town: An Architecture Survey of Buckland, Virginia*. Prepared for the Buckland Preservation Society.

Certificate of Appropriateness Application Form and Instructions for Completion

Proposed changes and modification within a Historic Overlay District shall be subject to the regulations set forth in the Historic Overlay Districts Design Review Guidelines.

The following minor work has been deemed exempt from Architectural Review by the Prince William Board of County Supervisors. Addition or deletion of the following:

- a) Appurtenances such as gutters, storm doors, storm windows, window boxes, portable air conditioners installed in windows, or similar devices which do not significantly affect the appearance of the structure.
- b) In locations not visible from a public right-of-way accepted or planned for acceptance in the State Highway System, television or radio antennas attached to a dwelling, skylights, or solar collectors.
- c) Landscaping involving minor grading, walks, retaining walls less than 30 inches in height, temporary fencing, small fountains, ponds, and the like, which will not substantially affect the character of the property and its surroundings.
- d) Alteration or repainting of the interiors of buildings. Exterior painting, however, which results in a different color, or the painting of unpainted surfaces shall not be considered minor work.
- e) Building additions or deletions from existing buildings of less than 120 square feet which will not significantly change the architectural character of a property, provided such portions of the building are not visible from the public rights-of-way accepted or planned for acceptance into the State Highway System.

Other minor work may not require review but will require written verification of exemption by both the Zoning Administrator and the Architectural Review Board.

APPLICATION INSTRUCTIONS

In addition to a completed application form, applicant must submit information and materials as required by the Historic Overlay Districts Design Review Guidelines, Chapter III Design Review in Historic Districts, Paragraphs III.B.2 and III.B3.

- 1) Date of Application.
- 2) Geographic Parcel Identification Number (GPIN). Can be found on [County Mapper](#).
- 3) Provide name of business or individual requesting approval for proposed work. If this is different from the property owner, please note property owner also.
- 4) Signatures of both the property owner and applicant must be on the application.
- 5) Provide mailing address of applicant and owner.
- 6) Indicate site address.
- 7) Phone number and email address of applicant.
- 8) Provide names, addresses and contact information for architect, engineer, or contractor, if applicable.
- 9) Briefly describe proposed work.

Application for a Certificate of Appropriateness

Application is hereby made for a Certificate of Appropriateness in accordance with the description and purpose herein set forth. These requirements are agreed to by the undersigned and are a condition necessary for approval of this Certificate. This applies to all properties in Historic Overlay Districts.

Applicant Information	Name		
	Mailing Address	City/State	Zip Code
	Email	Phone	
Property Information	Property Address	City	Zip Code
	Geographic Parcel Identification Number (GPIN)		
Architect/ Engineer/ Contractor Information	Company Name	Contact Name	
	Mailing Address	City/State	Zip Code
	Email	Phone	
Description Of Work			

Note: In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits from the Department of Public Works or the Planning Office. Please check with these agencies before commencing with the proposed work. The Certificate of Appropriateness is valid for a period of one year after approval. After the expiration date, a 60-day grace period may be granted to complete work in progress, provided owner can show cause why the work has not been completed.

Applicant Signature  **Date** _____

County Staff Use Only			
Architectural Review Board	Review Scheduled	Review Date	Case Number
	Demolition Painting Alteration Remodel	Addition Reapplication Other: _____	
Chairman Signature _____ Date _____			
Subject to the following conditions			
Director of Planning Signature _____ Date _____			