**Meeting Day, Time and Location**
The Architectural Review Board (ARB) meets monthly, if there are applications, on the first Monday of each month at 7:00 p.m. Meetings are held at the John Page Turner Community House located at 6473 Main Street, The Plains, VA 20198.

**Application Due Date**
The cut-off date for applications and materials to be heard by the ARB is two weeks prior to each scheduled monthly meeting. Materials should be submitted to the Zoning Administrator.

The ARB must receive enough information on which to base its decision. You will need to complete this application. You must provide photographs, drawings and plans or other documentation. These submissions do not have to be prepared by professionals, but must be easy to understand by the board members. There may be additional permits required. Zoning and Building permits are required for structures, retaining wall, signs, site plans, and additions. You are expected to be present at the Architectural Review Board meeting to present the request and answer any questions board members may have. Contact information for town and other officials is located on Page 6 of this application if you have questions.

**Project Checklist**
- Refer to the Guidelines for Issuing a Certificate of Appropriateness on the following pages.
- The Plains’s national and local historic districts may allow for federal, state or local tax abatement and/or loan programs. Check with the Virginia Department of Historic Resources (VDHR) to determine which program, if any, would benefit the project. See Page 6 for contact information for VDHR.
- Check with the Zoning Administrator to make sure that your planned use is allowed and what other approvals may be required. See Page 6 for the Zoning Administrators contact information.
- Building permits are issued by the Fauquier County Building Department. Once the application is approved by the Architectural Review Board, the Zoning Administrator will issue a Zoning Permit and Certificate of Appropriateness for the project. It is recommended that all applicants meet with the Building Official early in the project if you are doing structural renovations. See Page 6 for Fauquier County contact information.
- The Virginia Department of Historic Resources has names of contractors who have worked with historic buildings and materials. They can also offer advice on technical preservation issues and methods of construction. See Page 6 for VDHR contact information.
- Review the Secretary of the Interior’s Standards for Rehabilitation on Page 5. These ten standards MUST be followed if using federal or state tax credits. The ARB follows these standards when reviewing applications for Certificates of Appropriateness.
- Provide confirmation that all taxes have been paid for this property and or business.
THE PLAINS HISTORIC DISTRICT
GUIDELINES FOR ISSUING A CERTIFICATE OF APPROPRIATENESS

Project plans must adequately address and respond to each of the 21 guidelines listed below in order to receive a Certificate of Appropriateness.

In instances where these guidelines discuss or imply compatibility with existing structures, such compatibility should be primarily with contributing structures in National, State or local historic districts in The Plains; and secondarily with existing structures within 300 feet of the proposed site.

1. **GATEWAY OVERLAY ZONING DISTRICT (GOD)** (if located within the GOD) – Height, bulk, scale, and proportion are critical elements of the gateway focus. Developments in this district shall give these features special attention when considering a design within the gateway area. The ARB may ask for information about the surrounding neighborhood in relation to the Gateway Overlay Zoning District regulations for your project. Some projects may require Planning Commission review. Understanding the relationship of your project to its surrounds is a critical element of the Gateway Overlay Zoning District.

2. **HISTORIC OVERLAY ZONING DISTRICT (HOD)** – Regulations within such districts are intended to promote civic pride in the accomplishments of the past, to protect against deterioration, destruction of or encroachment upon such areas, structures, and premises; to encourage uses which will lead to their continuance, conservation, and improvement in an appropriate manner; and to assure that new structures and uses within such districts will be in keeping with the character to be preserved and enhanced.

3. **DISTRICT AND TOWN WIDE STATEMENTS OF INTENT** - This chapter of the Town’s Zoning Ordinance lays out specific statements from adopted policies of the Town’s Comprehensive Plan. Relating your project to the adopted policies and this section of the Zoning Ordinance is important. It is further the intent of this article that the Town Council along with the Planning Commission seek and obtain the advice and assistance of the Architectural Review Board as well as other agencies or individuals qualified by interest, training, and experience in achieving the objectives set forth in the Town’s Comprehensive Plan and Zoning Ordinance.

4. **ARCHITECTURAL STYLE** – No specific architectural style shall be imposed in the administration of the historic district ordinance. Buildings should be designed as single entities, with the character and design of the primary façade continued on side and rear elevations. Architectural elements from widely different styles should not be mixed on a single building. Design themes unrelated to the traditions of the The Plains area should be avoided. For example, buildings which attempt to look like a Bavarian cottage, Spanish mission, Asian pagoda, Polynesian village, Tudor mansion, waterfront shanty, etc., bear no relationship to the history or architecture of this area.
5. **HEIGHT** – It is important along street facades that the height of new buildings, especially those between two contributing structures, conform to the average height of other buildings in the block. This is an important component of the Gateway Overlay District.

6. **PROPORTION** – New construction should relate to the dominant proportions of buildings in the immediate area. Overall proportion (the total ratio of height to width) is the most important consideration. Also important is the overall ratio of solid space to void – that is: the mass of the walls and the places where this mass has been broken up by openings for windows and doors.

7. **SCALE** – Scale is determined by several factors including cornice or eave height, the elevation of the first floor, floor-to-floor heights, and the proportions determined by the size and arrangement of door and window openings and porch column spacing. The scale and mass of a proposed project should relate to nearby buildings or open space surrounding it.

8. **OPENINGS** – New construction should take into account the ratio of solid to void. The pattern and overall proportion of openings should relate to other buildings in the district. Large expanses of blank walls facing a street are generally not compatible with The Plains area. Likewise, large garage doors facing streets are discouraged.

9. **ORIENTATION** – The orientation and setback of the main facades of new construction should respect the precedent set by existing buildings in the surrounding district. Commercial and office structures should direct their primary orientation and entrance to the major adjacent public right-of-way from which traffic arrives to the structure.

10. **ENTRANCES** – The spacing and proportion of entrances and porches along the street help determine the rhythm of the streetscape. New construction of entrances should continue, not disrupt, this existing rhythm. Building entrances should be clearly defined, and pedestrian walkways clearly associated with the entrance.

11. **RHYTHM** – Rhythm is the repetition of architectural elements such as doors, windows, porches and cornice decorations. A building or project should continue, not disrupt, the architectural rhythm already established in the district.

12. **SPACING** – The spacing between buildings helps determine the rhythm of the streetscape. New construction should be spaced to continue the existing spacing pattern of the surrounding area.

13. **MATERIALS** – In order not to disrupt the visual quality of the neighborhood, an effort shall be made to use traditional materials that are predominantly used in the area. Use of inappropriate materials, including reflective glass, metal wall panels, plastic, fiberglass stone, or fiberglass brick, should be avoided.

14. **TEXTURE** – The texture of materials used in new construction should conform to existing texture patterns such as brick, stucco, horizontal or vertical wood siding, rough rock, or smooth sand. Introducing non-traditional textures is discouraged.
15. **COLOR** – The predominant colors of any unpainted materials proposed should resemble predominant tones in the district. Paint color shall be considered as part of these guidelines, the use of trim colors to accent architectural details is encouraged.

16. **DETAILS** – Architectural details are very important in maintaining the character of a district; new construction should employ some of the details typical of the district. These may include: cornice design, window trim, chimney shapes, shutters, door paneling, porches, railing and fence designs. Architectural details should be continued on any side or rear building façade which is visible from a public right-of-way. Any façade which presents a blank wall must be acceptably screened. Small attachments to buildings (such as meters, telephone and cable connections) should be placed so as not to detract from the overall project. Large attachments (such as air conditioning units, fuel tanks, antennas and satellite dishes) should either be screened or placed out of view from any public right-of-way.

17. **ROOFS** – Roof shape, pitch, and material on new projects should be similar to existing roofs in the district.

18. **WALLS AND FENCES** – These items can add visual cohesiveness to a project. Use of traditional materials such as wood, stone, brick, iron, or evergreens is encouraged. Chain link fences, including those with slats, are discouraged, particularly when visible from a public right-of-way.

19. **SIGNS** – The size and height of signs should reflect the slower automobile speeds and pedestrian scale of the district. Projecting and other wall-mounted signs are encouraged in the downtown commercial area. Monument signs are encouraged, rather than pole-mounted signs. Signs should reflect the buildings to which they refer, and be part of an overall landscape plan. Internally lit signs are not appropriate where they would refer to or be placed on buildings. Please refer to the Sign Regulations of the Town of The Plains Zoning Ordinance.

20. **OFF-STREET PARKING** – Large expanses of off-street parking should be avoided. Parking areas should be divided into smaller units through landscaping or building location. Walkways should be delineated by the use of special paving materials.

21. **BUILDING ARRANGEMENT** – When several structures are planned on a single site, structures should complement one another, and reflect an overall plan for the appearance of the property. Commercial and office development should cluster buildings into organized groups.
The guidelines in this application are based on The Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. They express a basic rehabilitation credo of “retain, repair, and replace.” In other words, do not remove a historic element, do not replace an element if it can be repaired, and replace an element that has been removed or cannot be repaired.

First developed in 1979 and most recently revised in 1995, these guidelines have been continually expanded and refined. They are used by the National Park Service to determine if the rehabilitation of a historic building has been undertaken in a manner that is sensitive to its historic integrity. The guidelines are very broad by nature since they apply to the rehabilitation of any contributing building in any historic district throughout the United States.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectured features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will 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.
CONTACT INFORMATION & RESOURCES

The Plains
Architectural Review Board

P.O. Box 104
The Plains, VA 20198
Phone: (540) 364-4945
Fax: (540) 364-4945

www.theplainsvirginia.org

ARB Members:

Georgia Herbert
Term expires July 2022

Marcia M. Markey, Chair
Term expires July 2022

Robin Melton
Term expires July 2023

Victoria Atkins
Term expires July 2022

Robert E. Hale
Term expires July 2022

Staff:

Stephen M. Gyurisin
Town Planner/Zoning Administrator
Phone: (540) 336-7357
E-mail: smgyurisin@gmail.com

The ARB meets monthly on the first floor of the John Paige Turner Community Center, 6473 Main Street on the first Monday of each month at 7:00 PM. Applications are due two weeks prior to the meeting.

County of Fauquier Building Department

Jeffrie Morrow, Code Official
29 Ashby Street, 3rd Floor
Warrenton, VA 20186
Phone: (540)-422-8230

Fauquier County Historical Association

10 Ashby Street, Warrenton, Virginia 20186
Phone: (540) 347-5525
info@fauquierhistory.org

Virginia Department of Historic Resources

David Edwards
5357 Main Street – P.O. Box 519
Stephens City, VA 22655
540/868-7030 - FAX: 868-7033
david.edwards@dhr.virginia.gov
www.dhr.virginia.gov/

National Trust for Historic Preservation

1785 Massachusetts Ave, NW,
Washington, DC 20036-2117
202.588.6000 • 800.944.6847
FAX: 202.588.6038
www.nationaltrust.org
This permit application is for any sign.

Please Note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board.

To be completed by Applicant:

Date___________________________, 20_________

Applicant’s Name: _______________________________________________________

Name of business for which the signage is being requested: ____________________

Applicant’s Address: ______________________________________________________

Telephone Number:________________________________________________________E-mail: ______

Property Owner’s Name: ____________________________________________________

Property Owner’s Address: _________________________________________________

Application is hereby made for a permit to erect ( ) or redesign ( ) a sign as described below:

Total # of Requested Signs: __________

Please include a copy of the following information for each sign requested:

_______ Scale color illustration of the sign, indicating the material, dimensions (including square footage), the location of the sign (including minimum 8’-6” above spacing all sidewalks or rights-of-way for projecting signs), type of sign (freestanding, hanging, wall, etc.) and method of mounting.

_______ Color chips if applicable

_______ Illustration and details of the proposed illumination, if any

Sign Company/Telephone: ________________________________________________

Signature of Applicant: _________________________________________________

Signature of Property Owner: ____________________________________________
SIGN PERMIT: TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: __________________________________________

Tax Map #: ____________________________________________

Zoning Designation: _____________________________________

Applicable Regulations: __________________________________

Other Conditions: _________________________________________

This Sign Permit is approved (  ) denied (  ) for the sign described on the property indicated above. If denied, for the following reason(s): ____________________________

Signature of Zoning Administrator: __________________________

Date Issued: ____________________________________________
TOWN OF THE PLAINS
P.O. BOX 104, THE PLAINS, VIRGINIA 20198

PROJECT PERMIT APPLICATION

This permit application is for any project other than a sign. Please note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board.

Please complete the following information:

Date___________________________, 20_________
Applicant’s Name: _____________________________________________
Company/Organization: __________________________________________
Applicant’s Address: _____________________________________________
Telephone Number: ____________________________________________ e-mail: ________

As the _____ legal owner  ____legal representative of the owner of the property for which this application is being made, I hereby grant my permission to the applicant to apply to the Architectural Review Board. I am familiar with the project and permit the applicant to complete any necessary work for which this application is being submitted.

Property Owner’s Signature: _______________________________________
Property Owner’s Address: _________________________________________
Phone / Email: ___________________________________________________
Project Location: ________________________________________________
Proposed Use: ___________________ Zoning District: ____________________

Project Type (check all that apply)

___ New Construction:
   ___Primary Structure (house, commercial building)
   ___Secondary Structure (shed, garage, etc.)

___ Addition to an existing structure:
   ___Primary structure (house, commercial building)
   ___Secondary structure (shed, garage, etc.)

___ Alterations to an existing structure.
___ Demolition of an existing structure.
___ Amendments to a previously approved application.

Please describe the request of the application: ____________________________

Architectural Review Board Application & Information  Page 9 of 14 March 2021
Submittals

__Drawings – six (6) scale copies of elevations of proposed structures or modifications. For most projects six copies may not be necessary. Please check with the Zoning Administrator.

__Site Plan – six (6) scale copies of site modifications including building footprints, fence locations, and walkway locations. For most projects six copies may not be necessary. Please check with the Zoning Administrator.

__Material/color samples or illustrations as applicable including but not limited to cut sheets of new windows, doors, roof materials (shingles, standing seam metal, etc.), and outdoor lighting fixtures.

__Photographs of existing structure (if applicable) and site conditions.

__For a demolition project, please submit photographs depicting all elevations of the building proposed for demolition, any post-demolition plans for the site, and, if applicable, any information on new construction proposed for the site.

__Any additional information deemed necessary by Planning Department staff.

Signature of Applicant:

_______________________________________________________

Date: _______________________________________________________
Street Address: ________________________________________________

Tax Map #: __________________________________________________

Zoning Designation: ___________________________________________

Applicable Regulations: _________________________________________

Other Conditions: ______________________________________________

This Sign Permit is approved ( ) denied ( ) for the sign described on the property indicated above. If denied, for the following reason(s): ______________________________

Signature of Zoning Administrator: _________________________________

Date Issued: ___________________________________________________
Following are some excerpts from the Districts and Town-wide Statement of Intent, Chapter 7, and the Gateway Overlay Zoning District, Chapter 14 of the Town Zoning Ordinance to help guide your project planning.

From Article 7 Districts and Town-wide Statement of Intent of the Town Zoning Ordinance:

7-2-1.4 Any future revision to the Town of the Plains Comprehensive Plan’s Land Use Plan Section will encourage densities and development patterns that generally follow existing conditions. The Town should encourage opportunities for small infill and incremental growth, but should discourage large-scale suburban-style development or major redevelopment of the existing building fabric of the Town.

7-2-1.7 Infill development or renovation within established neighborhoods should be compatible with and typical of adjacent structures and neighborhoods as a whole.

7-2-1.8 New developments that occur in undeveloped areas should match the prevailing style and character of traditional buildings in the Town. The scale, massing, colors and materials of new buildings should be visually traditional and compatible with the Town’s historic architectural fabric.

7-2-1.10 New development should not block scenic views or vistas, particularly from public roadways. Careful placement and design of new structures shall be used to minimize the impact to open vistas from adjacent properties.

7-2-1.11 New construction should be done in a way that minimizes disruption of existing landforms and removal of existing vegetation, particularly significant specimen trees or wooded groves in the Town.

7-2-1.12 New development or rehabilitation should be designed to preserve sites of archaeological, historic or cultural value and their environs. Significant features may include but are not limited to traditional elements such as stonewalls, stone entrance posts, spring houses, building foundations and grave sites.
From Article 14, Gateway Overlay Zoning District of the Town Zoning Ordinance:

Statement of Intent - This district encompasses parcels of land contiguous to arterial streets or roads found by the Town Council to be significant routes of tourist access to the Town or to designated historic landmarks, buildings, structures, or districts in the Town (“Gateways”), and is designed as a transition area from the surrounding rural open “greenbelt” of very low density and active agricultural uses to the more dense and compact historic core of the Town. This transition area known as the Gateway District shall be subject to additional review of any new or rehabilitated development. Special consideration will be given to the design and compatibility with surrounding properties and uses. Height, bulk, scale, and proportion are critical elements of the gateway focus. Developments in this district shall give these features special attention when considering a design within the gateway area.

Developments in this district shall promote traditional development forms and settlement patterns, as currently found in the Town, including the relatively compact historic core, the open landscape and rural character of the town edges, and the scenic qualities of the main roadway corridors. Residential and small scale mixed uses shall be compatible with the existing development patterns. New development or rehabilitation should be designed to preserve sites of historic archaeological or cultural value and their environs. Significant features may include traditional elements such as stonewalls, spring houses, building foundations, and grave sites. Special design attention and review to ensure that their historic architectural character is maintained is required in this district. Additional review and special approvals for new and demolition of structures are provided for in this district in order to preserve the fabric and character of the district.

For any new development in the district, traffic calming and management improvements compatible with the Town’s traditional streetscape should be designed for the Gateways.

No structure within the district shall be demolished, moved, or substantially altered in exterior architectural features of appearance, and no signs or outdoor lights shall be erected, without approval of the Planning Commission to assure compliance with the purposes of the district.

Purpose - The purpose for establishing these provisions is to protect the aesthetic and visual character of the land in the Town adjacent to the Gateways, and to provide for and promote orderly development. The overlay regulations are intended to supplement the regulations of the underlying zoning district. All development proposed within this District shall be subject to the procedures, standards, and guidelines specified in the following sections.
The District – This overlay district shall include all lands within 250 feet from the centerline of the right of way of each side of the Gateways identified and shown on the official Town Zoning Map.

14-2-1 A survey of all trees of greater than eight (8) inches in diameter as measured three (3) feet above grade shall be made and submitted in conjunction with the development plan. All trees proposed for removal shall be clearly noted. A licensed land surveyor shall certify the tree survey.

14-3-2 No person shall destroy, move, relocate, or remove any building structure, stone wall, entry marker, or pier in conjunction with any development or land until such removal or destruction has been approved.

Intent: The compatible relationship of structures in size, bulk and style with adjoining properties along the Gateways is of critical public concern for existing structures, planned structures and site development improvements. The purpose and intent of these listed development guidelines and site development standards is not to stifle innovative architecture or development but to assure respect for and to reduce the adverse impacts on the visual experience from the highway – a critical element of the economic value added importance of the Gateways.

Specific consideration shall be given to the compatibility with adjoining properties where such properties demonstrate the Town’s character.

14-6-12 Proposed development shall be located and configured in a visually harmonious manner with the terrain and vegetation of the parcel and surrounding properties. Structures shall impede as little as reasonably practical scenic views from the highway or from existing structures and the natural environment.

14-6-13 Structures shall not dominate, by excessive or inappropriate height or mass, any general development, adjacent building or natural landscape in an incompatible manner.

Copies of the entire Town Zoning Ordinance may be obtained from the Town Clerk-Treasurer for $25.00. Please write or call:

P.O. Box 104
The Plains, VA 20198
Phone: (540) 364-4945