



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

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 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 3-17-2021

Requirements	Complied (Yes/No)
1 Completed Applicant Authorization Form.	
2 Plans and documentation of proposed modifications, which sufficiently demonstrate compliance with Sec. 18-280.7. - Procedures for applications and review . Applications found to be insufficient may not be placed on an agenda by staff, and/or may be continued to additional meetings by action of the Board.	
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.	
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 included 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. Unaltered, survey/plat of property, or approved site plan showing existing conditions prepared and sealed by a professional surveyor.	
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.	
Photographs, clear and labeled, of the existing conditions of the site, including landscaping, parking areas, and building façade, and adjacent buildings and properties.	

	<p>Labeled samples of all materials and colors, including manufacturer names, numbers, finish-type and installation details matching the plans and renderings submitted.</p> <ul style="list-style-type: none"> • 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 must keep all samples. • 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> 	
	<p>Applications must be received prior to the deadline for eligibility for on specific agenda. Submission by the deadline guarantees staff review, however, remaining outstanding issues may prevent the item from being placed on an agenda.</p>	