



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 Board of Architectural Review Exterior Modification & Construction Review Checklist

This checklist is meant to serve as a guideline for the request for a Certificate of Appropriateness submitted to Board of Architectural Review per Chapter 4 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 Applicants are required to provide the Board with plans and documentation of proposed modifications, which sufficiently demonstrate compliance with the Design Criteria in Section 4-15 of the Town Code . Applications found to be insufficient may not be placed on an agenda, and may not be continued by action of the Board. Applicants may not need to provide every item on this checklist to provide a complete application.	
2 Applicants for new construction or major exterior modifications are encouraged to request a work session with the Board prior to formal submission.	
3 Project narrative summarizing the proposed improvements and modifications to the site. The project narrative should address the Board of Architectural Review Design Criteria in Section 4-15 of the Town Code .	
4 Proposed color elevations and renderings of the proposed exterior modifications.	
5 Proposed scaled site plan or plat plan. (Note: Projects requiring a new or modified site plan or a modification of requirements must have Planning and Zoning staff approval before submitting an application to the Board of Architectural Review.)	
6 Labeled samples of all materials and colors, including manufacturer names, numbers, finish-type and installation details matching the plans and renderings submitted. <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. • Images and 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> 	
7 Manufacturer's specifications for all proposed site furniture and fixtures such as benches, bike racks, trash receptacles, bollards, fences, railings, planters, etc., including finish color, height, installation method, and other applicable details. If a fixture has illumination, the details of illumination must meet the standards of the lighting details below.	

8	Zoning analysis showing that proposed structures and site designs meet the requirements of the applicable zoning district.	
Existing Conditions		
9	Site plan of existing conditions. Unaltered, survey/plat of property, or approved site plan showing existing conditions prepared and sealed by a professional surveyor, with all existing improvements shown.	
10	Existing building elevations to scale with dimensions and materials.	
11	Photographs, clear and labeled, of the existing conditions of the site, including landscaping, parking areas, and building façade.	
12	Photographs, clear and labeled, of adjacent buildings and properties.	
Lighting		
13	Site plan showing the location of all proposed fixtures on the proposed site with a legend and tally of all lights existing and proposed.	
14	Manufacturer's specifications for all proposed light fixtures (all accent lighting, freestanding and wall mounted) including finish color, height, installation method and lumens, kelvins and other applicable light measurements. Watts are not acceptable. Proposed light locations must be shown on the photometric plan and appropriate site plans.	
15	For new site plans, new construction, or other projects requiring major alterations to lighting, provide a photometric plan showing the proposed fixture locations, and light levels within the site and at the property line.	
Landscaping		
16	Landscape Plan. Specifications on the size, type, variety and location of each plant in accordance with the requirements of the Town Code.	
17	When applicable, proof of review by the Town of Vienna Urban Arborist.	
Signs & Master Sign Plans		
18	All signs should be entered into a Board of Architectural Review: Sign application. Each IDT Plans application has space for 4 separate signs.	