

Related Resources

- Certain projects in the South Norfolk Local Historic District may be eligible for some form of tax relief. For information on Federal and State Rehabilitation Tax Credits, contact the Virginia Department of Historic Resources at 757-886-2807 or www.dhr.virginia.gov
- For information about the South Norfolk Local Historic District or other Chesapeake historic resources, go to www.cityofchesapeake.net/government/City-Departments/Departments/Planning-Department/Historic.htm or contact the Chesapeake Planning Department at 757-382-6176.



South Norfolk Local Historic District

Chesapeake Planning Department

P.O. Box 15225

Chesapeake, VA 23328-5225

757-382-6176

www.cityofchesapeake.net

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South Norfolk Local Historic District

Obtaining a **Certificate of Appropriateness (COA)** *in the* **South Norfolk Local Historic District**

The South Norfolk Local Historic District was created by City Council to help preserve and protect South Norfolk's historic heritage and architectural character and integrity and to help ensure that the neighborhood's unique and distinct features, buildings, structures, and landmarks are maintained whenever possible.



What is a Certificate of Appropriateness (COA)?

- ◇ A document that certifies that exterior modifications to an existing structure or construction of new structures have been reviewed and approved by the Planning Department or the Chesapeake Board of Historic and Architectural Review (HARB).
- ◇ This ensures that the proposed modifications maintain the character and integrity of the South Norfolk Historic District.

When do you need one?

- ◇ New construction, alterations or, additions.
- ◇ When modifying exterior features that can be viewed from a paved public right-of-way.
- ◇ When painting or replacing siding, roofing; windows; trim; light fixtures; doors, porch posts, steps, flooring, knee walls; awnings/canopies; etc.
- ◇ When adding antennas, satellite dishes, solar collectors.

***Exterior work visible from paved public street that does not require a building permit still may require a COA!

COAs are not required for:

- ◇ Ordinary maintenance activities such as re-painting a small portion of peeling paint, replacing a missing/damaged siding panel to match existing siding, tacking a loose porch railing, or mending a small section of fence.
- ◇ Removal of storm windows, storm doors, television and radio antennas, satellite dishes, or solar collectors.
- ◇ Installation or removal of window air conditioning units or fans.

**When In Doubt, call
757.382.6176!**



Where do I start?

Contact the Planning Department for information about the design guidelines, procedural guidelines and applications. The Department is located in the City Hall Building on the 2nd floor or feel free to call 757-382-6176. This information is also available on the City of Chesapeake website at www.cityofchesapeake.net

How do I get a COA?

COA applicants are required to submit some or all of the following materials for a project to be reviewed:

- ◇ A completed application
- ◇ Preliminary drawings and specifications
- ◇ Clear photographs of the structure, specifically areas to be affected by work
- ◇ Color samples
- ◇ Site plan for new construction, major alteration, or additions

COA applications are submitted online at <http://www.cityofchesapeake.net/government/City-Departments/Departments/Planning-Department/applications-forms/certificate-of-appropriateness.htm>

****REMEMBER***

- ◇ Submit a COA application at least 10 days prior to the HARB meeting date.
- ◇ The HARB reviews COA applications at meetings the 1st Thursday of each month.
- ◇ HARB meetings are held at the Portlock Galleries at SoNo. Reviews begin at 5:30 p.m.
- ◇ Certificates of Appropriateness are valid for a period of 6 months after the date of issue.

***There is no application fee to obtain a COA BUT any COA required work that takes place without a COA is subject to a \$250.00 after the fact application processing fee.