

## **HISTORIC PRESERVATION COMMISSION'S RECOMMENDATIONS PERTAINING TO TA-Z-15-07**

### **BACKGROUND AND DESCRIPTION:**

The proposed amendment, TA-Z-15-07, was initiated by City Council, who adopted a resolution on October 27, 2015, requesting the Planning Commission to consider and make recommendations concerning proposed amendments to the procedural and architectural guidelines of the Board of Historic and Architectural Review as it pertains to the South Norfolk Historic and Cultural Preservation Overlay District (HC District), also known as the South Norfolk Local Historic District. City Council requested that the Chesapeake Historic Preservation Commission (HPC) provide recommendations to the Planning Commission relating to the proposed amendments. Specifically, the tasks to review requested by City Council were as follows:

- 1) *To determine whether the criteria for issuance of general certificates of appropriateness contained in the Guidelines should be expanded, clarified, or otherwise amended;*
- 2) *To determine whether the standards for new construction, additions and substantial renovation of structures in the HC District should be expanded, clarified, or otherwise amended; and*
- 3) *To determine whether other aspects of the administration of procedural and architectural guidelines and standards in the HC District should be amended in order to adequately and effectively promote the interests of historic and cultural preservation, quality of life, and preservation of property rights and values in the HC District.*

While periodic amendments have been made to the South Norfolk HC District Design Guidelines and procedural guidelines as part of the Chesapeake Zoning Ordinance, Sections 12-700 through 12-723, since their adoption on November 28, 2000, it was determined by City Council that a more comprehensive study is needed to the Guidelines and the HC District administrative procedures as they have been in existence for more than a decade.

To resolve this need, an initiating resolution was passed by City Council on October 27, 2015 to consider and make recommendations concerning proposed amendments to sections 12-700 through 12-723 of the Chesapeake Zoning Ordinance and to the

procedural and architectural guidelines of the Board of Historic and Architectural Review (ARB) concerning the administration of the procedural and architectural guidelines and standards applicable to the South Norfolk Historic and Cultural Preservation Overlay District.

**KEY STAKEHOLDER/PUBLIC INPUT SUMMARY:**

The proposed amendment, TA-Z-15-07, was heard by the Planning Commission on January 13, 2016. Upon staff's recommendation, the item was continued to the March 9, 2016 Public Hearing to provide additional time to review draft recommendations and solicit stakeholder input on the proposed amendment. In this regard, the Chesapeake Historic Preservation Commission will contact the following boards, organizations, and departments for comment:

- Chesapeake Board of Historic and Architectural Review (ARB)
- South Norfolk Revitalization Commission
- South Norfolk Civic League
- South Norfolk Ruritan Club
- South Norfolk Neighborhood Watch
- Norfolk County Historical Society
- City Attorney
- Development and Permits (Zoning)
- Economic Development
- Public Utilities
- Public Works
- Parks, Recreation and Tourism

**PROCESS:**

The Historic Preservation Commission discussed the proposed amendment during a series of special meetings and drafted recommended changes to the procedural guidelines section of *The South Norfolk Historic and Cultural Preservation Overlay Design Guidelines (2015)*, Certificate of Appropriateness Application, and applicable sections of the Chesapeake Zoning Ordinance. In addition to sending the proposed changes to the listed stakeholders, above, a copy of this report and additional background information on the proposed text amendment were also made available to the general public at the following Planning Department web page link:

<http://www.cityofchesapeake.net/government/City-Departments/Departments/Planning-Department.htm> (see Hot Topics)

**SUMMARY OF RECOMMENDATIONS:**

The HPC made the following recommendations:

**SECTIONS 12-706; 12-707; 12-708; AND 12-722 OF THE CHESAPEAKE ZONING ORDINANCE:**

**§ 12-706. Procedural guidelines.**

In establishing the HC district, the city council shall approve procedural guidelines designed to govern the actions of the review board. The procedural guidelines shall include (i) provisions for administrative regulations to be followed by the review board; (ii) criteria for general certificates of appropriateness for particular classes of construction, alteration, preservation, maintenance, repair and renovation of buildings and structures and landscape and sitiescape; and (iii) criteria for the issuance of temporary certificates of appropriateness. ~~Substantive Changes to the procedural guidelines relating to criteria for general certificates of appropriateness and temporary certificates of appropriateness may be amended only by city council in the same manner as amendments to the zoning ordinance. Other aspects of the procedural guidelines may be amended by majority vote of the members appointed to the review board, provided all such changes are consistent with this ordinance.~~

**§ 12-707. Architectural guidelines and standards.**

In establishing and amending the HC district, the city council shall approve architectural guidelines and standards ("architectural guidelines") designed to protect and preserve the historic and cultural significance of the district. The review board shall be responsible for administering the architectural guidelines and shall exercise reasonable discretion in applying the criteria in a uniform and consistent manner. The architectural guidelines may include, but need not be limited to, i) criteria for the construction, alteration, preservation, maintenance, repair, renovation, dismantling, relocation and demolition of buildings and structures and landscape and sitiescape, and ii) criteria for the design, maintenance and development of historic landmarks, areas, premises and significant routes of tourist access. The architectural guidelines may be amended only by city council in the same manner as amendments to the zoning ordinance. In addition to the notice required by Virginia law, the department of planning shall ensure that written notice of proposed amendments to the architectural guidelines is mailed or delivered to all registered civic leagues, leadership councils, and organized business associations operating within the portion of the HC district to be affected by the amendment. A registered organization shall be one that has advised the director of planning in writing of its desire to be notified of proposed amendments to the architectural guidelines.

**§ 12-708. Certificate of appropriateness.**

No building, structure (including signs), or landmark, or portion thereof, that is or will be visible from a paved public street shall be constructed, erected, extended, enlarged, altered, repaired, renovated, dismantled, demolished or moved unless and until a certificate of appropriateness has been issued by the review board, or in the case of general certificates of occupancy, by the director of planning, for such action. Notwithstanding the foregoing, no certificate of appropriateness shall be required for the following: (i) ordinary maintenance activities and minor repairs, other than painting or replacement of siding, roofing, windows or doors, that do not require a building permit and that must be performed on a regular and relatively frequent basis to maintain architectural and structural integrity, provided that such maintenance or repair is performed using materials which are of the same design and type as those on the existing building, structure or landmark and which preserve the architectural defining features of said building, structure or landmark; (ii) removal of storm windows, storm doors, canopies, awnings, television and radio antennas, satellite dishes, or solar collectors, (iii) the installation or removal of window air conditioner units or fans, and (iv) landscaping....

**§ 12-722. Architectural guidelines.**

Architectural guidelines entitled, "South Norfolk Historic and Cultural Preservation Overlay District Design and Procedural Guidelines, 2015 2016 edition" shall apply in the areas described above.

**SOUTH NORFOLK HC DISTRICT DESIGN GUIDELINES:**

- 1) Define contributing and non-contributing structures within the South Norfolk HC District Guidelines as pertaining to a period of significance. Any future local districts will define contributing and non-contributing structures according to their period of significance or other definable criteria (Attachment 1).
- 2) Revise the COA Approval Matrix in the South Norfolk HC District Guidelines's appendices to create two matrices to reflect different standards for contributing and non-contributing structures. Group project types under categories, e.g., siding, trim, windows and doors, etc. Add text to new matrices, represented as strikethrough and underlines. The new matrices may be used for future local districts with the definition for contributing and non-contributing specific to the district (Attachment 2).

- 3) Move pages 6-11 in the South Norfolk HC District Guidelines, pertaining to certificate of appropriateness procedures, to the appendices. This will be labeled as “Appendix A” and may be included in design guidelines for any future local districts. All existing appendices in the South Norfolk HC District Guidelines will be edited to reflect this addition (Attachment 3).
- 4) Edit the text within the newly labeled “Appendix A” to reflect changes to the approval matrices (Attachment 3).
- 5) Edit current COA and Financial Hardship Application to improve clarity, correct inconsistencies, and conform to above changes (Attachment 4 and 5).

**ADDITIONAL RECOMMENDATIONS:**

The Historic Preservation Commission recommends that an architect with historic preservation training be available to the Planning Department to assist with questions regarding historic architecture specific to the district’s period of significance.

**NEXT STEPS:**

Comments on the recommendations are due to the Planning Department February 10, 2016. The HPC will review stakeholder comments for possible changes to their recommendations. A final report will be forwarded to the Chesapeake Planning Commission for their consideration. The Planning Commission is scheduled to hear TA-Z-15-07 on March 9, 2016. If they take action, the amendment will be considered by City Council on April 19, 2016.

For more information, contact Senior Planner Alexis Baker at 382-6176 or [arbaker@cityofchesapeake.net](mailto:arbaker@cityofchesapeake.net).

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# Attachment 1

**Key to Draft Changes:**

New Text

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### **Application of Guidelines**

These guidelines apply to all properties within the district. The Architectural Review Board is not required to approve or reject a request for a certificate of appropriateness based solely on these guidelines. The board may study other alternatives and circumstances as well when reviewing an application for a certificate of appropriateness. The board is to apply these guidelines with reasonable flexibility designed to further the purpose of historic preservation in a consistent manner. In addition to specific criteria set out in these guidelines, the Architectural Review Board shall consider such factors as the availability and cost of materials and labor as weighed against public benefit. The board shall not impose requirements that exceed the purpose and objectives of the Historic and Cultural Preservation Overlay District or that unconstitutionally restrict the use of private property.

These guidelines were specifically designed for application to properties of historic and cultural significance, commonly referred to as “contributing.” A contributing structure is defined by a period of significance between 1890 and 1937. The period of significance is acknowledged by the South Norfolk Historic District Nomination Report (1989) for the architectural styles associated with that time period and the establishment and growth of the South Norfolk Historic District as a primarily residential community during that period. In addition to the noted period of significance, structures built prior to 1890 are also considered contributing structures. The Architectural Review Board recognizes that many properties in the district were built after the period of significance and not of historic or cultural value or are therefore “non-contributing.” While-However, these non-contributing buildings and structures are subject to the Overlay District Ordinance, requests to alter, rehabilitate, move, add to, or demolish non-contributing features will be reviewed to the extent necessary to determine that the proposed change will not detract from or diminish the historic character of the district. Non-contributing structures fall under general certificates of appropriateness, provided appropriate colors for surfaces and roofs and fence styles are used (see Appendix B), with the exception of new construction, driveways, hardened surfaces, porches, decks, and new additions, or as otherwise noted, which are approved by the Board. In cases where the date of the structure is unknown, it will be considered contributing unless the applicant can provide documentation to the Planning Director or designated representative confirming the structure is non-contributing.

To a large extent, these guidelines consist of recommendations relating to repairs and maintenance of historic buildings and structures. It is highly recommended that building owners seek the expertise of a qualified architect when making major renovations and construction decisions.

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This assistance can be very valuable if the rehabilitation involves an income-producing property and the building owner is applying for federal tax incentives for the project. These guidelines are supplemented by procedural guidelines (see Appendix A) which should be reviewed to assist applicants in understanding the role of the Architectural Review Board and the procedures for obtaining a certificate of appropriateness. In many instances, a general certificate of appropriateness can be issued without individual approval by the Architectural Review Board. An example would be the replacement of like materials.

# Attachment 2

**\*Notes\*:** The COA Approval Matrix in the South Norfolk HC District Guidelines's appendices was revised into two matrices to reflect different standards for contributing and non-contributing structures. In the two new matrices, project types are grouped under categories, e.g., siding, trim, windows and doors, etc. The new matrices show differences from the original table, represented as strike-throughs or are underlined. The new matrices may be used for future local districts with the definition for contributing and non-contributing specific to the district.

**Key to Draft Changes:**

New Text

~~Deleted Text~~

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**APPENDIX B – HISTORIC DISTRICT ZONING REVIEW COA APPROVAL MATRIX**  
**Contributing Structures\***

Project Type	COA issued by ARB	COA issued by Staff	No COA Required
<b><u>Roof/Roofing</u></b>			
Replace/repair roofing with same material <u>in approved color</u>	√ <u>not an approved roof color</u>	√ <u>if an approved roof color</u>	
Replace roof with new material	√		
Upgrade <del>roof</del> <u>shingles</u> from asphalt to architectural shingles		√	
<b><u>Siding</u></b>			
Repaint siding in same color		√	
Repaint siding in new color	√ <u>not on approved color chart</u>	√ <u>if on approved color chart</u>	
Installation/repair of siding in the same material	√ <u>color not on approved color chart</u>	√ <u>if color on approved color chart</u>	
Installation/repair of new siding in a new/ <u>different</u> material	√ <u>no Dutch lap</u>		
<b><u>Trim</u></b>			
Repaint trim in same color		√	
Repaint trim in new color	√ <u>not on approved color chart</u>	√ <u>if on approved color chart</u>	
<u>Installation/repair of trim in same style and material</u>	√ <u>color not on approved color chart</u>	√ <u>if color on approved color chart</u>	
<u>Installation/repair of new trim in a new/different material</u>	√		
<u>Addition/removal of decorative trim or new trim</u>	√		

Project Type	COA issued by ARB	COA issued by Staff	No COA Required
<b><u>Windows and Doors</u></b>			
<b><u>Remove storm windows or storm doors</u></b>			√
<b><u>Install new storm windows/ storm doors in the same color, material and style as existing trim</u></b>		√	
<b><u>Install new storm windows/storm doors in different material, color, and/or style</u></b>		√	
<b><u>Install/replace with new windows/doors in same pattern style &amp; material</u></b>	√	√	
<b><u>Install new windows/doors in a new different material and/or design style</u></b>	√		
<b><u>Light Fixtures</u></b>			
<b><u>Minor repair of exterior light fixtures</u></b>			√
<b><u>Install/replace exterior light fixtures in different style</u></b>	√		
<b><u>Canopies, Awnings, Antennas, Satellite Dishes, and Solar Collectors</u></b>			
<b><u>Removal of canopies or awnings</u></b>			√
<b><u>Addition or replacement of canopies or awnings</u></b>	√	√	
<b><u>Replacement of canopies or awnings</u></b>		√	
<b><u>Addition/ replacement of antennas and satellite dishes (18 in. or smaller) or solar collectors</u></b>		√	
<b><u>Addition of solar collectors</u></b>	√		
<b><u>Replacement of solar collectors</u></b>		√	
<b><u>Removal of antennas, satellite dishes or solar collectors</u></b>			√

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Project Type	COA issued by ARB	COA issued by Staff	No COA Required
	<b><u>Porches</u></b>		
<b><u>Repaint existing porch/porch components, porch railing, columns, steps, deck, porch skirt, lattice, and trellis in same color</u></b>		√	
<b><u>Repaint existing porch/porch components, porch railing, columns, steps, deck, porch skirt, lattice, and trellis in new color</u></b>	√ <b><u>not on approved color chart</u></b>	√ <b><u>if on approved color chart</u></b>	
<b><u>Replace existing porch/porch components, porch railing, columns, steps, deck, porch skirt, lattice, and trellis w/same design style and material</u></b>		√	
<b><u>Install new porch/porch components, porch railings, columns, steps, deck, porch skirts, lattice, and trellis</u></b>	√		
<b><u>Additions, New Construction, Driveways, and Demolition</u></b>			
<b><u>Addition to structure</u></b>	√		
<b><u>New construction</u></b>	√		
<b><u>Demolition of Structures</u></b>	√		√ <b><u>Unsafe as defined under Virginia Statewide Building Code</u></b>
<b><u>Boarding up a structure</u></b>			√
<b><u>Replace/repair existing driveway or hardened surface in same material, color, and/or style</u></b>		√	
<b><u>Replace/repair existing driveway or hardened surface in different material, color, and/or style</u></b>	√		
<b><u>New driveway or hardened surface</u></b>	√		

# DRAFT

Project Type	COA issued by ARB	COA issued by Staff	No COA Required
<b><u>Fences, Landscaping, and Accessory Structures</u></b>			
<b><u>Repair/replace fence with same material, style, and color</u></b>		√	
<b><u>Install/replace new fence (addition or replacement painted white or a “natural” clear, wood, or unpainted finish)</u></b>	not on fence chart and/or <b><u>approved color</u></b>	on fence chart and <b><u>approved color</u></b>	
<b>Landscaping</b>			√
<b>New accessory structures (shed, garage) <u>permitted by the Chesapeake Zoning Code</u></b>	If visible from the public R-O-W	if under 8 ½ ft. & 150 sq. ft. behind privacy fence	If not visible from public R-O-W
<b><u>Air Conditioning Units</u></b>			
<b>Install or remove window air conditioning units or fans</b>			√
<b>Placement of A/C units</b>	if not screened	if screened w/ existing landscaping	

**\*See Design Guidelines for definition of contributing and non-contributing structures**

**Key to Draft Changes:**

New Text

~~Deleted Text~~

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**APPENDIX B – HISTORIC DISTRICT ZONING REVIEW COA APPROVAL MATRIX**  
**Non-contributing Structures\***

<u>Project Type</u>	<u>COA issued by ARB</u>	<u>COA issued by Staff</u>	<u>No COA Required</u>
<b><u>Roof/Roofing</u></b>			
Replace/repair roofing with same material <u>in approved color</u>	√ <u>not an approved roof color</u>	√ <u>if an approved roof color</u>	
Replace roof with new material	√ <u>not an approved roof color</u>	√ <u>if an approved roof color</u>	
Upgrade roof <u>shingles</u> from asphalt to architectural shingles		√	
<b><u>Siding</u></b>			
Repaint siding in same color		√	
Repaint siding in new color	√ <u>not on approved color chart</u>	√ <u>if on approved color chart</u>	
Installation/ <u>repair</u> of siding in the same material	√ <u>color not on approved color chart</u>	√ <u>if color on approved color chart</u>	
Installation/ <u>repair</u> of new siding in a new/ <u>different</u> material	√ <u>no Dutch lap</u>	√	
<b><u>Trim</u></b>			
Repaint trim in same color		√	
Repaint trim in new color	√ <u>not on approved color chart</u>	√ <u>if on approved color chart</u>	
<u>Installation/repair of trim in same style and material</u>	√ <u>color not on approved color chart</u>	√ <u>if color on approved color chart</u>	
<u>Installation/repair of new trim in a new/different material</u>	√ <u>color not on approved color chart</u>	√ <u>if color on approved color chart</u>	
<u>Addition/Removal of decorative trim or new trim</u>	√	√	

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<u>Project Type</u>	<u>COA issued by ARB</u>	<u>COA issued by Staff</u>	<u>No COA Required</u>
<b><u>Windows and Doors</u></b>			
<b><u>Remove storm windows or storm doors</u></b>			√
<b><u>Install new storm windows/ storm doors in the same color, material and style as existing trim</u></b>		√	
<b><u>Install new storm windows/storm doors in different material, color, and/or style</u></b>		√	
<b><u>Install/replace with new windows/doors in same pattern style &amp; material</u></b>	√	√	
<b><u>Install new windows/doors in a new different material and/or design style</u></b>	√	√	
<b><u>Light Fixtures</u></b>			
<b><u>Minor repair of exterior light fixtures</u></b>			√
<b><u>Install/replace exterior light fixtures in different style</u></b>	√	√	
<b><u>Canopies, Awnings, Antennas, Satellite Dishes, and Solar Collectors</u></b>			
<b><u>Removal of canopies or awnings</u></b>			√
<b><u>Addition or replacement of canopies or awnings</u></b>		√	
<b><u>Replacement of canopies or awnings</u></b>		√	
<b><u>Addition/ replacement of antennas and satellite dishes (18 in. or smaller) or solar collectors</u></b>		√	
<b><u>Addition of solar collectors</u></b>		√	
<b><u>Replacement of solar collectors</u></b>		√	
<b><u>Removal of antennas, satellite dishes or solar collectors</u></b>			√

<u>Project Type</u>	<u>COA issued by ARB</u>	<u>COA issued by Staff</u>	<u>No COA Required</u>
	<u>Porches</u>		
<u>Repaint existing porch/porch components, porch railing, columns, steps, deck, porch skirt, lattice, and trellis in same color</u>		√	
<u>Repaint existing porch/porch components, porch railing, columns, steps, deck, porch skirt, lattice, and trellis in new color</u>	√ not on approved color chart	√ if on approved color chart	
<u>Replace existing porch/porch components, porch railing, columns, steps, deck, porch skirt, lattice, and trellis w/same design-style and material</u>		√	
<u>Install new porch components, porch railings, columns, steps, skirts, lattice, and trellis</u>	√	√	
<u>Install new porch or deck</u>	√		
<b><u>Additions, New Construction, Driveways, and Demolition</u></b>			
<u>Addition to structure</u>	√		
<u>New construction</u>	√		
<u>Demolition of Structures</u>	√	√	√ <u>Unsafe as defined under Virginia Statewide Building Code</u>
<u>Boarding up a structure</u>			√
<u>Replace/repair existing driveway or hardened surface in same material, color, and/or style</u>		√	
<u>Replace/repair existing driveway or hardened surface in different material, color, and/or style</u>	√		
<u>New driveway or hardened surface</u>	√		

<u>Project Type</u>	<u>COA issued by ARB</u>	<u>COA issued by Staff</u>	<u>No COA Required</u>
<b><u>Fences, Landscaping, and Accessory Structures</u></b>			
<u>Repair/replace fence with same material, style, and color</u>		√	
<u>Install/replace with new fence (addition or replacement painted white or a “natural” clear, wood, or unpainted finish)</u>	not on fence chart <u>and/or approved color</u>	on fence chart <u>and approved color</u>	
<u>Landscaping</u>			√
<u>New accessory structures (shed, garage) permitted by the Chesapeake Zoning Code</u>	<u>If visible from the public R-O-W</u>	<u>if under 8 ½ ft. &amp; 150 sq. ft. behind privacy fence</u>	<u>If not visible from public R-O-W</u>
<b><u>Air Conditioning Units</u></b>			
<u>Install or remove window air conditioning units or fans</u>			√
<u>Placement of A/C units</u>	if not screened	if screened w/ existing landscaping	

**\*See Design Guidelines for definition of contributing and non-contributing structures**

# Attachment 3

**\*Notes:\*** Pages 6-11 in the South Norfolk HC District Guidelines are shown struck-through with the exception of the section labeled "Chesapeake Historic and Architectural Review Board." The sections from pages 6-11, shown as strike-throughs, were moved to the appendices of the South Norfolk HC Design Guidelines . The differences between the original sections and the newly labeled "Appendix A" are shown as strike-throughs for deleted text, underlined to show text move to the new new section, or higlighted for new text.

**Key to Draft Changes:**

New Text

~~Deleted Text~~

## **Chesapeake Historic and Architectural Review Board**

The primary function of the Chesapeake Historic and Architectural Review Board is to protect Chesapeake's historic and architectural past. To do this, the Review Board provides for the review of all significant exterior modifications visible from a paved public street within the Chesapeake Historic and Cultural Preservation District (preservation district) and determines whether or not these proposed changes will be compatible with the surrounding area.

Alterations to buildings or structures visible from public paved streets within the preservation district require a certificate of appropriateness from the Review Board. The review process assures that alterations are compatible with the preservation district and the landmark, building, or structure affected. The office of Zoning Administration requires a certificate of appropriateness to issue building and demolition permits.

### **Certificate of Appropriateness Procedures**

~~Procedures vary depending on what alterations are proposed. Applicants should include one original and 10 copies of all descriptions, specifications, plans, sketches, and other written materials and one original print and nine photocopies of all photographs. Requirements include:~~

#### ~~New Construction~~

- ~~• Surveyed site plane with proposed buildings or structure(s) indicated, as well as on-site parking, as needed.~~
- ~~• Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.~~
- ~~• Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.~~
- ~~• Arrangement of proposed exterior lighting.~~
- ~~• Photographs of all sides of the building or structure being reviewed and adjoining or opposite properties.~~

#### ~~Major Alterations or Additions to Existing Structures~~

- ~~• Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.~~
- ~~• Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.~~
- ~~• Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.~~
- ~~• Arrangement of proposed exterior lighting.~~
- ~~• Proposed signs with appropriate detail as to character and location.~~
- ~~• Photographs of all sides of the building or structure under review.~~

### Minor Alterations or Repairs

- ~~Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips, doors, windows, and similar facilities needed for review.~~
- ~~Photographs of the building or structure.~~

### Relocations

- ~~Photographs of the building or structure to be relocated and adjacent properties.~~
- ~~Photographs of the premises to which the building or structure will be relocated.~~
- ~~Written description of reasons for the relocation and the proposed use of the vacated property.~~

### Demolition

- ~~Photographs of the building or structure to be demolished to illustrate its state of disrepair.~~
- ~~Written report from Department of Inspections relative to condition of the building or structure.~~
- ~~Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.~~

### Application Dates and Process

1. ~~Submit an application and all supporting information to the Review Board at the Planning Department, Second Floor, City Hall, 306 Cedar Road, Chesapeake Virginia 23322 at least 10 days prior to the meeting date. In case of emergencies, the Review Board will hear applications no later than five business days after the filing of a complete application. Only complete applications will be considered.~~
2. ~~The Review Board will meet to review applications the second Thursday of each calendar months, exempting city holidays, at 5:30 P.M., or at such other time as the Review Board deems appropriate. In case of city holidays, meetings are rescheduled for the third Thursday of the month. Special meetings may be held upon notification by the Chairman of the Review Board to all members that an emergency application has been filed. At this meeting, the applicant and other interested parties will have the opportunity to be heard by the Review Board prior to any decision.~~
3. ~~Upon receipt of an application, the applicant will be informed of the time and place at which the Review Board will consider the application. Written notice shall also be mailed or delivered to adjacent property owners and other interested persons, associations, and civic organizations that have requested notice of hearings. Upon the request of an applicant, the Review Board may permit modifications of an original proposal during the open meeting if such modifications are clearly indicated by the applicant and recorded by the Review Board.~~

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## **Reasons for Denial**

The Review Board shall deny the application for a certificate of appropriateness if it finds:

- that the action proposed would adversely affect or be incompatible with the character of the historic district,
- that the action proposed would not be consistent with the intent of the Historic and Cultural Preservation Overlay District ordinance, or
- that the proposed action would not be consistent with the Architectural Guidelines and Standards adopted for the Historic district.

Where certification is denied, the Review Board shall record its reasons for denial.

## **Special Rules for Demolition**

In considering applications for proposed demolitions requiring certificates of appropriateness, the Review Board shall consider the circumstances and condition of the landmark, building, structure, or part thereof, proposed for demolition and shall determine the feasibility of its preservation. If preservation is found to be physically or economically infeasible, the Review Board shall issue a certificate of appropriateness for demolition.

If an application for a certificate of appropriateness for demolition is denied, in addition to the right of appeal as set forth below, the owner of a historic landmark, building, or structure shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

- the owner has applied to the City Council for such a right, and
- the owner has made a bona fide offer to sell the landmark, building, or structure and the land pertaining thereof to any person, firm, corporation, government agency, or political subdivision which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure, and
- no bona fide contract, binding upon all parties, shall have been executed prior to the expiration of the applicable time period set forth below. The market value will be determined by the City Assessor's records or, upon the owner's request, by an Appraisal Committee appointed by the City Council. No offer to sell shall be made more than one year after a final decision by City Council, but thereafter owners may renew their request to City Council.

\$25,000 or less	three months
\$25,000 — \$40,000	four months
\$40,000 — \$55,000	five months
\$55,000 — \$75,000	six months
\$75,000 — \$90,000	seven months
\$90,000 or more	12 months

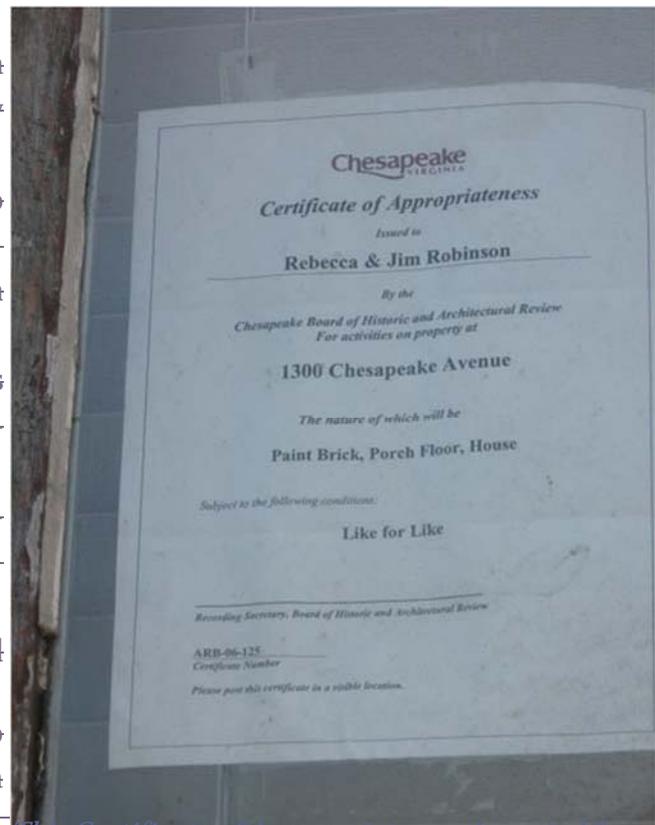
### Work Performed Under a Certificate of Appropriateness

All work shall be performed in accordance with the certificate of appropriateness and other approved documentation. A holder of a certificate of appropriateness is required to notify the Review Board and the Office of Zoning Administration upon the completion of the work approved by the certificate. The applicant shall call the office of Zoning Administration to schedule an inspection of the property to ensure compliance with the certificate. The applicant shall submit to the Department of Planning and the Office of Zoning Administration color photos of the entire building or structure and of the detailed work performed under the certificate of appropriateness within 10 days of completion.

### General Certificates of Appropriateness

Certain minor actions not deemed to adversely affect the character of the district need not be reviewed by the Review Board and may be approved through the issuance of a general certificate of appropriateness by the director of planning. These include:

- replacement of like for like materials;
- repainting resulting in the same color or in a scheme previously approved by the Review Board;
- painting of new or unpainted surfaces so long as the selected color is from an approved palette and there are no more than two selections;
- addition or replacement of storm windows or storm doors that match the color and architectural style of the existing trim;
- addition or replacement of heating and cooling systems that are screened with landscaping;
- addition or replacement of canopies and awnings;
- addition or replacement of fences that are to be painted white on the sides visible from a paved public street so long as the selected style is from an approved list;
- addition or replacement of television or ra-



*This Certificate of Appropriateness is posted for work at 1300 Chesapeake Avenue.*

- dio antennas, satellite dishes (18 inches or smaller), or solar collectors, and
- construction of sheds if in a fenced backyard or screened from public view by landscaping and less than 150 square feet and less than eight and a half feet in height.

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~~Requests for general certificates of appropriateness for minor actions must be submitted in writing to the director of planning. The director or designee will then determine whether a general certificate may be issued under these guidelines or whether an open meeting before the Review Board will be necessary to obtain an individual certificate of appropriateness. If any doubt exists as to the issuance of a general certificate of appropriateness, then the application should be referred to the Review Board for consideration.~~

## **Temporary Certificates of Appropriateness**

~~The Review Board may issue a one-year temporary certificate of appropriateness upon a showing of economic hardship by the owner of a building, structure, landmark, or area proposed for alteration, renovation, or repair. A temporary certificate may only be issued upon findings by the Review Board that:~~

- ~~• the building or structure is occupied by the owner and is non-income producing,~~
- ~~• the current financial status of the owner applicant is such that immediate compliance with the guidelines would be unduly burdensome, and~~
- ~~• any detriment to the Historic District will, due to its temporary nature, have limited effect to the overall historic character of the District.~~

~~A temporary certificate shall not be issued in cases where the owner applicant has failed to perform regular maintenance on the building, structure, or landmark, or where the owner applicant has otherwise been so willfully or grossly negligent as to cause or give rise to the alleged need for a temporary certificate of appropriateness.~~

~~The issuance of a temporary certificate of appropriateness shall not excuse compliance with any other applicable laws, including without limitation, compliance with the Virginia Uniform Statewide Building Code. A one-year extension may be granted upon filing an application prior to the expiration of the temporary certificate and demonstrating to the satisfaction of the Review Board that due diligence has been exercised to upgrade the alteration, renovation, or repair to conform with the requirements for a permanent certificate.~~

## **Right of Appeal**

~~If the request for a certificate of appropriateness or temporary certificates of appropriateness is denied, the applicant has the right to appeal to City Council. The following must be done:~~

- ~~• file a written petition of appeal with the City Clerk within 30 days after the decision of the Review Board specifying the alleged erroneous action of the Review Board and~~
- ~~• submit a check or money order to cover the cost of public notice. The applicant will be notified of the cost upon filing the application for appeal.~~

~~The filing of an appeal with City Council shall stay the decision of the Review Board pending a final decision by City Council. If City Council upholds the decision of the Review Board, the~~

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~~applicant has the right to appeal to the Chesapeake Circuit Court. The applicant must appeal City Council's decision within 30 days by filing with the Clerk of the Chesapeake City Council a petition setting forth the alleged illegality of the actions by City Council. The decision of the City Council is stayed until a final decision is reached by the Circuit Court, except that the filing of such petition shall not stay the decision of City Council if such decision denies the right to raze or demolish a landmark, building, or structure in accordance with city and state laws.~~

~~The Review Board and the City of Chesapeake retain the right at all times to take action against any person who has:~~

- ~~• not obtained a certificate of appropriateness and has engaged in or is about to engage in an act to change or demolish a historical landmark, building, or structure,~~
- ~~• not waited for final decisions on his or her appeals before commencing the proposed work,~~
- ~~• commenced or conducted work which differs from that which was authorized by the Review Board, and/or~~
- ~~• failed to maintain property in accordance with the Uniform Statewide Building Code.~~

~~If the Circuit Court upholds a decision denying a certificate of appropriateness, a temporary or permanent restraining order may be issued to the person in violation and he or she must:~~

- ~~• discontinue the construction, alteration, or demolition immediately, and/or~~
- ~~• restore the affected property to its previous condition.~~

## **APPENDIX A– CHESPEAKE HISTORIC AND ARCHITECTURAL REVIEW BOARD PROCESS AND PROCEDURES FOR CERTIFICATES OF APPROPRIATENESS**

### **PURPOSE**

The primary function of the Chesapeake Historic and Architectural Review Board (“Review Board”) is to provide for the review of all significant exterior modifications visible from a public street within the Chesapeake Historic and Cultural Preservation District, and to determine whether or not these proposed changes will be compatible with the surrounding area. The primary function of the Review Board is to ensure that Chesapeake does not needlessly lose its historic and architectural past.

Within a Historic and Cultural Preservation District (“Historic District”), no building or structure visible from a public street, including signs, can be erected, reconstructed, restored, demolished, or altered in any way that affects the external appearance of the structure without a "certificate of appropriateness." Certificates of appropriateness may be needed for work on additions, roofs, chimneys, doors, windows, siding, fences, walls and color changes, and must be approved by the Review Board as being architecturally compatible with the historic area, landmark, building, or structure itself.

A building or demolition permit will not be issued by the Department of Inspections for the erection, reconstruction, alteration, removal, relocation, or demolition of a building or structure until a certificate of appropriateness is approved for the proposed change by the Review Board.

### **PROCEDURE FOR REVIEW OF AN APPLICATION**

Applicants for review involving new construction, alterations, additions, relocations or demolitions to existing buildings and structures within a Historic District and visible from a public street must submit to the Review Board appropriate documentation, which may include:

**Preliminary Drawings and Outline Specifications:** These are plans and exterior elevations drawn with sufficient detail to show, as far as they relate to exterior appearances, the architectural design, including proposed materials, textures, and colors, samples of materials and color samples and a plot plan of all improvements affecting appearances of walls, walks, terraces, accessory buildings, lights, and other elements.

**Photographs:** There should be clear color photographs of all sides of a structure to be reviewed for repair, alteration, additions, relocation or demolition by the Review Board. In the case of new construction, clear photographs of the adjoining and opposite properties should be included.

**Color Changes:** These should include samples of proposed colors differing from the existing colors of the structure previously approved. The applicant shall provide one sample for each

proposed color.**Certificate of Appropriateness Procedures**

Procedures vary depending on what alterations are proposed. Applicants should include one original and 10 copies of all descriptions, specifications, plans, sketches, and other written materials and one original print and nine photocopies of all photographs. Requirements include:

New Construction

- Surveyed site plan with proposed buildings or structure(s) indicated, as well as on-site parking, as needed.
- Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.
- Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- Arrangement of proposed exterior lighting.
- Photographs of all sides of the building or structure being reviewed and adjoining or opposite properties.

Major Alterations or Additions to Existing Structures

- Surveyed site plan or city tax map with addition(s) shown if a change in the building foot- print of the main structure is involved.
- Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.
- Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- Arrangement of proposed exterior lighting.
- Proposed signs with appropriate detail as to character and location.
- Photographs of all sides of the building or structure under review.

Minor Alterations or Repairs

- Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips, doors, windows, and similar facilities needed for review.
- Photographs of the building or structure.

Relocations

- Photographs of the building or structure to be relocated and adjacent properties.
- Photographs of the premises to which the building or structure will be relocated.
- Written description of reasons for the relocation and the proposed use of the vacated property.

## Demolition

- Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- Written report from Department of Inspections relative to condition of the building or structure.
- Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

## **Application Dates and Process**

1. Submit an application and all supporting information to the Review Board at the Planning Department, Second Floor, City Hall, 306 Cedar Road, Chesapeake Virginia 23322 at least 10 days prior to the meeting date. In case of emergencies, the Review Board will hear applications no later than five business days after the filing of a complete application. Only complete applications will be considered.
2. The Review Board will meet to review applications the second Thursday of each calendar months, exempting city holidays, at 5:30 P.M., or at such other time as the Review Board deems appropriate. In case of city holidays, meetings are rescheduled for the third Thursday of the month. Special meetings may be held upon notification by the Chairman of the Review Board to all members that an emergency application has been filed. At this meeting, the applicant and other interested parties will have the opportunity to be heard by the Review Board prior to any decision.
3. Upon receipt of an application, the applicant will be informed of the time and place at which the Review Board will consider the application. Written notice shall also be mailed or delivered to adjacent property owners and other interested persons, associations, and civic organizations that have requested notice of hearings. Upon the request of an applicant, the Review Board may permit modifications of an original proposal during the open meeting if such modifications are clearly indicated by the applicant and recorded by the Review Board.

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## **Reasons for Denial**

The Review Board shall deny the application for a certificate of appropriateness if it finds:

- that the action proposed would adversely affect or be incompatible with the character of the historic district,
- that the action proposed would not be consistent with the intent of the Historic and Cultural Preservation Overlay District ordinance, or
- that the proposed action would not be consistent with the Architectural Guidelines and Standards adopted for the Historic district.

Where certification is denied, the Review Board shall record its reasons for denial.

## **Special Rules for Demolition**

In considering applications for proposed demolitions requiring certificates of appropriateness, the Review Board shall consider the circumstances and condition of the landmark, building, structure, or part thereof, proposed for demolition and shall determine the feasibility of its preservation. If preservation is found to be physically or economically infeasible, the Review Board shall issue a certificate of appropriateness for demolition.

If an application for a certificate of appropriateness for demolition is denied, in addition to the right of appeal as set forth below, the owner of a historic landmark, building, or structure shall, as a matter of right, be entitled to raze or demolish such landmark, building, or structure provided that:

- the owner has applied to the City Council for such a right, and
- the owner has made a bona fide offer to sell the landmark, building, or structure and the land pertaining thereof to any person, firm, corporation, government agency, or political subdivision which gives reasonable assurance that it is willing to preserve and restore the landmark, building, or structure, and
- no bona fide contract, binding upon all parties, shall have been executed prior to the expiration of the applicable time period set forth below. The market value will be determined by the City Assessor's records or, upon the owner's request, by an Appraisal Committee appointed by the City Council. No offer to sell shall be made more than one year after a final decision by City Council, but thereafter owners may renew their request to City Council.

<u>\$25,000 or less</u>	<u>three months</u>
<u>\$25,000—\$40,000</u>	<u>four months</u>
<u>\$40,000—\$55,000</u>	<u>five months</u>
<u>\$55,000—\$75,000</u>	<u>six months</u>
<u>\$75,000—\$90,000</u>	<u>seven months</u>
<u>\$90,000 or more</u>	<u>12 months</u>

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## **Work Performed Under a Certificate of Appropriateness**

All work shall be performed in accordance with the certificate of appropriateness and other approved documentation. A holder of a certificate of appropriateness is required to notify the Review Board and the Office of Zoning Administration upon the completion of the work approved by the certificate. The applicant shall call the office of Zoning Administration to schedule an inspection of the property to ensure compliance with the certificate. The applicant shall submit to the Department of Planning and the Office of Zoning Administration color photos of the entire building or structure and of the detailed work performed under the certificate of appropriateness within 10 days of completion.

## **General Certificates of Appropriateness**

### **1. Contributing Structures:**

Certain minor actions **for contributing structures (see Design Guidelines)** not deemed to adversely affect the character of the district need not be reviewed by the Review Board and may be approved through the issuance of a general certificate of appropriateness by the director of planning **or designated representative:**

#### **These include:**

- replacement of like for like materials,
- repainting resulting in the same color or in a scheme ~~previously approved by the Review Board~~ **resembling the Benjamin Moore Historical Collection,**
- painting of new or unpainted surfaces **or installation of new surfaces in the same material** as long as the selected color ~~is from an approved color palette~~ **resembles the Benjamin Moore Historical Collection** and there are no more than two selections,
- **replace or repair roof with same material in approved colors, which include black, gray, silver, or the existing color,**
- **upgrade shingles to architectural shingles,**
- addition or replacement of storm windows or storm doors that match the existing color and architectural style ~~of the existing trim,~~
- addition or replacement of heating and cooling systems that are screened with landscaping,
- ~~addition or~~ replacement of canopies, awnings, **or solar collectors,**
- installation or replacement of new fences that are to be painted white **or a "natural" clear, wood, or unpainted finish** on the sides visible from a paved public street so long as the selected style is from an approved list.

- addition or replacement of television or radio antennas, **or** satellite dishes (18 inches or smaller) ~~or solar collectors~~, and
- construction of ~~sheds~~ **new accessory structures** if in a fenced backyard or screened from public view by landscaping and less than 150 square feet and less than eight-and-a-half feet in height.

## **2. Non-contributing**

Most alterations for non-contributing structure (see Design Guidelines) fall under the guidelines for general (staff approved) certificates of appropriateness, provided appropriate colors for surfaces and roofs and fence styles (see contributing structures, above) are used. However, additions, major alterations, new construction, new porches and decks, and new driveways and hardened surfaces require certificates of appropriateness to be issued by the Review Board and will follow the regular submittal process as outlined in this appendix under “Certificate of Appropriateness Procedures”, above.

Requests for general certificates of appropriateness for minor actions must be submitted in writing to the director of planning. The director or designee will then determine whether a general certificate may be issued under these guidelines or whether an open meeting before the Review Board will be necessary to obtain an individual certificate of appropriateness. If any doubt exists as to the issuance of a general certificate of appropriateness, then the application should be referred to the Review Board for consideration.

### **Temporary Certificates of Appropriateness**

The Review Board may issue a one-year temporary certificate of appropriateness upon a showing of economic hardship by the owner of a building, structure, landmark, or area proposed for alteration, renovation, or repair. A temporary certificate may only be issued upon findings by the Review Board that:

- the building or structure is occupied by the owner and is non-income producing,
- the current financial status of the owner applicant is such that immediate compliance with the guidelines would be unduly burdensome, and
- any detriment to the Historic District will, due to its temporary nature, have limited effect to the overall historic character of the District.

A temporary certificate shall not be issued in cases where the owner applicant has failed to perform regular maintenance on the building, structure, or landmark, or

where the owner applicant has otherwise been so willfully or grossly negligent as to cause or give rise to the alleged need for a temporary certificate of appropriateness.

The issuance of a temporary certificate of appropriateness shall not excuse compliance with any other applicable laws, including without limitation, compliance with the Virginia Uniform Statewide Building Code. A one-year extension may be granted upon filing an application prior to the expiration of the temporary certificate and demonstrating to the satisfaction of the Review Board that due diligence has been exercised to upgrade the alteration, renovation, or repair to conform with the requirements for a permanent certificate.

### **Right of Appeal**

If the request for a certificate of appropriateness or temporary certificates of appropriateness is denied, the applicant has the right to appeal to City Council. The following must be done:

- file a written petition of appeal with the City Clerk within 30 days after the decision of the Review Board specifying the alleged erroneous action of the Review Board and
- submit a check or money order to cover the cost of public notice. The applicant will be notified of the cost upon filing the application for appeal.

The filing of an appeal with City Council shall stay the decision of the Review Board pending a final decision by City Council. If City Council upholds the decision of the Review Board, the applicant has the right to appeal to the Chesapeake Circuit Court. The applicant must appeal City Council's decision within 30 days by filing with the Clerk of the Chesapeake City Council a petition setting forth the alleged illegality of the actions by City Council. The decision of the City Council is stayed until a final decision is reached by the Circuit Court, except that the filing of such petition shall not stay the decision of City Council if such decision denies the right to raze or demolish a landmark, building, or structure in accordance with city and state laws.

The Review Board and the City of Chesapeake retain the right at all times to take action against any person who has:

- not obtained a certificate of appropriateness and has engaged in or is about to engage in an act to change or demolish a historical landmark, building, or structure,
- not waited for final decisions on his or her appeals before commencing the proposed work,

- commenced or conducted work which differs from that which was authorized by the Review Board, and/or
- failed to maintain property in accordance with the Uniform Statewide Building Code.

If the Circuit Court upholds a decision denying a certificate of appropriateness, a temporary or permanent restraining order may be issued to the person in violation and he or she must:

- discontinue the construction, alteration, or demolition immediately, and/or
- restore the affected property to its previous condition.

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# Attachment 4

APPENDIX C D – CERTIFICATE OF APPROPRIATENESS



**City of Chesapeake**

Department of Planning  
Post Office Box 15225  
Chesapeake, Virginia 23328-5225  
(757) 382-6176  
FAX (757) 382-6406

**Chesapeake Local Historic District  
CERTIFICATE OF APPROPRIATENESS  
APPLICATION INSTRUCTIONS**

**PURPOSE**

The primary function of the Chesapeake Historic and Architectural Review Board (Board) is to provide for the review of all significant exterior modifications visible from a paved public street within the Chesapeake Historic and Cultural Preservation District, and to determine whether or not these proposed changes will be compatible with the surrounding area. A Certificate of Appropriateness may be issued by the Review Board, or in the case of certain minor modifications deemed not to adversely affect the character of the Historic District, may be issued by the Director of Planning or designee. Applications submitted after the work commences are classified as an After the Fact Application. **The filing fee for an After the Fact Application is \$250.00.**

**SUBMITTAL REQUIREMENTS**

The procedures vary depending on what alterations are proposed and the designation of the structure as contributing or non-contributing (see Design Guidelines for definition).

**General Certificates** - The Board allows staff to administratively approve the following alterations listed below. The submittal requirements include a complete application, a current color picture of the house, and color brochures/pictures of the planned improvement of the work that is being proposed.

**1. Contributing**

- Replacement of like for like materials in general. ~~However, in the case of window and historic material roof replacement, these items must be reviewed by the Board.~~
- Repainting resulting in the same color or in a color scheme ~~previously approved by the Board~~ resembling the Benjamin Moore Historical Collection.
- Painting of new or unfinished surfaces or installation of new surfaces in same material so long as selected color is from ~~an approved palette~~ the Benjamin Moore

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Historical Collection and there are no more than two selections.

- Replace or repair roof with same material in approved colors, which include black, gray, silver, or the existing color.
- Upgrade shingles to architectural shingles.
- Addition or replacement of storm windows or storm doors that match the existing color and architectural style ~~of the existing trim.~~
- Addition or replacement of heating and cooling systems that are screened by landscaping.
- ~~Addition or~~ Replacement of canopies and awnings.
- ~~Addition~~ Installation or replacement of new fences that are painted white or a natural clear, wood, or unpainted finish on the sides visible from a paved public street so long as the selected style is from an approved list.
- Addition or replacement of television or radio antennas and satellite dishes (18" or smaller) ~~or solar collectors.~~
- Construction of ~~sheds~~ new accessory structures if in a fenced backyard or screened from public view by landscaping and less than 150 square feet and 8.5' in height.
- ~~Upgrade from asphalt to architectural shingle of the same color.~~

## 2. Non-contributing

Most alterations for non-contributing structure (see Design Guidelines) fall under the guidelines for general (staff approved) certificates of appropriateness, provided appropriate colors for surfaces and roofs and fence styles (see contributing structures, above) are used. However, additions, major alterations, new construction, new porches and decks, and new driveways and hardened surfaces require certificates of appropriateness to be issued by the Review Board and will follow the regular submittal process as outlined below.

During the application process, ~~if there is any doubt as to the issuance of a general certificate of appropriateness if the desired scope of work is not addressed in Appendix B of the Design Guidelines,~~ then such application is referred to the Board for consideration.

**Board Applications** – Applicants shall include 1 original and 10 copies of the completed application, descriptions, specifications, plans, sketches, and other written materials. Additionally, applicants shall submit a disk containing all relevant digital photographs and one color print of each photograph.

### New Construction

- Surveyed site plan with proposed buildings or structure(s) indicated, as well as on-site parking, as needed.
- Front and side elevations drawn **to scale** (1/4 inch=1 foot) with architectural details enlarged where subject to public view from a paved public street.

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- Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- Arrangement of proposed exterior lighting.
- Photographs of the property and adjoining or opposite properties.

## Additions to Existing Structures

- Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- Elevations of front and/or sides **to scale** (1/4 inch=1foot) to show intended alterations with enlarged details where subject to public view from a paved public street.
- Photographs of the existing structure and property.
- Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- Arrangement of proposed exterior lighting.
- Proposed signs with appropriate detail as to character and location.

### Alterations or Repairs

- Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips, doors, windows, and similar facilities for review.
- Photographs of the building and structure.
- Three quotes are preferred, but **2 quotes** each from a Virginia licensed contractor are required for the following: a.) to repair an original material; b.) to replace the original material (except asbestos) with the same material; and, if applicable, c.) to replace the original material with a like or similar material. For instance, if you are applying to change your roof from a historic material roof to asphalt shingle, you are required to provide 2 quotes to repair the historic material roof; 2 quotes to replace the historic material roof with the same material; and 2 quotes for an architectural grade asphalt shingle roof.
- If photos are utilized to demonstrate the need for an alternate material, they must be detailed and numerically keyed to the location on the house utilizing the elevation views of the front, back, rear and side. An ice pick test is useful to demonstrate rotten wood. If deterioration is difficult to prove through pictures or you do not choose to conduct an ice pick test, then a non-biased Virginia licensed architect, engineer, building forensic specialist, or home inspector, certified by the Virginia Board for Asbestos, Lead, and Home Inspectors, shall certify that the element is beyond repair. This individual may not be the contractor making the repairs.
- Historic material and metal roofs – please see the requirements for historic material roof on page 10 and information regarding acceptable metal roof panel profiles on page 11.

### Relocations

- Photographs of the building or structure to be relocated and adjacent properties.
- Photographs of the premises to which the building or structure will be relocated.
- Written description of reasons for the relocation and the proposed use of the vacated property.

### Demolitions

- Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- Written report from Department of Development and Permits relative to the condition of the building or structure.
- Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

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## Application Process for Board Items

The deadline for submitting an application for a Certificate of Appropriateness is **10 days prior to the second Thursday of the month**. All applications are to be submitted to the Planning Department prior to 5:00 p.m.

The Planning Department will review the application for completeness and returned to the applicant if deemed incomplete.

The Chesapeake Board of Historic and Architectural Review will consider the application at a public meeting held on the second Thursday of the month at 6:00 p.m. at the **Portlock Galleries at SoNe South Norfolk**. The public meeting is open to all citizens. The applicant or agent must attend the Board meeting. **Failure of the applicant or agent to attend the meeting shall cause the request to be continued and prohibit any action by the Chesapeake Board of Historic and Architectural Review. Please note that a special power of attorney form is required for agents or applicants that are not listed as the current property owner**

At the public hearing, the Chesapeake Board of Historic and Architectural Review will hear the applicants request and will ask if there are any comments from staff, adjacent property owners, or the general public. The Board considers all information and either approves the application as presented, approves it with conditions or safeguards, disapproves the application, or continues the application a month for more information. ***Note that Certificates of Appropriateness issued for approved applications expire six (6) months from the date of issue.***

***\*Note: On March 16, 2015, Chesapeake Redevelopment and Housing Authority (CRHA) opened the waiting list for their housing rehabilitation assistance programs. These programs provide loans and emergency repair grant assistance to eligible residents who own and occupy homes in Chesapeake and require property renovations necessary to correct housing code violations and/or to make accessibility improvements. Call 757.233.2604 for more information.***

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## Application for Certificate of Appropriateness

### CHESAPEAKE PLANNING DEPARTMENT

APPLICATION NUMBER: \_\_\_\_\_  
*(Assigned by Chesapeake Planning Department)*

1. Address/Location of Project: \_\_\_\_\_

2. Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

3. Owner: (If different from applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of Applicant/Agent & Date: \_\_\_\_\_

4. ~~Nature of the Application~~ **Detailed Description of Scope of Work** (add additional typed sheets if necessary):

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- 5. For new construction, additions, driveways, fences, etc. has Zoning signed off on the application? YES \_\_\_\_\_ NO \_\_\_\_\_
  
- 6. For replacement of a historic material roof with an architectural shingle roof, will you be applying for consideration of an economic hardship? YES \_\_\_\_\_ NO \_\_\_\_\_

**Planning Staff to Complete:**

Is the Application After the Fact? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, request payment of \$250 fee.

Can Application be administratively approved? **(See pages 1-2 of the instructions)** If so, provide date of approval \_\_\_\_\_(Date) by \_\_\_\_\_(Planner Name)

Certificate Number \_\_\_\_\_.

Determination of the Economic Hardship Committee if the applicant has applied for the replacement of a metal roof or historic material roof with architectural shingles YES \_\_\_\_\_ NO \_\_\_\_\_

If application needs to go to Board, please provide the date of the next meeting \_\_\_\_\_(see calendar and deadlines). **See pages 2-3 of the instructions for supplemental submittal requirements.**

Certificate Number \_\_\_\_\_.

If application goes to Board, have the applicant complete the following:

*I, \_\_\_\_\_, hereby grant permission for City staff & City Council appointed members of the Historic and Architectural Review Board to enter my site to view the exterior areas that are the subject of the application and which are viewable from a public right of way.*

*I understand and agree that the Historic and Architectural Review Board onsite inspections shall be exclusively related to this Certificate of Appropriateness Application and that reasonable notice shall be given to the property owners/applicants prior to any onsite inspections. I further agree that any onsite inspections shall be conducted as necessary and at the sole discretion of City staff and the Historic and Architectural*

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*Review Board until the Historic and Architectural Review Board has taken final action on the application or the application has been withdrawn by the property owner/applicant.*

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**CERTIFICATE OF APPROPRIATENESS APPLICATION  
CHECKLIST  
FOR  
THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**

Please indicate that the required items are provided by checking the appropriate box prior to submitting your application to the Planning Department for review by the Board of Historic and Architectural Review:

**General Information:**

- ┆ \$250 After the Fact fee, if required.
- ┆ 1 original and 10 copies of the information listed below.
- ┆ 1 disk containing all digital photographs and 1 color copy of each.
- ┆ Completed and notarized power of attorney form if the applicant is not the property owner.

**New Construction**

- ┆ Completed application form.
- ┆ Surveyed site plan (including proposed buildings, structure(s), parking, etc.).
- ┆ Front and side elevations drawn **to scale** (1/4 inch=1foot) with architectural details enlarged where subject to public view from a paved public street.
- ┆ Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- ┆ Arrangement of proposed exterior lighting.
- ┆ Photographs of the property and adjoining or opposite properties.

**Additions to Existing Structures**

- ┆ Completed application form.
- ┆ Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- ┆ Elevations of front and/or sides **to scale** (1/ inch=1 foot) to show intended alterations with enlarged details where subject to public view from a paved public street.
- ┆ Photographs of the existing structure and property.
- ┆ Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- ┆ Arrangement of proposed exterior lighting.
- ┆ Proposed signs with appropriate detail as to character and location.

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## Alterations or Repairs

- ┌ Completed application form.
- ┌ Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips doors, windows, and similar facilities for review.
- ┌ Photographs of the building/structure.
- ┌ **2 quotes** each from a Virginia licensed contractor are required for the following: a.) to repair an original material; b.) to replace the original material (except asbestos) with the same material; and, if applicable, c.) to replace the original material with a like or similar material (Also, see special instructions for metal roofs).
- ┌ If photos are utilized to demonstrate the need for an alternate material, they must be detailed and numerically keyed to the location on the house utilizing the elevation views of the front, back, rear and side. An ice pick test is useful to demonstrate rotten wood. If deterioration is difficult to prove through pictures or you do not choose to conduct an ice pick test, then a non-biased Virginia licensed architect, engineer, building forensic specialist, or home inspector, certified by the Virginia Board for Asbestos, Lead, and Home Inspectors, shall certify that the element is beyond repair. This individual may not be the contractor making the repairs.

## Relocations

- ┌ Completed application form
- ┌ Photographs of the building or structure to be relocated and adjacent properties.
- ┌ Photographs of the premises to which the building or structure will be relocated.
- ┌ Written description of reasons for the relocation and the proposed use of the vacated property.

## Demolitions

- ┌ Completed application form
- ┌ Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- ┌ Written report from Department of Development and Permits relative to the condition of the building or structure.
- ┌ Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

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## Historic Material Roofs

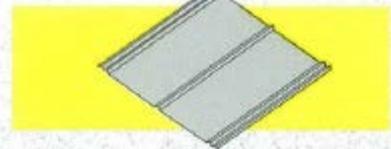
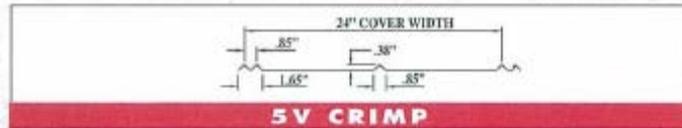
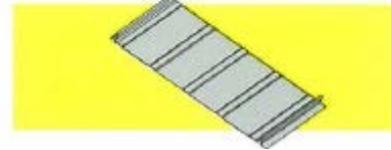
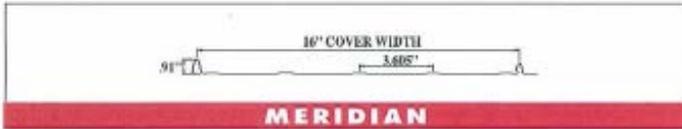
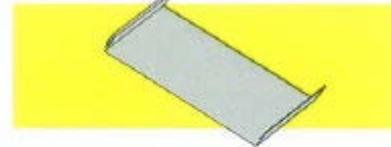
Historic material roofs are key architectural elements of the historic district and should be maintained. Historic material roofs are defined as roofing materials such as metal, slate, terra cotta, or other roofing materials that were present on the structure at the time of the creation of the local historic district and that are representative of the structure's age and style. If a historic material roof cannot be repaired, it is recommended that the historic material roof be replaced with a roofing material that best replicates the profile of the original roof. Approval by the Board is required if you plan to replace your existing historic material roof with another similar material roof or if you are applying to replace your historic material roof with asphalt shingles. An applicant may apply for a hardship by filling out the "Financial Hardship Determination For Historic Material Roofs" application.

- A. The following information is required to replace your historic material with a similar material:
1. A picture of your existing historic roof at the gable or intersecting plane which shows the profile of the roof as close up as possible.
  2. Provide a specification sheet of the historic material roof profile and, if the roof is metal, a metal gauge that closely matches your existing roof. Metal roofing panels that are appropriate for residential use include similar profiles to the Medallion-Lok, Meridian, and the 5V Crimp Panel as illustrated by McElroy Metal Company (see attached profiles). Metal roofs for commercial and industrial applications are not appropriate.
  3. Roof color
- B. The following information is required if you are applying to replace your historic material roof with architectural asphalt shingles:
1. 2 quotes to repair the historic material roof; 2 quotes to replace the historic material roof with a similar roofing material, and 2 quotes to replace the historic material roof with architectural asphalt shingles. These quotes must be in writing on a company letterhead. For metal roofs, quotes shall be based on the 5-V Crimp Panel, 26 gauge, which is the least expensive of the metal roof profiles stated above. The price quotes shall specify the 5-V Crimp Panel and gauge. All quotes must include the size of the roof in square feet, and a breakdown of costs between materials and labor.
  2. Roof color

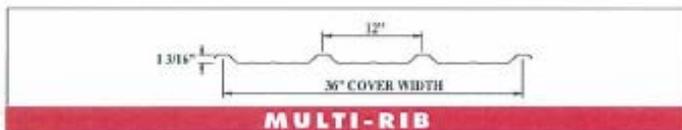
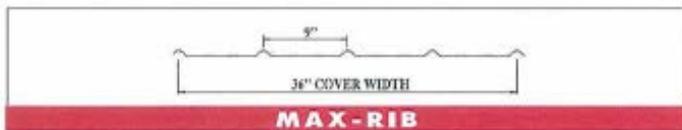
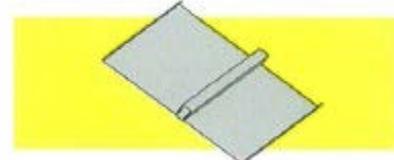
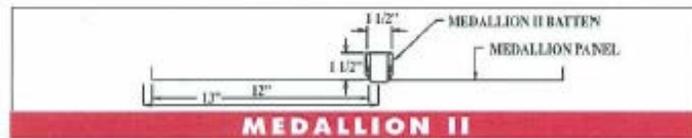
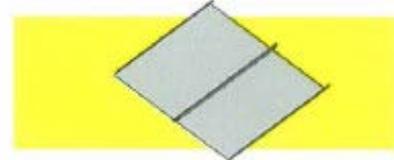
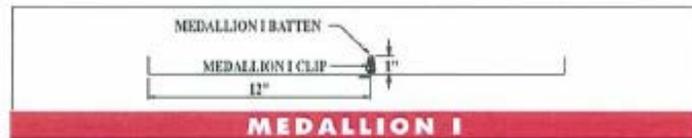
# Metal Roofing

## PANEL PROFILES

### ✓ Allowable Metal Roofing Panel Profiles



### X Not Allowable



\*Oil canning is a natural occurrence in metal panels and is not a cause for panel rejection.

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**SPECIAL POWER OF ATTORNEY**

Application \_\_\_\_\_ No: \_\_\_\_

Tax \_\_\_\_\_ Map \_\_\_\_\_ Number(s): \_\_\_\_\_

Property Description (Street Address, if assigned, or Common Description, Borough): \_\_\_\_\_

Nature of **certificate of appropriateness** sought: \_\_\_\_\_

**Applicants Interest in the Property**

- Owner
- Contract Purchaser
- Owner's Agent\*
- Lessee/Tenant\*

**\*Owner or contract purchaser must complete the Power of Attorney Form below**

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the below-signed individuals do hereby appoint \_\_\_\_\_,

mailing address of \_\_\_\_\_

\_\_\_\_\_, as their Attorney-in-fact and grant and confer to them the following powers with respect to the property located at

\_\_\_\_\_ in Chesapeake,

Virginia:

1. Full authority to file an application with the South Norfolk Architectural Review Board ("ARB") for a certificate of appropriateness and/or appeal of the ARB's decision on this certificate of appropriateness to the Chesapeake City Council.
2. The power to amend in whole or in part any of the documents relating to the above-referenced application to the South Norfolk Architectural Review Board.
3. Full authority to appear before the South Norfolk Architectural Review Board at such time as the Board may consider the application for a certificate of appropriateness and/or before the Chesapeake City Council on appeal of the ARB's decision on this certificate of appropriateness.

The owner or contract purchaser understand that the attorney-in-fact appointed above may act on their behalf and thus both parties must communicate about the repairs and/or work that that may or may not be performed in the district, legal requirements of said work

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or repairs, status of the application and/or comments and decisions made at public meetings on this application. The powers conferred herein shall terminate upon a final determination by Chesapeake's South Norfolk Architectural Review Board and/or the Chesapeake City Council's final determination on the ARB's decision on the application for a certificate of appropriateness.

**Owner or Contract Purchaser:** <sup>1,2</sup>

sign \_\_\_\_\_

Name, Title \_\_\_\_\_

Company \_\_\_\_\_

**Owner or Contract Purchaser:** <sup>1,2</sup>

sign \_\_\_\_\_

Name, Title \_\_\_\_\_

Company \_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

NOTARY PUBLIC

Notary Registration Number: \_\_\_\_\_

My Commission expires on: \_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

NOTARY PUBLIC

Notary Registration Number: \_\_\_\_\_

My Commission expires on: \_\_\_\_\_

1. If the owner or contract purchaser is a corporation, partnership, or similar entity, documentation must be attached which establishes that the person signing on behalf of the entity has the authority to act on behalf of and to bind that entity.
2. If the party signing the Power of Attorney Form is a contract purchaser, a copy of the contract of sale showing their legal interest in the property must be attached to this Power of Attorney Form.

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# Attachment 5

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**APPENDIX D E- FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL ROOFS APPLICATION**



**City of Chesapeake**

Department of Planning  
Post Office Box 15225  
Chesapeake, Virginia 23328-5225  
(757) 382-6176  
FAX (757) 382-6406

**Chesapeake Local Historic District**

**FINANCIAL HARDSHIP DETERMINATION  
FOR HISTORIC MATERIAL ROOFS  
APPLICATION INSTRUCTIONS**

**PURPOSE**

Roofs are key architectural elements of the historic district and should be maintained if at all possible. However, there are instances when there is no material substitute for ~~some~~ a historic material roof, and the cost of a new like-for-like historic material roof may be higher than that of other existing roofing materials such as an asphalt shingle roof, which may put an undue financial burden on some homeowners in the district. A homeowner occupying a housing unit within the district may apply for a financial hardship determination to replace an existing historic material roof with an architectural asphalt shingle roof or a comparable substitute material if certain criteria are met.

A financial hardship determination would provide another factor for the Historic and Architectural Review Committee and City Council to consider when making recommendations on applications. A financial hardship determination would not be the only factor considered. Because historic material roofs are distinguishing features of the historic district, every attempt should be made to receive competitive bids for the repair and replacement of these features.

**ELIGIBILITY REQUIREMENTS AND SUBMITTAL INFORMATION**

1. The applicant must be the homeowner and occupy the structure for which the certificate of appropriateness is sought. The following shall be provided:
  - A. A verification letter from the Office of the Real Estate Assessor showing that the applicant owns the property and the current assessed value of the property and improvements.

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- B. Electric or gas bills for the last ~~12~~ 3 months.
- C. Signed affidavit (combined with verification of income affidavit)
2. Documentation must be provided which demonstrates that the cost to repair the historic material roof or to replace the historic material roof with the same material is excessive.
- A. **Repair:** If the roof repair cost is less than the cost of a new, 30 year architectural shingle asphalt roof or a comparable substitute material, then a financial hardship may not be requested. If it is over, then the applicant may apply for a financial hardship. The lowest cost estimate will be used for the purposes of staff's recommendation on the hardship. The following shall be provided:
- (1) Two (2) cost estimates from licensed contractors to repair the historic material roof.
  - (2) Two (2) cost estimates from licensed contractors to replace the historic material roof with architectural grade asphalt shingles or a comparable substitute material roof.
  - (3) These cost estimates shall include the following information:
    - Provided in writing on a company letterhead
    - Name and contact information of estimator with signature
    - Itemized by the work to be performed (such as if any structural work needs to be performed)
    - A breakdown between materials cost and labor
    - Photographs of the roof from inside and outside the house
    - Signed statement that property owner has no interest in estimators company
- B. **New Roof:** The replacement of a historic material roof with a new architectural grade asphalt roof or a comparable substitute material will be evaluated on a case by case basis. For this application, the lowest cost estimate will be used for staff's recommendation. The following information shall be provided:
- (1) Two (2) cost estimates from licensed contractors to replace the historic material roof with architectural grade asphalt shingles or a comparable substitute material roof.
  - (2) Two (2) cost estimates from licensed contractors to provide a new historic material roof. The contractor must have experience with historic material roof work and in particular with residential roofs. For metal roofs, quotes shall be based on the 5-V Crimp Panel, 26 gauge (see COA application, under historic material roofs metal

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roofs). The price quotes shall specify the 5-V Crimp Panel and gauge, the size of the roof in square feet.

(3) In addition, these cost estimates shall include the following information:

- Provided in writing on a company letterhead
- Name and contact information of estimator with signature
- Itemized by the work to be performed (such as if any structural work needs to be performed)
- A breakdown between materials cost and labor
- Photographs of the roof from inside and outside the house
- Statement that owner has no interest in the estimators company

3. Income/Wealth documentation:

A. The current Fiscal Year Income Documentation System chart from HUD for our region, which will vary slightly from year to year, shall be used as one of the factors to determine financial hardship eligibility. This information will be made available to the applicant and the Economic Hardship Committee for evaluation.

B. Additionally, combined net worth of owners, exclusive of home, cannot exceed \$100,000.

C. The following allowances can be deducted from total income to meet the above thresholds:

- (1) Child care expenses for children under 13 for the purpose of enabling householder to go to work, school, or seek employment (not including tax credits, cost must be out of pocket);
- (2) Medical expenses for members of household that exceed 3% of the households gross income.
- (3) Other extenuating circumstances

**DRAFT****Application Process**

1. The financial hardship application is due one month prior to the normal deadline for the monthly meeting of the Board of Historic and Architectural Review. This will allow time for the necessary information to be presented to the Economic Hardship Committee. Normally, Board applications are due 10 days prior to the monthly meeting.
2. The Economic Hardship Committee will meet at least one week prior to the normal application deadline to allow sufficient time for staff to prepare the necessary supporting information to the Board. The Economic Hardship Committee will provide a finding to the Board as to whether the applicant meets or does not meet the criteria for a financial hardship. No personal financial information will be provided to the Board.
3. If the applicant decides to appeal the decision of the Board of Historic and Architectural Review, the normal appeal process will be followed with financial hardship applications. City Council will be provided with the decisions of both the Board and the Economic Hardship committee along with all of the normal application materials. No personal financial information will be provided to City Council.

**DRAFT****PERSONAL DECLARATION FORM***Please Print***Name of Head of Household (First, MI, Last):** \_\_\_\_\_**Address:** \_\_\_\_\_**Phone Number(s): Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

Household Members:

**Provide the following information on all members in your household, including yourself (applicant) first:**

<b>Name of Family Member</b> <i>(First, MI, Last)</i>	<b>Relationship</b>	<b>Social Security Number</b>	<b>Date of Birth</b>	<b>Full-time student/ Ed. Level</b>	<b>Disability</b>
1.	Head of Household			Yes No Grade: ____	Yes No
2.				Yes No Grade: ____	Yes No
3.				Yes No Grade: ____	Yes No
4.				Yes No Grade: ____	Yes No
5.				Yes No Grade: ____	Yes No

*(For additional household members, please use a separate sheet.)***Income Information: Do you or any other household members receive Employment Income (full-time, Part-time, Seasonal, Temporary)?** \_\_\_ No \_\_\_ Yes **If yes, provide the following employment information for all employed household members:****Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_ ( ) hourly ( ) weekly ( ) bi-weekly ( ) monthly ( ) semi-monthly ( ) annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

**Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_ ( ) hourly ( ) weekly ( ) bi-weekly ( ) monthly ( ) semi-monthly ( ) annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

**Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_ ( ) hourly ( ) weekly ( ) bi-weekly ( ) monthly ( ) semi-monthly ( ) annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

**DRAFT****Name of Family Member Employed:** \_\_\_\_\_

\$ \_\_\_\_\_ ( ) hourly ( ) weekly ( ) bi-weekly ( ) monthly ( ) semi-monthly ( ) annually

Average hrs. worked per week: \_\_\_\_\_ Employment start date: \_\_\_\_\_ Title/position: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Employer phone no: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

*(For additional household members, please use a separate sheet.)***ALLOWANCES:**

Do you or any other adult household member pay for child care for a child 12 years of age or younger who enables you or them to work, go to school or seek employment? ( ) No ( ) Yes

\$ \_\_\_\_\_ per \_\_\_\_\_

**ELDERLY, DISABLED & HANDICAPPED HOUSEHOLDS ONLY:** Do you have any out-of-pocket medical expenses that are not covered by insurance? ( ) No ( ) Yes, \$ \_\_\_\_\_ per \_\_\_\_\_

Do you have any other disability expense? ( ) No ( ) Yes, \$ \_\_\_\_\_ per \_\_\_\_\_

Income (monetary and non-monetary) for all household members must be reported. Check "NO" or "YES" for each income source listed below and provide the amount of gross income received and name of household member(s) receiving the income for each income for each income source checked "YES."

Source of Income	No	Yes	Amt. of Gross Income Received from Income Source	Name Household Member(s) Receiving Source of Income	Comments (don't complete)
Self Employment Income			\$ _____ per _____		
Child care/babysitting income			\$ _____ per _____		
Military Pay			\$ _____ per _____		
Social Security Income (SSA/SSI)			\$ _____ per _____		
Welfare Assistance: <i>(TANK/GR/Food Stamps/Fuel Assistance)</i>			\$ _____ per _____		
Child Support			\$ _____ per _____		
Alimony Income			\$ _____ per _____		
Unemployment/Severance pay			\$ _____ per _____		
Workers compensation income			\$ _____ per _____		
Income from Assets			\$ _____ per _____		
Disability or Death Benefits			\$ _____ per _____		
Pension/Annuity/Retirement Income			\$ _____ per _____		
Insurance Policy income			\$ _____ per _____		
Regular Contributions or gifts			\$ _____ per _____		
Rental Income from property owned			\$ _____ per _____		
Pell Grant/Training Programs			\$ _____ per _____		
Any other income not mentioned Type:			\$ _____ per _____		

**DRAFT****ASSET INFORMATION:**

Assets for all household members must be reported. Check "NO" or "YES" for each asset listed below and provide amount of asset value and name of household member(s) the asset belongs to for each type of asset checked "YES."

Type of Asset	No	Yes	Name of Bank or Financial Institution	Account Number(s)	Name of Household Member(s) Asset belongs to
Cash					
Checking Account(s)					
Savings Account(s)					
Trust Account(s)					
Stocks, Bonds, etc.					
CD's, Market Acct(s)					
IRA(s), 401(K)Plan, etc					
Retirement/Pension					
Life Insurance Policies with a cash value					
Real Estate Owned					
Any other Asset(s)					

Have you or any household member sold or given away real property or other assets in the past 2 years for less than fair market value? ( ) NO ( ) YES If yes, current market value of the asset \$ \_\_\_\_\_

Do you own a car or any type of motor vehicle? ? ( ) NO ( ) YES If yes

Model/Make: \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

Is there any other information regarding your economic situation that you would like to relay to the Committee?

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## SUPPORTING DOCUMENTS OF INCOME AND ASSETS

### Sources of Household Income

- Wages or income (federal income tax return, W2 forms, 1099 forms)
- Farm Income (Schedule F of income tax return)
- Business Income (Schedule C of income tax return)
- Social Security Income (SSI form from Social Security Administration)
- Civic Service annuity (yearly statement)
- Veterans benefits, pensions, etc.
- Rental income (residential, room and/or board)
- Support payments (alimony, child support, etc.)
- Interest and/or dividends (year-end statements from bank, credit union or financial institution)
- Wages or income of all relative in your home
- Other income (any income received but not specifically mentioned above)

### Sources of Net Worth (Assets)

- Checking and savings account statements showing ~~December 31<sup>st</sup>~~ most recent balance (from bank, credit union, etc.)
- Certificates of Deposit, 401K, money market and IRA statements showing December 31<sup>st</sup> balance.
- Statement of assessed value of all real estate owned in Chesapeake or in another state.
- Statement of assessed value of all vehicles, trailers, mobile homes, boats, etc. owned and located in Chesapeake or another state.
- Stocks (year-end statement showing value, number of shares and dividends)
- US Savings Bonds (bond, copy of bond, or bank statement)
- Life insurance policies having cash value (yearly statement)

### Other documentation

- Disability Verification (VA letter indicating total and permanent disability, Social Security award letter, Railroad Retirement disability, or notarized disability statements from 2 doctors.
- Death certificate of deceased spouse or other person(s) whose names are listed on the property.

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<b>FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL ROOFS APPLICATION FORM</b>
--

Applicant (Please print): \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Accompanying Architectural Review Board/COA application Number \_\_\_\_\_

**Affidavit:**

I, \_\_\_\_\_ (applicant), hereby certify and attest that I am the owner of and that I occupy the structure at \_\_\_\_\_ (address) in Chesapeake, Virginia as my principal residence. I further certify and attest that the answers given in this financial hardship application and all of the information provided in the supporting documentation are true and correct. I fully understand that if I am submitting this information under false pretenses or misrepresent information contained in these documents, then the finding of financial hardship by the Economic Hardship Committee and the subsequent rulings by the Chesapeake Board of Historic and Architectural Review are null and void. Further, I realize that the City of Chesapeake may, as a result of my misrepresenting information or providing information under false pretenses, take legal action to return the home to the condition it was in prior to the financial hardship determination at my expense, pursue criminal prosecution under Virginia Code Section 18.2-186.2 or any other applicable law or regulation, or pursue any other appropriate legal remedies.

**Applicant/Owner:**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

City of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

NOTARY SEAL

\_\_\_\_\_  
NOTARY PUBLIC

Notary Registration No. \_\_\_\_\_

My Commission expires: \_\_\_\_\_

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## FINANCIAL HARDSHIP DETERMINATION FOR HISTORIC MATERIAL ROOFS APPLICATION CHECKLIST

**Please attach and verify that the following information has been provided:**

- Completed Personal Declaration form and provide supporting documentation (*see list on page 4*)
- Letter from the Office of the Real Estate Assessor showing that the applicant owns the property;
- Electric or gas bills for the last 3 months;
- Two (2) cost estimates to **repair the historic material roof**;
- Two (2) cost estimates for a **new historic material roof**;
- Two (2) cost estimates for a **new architectural asphalt shingle roof** or a **comparable substitute material roof**;
- Cost estimates for the above must include:
  - Provided in writing on a company letterhead;
  - Name and contact information of estimator, must be a licensed contractor;
  - Itemized by the work to be performed (such as if any structural work that needs to be performed);
  - A breakdown between materials cost and labor;
  - Photographs of the roof from inside and outside the house;
  - For new metal roofs include all quotes based on:
    - 5-V Crimp Panel, 26 gauge (see COA application, under ~~metal~~ historic material roofs).
    - State size of the roof in square feet.