



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
(Zoning Permit Not Required)

Applicant: _____

Address: _____

Telephone: (Day) _____ (Cell) _____

Description/Location of Property: _____

Tax Map _____ Double Circle _____ Circle _____ Lot(s) _____

Status of Applicant: _____ Property Owner _____ Agent for Owner _____ Other: _____

Proposed Change Requiring Certificate of Appropriateness: _____

Is this an amendment to an approved Certificate of Appropriateness that has not expired? Yes No
If yes, date of approval of original Certificate: _____

Zoning District: _____

Proffers, Restrictive Covenants, and other Special Considerations: _____

Does the application fall within the recommended actions of the Design Review Guidelines? Yes No

Is the property located within the Floodplain District? Yes No

Is the property located within the: Resource Management Area (RMA) Yes No
 Resource Protection Area (RPA) Yes No
 Intensely Developed Area (IDA) Yes No

Application Fee:

A \$100 application fee must be paid to the Town of Urbanna upon submission of this application. Further, the applicant agrees to pay all required advertising and postage costs. All fees due the Town must be paid before any permits will be issued. The application fee is non-refundable.

If the Application is not signed by the property owner, the applying Operator/Agent hereby swears and affirms that he has the full consent and authority of the owner to obligate the owner for all matters relating to this application.

Property Owner Signature

Operator/Agent Signature

----- Office Use -----

Town Official Receiving Application: _____

Amount Paid: _____ Date Payment Received: _____

Application Number Assigned: _____

Staff Determination:

Property is located within the Historic Preservation District and the application falls within the recommended actions of the Design Review Guidelines:

Use of Delegation of Authority Provision is appropriate ____ Yes ____ No

Property is not located within the Historic Preservation District and the application does not fall within the recommended actions of the Design Review Guidelines or Delegation of Authority Provision is not appropriate:

Schedule of Historic Board Hearing: _____

Advertise for Public Hearing: _____

Adjacent Property Owner Notification:

By Certified Mail: _____

By Applicant Notice and Signature: _____