



**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: \_\_\_\_\_