

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
OR
APPLICATION FOR AN AFTER THE FACT CERTIFICATE OF APPROPRIATENESS
(Per Article 12-708 of the Chesapeake City Code)**

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 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 filed after work commences is classified as an After the Fact Certificate of Appropriateness. **The filing fee for an After the Fact Application is \$50.00.**

REVIEW PROCESS

The deadline for submitting an application for a Certificate of Appropriateness is ten days prior to the second Thursday of every month. Property owners or their agents with Power of Attorney are eligible to apply for a Certificate. The Planning Department will review the application for completeness. A complete application contains an extensive description of the proposed work including but not limited to plans, photographs, drawings, brochures, diagrams, etc. If the application or plans are found to be incomplete, the Planning Department will notify the applicant that the application will not be scheduled for the next meeting. Once the application and plans have been determined to be complete, the item will be placed on the next agenda. **Attendance at Review Board meetings is strongly recommended.**