
**TOWN OF BERRYVILLE
ARCHITECTURAL REVIEW BOARD
SUBMISSION GUIDELINES**

Department of Planning & Zoning

101 Chalmers Court, Suite A * Berryville, Virginia 22611

[T] 540/955-4081

[F] 540/955-4524

[E] planner@berryvilleva.gov

The Architectural Review Board must receive enough information on which to base its decision. Applicants will need to complete an application provided by the Berryville Planning Department. You must provide photographs, drawings and plans or other documentation as required by the ARB. These submissions do not have to be prepared by professionals, but must be easy to understand by the board members and staff. The application describes the requirements for each type of submission. There may be additional permits and fees required depending on the request. Zoning permits are required for structures, fences, signs, site plans, and additions. Applicants are expected to be present at the Architectural Review Board meeting to present the request and answer any questions board members may have.

Project Checklist

Contact information is located on the following pages.

1. Refer to the Guidelines for Issuing a Certificate of Appropriateness on the following page.
2. Berryville's national and local historic districts may allow for federal, state or local tax abatement and/or loan programs. Check with the Clarke County Historical Association or Stephens City office of the Virginia Department of Historic Resources to determine which program, if any, would benefit the project.
3. Check the Berryville Zoning Ordinance to make sure that your planned use is allowed and what other approvals may be required.
4. Building permits are issued by the Clarke County Building Department. Once the application is approved by the Architectural Review Board, Town staff will issue a zoning permit and Certificate of Appropriateness for the project. It is recommended that all applicants meet with the building official early in the project if you are doing structural renovations.
5. The Stephens City office of the Virginia Department of Historic Resources has names of contractors who have worked with historic buildings and materials. They can also offer advice on technical preservation issues and methods of construction.
6. Review the Secretary of the Interior's Standards for Rehabilitation in this packet. These ten standards MUST be followed if using federal or state tax credits. The ARB follows these standards when reviewing applications for Certificates of Appropriateness.

BERRYVILLE HISTORIC DISTRICT

GUIDELINES FOR ISSUING A CERTIFICATE OF APPROPRIATENESS

Project plans must adequately address and respond to each of the 18 guidelines listed below in order to receive a Certificate of Appropriateness.

In instances where these guidelines discuss or imply compatibility with existing structures, such compatibility should be:

- primarily with contributing structures in National, State or local historic districts in Berryville; and
- secondarily with existing structures within 300 feet of the proposed site.

ARCHITECTURAL STYLE – No specific architectural style shall be imposed in the administration of the historic district ordinance.

Buildings should be designed as single entities, with the character and design of the primary façade continued on side and rear elevations. Architectural elements from widely different styles should not be mixed on a single building.

Design themes unrelated to the traditions of the Berryville area should be avoided. For example, buildings which attempt to look like a Bavarian cottage, Spanish mission, Asian pagoda, Polynesian village, Tudor mansion, waterfront shanty, etc., bear no relationship to the history or architecture of this area.

HEIGHT – It is important along street facades that the height of new buildings, especially those between two contributing structures, conform to the average height of other buildings in the block.

PROPORTION – New construction should relate to the dominant proportions of buildings in the immediate area. Overall proportion – the total ratio of height to width – is the most important consideration. Also important is the overall ratio of solid space to void – that is: the mass of the walls and the places where this mass has been broken up by openings for windows and doors.

SCALE – Scale is determined by several factors including cornice or eave height, the elevation of the first floor, floor-to-floor heights, and the proportions determined by the size and arrangement of door and window openings and porch column spacing. The scale and mass of a proposed project should relate to nearby buildings or open space surrounding it.

OPENINGS – New construction should take into account the ratio of solid to void. The pattern and overall proportion of openings should relate to other buildings in the district. Large expanses of blank walls facing a street are generally not compatible with the Berryville area.

ORIENTATION – The orientation and setback of the main facades of new construction should respect the precedent set by existing buildings in the surrounding district. Commercial and office structures should direct their primary orientation and entrance to the major adjacent public right-of-way from which traffic arrives to the structure.

ENTRANCES – The spacing and proportion of entrances and porches along the street help determine the rhythm of the streetscape. New construction of entrances should continue, not disrupt, this existing rhythm. Building entrances should be clearly defined, and pedestrian walkways clearly associated with the entrance.

RHYTHM – Rhythm is the repetition of architectural elements such as doors, windows, porches and cornice decorations. A building or project should continue, not disrupt, the architectural rhythm already established in the district.

SPACING – The spacing between buildings helps determine the rhythm of the streetscape. New construction should be spaced to continue the existing spacing pattern of the surrounding area.

MATERIALS – In order not to disrupt the visual quality of the neighborhood, an effort shall be made to use traditional materials that are predominantly used in the area. Use of inappropriate materials, including reflective glass, metal wall panels, plastic, fiberglass stone, or fiberglass brick, should be avoided.

TEXTURE – The texture of materials used in new construction should conform to existing texture patterns such as brick, stucco, horizontal or vertical wood siding, rough rock, or smooth sand. Introducing non-traditional textures is discouraged.

COLOR – The predominant colors of any unpainted materials proposed should resemble predominant tones in the district. Paint color shall not be considered as part of these guidelines, though the use of trim colors to accent architectural details is encouraged.

DETAILS – Architectural details are very important in maintaining the character of a district; new construction should employ some of the details typical of the district. These may include: cornice design, window trim, chimney shapes, shutters, door paneling, porches, railing and fence designs. Architectural details should be continued on any side or rear building façade which is visible from a public right-of-way. Any façade which presents a blank wall must be acceptably screened. Small attachments to buildings (such as meters, telephone and cable connections) should be placed so as not to detract from the overall project. Large attachments (such as air conditioning units, fuel tanks, antennas and satellite dishes) should either be screened or placed out of view from any public right-of-way.

ROOFS – Roof shape, pitch, and material on new projects should be similar to existing roofs in the district.

WALLS AND FENCES – These items can add visual cohesiveness to a project. Use of traditional materials such as wood, stone, brick, iron, or evergreens is encouraged. Chain link fences, including those with slats, are discouraged, particularly when visible from a public right-of-way.

SIGNS – The size and height of signs should reflect the slower automobile speeds and pedestrian scale of the district. Projecting and other wall-mounted signs are encouraged in the downtown commercial area. Monument signs are encouraged, rather than pole-mounted signs. Signs should reflect the buildings to which they refer, and be part of an overall landscape plan.

Internally lit signs are not appropriate where they would refer to or be placed on buildings on the National Historic Register list, except those described as noncontributing. (5/95)

Please refer to Section 307 Sign Regulations of the Town of Berryville Zoning Ordinance.

OFF-STREET PARKING – Large expanses of off-street parking should be avoided. Parking areas should be divided into smaller units through landscaping or building location. Walkways should be delineated by the use of special paving materials.

BUILDING ARRANGEMENT – When several structures are planned on a single site, structures should complement one another, and reflect an overall plan for the appearance of the property. Commercial and office development should cluster buildings into organized groups.

ORIGINALLY ADOPTED: JULY 1993

AMENDED: MAY 1995

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The guidelines in this application are based on The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. They express a basic rehabilitation credo of "retain, repair, and replace." In other words, do not remove a historic element, do not replace an element if it can be repaired, and replace an element that has been removed or cannot be repaired.

First developed in 1979 and most recently revised in 1995, these guidelines have been continually expanded and refined. They are used by the National Park Service to determine if the rehabilitation of a historic building has been undertaken in a manner that is sensitive to its historic integrity. The guidelines are very broad by nature since they apply to the rehabilitation of any contributing building in any historic district throughout the United States.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectured features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive features, the new features will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

CONTACT INFORMATION & RESOURCES

Berryville Architectural Review Board

c/o Berryville Planning Department
101 Chalmers Court, Suite A
Berryville, VA 22611
540/955-4081
FAX: 955-4524
e-mail planner@berryvilleva.gov
www.berryvilleva.gov

Members: Jim Barb, Chair
Susan Godfrey, Vice Chair
Satkuna Mathur
Robin McFillen
Gene Williamson

Staff: Christy Dunkle, Planner

County of Clarke Building Department

Jamie Royston, Code Official
101 Chalmers Court, Suite B
Berryville, VA 22611
540/955-5112
FAX: 955-0637
jroyston@clarkecounty.gov

Berryville Main Street

P.O. Box 372
Berryville, VA 22611
540/955-4001
FAX: 955-0909
director@berryvillemainstreet.org
www.berryvillemainstreet.org

Clarke County Historical Association

Nathan Stalvey, Executive Director
32 East Main Street - P.O. Box 306
Berryville, VA 22611
540/955-2600 - FAX: 955-0285
director@clarkehistory.org
www.clarkehistory.org

Maral Kalbian

Architectural Historian
mkalbian@verizon.net
540/955-1231

Virginia Department of Historic Resources

Aubrey Von Lindern
5357 Main Street – P.O. Box 519
Stephens City, VA 22655
540/868-7030 - FAX: 868-7033
Aubrey.VonLindern@dhr.virginia.gov
www.dhr.virginia.gov/

Virginia Main Street

The Jackson Center
501 North Second Street
Richmond, Virginia 23219-1321
804/ 371-7000
www.dhcd.virginia.gov/MainStreet

National Trust for Historic Preservation

1785 Massachusetts Ave, NW,
Washington, DC 20036-2117
202.588.6000 • 800.944.6847
FAX: 202.588.6038
www.nationaltrust.org

TOWN OF BERRYVILLE

101 CHALMERS COURT, SUITE A * BERRYVILLE VA 22611
Phone (540) 955-4081 * Fax (540) 955-4524 - E-mail: planner@berryvilleva.gov

HISTORIC DISTRICT SIGN PERMIT APPLICATION

Please Note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board.

To be completed by Applicant: Date _____, 20_____

Applicant's Name: _____

Name of business for which the signage is being requested: _____

Applicant's Address: _____

Telephone Number: _____ E-mail: _____

Property Owner's Name: _____

Property Owner's Address: _____

Application is hereby made for a permit to erect () or remodel () a sign as described below:

Total # of Requested Signs: _____ Fee: _____

Please include a copy of the following information for each sign requested:

_____ Scale color illustration of the sign, indicating the material, dimensions (including square footage), the location of the sign (including minimum 8'-6" above all sidewalks or rights-of-way for projecting signs), type of sign (freestanding, hanging, wall, etc.) and method of mounting

_____ Color chips if applicable

_____ Illustration and details of the proposed illumination, if any

Sign Company/Telephone: _____

Signature of Applicant: _____

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: _____

Tax Map #: _____

Zoning Designation: _____

Applicable Regulations: _____

Other Conditions: _____

This Sign Permit is approved () denied () for the sign described on the property indicated above. If denied, for the following reason(s): _____

Signature of Zoning Administrator: _____

TOWN OF BERRYVILLE

101 CHALMERS COURT, SUITE A * BERRYVILLE VA 22611
Phone (540) 955-4081 * Fax (540) 955-4524 - E-mail: planner@berryvilleva.gov

ARCHITECTURAL REVIEW BOARD APPLICATION

Please note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board.

To be completed by Applicant:

Date _____, 20_____

Applicant's Name: _____

Company/Organization: _____

Applicant's Address: _____

Telephone Number: _____ e-mail: _____

As the ____ **legal owner** ____ **legal representative** of the owner of the property for which this application is being made, I hereby grant my permission to the applicant to apply to the Architectural Review Board. I am familiar with the project and permit the applicant to complete any necessary work for which this application is being submitted.

Property Owner's Signature: _____

Property Owner's Address: _____ Telephone: _____

Project Location: _____ Use: _____ Zoning: _____

District: _____

Project Type (check all that apply)

New Construction:
 Primary Structure (house, commercial building)
 Secondary Structure (shed, garage)

Addition to an existing structure:
 Primary structure (house, commercial building)
 Secondary structure (shed, garage)

Alterations to an existing structure.

Demolition of an existing structure.

Amendments to a previously approved application.

Please describe the request of the application: _____

(OVER)

Submittals

- Drawings – six (6) scale copies of elevations of proposed structures or modifications.

- Site Plan – six (6) scale copies of site modifications including building footprints, fence locations, and walkway locations.

- Material/color samples or illustrations as applicable including but not limited to cut sheets of new windows, doors, roof materials (shingles, standing seam metal, etc.), and outdoor lighting fixtures.

- Photographs of existing structure (if applicable) and site conditions.

- For a demolition project, please submit photographs depicting all elevations of the building proposed for demolition, any post-demolition plans for the site, and, if applicable, any information on new construction proposed for the site.

- Any additional information deemed necessary by Planning Department staff.

Signature of Applicant: _____

Date: _____

TO BE COMPLETED BY ZONING ADMINISTRATOR

Street Address: _____

Tax Map #: _____

Zoning Designation: _____

Applicable Regulations: _____

Other Conditions: _____

This Sign Permit is approved () denied () for the sign described on the property indicated above. If denied, for the following reason(s): _____

Signature of Zoning Administrator: _____