

Historic District

Application for Proposed Improvements



Town of Strasburg
Department of Planning and Zoning
174 East King Street
PO Box 351
Strasburg, VA 22657
540-465-9197

Updated June 2, 2009



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APPLICATION FOR PROPOSED IMPROVEMENTS IN THE HISTORIC DISTRICT

Application Instructions

1. **APPLICATION FORM:** Complete the application form on Page 3. Please note that *all* fields **MUST** be completed in order for your application to be processed. Do not fill in the shaded fields – they will be completed by Town staff.
2. **SUPPLEMENTARY INFORMATION:** Pursuant to Town Code Section 46-5, you **MUST** provide all of the following information based on the type of application (minor modification, demolition, etc.):

Minor Modification:

1. A written description that includes:
 - a. A list of all proposed modifications to existing and/or proposed buildings;
 - b. A timeline of when construction of the proposed modifications will commence and be completed; and,
2. An application fee as set forth by the Town Council.

Major Modification:

1. A scaled and dimensioned site plan of the property showing all existing and/or proposed buildings and structures including fences, porches, and other site features.
2. A written description that includes:
 - a. A list of all proposed modifications to existing and/or proposed buildings;
 - b. A timeline of when construction of the proposed modifications will commence and be completed; and,
 - c. A narrative of the history of the buildings, structures, and site including age of the buildings and structures, previous owners, current and past uses, and any other pertinent information.
3. Architectural elevations and photographs of all existing and/or proposed buildings and structures showing the location and extent of the proposed modification(s). The exhibits should clearly show the form and style of the buildings and structures including the height, mass, scale, architectural details, fixtures (decorative or functional), materials, and colors.
4. Cut sheets, specifications, photographs, samples, or other media indicating the materials and colors proposed for the modification.
5. An application fee as set forth by the Town Council.

Demolition:

1. A scaled and dimensioned site plan of the property showing all existing and/or proposed buildings and structures including fences, porches, and other site features. The plan shall indicate which buildings, structures, or features are proposed for demolition and those which will remain in place.
2. A written description that includes:
 - a. A list of all structures proposed for demolition;
 - b. A timeline of when demolition will commence and be completed; and,
 - c. A narrative of the history of the buildings, structures, and site including age of the buildings and structures, previous owners, current and past uses, and any other pertinent information.
3. Architectural elevations and/or photographs of all existing and/or proposed buildings and structures showing the location and extent of the proposed demolition.
4. An application fee as set forth by the Town Council.



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Application Num. _____
 (office assigns)

APPLICATION FORM

APPLICANT	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
PROPERTY INFORMATION	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	FLOOD PLAIN
PERMIT REQUEST INFORMATION	TYPE OF REQUEST <input type="checkbox"/> Minor Modification (\$45) <input type="checkbox"/> Major Modification (\$200) <input type="checkbox"/> Demolition (\$200)	
	DESCRIBE THE PROPOSED IMPROVEMENT(S) (use additional paper as needed)	
REVIEW	DATE RECEIVED	
	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVAL DATE
	TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPIRATION DATE
	APPROVAL SIGNATURE	
By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized representative. I do also hereby authorize Town of Strasburg staff on official business to enter onto the subject property as necessary to process the application.		
_____ Print Name of Owner/Agent		_____ Signature of Owner/Agent