



CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA
FILING INSTRUCTIONS FOR CERTIFICATE
OF APPROPRIATENESS

The Town of Clifton Architectural Review Board (ARB) typically meets at 7:30 p.m. on **the last Thursday of each month** at the Town Hall, located at 12641 Chapel Road, Clifton, VA 20124.

- Applications for a Certificate of Appropriateness (COA) – and any other action requiring ARB review or approval – **must be received by the Clifton ARB Chairman by the 15th of the month**, in order to be heard at the ARB meeting that month.
- ARB actions are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month at 7:30 p.m. in the Clifton Town Meeting Hall.
- All COA applications must be fully collated and bound (by staple or other fastener).
- The ARB Chairman must be provided with 2 complete hard copies and an electronic copy of the COA application for review by the Architectural Review Board and its consultants, plus a check made payable to the “Town of Clifton” in the amount of the appropriate application fee. The electronic copy shall be emailed to **ARB@cliftonva.gov** and to **clerk@cliftonva.gov**
- The Applicant must be present at the ARB meeting(s) at which their Application is discussed.
- The Applicant is required to post a notice of the application on the premises in a place clearly visible from the street and at the Clifton Post Office at least five days prior to the ARB hearing.
- Further information regarding COA applications may be obtained by contacting:

Royce Jarrendt, Chairman ARB, **ARB@cliftonva.gov**

Mail Applications & Fees to: Office of the Clerk, PO Box 309, Clifton, VA 20124

Town Code §9-23.f. Historic Overlay Districts: Applications.

Written Application for a Certificate of Appropriateness shall be filed with the ARB in accordance with the procedures and forms promulgated by the ARB and available from the Town Clerk and the Town of Clifton website.

A fee of **\$10.00** shall be paid for each sign and fence application;

a fee of **\$50.00** shall be paid for each sign and/or fence application submitted after installation of said sign and/or fence;

a fee of **\$100.00** shall be paid for each addition and/or remodeling project up to 200 square feet;

and a fee of **\$250.00** shall be paid for each addition and remodeling project exceeding 200 square feet or for new home construction, with each application filed before work on the structure has started.

The applicant shall also pay any actual costs of any review fees incurred by the ARB, including any consultant’s fees and other costs set forth in Virginia State Code Section 15.2-2286.

All such fees shall be payable to the Town of Clifton and delivered to the Town Clerk.