TOWN OF SMITHFIELD

302 Main Street, P. O. Box 246, Smithfield, VA 23431
(757) 365-4200 - Fax (757)357-9933

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR) APPLICATION

Date of Application _____ Date of Meeting _____

In accordance with Article 3.M of the Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled BHAR meeting. If any new materials are submitted at the meeting, then the BHAR may table the application. The BHAR meets the 3rd Tuesday of the month (unless otherwise noted) at 6:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

As of May 4, 2004, all applications approved by the BHAR shall begin construction, installation, etc. within one (1) year from the date of approval and shall be completed within two (2) years from the date of BHAR approval. If these two conditions are not met, then the application becomes null and void, and the applicant shall reapply to the BHAR. The applicant's, or their representative's, presence is requested at the meeting.

I, _____, am seeking BHAR approval for the following (check all that apply)
(print name)
which is located at _____.

☐ **New Single Family Residence** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey – also see NOTES 1 & 2, below)

☐ **New Commercial Structure** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey – also see NOTES 1 & 2, below)

☐ **Addition to existing building** (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be _____ sq. ft.)

☐ **Accessory structure** (i.e., shed, detached garage, etc.) Accessory Structure Height ____ ft.
(submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey)

☐ **Siding Change** (submit siding sample)
existing siding: _____ proposed siding: _____

NOTE: The BHAR strongly encourages cement siding (i.e., "hardi-plank") as a more suitable alternative to vinyl siding.

☐ **Roof Change** (submit shingle sample)
existing roof: _____ proposed roof: _____

NOTE: The BHAR strongly encourages that if you choose architectural shingles, choose at least 30-year architectural shingles.

☐ **Color Change** (submit color samples)
existing colors: _____ _____ proposed colors: _____ _____

_____ _____ _____ _____

☐ **Sign** (submit colored drawing (drawn to scale) with dimensions, plat/survey with sign location noted – Also refer to Article 10 of the Zoning Ordinance for sign regulations (i.e., max. height, max. size, etc.)

☐ **Window change** (submit window details)
existing window type: _____ proposed window type: _____

Applicant/Property Owner Name _____

Address: _____ Phone: _____

_____ Fax: _____

Email Address:_____

DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (signature) _____ Name: (printed) _____