



**CERTIFICATE OF APPROPRIATENESS APPLICATION**  
**(to demolish or relocate a structure within a designated historic district)**  
CITY OF WAYNESBORO, PLANNING DIVISION

Reference City Code Ch. 98, [Sec. 3.3.3](#)

Application Fee \$350

**A.) SITE INFORMATION:**

Property Address: \_\_\_\_\_

Tax Map No./Legal Description: \_\_\_\_\_

Requesting:  DEMOLITION  RELOCATION

If Relocation, indicate address, zoning, and size of property at new location:

\_\_\_\_\_

Present Zoning: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

Present Use of Structure: \_\_\_\_\_

Is Property Located in Flood Hazard Area According to Local FEMA Map?  YES  NO

Is Property Located within the Enterprise Zone?  YES  NO

Describe Reasons for Requested Demolition/Relocation: (use a separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B.) APPLICANT INFORMATION:**

Property Owner of Record: \_\_\_\_\_  
(Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*Applicant Name: \_\_\_\_\_  
(Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\* If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).

**FOR OFFICE USE ONLY:**  
Date Rec'd \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ MS Receipt # \_\_\_\_\_ Application # \_\_\_\_\_ Approval Date \_\_\_\_\_  Not approved

**C.) (OPTIONAL) LICENSED PROFESSIONAL [Architect, Engineer, Surveyor, Landscape Architect]:**

Firm Name: \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
(Printed) (Printed)

Address: \_\_\_\_\_  
(Street Address) (City, State, Zip)

Phone #: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Professional License # \_\_\_\_\_

**E.) SELECT PRIMARY CONTACT PERSON FOR STAFF:  Owner  Applicant  Licensed Professional**

**D.) SIGNATURES:**

*If applicant is not property owner of record, the Power of Attorney Form is Required ([Form A-2](#)).*

**AFFIDAVIT:** The undersigned  property owner, or  duly authorized agent/representative thereof [check one] certifies that the foregoing information is true and correct to the best of my knowledge and belief; WITH THE UNDERSTANDING THAT ANY INCORRECT INFORMATION SUBMITTED MAY RESULT IN THE DELAY OR RESCHEDULING OF THE REQUIRED PUBLIC HEARING. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime phone number of contact

\_\_\_\_\_  
Signature of Owner, Contract Purchaser, Agent

\_\_\_\_\_  
Date

## PROCEDURE FOR A CERTIFICATE OF APPROPRIATENESS

[City Code Chapter 98, [Section 3.3.3](#)]

Any applicant, including the City, wishing to demolish or relocate a landmark building, or a building or structure within an historic district shall apply for a Certificate of Appropriateness through the City's Planning Division. The Planning Commission is hereby designated as the City's review board.

### 1. PRE-APPLICATION MEETING

Prior to submitting the application, a pre-application meeting with the City Planner is required. This meeting will provide basic information on the City's review process including application filing and deadlines. This meeting will also identify expectations for the application materials, level of detail required to recommend approval of the application, and will help identify any problems that could adversely affect review and approval of the application. Contact the City Planner at (540) 942-6604 to schedule a pre-application meeting.

### 2. DEADLINE

Deadline for application submission is the **First Thursday of the month**.

### 3. APPLICATION SUBMITTAL REQUIREMENTS

An application for a Certificate of Appropriateness shall not be deemed complete until the following information is provided:

- Application Form.** A completed application form. All owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required ([Form A-2](#)). Faxed or photocopied signatures will not be accepted;
- Application Fee.** The filing fee is **\$350**. Checks should be made payable to the “**City of Waynesboro**”.
- Map.** A map drawn to an appropriate scale of the site depicting the affected property, building(s) or structure(s) and adjacent surrounding properties.
- Photos.** Photographs of the property, building(s) and structure(s) under review.
- Plans.** Specific plans for the property, should the relocation or demolition occur, including, but not limited to, a site plan, a landscape plan, architectural drawings showing plan view and elevation for new structures, proposed building materials with product descriptions and specifications, and plans for lighting and signage. Where a phased plan could affect multiple properties, a master plan for the entire proposed replacement shall be provided.
- Structural Evaluation.** In the case of a demolition request where structural integrity is at issue, the applicant shall also provide a structural evaluation prepared by a qualified structural engineer with cost estimates for rehabilitation.

### 4. REVIEW AND LEGISLATIVE APPROVALS

The Planning, Zoning, Public Works, Fire, Police, and other City departments will review Certificate of Appropriateness applications and work with the applicant to resolve problems. Once the application is ready, the City Planner will prepare a staff report and schedule a public hearing with the Planning Commission. At the public hearing, the Planning Commission will review the public's comments, the application, and the staff report. These inputs will be used to make a recommendation to the City Council on the application.

Following the properly advertised public hearing and after having reviewed relevant information on the matter, the Planning Commission may approve the Certificate of Appropriateness as proposed, or approve the Certificate of Appropriateness with modifications. If the Planning Commission denies the permit, the applicant must file a petition within a year for a “Bona Fide Offer to Sell” to obtain the right to relocate or demolish the structure. The City Planner can provide details on the Bona Fide Offer to Sell process.