

APPLICATION FOR BAR ADMINISTRATIVE APPROVAL

Administrative approvals by the Board of Architectural Review (BAR) staff are only for historically appropriate repairs or replacements. Please note that upon reviewing an application for administrative approval, BAR staff may determine that the project cannot be administratively approved, and the applicant must submit a full application to go before the BAR at a public hearing. The BAR Policies for Administrative Approval can be found [here](#). Please review them to determine if your project may be administratively approved.

ADDRESS OF PROJECT: _____

Applicant: Property Owner Business *(Please provide business name & contact person)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail : _____

Authorized Agent *(if applicable):* Attorney Architect _____

Name: _____ Phone: _____

E-mail: _____

Legal Property Owner:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached).*

ADDITIONAL REQUIREMENTS:

- If there is a homeowner’s association for this property, you must attach a copy of the letter approving the project.
- If there is an historic preservation easement on this property, the easement holder must approve the proposed alterations/repairs.
- The applicant or authorized agent must acquire any required permits through Code Administration (703)-746-4200.

SUBMITTAL REQUIREMENTS:

All applications must be submitted via our [APEX permitting system](#). Instructions can be found [here](#).

You must upload **this completed form** and the following attachments to APEX as a **PDF** file:

- Photographs of the existing conditions
- Specifications for the proposed replacement/repair

Staff may request additional information as necessary to evaluate the application. Please refer to the relevant section of the [Design Guidelines](#) for further information on appropriate treatments.

After reviewing the proposed alterations, staff will invoice the appropriate fee in APEX. The application will not be approved until the fee is paid online. Historically appropriate repairs do not incur a fee.

The undersigned hereby attests that all of the information herein provided including site plans, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board or BAR staff based on such information may be invalidated. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:

Signature: _____

Printed Name: _____

Date: _____