



**City of Danville**

427 Patton Street, Suite 208  
Danville VA, 24541  
Phone: (434) 799-5260

***River District Design Commission***

**CERTIFICATE OF APPROPRIATENESS  
APPLICATION**

The guidelines will be administered through the River District Design Commission (RDDC) appointed by City Council. This Commission will review any changes to buildings or sites within the District and issue a Certificate of Appropriateness (COA) if the changes meet the guidelines. Work on buildings and sites within the District cannot commence until a COA has been issued and other required permits and approvals have been obtained (see Section 1.2 for information on the Commission and Section 1.5 for more information on the process).

**INFORMATION TO BE PROVIDED BY APPLICANT**

*Important-Please read before completing application*

- a) All questions on this application must be fully answered
- b) The application must be signed by the property owners or representative with written authorization by the owner
- c) A drawing, photo, plan or sketch of proposed project with dimensions

Property Location: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Work Proposed (please circle one): Alteration/addition/rehabilitation/new construction/sign

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of material(s) to be used: \_\_\_\_\_

Have you read and understand the Design Guidelines for the River District of Danville, Virginia? \_\_\_\_\_

Are you aware of the federal/state tax credits for potential reimbursement/credit of money used during substantial rehabilitation projects? \_\_\_\_\_

Would you like more information about these programs? \_\_\_\_\_

Which one(s)? \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner (if not applicant)

\_\_\_\_\_  
Signature of Applicant

**INFORMATION TO BE PROVIDED BY PLANNING DIVISION**

Application Number: \_\_\_\_\_ RDDC Date: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Received by: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Additional Zoning Information: \_\_\_\_\_

All buildings, structures or improvements located in the River District and visible from a public right-of-way shall not be located, constructed, reconstructed, altered, or repaired unless a Certificate of Appropriateness has been issued by the River District Design Commission. The Commission meets once a month on the second Thursday of the month at 4:00P.M. in the fourth floor City Council Conference Room located in the Municipal Building. All questions or applications should be submitted to the Planning Division, located on the second floor of the Municipal Building, 427 Patton Street, Room 207, Danville, VA 24541; (434)-799-5260.

Article 3:R.C.6 Application Submission Requirements: In consideration of a complete application, the Planning Director and the Review Commission may require any or all of the following information and any other materials as may be deemed necessary for its review:

- A. Statement of proposed use and user.
- B. Statement of estimated construction time.
- C. Photographs and maps relating proposed use to the surrounding property and/or the corridor on which it is located. Site plan drawings, prepared to meet the City site development plan submission requirements for a Preliminary Site Plan or
- D. Preliminary Subdivision Plat, and other exhibits showing the location of the existing and proposed building and site improvements, including:
  - 1) Existing property boundaries, building placement and site configuration;
  - 2) Existing topography and proposed grading;
  - 3) Location of parking, pedestrian access, signage, exterior lighting, fencing and other site improvements;
  - 4) Relationship to adjacent land uses;
  - 5) Proposed site improvements, including location of parking, access, signage, exterior lighting, fencing, buildings and structures and other appurtenant elements;
  - 6) Proposed building color and materials;
  - 7) Relationship of building and site elements to existing and planned corridor development;
  - 8) Relationship of parking, pedestrian facilities, and vehicular access ways to existing and planned corridor development; and
  - 9) Other site plans and subdivision plats as may be required by Danville for development approval.
- E. Architectural drawings showing plan view and elevations of new planned construction or renovations, including drawings of original building.
- F. A landscaping and buffer plan.
- G. Designs for exterior signing, lighting and graphics, to include description of materials, colors, placement and means of physical support, lettering style and message to be placed on signs.
- H. Graphic exhibits depicting compliance with other design elements.