

Town of Culpeper Certificate of Finding (Finding of Architectural Compatibility)



CERTIFICATE OF FINDING – *(Finding of Architectural Compatibility)* is a tool used by the Town of Culpeper to preserve and protect the historic character of Downtown Culpeper.

For properties in the Historic District, a Certificate of Finding is required in order to erect, construct, reconstruct, alter or restore a building. The application for this permit is available in the Town's Planning & Community Development Office. The Architectural Review Board makes a decision as to whether a permit should be approved.

The Historic Overlay District lies in the core of Downtown Culpeper -- this area is where you will find the government centers and the depot. If you are unsure whether your property is in the Historic District please contact the Town's Planning & Community Development Department.

Prior to making application for a Certificate of Finding, the property owner is encouraged to meet with the Town's planning staff to review plans and to discuss the conditions for issuance of the permit. No fee is required.

The Architectural Review Board **(ARB)** meets on the fourth Wednesday of the month at 5:00 p.m. in the Economic Development Center, 803 S. Main Street, Culpeper, Virginia. The application must be



submitted ten (10) days prior to the next regularly scheduled meeting.

In making a determination on a certificate of finding, the ARB shall utilize the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the Town of Culpeper Historic District Guidelines.

No certificate of finding is required for signs and repainting. Colors must be chosen from a historic color chart approved by the ARB. For additional information regarding sign permits please refer to the sign permit brochure.

For further information, please contact the Department of Planning & Community Development.

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

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**Certificate of Finding
Application Information
(Architectural Review Board)**