

# Application for In-Kind Replacement & Repair

This form is to be used for work not requiring ARB approval.

**PLEASE POST ON SITE ONCE APPROVED.**

Date of Application:

Site Address:

Property Owner:

Name:

Address:

City:  State:  Zip Code:

Phone Number:  E-Mail:

Brief Project Description:

*(Work not requiring ARB approval includes painting and ordinary maintenance activities and replacement of porches, stairs, awnings, roofing materials, windows, or other similar modifications to an element of a building, structure or landmark, where materials of the same design are used and the architectural defining features of the structure are maintained.)*

Submittal Checklist:

- A completed application.
- Photograph(s) of existing condition of the feature(s) proposed for repair or replacement *(please provide as attachment)*.

Certification:

I hereby certify that the exterior work to be undertaken on this property will be done as described above and will be limited to the described maintenance and in-kind replacement.

Signature of Property Owner:  Date:

Department of Planning Building and Development  
Room 170, Noel C. Taylor Municipal Building  
215 Church Avenue, S.W.  
Roanoke, Virginia 24011  
Phone: (540) 853-1730

ARB Agent  
Parviz Moosavi, Historic Preservation Planner  
Phone: (540) 853-1522  
E-mail: parviz.moosavi@roanokeva.gov

*Section Below to be Completed by Staff*

Tax Parcel Number:

Base Zoning District:

Overlay Zone:

Approved:

Agent, Architectural Review Board:  Date:

Other approvals needed:

- Zoning Permit
- Building Permt
- Other \_\_\_\_\_