

**CITY OF FAIFAX  
BOARD OF ARCHITECTURAL REVIEW**

**SUBMISSIONS CHECKLIST**

In order to complete the application, the following materials must be submitted for all applications:

- ✕ A **completed** application form and affidavit (pages 8-11)
- ✕ Review fee - Checks should be made out to the City of Fairfax  
**Payment will be made online via emailed-invoice.**

**BAR Review Fees (316463)** - Contact the BAR Liaison to verify which fees apply.

Minor certificates of appropriateness	\$ 40.00	Major certificates of appropriateness	\$ 135.00
Amendments to previous approvals	\$ 65.00	Appeal to City Council	\$ 315.00

**For applications for a minor certificate of appropriateness, one printed/physical copy and electronic versions of the following must be submitted.** Contact the BAR Liaison to verify which items, if any, are not needed for your proposal. ***Please limit individual files for electronic submission to 30 MB.***

- ☐ Photographs of project site.
- ☐ Plans drawn to scale, which may be on 8.5x11 or 11x17. **Avoid submissions larger than ARCH B (12x18).**
- ☐ Pictures or catalog cuts of manufactured items, such as light fixtures, outdoor furniture, bike racks, and fencing.
- ☐ Paint and/or material samples.
- ☐ Other items as requested by staff.

**For signs, one printed/physical copy and electronic versions of the following must be submitted.** BAR review of signs is only required in the Historic and Transition Overlay Districts. All permanent signs within these districts require review, even those that do not require zoning approval, except sandwich board signs in the Transition Overlay District. ***Please limit individual files for electronic submission to 30 MB.***

- ☐ All materials to be used and the mounting method.
- ☐ A scaled drawing of the sign, including text. This drawing must accurately portray the size, typeface of lettering, logo, etc. This scaled drawing may be a color rendering, or paint chips may be used to indicate colors to be used. When hanging, projecting or freestanding signs are used, the drawing should depict the entire sign, including the bracket, pole or sign base.
- ☐ A drawing or photograph depicting the proposed installation of the sign.

- ☐ The specifications for any lighting fixture to be used and information on its lumen output or wattage, and color temperature (often measured in Kelvin).
- ☐ Other items as requested by staff.

**For large projects, new construction, and all other major improvements requiring review by the BAR or City Council for a major certificate of appropriateness, EIGHT (8)\***

**PRINTED COPIES of the following are required.** Contact the BAR Liaison to verify which items, if any, are not needed for your proposal. *Please limit individual files for electronic submission to 30 MB.*

\*For projects requiring City Council review, more copies may be required.

- ☒ Statement of intent that describes the project and its relationship with surrounding architecture and landscape design.
- ☒ Photographs of project site.
- ☒ Plans drawn to scale, which may be on 8.5x11 or 11x17. **Avoid submissions larger than ARCH B (12x18).** Make sure that submitted plan sets include the following:
  - ☒ Buildings, roads, and sidewalks
  - ☒ Parking
  - ☒ Building and garage entrances
  - ☒ Fencing, gates, and retaining walls
  - ☒ Location and species of plants (trees, shrubs, groundcover)
  - ☒ Location of different hardscape materials
  - ☒ Location of lighting fixtures
  - ☒ Location of appurtenances such as dumpsters, mechanical equipment, and transformers
  - ☒ Location of outdoor amenities, such as furniture, trashcans, bike racks, and bus stops
- ☒ Elevations of all sides of all buildings visible from the right-of-way. Make sure that elevations include:
  - ☒ Building height, including height of the roof and parapet walls where applicable
  - ☒ Material and color callout labels
- ☐ **N/A** Sightline section diagram demonstrating proposed screening of rooftop mechanical equipment (e.g. parapet walls or screen walls).
- ☐ **N/A** Three-dimensional color renderings of the development from important vantage points in the right-of-way. **2D Elevations are provided in color**
- ☐ **N/A** Pictures or catalog cuts of manufactured items, such as light fixtures, outdoor furniture, bike racks, and fencing.
- ☐ **N/A** Other items as requested by staff.

**Electronic versions of all of the items listed above must be provided** to the BAR Liaison by the deadline in one of the following formats:

- **X** Email attachments
- A link to a secure cloud-based server such as Dropbox
- Thumb drive
- CD

**PLEASE LIMIT INDIVIDUAL FILE SIZES TO 30MB.**

**X** For large projects and certain smaller projects, a **materials board** must be submitted to the BAR Liaison, with physical samples of all proposed exterior building materials and paint colors. Certain common materials like clear glass and plain concrete masonry units (CMU) may not require a sample. Contact the BAR Liaison to confirm.



**CITY OF FAIRFAX  
BOARD OF ARCHITECTURAL REVIEW  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

Project Name: Townhomes at Fairfax Presbyterian Church

Project Location: 10723 Main Street, Fairfax, VA 22030

Project Description: Construction of 10 new townhomes on property of an existing church and daycare. The applicant intends to provide these units as affordable dwelling units.

Applicant: Fairfax Presbyterian Church

Applicant's Address: 10723 Main Street, Fairfax, Virginia 22030

Phone: 703.273.5300 E-mail: fpcoffice@fairfaxpresby.com

Applicant's Representative: Mike Ernst, Rust | Orling Architecture

Phone: 703.836.3205 E-mail: mernst@rustorling.com

Property Owner: National Capital Presbytery, Inc.

Owner's Address: 11300 Rockville Pike, Ste. 408, Rockville, MD 20852 E-mail: hgbrinton@gmail.com

I certify I have read and understand my application to comply with 110-6.2.3.C. of the City Code which states:

1. An application shall be sufficient for processing when it contains all of the information necessary to decide whether or not the development as proposed will comply with the applicable requirements of this chapter.
2. The burden of demonstrating that an application complies with applicable review and approval criteria is on the applicant. The burden is not on the city or other parties to show that the standards or criteria have not been met.
3. Each application is unique and, therefore, more or less information may be required according to the needs of the particular case. Information needs tend to vary substantially from application to application and to change over time as result of code amendments and review procedure changes. Staff has the flexibility to specify submission requirements for each application and to waive requirements that are irrelevant to specific situations. The applicant shall rely on the review official as to whether more or less information should be submitted.

Gary J. Sowers  
Applicant's Signature

10/27/2021  
Date

I hereby certify that the representative named above has the authority vested by me to commit to design changes, and otherwise represent me as property owner to the Board of Architectural Review. The information provided on this application is accurate to the best of my knowledge. I understand that I must comply with all conditions of the Certificate of Appropriateness as well as all other zoning requirements.

Hearth Dean  
Property Owner's Signature

11/04/2021  
Date

-----Office Use Only-----  
Receipt Number: 21098 Fee Paid: \$135.00  
Tax Map Number: 57-1-02-123 & 122A Project Number: BAR-21-00813

## AFFIDAVIT

I, (applicant) Fairfax Presbyterian Church, do hereby make oath or affirmation that to the best of my knowledge and belief, the following information is true:

1. (a) That the following is a list of names and addresses of all applicants, title owners, contract purchasers, and lessees of the property described in the application, and if any of the foregoing is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to the application:

Name	Address	Relationship
National Capital Presbytery, Inc.	11300 Rockville Pike # 1009, Rockville, MD 20852	Title Owner
Fairfax Presbyterian Church	10723 Main St, Fairfax, VA 22030	Applicant
See attached Addendum for Additional Information.		

- (b) **\*\*Not required for minor certificates of appropriateness\*\*** That the following is a list of the stockholders of all corporations of the foregoing who own ten (10) percent or more of any class of stock issued by said corporation, and where such corporation has ten (10) or less stockholders, a listing of all the stockholders:

Name	Address	Relationship
See attached Addendum for Additional Information.		

- (c) **\*\*Not required for minor certificates of appropriateness\*\*** That the following is a list of all partners, both general and limited, in any partnership of the foregoing:

Name	Address	Relationship
Not applicable.		

2. That the Mayor nor any member of the City Council, Planning Commission, BZA, or BAR has any interest in the outcome of the decision. EXCEPT AS FOLLOWS: (If none, so state.)

None.

3. That within five (5) years prior to the filing of this application, the Mayor nor any member of the City Council, Planning Commission, BZA, or BAR or any member of his or her immediate household and family, either directly or by way of a corporation or a partnership in which anyone of them is an officer, director, employee, agent, attorney, or investor has received any gift or political contribution in excess of \$100 from any person or entity listed in paragraph one.

EXCEPT AS FOLLOWS: (If none, so state.)

None.

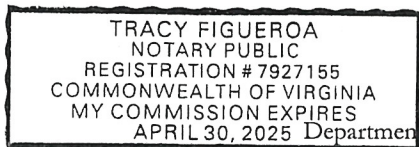
4. **\*\*Not required for minor certificates of appropriateness\*\*** That I understand that I or a designated representative must be present at the meeting or this application will be deferred by the Board of Architectural Review.


WITNESS the following signature:

  
Applicant

ALL APPLICANTS MUST SIGN AND HAVE THEIR SIGNATURES NOTARIZED.

The above affidavit was subscribed and confirmed by oath or affirmation before me on this 31st day of August, 2021, in the State of Virginia.  
My commission expires April 30, 2025.



  
Notary Public/Registration No.

City of Fairfax  
Department of Community Development and Planning  
10455 Armstrong Street, Annex Room 207  
Fairfax, VA 22030

**ADDENDUM FOR ADDITIONAL INFORMATION****RECEIVED****11 / 10 / 2021****Affidavit – Additional Information for Section 1(a)****Community Dev & Planning**

<u><b>NAME</b></u>	<u><b>ADDRESS</b></u>	<u><b>RELATIONSHIP(S)</b></u>
<b>Fairfax Presbyterian Church Agents: Henry G. Brinton Jerry Hopkins</b>	<b>10723 Main Street Fairfax, VA 22030</b>	<b>Applicant/Ground Lessee</b>
<b>National Capital Presbytery, Inc. Agents: Charles K. Barber David A. McClung Heather A. Deacon</b>	<b>11300 Rockville Pike, Suite 408 Rockville, MD 20852</b>	<b>Title Owner/Ground Lessor</b>
<b>Habitat for Humanity of Northern Virginia Agents: Noemi B. Riveira Rev. Dr. Jonathan F. Smoot</b>	<b>6295 Edsall Road Suite 120 Alexandria, VA 22312</b>	<b>Developer</b>
<b>Bean, Kinney &amp; Korman, P.C. Agents: David S. Houston Mark M. Viani Matthew G. Roberts J. Timothy Dugan</b>	<b>2311 Wilson Boulevard Suite 500 Arlington, VA 22201</b>	<b>Attorney/Agent</b>
<b>Charles P. Johnson and Associates, Inc. Agents: Henry M. Fox, Jr. Allan D. Baken Brian R. Thomas</b>	<b>3959 Pender Drive Suite 210 Fairfax, VA 22030</b>	<b>Engineer/Agent</b>
<b>Rust / Orling Architecture Agents: Michael Ernst Rhiannon Schroth</b>	<b>1215 Cameron Street Alexandria, VA 22314</b>	<b>Architect/Agent</b>

**Wells + Associates**  
**Agents:**  
**Christopher Turnbull**  
**John Andrus**

**1420 Spring Hill Road, Suite 610**  
**Tysons, Virginia 22102**

**Transportation**  
**Engineer/Agent**

## Affidavit – Additional Information for Section 1(b)

## CORPORATION INFORMATION

(**NOTE:** Include **SOLE PROPRIETORSHIPS, LIMITED LIABILITY COMPANIES, and REAL ESTATE INVESTMENT TRUSTS** herein.)

**NAME & ADDRESS OF CORPORATION:** (enter complete name and number, street, city, state, and zip code)

Fairfax Presbyterian Church  
10723 Main Street  
Fairfax, VA 22030

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☒ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF SHAREHOLDERS:** (enter first name, middle initial and last name)

No shareholders, but the Trustees for Fairfax Presbyterian Church are the following:

James A. Ashe  
Monte R. Belger  
Bradford L. Ward

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**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

National Capital Presbytery  
11300 Rockville Pike, Suite 408  
Rockville, MD 20852

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☒ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:** (enter first name, middle initial, and last name)

A non-stock corporation, so there are no shareholders. The names of the Board of Directors and the Officers are below.

Board of Directors:

Charles K. Barber  
Lee W. Bishop  
Brian H. Clark  
Laura A. Cunningham  
Miriam P. Dewhurst  
E. Quinn Fox  
Patricia A. Futato  
Diane W. Hendricks  
David A. McClung  
Neill S. Morgan  
Sterling P. Morse  
Nancy E. Neal  
Michael L. Rankin  
Elsie L. Reid  
Le Quan Turner

Officers of the Corporation:

Charles K. Barber: President  
David A. McClung: Secretary  
Heather A. Deacon: Treasurer

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

Habitat for Humanity of Northern Virginia  
6295 Edsall Road  
Suite 120  
Alexandria, VA 22312

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☒ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:** (enter first name, middle initial, and last name)

A non-stock corporation, so there are no shareholders. The names of the Board of Directors are as follows:  
Melanie Domres, Chairman; Bruce Leonard, Vice Chair; John Pace, Treasurer; Sara Collins, Secretary; Melissa Duenas; Gulu Gambhir; Paul Gross; Lindsey Johnson; Patricia Milon; Matthew Weinstein; and Pam Whitted.

**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

Rust / Orling Architecture  
1215 Cameron Street  
Alexandria, VA 22314

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☒ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:** (enter first name, middle initial, and last name)

Michael Ernst  
Scott Fleming

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**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

Bean, Kinney & Korman, P.C.  
2311 Wilson Blvd., Suite 500  
Arlington, VA 22201

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☐ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☒ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:** (enter first name, middle initial, and last name)

Jonathan C. Kinney  
James W. Korman

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**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

Charles P. Johnson and Associates, Inc.  
3959 Pender Drive, Suite 210  
Fairfax, VA 22030

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☐ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☒ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☐ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:**

Paul B. Johnson  
Charles P. Johnson, II

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**NAME & ADDRESS OF CORPORATION:** (enter complete name, number, street, city, state, and zip code)

M. J. Wells & Associates, Inc.  
1420 Spring Hill Road, Suite 610  
Tysons, VA 22102

**DESCRIPTION OF CORPORATION:** (check one statement)

- ☐ There are 10 or less shareholders, and all of the shareholders are listed below.
- ☐ There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- ☒ There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

**NAMES OF THE SHAREHOLDERS:** (enter first name, middle initial, and last name)

M. J. Wells & Associates, Inc. is an Employee Stock Ownership Plan (ESOP). All employees are eligible Plan participants; however, no one employee owns 10% or more of any class of stock.