

**CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA**

**FILING INSTRUCTIONS FOR
CERTIFICATE OF APPROPRIATENESS**

The Town of Clifton Architectural Review Board meets on the third Thursday of each month in the Clifton Town Meeting Hall beginning at 7:30 PM. Applications for Certificate of Appropriateness (and any other action requiring Architectural Review Board review or approval) must be received by the Chairman of the Clifton Architectural Review Board by the 15th of the month, in order to be heard at that month's Architectural Review Board meeting. The Architectural Review Board's actions are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 PM.

- All Certificate of Appropriateness Applications must be fully collated and bound (by staple or other fastener).
- The Chairman of the Architectural Review Board must be provided with 7 complete copies of the Application (for review by the Architectural Review Board and its consultants) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton." The Chairman of the Architectural Review Board is Royce Jarrendt, 12639 Chapel Road, P.O. Box 201, Clifton, VA 20124.
- The Applicant must be present at the Architectural Review Board meeting(s) at which their Application is considered. If the Applicant is not present, the Certificate of Appropriateness may not be considered. The Applicant may wish to be present at the Town Council meeting(s) at which their Application is discussed.
- Further information regarding Certificate of Appropriateness Applications can be obtained by contacting Royce Jarrendt at (703) 266-0767.