



Planning Division • Community Development
900 Church Street • Lynchburg • Virginia • 24504
www.lynchburgva.gov • P 434-455-3900 • F 434-845-7630

Please check with a Zoning Officer (434-255-3900) and/or the Inspections Division (434-455-3910) **beforehand** to ensure that your project meets the applicable building & zoning regulations.

APPLICATION FOR DETERMINATION OF EFFECT (DOE)

Address of property to be altered: _____

Applicant: _____

Owner: _____ Potential Owner: _____ Representative: _____

Applicant Address: _____ Zip: _____

City: _____ State: _____

Phone: _____ Email: _____

Property Owner (if different from Applicant): _____

Address: _____ Zip: _____

City: _____ State: _____

Phone: _____ Email: _____

Program Name: _____

Subgrantee: _____ Federal Funding Source: _____

Nature of Request: Rehabilitation: _____ Demolition: _____ New Construction: _____

Is the purpose of this project to provide low-to-moderate income housing? Circle one: **Y / N**

Is the property 50 years old or more? Circle one: **Y / N**

NOTE: If your property is more than 50 years old, contact the Secretaries to the Historical Preservation Commission (contact info on pg. 10) **before ordering your materials** to discuss whether your property is a historic property, is eligible to be a historic property, or affects other historic properties.

Provide a general description of work followed by attached checklist:

Interior work proposed: _____

All exterior work proposed: _____

The bulleted materials are a required part of the application, depending on the nature of request:

Rehabilitation:

- o Material specification tear sheets and cost estimates
- o Photographs and sketches where exterior work is being done, as well as the surrounding area
- o Historic evidence for any restoration
- o Site/Building plans for any exterior changes

Demolition:

- o Photographs and documentation of structural condition, as well as the surrounding area
- o Site/Building plans for property once demolished

New Construction:

- o Site/Building plans of proposed construction and structures
- o Photographs, maps, and drawings to explain the proposal, including the surrounding area

Other materials provided: _____

The above owner authorizes the entry onto his/her property by the Planning Division Staff during the normal discharge of their duties in regard to the above application.

Signature of Applicant: _____ Date: _____

Why do I need to apply for a DOE?

A *Determination of Effect* is required by federal law under Section 106 of the National Historic Preservation Act (NHPA). This section was included in the NHPA to protect historic sites from government projects, such as highways, that could destroy neighborhoods and communities through eminent domain.

Section 106 states that federal agencies need to take into account the effect of all their projects on designated historic or potentially historic properties. This means that any project that uses any amount of federal funding is reviewed by a State Historic Preservation Office (SHPO) and, in Lynchburg, a Certified Local Government (CLG) to ensure that the project does not have an adverse effect on historic properties. This application will be reviewed by the Virginia Department of Historic Resources and the City of Lynchburg (your respective SPHO and CLG).

WORK WRITE-UP AND STANDARDS CHECKLIST

Note: Required for projects that are not for Section 106.

Section 106 projects require a generic work write-up.

DEFINITIONS:

No impact: No work is being performed on the building at this time. This means leaving the original features as they are without change.

Repair: Restoring the original features to what they once were.

In-kind replacement: In the same style as what is original to the building. For example, replacing a damaged staircase with an identical wooden one would be in-kind. Replacing with wrought-iron metal would be a modification.

Modification: A change in an element of the building, such as replacing an original asphalt-shingle roof with a standing-seam metal one.

Department of Interior's Standards: Refers to the Department of Interior's Standards, found at <https://www.nps.gov/tps/standards.htm>.

Property component	Proposed treatment		Does proposed treatment meet the Department of Interior's Standards?
	Impact	Description of Modification	
Roof	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Exterior cladding	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No

Property component	Proposed treatment		Does proposed treatment meet the Department of Interior's Standards?
	Impact	Description of Modification	
Windows	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Doors	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Porch roof	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Porch ceiling	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Porch floor	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Porch posts	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Porch railing	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Porch steps	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No

Property component	Proposed treatment		Does proposed treatment meet the Department of Interior's Standards?
	Impact	Description of Modification	
Porch other: (describe)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Chimney	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Cornice	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Soffit	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other exterior trim: (describe)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ground disturbance (include depth and area)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Landscaping	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No

Property component	Proposed treatment		Does proposed treatment meet the Department of Interior's Standards?
	Impact	Description of Modification	
Other impacts to the site (i.e., parking)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No

INTERIOR (FOR REHABILITATION PROJECTS ONLY)

<u>Property component</u>	<u>Proposed treatment</u>		Does proposed treatment meet the Standards?
	Impact	Description of Modification	
Floorplan	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Walls	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Floors	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Ceilings	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Stairs	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Door/window trim	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Baseboard trim	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other trim: (describe)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Property component</u>	<u>Proposed treatment</u>		Does proposed treatment meet the Standards?
	Impact	Description of Modification	
Mantels	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Paneling	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other interior architectural detail: (describe)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Mechanical systems (HVAC, plumbing, electrical, etc.)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: (describe)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No

SITE WORK (FOR BOTH NEW CONSTRUCTION AND REHABILITATION)

Property component	Proposed treatment		Does proposed treatment meet the Standards?
	Impact	Description of Modification	
Fences/walls	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Paving (sidewalks, parking, etc.)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Landscaping	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other: (describe)	<input type="checkbox"/> No impact <input type="checkbox"/> Repair <input type="checkbox"/> Replace in kind <input type="checkbox"/> Modification		<input type="checkbox"/> Yes <input type="checkbox"/> No



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INSTRUCTIONS FOR A DETERMINATION OF EFFECT

Once this form is completed and resubmitted to the Planning Division, staff will evaluate the historical significance of the property in relation to the alteration, new construction, demolition, or repair. Once staff has made a determination on the effect that the project will have on historical resources, the determination of effect is sent to the Virginia Department of Historic Resources (DHR). DHR reviews the City's determination within 30 days, and most often concurs with the City's determination. If DHR does not concur with the City's determination of effect, more information may be needed regarding the project. Regardless of the scale or location of the project, this form needs to be completed if federal money is being used towards the project.

The project cannot start until the City received acknowledgement from DHR that they concur with the City's determination or until a Memorandum of Agreement has been given, and all other local permitting has been approved.

FOR MORE INFORMATION, PLEASE CONTACT:

The Secretaries to the Historic Preservation Commission

Department of Community Development

City Hall 900 Church Street

Lynchburg, Virginia 24504-1620

Phone: 434-455-3900

victoria.glasgow@lynchburgva.gov or anne.nygaard@lynchburgva.gov