



ARB

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Any exterior improvement to a structure or property in Downtown (B-1 Zoning) and City Point (TH-1) must obtain a Certificate of Appropriateness (COA) before the improvements are made. The Architectural Review Board reviews each COA application for approval at regularly scheduled monthly meetings.

The process for obtaining a COA is as follows:

1. Complete the Certificate of Appropriateness application. All questions must be answered fully with as much description as possible.
2. Attach supporting documentation such as architectural renderings, elevations, mock-ups, site plans, color swatches, paint samples, manufacturer’s product sheets, or any other information that provides the ARB with an accurate description of the material improvements.
3. Provide a full-color image of each building side that will be improved. Include as much of each façade in the image as possible.
4. By the deadline date, submit the application, supporting documentation, and façade images to the Hopewell Department of Planning & Development below.
 - Application deadline dates are firm.
 - **Applications must be complete at the time of submission. Incomplete applications will not be placed on the agenda for ARB consideration.**
 - Designs must be final at the time of submission.
 - ARB meetings are typically held on the first Wednesday of each month at 3:30 p.m. in the Sally Port Conference Room in the Hopewell Municipal Building (300 N. Main St.). Enter the conference room to the left of the building from the rear parking lot.
 - The applicant is encouraged to attend the meeting to answer any questions.

2026 Meeting Dates *	2026 Application Deadlines
January 7	December 20, 2025
February 4	January 24
March 4	February 21
April 1	March 21
May 6	April 25
June 3	May 23
July 1	June 20
August 5	July 25
September 2	August 22
October 7	September 19
November 4	October 24
December 2	November 21

Meeting and deadline dates are subject to change—Contact Dept. of Planning & Development to confirm.

QUESTIONS? Contact Kelly Davis, Deputy Director (804-541-2269; kdavis@hopewellva.gov)

HOPEWELL DEPARTMENT OF PLANNING & DEVELOPMENT, 300 N. MAIN STREET, HOPEWELL, VA 23860