

City of Alexandria  
Historic Preservation Process to List a Property as a Designated One Hundred Year Old Building  
(effective May 5, 2021)

Note: This designation is a zoning overlay which carries perpetually with the property

Section 10-302 of the Zoning Ordinance provides for the nomination of one or more buildings by the City Manager or the City Council. It is the City's practice that the City Manager or City Council will consider nominating buildings that either are:

- Proposals by individual property owners of their own property; or nominations that occur with the consent of the property owner; or
- Proposals that are the result of an intentional, city-led, program that may assess an area, a set of historic resource types, or other comprehensive review and assessment, for potential consideration. The second pathway is subject to scheduling by the City Council, in the Long Range Planning Work Program, and subject to provision of the resources necessary to support its completion.

Applicant will submit the following to Historic Preservation staff:

1. Completed National Register Preliminary Information Form (NR PIF). In addition to the documentation required by the PIF, please provide the following:
  - Full chain of title
  - Property tax records indicating building(s) on property and the value of said building(s)
  - Census data for past owners
  - A current parcel map of the property
  - Sanborn/historic maps, Historic American Buildings Survey records if available/applicable
  - National Register or Virginia Landmarks Register (VLR) nomination if applicable
  - Owner's signature
2. One Hundred Year Old Building Nomination Form, which includes:
  - Property address
  - Property name, if applicable
  - Current property owner
  - Tax map, lot, and parcel
  - Statement of how resource complies with qualification Criteria (Section 10-303)
  - Virginia Landmarks Register and/or National Register nomination if listed

Staff actions after receiving nomination from applicant:

1. Staff will review PIF and recommend any necessary changes to the applicant.
2. If staff agrees that the property is eligible, staff composes a memo to BAR regarding the request for listing of One Hundred Year Old Building (Sec. 10-300). List shall include:
  - Name of Owner

- Location of Resource
- Assessment Map, Block and Lot Number of Parcel upon which resource is located
- Recommendation of how resource complies with qualification Criteria (Section 10-303)
- Completed NR PIF
- If applicable, NR or VLR nomination

At a regular public hearing, the BAR will formally request that the City Manager or City Council ask the Planning Commission to consider the designation and make a recommendation to City Council.

3. Staff Report to Planning Commission

Staff submits a report for the Planning Commission’s public hearing consideration of a building(s) and structure(s) to be considered for designation as buildings or structures over 100 years old and of historical or architectural interest, rezoning, and text amendment.

- Under the Zoning Ordinance the list originates with the City Manager or City Council
- Rezoning is from “current zone” to “current zone with One Hundred Year Old Building Designation pursuant 9 to Section 10-300 of the Zoning Ordinance”
- Text amendment to amend Zoning Ordinance Section 10-315 to add the implementation ordinance number to the list

The list and recommendations are forwarded to City Council.

4. Notice of City Council Public Hearing

In addition to the advertising requirement in section 11-300 any advertisement required for said ordinance shall contain:

- The name of the owner of record
- The address of any building or structure to be considered at the public hearing

Notice of the time and place of such hearing along with the description of the building or structure to be considered shall be given by mail to the owner of record.

5. City Council Public Hearing

BAR staff submits a report to City Council with the Planning Commission’s recommendations for review at a regular public hearing. Council may request an ordinance to be prepared for the preservation and listing of the proposed list.

6. Implementation Ordinances

- Council will consider an implementation ordinance (template attached) that includes:
  - For each building or structure:
    - The name of the owner,
    - Location,
    - Assessment map, block and lot number,

- A statement of how the building or structure complies with the applicable qualification criteria set forth in section 10-303 and
- A set of guidelines to be used in addition to the standards set forth in sections 10-105(A) and (B) in the determination of whether a certificate of appropriateness should be issued in accordance with section 10-304 or a permit should be issued in accordance with section 10-305
- Rezoning
- Text amendment
- Additional information to include:
  - Photographs of building
  - Brief summary of historic context and architectural description
  - NR PIF
  - Environmental setting, if applicable
  - Copy of National Register or Virginia Landmarks Register nomination
  - BAR and Planning Commission recommendations.

#### 7. Recordation

City Clerk will transmit a certified copy of ordinance to Clerk of the Circuit Court of the City of Alexandria for recordation among the Land Records.