



# COUNTY OF PRINCE WILLIAM

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## HISTORIC OVERLAY DISTRICTS DESIGN REVIEW GUIDELINES



# TABLE OF CONTENTS

I.	INTRODUCTION .....	3
A.	Historic Overlay Districts in Prince William County	
B.	Architectural Review Board	
II.	DESIGNATION OF HISTORIC OVERLAY DISTRICTS.....	5
A.	Designation Process	
B.	Historic Overlay District Designation Criteria	
III.	DESIGN REVIEW IN HISTORIC OVERLAY DISTRICTS .....	6
A.	Certificate of Appropriateness	
B.	Approval Process	
C.	Virginia Rehabilitation Tax Credit Program	
IV.	DESIGN REVIEW CRITERIA.....	9
A.	Secretary of the Interior’s Standards for Rehabilitation	
B.	Alterations, Additions and New Construction	
C.	Moving or Relocation	
D.	Razing or Demolition	
E.	Summary of Basic Principles	
V.	BUCKLAND HISTORIC OVERLAY DISTRICT.....	13
A.	History	
B.	Overview of Structures	
C.	Guidelines for Renovation, Repair, and Maintenance of Existing Structures	
D.	Guidelines for Additions to Existing Structures	
E.	Guidelines for New Structures	
F.	Guidelines for Site Elements	
1.	Driveways, Walkways, and Parking Areas	
2.	Fences	
3.	Outbuildings	
4.	Exterior Lighting	
5.	Signs ( <i>Reserved</i> )	
G.	Guidelines for Native American Site Features ( <i>Reserved</i> )	
H.	Guidelines for Civil War Features ( <i>Reserved</i> )	

- I. Maps of Buckland
  - 1. Historic Town Plan
  - 2. Cultural Landscape Map – County Registered Historic Sites
  - 3. Cultural Resources Map – High Sensitivity Areas
  - 4. National Register District Map and Historic Overlay District Map
  - 5. Principal Structures within the Buckland Historic Overlay District

APPENDICES ..... 26

- A. Listing and Photographs of Structures within the Buckland Historic Overlay District
- B. Prince William County Zoning Ordinance Part 502. Historic Overlay District
- C. Certificate of Appropriateness Application and Instructions

*Cover Photo: Buckland National Register Nomination Report (1984)*

## I. INTRODUCTION

### A. HISTORIC OVERLAY DISTRICTS IN PRINCE WILLIAM COUNTY

Prince William County is rich in historical and cultural resources. Efforts continue to preserve and protect these significant properties. Historic Overlay Districts (HOD) are created by the Prince William Board of County Supervisors for the purpose of providing special requirements, in addition to the requirements pertaining to the underlying zoning, in designated areas of the County in order to protect and perpetuate those areas or structures which have been designated as being of significant historic, architectural or cultural interest.

Requirements in such districts are intended to protect against destruction of or encroachment upon such historic resources, to encourage uses which will continue to preserve them, and to prevent the creation of adverse environmental influences.

The Buckland Historic Overlay District is currently the only HOD identified in Prince William County. Buckland is a 19-acre district located on both sides of Route 29 near the Fauquier County border (Figure 1).

### B. ARCHITECTURAL REVIEW BOARD

Plans to change the exterior appearance of any building, structure, or site located within a Historic Overlay District – including demolition, rehabilitation, or additions to existing buildings or structures; new construction; or the alteration of existing cultural landscapes to include features such as earthworks, historic transportation networks, Indian mounds and battlefield features – must be approved by the Prince William County Architectural Review Board (ARB) before a permit to perform such work may be granted.

The Architectural Review Board is an eight member board of county residents appointed by the Board of County Supervisors. All members have a demonstrated interest in historic preservation as well as formal training in various professions including architecture, archaeology, construction, law and historic preservation. The ARB is empowered by the Commonwealth of Virginia, pursuant to Section 15.2-2306 of the Code of Virginia, to provide for the review and administration of the preservation ordinance (Section 32-502 of the County Zoning Ordinance). This ordinance allows for the designation and protection of historic properties and districts containing significant buildings or structures (see Appendix B).

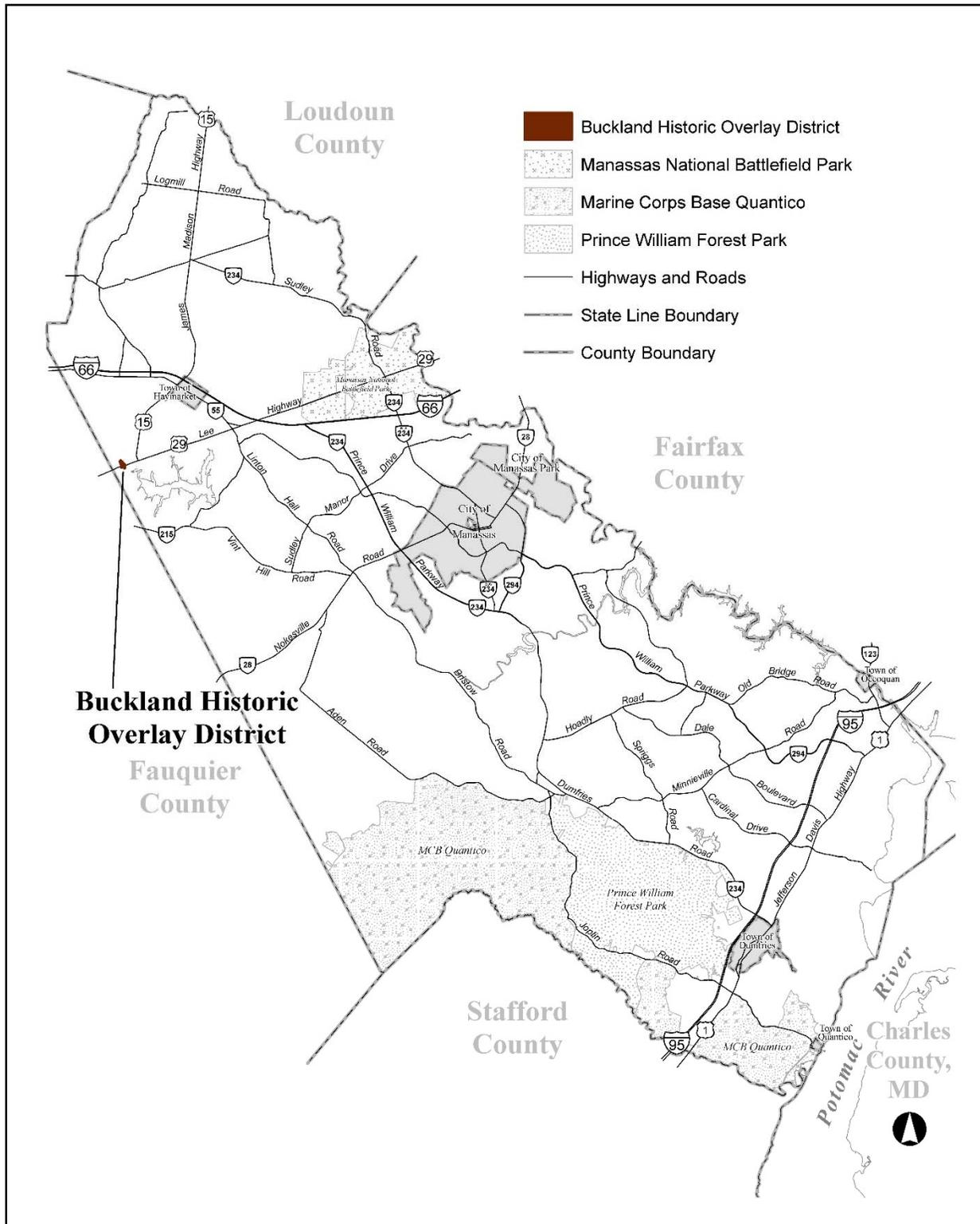


Figure 1. Map of Prince William County

## II. DESIGNATION OF HISTORIC OVERLAY DISTRICTS

### A. DESIGNATION PROCESS

1. The Historical Commission or ARB shall recommend and the governing body may, pursuant to Article VII of the Zoning Ordinance, approve by ordinance the designation of an area as an HOD within which the regulations set forth in Part 502 of the Prince William County Zoning Ordinance and contained herein shall apply.
2. In order to fully protect historic resources and areas, the boundaries of an HOD may include adjoining land closely related to and bearing upon the character of the historic resource.
3. Individual owner consent for inclusion in the historic overlay district, although not required, is desired.
4. The Board of County Supervisors may create an HOD provided such districts contain buildings or places in which historic events occurred or which have special public value because of notable architectural or other features relating to the cultural or artistic heritage of the community of such significance to warrant conservation and preservation.
5. All HOD boundaries shall be delineated on the County's Official Zoning Map. Proposed changes and modifications within an HOD shall be subject to the following guidelines in addition to those imposed pursuant to the adopted underlying zoning classification of the property and Section 502 of the County Ordinance.

### B. HISTORIC OVERLAY DISTRICT DESIGNATION CRITERIA

Each HOD shall meet one or more of the following criteria if an area is of such significance to warrant conservation and preservation:

1. Is closely associated with one or more persons, events, activities, or institutions that have made a significant contribution to local, regional, or national history;
2. Contains buildings or structures in which the exterior design or features exemplify the distinctive characteristics of one or more historic type, period, or method of construction, or which represent the work of an acknowledged master or masters;
3. Has yielded, or is likely to yield, information important to local, regional, or national history;

4. Possesses an identifiable character representative of the architectural and cultural heritage of Prince William County; or
5. Contains a registered landmark, building, or structure included on the National Register of Historic Places or the Virginia Landmarks Register.

### III. DESIGN REVIEW IN HISTORIC OVERLAY DISTRICTS

Proposed changes and modifications within the Historic Overlay District shall be subject to the following guidelines in addition to those imposed by the underlying zoning classification of the property. All HOD boundaries shall be delineated on the Official Zoning Map.

#### A. CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness (COA) issued by the Planning Director shall be required prior to the erection, reconstruction, exterior alteration, restoration or excavation of any building or structure within an HOD or prior to the demolition, razing, relocation or moving of any building or structure therein. The Director shall not issue a COA until an application therefore has been approved by the ARB, following the procedures set forth below. In addition, no demolition, razing, relocation or moving of a historic resource in an HOD shall occur until an application has been filed with the ARB and the applicant has complied with the terms prescribed in Section 15.2-2306 of the Code of Virginia.

#### B. APPROVAL PROCESS

1. A pre-submittal meeting with the ARB is strongly recommended prior to application for a Certificate of Appropriateness. Applicant is encouraged to present all proposed modifications and materials for review and comment as early in the process as possible. For tax credit projects, the ARB review shall occur prior to the review by the Virginia Department of Historical Resources.
2. Applicant shall submit an application for a Certificate of Appropriateness as required by Section 32-502.05 of the County Zoning Ordinance. Adequate documentation must be provided. The application requires submission of the following materials in addition to any additional information necessary to best describe the proposed work:
  - a. Photographs which show the subject property in relationship to nearby properties and show where work is proposed.
  - b. Small samples of materials such as masonry, slates and metals must be provided to illustrate appropriateness. Specific product

identification must also be provided. Color samples, which indicate manufacturer, must be included for all exterior painting.

- c. Proposed assemblies such as storm windows, replacement windows or stock items may be described by manufacturer's literature.
  - d. Location, dimensions, floor area and height of existing structures and proposed structures.
  - e. The precise location of the proposed work must be indicated on a building or property plan when the application involves an addition to the building, landscaping or new free-standing elements. Decks, balconies and enclosed roof space also require such plans.
3. In addition to the items listed above, the application should also include: a statement of proposed use, a description of work, historic photographs if available, a site plan including topography, paving, grading (existing and proposed), exterior signs, graphics and lighting, design drawings showing building plans, elevations and sections, and proposed materials and their color. Design drawings must also include construction details of significant architectural elements such as window trim details, foundation details, eave and cornice details, porch details, etc. Photographs and/or drawings of existing conditions should also be submitted. Note that these submission materials may be in addition to those required for zoning approval or a construction permit.
  4. Staff shall notify the ARB upon receipt of an application. Staff shall review the application materials and determine if the applicant's submission has satisfied ordinance requirements. If incomplete, staff shall provide a letter to the applicant identifying specific items needed to complete the application. As soon as the application is deemed complete, the Planning Director shall forward it to the ARB along with copies of the permit application, plat, site plan and any other materials filed with the application.
  5. Within 45 days of receipt of the completed application, the ARB shall call a meeting to act on the Certificate of Appropriateness. On the basis of the application and criteria set forth herein, the ARB shall approve, with or without modifications, or deny the application. If the ARB approves or approves with modifications, it shall authorize the Director to issue the permit. The permit shall expire 12 months from the date of issuance if work has not been completed on the property. If the ARB denies the application, it shall so notify the applicant and the Director in writing.

6. The ARB shall review and render a decision on each application for a certificate within 60 days of receipt of a completed application package by the Planning office. Failure by the ARB to act within a 60-day period shall constitute approval of the application.
7. No application for a permit to erect, reconstruct, alter or restore any building or structure, including signs, shall be approved unless the ARB determines that it is architecturally compatible with the historic resources contained therein.
8. Any activities undertaken without issuance of a COA may be ordered removed and returned to the original appearance if found to be in conflict with ARB Design Guidelines.

### C. VIRGINIA REHABILITATION TAX CREDIT PROGRAM

The state Rehabilitation Tax Credit has been in effect since 1997. Modeled on the highly successful federal rehabilitation tax credit, it has already spurred private investment of over \$316 million in the rehabilitation of more than 264 landmark buildings. But the benefits of the rehabilitation tax credit extend far beyond historic preservation. The credit is responsible for:

- Economic benefits, including new jobs, increased household income, and enhanced local revenue;
- Smart growth and sustainable development, by promoting urban revitalization and efficient redevelopment and contributing to the conservation of open space and natural resources;
- Significant social benefits such as restoration of community fabric, improved housing stock (including a substantial number of low and moderate income housing units), inner-city economic development, community preservation, and economic integration;
- Other benefits, including educational resources, promotion of a sense of community and stewardship, and;
- Preservation of a vital part of Virginians' identity.

The Rehabilitation Tax Credits are dollar-for-dollar reductions in income tax liability for taxpayers who rehabilitate historic buildings. Credits are available from the Commonwealth of Virginia, as well as the federal government. The amount of the credit is based on total rehabilitation costs. The federal credit is 20% of eligible rehabilitation expenses. The state credit is 25% of eligible rehabilitation expenses. In some cases, taxpayers can qualify under both programs allowing them to claim credits of 45% of their eligible rehabilitation expenses. Generally speaking, projects must be income-producing in order to qualify.

When the applicant is involved with the Virginia Department of Historic Resources (VDHR) on a tax credit project, it is important to coordinate the respective reviews of the Prince William County Architectural Review Board and VDHR. The ARB should have first reviewed and made decisions on the historical integrity of the proposed work before the information has been submitted to VDHR. Upon request, the ARB will provide a courtesy review to applicants if direction is needed prior to contracting with an architect to prepare architectural plans. This has been a mutually beneficial process – the applicant gets direction on the project and the ARB stays informed of work soon to be undertaken within the historic overlay district. When the applicant has prepared the plans for the proposed work, the applicant is expected to return to the ARB for their official review.

#### IV. DESIGN REVIEW CRITERIA

##### A. SECRETARY OF THE INTERIOR’S STANDARDS FOR REHABILITATION

The ARB shall use the Secretary of the Interior’s Standards for Rehabilitation (codified as 36 Code of Federal Regulations 67) guidelines in the design review process for Certificates of Appropriateness. For further information, an applicant may refer to the U.S. Department of the Interior, National Park Service publication *Illustrated Guidelines for Rehabilitating Historic Buildings* available online.

1. *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*
2. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
3. *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
4. *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
5. *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*
6. *Deteriorated historic features shall be repaired rather than replaced.; where the severity of deterioration requires replacement of a distinctive*

*feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

7. *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*
8. *Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*
9. *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
10. *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

## B. ALTERATIONS, ADDITIONS AND NEW CONSTRUCTION

In addition to the Secretary of the Interior's Standards for Rehabilitation, the ARB shall consider the following criteria in the design review process for any proposed alterations, additions or new construction within an HOD.

1. Extent of **preservation** of the exterior features of a historic resource including but not limited to architectural elements, materials, site elements, and signs.
2. Extent of **alteration** of the exterior features of a historic resource including but not limited to architectural elements, materials, site elements, and signs.
3. Compatibility in character and nature with the historic, architectural and cultural features of the HOD.
4. Ability of the proposed use to protect, preserve, and utilize the historic resource as a contributing element within the HOD.
5. Design, scale and arrangement of proposed work including exterior architectural elements, materials, site elements, and signs.

6. The relationship and compatibility of the proposed work to other structures and features of the district.
7. The importance of the proposed work in protecting, preserving and utilizing the HOD.
8. The relationship of the size, design and siting of any new or reconstructed structure to the landscape of the district.
9. The extent to which denial of a Certificate of Appropriateness would constitute a deprivation to the owner of a reasonable use of his property.

C. MOVING OR RELOCATION

Moving or relocating a historic resource shall only be approved after all other alternatives have been evaluated by the applicant.

In addition to The Secretary of the Interior's Standards for Rehabilitation, the ARB shall consider the following criteria in the design review process for any proposal to move or relocate a structure within a HOD.

1. The circumstances and the condition of the structure proposed for relocation.
2. Detrimental effect of the proposed relocation on the structural soundness of the historic resource.
3. Detrimental effect of the proposed relocation on the historical aspects of other historic resources, buildings, or structures in the HOD.
4. Compatibility of proposed new surroundings with the historic resource if relocated.
5. Benefits of relocation of the historic resource with regard to its preservation.

D. RAZING OR DEMOLITION

Razing or demolition of a historic resource shall only be approved after all other alternatives have been considered. Razing or demolition of a contributing historical structure within a designated HOD shall be permitted only after the proper procedures have been followed. The subject structure must first be offered for sale in compliance with Section 32-502.06 (4) of the Zoning Ordinance and Section 15.2-2306 of the Code of Virginia.

In addition to the Secretary of the Interior's Standards for Rehabilitation, the ARB shall consider the following criteria in the design review process for any proposal to raze or demolish a structure within a HOD:

1. The circumstances and the condition of the structure proposed for demolition.
2. Detrimental effect of the proposed demolition to the public interest because of the architectural, cultural or historical interest of the historic resource.
3. Detrimental effect of the proposed removal of the historic resource because of its age, unusual design, texture or material such that it could not be reproduced or be reproduced only with great difficulty.
4. Benefits of retention of the historic resource with respect to the preservation and protection of another historic resource.

#### E. SUMMARY OF BASIC PRINCIPLES

In summary, the rehabilitation of an existing structure or the development of property within the HOD assumes that at least some of the visible changes to either structures or the land will be needed to provide for an efficient and economically sound contemporary use. These necessary changes must be carefully planned or designed to protect those materials, features, and visual characteristics that are important in defining the district's historic, architectural, or archaeological significance.

Summarized from the design review criteria described above, the following three directives are at the heart of these Guidelines:

1. Understand, respect, and preserve those distinctive structures, landscapes, and features – or elements thereof – that contribute to the significance of a HOD and are determinants of its historic visual character and physical integrity. Don't destroy what is already there, in whole or in part.
2. Recognize, protect, and enhance the architectural scale and mass and traditional patterns of development – including landscape features and open spaces – that are unique to each district and are determinants of its visual character and physical integrity. Don't let new additions, construction, or development overpower the old.
3. Know, value, and celebrate the quality, continuity and authenticity of style, detail, and materials – architectural or landscape – that are indigenous to each district and are determinants of its visual character and

physical integrity. Don't disdain or belittle what is honestly original to create a false impression.

## V. BUCKLAND HISTORIC DISTRICT

### A. HISTORY

Prior to European settlement, the site of Buckland, situated in the hills and banks of Broad Run, included a highly significant Native American settlement, trade center, and sacred site. An Act of the Virginia General Assembly established Buckland as a chartered town in 1797. The Broad Run Tract/Buckland was surveyed by a young George Washington, later the nation's first President, who at the time was employed as a surveyor by Lord Fairfax.

As the first inland town in Prince William County, Buckland is significant historically and architecturally as representative of an important milling center. Buckland featured technology fashioned by early industrialist Oliver Evans in one of the first automated mills in Virginia. The town was also significant for its prominent position as a wagon stop on the Fauquier-Alexandria Turnpike, the main East-West road between Alexandria and Warrenton. Prior to the Civil War, Buckland was the home of one of the County's most significant communities of freed and enslaved African Americans.

A number of prominent historical figures have visited Buckland. General Lafayette visited Buckland on his farewell tour of the United States in the 1790s after helping the American forces gain surrender of the British at Yorktown to end the Revolutionary War. U.S. Presidents Jefferson, Madison, Monroe, Jackson, Van Buren and Teddy Roosevelt have also visited Buckland.

### B. OVERVIEW OF RESOURCES

The 19-acre Buckland Historic Overlay District (HOD) is located on both sides of US Route 29 (Lee Highway) near the Fauquier County line. The HOD is part of a larger 474 acre Buckland National Register Historic District (NRHD), the federally recognized Civil War battlefield of Buckland Mills, and a County Registered Historic Site (CRHS). (Figures 2-6)

The Buckland HOD consists of 13 contributing resources and a number of non-contributing resources (see Appendix A for a detailed listing of resources within the Buckland HOD). Six foundations of original structures which have been demolished provide important archaeological sites. The extant structures in the Buckland HOD date from the 1770s to the mid-19<sup>th</sup> century. At the present time, these structures are residences. However, the structures in Buckland once served a variety of functions including residential, commercial, and industrial uses. Three existing structures formerly served as taverns.

Buckland's focal point is the grist mill, originally part of a vital industrial sector for the "manufactory" of goods. The Buckland Mill is the last extant mill in Prince William County. The milling machinery installed in 1899 is still intact.

In addition to the structures identified above, a potential Native American archaeological site within Buckland is an important archaeological feature worthy of investigation.

The following paragraphs provide guidelines for renovation, repair, and maintenance of existing structures; additions; and new construction. Additional guidelines are provided for elements of the property including driveways, fences, outbuildings, and lighting.



*Figure 2. Aerial view of Buckland showing the portion north of U.S. Route 29*

#### C. GUIDELINES FOR RENOVATION, REPAIR, AND MAINTENANCE OF EXISTING STRUCTURES

1. All reasonable effort shall be made to retain the original architectural features through sympathetic repair. Where replacement is necessary the material, style and workmanship shall be as close as possible to the original.
2. Distinguishing architectural features shall not be removed.
3. In the event such features must be replaced or removed, (due to structural weakness for example) the original shall be stored along with pertinent data including dimensions, original location and date of alteration.
4. Alterations in structure, site or environment that have attained significance in their own right shall be viewed as a demonstration of changing style and use of the structure and thus retained.

5. Archaeological remnants of the past such as historic transportation networks, decaying foundations of deteriorated structures, mill races, root cellars, ice houses, etc. shall be preserved.
6. The original paint should be retained. If it must be repainted, efforts should be taken to preserve the original color for future study.
7. Professional paint analysis is desirable when researching the original paint color.
8. The use of original paint colors is encouraged. If original colors are not used, it is suggested that appropriately compatible paint colors be used.
9. Complimentary or contrasting tones should be used for trim, doors and windows and shutters following the suggestions of number 8 above.
10. Shutters shall only be used where there is evidence of previous existence or convincing historical data that shutters were used.
11. Shutters shall be operative, not permanently affixed in the open position. Colonial and pre-Victorian shutters shall close so they fit within the window trim. Victorian and post-Victorian shutters shall close over the window trim.
12. The shutters shall be wooden of either paneled, tongue and groove, beaded board, or louvered. Nineteenth century structures shall have moveable louvers. Simple board and batten may be appropriate for some structures.
13. Modern shutter styles are not acceptable.
14. Vinyl, plywood and other unsympathetic materials shall not be used.
15. Where existing foundations must be repaired, work shall match existing conditions, as best as possible.
16. Foundations shall be maintained through repointing that is closely matched in color, texture and mortaring technique.
17. Masonry work shall remain unpainted unless there is historical evidence supporting paint.
18. In the event that masonry was painted in the 20<sup>th</sup> century, stripping is recommended. The most gentle method should be tried first, progressing to more abrasive methods as necessary.

19. Roofs shall be wooden shake or metal standing seam or slate. Asphalt shingles are not acceptable.
20. Brick (*other than chimneys*), fiber cement siding, quarried stone, vinyl, aluminum, plywood, cast in place concrete, concrete block, or other unsympathetic materials shall not be used.
21. To improve the thermal performance of existing windows, practices such as careful caulking, use of insulated draperies, use of shutters, or installation of storm windows, are encouraged.
22. Construction of exterior storm windows is preferred. They shall be designed to permit clear visibility of the underlying window features and shall reflect the design and shape of the inner window sashes.
23. Metal finishes shall be painted to match the window and surrounding trim. Unpainted metal finishes are not acceptable.
24. In the event that windows are missing or must be replaced wooden sash shall be used. Aluminum or steel construction is not an acceptable alternative.
25. New windows shall be constructed of wood and shall have true divided lights. Insulated windows with interior and exterior fixed muntins with interior spacers to simulate true divided lights may be considered.
26. Windows shall have exterior muntins with an appropriate light arrangement. Snap-in types of exterior muntins are not acceptable. Decorative leaded glass windows or doors are inappropriate for this district.
27. Doors shall follow the same guidelines as windows.
28. Decks or other unpainted wooden appendages are discouraged.

#### D. GUIDELINES FOR ADDITIONS TO EXISTING STRUCTURES

As in the past, needs and living styles change necessitating new additions. These shall be regarded as an ongoing historical record of the building.

1. Additions should be compatible with, but distinct from, the original fabric of the structure.
2. Additions shall not seek to appear as a period original.

3. Placement of additions, scale, or size of the proposed addition shall not diminish or detract from the existing structure.
4. The addition shall not destroy or hide significant architectural features.
5. Placement of the addition shall be such that future removal would not impact on the integrity of the building.
6. Additions shall extend no taller than the highest point on the original structure.
7. A compatible architectural style for the structural addition shall be selected.
8. Materials shall echo those found in the original structure and the district. Weatherboards, board and batten, hewn log or fieldstone are all acceptable. Brick (other than chimneys), fiber cement siding, quarried stone, vinyl, aluminum, plywood, cast in place concrete, concrete block and other unsympathetic materials shall not be used.
9. Foundations shall be of stone or stone veneer or masonry. Concrete or concrete block should not be left visible – on any building facades – without a stone or masonry veneer.
10. Chimneys shall be of stone or brick masonry.
11. The topography of the site shall be altered as little as possible.
12. Decks or other unpainted wooden appendages are not allowed. A porch compatible with the existing structure may be considered.
13. Masonry work shall remain unpainted unless there is historical evidence supporting paint.
14. Roofs shall be wooden shake or shingle, metal standing seam or slate. Modern materials made to simulate the aforementioned may be considered.
15. Matching paint colors to the original paint colors found on the historic structure is encouraged. If original colors are not used, it is suggested that appropriately compatible paint colors be used, if the color has an historic precedent.
16. Complimentary or contrasting tones should be used for trim, doors and windows and shutters following the suggestions of number 15 above.

17. Shutters if, proposed, shall be operative, not permanently affixed in the open position.
18. Shutters shall be wooden of either paneled, tongue and groove, beaded board, or louvered. Nineteenth century structures shall have moveable louvers. Simple board and batten may be appropriate for some structures.
19. Modern fixed position shutter styles are not acceptable.
20. Windows shall be constructed of wood and shall have true divided lights. Insulated windows with interior and exterior fixed muntins with interior spacers to simulate true divided lights may be considered.
21. Windows shall have exterior muntins of an appropriate light arrangement. Snap-in types of exterior muntins are not acceptable. Decorative leaded glass windows or doors are inappropriate for this district.
22. Metal finishes shall be painted to match the window and surrounding trim. Unpainted metal finishes are not acceptable.
23. Storm windows and doors shall be made of wood.
24. Storm windows and doors shall follow the same guidelines as for extant buildings.

#### E. GUIDELINES FOR NEW STRUCTURES

The goal for new structures is to blend them with the neighborhood and not detract from period buildings. The newest members of the neighborhood shall be compatible, but should not try to imply that they were constructed in an earlier period.

1. Excavation of the site shall not negatively impact on the integrity of the district. Efforts shall be made in the design to minimize alteration in the surrounding topography.
2. New structures may be 1½ to 3 stories, but no higher than 10% taller than adjacent structures. One story structures are discouraged, except in the case of outbuildings.
3. Structure shall be sited in such a way as to be sympathetic to adjacent existing buildings.
4. Fieldstone, weatherboard, hewn log, board and batten exteriors echo the district and are preferred. Brick (other than for chimneys), fiber cement

siding, quarried stone, vinyl, aluminum, plywood, cast in place concrete, concrete block and other unsympathetic materials are not acceptable.

5. Roofs may be wooden shake or shingle, standing seam metal, or slate. Modern materials made to simulate the aforementioned may be considered.
6. Windows may be of any compatible modern or traditional design, but shall be constructed of wood and shall have true divided lights with exterior mutins with the appropriate light arrangement. Insulated windows with interior and exterior fixed muntins with interior spacers to simulate true divided lights may be considered. Snap-in types of exterior muntins are not acceptable. Decorative leaded glass windows or doors are inappropriate for this district.
7. Foundations may be of any approved material, however stone or brick are encouraged.
8. Shutters, if proposed, shall be operative, not permanently affixed in the open position.
9. Shutters shall be wooden of either paneled, tongue and groove, beaded board, or louvered. Nineteenth century structures shall have moveable louvers. Simple board and batten may be appropriate for some structures.
10. Shutters shall be wooden of either paneled or the louvered type. Simple board and batten may be appropriate for some structures.
11. Modern shutter styles are not acceptable.
13. Storm windows and doors shall be made of wood.
14. Decks or other unpainted wooden appendages are not allowed. A porch compatible with the historic district may be considered.
15. All wiring shall be installed underground.
16. Utilities shall be out of public view, to the rear of the building or screened with plantings and fences. Fuel tanks shall be buried.
17. The use of paint colors that echo those found in the district are preferred. If contextual colors are not used, it is suggested that appropriately compatible paint colors be specified.
18. Chimneys shall be stone or brick masonry.

## F. GUIDELINES FOR SITE ELEMENTS

### 1. Driveways, Walkways and Parking Areas

- a. Paving materials for these areas may be of brick, stone, crushed stone, or pea gravel. These shall be earth tones, not white. Modern asphalt paving and concrete slab are not acceptable.
- b. Driveways and parking areas shall be to the side or rear of the structure when off street parking is available.

### 2. Fences

- a. Height and location must conform to county ordinances and be compatible with the historic overlay district.
- b. Fences shall be of an open nature. Split rail, board, picket, and in some cases, iron, are appropriate. Low stone walls (under three feet) may also be used in some areas.
- c. Aluminum picket, chain link, vinyl, and concrete fences are not acceptable.
- d. Privacy fencing such as stockade and vertical board may be used if located to the side or rear of the structure. It is suggested that they be softened with appropriate plantings.
- e. Because of Buckland's proximity to the highway a need arises for noise control. This would best be accomplished through plantings rather than tall view-obstructing fences.

### 3. Outbuildings

Outbuildings include but are not limited to sheds, doghouses, gazebos, garages and carports.

- a. Outbuildings shall be located so as not to distract or negatively impact adjacent structures.
- b. Detached garages are more appropriate in this district. If they are attached or connected with a covered walkway, they shall be set back from the main structure and access shall be away from public view.
- c. Outbuildings shall be constructed of materials echoing that of the district.

- d. The outbuilding shall be compatible with the associated main structure.
- e. Doors shall be side-hinged or on sliding tracks. Overhead garage doors are not acceptable.
- f. Materials used for all outbuildings shall follow the guideline found under the “New Structures” section.

4. Exterior Lighting

- a. Lighting may be attached to the structure or on posts.
- b. Fixtures shall be of a traditional style.
- c. The fixture shall be decorative rather than just utilitarian.
- d. Lampposts usually shall be of wood but in some cases, metal styles are acceptable. Ornate cast iron or aluminum is not acceptable.
- e. Walkway lights and those that spotlight desirable features are acceptable so long as the fixtures are inconspicuous.

5. Signs (*Reserved*)

G. GUIDELINES FOR NATIVE AMERICAN SITE FEATURES (*Reserved*)

H. GUIDELINES FOR CIVIL WAR LANDSCAPE FEATURES (*Reserved*)

I. MAPS OF BUCKLAND

- 1. Historic Town Plan (Figure 3)
- 2. Cultural Resources Map - County Registered Historical Sites (Figure 4)
- 3. Cultural Resources Map – High Sensitivity Areas (Figure 5)
- 4. Buckland National Register District and Buckland Historic Overlay District Map (Figure 6)
- 5. Resources within the Buckland Historic Overlay District (Figure 7)

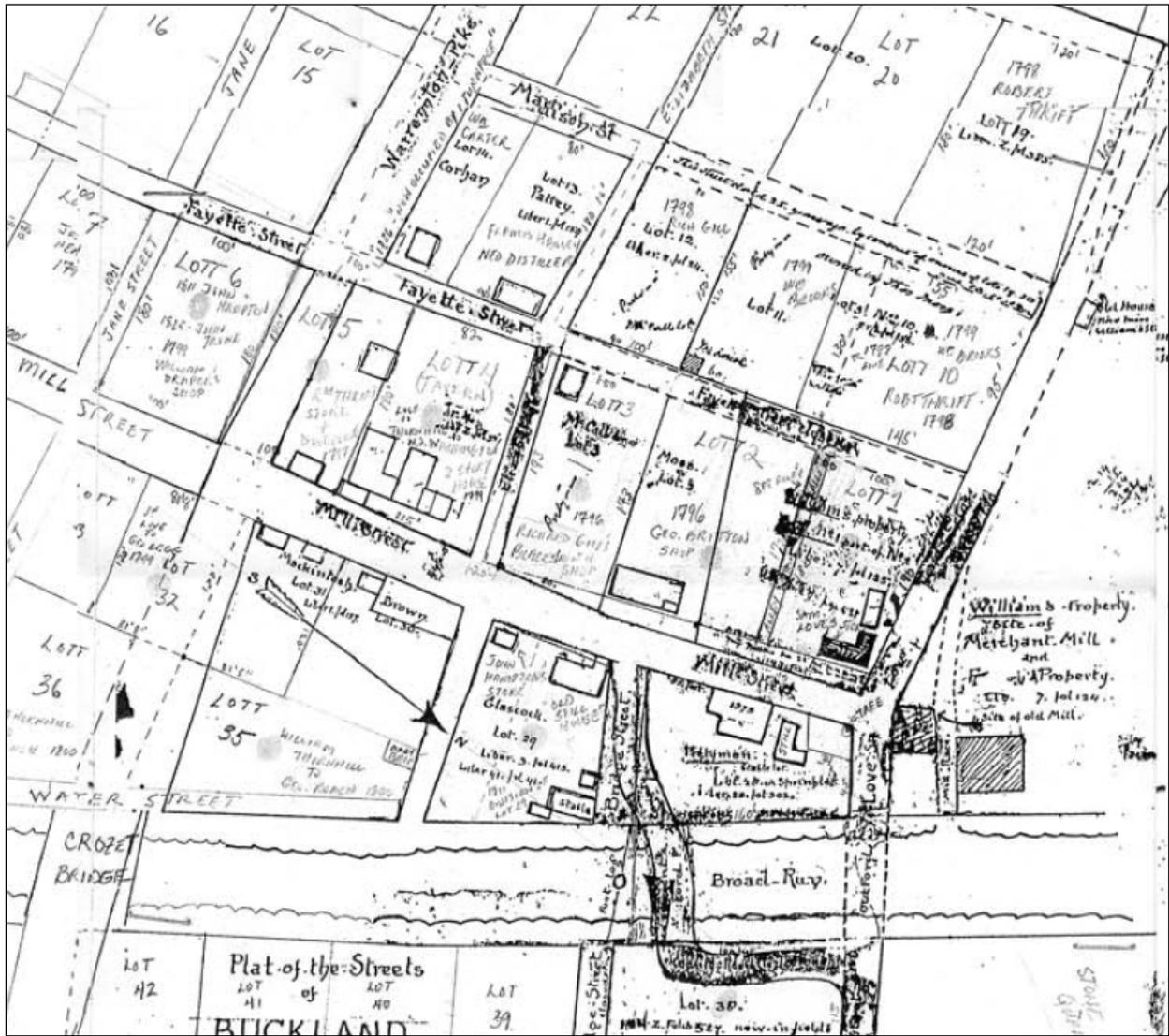


Figure 3. Historic Town Plan (Original 48-lots)

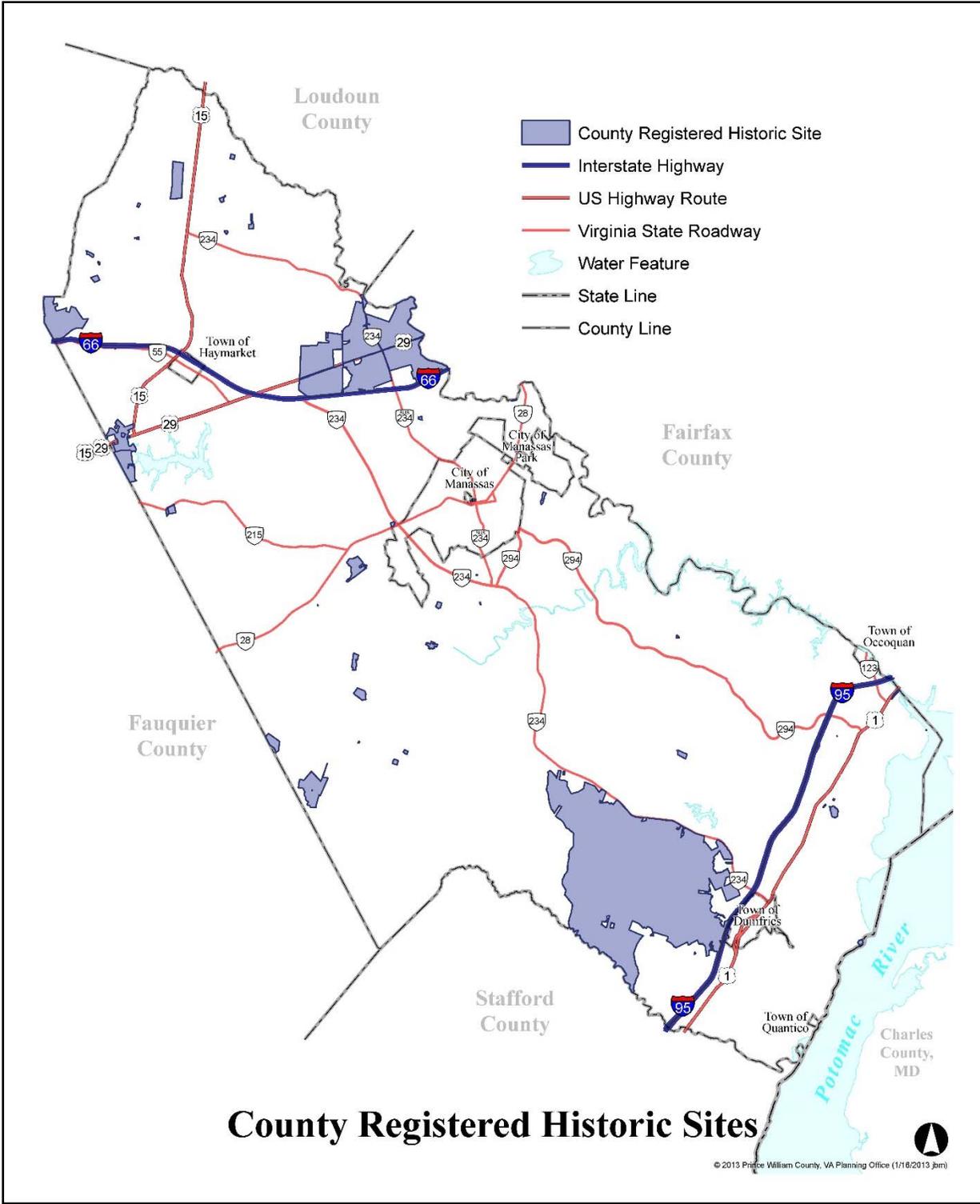


Figure 4. Cultural Resources Map – County Registered Historical Sites

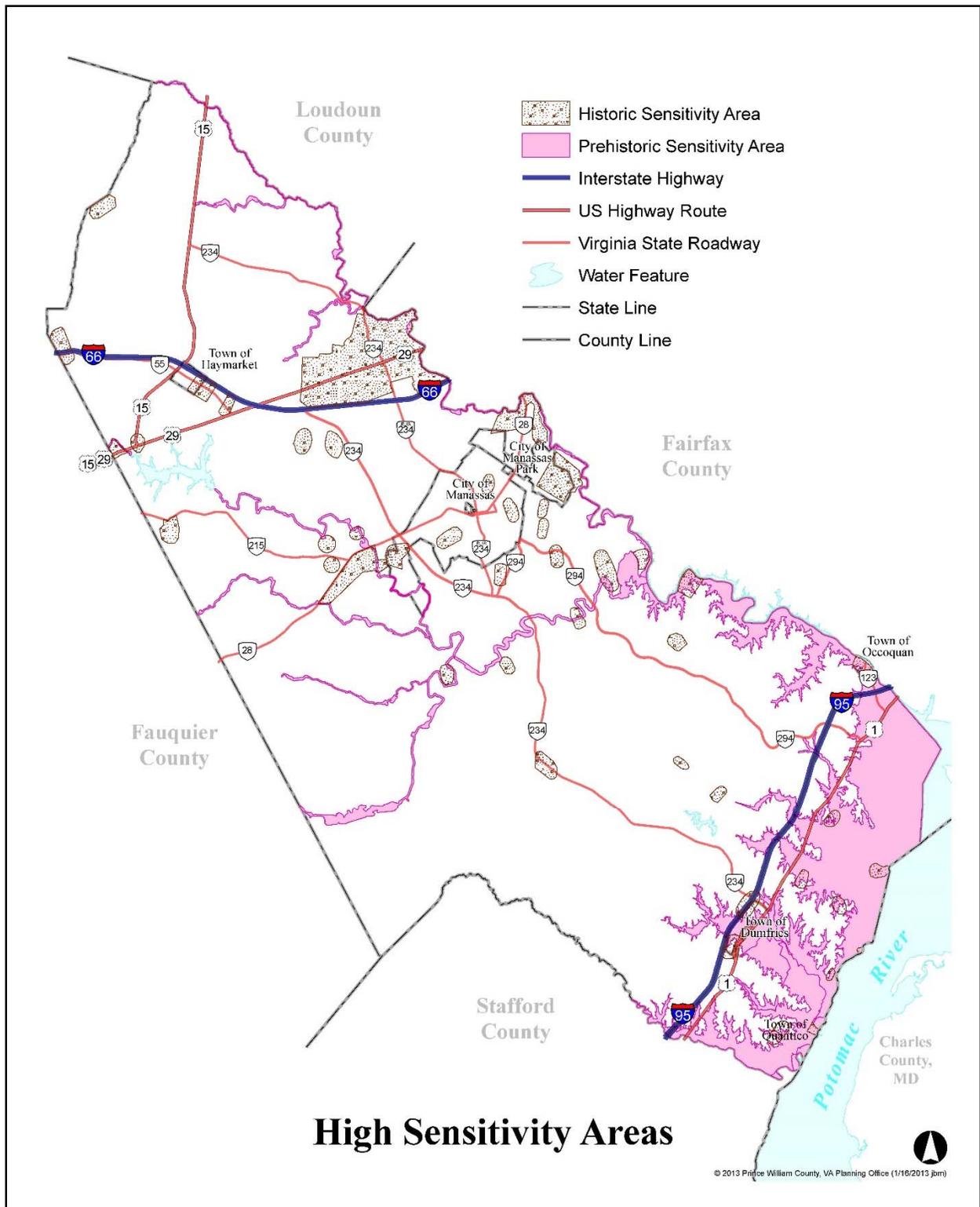
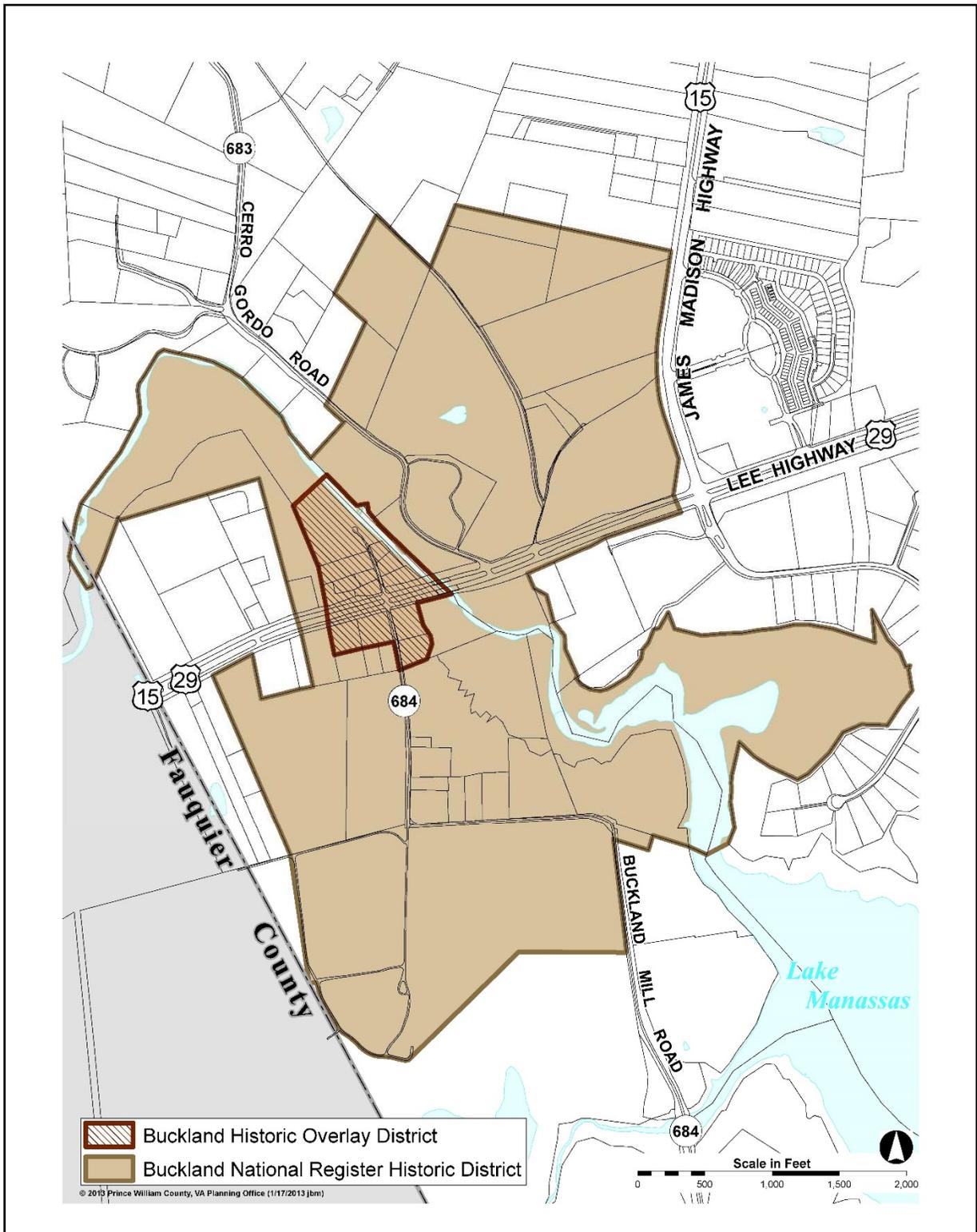


Figure 5. Cultural Resources Map – High Sensitivity Areas



*Figure 6. National Register Historic District & Historic Overlay District Map*

APPENDIX A

**LIST OF RESOURCES  
BUCKLAND HISTORIC OVERLAY DISTRICT**

Resources (see Figure 7)

North of Lee Highway

1. Buckland Mill – [76-112] – 8090 Buckland Mills Road
2. Samuel Love’s Store/Miller’s House – [76-113] - 7980 Buckland Mills Road
3. Brook’s Tavern – [76-120] – 8110 Buckland Mills Road
4. Buckland Post Office – [76-114] – 8111 Buckland Mills Road
5. Richard Gill House – [76-451] - 8108 Buckland Mills Road
6. Non-contributing structure – site of Richard Gill blacksmith shop
7. Ned Distiller House – 16208 Lee Highway
8. Buckland (Robinson’s) Tavern – [76-33] – 8106 Buckland Mills Road
9. Dr. Brown House – [76-115] – 8115 Buckland Mills Road

South of Lee Highway

10. John Trone House – [76-123] – 8200 Buckland Mills Road
11. Non-contributing structure - site of John Trone blacksmith shop, tailor shop and Macadam Turnpike Road
12. Buckland Church– [76-116] – 16211 Lee Highway
13. Tenant House/Meeks Tanyard (1850) – 8203 Buckland Mills Road
14. Francis Tavern/Tenant House (1850) – 8205 Buckland Mills Road
15. Macadam Turnpike Road and Bridge Abutments

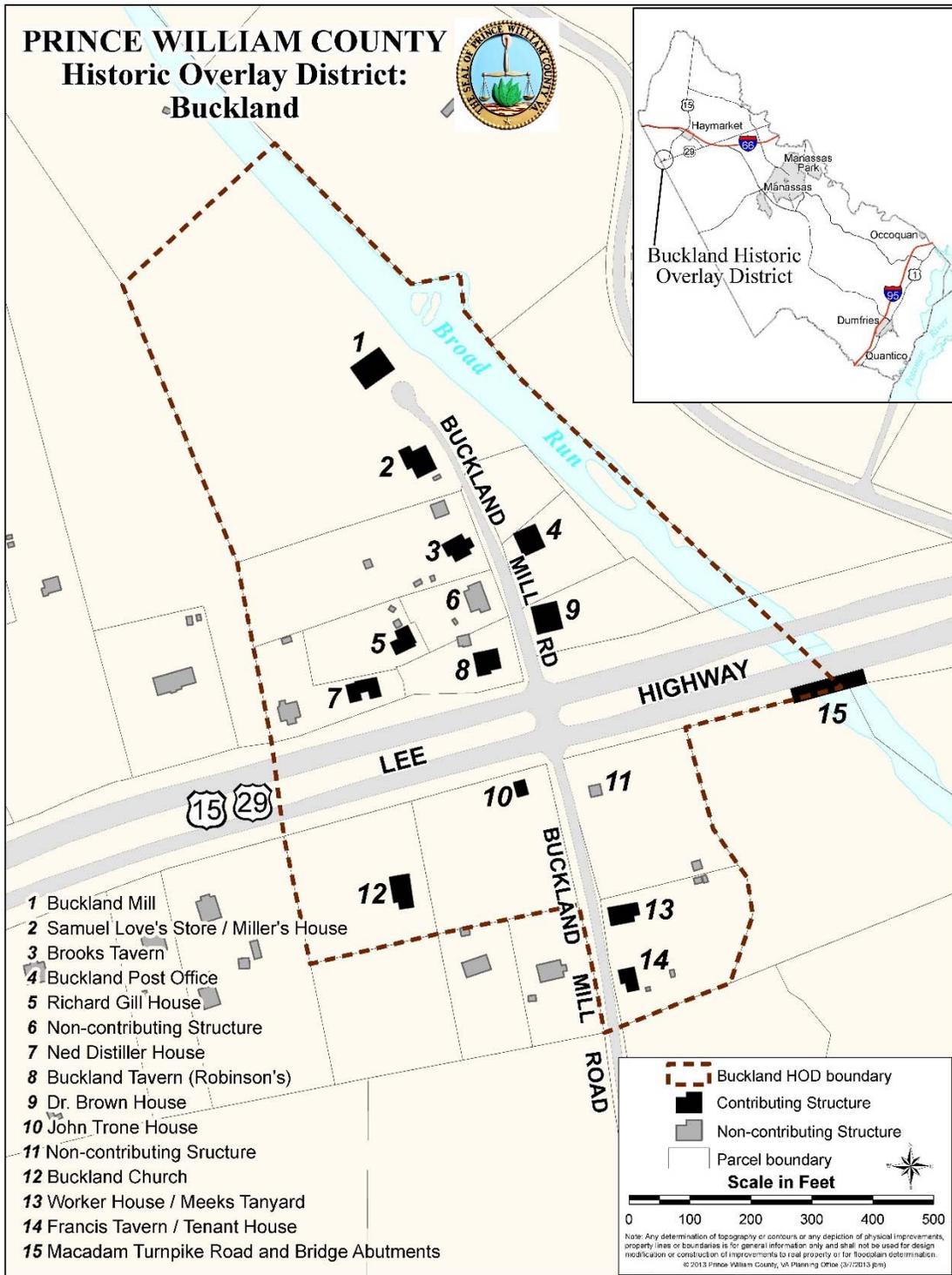


Figure 7. Resources within the Buckland Historic Overlay District



**Structure 1 – Buckland Mill**



**Structure 2 – Samuel Love's store / Millers House**



**3 – Brooks Tavern**



**Structure 4 – Buckland Post Office**



**Structure 5 – Richard Gill House**



**Structure 7 – Ned Distiller House**



**Structure 8 – Buckland (Robinson's) Tavern**



**Structure 9 – Dr. Brown House**



**Structure 10 – John Trone House**



**Structure 12 – Buckland Church**



**Structure 13 – Tenant House for Meeks Tanyard**



**Structure 14 – Francis Tavern/Tenant House**

APPENDIX B

**HISTORIC OVERLAY DISTRICT ORDINANCE  
PRINCE WILLIAM COUNTY CODE  
SECTION 32-502**

**PART 502. HISTORIC OVERLAY DISTRICT**

Please visit the Zoning page of the Prince William County website at [www.pwcgov.org/zoning](http://www.pwcgov.org/zoning) of the Prince William County website or contact Planning Office staff at 703-792-7615 for details about Historic Overlay Districts in Prince William County.

APPENDIX C

**CERTIFICATE OF APPROPRIATENESS APPLICATION FORM AND  
INSTRUCTIONS FOR COMPLETION**



## COUNTY OF PRINCE WILLIAM

5 County Complex Court, Prince William, Virginia 22192-9201  
703-792-7615 FAX 703-792-4401

Internet [www.pwcgov.org](http://www.pwcgov.org)  
Planning [www.pwcgov.org/planning](http://www.pwcgov.org/planning)  
Email to: [planning@pwcgov.org](mailto:planning@pwcgov.org)



### CERTIFICATE OF APPROPRIATENESS APPLICATION FORM AND INSTRUCTIONS FOR COMPLETION

**Proposed changes and modifications within a Historic Overlay District shall be subject to the regulations set forth in the Historic Overlay Districts Design Review Guidelines.**

The following minor work has been deemed exempt from Architectural Review by the Prince William Board of County Supervisors. Addition or deletion of the following:

- (a) Appurtenances such as gutters, storm doors, storm windows, window boxes, portable air conditioners installed in windows, or similar devices which do not significantly affect the appearance of the structure.
- (b) In locations not visible from a public right-of-way accepted or planned for acceptance in the State Highway System, television or radio antennas attached to a dwelling, skylights, or solar collectors.
- (c) Landscaping involving minor grading, walks, retaining walls less than 30 inches in height, temporary fencing, small fountains, ponds and the like, which will not substantially affect the character of the property and its surroundings.
- (d) Alterations or repainting of the interiors of buildings. Exterior painting, however, which results in a different color or the painting of unpainted surfaces shall not be considered minor work.
- (e) Building additions or deletions from existing buildings of less than 120 square feet which will not significantly change the architectural character of a property, provided such portions of the building are not visible from the public rights-of-way accepted or planned for acceptance into the State highway system.

Other minor work may not require review but will require written verification of exemption by both the Zoning Administrator and the Architectural Review Board.

#### APPLICATION INSTRUCTIONS:

**In addition to a completed application form, applicant must submit information and materials as required by the Historic Overlay Districts Design Review Guidelines, Chapter III Design Review in Historic Districts, Paragraphs III.B.2 and III.B.3.**

1. Date of application
2. Geographic Parcel Identification Number. Can be obtained from the Mapping Office.
3. Provide name of business or individual requesting approval for proposed work. If this is different from the property owner, please note property owner also.
4. Signatures of both property owner and applicant must be on the application.
5. Provide mailing address of applicant and owner.
6. Indicate site address.
7. Phone number of applicant.
8. Please provide names, addresses and phone numbers of Architect, Engineer, or Contractor where applicable.
9. Briefly describe proposed work.

# APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Application is hereby made for a CERTIFICATE OF APPROPRIATENESS in accordance with the description and purpose herein set forth. These requirements are agreed to by the undersigned and are a condition necessary for approval of this CERTIFICATE. This applies to all properties in Historic Overlay Districts.

**Application must be filled out completely. Please type or print clearly.**

1. Date: \_\_\_\_\_ 2. GPIN No.: \_\_\_\_\_

3. Applicant: \_\_\_\_\_ 4. Signature: \_\_\_\_\_

5. Mailing Address: \_\_\_\_\_

6. Property Address: \_\_\_\_\_ 7. Phone No.: \_\_\_\_\_

8. Architect/Engineer/Contractor: \_\_\_\_\_

9. Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits from the Department of Public Works or the Planning Office. Please check with these agencies before commencing with the proposed work. The CERTIFICATE OF APPROPRIATENESS is valid for a period of one year after approval. After the expiration date, a 60-day grace period may be granted to complete work in progress, provided owner can show cause why the work has not been completed.

**(For County Staff Use Only)**

ARB Review Scheduled: \_\_\_\_\_ Date: \_\_\_\_\_ ARB Case No.: \_\_\_\_\_

Category:

- \_\_\_\_\_ Demolition
- \_\_\_\_\_ Painting
- \_\_\_\_\_ Alteration
- \_\_\_\_\_ Remodel
- \_\_\_\_\_ Addition
- \_\_\_\_\_ Reapplication
- \_\_\_\_\_ Other

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office of Planning Approval (Director of Planning): \_\_\_\_\_

Date: \_\_\_\_\_