



Property (location of work)

Property Address: _____ Current **Zoning**: _____
Historic District: _____

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

Project Description (attach additional sheets if needed):

Applicant/Contact Person: _____

Company: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____
Email: _____
Billing Contact? Applicant Type (owner, architect, etc.):

Property Owner: _____

If Business Entity, name and title of authorized signee: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____
Email: _____
Billing Contact?

****Owner must sign at the bottom of this page****

Acknowledgement of Responsibility

Compliance: If granted, you agree to comply with all conditions of the certificate of appropriateness (COA). Revisions to approved work require staff review and may require a new application and approval from the Commission of Architectural Review (CAR). Failure to comply with the conditions of the COA may result in project delays or legal action. The COA is valid for one (1) year and may be extended for an additional year, upon written request and payment of associated fee.

Requirements: A complete application includes all applicable information requested on checklists available on the CAR website to provide a complete and accurate description of existing and proposed conditions, as well as payments of the application fee. Applications proposing major new construction, including additions, should meet with staff to review the application and requirements prior to submitting. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to Commission review, it is the responsibility of the applicant to determine if zoning approval is required. Application materials should be prepared in compliance with zoning.

Property Owner Signature: Thomas Baiada Date: _____

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | alex.dandridge@rva.gov

Before You Submit

In advance of the application deadline, please contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation. The CAR website has additional project guidance and required checklists: www.rva.gov/planning-development-review/commission-architectural-review.

Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following Commission meeting. Designs must be final at the time of application; revisions will not be accepted after the deadline. Incomplete and/or late applications will not be placed on that month's agenda.

Submission Requirements

Please submit applications to staff via email with the project address in the subject line. Submit the following items via email to staff:

- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received before the application will be scheduled. An invoice will be sent via the City's Online Permit Portal. Please see [fee schedule](#) available on the CAR website for additional information.

A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances Sec. 30-930.6(b). The Commission will not accept new materials, revisions, or redesigns at the meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff, Commissioners, and public notice, if required.

Meeting Information and Application Due Dates

- The Commission meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- Application hearings start at 4:00pm. Meetings are held in person at City Hall in the 5th floor conference room. Participation via Microsoft Teams is available. It is strongly recommended that at least one person, either the owner or applicant, attend the meeting in person.
- All applications are due at 12 noon the Friday after the monthly CAR meeting, except in December, when applications are due the following Monday. For a list of meeting dates and submission deadline dates for each meeting please visit www.rva.gov/planning-development-review/commission-architectural-review or contact staff.
- Revisions to applications that have been deferred or conceptually reviewed at a CAR meeting can be submitted nine (9) business days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.
- New construction will be required to go through a conceptual review. The conceptual review is non-binding.
- Applicants are encouraged to reach out to any relevant civic associations and immediate neighbors for new construction or large-scale projects prior to submitting to the Commission of Architectural Review.



CERTIFICATE OF APPROPRIATENESS

ALTERATION AND ADDITION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: _____

BUILDING TYPE

- | | |
|--|--|
| <input type="checkbox"/> single-family residence | <input type="checkbox"/> garage |
| <input type="checkbox"/> multi-family residence | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building | <input type="checkbox"/> other |
| <input type="checkbox"/> mixed use building | |
| <input type="checkbox"/> institutional building | |

ALTERATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> addition | <input type="checkbox"/> roof |
| <input type="checkbox"/> foundation | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign |
| <input type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift |
| <input type="checkbox"/> porch or balcony | <input type="checkbox"/> other |

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

DRAWINGS (refer to required drawing guidelines)

- | | | |
|---|--|---|
| <input type="checkbox"/> current site plan | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides) |
| <input type="checkbox"/> proposed site plan | <input type="checkbox"/> list of proposed window and door | <input type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> current floor plans | <input type="checkbox"/> current roof plan | <input type="checkbox"/> demolition plan |
| <input type="checkbox"/> proposed floor plans | <input type="checkbox"/> proposed roof plan | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey" | | |

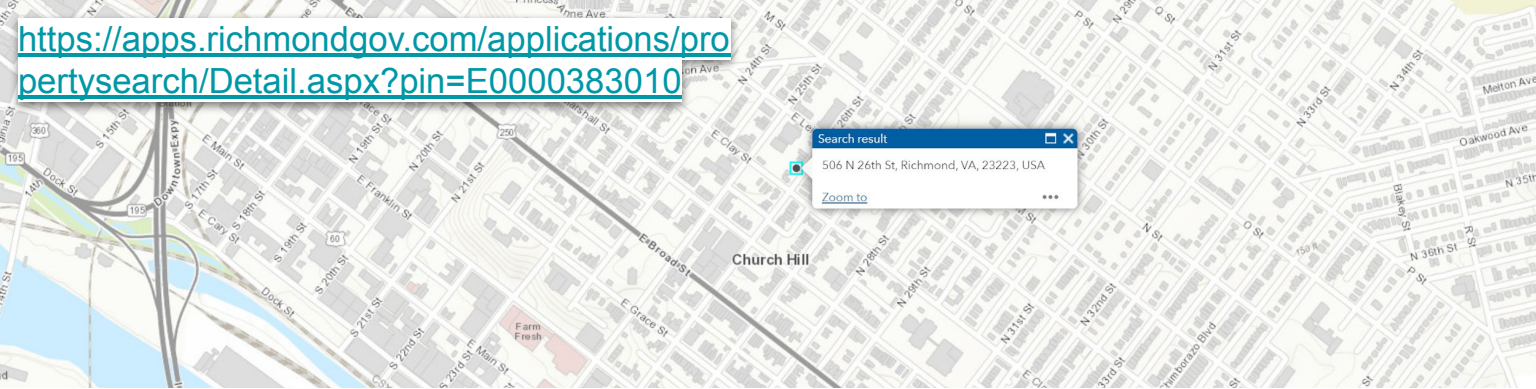
506 N 26th Street Deck Design for Rebuild

Proposal for Design Approval and Permitting

Prepared by: Thomas Baiada, Owner
Property Address: 506 N 26th Street
Richmond, VA 23223



<https://apps.richmondgov.com/applications/propertysearch/Detail.aspx?pin=E0000383010>



Property: 506 N 26th St Parcel ID: E0000383010

- Detail
- Land
- Assessments
- Transfers
- Planning
- Services
- Government
- Extensions
- Images
- Sketches

Parcel

Street Address: 506 N 26th St Richmond, VA 23223-
Owner: BAIADA THOMAS MATTHEW
Mailing Address: 506 N 26TH ST, RICHMOND, VA 23223
Subdivision Name : NONE
Parent Parcel ID:
Assessment Area: 338 - East End
Property Class: 120 - R Two Story
Zoning District: R-63 - Residential (Multi-family Urban)
Exemption Code: -

Current Assessment

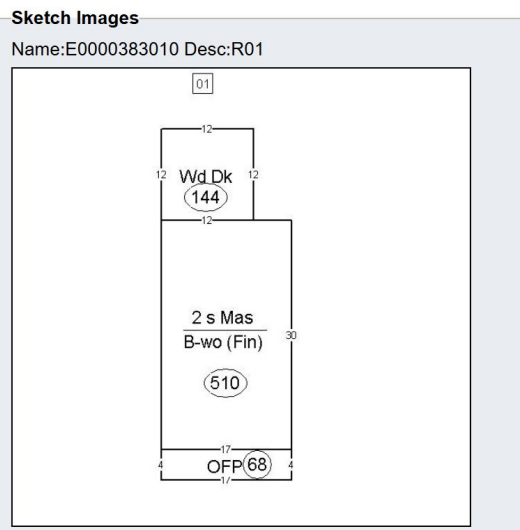
Effective Date: 01/01/2025
Land Value: \$100,000
Improvement Value: \$293,000
Total Value: \$393,000
Area Tax: \$0
Special Assessment District:

Land Description

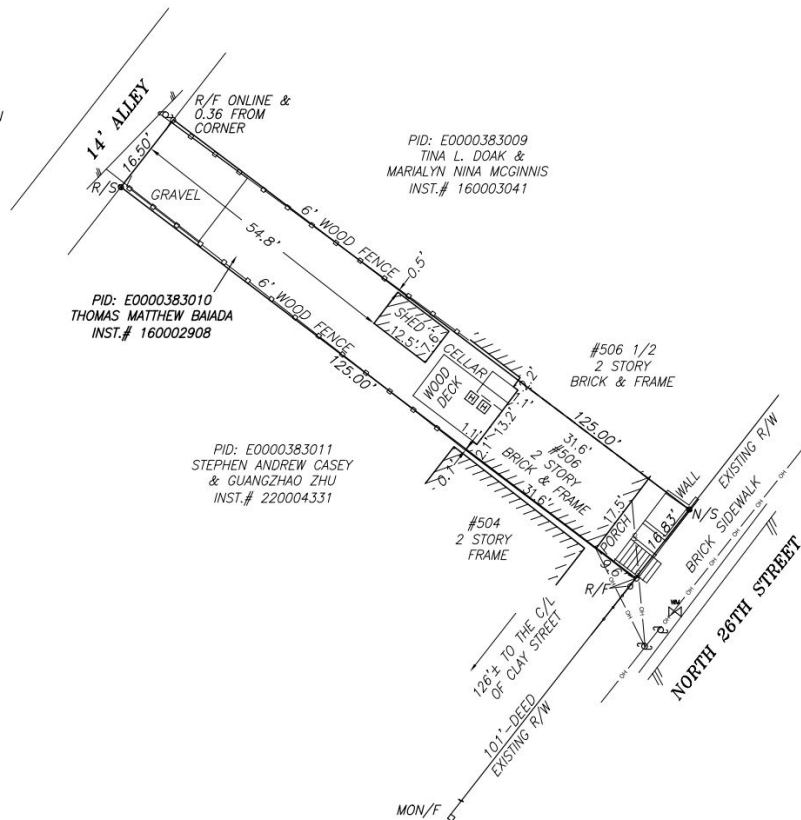
Parcel Square Feet: 2106.25
Acreage: 0.0484
Property Description 1: 0016.85X0125.00 0000.000
**State Plane Coords (?): X= 11797173.999997 Y= 3719532.141009
Latitude: 37.53321968 , **Longitude:** -77.41608115**

Property: 506 N 26th St Parcel ID: E0000383010

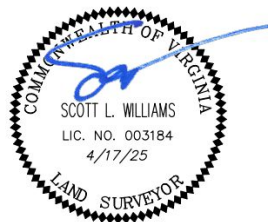
- Detail
- Land
- Assessments
- Transfers
- Planning
- Services



1. THIS SURVEY WAS COMPILED FROM A FIELD SURVEY COMPLETED ON 3/21/25 AND FROM DEEDS AND PLATS OF RECORD.
2. NO TITLE REPORT WAS FURNISHED FOR THIS SURVEY; ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
3. BY GRAPHICAL MEANS THE PROPERTY SHOWN HEREON APPEARS TO BE LOCATED WITHIN FLOOD ZONE "X" ON FLOOD INSURANCE RATE MAP NO. 5101290041E, WITH AN EFFECTIVE DATE OF JULY 16TH, 2014.
4. OWNER SHALL VERIFY BUILDING SETBACKS WITH LOCALITY PRIOR TO ANY PROPOSED CONSTRUCTION OR DEVELOPMENT OF SHOWN PARCEL.



- HVAC
- WATER METER
- UTILITY POLE
- R/W RIGHT OF WAY
- R/F ROD FOUND
- R/S ROD SET
- N/S NAIL SET
- WOOD FENCE
- OVERHEAD WIRE



PHYSICAL IMPROVEMENT

SURVEY OF

#506
NORTH 26TH STREET
CITY OF RICHMOND, VIRGINIA

GRAPHIC SCALE



(IN FEET)
1 inch = 20 ft.

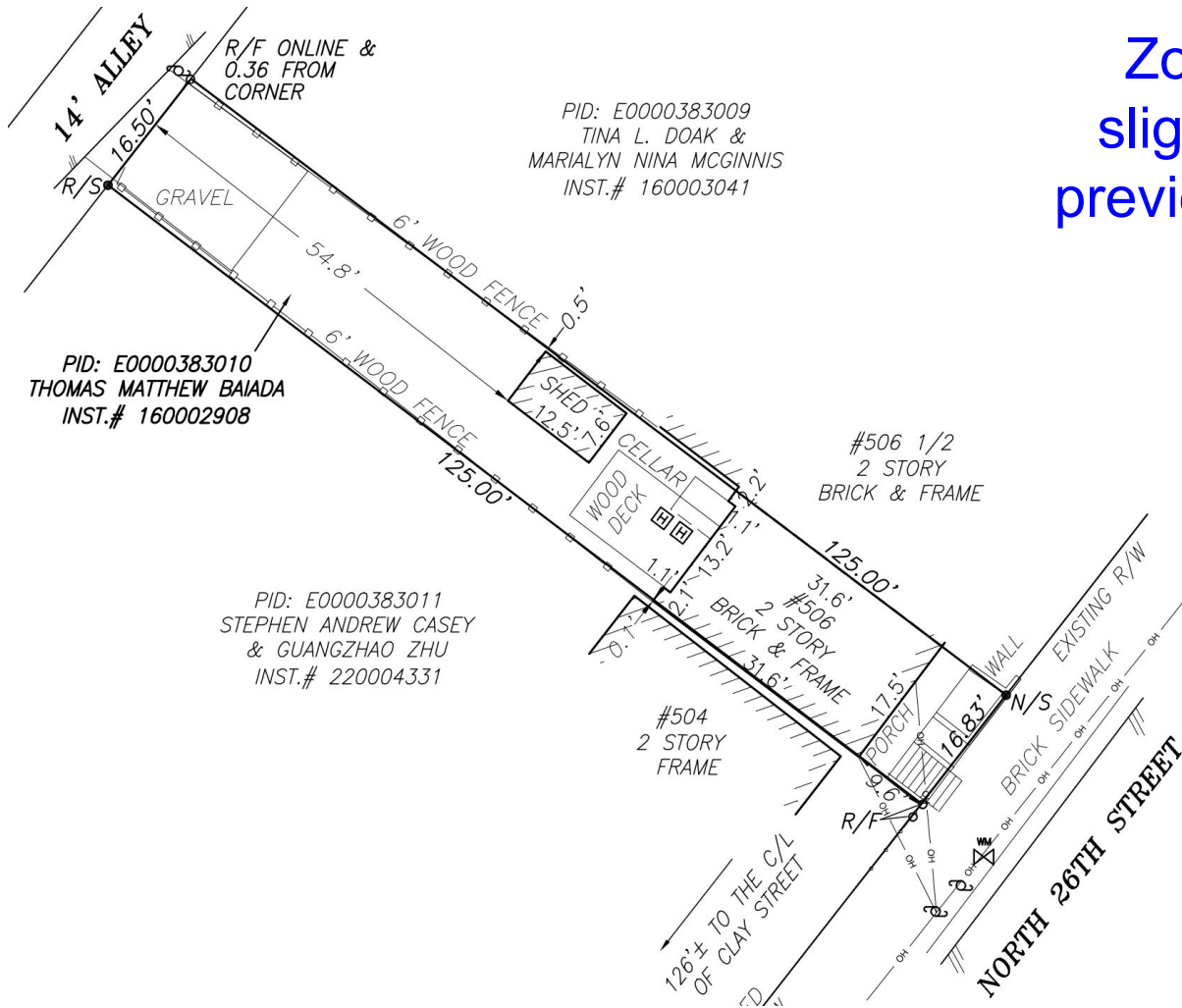
PROJ#	SCALE: 1" = 20'
REVISED: 4/17/25 UPDATE PROPERTY	DATE: 3/21/25
	DRAWN BY: TDR
	CHECKED BY: SLW



James River
SURVEYING

UNIT 204
5806 GROVE AVE.
RICHMOND, VIRGINIA 23226
PHONE: (804) 922-4444
SURVEYOR@JAMESRIVERSURVEYING.COM

Zoomed
slightly vs.
previous slide



Zoom to deck
structure
AS BUILT



PROPOSED

Spiral stair
min. 3' from
lot line.

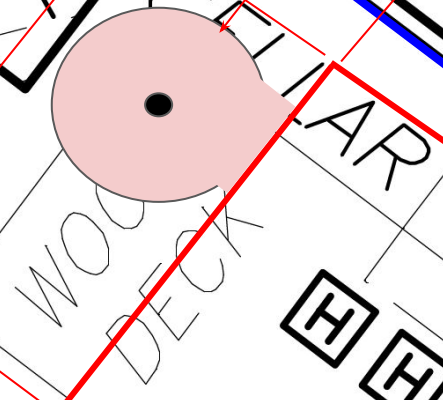
506 1/2 N 26th

14.2'

11.1'

Edge of deck 1.7' from
506 1/2 N 26th Exterior
Wall

20'



WOOD CELLAR
WOOD DECK
H H

506 N
26th

Edge of deck 2.1'
from 504 N
26th Lot
Line

10'

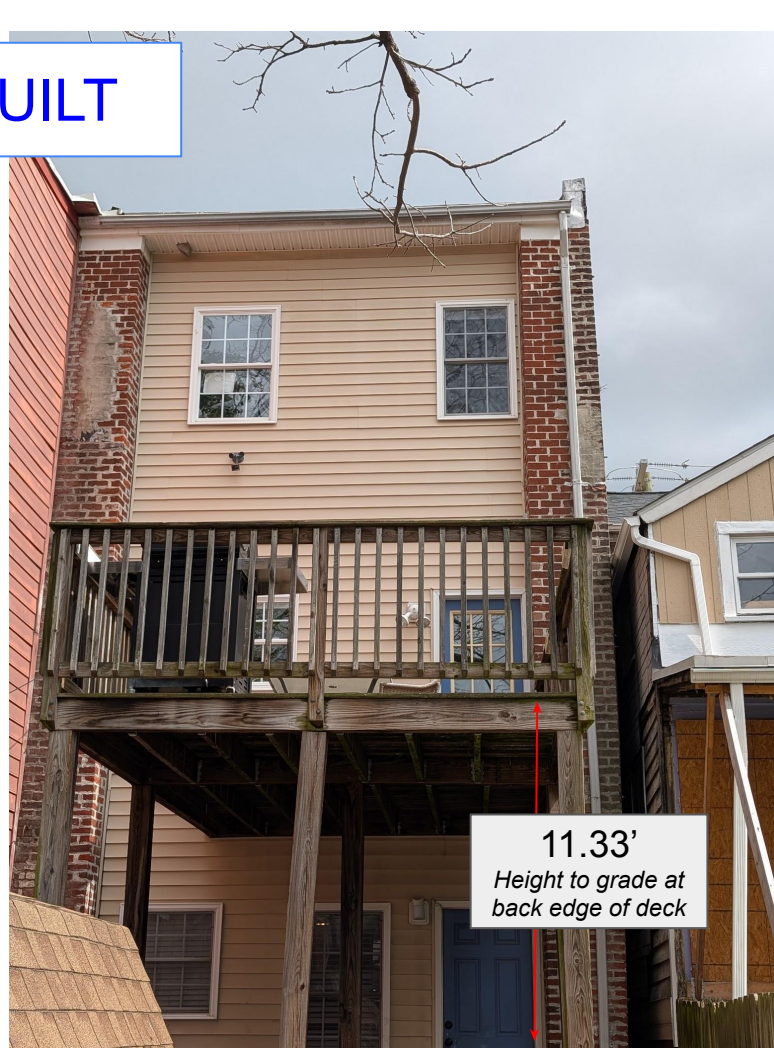
504 N 26th

BRICK 2 #500
STOP

AS BUILT



AS BUILT



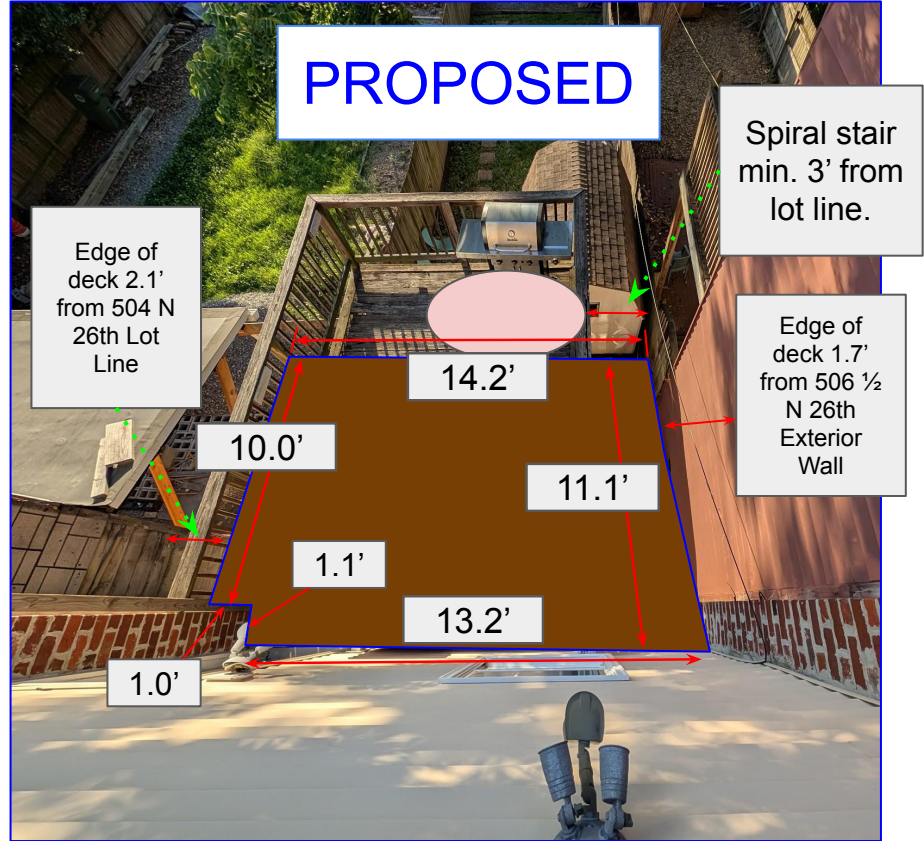
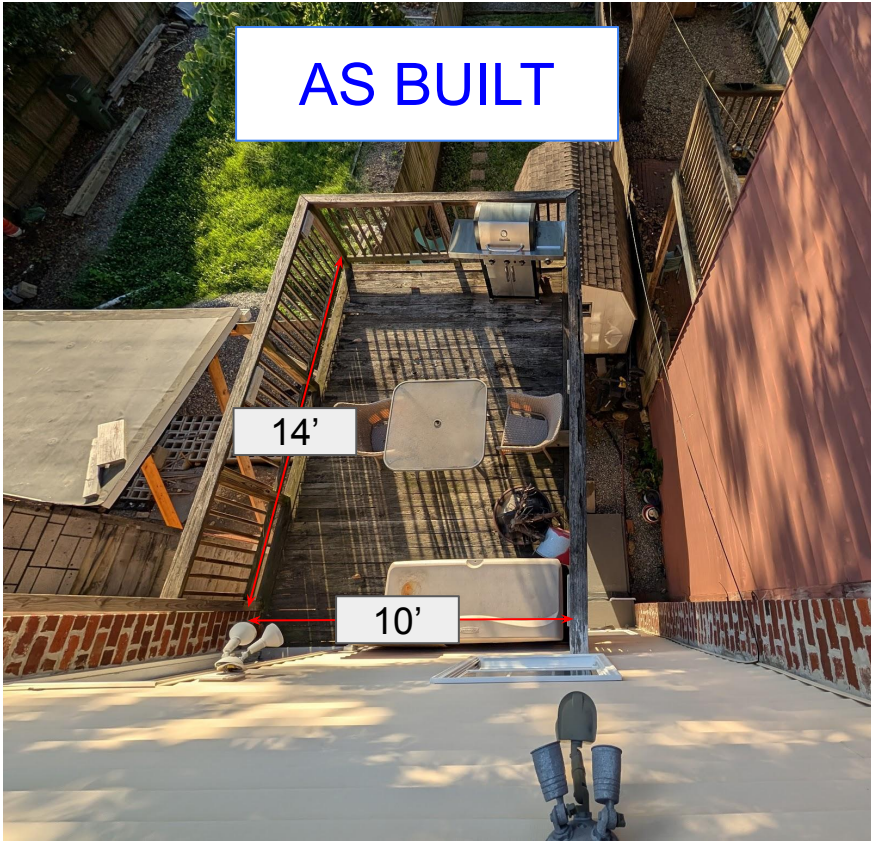
11.33'

Height to grade at
back edge of deck

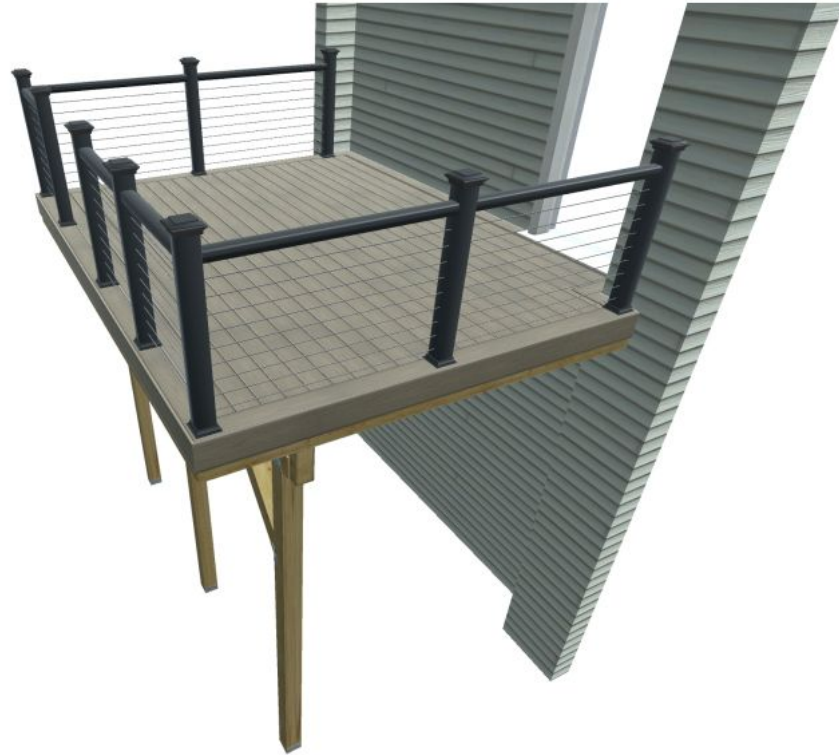
AS BUILT





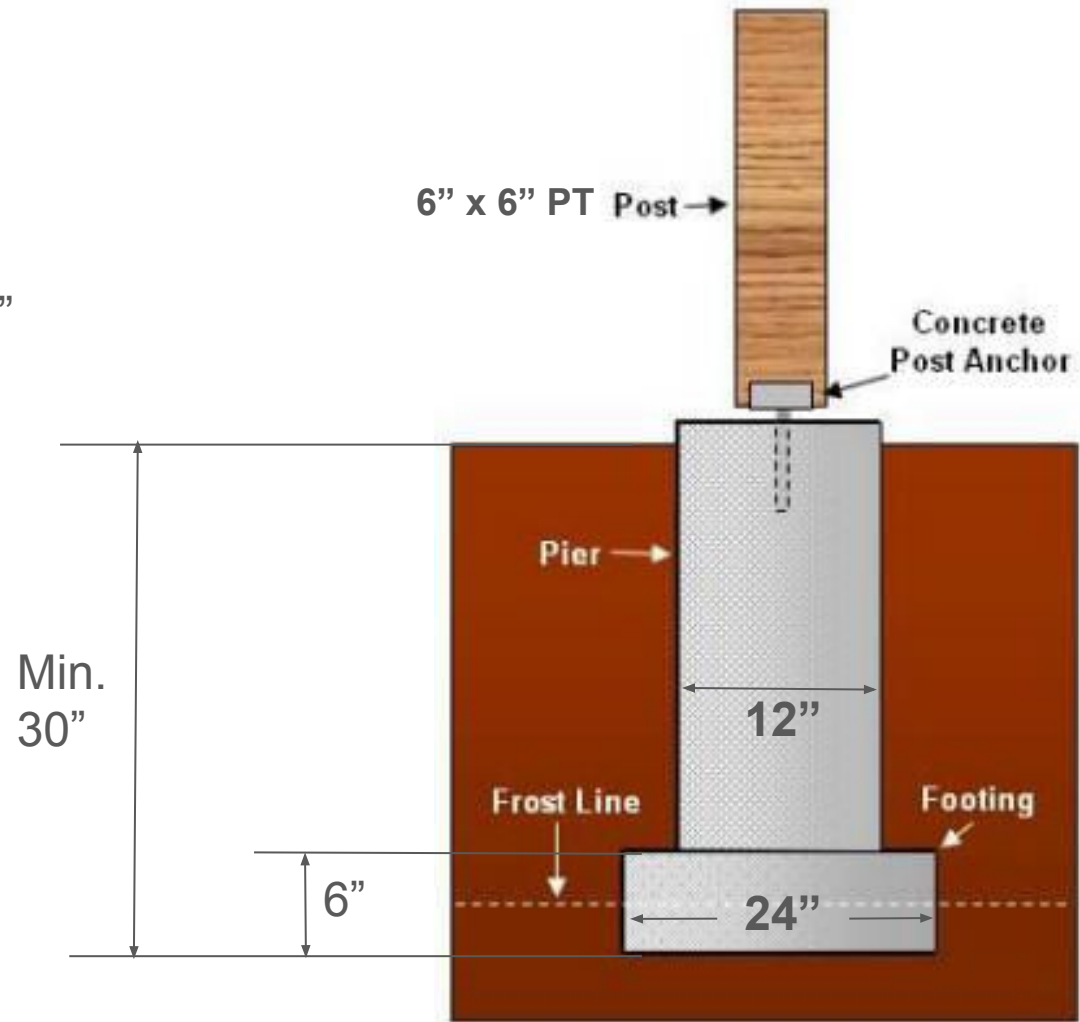


Deck Rendering via Simpson Strong-Tie Deck Planner Software



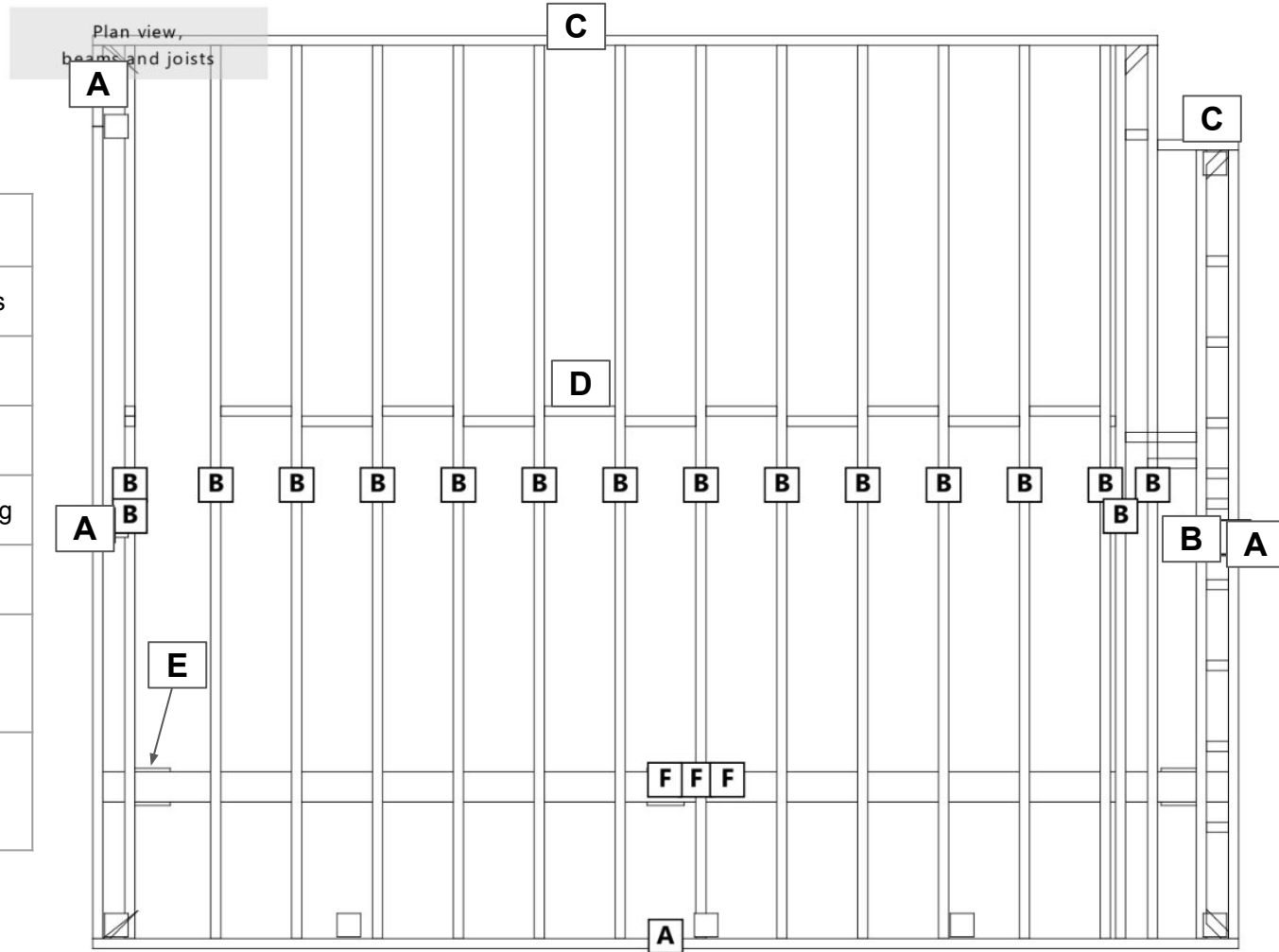
Post Footings

- Footing depth minimum 30"
- Square footing at 24" x 24" x 6"
- 12" Sonotube pier to extend above grade
- Post anchored to concrete via Simpson Strong Tie Anchor



Framing Specifications

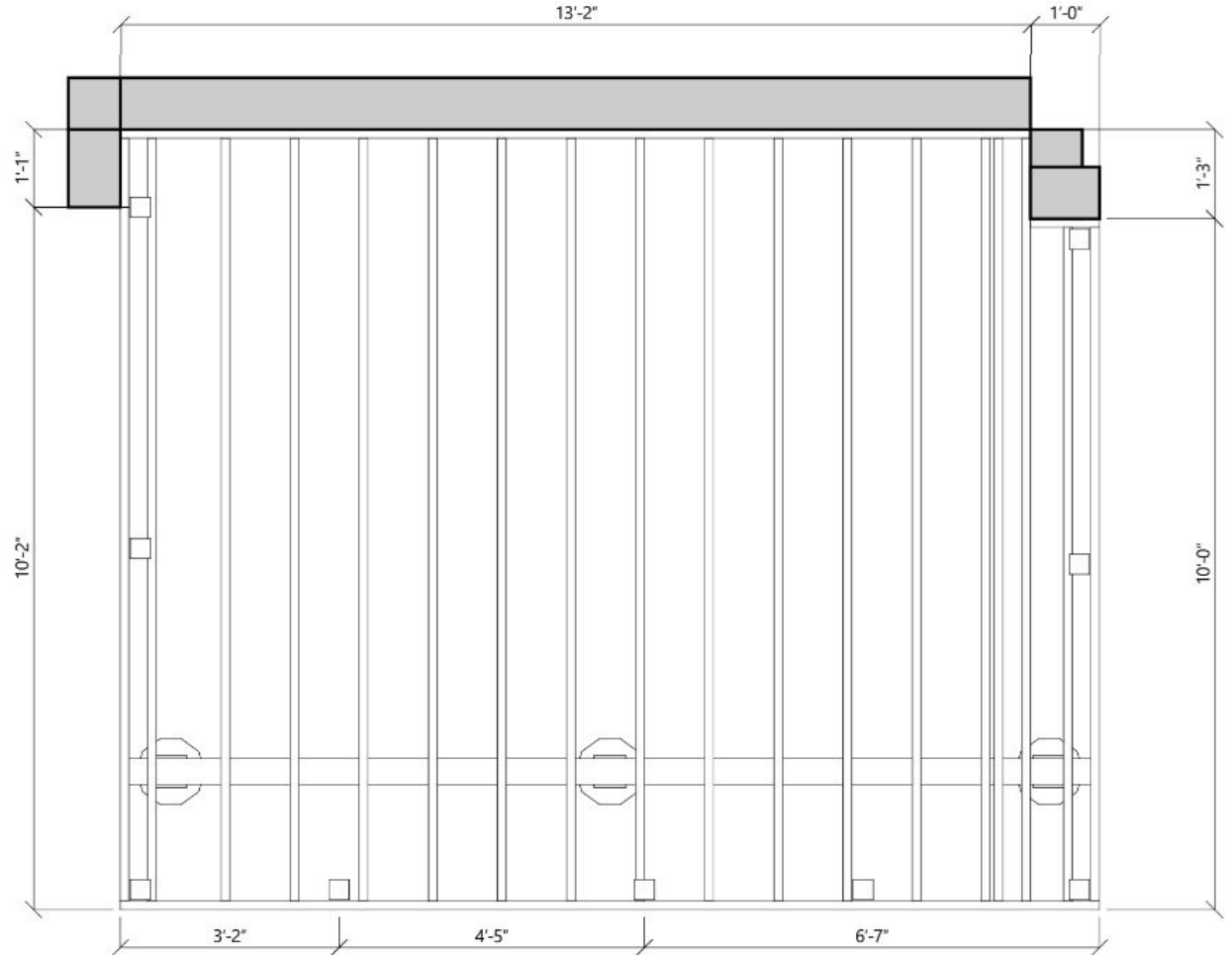
Label	Description	Usage
A	2" x 10" PT Lumber	Rim Joists
B	2" x 10" PT Lumber	Joists
C	2" x 10" PT Lumber	Ledger
D	2" x 10" PT Lumber	All Blocking
E	6" x 6" PT Lumber	Posts
F	2" x 10" PT Lumber <i>Beam composed of 3 individual boards</i>	Beam
Not shown	6" x 6" PT Lumber	Diagonal beam bracing



Framing Dimensions

Joist spacing
designed at 16" o.c.,
not to exceed 16"
o.c.

Max. joist span	110"
Max. joist cantilever	22 1/2"
Max. beam span	76 1/4"
Max. beam cantilever	6"



Fastening - Ledger

[Simpson Strong Tie Fastening Systems Technical Guide, Page 173](#)

Designed live load	40 lb/ft ²
Designed dead load	10 lb/ft ²

Strong-Drive[®]

SDWS[™] **TIMBER** Screw (Exterior Grade)

For more information: see p. 59, C-F-2025 *Fastening Systems* catalog

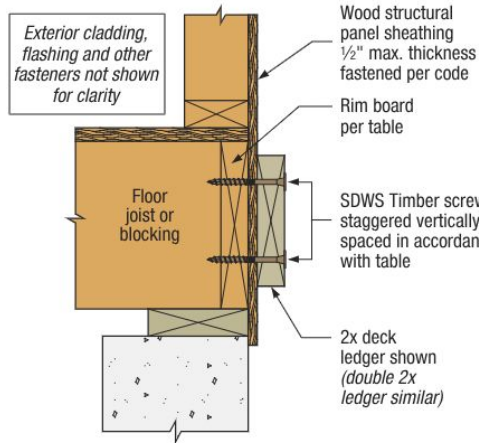


SDWS Timber Screw — 2024, 2021 and 2018 IRC Compliant Spacing for a Sawn Lumber Deck Ledger-to-Rim Board

Loading Condition	Nominal Ledger Thickness (in.)	Fastener Length (in.)	Model No.	Rim Board Material and Minimum Size	Maximum Deck Joist Span						
					Up to 6 ft.	Up to 8 ft.	Up to 10 ft.	Up to 12 ft.	Up to 14 ft.	Up to 16 ft.	Up to 18 ft.
					Maximum On-Center Spacing of Fasteners (in.)						
40 psf Live 10 psf Dead	2x	4	SDWS22400DB SDWS22400DBB	1" OSB, 1" LVL	14	10	8	7	6	5	5
				1 1/8" OSB, 1 5/8" LVL, 1 1/4" LSL	16	12	10	8	7	6	5
				2x SP, DFL, SPF, HF	22	16	13	11	9	8	7

Fastening - Ledger

1. SDWS screw spacing values are equivalent to 2024/2021/2018 IRC Table R507.9.1.3(1) and 2015 IRC Table R507.2. The table also provides SDWS screw spacing for a wide range of materials commonly used for rim board, and an alternate loading condition as required by some jurisdictions.
2. Sawn lumber rim board shall be spruce-pine-fir, hem-fir, Douglas fir-larch, or southern pine species. Ledger shall be hem-fir, Douglas fir-larch, or southern pine species.
3. Fastener spacings are based on the lesser of single fastener ICC-ES AC233 testing of the Strong-Drive SDWS Timber screw with a safety factor of 5.0 or ICC-ES AC13 assembly testing with a factor of safety of 5.0. Spacing includes NDS wet service factor adjustment.
4. Multiple ledger plies shall be fastened together per code independent of the SDWS screws.

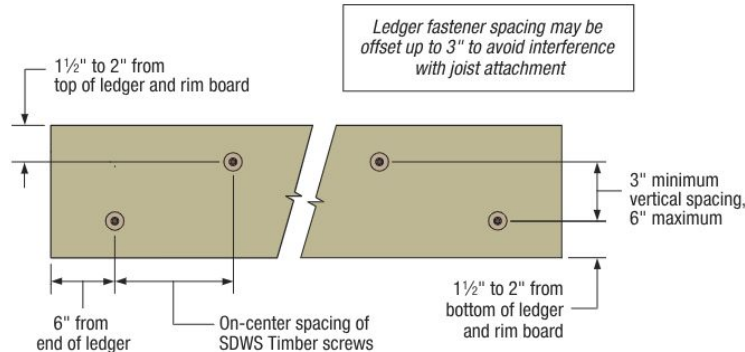


Ledger-to-Rim Board Assembly

(wood-framed lower floor acceptable, concrete wall shown for illustration purposes; other fasteners not shown for clarity)

Simpson Strong Tie Fastening Systems Technical Guide, Page 173

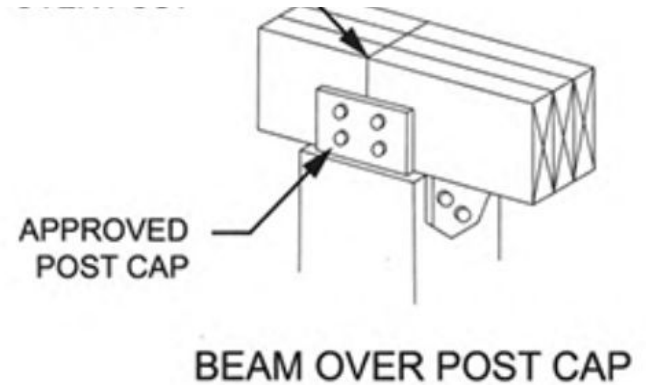
5. Screws shall be placed 1.5" to 2" from the top and bottom of the ledger or rim board with 3" minimum and 6" maximum vertical distance between fasteners with horizontal on-center spacing per the table. End screws shall be located 6" from the end and at 1.5" to 2" from the bottom of the ledger. For screws located at least 2" but less than 6" from the end, use 50% of the load per screw and 50% of the table spacing between the end screw and the adjacent screw, and for screws located between 2" and 4" from the end, predrill using a 5/32" drill bit.
6. Structural sheathing between the ledger and rim board shall be a maximum of 1/2" thick and fastened per code.
7. See p. 176 for ledger-to-rim attachment with 1/2" gap.
8. Visit strongtie.com/drawings and search for SD1-L for additional ledger fastening detail sheets and load tables in DWG, PDF or DXF format.



SDWS Timber Screw Spacing Detail for Ledgers

Fastening

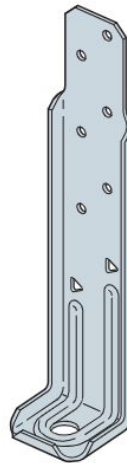
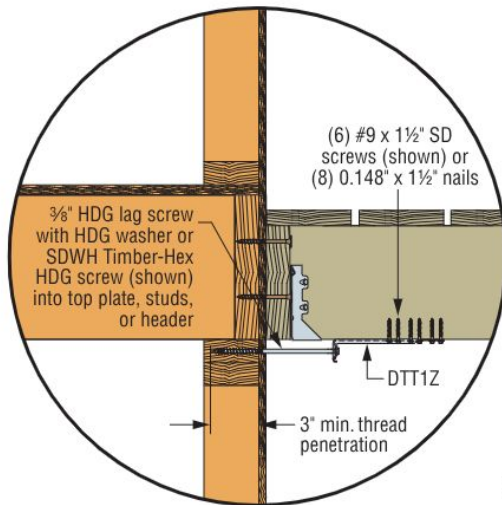
- **Joists**
 - Secured to ledger and rim joist with specified joist hangers. LUS28Z Joist Hanger or equivalent.
- **Deck Outer Rim Joist**
 - Deck joists secured to outer rim joist with specified joist hangers
- **Other Structural Connections**
 - Connections using Simpson Strong Tie recommended products
- **Beam-to-Post Connection**
 - Connection using Simpson Strong Tie post cap as depicted. CS2-3/6Z Post Cap (ZMAX®) or equivalent.
- **Joist-to-Beam Connection**
 - H2.5AZ Hurricane Tie (ZMAX®) or equivalent.



Fastening - Lateral Load Connection

Lateral load connection via Simpson Strong Tie DTT1Z Deck Tension ties at 4 locations per manufacturer's installation instructions to meet lateral load requirements. See attached Installation Instructions.

<https://www.strongtie.com/resource/product-installers-guide/dtt1zkt-in-stallation>



DTT1Z kit includes
Strong-Drive SDWH
Timber-Hex HDG and
SD Connector screws.

DTT1Z Deck Tension Tie
US Patent 10,865,588B2

IRC 2018/2021/2024 Figure R507.9.2(2)
Typical DTT1Z Deck-to-House
Lateral-Load Connection



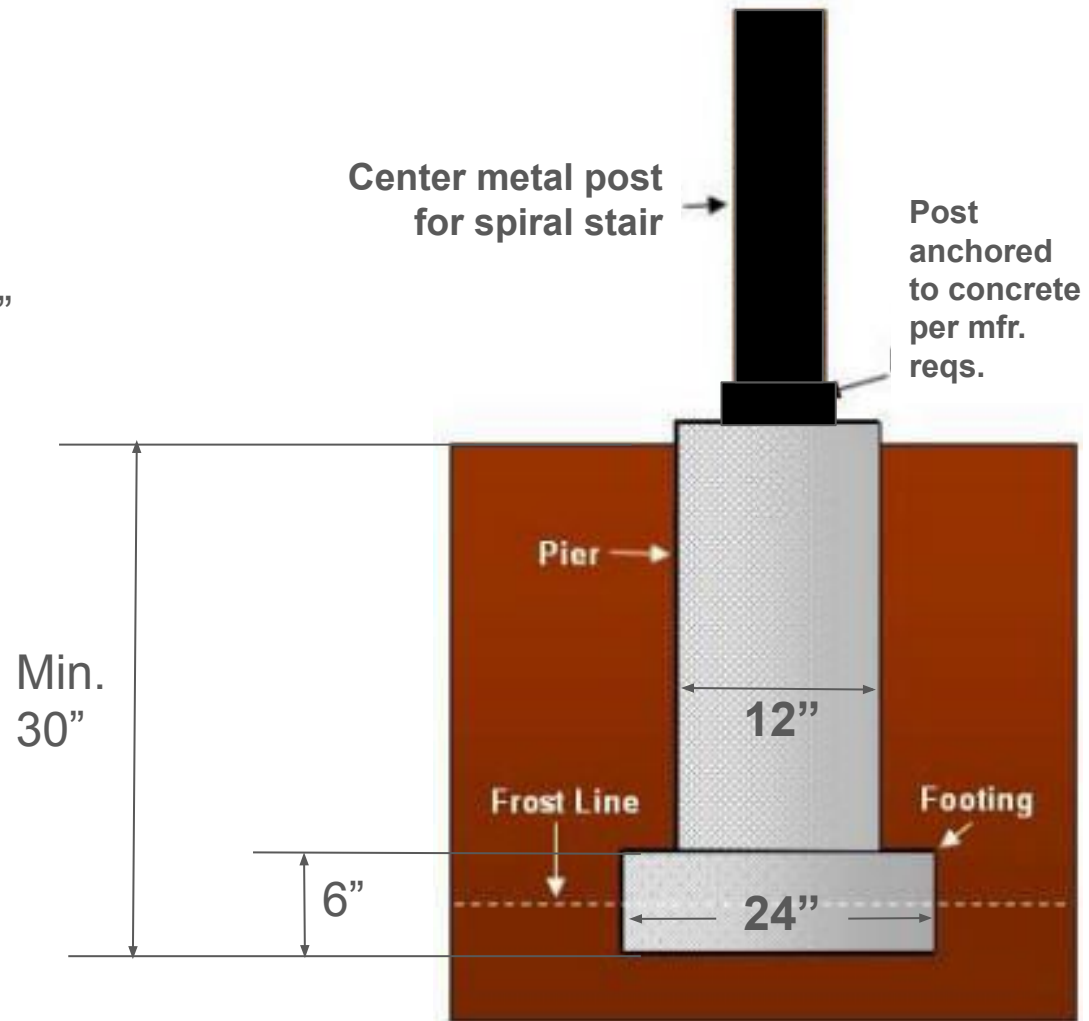
Spiral Staircase - visual representation

- Staircase for visual representation of placement and attachment location only - not to scale.
- Orientation, number of treads, tread height, tread depth, etc to be adjusted to be in accordance with code requirements and manufacturer requirements ([Paragon stairs](#) or equivalent)



Spiral Staircase Footing

- Footing depth minimum 30"
- Square footing at 24" x 24" x 6"
- 12" Sonotube pier to extend above grade
- Post anchored to concrete per manufacturer requirements



Spiral Staircase - Platform Attachment to Deck

- Platform to be securely attached to deck rim joist per code and manufacturer requirements, using manufacturer-supplied fasteners or Simpson Strong-Tie SD connector screws.

Strong-Drive® SD CONNECTOR Screw

For Simpson Strong-Tie Connectors

The Strong-Drive SD Connector screw is specifically designed to replace nails in certain Simpson Strong-Tie connectors, and is the only screw approved for that application. The load-rated SD screw has been tested and approved for use in many popular Simpson Strong-Tie products. The single-fastener load values achieved by the SD screw exceed those of typical 10d common or 16d common nails. In addition, the galvanized coating makes the SD screw ideal for both interior and most exterior conditions.

Features:

- Specifically designed to replace nails in certain Simpson Strong-Tie connectors, and is the only screw approved for that application. The #9 and #10 SD screws replace 10d and 16d nails, respectively.
- Tested and approved for use in many of our most popular connectors for both interior and exterior applications.
- ¼" hex head with 0.370"-dia. integrated washer is stamped with the Simpson Strong-Tie "S" sign and the fastener size for easy identification after installation.
- Shank is specifically designed to match the fastener holes in Simpson Strong-Tie connectors.
- Optimized heat treating for ductility and strength.
- The single-fastener load capacity of the SD9 exceeds the capacity of a 10d common nail, while the single-fastener load capacity of the SD10 exceeds that of the 16d common nail.
- Hex driver bit included. (Replacement bit: BITHEXR14-R1.)

For more information regarding driver bits for Simpson Strong-Tie fasteners, see p. 131.

Mechanically-galvanized coating meets ASTM B695 Class 55, is recommended for use with certain preservative-treated woods and recognized as an alternate to hot-dip galvanized in ESR-3046; it is compliant with the 2018, 2021 and 2024 International Residential Code.

Codes/Standards: ICC-ES ESR-3046 (including City of LA Supplement), State of Florida FL9589

For Technical Data and Loads: see C-F-2025TECHSUP *Fastening Systems Technical Guide*, pp. 70-71, 216, 219, 225



Spiral Staircase - code references

https://codes.iccsafe.org/content/VARC2021P1/chapter-3-building-planning#VARC2021P1_Ch03_SecR322

Codes / Virginia / 2021 Virginia Residential Code ▾

 BASIC PLU

Chapter 3 Building Planning

 Fullscreen

 Legend

R311.7.10.1 Spiral stairways.

The clear width at and below the *handrails* at *spiral stairways* shall be not less than 26 inches (660 mm) and the walkline radius shall be not greater than 24¹/₂ inches (622 mm). Each tread shall have a depth of not less than 6³/₄ inches (171 mm) at the walkline. Treads shall be identical, and the rise shall be not more than 9¹/₂ inches (241 mm). Headroom shall be not less than 6 feet 6 inches (1982 mm).

Spiral Staircase - code references

<https://codes.iccsafe.org/content/VACC2021P1/chapter-10-means-of-egress>

Codes / Virginia / 2021 Virginia Construction Code ▾

 BASIC PLUS

Chapter 10 Means of Egress

 Fullscreen

 Legend

1011.10 Spiral stairways.







Spiral stairways are permitted to be used as a component in the *means of egress* only within *dwelling units* or from a space not more than 250 square feet (23 m²) in area and serving not more than five occupants, or from *technical production areas* in accordance with Section 410.5.

Aspiral stairway shall have a 6³/₄-inch (171 mm) minimum clear tread depth at a point 12 inches (305 mm) from the narrow edge. The risers shall be sufficient to provide a headroom of 78 inches (1981 mm) minimum, but riser height shall not be more than 9¹/₂ inches (241 mm). The minimum *stairway* clear width at and below the *handrail* shall be 26 inches (660 mm).

Materials Overview

- **Foundation:** Poured concrete footers.
- **Framing:** Pressure-treated lumber (beams, joists, and posts).
- **Decking:** Composite decking
- **Railings:** Metal post and cable guardrail system.
- **Staircase:** Aluminum or galvanized steel spiral staircase.
- **Fasteners & Hardware:** Galvanized steel or stainless steel structural connectors, screws, and bolts.

Approval for Design from 504 N 26th Owner

 **Blah Blah** <yesacas@yahoo.com>  Fri, Jul 25, 2:41 PM (8 days ago)    
to me, notimeforcutenames ▾

Hello,







We are the owners of the neighboring property at 506 N 26th St. We have no opposition with the proposed deck design. If there are any questions feel free to contact us. Note we stopped all mail to the property so please use email or phone.

Regards,

Stephen Casey and Guangzhao Zhu
504 N 26th Street
Richmond VA 23223

Email yesacas@yahoo.com
Mobile 415-676-16697

Approval for Design from 506 ½ N 26th Owner

 **Thomas Baiada** <tmbaiada@gmail.com>  Sat, Jun 28, 3:50 PM    
to vagirl2four@msn.com ▾




Hey Tina,

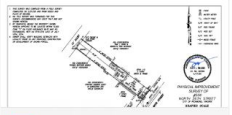
Here is the email chain with the city regarding rebuilding my deck. I attached the survey for my property and the design doc so you can check it out. If you're okay with the design, please send a reply with your approval.


Thank you!







Tom

...

2 Attachments • Scanned by Gmail    Add all to Drive

 **506 NORTH 26TH ...**

 **506 N 26th Street Deck Design for Rebuild**

 **Tina koogler**  Sun, Jun 29, 4:04 PM    
to me ▾

I sent my approval!

Get [Outlook for iOS](#)

Letter of support from the Historic Preservation and Land Use Committee of the Church Hill Association of RVA



Church Hill Association

January 2, 2026

To: Riy Benbow, Secretary of the Richmond Board of Zoning Appeals
Via e-mail: Roy.Benbow@RVA.gov

Re: 506 N 26th Street
Deck Rebuild: Mr. Thomas Baiada

From: Suzanne Lee
Chair, Historic Preservation and Land Use Committee,
Church Hill Association of RVA

Mr. Benbow and Board

The Historic Preservation and Land Use Committee of the Church Hill Association of RVA is in support of the project under submission by Thoas Baiada, 506 N 26th Street for a reardeck rebuild. The project requires BZA approval due to its setbacks.

Mr. Baiada presented the plan to the HPLUC on December 2, 2025. His presentation was thoughtful, detailed and showed due diligence with his neighbors and the City in its planning and communication of the plans. Of note was the documentation of support from his immediate neighbors, who would be most impacted by the exception to the set back zoning ordinance. Mr. Baiada gave a slide show of the reardeck plans with photos and detailed drawings and answered questions.

The Historic Preservation and Land Use Committee of the Church Hill Association of RVA advises the Church Hill Association on restoration projects, renovation projects and new builds in the St. John's Old and Historic District. In cooperation with neighbors and neighboring Civic Associations HPLUC is a resource for Greater Church Hill.

HPLUC has no objections to Mr. Baiada's plans and is in support of the project.


Suzanne Lee

Cc: Vernon Plack, Jake Naugle, Thomas Baiada



City of Richmond
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Division of Zoning Administration
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ADMINISTRATIVE VARIANCE INFORMATION

When requesting an Administrative Variance, it is important to be aware of the information outlined below. It is essential that the Zoning Administrator receive thorough and complete information in order that the request may be adequately considered and that an informed decision can be made.

An Administrative Variance is limited exclusively to relief for variations from the following with certain conditions:

- Interior side and rear yard requirements for single-family and two-family attached and detached dwellings.
- Front yard and street side yard requirements for 2nd-story additions to single-family detached dwellings.
- Front yard requirement along the longer street frontage for an addition to a single-family detached dwelling.
- Street side yard requirement for an addition to a single-family detached dwelling.
- Front yard requirement on a corner lot for an addition to a single-family detached dwelling.

In order for an Administrative Variance to be approved, the Zoning Administrator must determine that the request is consistent with all of the following standards:

- a. *The strict application of the ordinance would produce undue hardship;*
- b. *Such hardship is not shared generally by other properties in the same zoning district and the same vicinity;*
- c. *The authorization of the variance will not be of substantial detriment to adjacent property, and,*
- d. *The character of the zoning district will not be changed by the granting of the variance.*

It is very important to discuss any proposed Administrative Variance request with Zoning Administration Staff prior to formally completing the application. This is necessary because even if any adjoining property owner supports the request, it is possible that the Zoning Administrator may determine that the request is not consistent with the above-mentioned standards. The Administrative Variance granted by the Zoning Administrator shall be the minimum necessary to relieve the hardship.

When submitting the Administrative Variance request, provide the following required information:

1. Survey or site plan showing the existing improvements and any proposed improvements.
2. Building construction plans, including:
 - o Floor plans.
 - o Elevation drawings showing foundations, porches, windows and doors, siding, roofing, mechanical equipment, fencing, gutters, etc.
 - o List of building materials, including: foundations, siding, windows, doors, roofing and fencing.
3. Application fee of one-hundred dollars (\$100).
4. A written statement addressing the standards (a-d) listed above.

You should also supplement the application with any photographs, maps, diagrams or any other graphic or written information that fully explains the request and assists the Zoning Administrator in understanding the request.

Be aware that both Virginia law and the Zoning Ordinance requires notification of the owner(s) of all adjoining properties (any property with which has a common property line) for any Administrative Variance request. This notification requires a twenty-one (21) day period from the date of the notice in which any adjoining property owner can file an objection to the request.

For this reason, it is very important that the specific request is discussed with the adjoining property owner(s) PRIOR TO submitting an application for an Administrative Variance.

Although not required by law, adjacent owner(s) of property within a 150-foot radius and the corresponding neighborhood civic association(s) will also receive an informational notice advising them of the request.

To receive a list of the property owner(s) who will be notified as a result of the application, contact Zoning Administration Staff at (804) 646-6340.

Information regarding the neighborhood association(s) and/or contact person(s) may be obtained from the City's website at:

<https://www.rva.gov/planning-development-review/civic-groups>

Once on the page, you can search for any property using the interactive map. A dialogue box will provide the name(s) of any civic group(s) within the immediate area. Once the group or owner names are obtained, it is advisable that you make contact with them in order to provide any information relative to the Administrative Variance request.

Be advised that the Zoning Administrator may impose certain conditions of approval, which typically include, but are not limited to, increasing the requested yard (setback) to accommodate access for maintenance, architectural features and attributes, rain diversion and control, and the prohibition of specific materials to be utilized in the construction.

Finally, under Virginia law, if an adjoining owner objects to the request, in writing, the Administrative Variance **CANNOT** be approved by the Zoning Administrator and the request will be denied. If denied and the applicant still wishes to pursue the waiver, it will be necessary to transfer the case to the Board of Zoning Appeals (BZA) for a public hearing. In the event it becomes necessary to transfer your case to the Board of Zoning Appeals, an additional application and application fee (\$175) shall be required in order to cover the cost of the legally required public notice advertisement.

I, _____, owner of _____,
(Print name) (Print address)

hereby acknowledge that I have read and understand the Administrative Variance requirements and process. I have contacted the adjoining property owner(s) and the local neighborhood association and discussed the submitted request and have provided and reviewed with them the proposed plans for the Administrative Variance.

Property Owner/Authorized Agent Signature

Date