



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

# Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | [alex.dandridge@rva.gov](mailto: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](http://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 5<sup>th</sup> 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](http://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.



December 3, 2025

Commission of Architectural Review  
Alex Dandridge, Secretary  
900 E. Broad St., Room 510  
Richmond, VA 23219

#### Project Description

1109 W Franklin St is an existing 5,966SF (including basement) building in the Monument Avenue Historic District, currently owned by Congregation Beth Ahaba and used as a museum and office space under an existing special use permit (Ord. No. 2017-073). Cmnwlth Homes LLC is under contract to purchase the building and use a new special use permit to convert it back to its original use as a detached single-family dwelling.

In addition to the restoration of the existing building above, in the rear we plan to build a detached two-story 1,232SF garage and accessory dwelling unit in-keeping with several similar structures found on neighboring blocks. This new building would be built in a compatible contemporary style to CAR guidelines. Once completed, the combined gross living area across the primary residence and detached ADU would be 4,614SF.

These plans were submitted to the Commission for conceptual review at the November 25, 2025 meeting. The updated plans incorporate feedback from Staff and the Commission, including a revision to the roof form, windows and cladding. The renovation to 1109 W Franklin St has been moved into a separate application based on Staff recommendations.

# 1109 / 1111 W Franklin St CAR Application

December 03, 2025

Neighboring Garage / ADU Structures

1109 / 1111 W Franklin St

Richmond, VA 23220

Photographs below show two story accessory garage / adu buildings abutting alleyways in the surrounding area. A similar two-story garage / adu structure is proposed at 1109 and 1111 W Franklin St.



Figure 1: 1015 W Franklin St



Figure 2: 1103 W Franklin St



Figure 3: 1425 Grove Ave



Figure 4: 1501 Grove Ave



Figure 5: 1506 Grove Ave



Figure 6: 1510 Grove Ave

# 1109 / 1111 W Franklin St CAR Application

December 03, 2025

Neighboring Garage / ADU Structures

1109 / 1111 W Franklin St

Richmond, VA 23220



Figure 7: 1418 Grove Ave



Figure 8: 1111 West Ave



Figure 9: 1419 Park Ave

OWNER

COMMONWEALTH HOMES LLC  
 STEVE SANDERSON  
 1415 PARK AVE  
 RICHMOND, VA 23220  
 steve@cmwllh.com

ARCHITECT

FULTZ & SINGH ARCHITECTS  
 1212 WESTOVER HILLS BLVD  
 RICHMOND, VA 23225  
 amr@fultzsingharchitects.com  
 jason@fultzsingharchitects.com

DRAWING LIST - ARCHITECTURAL

SHEET	DRAWING TITLE	DATE
CS.00	COVER SHEET	12/03/2025 CAR SET
AS.00	SITE SURVEY	
AS.01	CURRENT SITE PLAN	
AS.02	PROPOSED SITE PLAN	
ADU.01	ADU FLOOR PLANS	
ADU.02	ADU ELEVATIONS	
ADU.03	ADU RENDERED ELEVATIONS	



fultzsingharchitects.com  
 1212 Westover Hills Blvd  
 Richmond, VA 23225

# 1109 W FRANKLIN ST ADU

CAR APPLICATION SET - 12/03/2025

1109 W FRANKLIN ST, RICHMOND, VA 23220

## 1109 W FRANKLIN ST ADU

1109 W FRANKLIN ST  
 RICHMOND, VA 23220

PRELIMINARY  
 NOT FOR CONSTRUCTION

### DRAWING SYMBOL LEGEND

	EXTERIOR ELEVATION CALLOUT		DOOR EGRESS TAG ACTUAL DOOR WIDTH INCHES PER OCCUPANT ACTUAL OCCUPANT NUMBER OCCUPANT CAPACITY OF OPENING		LEVEL / ELEVATION REFERENCE ELE: 'XX' - 'XX'		WINDOW / OPENING TAG - REFER TO OPENING SCHEDULE FOR ADDITIONAL INFORMATION	'XX'/'YY'	DRAWING MATCHLINE
	SECTION CALLOUT		PROJECT NORTH		WALLTYPE INDICATION		FIXTURE / EQUIPMENT TAG - REFER TO A6 SERIES SCHEDULES FOR ADDITIONAL INFORMATION - SEE A10 DRAWINGS FOR LIGHTING FIXTURES	(S)	SMOKE DETECTOR - INTEGRATED INTO BUILDING FIRE ALARM SYSTEM WHERE PROVIDED
	INTERIOR ELEVATION CALLOUT *LETTER DESIGNATES DRAWING NUMBER **'XX' DESIGNATES SHEET NUMBER		GEOMETRY WORKPOINT		EGRESS PATH		DOOR TAG		
	ENLARGED PLAN / SECTION CALLOUT		DRAWING NOTE		WALL RATING INDICATION DASH INDICATES RATING IN NUMBER OF HOURS [DENSE DASH INDICATES 30MIN WALL]		ROOM TAG		
	DETAIL CALLOUT		REVISION NOTE		CODE COMPLIANT ILLUMINATED EXIT SIGN INDICATOR DIRECTION [IF APPLICABLE]		MATERIAL TAG - REFER TO A0.00 FOR ADDITIONAL INFORMATION		
	GRIDLINE REFERENCE		DEMOLITION NOTE		LINEAR SHEET MATERIAL GRAIN DIRECTION INDICATION		SURFACE STEP / ELEVATION CHANGE		

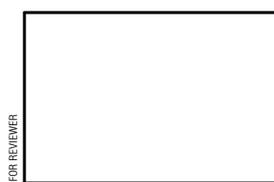
### VICINITY MAP

NOT TO SCALE

PROJECT LOCATION



FOR REVIEWER

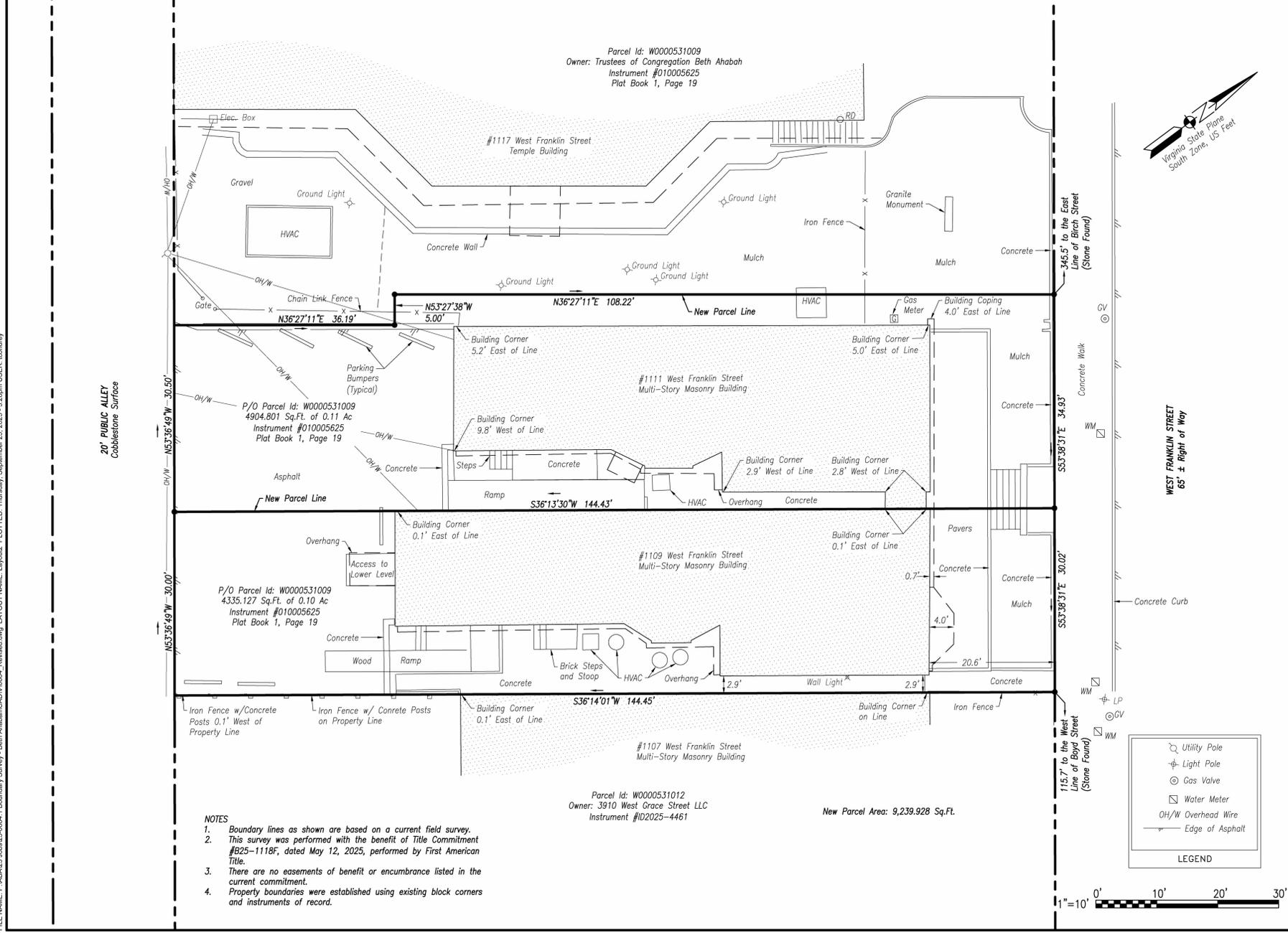


JOB NUMBER / SHEET	ISSUE DATE /	SCALE /	DRAWN / CHECKED	# REVISION		DATE
				IN	AS	
0210 / CS.00	12/03/2025	1/2" = 1'-0"				

COVER SHEET

CS.00

FILE NAME: P:\ABA\25\_10h\25-0684\_1\_Boundary Survey - Beth Ahabah\CAD\DWG\0684\_1\_Released.dwg LAYOUT NAME: Layout2 PLOTTED: Thursday, September 25, 2025, 3:28pm USER: bconroy



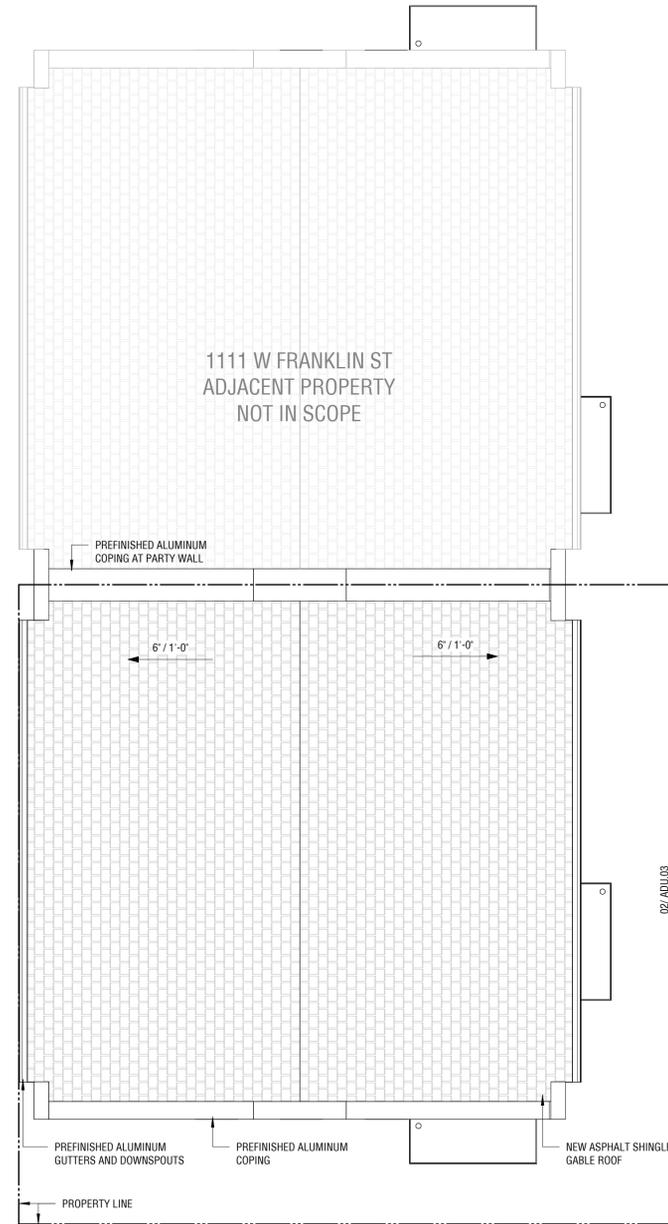
NOTES

1. Boundary lines as shown are based on a current field survey.
2. This survey was performed with the benefit of Title Commitment #925-1118F, dated May 12, 2025, performed by First American Title.
3. There are no easements of benefit or encumbrance listed in the current commitment.
4. Property boundaries were established using existing block corners and instruments of record.

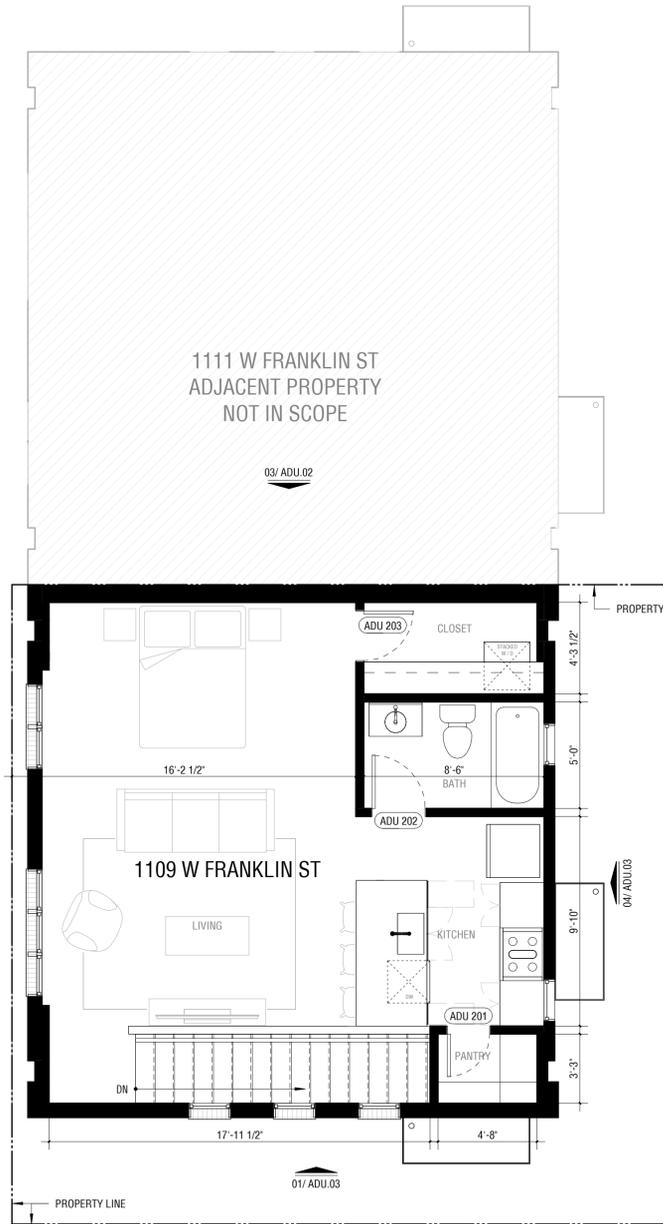
<p>1011 Boulder Springs Drive, Suite 200   Richmond, VA 23225 804.592.3900 main   804.692.3901 fax www.stratus.com</p>	CLIENT	CBA
	DRAWN	TAC
	DESIGN	JOB NO.
	APPROVED	DATE
<p>BOUNDARY SURVEY</p> <p>PLAT SHOWING TWO PARCELS OF LAND BEING A PORTION OF PARCEL #W0000531009 OWNED BY THE TRUSTEES OF THE CONGREGATION OF BETH AHABAH</p> <p>CITY OF RICHMOND VIRGINIA</p>		<p>SCALE</p> <p>1" = 10'</p>
<p>COMMONWEALTH OF VIRGINIA</p> <p>THOMAS A. CONDREY Lic. No. 2750 9/25/25 LAND SURVEYOR</p>		<p>SHEET NO</p> <p>1 of 1</p>







**03 ADU ROOF LEVEL**  
 SCALE: 1/4" = 1'-0"



**02 ADU LEVEL 02**  
 SCALE: 1/4" = 1'-0"



**01 ADU LEVEL 01**  
 SCALE: 1/4" = 1'-0"

**FLOOR PLAN LEGEND**

- NEW CONSTRUCTION
- EXISTING TO REMAIN
- ADJACENT PROPERTY NOT IN SCOPE

**GROSS LIVING AREA**

LEVEL 01	1,977 SF
LEVEL 02	2,012 SF
<b>TOTAL</b>	<b>3,989 SF</b>

ADU LEVEL 01 ENTRY	16 SF
LEVEL 02	616 SF
<b>TOTAL</b>	<b>632 SF</b>

**GROSS SQUARE FOOTAGE**

LEVEL 00	1,977 SF
LEVEL 01	1,977 SF
LEVEL 02	2,012 SF
<b>TOTAL</b>	<b>5,966 SF</b>

GARAGE / ADU LEVEL 01	616 SF
LEVEL 02	616 SF
<b>TOTAL</b>	<b>1,232 SF</b>

<b>GRAND TOTAL</b>	<b>7,198 SF</b>
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**DOOR SCHEDULE ADU**

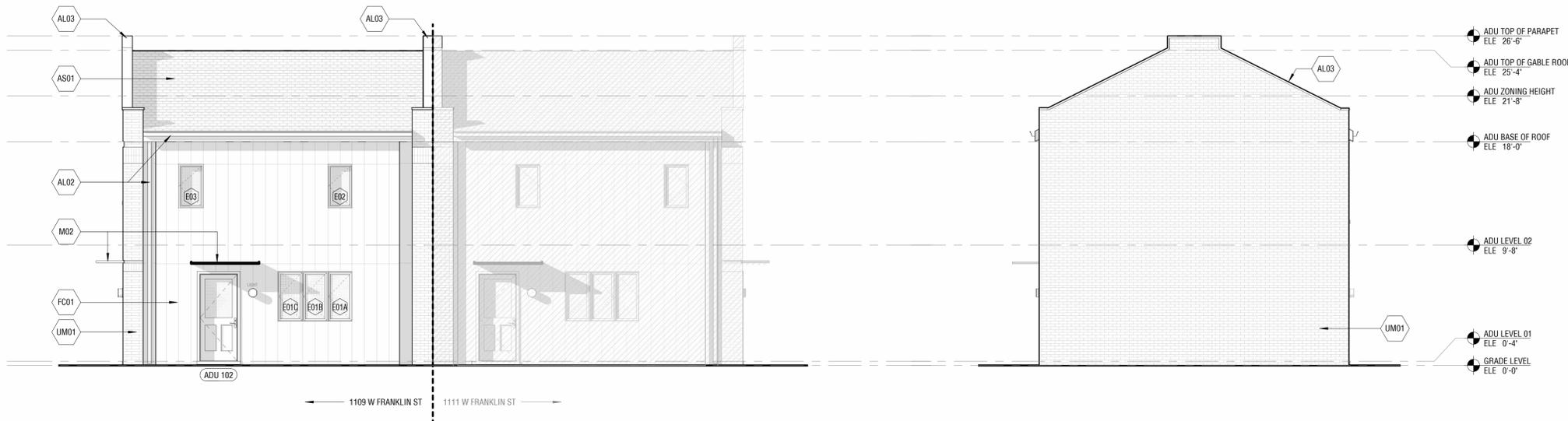
DOOR NO.	INT / EXT	SIZE	DIMENSIONS				FINIS	REMARKS
			WIDTH	HEIGHT	THICKNESS	MATERIAL		
ADU 101	Exterior	16'-0"	7'-0"	2"	ALU/GLASS	MFR	GARAGE DOOR	
ADU 102	Exterior	3'-0"	7'-0"	2"	WD/GLASS	PT		
ADU 103	Exterior	3'-0"	7'-0"	2"	WD/GLASS	PT		
ADU 104	Interior	2'-0"	6'-8"	1 3/4"	WD	PT		
ADU 201	Interior	2'-0"	6'-8"	1 3/4"	WD	PT		
ADU 202	Interior	2'-6"	6'-8"	1 3/4"	WD	PT		
ADU 203	Interior	2'-4"	6'-8"	1 3/4"	WD	PT		
Grand total: 7								

**1109 W FRANKLIN ST ADU**

1109 W FRANKLIN ST  
 RICHMOND, VA 23220

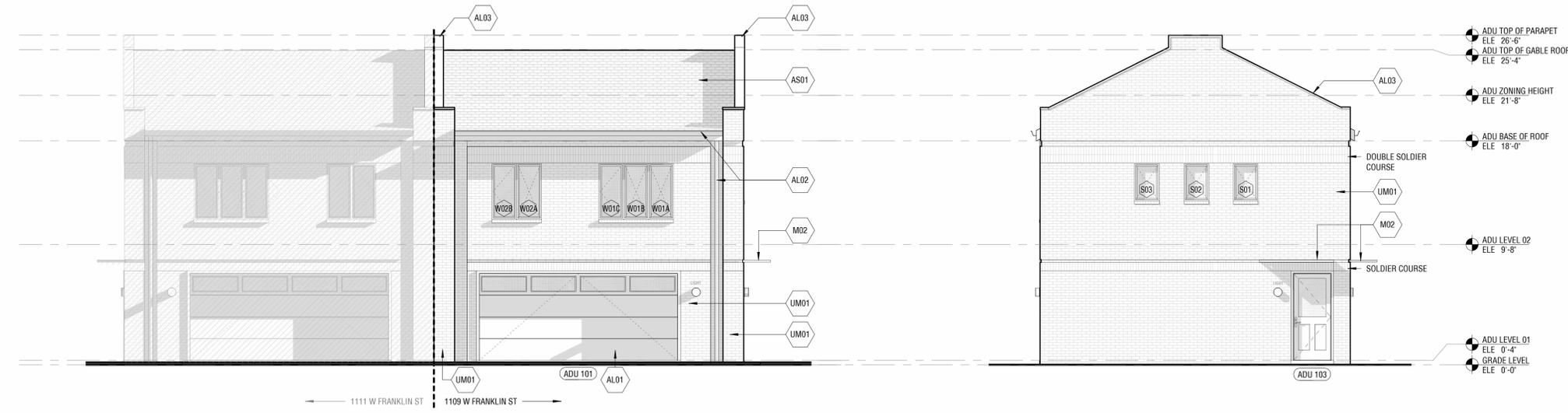
PRELIMINARY  
 NOT FOR CONSTRUCTION

JOB NUMBER / SHEET	ISSUE DATE /	SCALE /	DRAWN /	REVISION		DATE
				CHECKED /	AS	
0210 / ADU.01	12/03/2025	1/4" = 1'-0"				



**04 BUILDING ELEVATION - EAST**  
 SCALE: 3/16" = 1'-0"

**03 BUILDING ELEVATION - NORTH**  
 SCALE: 3/16" = 1'-0"



**02 BUILDING ELEVATION - WEST**  
 SCALE: 3/16" = 1'-0"

**01 BUILDING ELEVATION - SOUTH**  
 SCALE: 3/16" = 1'-0"

**ADU ELEVATION LEGEND**

- BRICK
- GLASS
- ASPHALT SHINGLE ROOF
- ADJACENT PROPERTY NOT IN SCOPE

**EXTERIOR MATERIALS**

- UM01** NEW BRICK WALL PAINTED OFF-WHITE TO MATCH PRIMARY STRUCTURE. BRICK SIZE TO MATCH PRIMARY STRUCTURE.
- M02** POWDER COATED STEEL AWNING
- AL01** PREFINISHED ALUMINUM GARAGE DOORS
- AL02** PREFINISHED ALUMINUM GUTTERS AND ROUND DOWNSPOUTS
- AL03** PREFINISHED ALUMINUM COPING
- AS01** ARCHITECTURAL ASPHALT SHINGLE ROOF
- FC01** SMOOTH PAINTED VERTICAL FIBER CEMENT SIDING

**WINDOW SCHEDULE ADU**

MARK	WIDTH	HEIGHT
E01A	2'-0"	4'-0"
E01B	2'-0"	4'-0"
E01C	2'-0"	4'-0"
E02	2'-0"	3'-6"
E03	2'-0"	3'-6"
S01	2'-0"	3'-0"
S02	2'-0"	3'-0"
S03	2'-0"	3'-0"
W01A	2'-0"	4'-6"
W01B	2'-0"	4'-6"
W01C	2'-0"	4'-6"
W02A	2'-0"	4'-6"
W02B	2'-0"	4'-6"
Grand total:	13	

NOTE: ALL NEW WINDOWS TO BE ALUMINUM CLAD WOOD

**1109 W FRANKLIN ST ADU**

1109 W FRANKLIN ST  
 RICHMOND, VA 23220

PRELIMINARY  
 NOT FOR CONSTRUCTION

JOB NUMBER / 0210	ISSUE DATE / 12/03/2025	SCALE / 3/16" = 1'-0"	# REVISION		DATE
			IN	AS	
<b>ADU ELEVATIONS</b>					
<b>ADU.02</b>					

ADU ELEVATION LEGEND

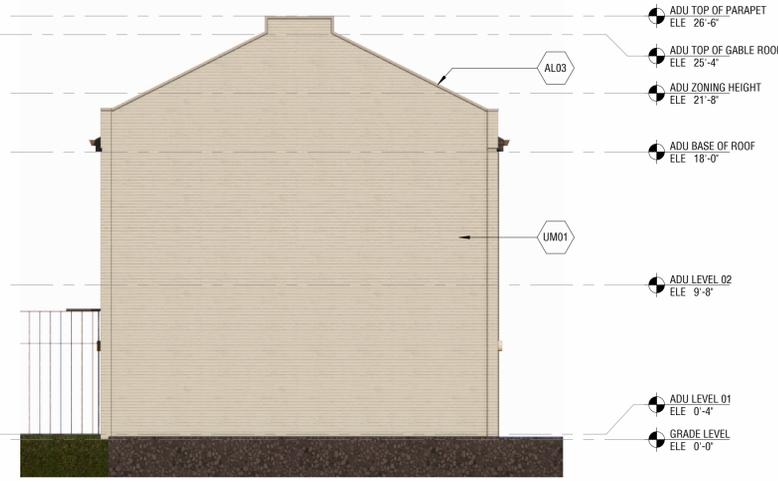
-  BRICK
-  GLASS
-  ASPHALT SHINGLE ROOF
-  ADJACENT PROPERTY NOT IN SCOPE

EXTERIOR MATERIALS

-  UM01 NEW BRICK WALL PAINTED OFF-WHITE TO MATCH PRIMARY STRUCTURE. BRICK SIZE TO MATCH PRIMARY STRUCTURE.
-  M02 POWDER COATED STEEL AWNING
-  AL01 PREFINISHED ALUMINUM GARAGE DOORS
-  AL02 PREFINISHED ALUMINUM GUTTERS AND ROUND DOWNSPOUTS
-  AL03 PREFINISHED ALUMINUM COPING
-  AS01 ARCHITECTURAL ASPHALT SHINGLE ROOF
-  FC01 SMOOTH PAINTED VERTICAL FIBER CEMENT SIDING



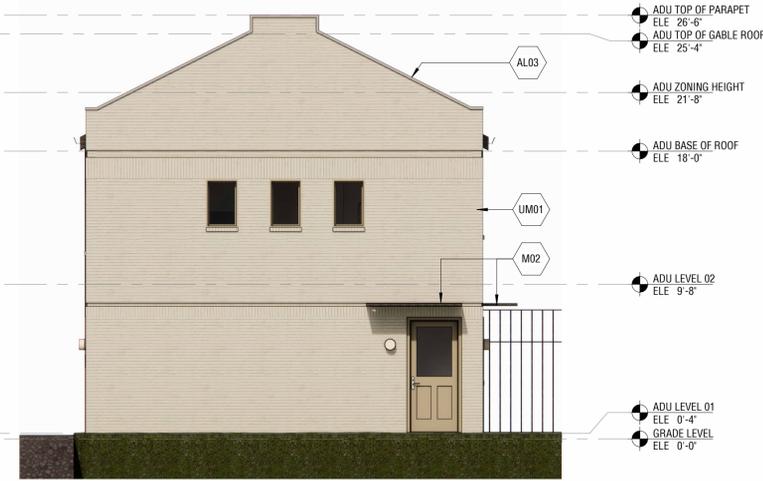
**04** RENDERED ELEVATION - EAST  
 SCALE: 3/16" = 1'-0"



**03** RENDERED ELEVATION - NORTH  
 SCALE: 3/16" = 1'-0"



**02** RENDERED ELEVATION - WEST  
 SCALE: 3/16" = 1'-0"



**01** RENDERED ELEVATION - SOUTH  
 SCALE: 3/16" = 1'-0"

**1109 W FRANKLIN ST ADU**

1109 W FRANKLIN ST  
 RICHMOND, VA 23220

PRELIMINARY  
 NOT FOR CONSTRUCTION

#	REVISION	DATE

JOB NUMBER / SHEET /	ISSUE DATE /	SCALE /	DRAWN /	CHECKED /	DATE
0210 /	12/03/2025	3/16" = 1'-0"	JN	AS	
<b>ADU RENDERED ELEVATIONS</b>					
<b>ADU.03</b>					