



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address _____

Historic district _____

Date/time rec'd: _____
Rec'd by: _____
Application #: _____
Hearing date: _____

APPLICANT INFORMATION

Name _____

Phone _____

Company _____

Email _____

Mailing Address _____

Applicant Type: Owner Agent
 Lessee Architect Contractor
Other (please specify): _____

OWNER INFORMATION (if different from above)

Name _____

Company _____

Mailing Address _____

Phone _____

Email _____

PROJECT INFORMATION

Review Type: Conceptual Review Final Review

Project Type: Alteration Demolition New Construction
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

ACKNOWLEDGEMENT OF RESPONSIBILITY

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

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

Signature of Owner _____

Date _____

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Well in advance of the COA application deadline contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on-site. Visit the Commission of Architectural Review website for project guidance and forms:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

Division of Planning and Preservation 804.646.6335 Marianne.Pitts@Richmondgov.com

SUBMISSION INSTRUCTIONS

Submit applications to the Division of Planning and Preservation, Rm. 510, 900 E. Broad Street

- One (1) signed and completed application – property owners signature required
- Twelve (12) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled

MEETING SCHEDULE

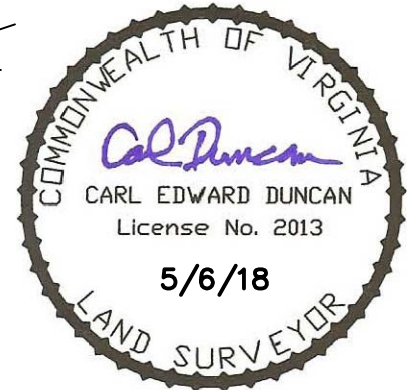
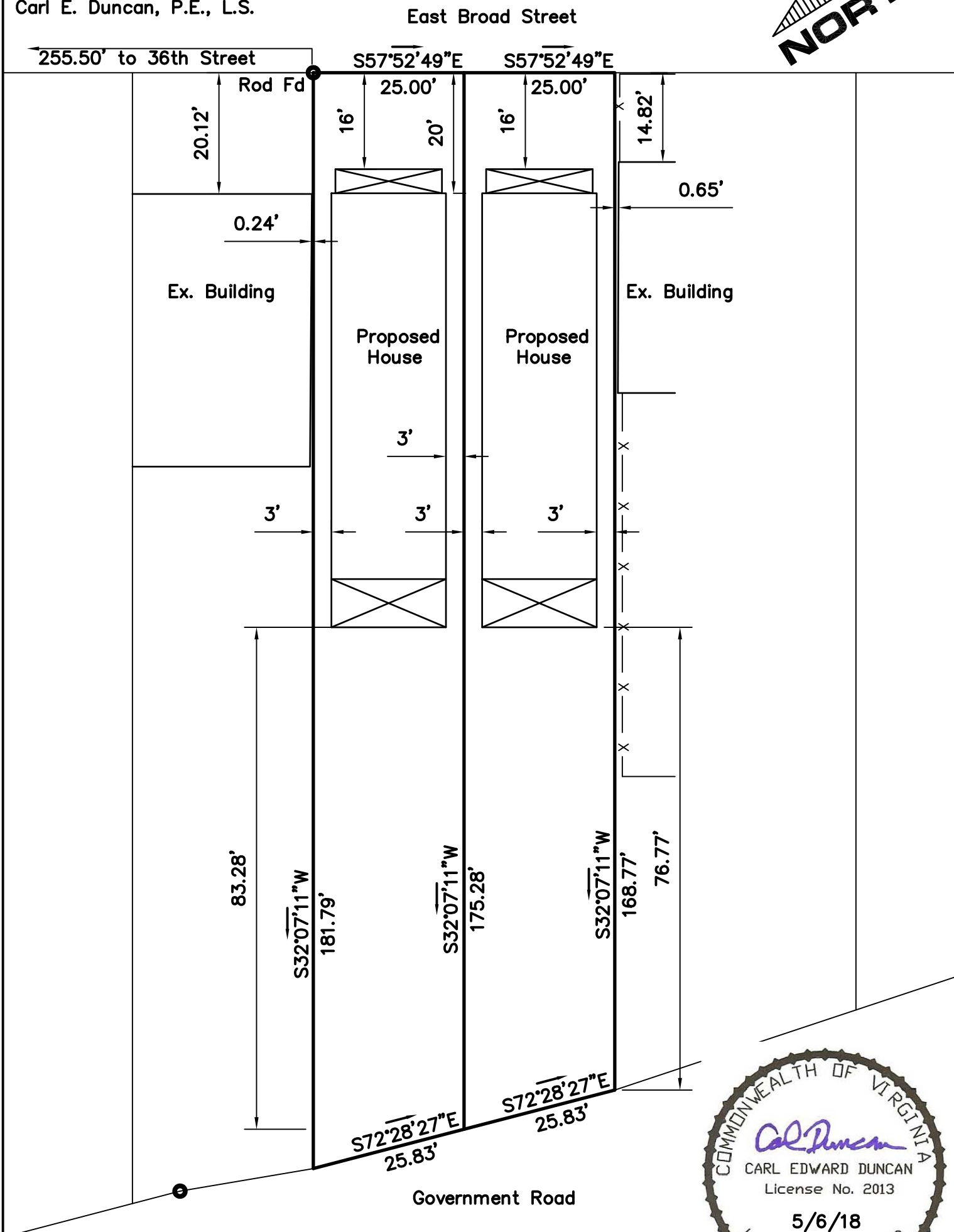
- Applications are due by 12 PM (noon) on the deadline date. Exception: revisions to items deferred, denied or presented conceptually at the previous CAR meeting are due 15 days in advance of the scheduled meeting.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following CAR 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 the agenda.
- CAR 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.
- CAR monthly meetings are held at 3:30 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. The owner and/or applicant is *encouraged to attend* the meeting.

2018 Meeting Dates (Tuesdays unless noted otherwise)	Application Deadlines (Fridays unless noted otherwise)
January 23	December 22, 2017
February 27	January 26
March 27	March 2
April 24	March 30
May 22	April 27
June 26	May 25
July 24	June 29
August 28	July 27
September 25	August 24
October 23	September 28
November 27	October 26
December 18	November 26 (Monday)

I hereby certify that an accurate survey of the property was made on November 15, 2017 and that any encroachments are noted hereon. This survey was made without benefit of a title report and there may be encumbrances present that are not shown.

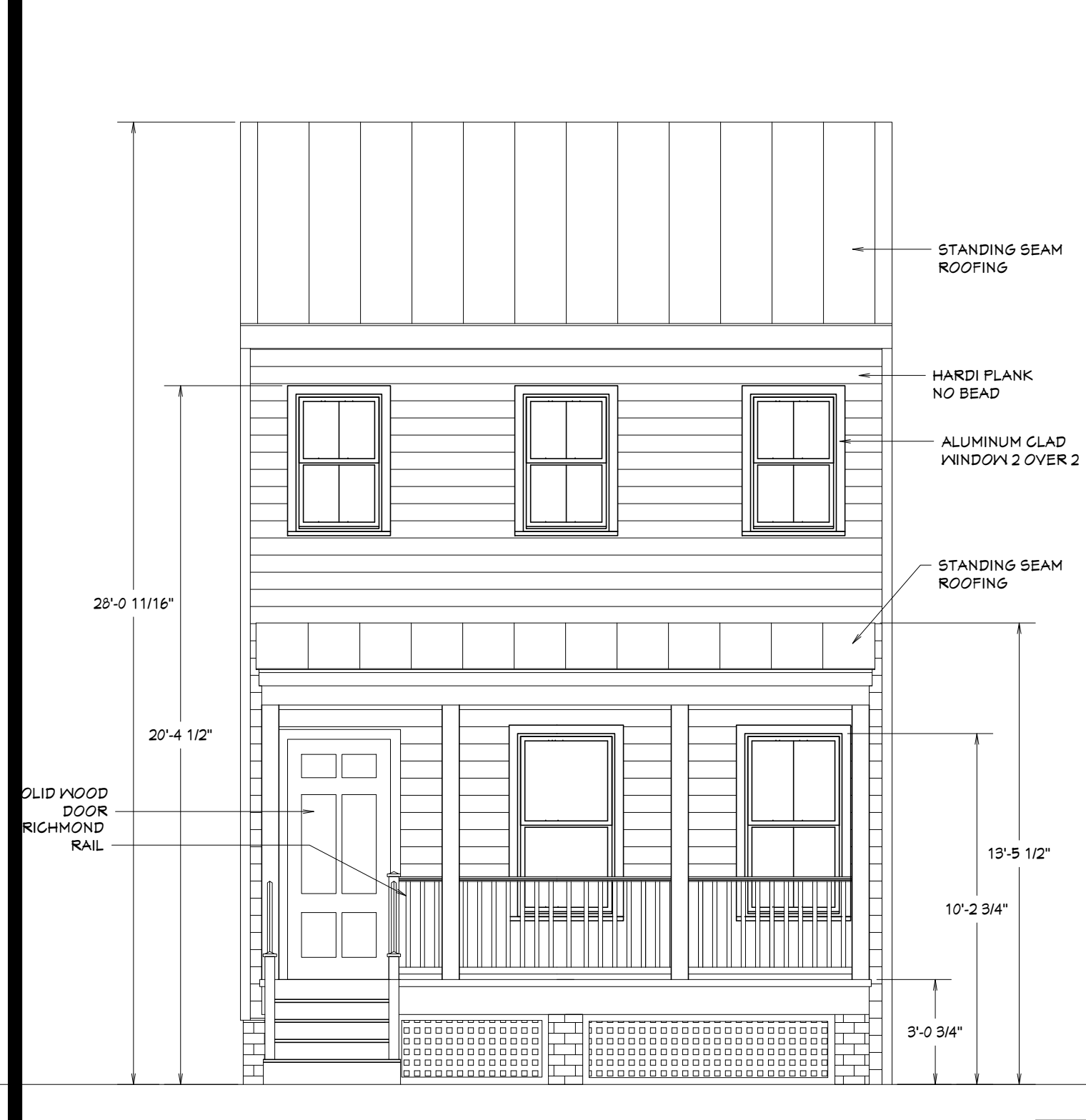
Carl Duncan

Carl E. Duncan, P.E., L.S.



Plat Showing the proposed improvements to
 E000129008 / E000129009
 3613 & 3615 East Broad Street
 SOJO Enterprises
 7th District
 City of Richmond

C. E. Duncan & Associates, Inc.
 2609 Rocky Oak Road
 POWHATAN, VIRGINIA 23139
 (804) 598-8240 Fax (804) 598-9240
 DATE: 5/6/18 SCALE: 1"=20'
 DRAWN BY: CED JOB NO.: 17-2010



1 ELEVATION: FRONT
2 3615 E BROAD ST PROJECT

1/4"=1'-0"



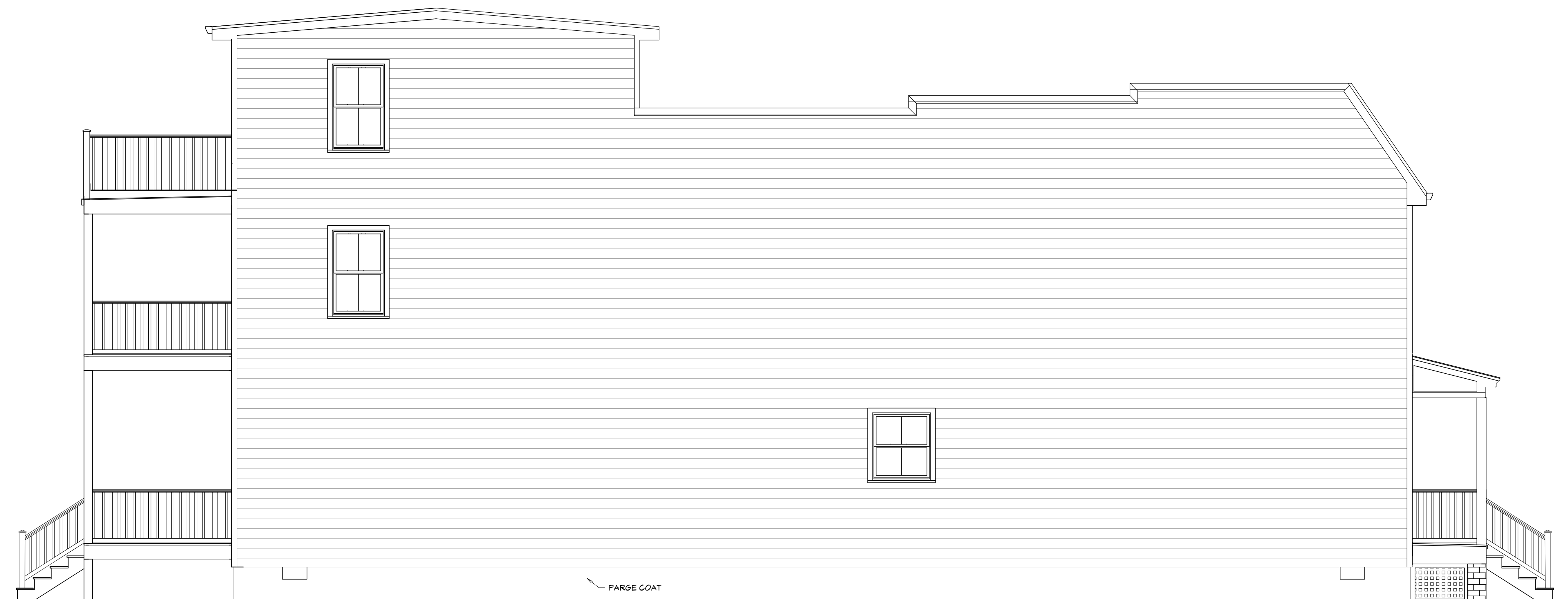
2 ELEVATION: RIGHT SIDE
2 3615 E BROAD ST PROJECT

1/4"=1'-0"



3 ELEVATION: REAR
2 3615 E BROAD ST PROJECT

1/4"=1'-0"

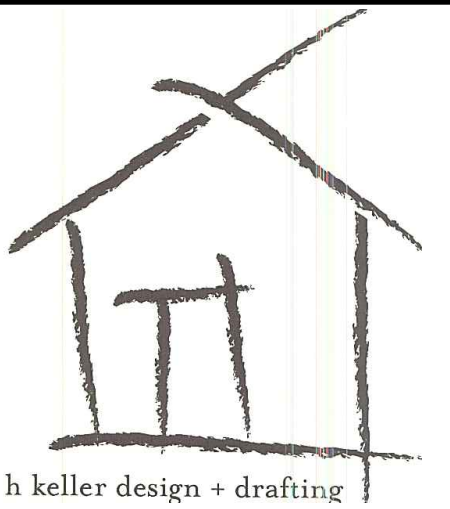


4 ELEVATION: LEFT SIDE
2 3615 E BROAD ST PROJECT

1/4"=1'-0"

General Notes

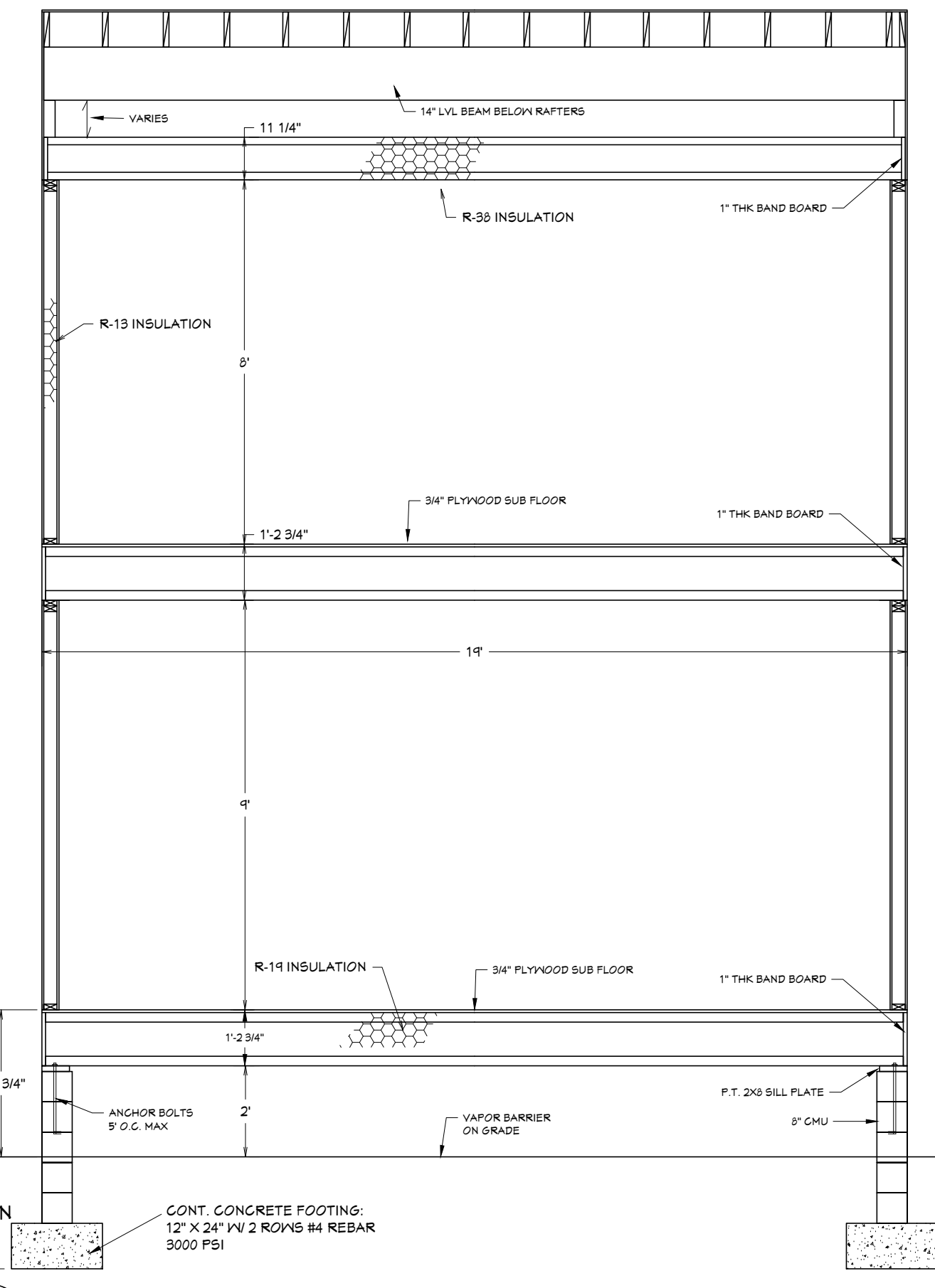
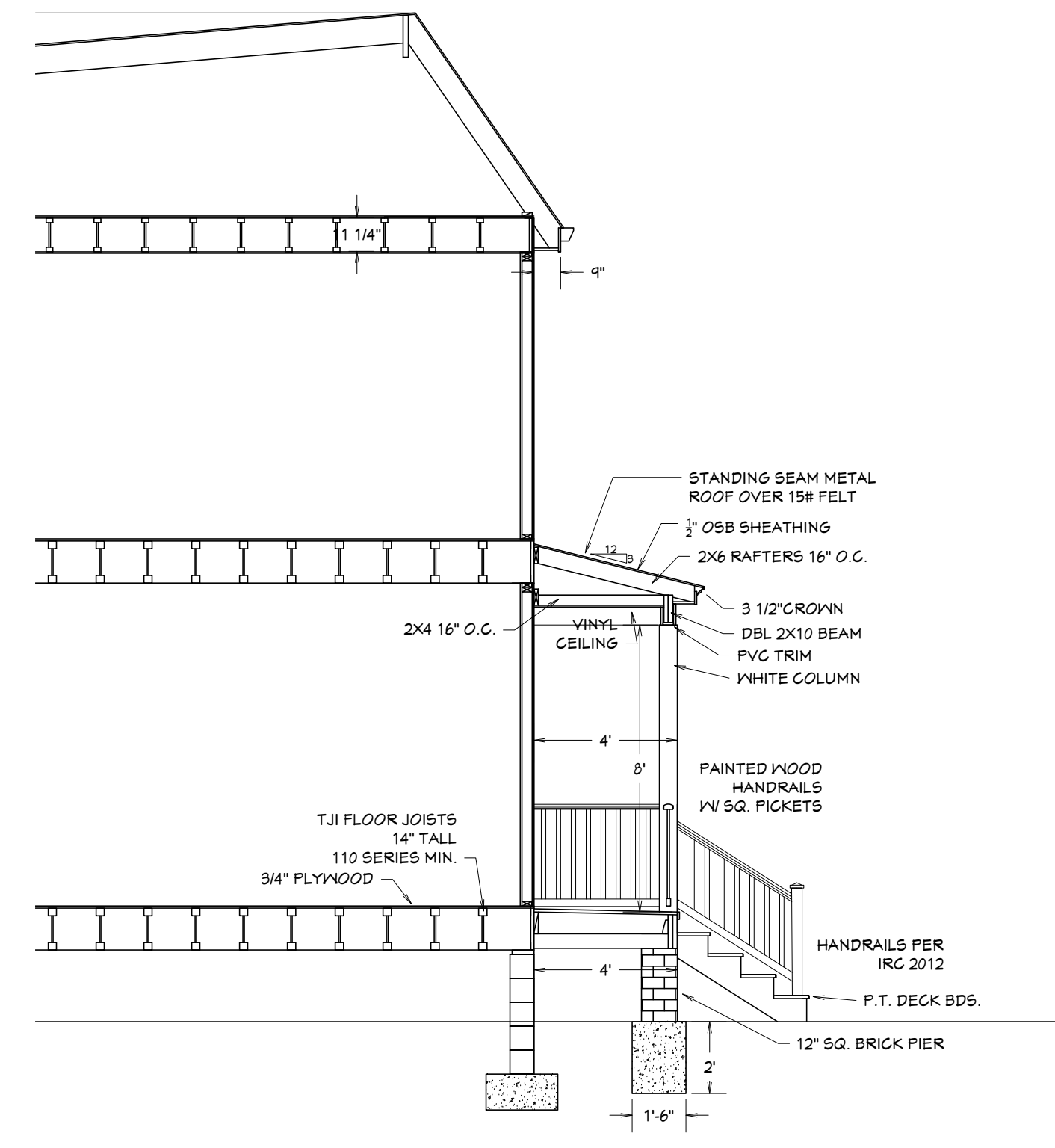
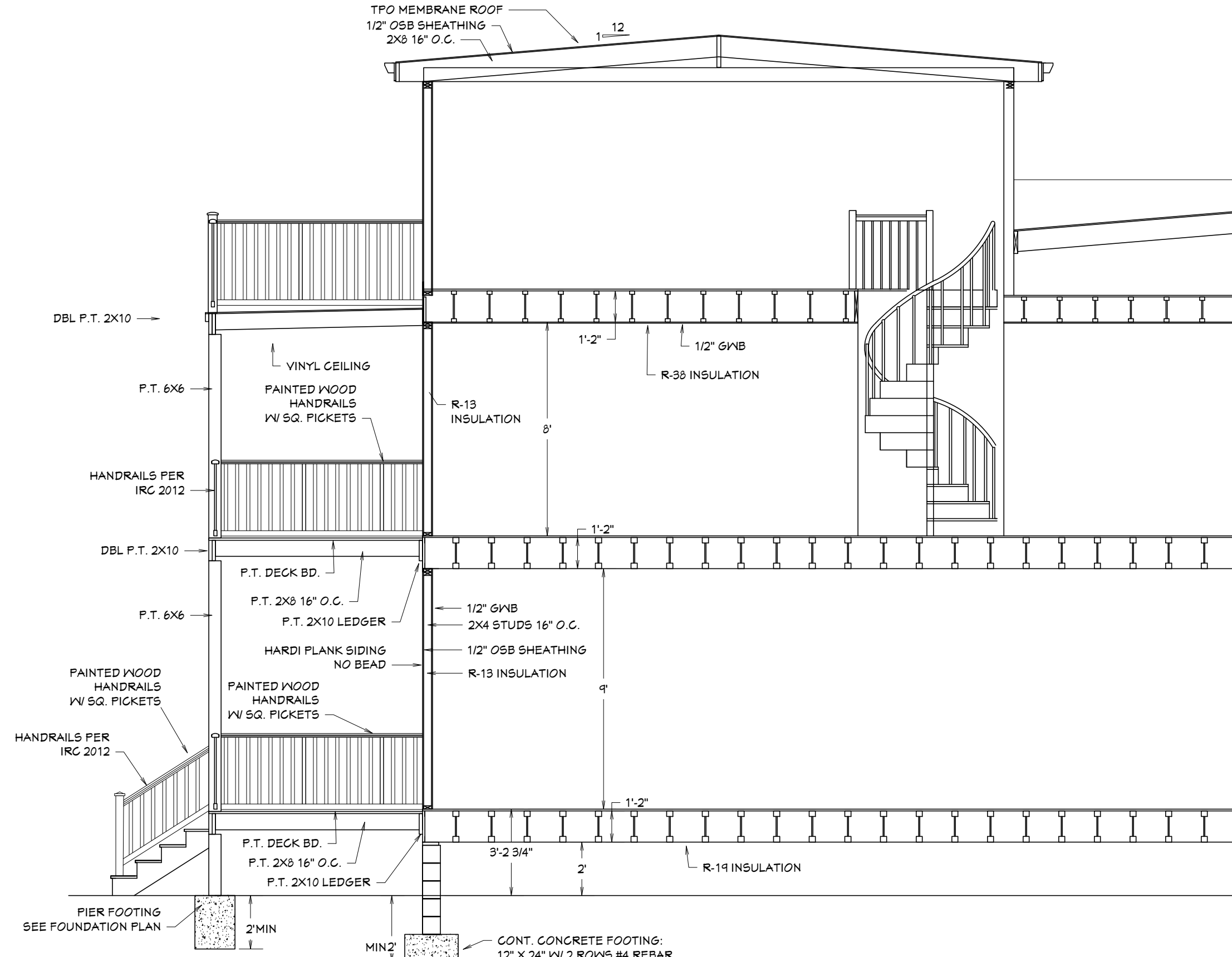
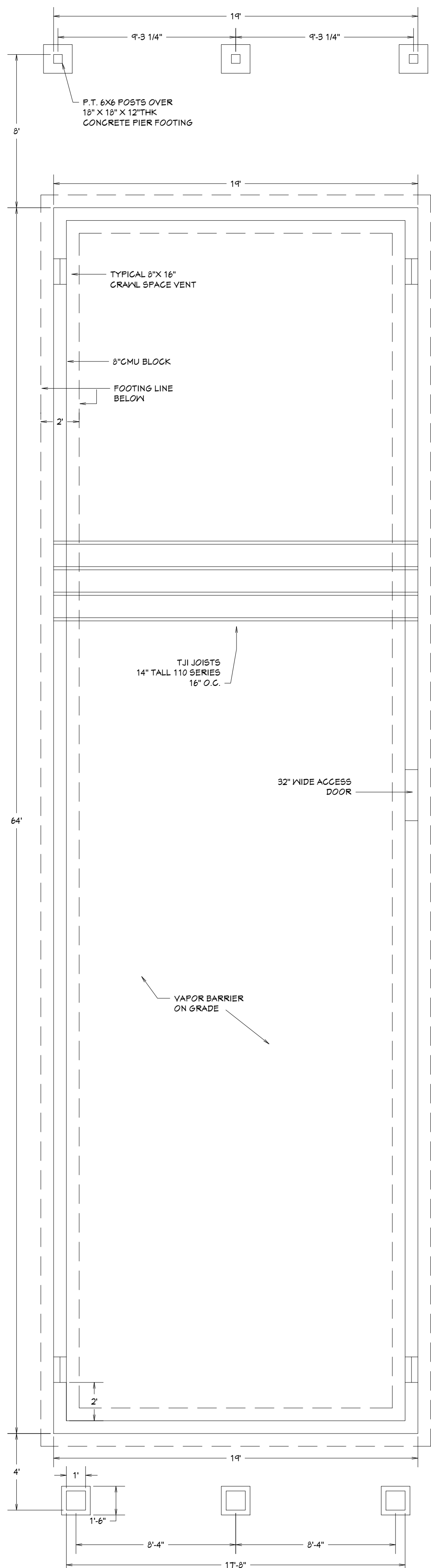
No.	Revision/Issue	Date



4010 OLD GUN ROAD E. Ph:804 349-5365
MIDLOTHIAN, VA 23113 FAX:804 272-0352

Project Name:	3615 E. BROAD ST PROJECT
Owner:	JEFF FARRAR
Address:	3615 E. BROAD ST RICHMOND VA
Phone:	804-304-5520

Drawn by	PHK	Sheet
Date	1-2-18	2
Scale	VARIES	



General Notes

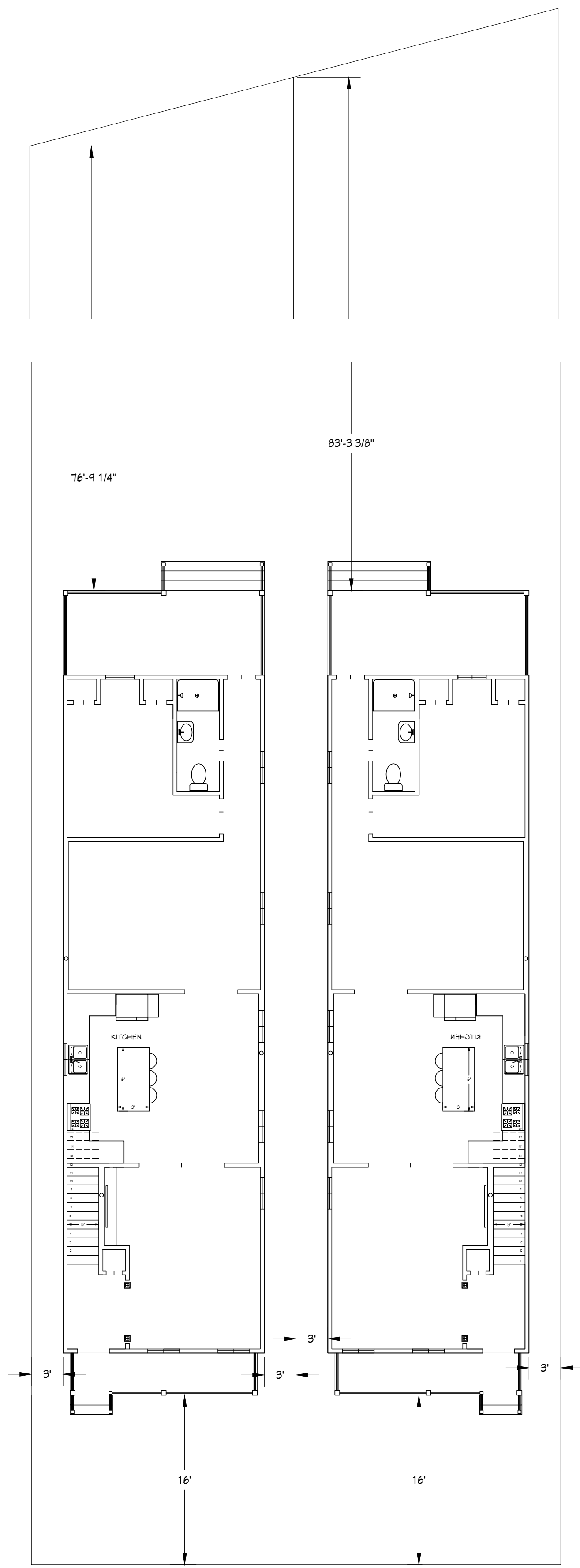
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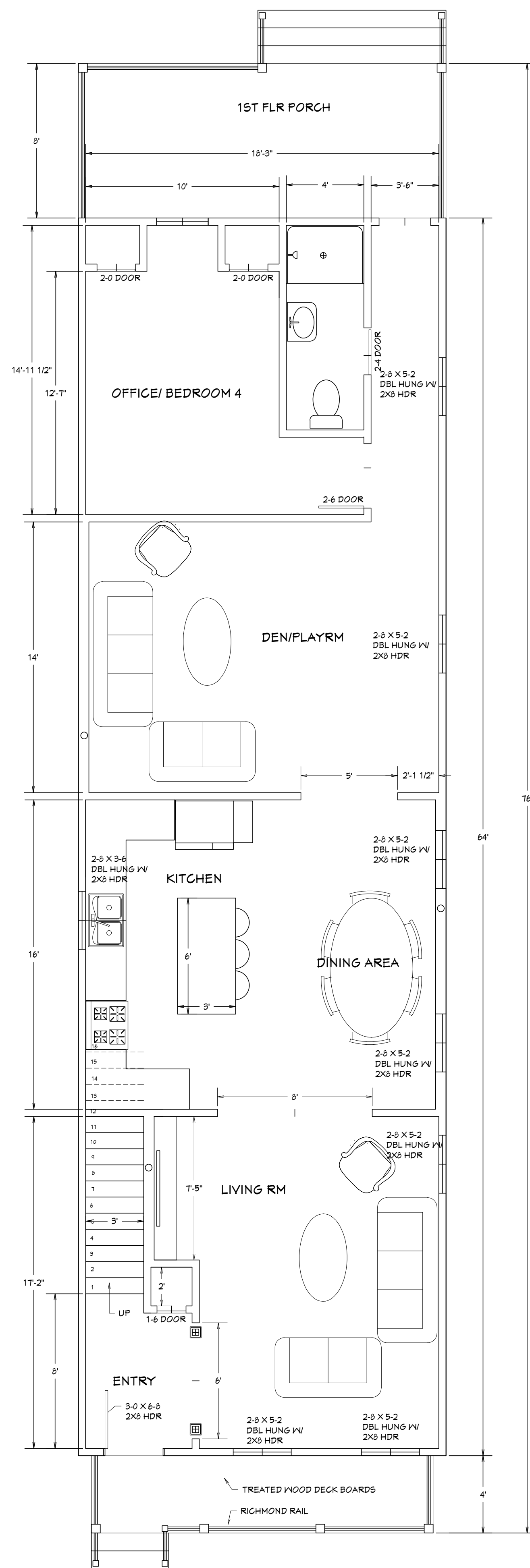
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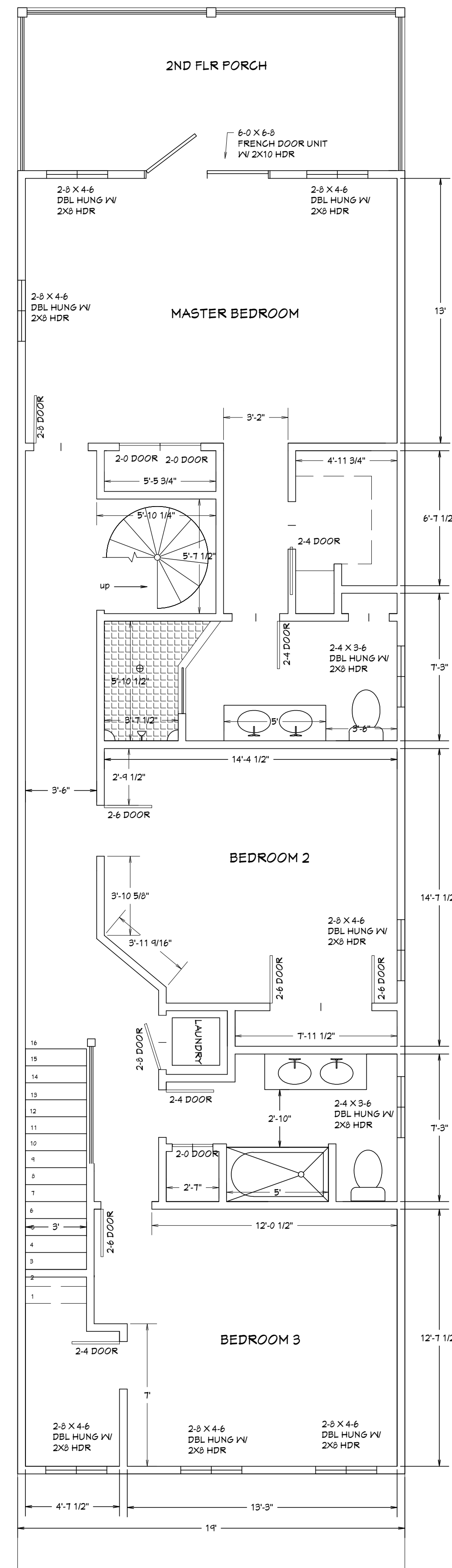
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Date:	1-2-18	3
Scale:	VARIES	



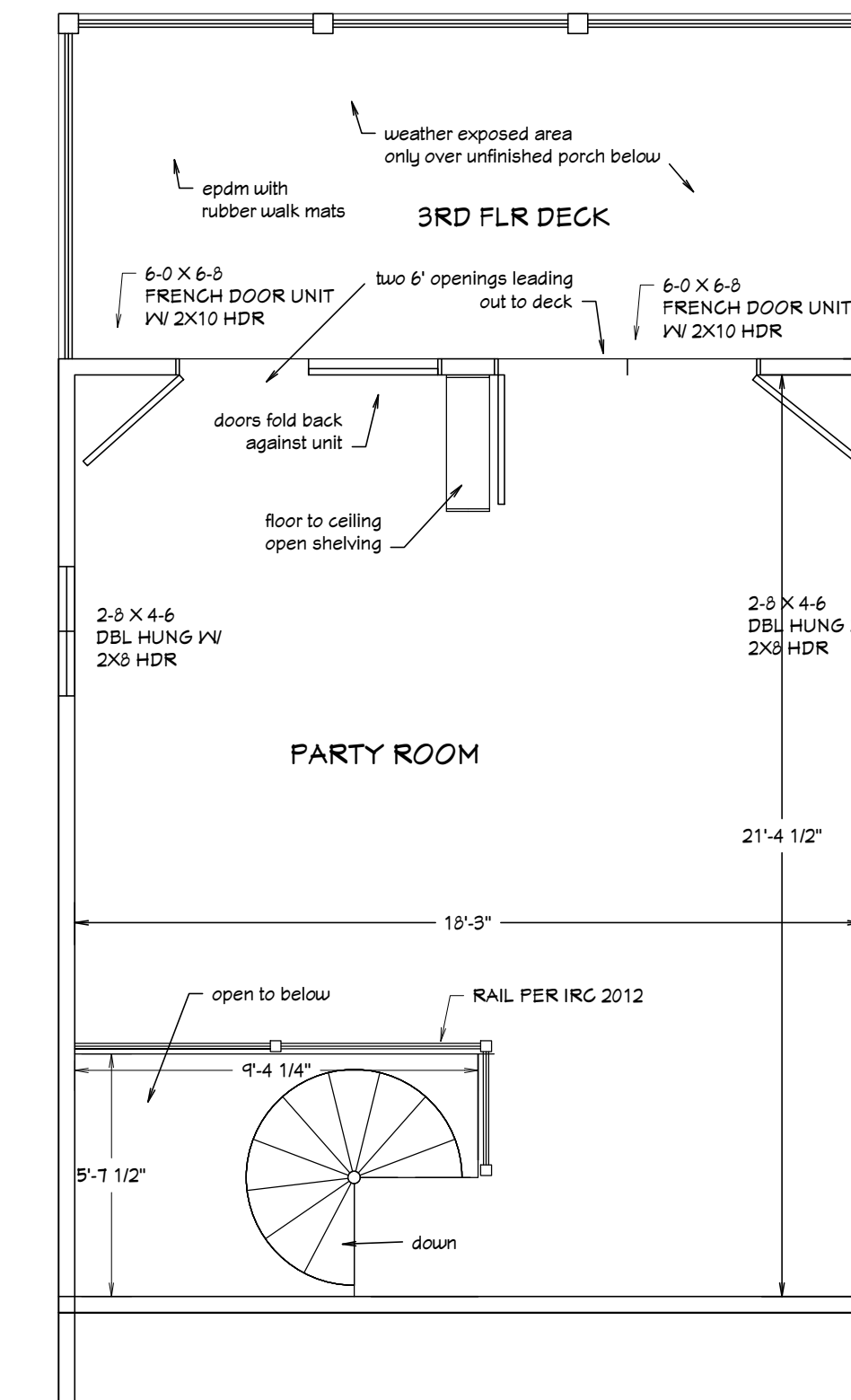
1 PLAN: W/ PROPERTY SET BACKS
 1 3615 E. BROAD ST
 1/8"=1'-0"



2 PLAN: FIRST FLOOR
 1 3615 E. BROAD ST
 1/4"=1'-0"



3 PLAN: SECOND FLOOR
 1 3615 E. BROAD ST
 1/4"=1'-0"



General Notes

No.	Revision/Issue	Date

paul h keller design + drafting

4010 OLD GUN ROAD E. Ph:804 349-5365
 MIDLOTHIAN, VA 23113 FAX:804 272-0352

Project Name:	3615 E. BROAD ST PROJECT
Owner:	JEFF FARRAR
Address:	3615 E. BROAD ST RICHMOND VA
Phone:	804-304-5520

Drawn by:	PHK	Sheet
Date:	1-2-18	1
Scale:	VARIES	

3613 & 3615 East Broad Street CAR Application Plans

Owner

SOJO Enterprises LLC
1300 Densmore Court
Henrico, VA 23223

Engineer

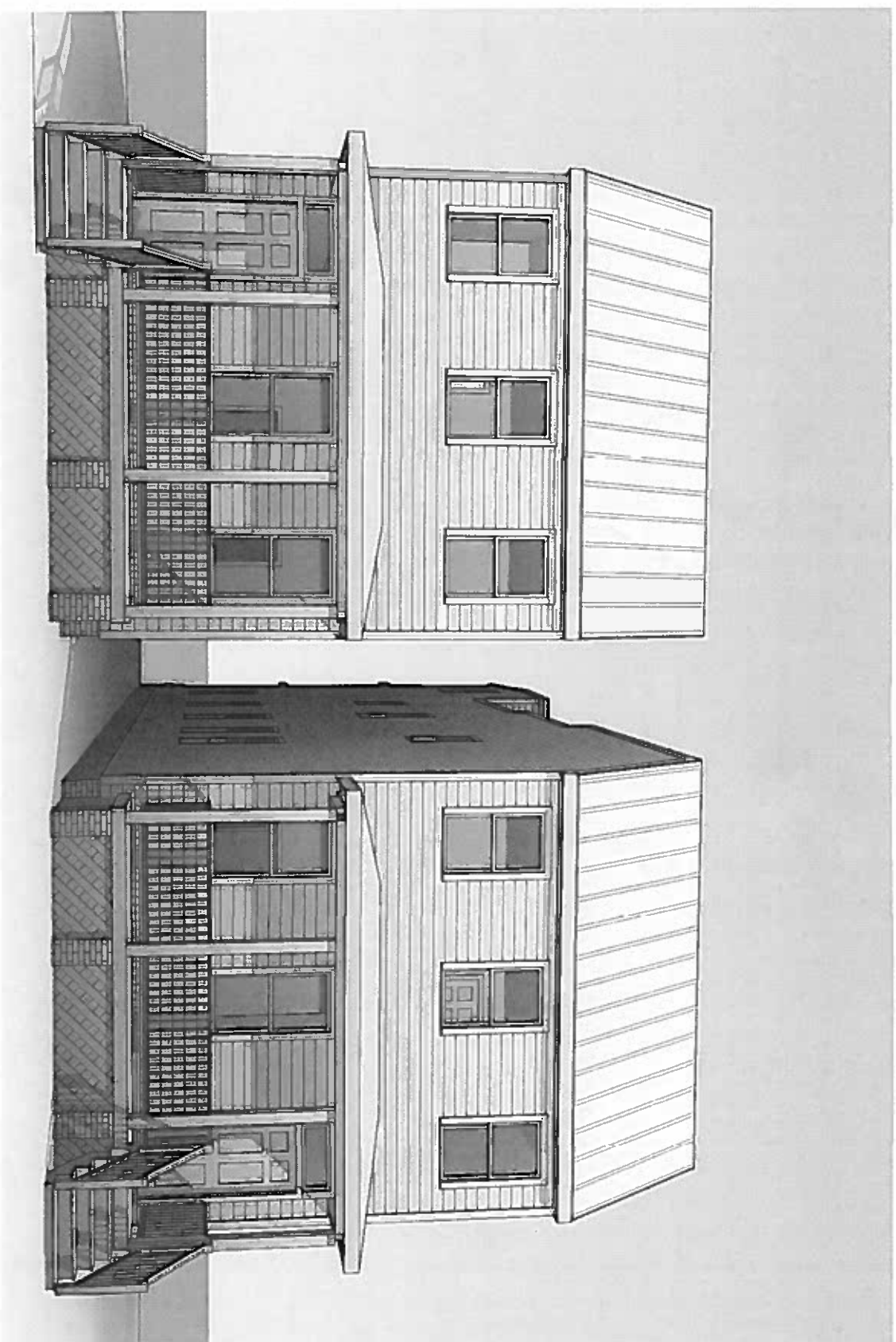
Obsidian, Inc.
Charles R. Field, P.E.
515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

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CAR8	Roof Plan

Property Information

Parcel ID E0001290008, E0001290009
Zoning R-8
Use Residential Single Family
Setbacks Front Yard ≤ 10 feet
Side Yard ≥ 3 feet
Rear Yard ≥ 5 feet
Lot Coverage ≤ 65%



Rev.	Date	Description

Obsidian, Inc.
515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

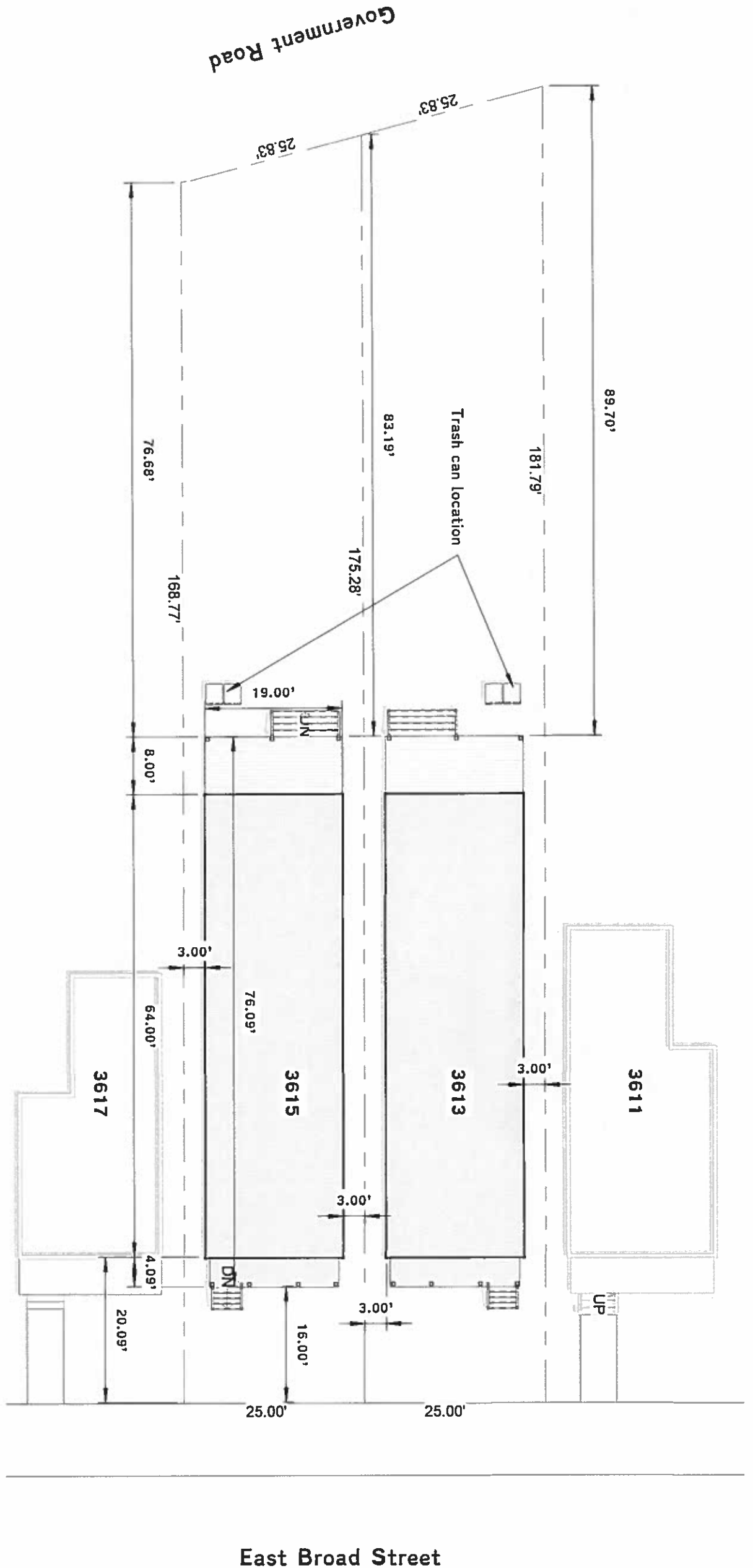
Title Sheet
3613 & 3615 East Broad Street- New House Plans
Sojo Enterprises LLC
May 14, 2018
CAR1



Rev.	Date	Description



1 Site Plan
1/16" = 1'-0"



East Broad Street

Obsidian, Inc.
515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

Site Layout
3613 & 3615 East Broad Street- New House Plans
Sojo Enterprises LLC
May 14, 2018
CAR2



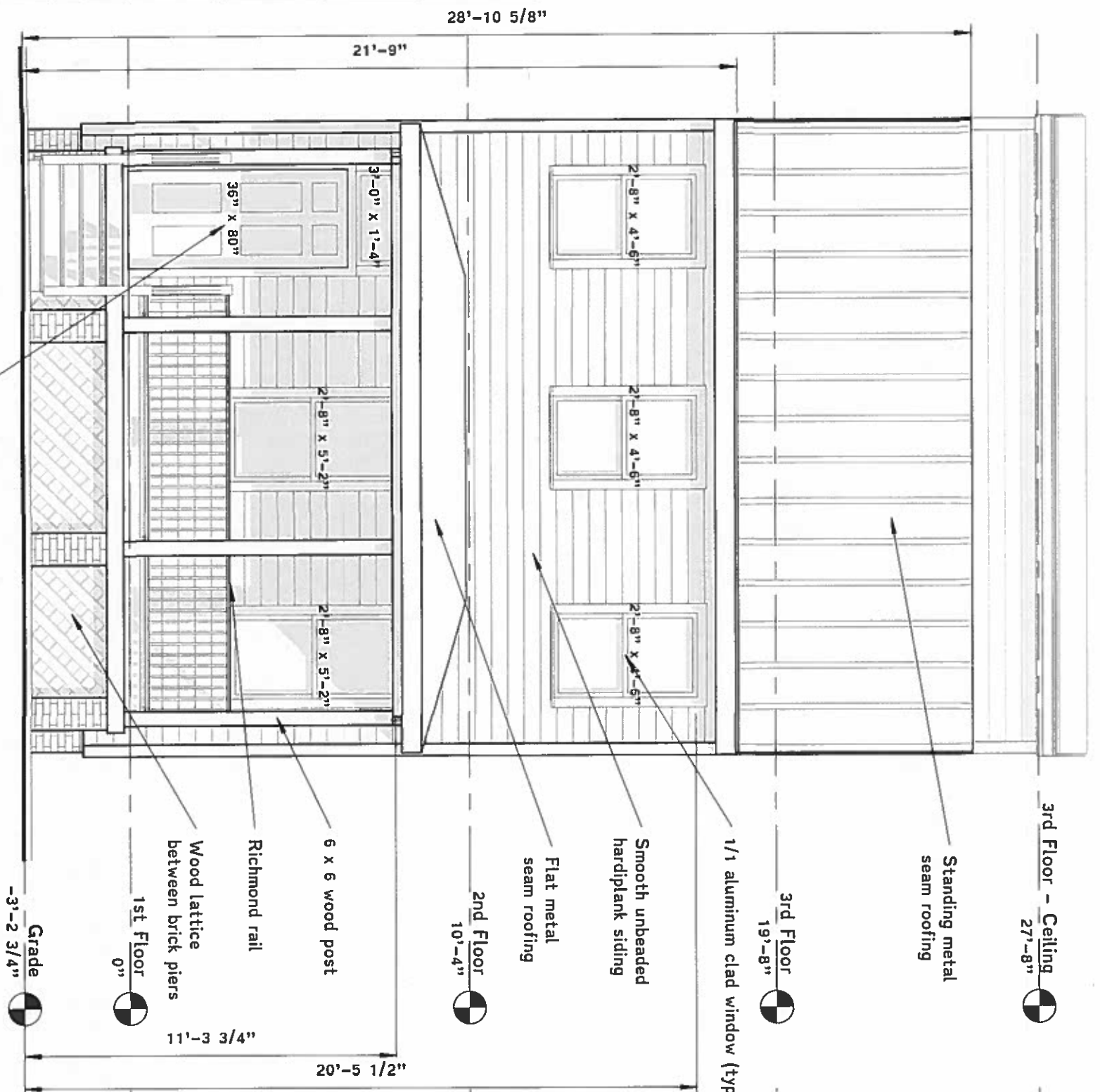
Rev.	Date	Description



1
1/4" = 1'-0"

Proposed North

Solid wood door



Grade
-3'-2 3/4"

1st Floor
0"

2nd Floor
10'-4"

3rd Floor
19'-8"

3rd Floor - Ceiling
27'-8"

2
1/4" = 1'-0"

Proposed South



Grade
-3'-2 3/4"

1st Floor
0"

2nd Floor
10'-4"

3rd Floor
19'-8"

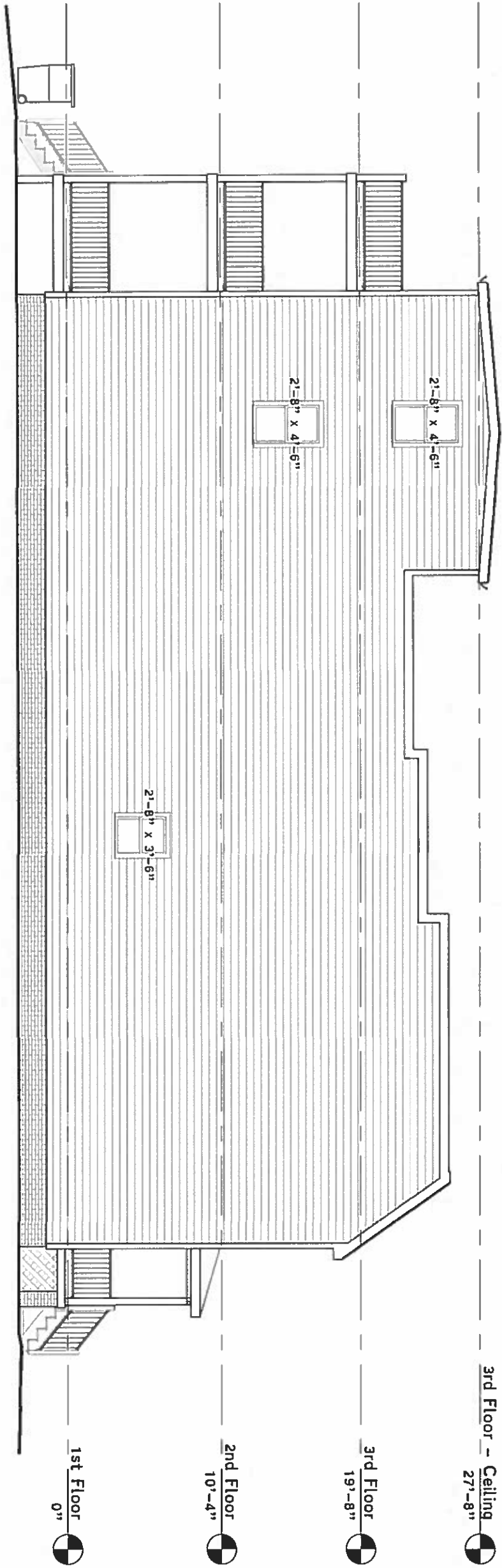
3rd Floor - Ceiling
27'-8"

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515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

Front & Rear Elevations
3613 & 3615 East Broad Street - New House Plans
Sojo Enterprises LLC
May 14, 2018

CAR3





1 Proposed East
1/8" = 1'-0"

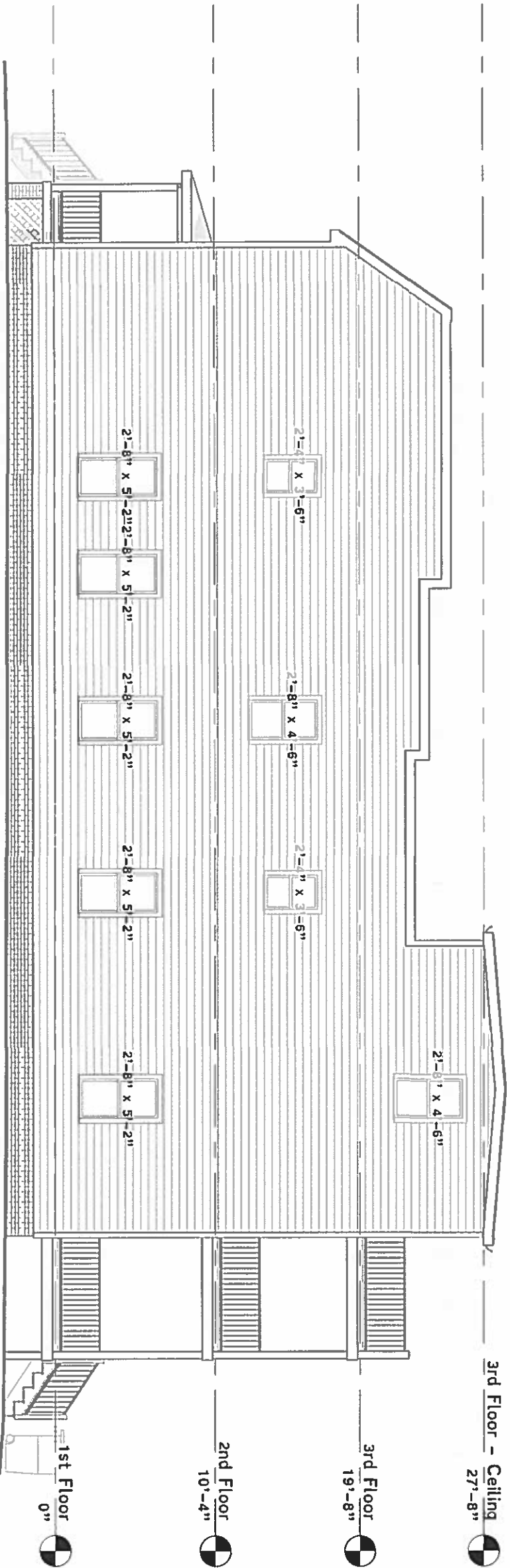
Rev.	Date	Description



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Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

East Side Elevation
3613 & 3615 East Broad Street - New House Plans
Sojo Enterprises LLC
May 14, 2018
CAR4





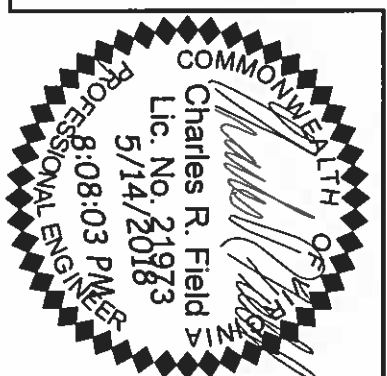
1 Proposed West
1/8" = 1'-0"

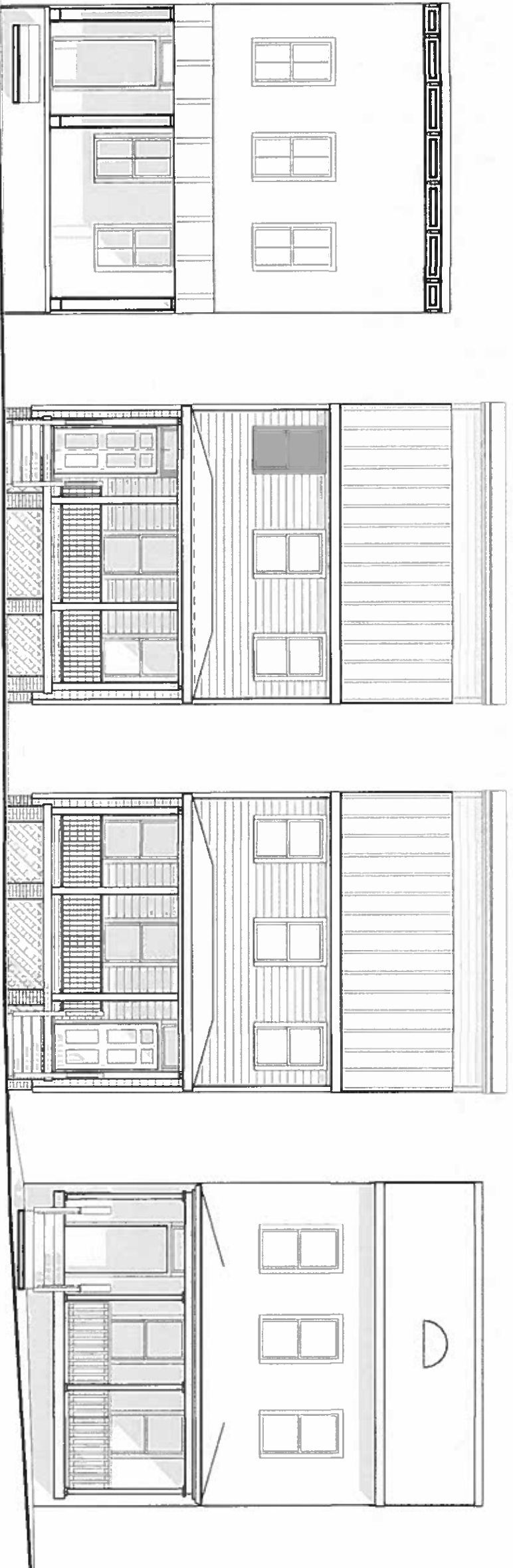
Rev.	Date	Description



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804.647.1589
obsidianrva@gmail.com

West Side Elevation
3613 & 3615 East Broad Street - New House Plans
Sojo Enterprises LLC
May 14, 2018
CAR5





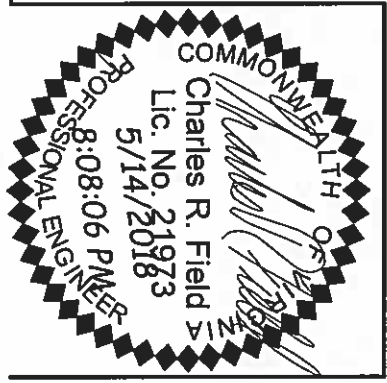
1 Proposed North
1/8" = 1'-0"

Rev.	Date	Description

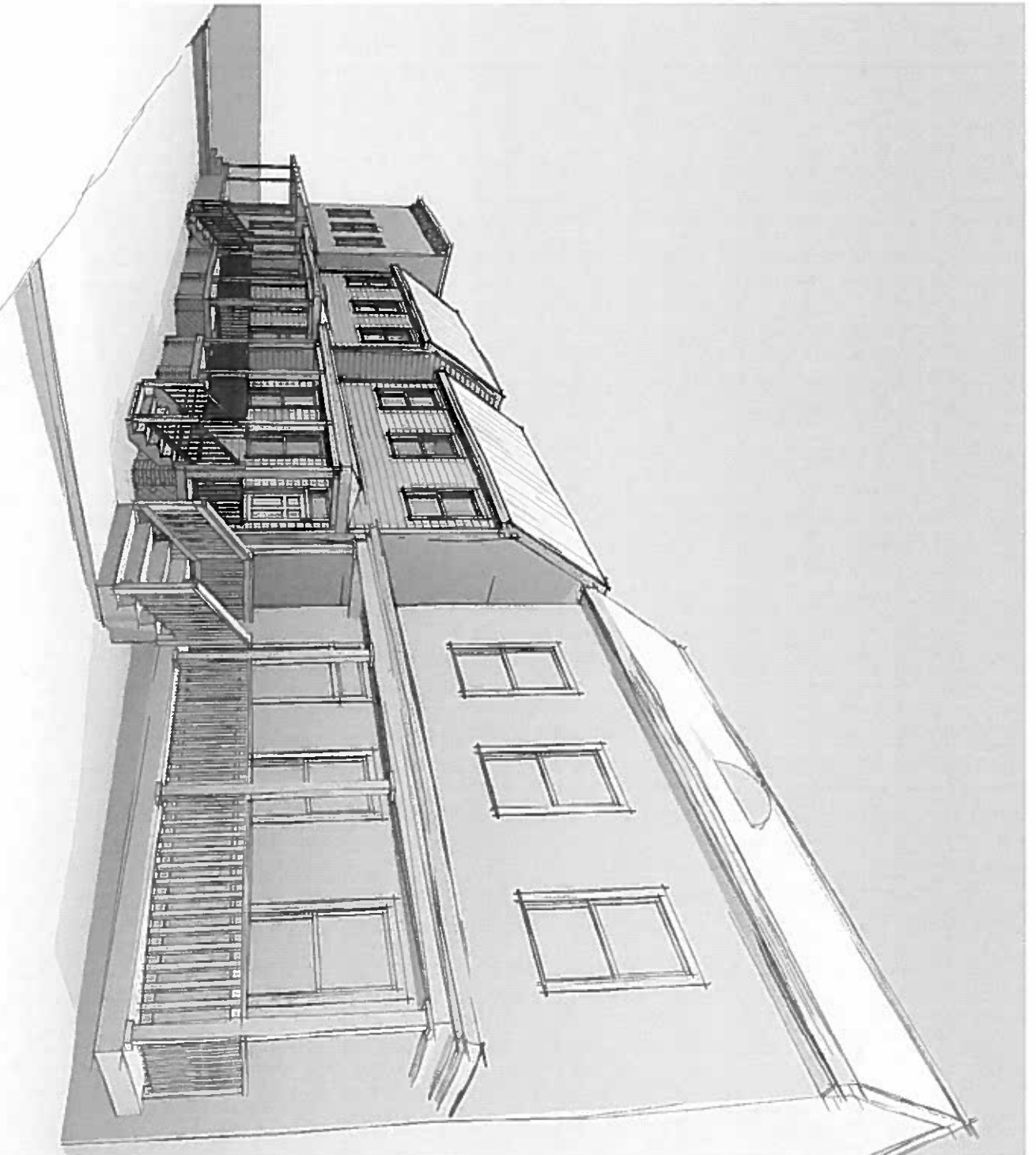


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Neighborhood Context Elevation
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Sojo Enterprises LLC
May 14, 2018
CAR6



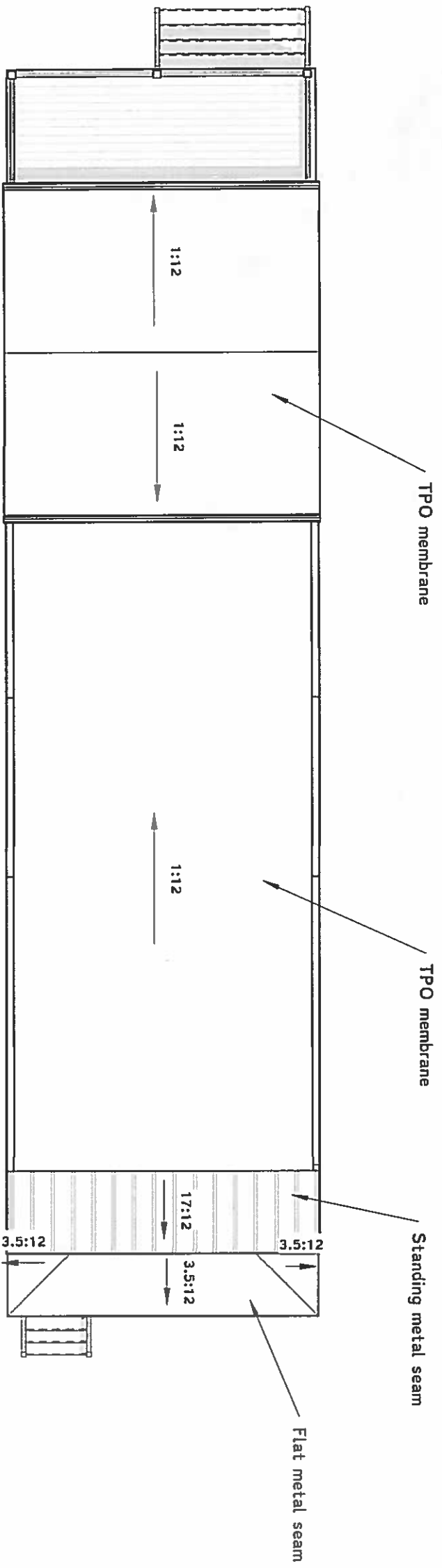
Rev.	Date	Description



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 515 North 22nd Street
 Richmond, VA 23223
 804.647.1589
 obsidianva@gmail.com

Neighborhood Context Perspectives
 3613 & 3615 East Broad Street- New House Plans
 Sojo Enterprises LLC
 May 14, 2018
 CAR7





1 Roof - Proposed
1/8" = 1'-0"

Rev.	Date	Description



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Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

Roof Plan
3613 & 3615 East Broad Street - New House Plans
Sojo Enterprises LLC
May 14, 2018
CAR8

