



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

Commission of Architectural Review  
Certificate of Appropriateness Application  
900 E. Broad Street, Room 510  
Richmond, VA 23219  
804-646-6569

Property (location of work) 3307 East Marshall  
Property Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Historic District: CHIMBORAZO PARK

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

Project Description (attach additional sheets if needed):

ADD ROOF OVE SECOND FLOOR REAR PORCH

Applicant/Contact Person: DUNCAN REID  
Company: BMD HOLDINGS LLC  
Mailing Address: 903 LAKEWATER DRIVE  
City: HENRICO State: VA Zip Code: 23229  
Telephone: (804) 241-2787  
Email: DUNCANREID@REIDGOODWIN.COM

Billing Contact? SAME Applicant Type (owner, architect, etc.):

Property Owner: BMD HOLDINGS LLC  
If Business Entity, name and title of authorized signee: DUNCAN REID OWNER/MANAGER  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( ) SAME  
Email: \_\_\_\_\_

Billing Contact? SAME

**\*\*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: Duncan P. Reid Date: 9-20-2023

## COA APPLICATION

PROPERTY ADDRESS – 3307 East Marshall Street

ALTERATION TYPE – Awning or canopy

PROPERTY DESCRIPTION – Two story brick apartment building. One apartment downstairs, second apartment upstairs.

CURRENT CONDITION – Building originally built around 1910. Extensively renovated in 2016. Current owners bought the building in March 2021 and replaced the roof and rear gutters. The problem is that water leaks into the rear first floor apartment, principally around the area of the rear door. The problem gets worse during periods of heavy rain. The exact spot where the water is entering the building cannot be determined.

On May 16 of this year Richmond had torrential rains, approximately 2 inches in a matter of several hours. Water was pouring from above and around the rear door. The floor and walls were damaged, requiring water remediation; repairs will be done after the leak is found and fixed.

We have had the roof and gutter inspected; the roof is in excellent condition, but the gutter needed minor repairs, which we have done. The rear mortar was in poor shape from about six feet above the ground to all the way up to the top of the second floor. So, we had all that mortar re pointed.

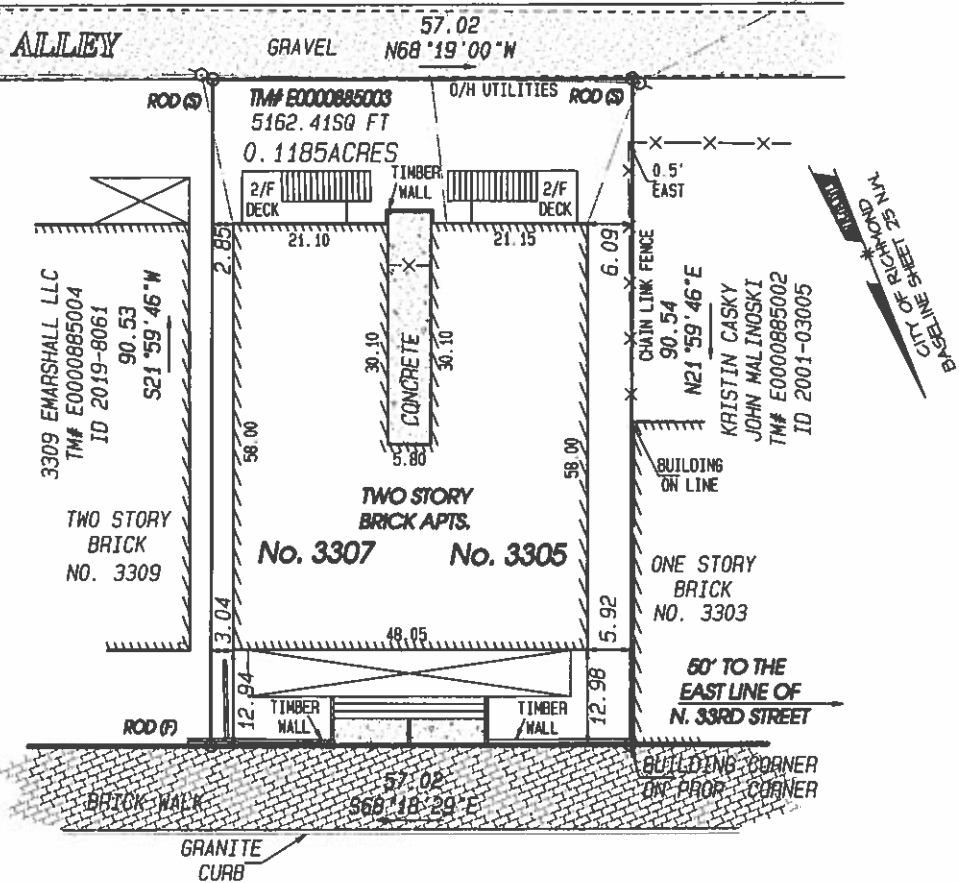
We do not know where the water is entering the building, and won't know if the gutter/mortar repairs have fixed the problem until another drenching rain. We are reluctant to make the interior repairs until the leak has been fixed. Building a roof/canopy over the second floor porch will draw most of the water away from the rear of the building, and help eliminate the leak.

CURRENT BUILDING MATERIALS – There is no roof currently over the second floor porch. We propose to build a new roof like the roofs on the neighboring buildings.

NEW MATERIAL DESCRIPTION – The roof will be three-inch thick insulated aluminum, supported by 6x6 aluminum posts and a heavy horizontal beam. Box gutters will be at the edge of the roof and a round downspout will carry water to the ground. The roof will attach to the existing brick wall just under the gutter by use of Hilti bolts or lag bolts and shields.

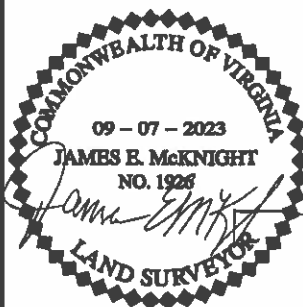
PHOTOGRAPHS, SITE PLANS AND ELEVATIONS ARE ATTACHED

NOTES: THIS PROPERTY IS LOCATED IN F.E.M.A. FLOOD ZONE "X".  
 CURRENT OWNER: BMD HOLDINGS LLC ID 2021-8821



**E. MARSHALL STREET**  
 66' +/- R/W

**PLAT SHOWING IMPROVEMENTS  
 ON No. 3305 & 3307 E. MARSHALL STREET,  
 IN THE CITY OF RICHMOND, VIRGINIA.**



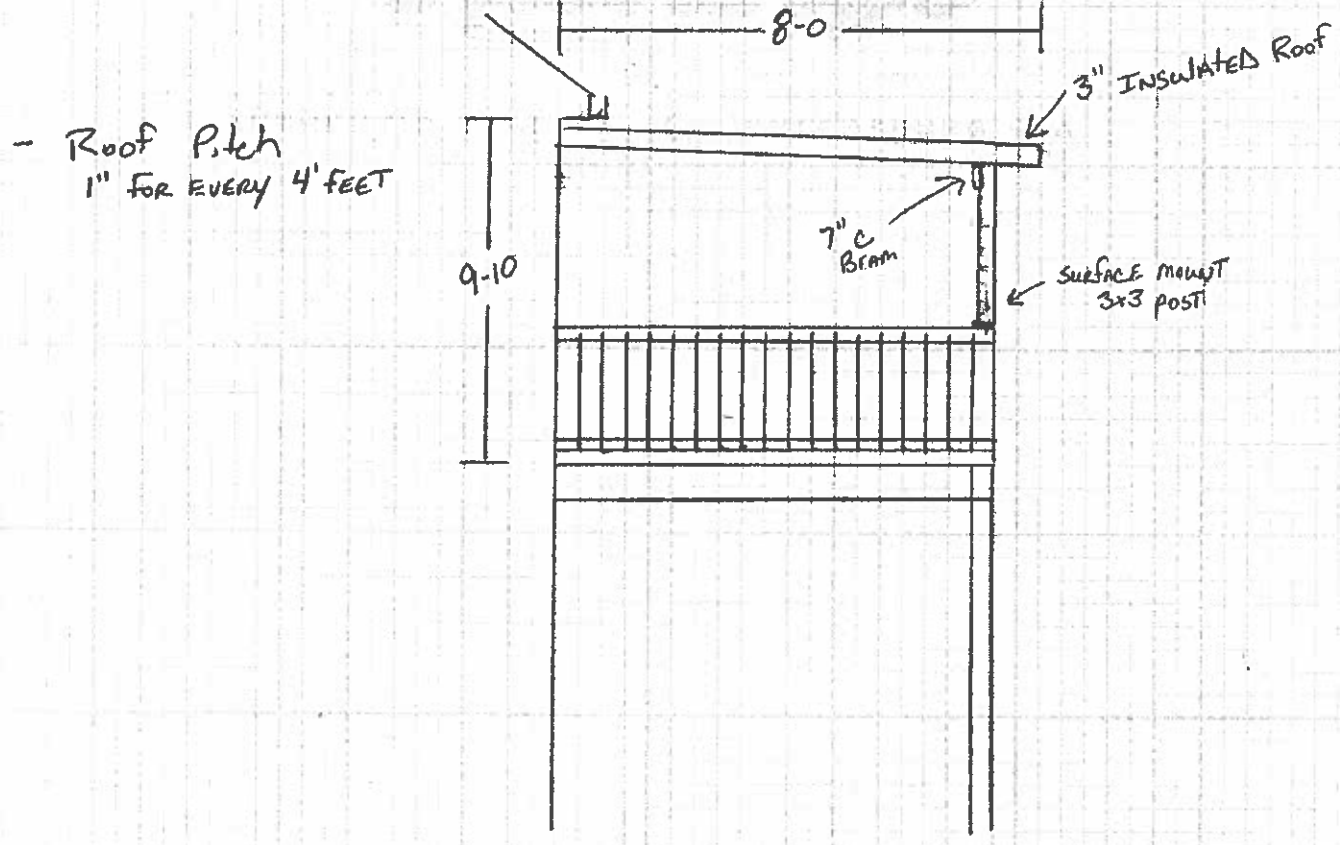
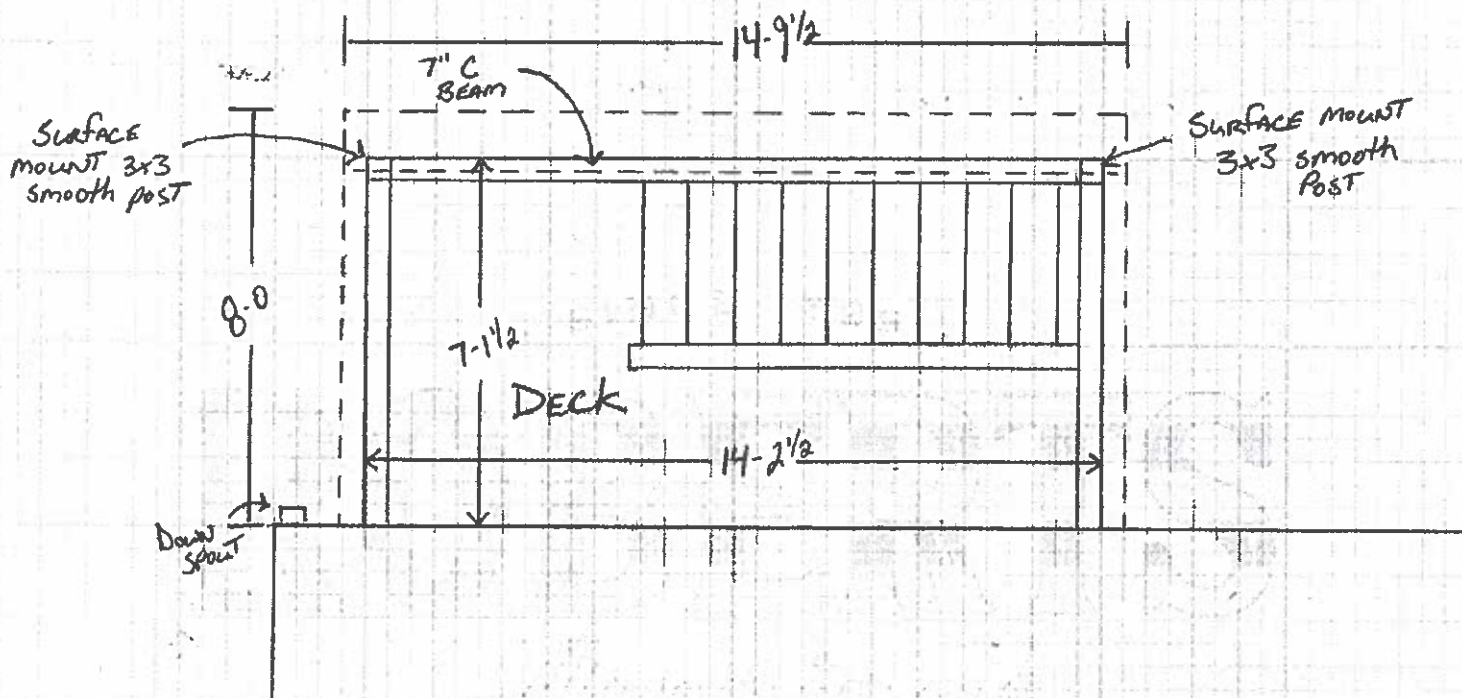
THIS IS TO CERTIFY THAT ON SEPTEMBER 07, 2023, I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON; THAT THERE ARE NO ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES, OTHER THAN AS SHOWN HEREON. THIS SURVEY IS BEING FURNISHED WITHOUT BENEFIT OF A TITLE REPORT. PREMISES SHOWN HEREON IS SUBJECT TO EASEMENTS OF RECORD OR OTHERWISE. TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS PLAT COMPLIES WITH THE MINIMUM STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, AND LAND SURVEYORS. SCALE: 1" = 20'

**McKNIGHT & ASSOCIATES, P.C.**  
 LAND SURVEYORS PLANNERS

201 TWIN RIDGE LANE  
 RICHMOND, VIRGINIA 23235  
 TELEPHONE (804) 320-2646

JOB NUMBER: 95021407

Customer Name: BMD Holdings LLC Date / Time: \_\_\_\_\_  
 Address: DUNCAN REID  
 Type: \_\_\_\_\_ Quote #: \_\_\_\_\_ SO #: \_\_\_\_\_  
 Special Instructions: INSULATED ROOF See Back Y / N



Customer Approval Design: (sign) \_\_\_\_\_ (print) \_\_\_\_\_  
 Salesman: \_\_\_\_\_ Time Frame: \_\_\_\_\_ of \_\_\_\_\_



