



Commission of Architectural Review SUBMISSION APPLICATION

City of Richmond, Room 510 – City Hall
900 East Broad Street, Richmond, Virginia 23219
PHONE: (804) 646-6335 FAX: (804) 646-5789

12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION

LOCATION OF WORK: _____ DATE: _____

OWNER'S NAME: _____ TEL NO.: _____

AND ADDRESS: _____ EMAIL: _____

CITY, STATE AND ZIPCODE: _____

ARCHITECT/CONTRACTOR'S NAME: _____ TEL. NO.: _____

AND ADDRESS: _____ EMAIL: _____

CITY, STATE AND ZIPCODE: _____

Would you like to receive your staff report via email? Yes No

REQUEST FOR CONCEPTUAL REVIEW

I hereby request Conceptual Review under the provisions of Chapter 114, Article IX, Division 4, Section 114-930.6(d) of the Richmond City Code for the proposal outlined below in accordance with materials accompanying this application. I understand that conceptual review is advisory only.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

I hereby make application for the issuance of a certificate under the provisions of Chapter 114, Article IX, Division 4 (Old and Historic Districts) of the Richmond City Code for the proposal outlined below in accordance with plans and specifications accompanying this application.

DETAILED DESCRIPTION OF PROPOSED WORK *(Required):*

STATE HOW THE DESIGN REVIEW GUIDELINES INFORM THE DESIGN OF THE WORK

PROPOSED. (Include additional sheets of description if necessary, and **12 copies** of artwork helpful in describing the project. The 12 copies are not required if the project is being reviewed for an administrative approval. See *instruction sheet for requirements.*)

Signature of Owner or Authorized Agent: **X** _____

Name of Owner or Authorized Agent (please print legibly): _____

(Space below for staff use only)

Received by Commission Secretary

APPLICATION NO. _____

DATE _____

SCHEDULED FOR _____

Note: CAR reviews all applications on a case-by-case basis.

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING
THE APPLICATION AND REQUIRED MATERIALS
FOR REVIEW BY THE
COMMISSION OF ARCHITECTURAL REVIEW**

The Commission of Architectural Review will meet on the 4th Tuesday of each month, with the exception of December when the Commission meeting date is adjusted for the holiday schedule. *Please refer to the attached schedule for specific meeting and deadline dates.*

One (1) signed and completed application and twelve (12) copies of any supporting documentation and should be sent (for receipt prior the submission deadline) to:

**Secretary, C.A.R.
Room 510 - City Hall
900 E. Broad Street
Richmond, VA 23219**

Please consult the deadline schedule or contact CAR staff for the **submission deadline** for a particular meeting. The submission deadline allows time for staff review, public notice and distribution to Commission members. Applications are advertised 10 days in advance of the meeting. When the scale of a project is of substantive impact to the district where it is located direct public notices are sent to property owners within 150' of the project site in advance of the meeting.

In cases where permits are required to complete the work, permit applications should be submitted to the Bureau of Permits and Inspection in Room 110 of City Hall. A building permit application is necessary to evaluate building and zoning code issues. These issues should be identified prior to submittal to the Commission. In some situations more specialized permits such as demolition, work-in-street, encroachment, sign, mechanical, or electrical permits may be required in addition to or in lieu of a building permit.

One (1) signed original of the application and twelve (12) copies of any supporting artwork must be provided. The twelve copies are not required if the project is being reviewed for administrative approval. The artwork should be no larger than 11" x 17". Reductions of larger size drawings are acceptable only as long as the submittal at the reduced size is legible.

*A detailed project description and a statement of how the proposed work conforms to the Old and Historic District Design Review Guidelines is necessary for your application to be considered complete. **Please refer to the Application Submission Requirements for instructions on what materials are required for the type of project you propose.** Please be sure to **sign** the application.*

The staff of the Commission is available to advise the applicant regarding the preparation of the application and its review prior to submittal. This pre-submittal review is strongly encouraged. Please call staff (646-6335). Applications may be faxed (Fax 646-5789) for preliminary review. **However, a signed original application and 12 copies of supporting materials are needed to constitute a complete submittal.**

The applicant is *encouraged to attend* the Commission meeting, which is held in the 5th floor conference room of City Hall starting at 3:30 P.M. The application portion of the meeting starts at 4:00 P.M. Deferrals may occasionally occur if the applicant or a representative is not present to answer questions that may arise in the course of Commission discussion.

Commission of Architectural Review

CITY OF RICHMOND, ROOM 510 – CITY HALL, 900 EAST BROAD STREET, RICHMOND, VIRGINIA 23219
(804) 646-6335

2014-15 Meeting and Deadline Dates

The CAR meets on the **fourth Tuesday** of each month, except in December when the date is adjusted for the holiday schedule. Special meetings are held as necessary. Unless otherwise indicated, all meetings are held in the 5th Floor Conference Room starting at 3:30 p.m. with a 30 minute business meeting. Application review begins promptly at 4:00 p.m.

Meeting Date

Submission Deadline

Tuesday, October 28, 2014	Friday, September 26, 2014
Tuesday, November 25, 2014	Friday, October 31, 2014
Tuesday, December 9, 2014	Friday, November 14, 2014
Tuesday, January 27, 2015	Friday, December 19, 2014
Tuesday February 24, 2015	Friday January 30, 2015
Tuesday, March 24, 2015	Friday, February 27, 2015
Tuesday, April 28, 2015.....	Friday, March 27, 2015
Tuesday, May 26, 2015.....	Friday, May 1, 2015
Tuesday, June 23, 2015	Friday, May 29, 2015
Tuesday, July 28, 2015.....	Friday, June 26, 2015
Tuesday, August 25, 2015	Friday, July 31, 2015
Tuesday, September 22, 2015	Friday, August 28, 2015
Tuesday, October 27, 2015	Friday, September 25, 2015
Tuesday, November 24, 2015	Friday, October 30, 2015
Tuesday, December 15, 2015	Friday, November 20, 2015

In April 2016, I contacted a builder to perform the porch rebuild. A salesman came out and I showed them the paperwork included with my original approved application and verbally described to them, the goal was for the porch to match the neighbors' houses. The salesman took notes and made some measurements. I made the deposit and we set a date.

There was a disconnect on exactly what I described and what was built. The build team elected to match 310 N 21st St, one of the houses on the block without a bell-caste form.

The build was completed and I didn't notice it wasn't the matching bell-caste slant. I made the final payment in late April 2016, of \$6,000 for the porch and TPO roof.

In May 2016, I received a notice that the porch shape did not match the shape specified in the original approval. I contacted the builder and asked them to remediate. After several iterations of what was described vs what was built, we have reached a stalemate. The builder is unwilling to remediate and I would like to avoid having to hire legal representation and incurring legal fees.

I am asking for CAR to approve the different shaped roof than what was originally specified. The porch matches several others on the block. Several neighbors have commented they like the new porch and I will attempt to get their formal agreement to present to the CAR on November 22nd that the porch shape looks similar enough to the original and fits in with the neighborhood well enough that they don't believe it needs to be rebuilt.

I have included 2 photos of the porch as well as 2 other similarly shaped porches on the 300 block of N 21st St.

Nathan Smith



NO
PARKING
TOWING
ENFORCED

30



Jack
BERRY



