



# CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

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

Staff Contact: 804.646.6335 Carey.Jones@Richmondgov.com
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## SUBMISSION INSTRUCTIONS

**Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.**

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

- One (1) signed and completed application – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, submitted via email or OneDrive.
- Application fee, as required, will be invoiced. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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 the agenda.
- **A complete application** includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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 SCHEDULE AND APPLICATION DUE DATES

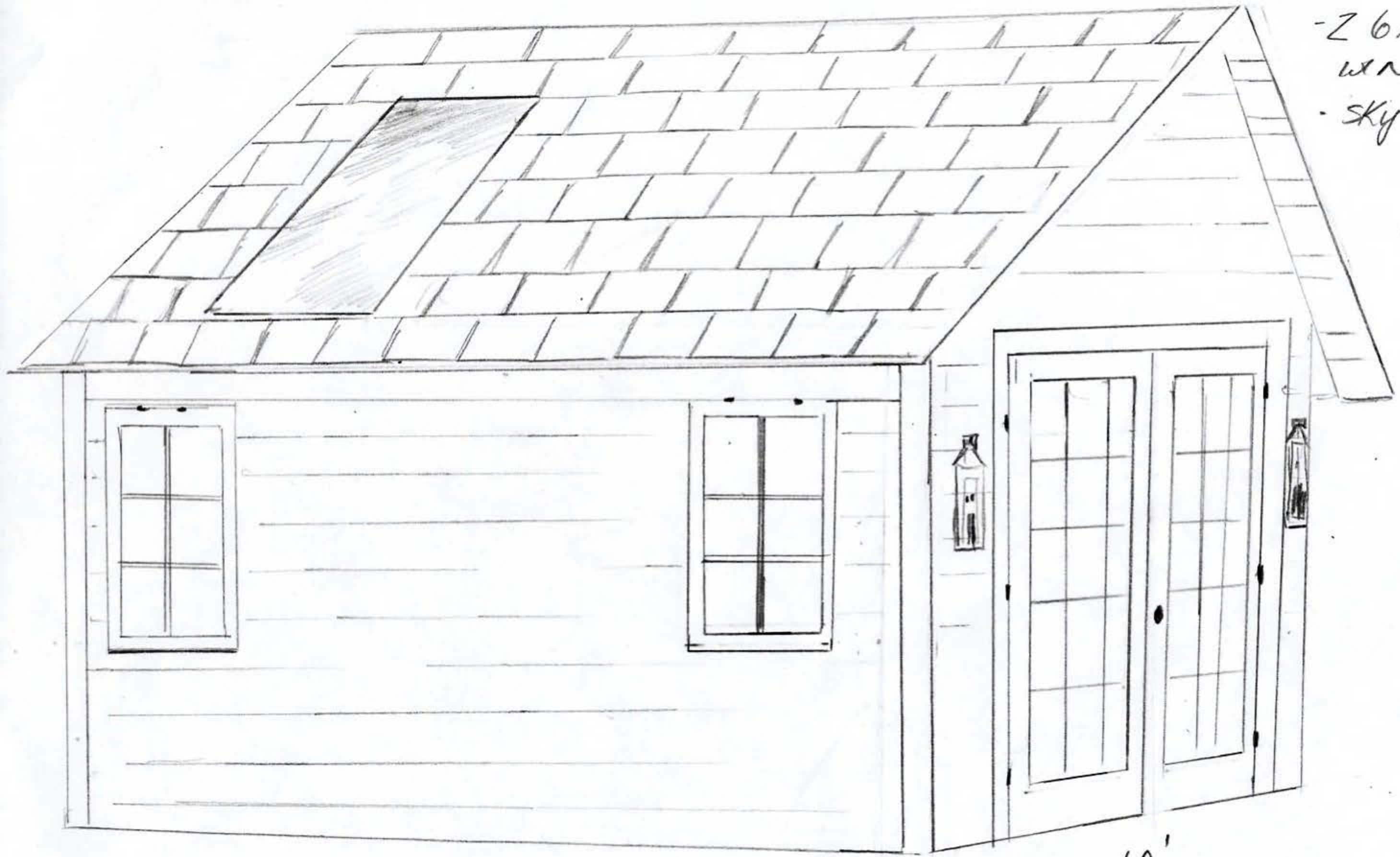
- The CAR meets on the fourth Tuesday of each month, except in December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. The owner and/or applicant is *encouraged to attend* the meeting.
- All applications 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: <http://www.richmondgov.com/CommissionArchitecturalReview> or contact staff.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission 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.

Peter JACKSON

Hillbrook  
Collections  
2020<sup>©</sup>

10'X16'X12'4"

- LEFT SIDE -
- 2 6 light windows
- sky light



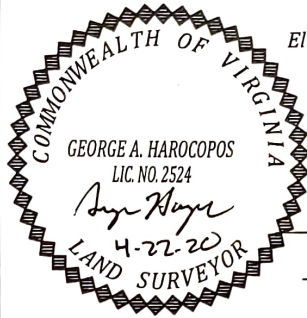
16'

10'

This is to certify that on 4/22/20  
 I made an accurate field survey of the known premises shown hereon; that all improvements known or visible are shown hereon; that there are no encroachments by improvements either from adjoining premises, or from subject premises upon adjoining premises, other than shown hereon.

NOTE: THIS LOT APPEARS TO BE IN FEMA FLOOD ZONE X AS SHOWN ON HUD COMMUNITY PANEL NUMBERS 5101290041E

NOTE: This survey has been prepared without the benefit of a title report and does not therefore necessarily indicate all encumbrances on the property.



E0000482009  
 Ellen D. Burkhalter  
 ID 2013-9515

E0000482010  
 Elko Holdings LLC  
 ID 2020-245

E0000482011  
 Christopher J. &  
 Heather O. Coyne  
 ID 2016-6046

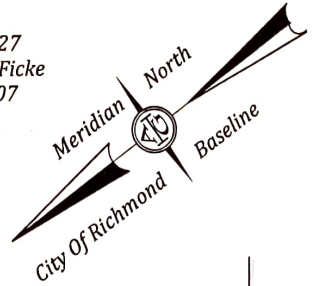
Public Alley

E0000482029  
 Daniel L. Criner  
 ID 2013-5829

E0000482027  
 Christopher S. Ficke  
 ID 2015-6907

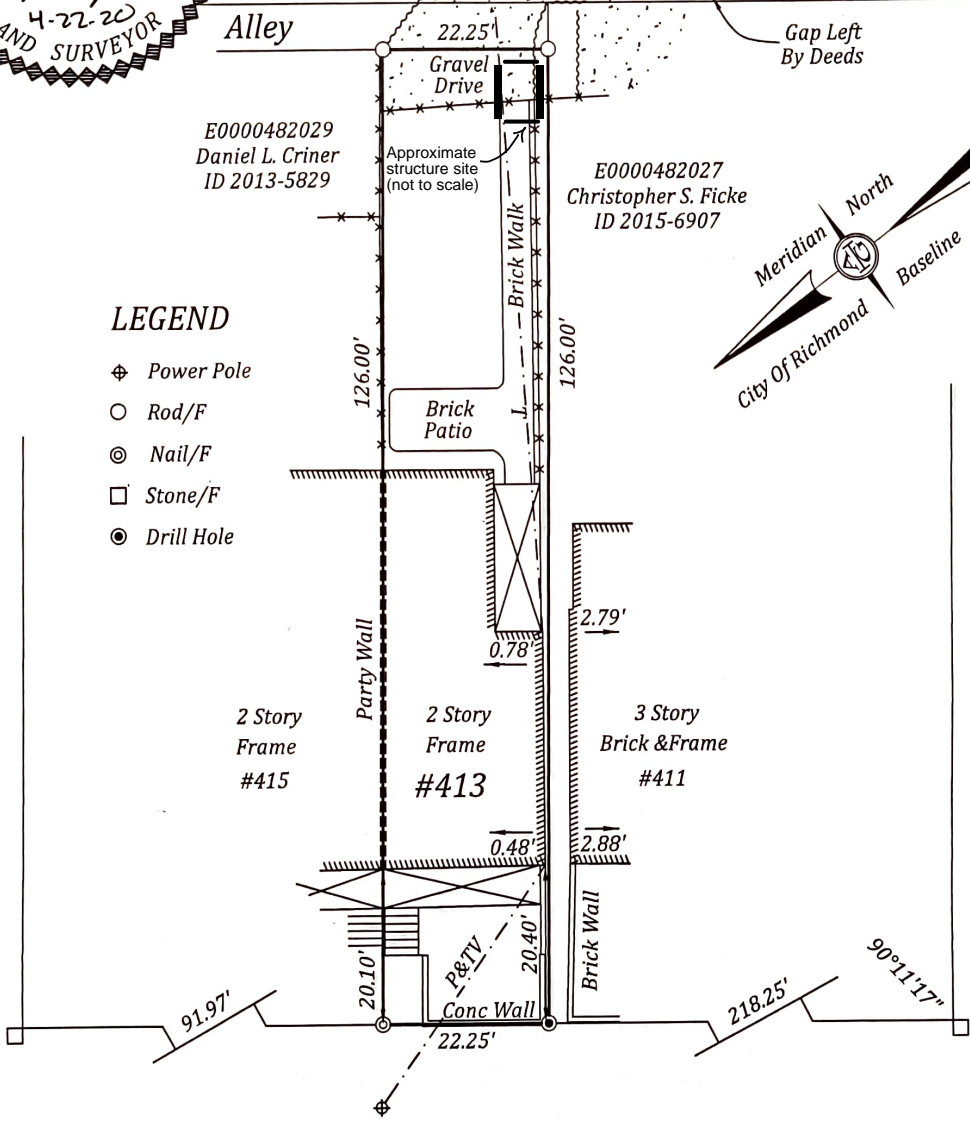
**LEGEND**

- ⊕ Power Pole
- Rod/F
- ⊙ Nail/F
- Stone/F
- ⊙ Drill Hole



E. Clay Street

E. Marshall Street



**N. 27th STREET**

SURVEY OF  
 LOT AND IMPROVEMENTS THEREON LOCATED AT

IN 49373

**#413 N. 27th STREET**

RICHMOND, VIRGINIA

A. G. HAROCOPOS & ASSOCIATES, P.C.

CERTIFIED LAND SURVEYOR AND CONSULTANT

4920 E. MILLRIDGE PKWY. SUITE 200 MIDLOTHIAN VA. 23112  
 Office 804 744 2630 FAX 804 744 2632  
 E-MAIL AGHAROCOPOS72@GMAIL.COM

NOTE: PLAT PREPARED FOR THE EXCLUSIVE  
 USE OF THE CONVEYANCE TO  
 PETER JACKSON AND SARAH DELANEY

Scale 1"=20' Date 4/22/20 Drawn by GAH





