



**COMMISSION OF ARCHITECTURAL REVIEW**  
**APPLICATION / CERTIFICATE OF APPROPRIATENESS**

**PROPERTY (Location of Work)**

Address 2243 W. GRACE STREET  
 Historic District WEST GRACE ST. OLD & HISTORIC

**PROPOSED ACTION**

- Alteration (including paint colors)       Rehabilitation       Demolition  
 Addition       New Construction (Conceptual Review required)  
 Conceptual Review       Final Review

**OWNER**

**APPLICANT (if other than owner)**

Name <u>Elsa J. Woodaman, Thomas C. Cox</u>	Name _____
Company _____	Company _____
Mailing Address <u>2243 W. Grace St.</u> <u>23220</u>	Mailing Address _____
Phone <u>804-353-4676</u>	Phone _____
Email <u>woodamane@stcva.org</u>	Email _____
Signature <u>[Signature]</u>	Signature _____
Date <u>4/21/17</u>	Date _____

**ACKNOWLEDGEMENT OF RESPONSIBILITY**

**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.

**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.

(Space below for staff use only) \_\_\_\_\_

Application received ECE VED  
 Date/Time \_\_\_\_\_  
 By APR 28 2017

11:47 am Complete  Yes  No



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION CHECKLIST

**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 2243 WEST GRACE STREET, 23220

### BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

### ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- other

### WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

### PHOTOGRAPHS place on 8 1/2 x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

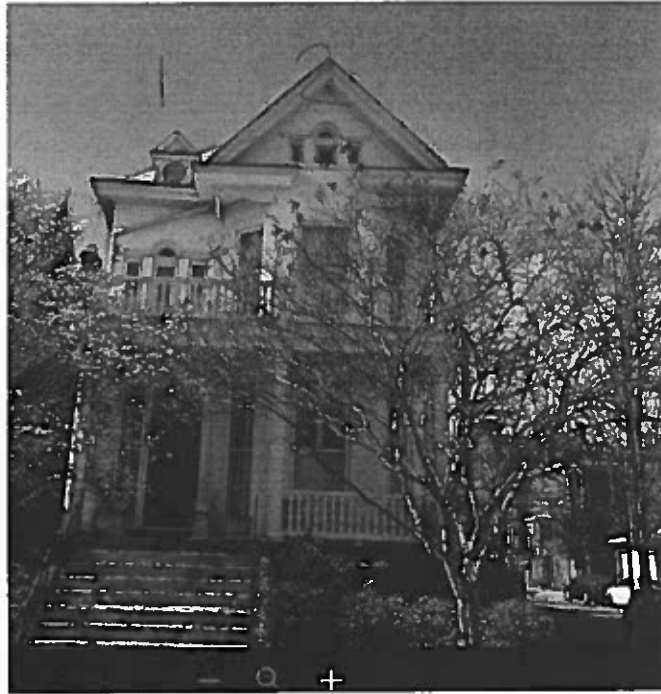
### DRAWINGS (refer to required drawing guidelines)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

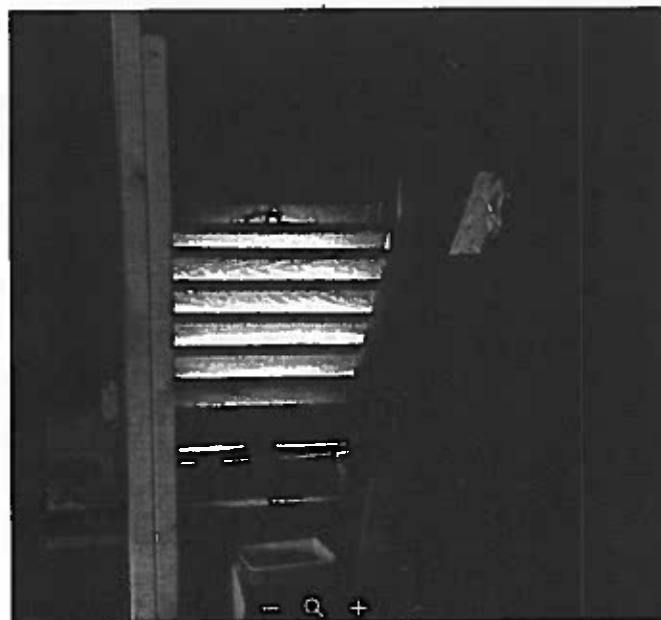
2243 West Grace Street

Proposed work to window #1: to replace the round window's wooden slats with glass. Currently the attic is unfinished but it will be renovated as bedrooms and a playroom. Window #1 will be part of a bedroom.

The original cluster of glass/wooden windows (#2) will be untouched.



Outside view of window



Inside view of window