

#### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)	Date/time rec'd:			
Address 214 N. 26th Street	Rec'd by:			
	Application #:			
Historic district St John's Church	Hearing date:			
APPLICANT INFORMATION				
Name WILLIAM & MARIA CANDLER	Phone 804-399-6942			
	Email candlermaria@gmail.com			
Company  Mailing Address 214 n 26th Street, Richmond, VA 23223	Applicant Type: ■ Owner □ Agent □ Lessee □ Architect □ Contractor □ Other (please specify):			
OWNER INFORMATION (if different from above)   Check if Billing Contact				
Name	Company			
Mailing Address	Phone			
	Email			
PROJECT INFORMATION				
Project Type:	☐ New Construction (Conceptual Review Required)			
Project Description: (attach additional sheets if needed)				
Addition of a new metal spiral staircase to the back second floor deck of the residence to access a new roof deck. New metal railing will be installed as well. All to be located at the back of the building per attached plans.				

### 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 payment of the application fee. Applicants proposing major new construction, including additions, should meet with Staff to review the application and requirements prior to submitting an application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

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

Signature of Owner Marie P. Corvalle

Date 4 | 21 | 21



PROPERTY ADDRESS.

## **CERTIFICATE OF APPROPRIATENESS**

#### ALTERATION AND ADDITION CHECKLIST

<u>Well in advance</u> 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 <u>must</u> 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*.

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BUILDING TYPE ALTERATION TYPE				
☐ single-family residence	☐ garage	☐ addition	□ roof	
☐ multi-family residence	☐ accessory structure	☐ foundation	☐ awning or canopy	
☐ commercial building	☐ other	☐ wall siding or cladding	☐ commercial sign	
☐ mixed use building		☐ windows or doors	☐ ramp or lift	
☐ institutional building		☐ porch or balcony	☐ other	
WRITTEN DESCRIPTION				
☐ property description, current conditions and any prior alterations or additions				
$\square$ 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 ½ 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	☐ list of current windows ar	nd doors $\square$ current ele	evations (all sides)	
☐ proposed site plan	☐ list of proposed window a	and door $\square$ proposed	elevations (all sides)	
☐ current floor plans	☐ current roof plan	☐ demolition	plan	
☐ proposed floor plans	☐ proposed roof plan	☐ perspectiv	e and/or line of sight	
☐ legal "plat of survey"				

# **DRAWING INDEX**

- A-1 COVER SHEET & SITE PLAN
- A-2 SECOND FLOOR DEMOLITION PLAN
- A-3 ROOF DEMOLITION PLAN
- A-4 SECOND FLOOR NEW CONSTRUCTION PLAN
- A-5 ROOF NEW CONSTRUCTION PLAN
- A-6 EXISTING EXTERIOR ELEVATION
- A-7 NEW EXTERIOR ELEVATION
- A-8 SIGHT VIEW SECTIONS







































