



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: THE MARTIN AGENCY

DATE: 2/26/15

OWNER'S NAME: CARMINA DRUMMOND

TEL NO.: (804) 698-8109

AND ADDRESS: ONE SHOCKOE PLAZA

EMAIL: carmina.drummond@martinagency.com

CITY, STATE AND ZIPCODE: RICHMOND, VA 23219

ARCHITECT/CONTRACTOR'S NAME: FAST SIGNS

TEL. NO.: (804) 644-7446

AND ADDRESS: 532 EAST MAIN STREET

EMAIL: 49@fastsigns.com

CITY, STATE AND ZIPCODE: RICHMOND, VA 23219

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.)

PLEASE SEE ATTACHED.

Signature of Owner or Authorized Agent: X *Carmina Drummond*
Name of Owner or Authorized Agent (please print legibly): Carmina Drummond

(Space below for staff use only)

Received by Commission Secretary **RECEIVED**

APPLICATION NO. _____

DATE MAR 02 2015

SCHEDULED FOR _____

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



Detailed Description of Proposed Work:

We have received permission from our property owner, Highwoods Properties Inc., to place signage on the rounded corner on the front of our building to honor our former CEO and current Chairman, John Adams. Our Director of Operations, Carmina Drummond, will be acting as an authorized agent on behalf of Highwoods Properties.

The sign will be approximately 4'x4' and will be created by FastSigns out of silver cast brushed aluminum lettering in a standard font (the artwork and a mockup of the sign on the building is attached). The sign will not be illuminated and will be installed by FastSigns via bucket truck, which we can easily park on our breezeway while still allowing access for cars and trucks to pass through.

**The
John B.
Adams
Building**



Below provides written permission from the Property owner, Highwoods...

/O=THEMARTINAGENCY/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=F

From: Carmina Drummond
Sent: Thursday, February 26, 2015 3:06 PM
To: DuFrane, Jane
Cc: Carmina Drummond; Makepeace, Walton; Jamie Flagg
Subject: Re: CAR Submission Needs

Thanks so much.

Sent from my iPhone

On Feb 26, 2015, at 3:01 PM, DuFrane, Jane <Jane.DuFrane@highwoods.com> wrote:

Carmina, Suzanne and I are all fine with this concept. Good luck with the architectural review and let us know how it turns out.

Jane M duFrane
Director of Leasing
Highwoods Properties, Inc.

On Feb 26, 2015, at 11:39 AM, Carmina Drummond <carmina.drummond@martinagency.com> wrote:

Hi Jane,

A few months ago we got approval from you on adding John Adams' name to the side of the building. Since then, we've revamped a bit and want something not quite as big (please see attached).

We believe it will measure approximately 3 1/2 ft. x 3 1/2 ft. Made out of aluminum.

We wanted to run it by you. Not sure if you run it by Walton and/or Hank.

We know it's a crazy snow day but just realized that if submit by eod tomorrow to the Committee of Architectural Review – we can get on their agenda for the end of next month.

Please just let me know what you think.

Thanks so much,
Carmina

This email and its contents may be confidential. If it is and you are not the intended recipient, please do not disclose or use the information within this email