



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-6569
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: 516 N. 26th Street

Historic District: Church Hill (North)

Applicant Information Billing Contact

Name: Joseph F. Yates

Email: joe@jfyarchitects.com

Phone: (804) 839-3747

Company: Joseph F. Yates, Architects

Mailing Address: 2501 Monument Avenue
Richmond, Va. 23220

Applicant Type: Owner Agent Lessee

Architect Contractor

Other (specify): _____

Owner Information Billing Contact

Same as Applicant

Name: Daniel Hicks

Email: Dannyhicks008@gmail.com

Phone: (804) 873-6963

Company: Daniel Hicks Realtor

Mailing Address: One Monumnet
413 Stuart Circle, Suite 200-A
Richmond, Va. 23220

****Owner must sign at the bottom of this page****

Project Information

Project Type: Alteration Demolition New Construction (Conceptual Review Required)

Project Description (attach additional sheets if needed):

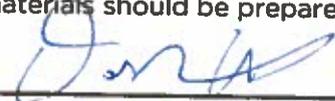
(see attached)

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 payments of the application fee. Applications 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 responsibility of the applicant to determine if zoning approval is required an application materials should be prepared in compliance with zoning.

Signature of Owner 

Date 6/28/22

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. The CAR website has additional project guidance and required checklists: www.rva.gov/planning-development-review/commission-architectural-review

Staff Contact: (804)-646-6569 | alex.dandrige@rva.gov | alyson.oliver@rva.gov

Submission Instructions

Certain exterior work can be administratively approved by Staff. Please contact staff via email with the project address in the subject line. Submit the following items via email to staff:

- One (1) signed and completed application (PDF) – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. 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 that month's 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 for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. 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 www.rva.gov/planning-development-review/commission-architectural-review or contact staff.
- Exception: Revisions to applications that have been deferred or conceptually reviewed at a CAR 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.

Fees

- **Full Demolition:** \$1,500
- **New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments:** \$500
- **New construction/addition to a single- or two-family dwelling, or accessory building:** \$250
- **Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans:** \$150
- **Extension of a certificate of appropriateness (COA):** \$25

JOSEPH F. YATES, ARCHITECTS

A Professional Corporation

2501 Monument Avenue, Suite 301, Richmond, Virginia
23220

LETTER OF TRANSMITTAL

DATE: June 30, 2022	JOB NO.: 2021-31
ATTENTION: Alex Dandridge	
RE: Renovations/Addition to 516 N. 26th Street	

To: Comm. of Architectural Review
900 E. Broad Street, Rm. 510
Richmond, Virginia 23219

WE ARE SENDING YOU Attached Under separate cover via _____ the following items:
 Shop Drawings Prints Plans Samples Specifications
 Copy of letter Change Order _____

COPIES	DATE	NO.	DESCRIPTION
Half-size set of dwgs.	6/28/22		E1 - Existing Floor plans, D1 - Demolition Plans, A1- Proposed Floor plans, A2 - Proposed Floor Plan, Rear and Side Elevations, A3 - Proposed Front elevation
1	6/28/22		Application for Certificate of Appropriateness
1			Application Instructions
1	6/28/22		Check for \$250.00

THESE ARE TRANSMITTED as checked below:

For Approval	Submit Specified Item	Resubmit ____ copies for approval
<input checked="" type="checkbox"/> For Your Use	Revise & Resubmit	Submit ____ copies for distribution
<input checked="" type="checkbox"/> As Requested	No Exception Taken	Make Corrections Noted
<input checked="" type="checkbox"/> Review & Comment	_____	
For bids DUE _____		Prints Returned after Loaned to Us

REMARKS:

Alex:

Please review and let us know if you need additional information.

We request the final colors be approved administratively.

Joe Yates

COPY TO: File

SIGNED: Joseph F. Yates

If enclosures are not as noted, kindly notify us at once.

June 28, 2022

The owners Daniel and Megan Hicks have owned the property for several years and have been renting the house during that period, as they planned their move into the city. 516 N. 26th will be their primary residence once the work has been completed.

A zoning variance will be required to allow the construction of the new wing on the north property line, without any setback.

This is not a Tax Credit project.

CAR - Description of Work:

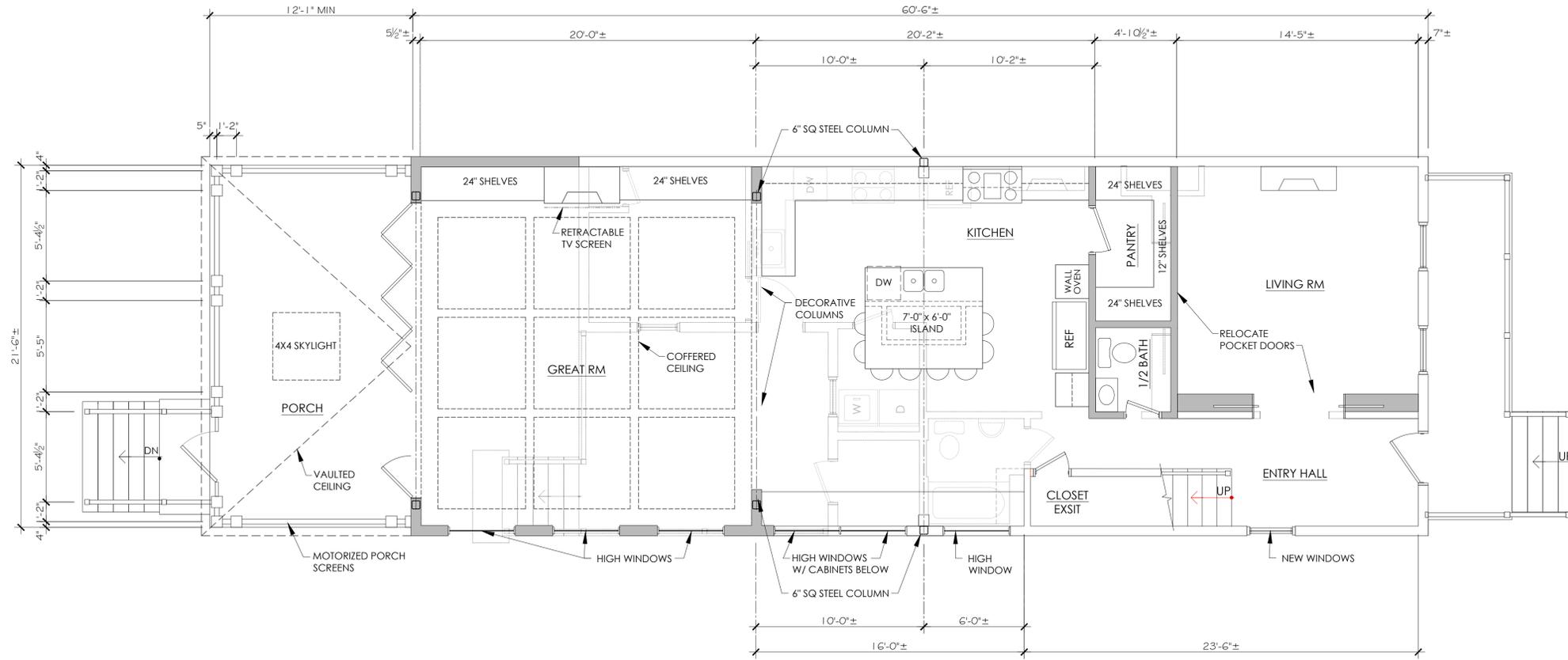
1. Front facade repair/restoration: Most of the original fabric was removed during a renovation in the 1990's prior to the area being listed as an Old and Historic District. We propose to do the following:

- a. Remove the modern vinyl siding and repair/restore the wood siding and corner boards. Hardie-plank will be installed on the side which are only minimally visible from the public right-of-way.
- b. Remove the modern vinyl windows and install aluminum clad wood windows that fit the original openings. Repair and restore the wood jambs, heads and sills.
- c. Reconstruct the deteriorated brick chimney (now covered with concrete parging) to match the size and height of the existing chimney.
- d. Remove the modern vinyl porch columns and railings and install wood columns that match the original turned wood pilasters. Replace the modern vinyl railings with simple modern aluminum railings.
- e. Repair the damaged moldings of the original wood porch cornice to match the original moldings.
- f. Remove the vinyl covering on the main cornice and restore the wood cornice, making repairs as needed to match the original material.
- g. Remove the modern treated wood porch flooring and steps and install new manufactured wood porch flooring and steps.

2. Add new wing to the rear of the house:

Remove deteriorated single story, twentieth century frame wing at the rear of the house and construct new two story frame wing to be covered in Hardie-plank siding. **Refer to attached architectural drawings.** A new wide rear only story porch will be constructed at the rear of the addition.

The existing wing no longer retains any historic architectural features as it was also completely renovated when the facade work was done. The exterior is covered with vinyl siding and fiberglass shingles. All original windows and door have been replaced with vinyl. No original fabric remains at the interior. All the floor joists have been replaced and the brick foundation is failing due to lack of footings and poor drainage.

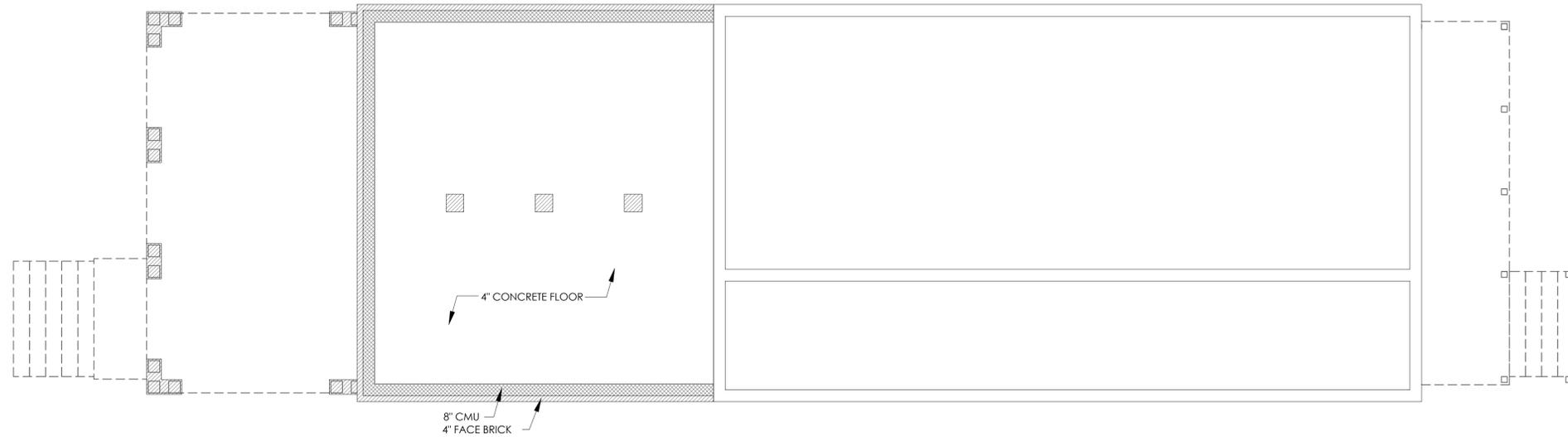


FIRST FLOOR PLAN - PROPOSED

SCALE: 1/4" = 1' - 0"

FLOOR PLAN SYMBOLS LEGEND:

- EXISTING WALLS
- NEW WALLS
- DEMOLISHED WALLS



BASEMENT FLOOR PLAN - PROPOSED

SCALE: 1/4" = 1' - 0"

PROGRESS PRINT - NOT FOR CONSTRUCTION

HICKS RESIDENCE

516 N 26th
Church Hill, VA. 23223

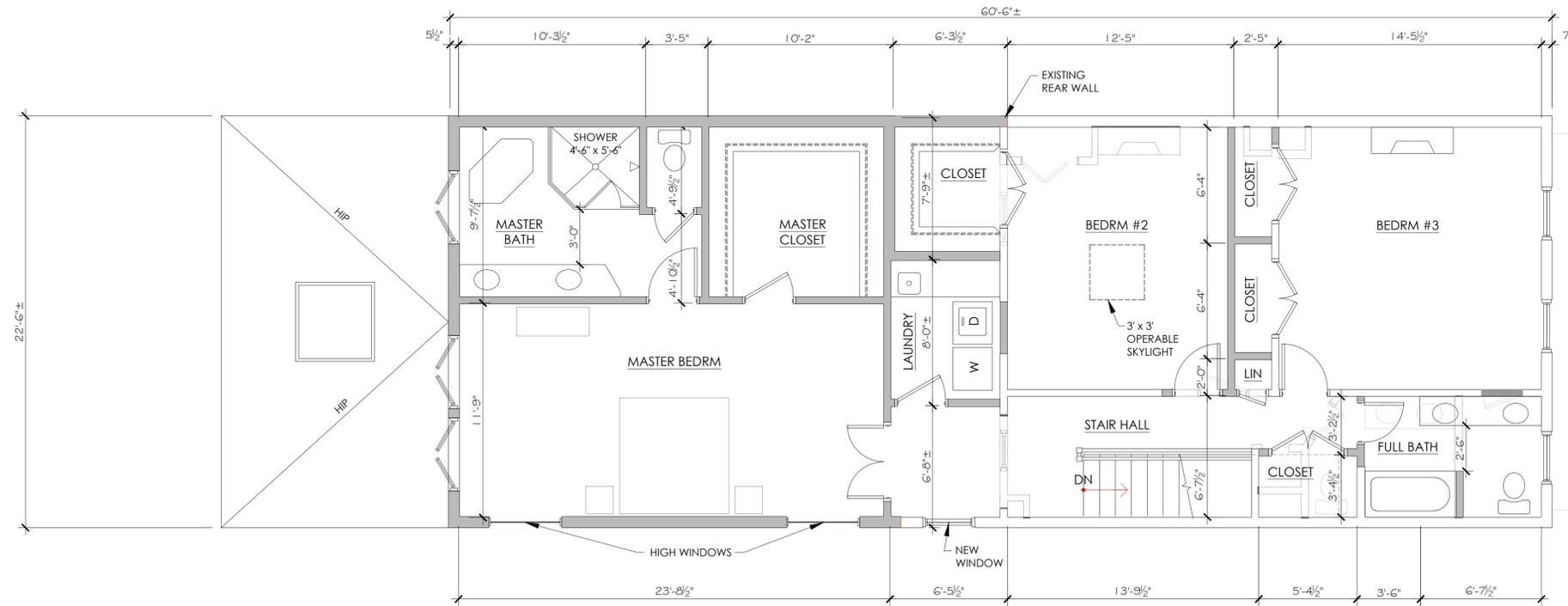
Joseph F. Yates
ARCHITECTS
804-839-3747
joe@jfyarchitects.com

Set Date:
JUNE 28, 2022
Revisions:

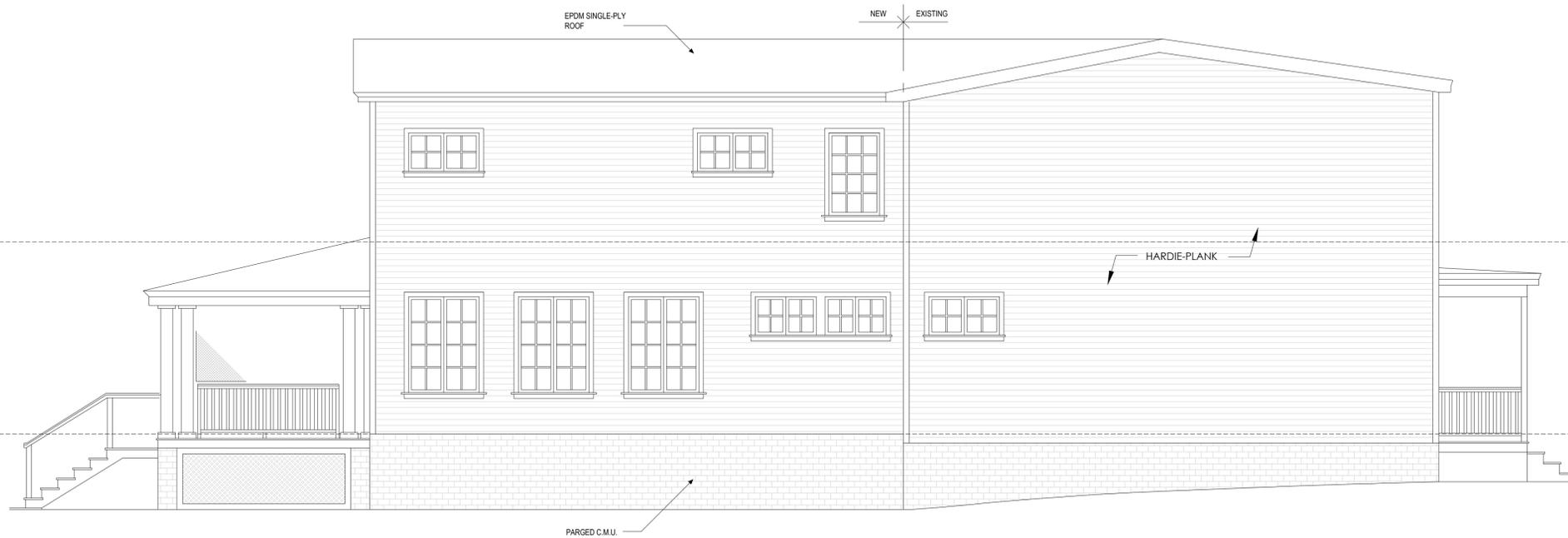
Project No.:
2021-31

Drawing No.:

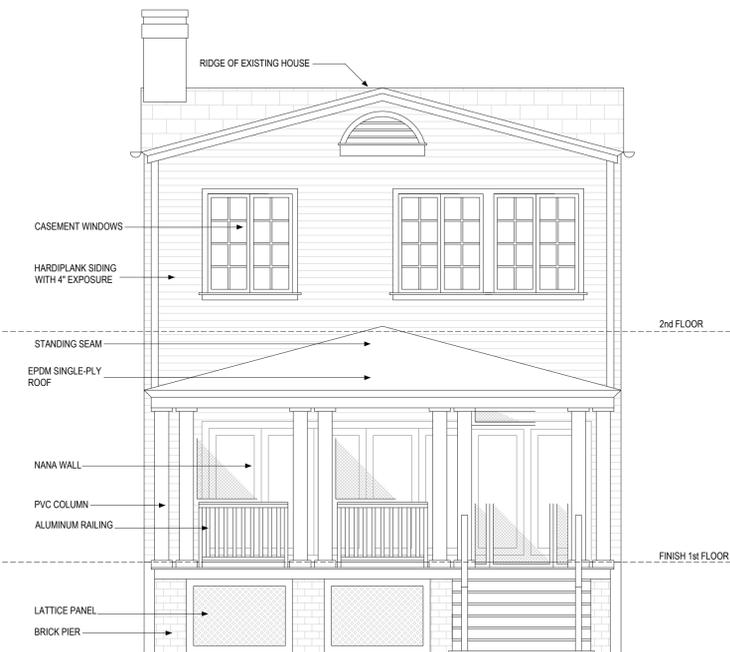
A1



SECOND FLOOR PLAN - PROPOSED
 SCALE: 1/4" = 1' - 0"



SOUTH ELEVATION - PROPOSED
 SCALE: 1/4" = 1' - 0"



WEST ELEVATION - PROPOSED
 SCALE: 1/4" = 1' - 0"

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 ARCHITECTS
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 joe@jfyarchitects.com

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2021-31

Drawing No.:

A2



REMOVE VINYL FROM MAIN CORNICE
AND REPAIR ORIGINAL WOOD CORNICE
TO MATCH EXISTING ORIGINAL MATERIAL

REMOVE MODERN ALUMINUM
FRONT DOOR AND INSTALL
NEW WOOD AND GLASS FRONT
DOOR

PORCH FLOOR AND STAIR TREADS
TO BE COMPOSITE WOOD MATERIAL
SIMILAR TO AZEK.



RECONSTRUCT DETERIORATED
CHIMNEY IN BRICK TO MATCH
EXISTING CHIMNEY PROFILE

REMOVE MODERN SHINGLES
AND INSTALL NEW STANDING
SEAM METAL ROOF

REMOVE MODERN VINYL
SIDING AND REPAIR
ORIGINAL WOOD SIDING

REMOVE MODERN VINYL WINDOWS
AND INSTALL NEW ALUMINUM CLAD
WOOD WINDOWS TO FIT ORIGINAL
OPENINGS. REPAIR WOOD TRIM.

REPAIR DETERIORATED MEMBERS
OF ORIGINAL WOOD PORCH CORNICE
TO MATCH EXISTING

REMOVE MODERN VINYL PORCH COLUMNS
AND RAILINGS. NEW WOOD COLUMNS TO
MATCH PROFILE OF ORIGINAL REMAINING
WOOD PLASTERS

NEW ALUMINUM RAILINGS BETWEEN
COLUMNS

FRONT ELEVATION

SCALE: 1/4" = 1' - 0"

SCHEME A

SCHEME B

It is unclear if a photograph in the City Assessor's records taken prior to the current renovations shows one-over-one or two-over-two window sash. The poor quality of the photograph makes it difficult to see that detail. We request the option for either scheme.

PROGRESS PRINT - NOT FOR CONSTRUCTION

HICKS RESIDENCE

516 N 26th
Church Hill, VA. 23223

Joseph F. Yates

ARCHITECTS

804-839-3747

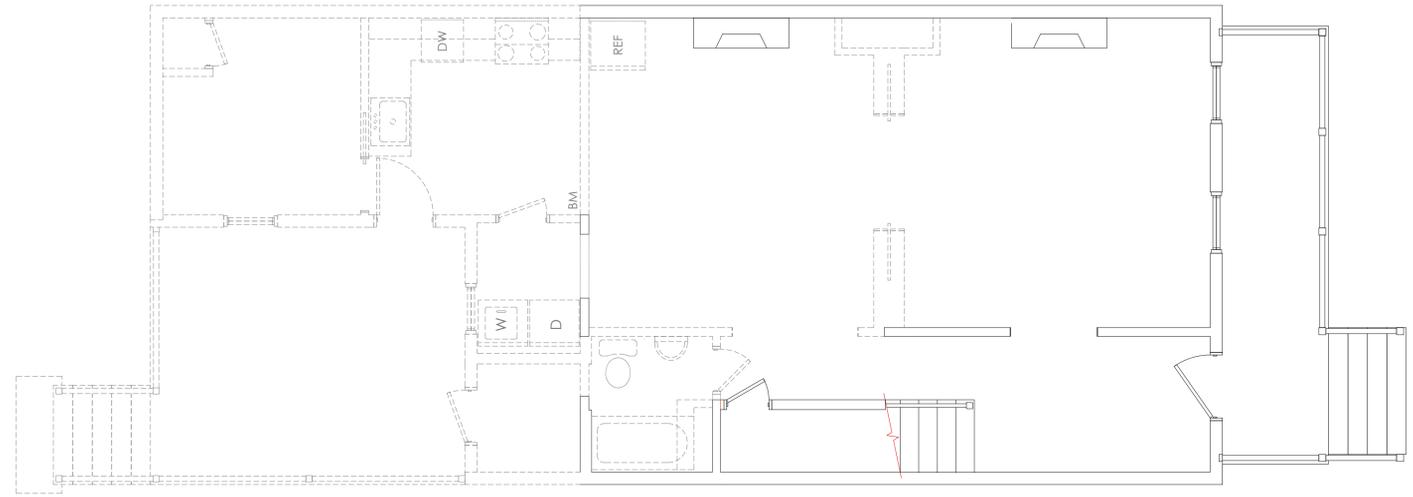
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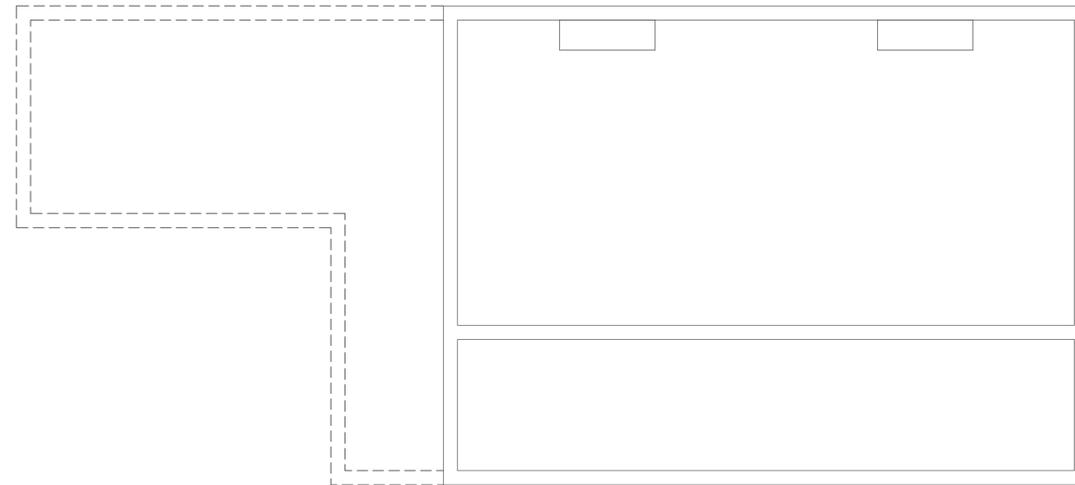
A3



FLOOR PLAN SYMBOLS LEGEND:
 ——— EXISTING WALLS
 - - - DEMO WALLS

FIRST FLOOR PLAN - DEMOLITION

SCALE: 1/4" = 1' - 0"



FLOOR PLAN SYMBOLS LEGEND:
 ——— EXISTING WALLS
 - - - DEMO WALLS

BASEMENT FLOOR PLAN - DEMOLITION

SCALE: 1/4" = 1' - 0"

PROGRESS PRINT - NOT FOR CONSTRUCTION

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 Church Hill, VA. 23223



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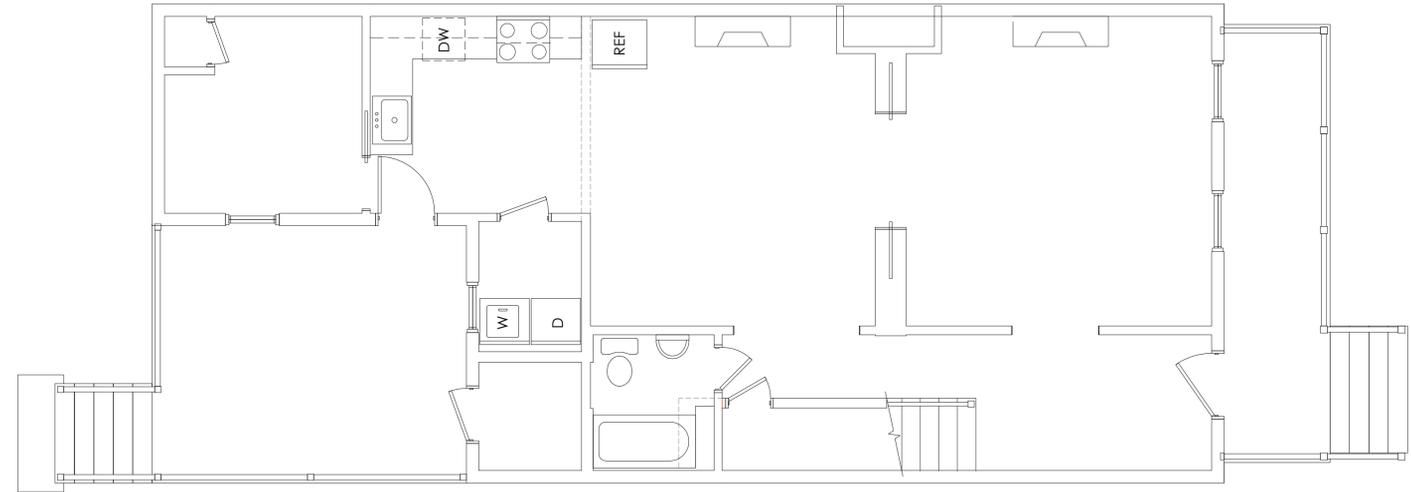
Project No.:
2021-31

Drawing No.:
D1



WEST REAR WING ELEVATION

SCALE: 1/4" = 1' - 0"



FIRST FLOOR PLAN - AS BUILT

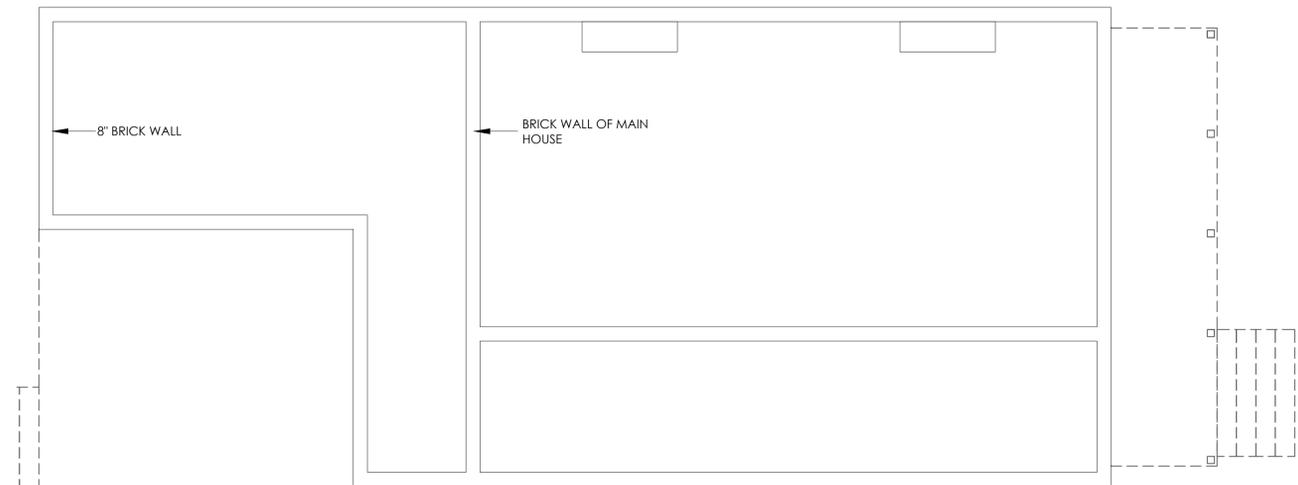
SCALE: 1/4" = 1' - 0"

FLOOR PLAN SYMBOLS LEGEND:
 [Symbol] EXISTING WALLS



SOUTH REAR WING ELEVATION

SCALE: 1/4" = 1' - 0"



BASEMENT FLOOR PLAN - AS BUILT

SCALE: 1/4" = 1' - 0"

FLOOR PLAN SYMBOLS LEGEND:
 [Symbol] EXISTING WALLS

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E1