



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) 646-3789

12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION

LOCATION OF WORK: 2712 E. Leigh St. 23223 DATE: 7/25/14

OWNER'S NAME: Harvest Cathering Logic TEL NO: (804) 319-6918
AND ADDRESS: same as above EMAIL: elder.towns@verizon.net

CITY, STATE AND ZIP CODE _____

ARCHITECT/CONTRACTOR'S NAME: N/A TEL NO: _____

AND ADDRESS: _____ EMAIL: _____

CITY, STATE AND ZIP CODE _____

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 114-830.6(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 (CPD 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.)

(See Attachment)

Signature of Owner or Authorized Agent: X Stephen Towns

Name of Owner or Authorized Agent (please print legibly): Stephen Towns

(Space below for staff use only) _____

Received by Commission Secretary _____ APPLICATION NO. _____

DATE _____ SCHEDULED FOR _____

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

ATTACHMENT

The repair work being done at Harvest Gathering COGIC is due to the following factors:

1. Aged windows severely damaged by storms
2. Broken windows by rocks
3. Windows damaged by break-ins

As I stated previously, this ministry has dwindled down to a dozen members and the majority of which are elderly women between the ages of 78-93. The former pastor and founder of this ministry died nearly three years ago. His elderly wife, who was blind, tried to keep this ministry afloat on her own. However, she died also in August 2013. I was appointed by our Jurisdictional Bishop in March of this year, to revitalize this ministry.

Recently, we have endured break-ins where all of our air conditioners were ripped out of the windows and vandalism with windows being broken by rocks. Since our finances are very limited, family members have contributed in our efforts to replace the damaged windows. I have since learned that the windows we are replacing were not the original windows for this building.

I am attaching two pictures that can give you a clear idea of the condition of the windows we are attempting to replace. Your time and considerations to allow us to continue these efforts are greatly appreciated.

Sincerely,

Pastor Stephen Towns



