



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

**Commission of Architectural Review  
Certificate of Appropriateness Application**

900 E. Broad Street, Room 510  
Richmond, VA 23219  
804-646-6569

**Property** (location of work) 520 Brook Rd Richmond, VA 23220 Current Zoning: R-6  
Property Address: \_\_\_\_\_  
Historic District: Jackson Ward

Application is submitted for: (check one)

- Alteration  
 Demolition  
 New Construction

**Project Description** (attach additional sheets if needed):

See attached drawings: single family new construction infill for SUP

**Applicant/Contact Person:** Christopher Raynore  
Company: NA  
Mailing Address: 317 W 27th St  
City: Richmond State: VA Zip Code: 23225  
Telephone: (540) 287-1982  
Email: RAYNORECW@GMAIL.COM  
Billing Contact? Applicant Type (owner, architect, etc.):

**Property Owner:** CHRISTOPHER RAYNORE  
If Business Entity, name and title of authorized signer: \_\_\_\_\_  
Mailing Address: 317 W 27th St  
City: RICHMOND State: VA Zip Code: 23225  
Telephone: (540) 287-1982  
Email: RAYNORECW@GMAIL.COM  
Billing Contact? owner

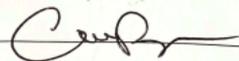
**\*\*Owner must sign at the bottom of this page\*\***

**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. 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. Application materials should be prepared in compliance with zoning.

Property Owner Signature:  Date: 11-25-25

## Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | [alex.dandridge@rva.gov](mailto:alex.dandridge@rva.gov)

### Before You Submit

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](http://www.rva.gov/planning-development-review/commission-architectural-review).

**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.

### Submission Requirements

Please submit applications to 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 signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received before the application will be scheduled. An invoice will be sent via the City's Online Permit Portal. Please see [fee schedule](#) available on the CAR website for additional information.

A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances 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 Information and Application Due Dates

- The Commission meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- Application hearings start at 4:00pm. Meetings are held in person at City Hall in the 5<sup>th</sup> floor conference room. Participation via Microsoft Teams is available. It is strongly recommended that at least one person, either the owner or applicant, attend the meeting in person.
- 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](http://www.rva.gov/planning-development-review/commission-architectural-review) or contact staff.
- 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.
- New construction will be required to go through a conceptual review. The conceptual review is non-binding.
- Applicants are encouraged to reach out to any relevant civic associations and immediate neighbors for new construction or large-scale projects prior to submitting to the Commission of Architectural Review.



# 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: 520 Brook Rd. Richmond, VA 23220

### BUILDING TYPE

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

### ALTERATION TYPE

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> current site plan                 | <input checked="" type="checkbox"/> list of current windows and doors | <input checked="" type="checkbox"/> current elevations (all sides)   |
| <input checked="" type="checkbox"/> proposed site plan     | <input checked="" type="checkbox"/> list of proposed window and door  | <input checked="" type="checkbox"/> proposed elevations (all sides)  |
| <input checked="" type="checkbox"/> current floor plans    | <input checked="" type="checkbox"/> current roof plan                 | <input checked="" type="checkbox"/> demolition plan                  |
| <input checked="" type="checkbox"/> proposed floor plans   | <input checked="" type="checkbox"/> proposed roof plan                | <input checked="" type="checkbox"/> perspective and/or line of sight |
| <input checked="" type="checkbox"/> legal "plat of survey" |   |  |



FULL SCALE STUDIO LLC  
Richmond, VA  
804.335.5189

520 BROOK ROAD  
SINGLE-FAMILY HOUSE

C.A.R. SUBMISSION

Project Address:  
520 BROOK ROAD  
RICHMOND, VA 23220

No.	Description	Date

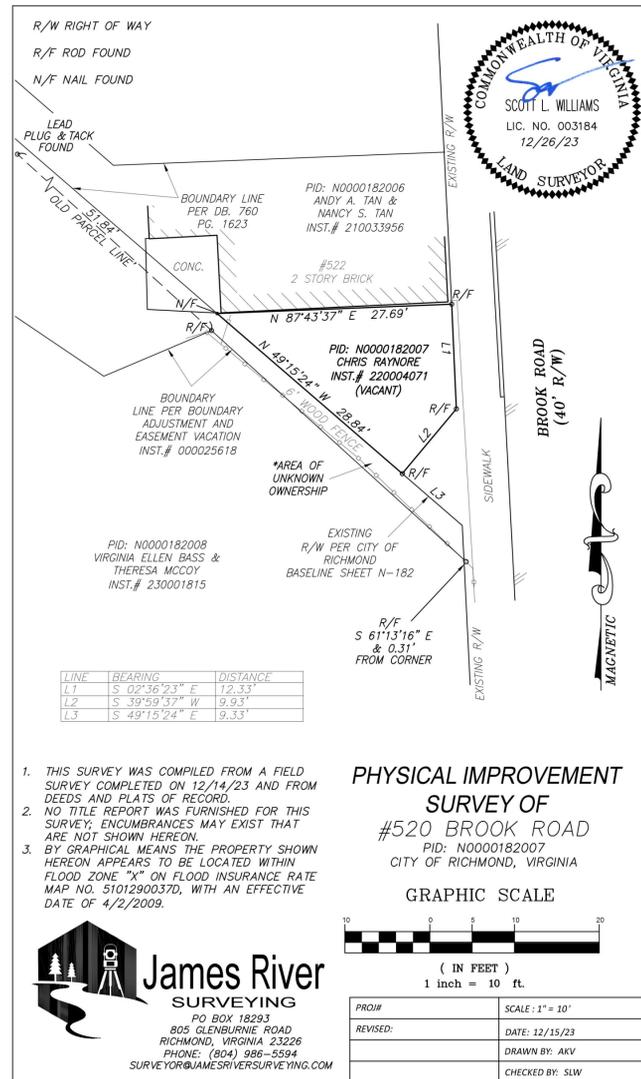
Project Number	24-103
Date	11/18/2025
Drawn By	BAC
Scale	As indicated

SITE PLAN & SURVEY

A-1



4 VICINITY MAP  
1" = 20'-0"



2 SURVEY - 520 BROOK ROAD  
1" = 10'-0"

**PROJECT DESCRIPTION**

THIS PROJECT PROPOSES TO BUILD AN APPROXIMATELY 490 SQUARE FOOT (INSIDE FACE OF EXTERIOR WALL) SINGLE-FAMILY RESIDENCE ON A SMALL, TRIANGULAR SHAPED LOT.

THE LOT IS WITHIN THE JACKSON WARD CITY OLD AND HISTORIC DISTRICT AND THE JACKSON WARD NATIONAL HISTORIC DISTRICT AND AS SUCH IS SUBJECT TO APPROVAL BY THE COMMISSION OF ARCHITECTURAL REVIEW. CARE HAS BEEN TAKEN TO NOT MERELY MIMIC THE STYLE OF EXISTING STRUCTURES, BUT TO DESIGN A HOUSE THAT RESPECTS THOSE STRUCTURES WITHOUT REPLICATING THEM.

THE NEW STRUCTURE:  
- PROPOSES A MASSING AND SCALE SIMILAR TO SURROUNDING CONSTRUCTION.  
- PROPOSES A SIMILAR SETBACK AS THE ADJACENT CONSTRUCTION.  
- UTILIZES A SIMPLE PALETTE OF BRICK (LIGHT BROWN) AND DOUBLE-HUNG PUNCHED WINDOWS.  
- PROPOSES AN ENTRY AT A SIMILAR HEIGHT FROM THE STREET AS SURROUNDING CONSTRUCTION.  
- PROPOSES A TOTAL HEIGHT COMPATIBLE WITH ADJACENT CONSTRUCTION.  
REFERENCE SHEET A-2 FOR A MORE DETAILED PROJECT DESCRIPTION.

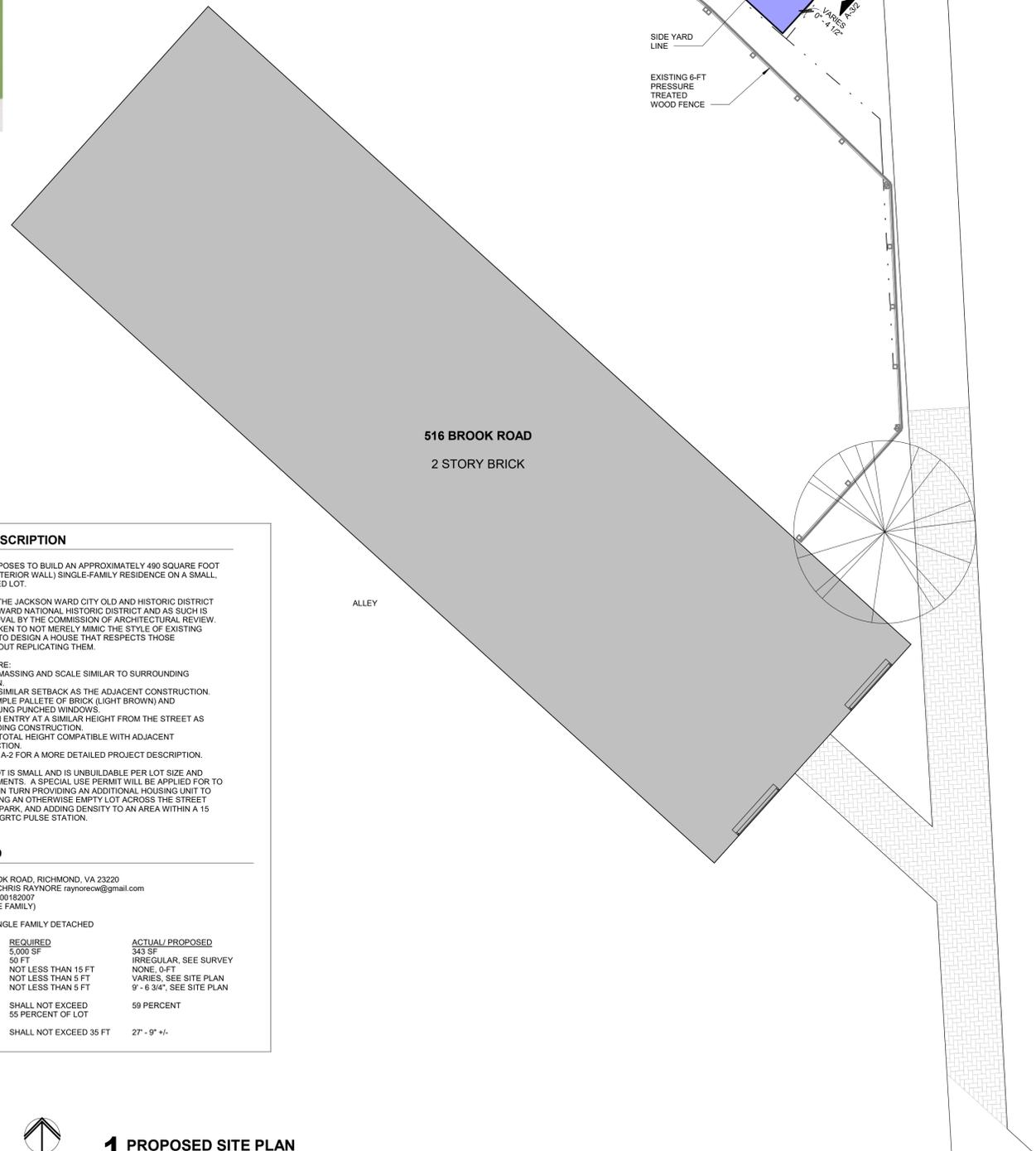
THE SIZE OF THE LOT IS SMALL AND IS UNBUILDABLE PER LOT SIZE AND SETBACK REQUIREMENTS. A SPECIAL USE PERMIT WILL BE APPLIED FOR TO BUILD ON THE LOT, IN TURN PROVIDING AN ADDITIONAL HOUSING UNIT TO THE AREA, IMPROVING AN OTHERWISE EMPTY LOT ACROSS THE STREET FROM ABERN CLAY PARK, AND ADDING DENSITY TO AN AREA WITHIN A 15 MINUTE WALK OF A GRTC PULSE STATION.

**ZONING INFO**

ADDRESS: 520 BROOK ROAD, RICHMOND, VA 23220  
OWNER CONTACT: CHRIS RAYNORE raynorecw@gmail.com  
TAX PARCEL ID: N0000182007  
ZONING: R-6 (SINGLE FAMILY)

PROPOSED USE: SINGLE FAMILY DETACHED

LOT INFO	REQUIRED	ACTUAL/PROPOSED
LOT AREA	5,000 SF	343 SF
LOT WIDTH	50 FT	IRREGULAR, SEE SURVEY
FRONT YARD	NOT LESS THAN 15 FT	NONE, 0-FT
SIDE YARD	NOT LESS THAN 5 FT	VARIES, SEE SITE PLAN
REAR YARD	NOT LESS THAN 5 FT	9' - 6 3/4", SEE SITE PLAN
LOT COVERAGE:	SHALL NOT EXCEED 55 PERCENT OF LOT	59 PERCENT
HEIGHT:	SHALL NOT EXCEED 35 FT	27' - 9" +/-



1 PROPOSED SITE PLAN  
3/16" = 1'-0"



**PROJECT DESCRIPTION**

ADDRESS: 520 BROOK ROAD, RICHMOND, VA 23220  
 OWNER CONTACT: CHRIS RAYNORE, raynorecw@gmail.com  
 TAX PARCEL ID: N0000182307  
 ZONING: R-6 (SINGLE FAMILY)

THE OWNER OF THIS VACANT, TRIANGULAR PARCEL PROPOSES TO BUILD A SMALL, SINGLE-FAMILY HOUSE AND IS SEEKING A CERTIFICATE OF APPROPRIATENESS. THE LOCATION IS WITHIN THE JACKSON WARD NATIONAL HISTORIC DISTRICT AND THE JACKSON WARD CITY OLD AND HISTORIC DISTRICT.

GIVEN THE SMALL PARCEL SIZE, THE DESIGN CALLS FOR TWO LEVELS ABOVE GRADE, A BASEMENT, AND SPIRAL STAIR UP TO A GREEN ROOF.

**SITING**

THE BLOCK CONTAINING THE SITE IS COMPOSED PRIMARILY OF TWO-STORY, BRICK, RESIDENTIAL BUILDINGS WITH ONE BUSINESS OCCUPANCY LOCATED AT 300 W CLAY ST. THE NEW DWELLING WILL HAVE A SIMILAR SETBACK TO ITS IMMEDIATE NEIGHBOR, 522 BROOK ROAD TO MAINTAIN THE STREET WALL. THE HOUSE AT THE OPPOSITE SIDE, 516 BROOK ROAD, SITS AT AN APPROXIMATE 45 DEGREE ANGLE TO BROOK ROAD, SO THE PROPOSED FLOOR PLAN OF 520 BROOK ROAD SEEKS TO RELATE TO BOTH ITS NEIGHBORS IN ITS FLOOR PLAN SHAPE AND TO ALSO RELATE TO ITS TRIANGULAR-SHAPED LOT.

GENERALLY, THE FRONT FACADES ALONG BROOK ROAD AND N MONROE ST OCCUR AT THE PROPERTY LINE AND DO NOT HAVE FRONT PORCHES. FACADES ALONG W CLAY STREET ARE SET BACK ABOUT 10 FEET AND HAVE COVERED PORCHES. 520 BROOK ROAD PROPOSES A FACADE AT THE PROPERTY LINE AND A RECESSED FRONT ENTRY THAT WILL PROVIDE COVER FROM THE ELEMENTS.

THE SIDEWALKS AROUND THE BLOCK ARE A MIXTURE OF BRICK AND CONCRETE.

PERHAPS THE DEFINING FEATURE OF THE AREA IS ABNER CLAY PARK, WHICH IS SITUATED DIRECTLY ACROSS BROOK ROAD. THE PARK IS LARGELY AN OPEN FIELD WITH A PAVILION AND PLAYGROUND AT ITS SOUTH END AND BASKETBALL COURT AT ITS EAST END. AS SUCH, 520 BROOK ROAD IS HIGHLY VISIBLE FROM BOTH THE PARK AND W LEIGH ST.

BECAUSE OF THE NONCONFORMING SIZE OF THE SITE, THE OWNER WILL ALSO APPLY FOR A SPECIAL USE PERMIT.

**FORM**

AS MENTIONED PREVIOUSLY, THE BUILDINGS ON THE BLOCK ARE TWO-STORY BRICK STRUCTURES. MOVING OUTWARD, BUILDINGS ON NEARBY W LEIGH ST. (300 BLOCK) ARE A MIX OF WOOD FRAME/WOOD SIDING AND BRICK. THE REMAINDER OF THE BUILDINGS LOCATED ON THE BLOCKS SURROUNDING THE SITE ARE PREDOMINANTLY BRICK, WITH SOME WOOD FRAME/ WOOD SIDED HOUSES INTERSPERSED (E.G. SEVERAL HOMES ON THE 400 BLOCK OF W MARSHALL ST - 402, 404, 406, 410, AND 411/413 CATHERINE ST)

**HEIGHT**  
 THE HOUSES IMMEDIATELY ADJACENT TO THE SUBJECT PROPERTY ARE APPROXIMATELY 20-FT (522 BROOK RD) AND 27-FT (516 BROOK RD). 520 BROOK ROAD IS PROPOSED TO BE APPROXIMATELY 24-FT 4-IN TO THE TOP OF THE PARAPET.

**WIDTH**  
 AS WITH MOST OF THE BUILDINGS IN JACKSON WARD, 520 BROOK ROAD HAS A VERTICAL ORIENTATION.

**MATERIALS**  
 THE CLADDING IS PROPOSED TO BE BRICK, STANDARD SIZE, RUNNING BOND PATTERN. E.G. GLEN GERY CREAM WHITE WIRECUT.

**RAILINGS**  
 A HABITABLE, VEGETATIVE ROOF IS PROPOSED TO PROVIDE A PRIVATE OUTDOOR SPACE FOR THE OWNER SINCE THE SMALL SITE CANNOT ACCOMMODATE ONE. THE PARAPET WILL EXTEND TO PROVIDE THE REQUIRED GUARD. A SPIRAL STAIR IS PROPOSED TO PROVIDE ACCESS FROM THE 2ND FLOOR BATH UP TO THE GREEN ROOF. THE STAIR WILL BE AS NARROW AS POSSIBLE TO PROVIDE MAINTENANCE ACCESS FOR THE EXTERIOR WALL OF THE ADJACENT NEIGHBOR AT 522 BROOK ROAD.

**DOORS AND WINDOWS**  
 WINDOWS WILL ALL BE VERTICAL ORIENTATION IN A SIMILAR PROPORTION (1:2), SIZE, AND SPACING TO EXISTING, SURROUNDING HOUSES, ESPECIALLY ALONG THE FACADE FACING BROOK ROAD. THE FUNCTION OF THE WINDOWS IS PROPOSED TO BE DOUBLE-HUNG WITH NO GRILLES.

THE FRONT ENTRY DOOR IS PROPOSED TWO STEPS ABOVE STREET LEVEL WHICH IS SIMILAR TO BOTH ADJACENT HOUSES (516 AND 522 BROOK RD). THE CONSTRUCTION OF THE DOOR IS PROPOSED AS SOLID WOOD WITH A HALF GLASS LITE - SEE ELEVATION FOR PANELS BELOW GLASS LITE.

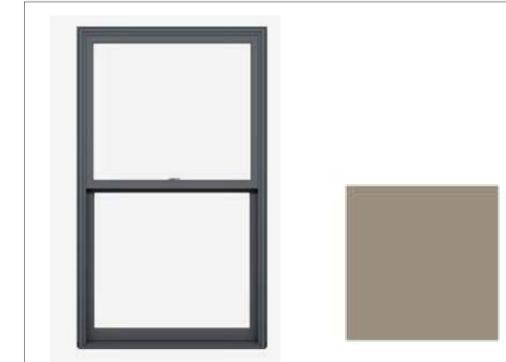
THE DOOR ON THE WEST FACADE WILL PROVIDE ACCESS TO A SMALL REAR DECK, BE HIDDEN FROM VIEW FROM PUBLIC WAYS, AND WILL CONTAIN A FULL GLASS LITE.

THE 2ND LEVEL DOOR AT THE BATHROOM WILL ALSO HAVE A FULL GLASS LITE.

**MATERIALS**

**BRICK**

GLEN GERY, CREAM WHITE, WIRE CUT



TYPICAL WINDOWS  
 MARVIN (ESSENTIAL LINE) OR SIM DOUBLE HUNG  
 COLOR: PEBBLE GRAY  
 GRILLES: NONE



516 BROOK ROAD

516 BROOK ROAD - FRONT FACADE AT ANGLE SIMILAR TO PROPOSED SOUTHEAST FACADE OF 520 BROOK



520 BROOK ROAD LOT

522 BROOK ROAD - FRONT FACADE AT PROPERTY LINE  
 PROPOSED DWELLING AT THIS LOT



520 BROOK ROAD LOT

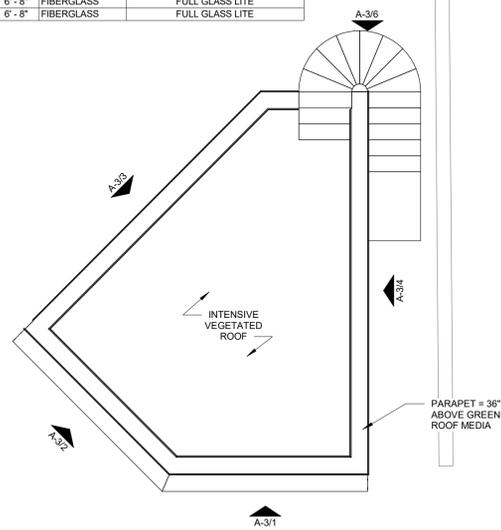
PROPOSED DWELLING AT THIS LOT



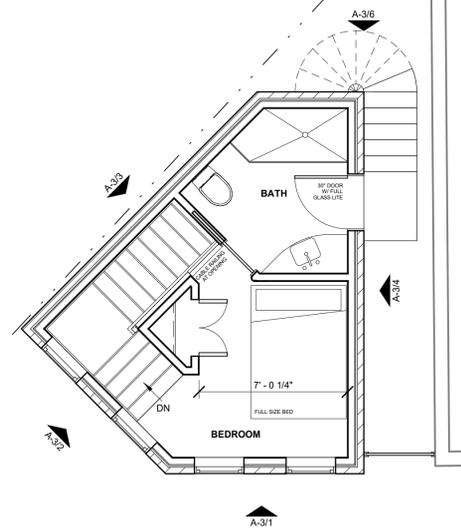
522 BROOK ROAD

DOOR SCHEDULE					
NUMBER	WIDTH	HEIGHT	DOOR MATERIAL	COMMENTS	
D3	3' - 0"	6' - 8"	FIBERGLASS	HALF GLASS LITE	
D8	2' - 6"	6' - 8"	FIBERGLASS	FULL GLASS LITE	
D9	2' - 0"	6' - 8"	FIBERGLASS	FULL GLASS LITE	

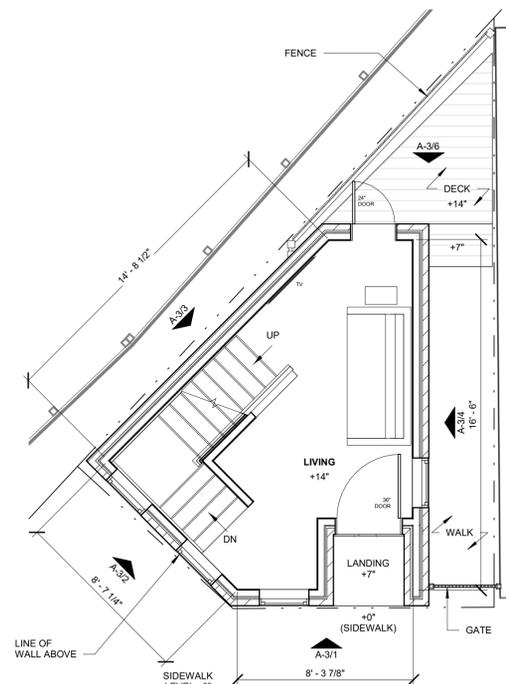
WINDOW SCHEDULE					
NUMBER	WIDTH	HEIGHT	WINDOW MATERIAL	OPERATION TYPE	COMMENTS
W1	2' - 4"	5' - 4"			



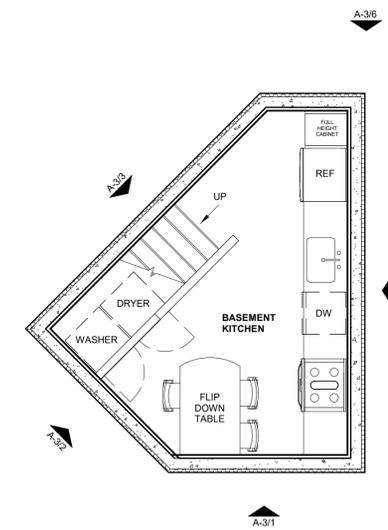
**4 ROOF PLAN (GREEN ROOF)**  
 1/4" = 1'-0"



**3 SECOND FLOOR PLAN**  
 1/4" = 1'-0"



**2 FIRST FLOOR PLAN**  
 1/4" = 1'-0"



**1 BASEMENT FLOOR PLAN**  
 1/4" = 1'-0"



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520 BROOK ROAD  
 SINGLE-FAMILY HOUSE

C.A.R. SUBMISSION

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PROPOSED FLOOR PLANS & ELEVATIONS



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Richmond, VA  
804.335.5189

520 BROOK ROAD

SINGLE-FAMILY HOUSE

C.A.R. SUBMISSION

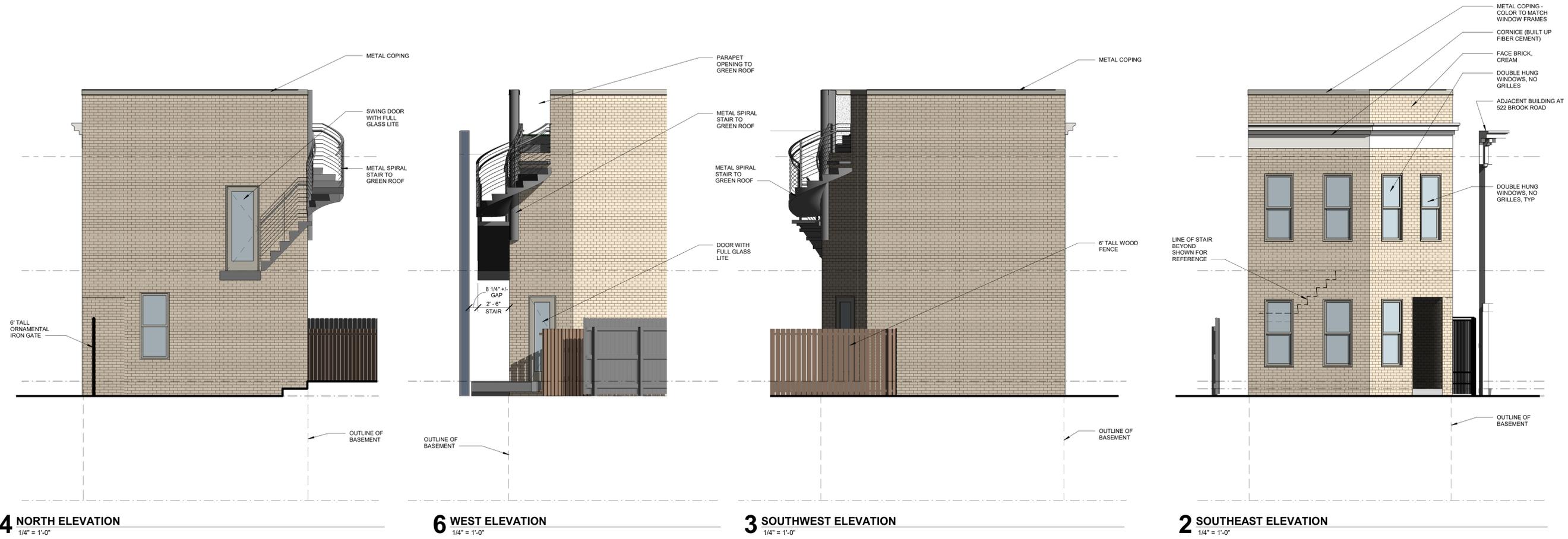
Project Address:  
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Scale 1/4" = 1'-0"

PROPOSED ELEVATIONS

A-3





FULL SCALE STUDIO LLC  
Richmond, VA  
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520 BROOK  
ROAD

SINGLE-FAMILY  
HOUSE

C.A.R.  
SUBMISSION

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No.	Description	Date

Project Number 24-103  
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 Scale 1/4" = 1'-0"

PERSPECTIVE



1 PERSPECTIVE FROM BROOK ROAD LOOKING WEST