



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address 3301 Monument Avenue Richmond VA
Historic district _____

Date/time rec'd: _____
Rec'd by: _____
Application #: _____
Hearing date: _____

APPLICANT INFORMATION Check if Billing Contact

Name Robert Gorrell and Nancy Stroman
Company _____
Mailing Address 3301 Monument Avenue
Richmond VA 23221

Phone 804 310 7421
Email sastroman@aol.com
Applicant Type: Owner Agent
 Lessee Architect Contractor
 Other (please specify): _____

OWNER INFORMATION (if different from above) Check if Billing Contact

Name _____
Mailing Address _____

Company _____
Phone _____
Email _____

PROJECT INFORMATION

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

Project Description: (attach additional sheets if needed)

We will be increasing the size of two windows on the back of the house, keeping the windows in the current style. Only one is barely visible from the back of the house, and from Tilden Avenue.

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

Signature of Owner Nancy Sabet Stroman  Date 5-15-2021

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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

Staff Contact: 804.646.6335 Carey.Jones@Richmondgov.com

SUBMISSION INSTRUCTIONS

Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.

Submit the following items to the Division of Planning and Preservation, 900 E. Broad Street, Rm. 510:

- One (1) signed and completed application – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, submitted via email or OneDrive.
- Application fee, as required, will be invoiced. 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 the 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 in December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. 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: <http://www.richmondgov.com/CommissionArchitecturalReview> or contact staff.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission 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.







BOB GOERTEL & SAGET STROMAN

3301 MONUMENT AVE., RICHMOND, VA. 23221

PARTIAL REAR ELEVATION SCALE: 1/4" = 1'-0"

BLACK = AS BUILT

RED = MODIFICATIONS



- LOWER SILL OF
EA. WINDOW
- ENLARGE LEFT
WINDOW TO 3/6x4/6
- BOTH WILL BE
CASEMENTS TO
MATCH EXISTING



COMMISSION OF ARCHITECTURAL REVIEW

WINDOW ASSESSMENT FORM

Property Address: 3301 Monument Ave

Window Information		General Condition				Window Assessment									
Window #	Style	Width and Height	Material	Paint condition?	Square?	Operable?	Missing or broken panes?	Sill and Lintel	Jambs	Rails	Stiles	Muntins	Panes and Glazing Putty	Total Value	Proposed treatment
Ex.	Double-hung 2/2	36" x 78"	Wood	Poor	Yes	No	Yes	2	1	2	1	1	3	10	Replace and reglaze broken panes, waterproof and repaint wood.
#1	DOUBLE-HUNG 5/3	28" x 30"	WOOD	AVG.	YES	NO	NO	1	1	1	1	1	1	6	REPLACE WINDOW WITH LARGER SDL WOOD TWIN CASEMENTS
#2	(2) DOUBLE-HUNG 4/1	24" x 46"	WOOD	AVG.	YES	NO	NO	1	1	1	1	1	1	6	REPLACE WINDOW WITH TALLER SDL WOOD TWIN CASEMENTS

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