



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



## Property (location of work)

Address: \_\_\_\_\_

Historic District: \_\_\_\_\_

### Applicant Information

### Billing Contact

### Owner Information

### Billing Contact

Name: \_\_\_\_\_

Same as Applicant

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Type:    Owner    Agent    Lessee

\_\_\_\_\_

Architect    Contractor

\_\_\_\_\_

Other (specify): \_\_\_\_\_

**\*\*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):

## 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 3/2/2023

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

**Staff Contact:** (804)-646-6569 | [alex.dandrige@rva.gov](mailto:alex.dandrige@rva.gov) | [alyson.oliver@rva.gov](mailto: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](http://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



**April 10<sup>th</sup>, 2023**

City of Richmond Department of Planning and Development Review  
Commission of Architectural Review  
City Hall, 900 East Broad Street  
Richmond, VA 23219

**RE: Commission of Architectural Review: 907 N 24<sup>th</sup> Street (E0000-428/001)**

Members of the Commission,

I represent the Property Owner in an application for review by the Commission of Architectural Review of the proposed construction of a new single-family attached dwelling on the property known as 907 N 24<sup>th</sup> Street (the "Property").

The Property is located on the east side of N 24<sup>th</sup> Street at between Burton and O Streets and lies in the Union Hill Old and Historic District. The area was predominately developed circa 1910 and is known for a variety of building styles and materials as well as a range of land uses. The buildings on the block consist primarily of single-family attached and detached dwellings but also include multifamily uses. At roughly 25 feet in width and 3,254 square feet in lot area, the Property is comparable with other lots in the block in terms of area. The nearby street grid is bisected by Burton at an angle and the parallel N 23<sup>rd</sup> and 24<sup>th</sup> Streets bend northward along this axis to become Tulip and Pink Streets. This results in irregular street size and configuration in the vicinity.

An initial concept for a new single-family detached dwelling at this site was presented for conceptual review at the March 28, 2023 meeting of the CAR. The dwelling which was initially proposed was three stories in height with a false mansard roof. The applicant has chosen to submit a new dwelling design based on comments from staff, commissioners, and neighbors. The new dwelling will be two stories in height and utilize a more traditional form, similar to what is found nearby. The proposed dwelling will have a mansard roof, full width front porch, and a front facing bay window. Based on commissioner comments, the proposed dwelling will be roughly eight feet shorter than the initially proposed dwelling and will extend further back on the lot. Quality building materials, including cementitious lap siding, are proposed. Care has been taken in the design and siting of the dwelling to ensure compliance

with normal zoning while being respectful to and consistent with the existing dwellings in the block.

We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at [markbaker@bakerdevelopmentresources.com](mailto:markbaker@bakerdevelopmentresources.com) or (804)874-6275.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Baker', written in a cursive style.

Mark R. Baker

Baker Development Resources, LLC



(2) TRASH CANS  
PER HOUSE (TYP.)

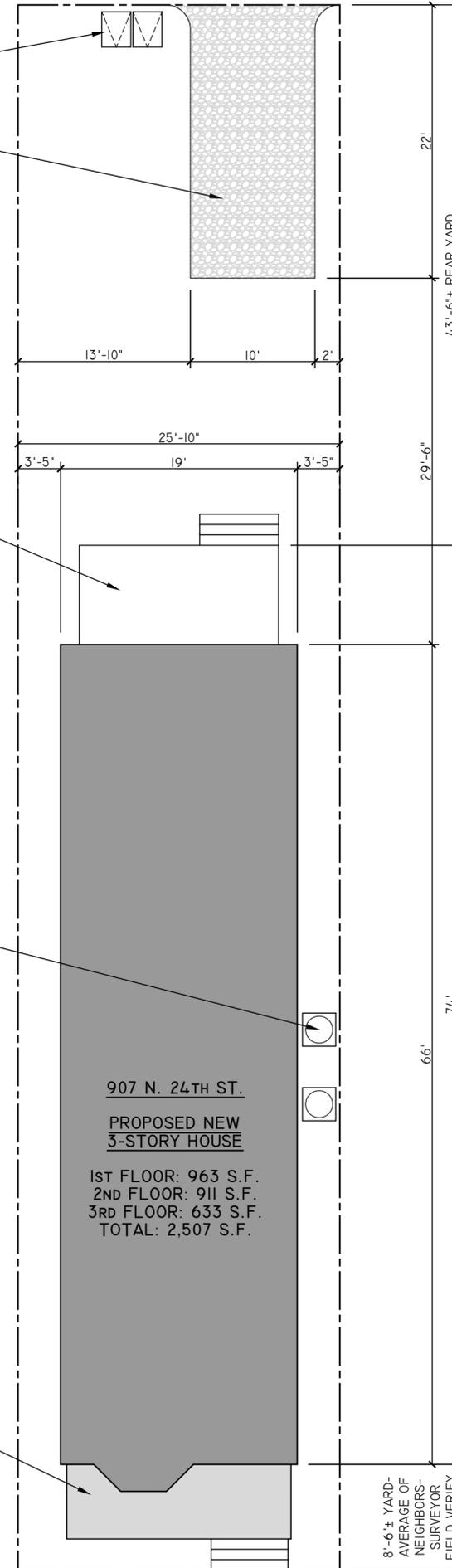
10'x22' GRAVEL PARKING  
SPACE- CONNECT TO  
GRAVEL ALLEY

REAR DECK T.B.D.

HVAC UNITS (TYP.)

COVERED  
FRONT PORCH

REPAIR OR REMOVE &  
REPLACE EXISTING  
CONCRETE RETAINING  
WALL WITH STAIR(S)



907 N. 24TH ST.

PROPOSED NEW  
3-STORY HOUSE

1ST FLOOR: 963 S.F.  
2ND FLOOR: 911 S.F.  
3RD FLOOR: 633 S.F.  
TOTAL: 2,507 S.F.

8'-6"± YARD-  
AVERAGE OF  
NEIGHBORS-  
SURVEYOR  
FIELD VERIFY

01 ARCHITECTURAL SITE PLAN  
1/8" = 1'

**PROJECT CONTACTS:**

DEVELOPER/CONTRACTOR:  
KEEL CUSTOM HOMES  
CASEY WHITE  
804-869-8600

ARCHITECT:  
CHRISTOPHER WOLF  
CHRIS WOLF ARCHITECTURE, PLLC  
804-514-7644

NEW 2-STORY SINGLE-FAMILY DETACHED HOUSE  
IN RICHMOND'S HISTORIC UNION HILL NEIGHBORHOOD

# 907 N. 24TH ST. HOUSE

907 NORTH 24TH STREET  
RICHMOND, VIRGINIA 23223

NOT FOR  
CONSTRUCTION

SET/REVISION:  
C.A.R. SECOND  
SUBMITTAL SET

DATE/MARK:  
04.10.2023

ARCHITECTURAL  
SITE PLAN

# CI.I

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909 N. 24TH ST.



907 N. 24TH ST. - VACANT PROJECT LOT



905 N. 24TH ST.

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SITE PHOTOS

**XI.1**

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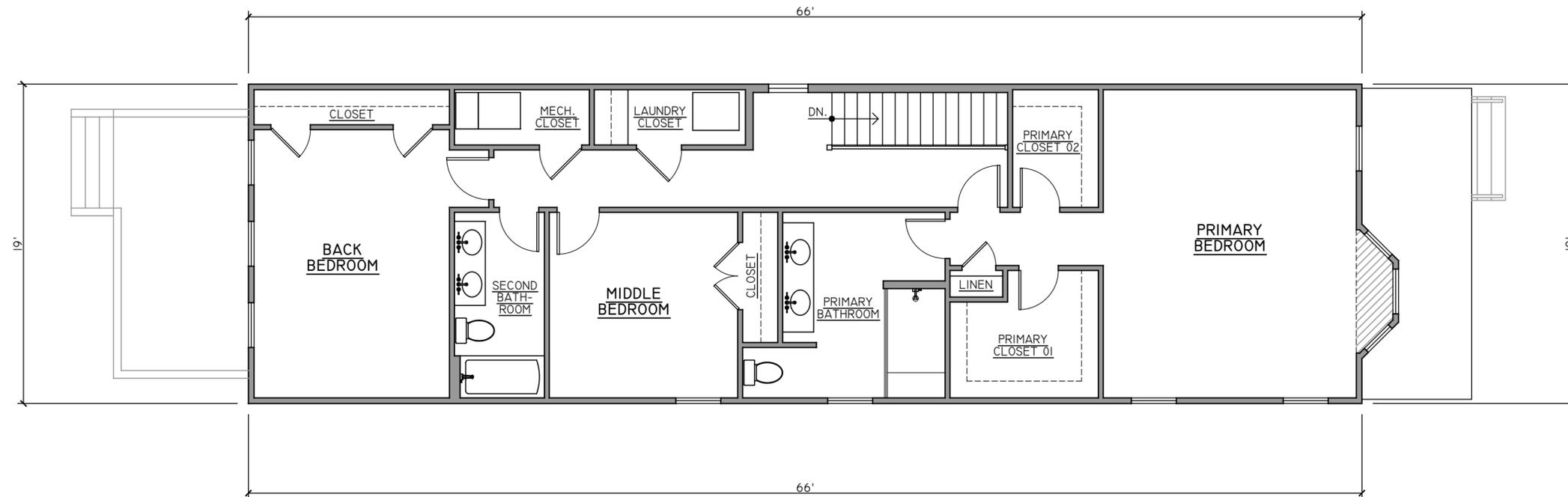
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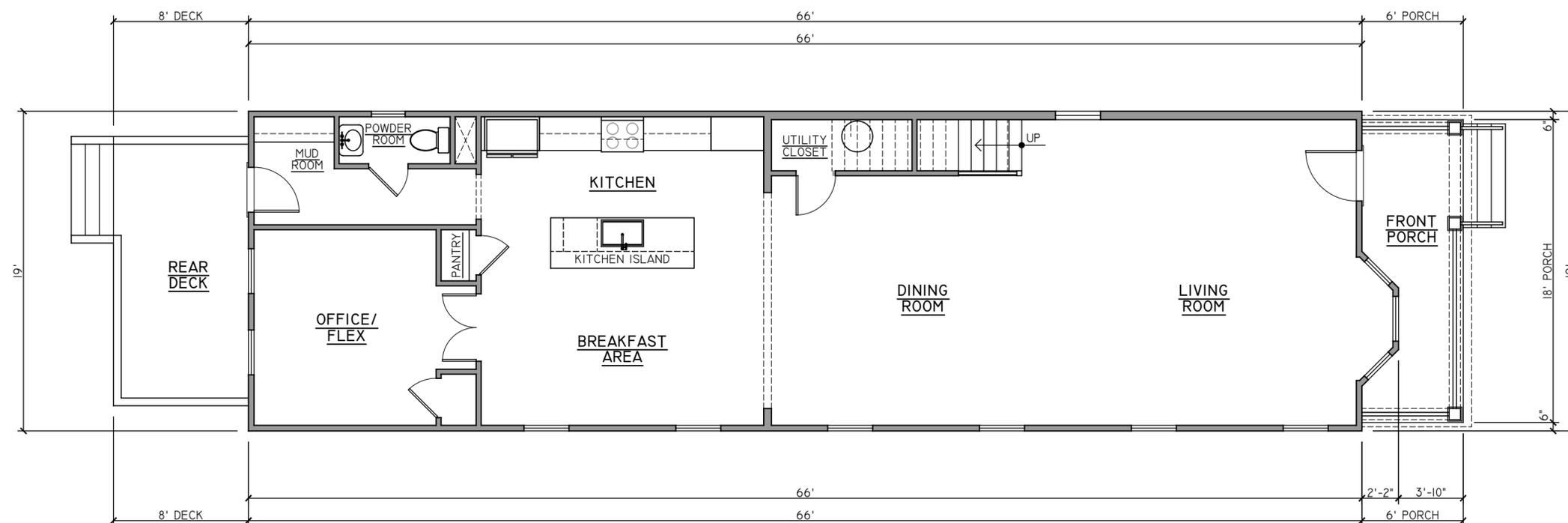
FIRST FLOOR PLAN

**AI.1**



**02 | SECOND FLOOR PLAN**

3/16" = 1'



**01 | FIRST FLOOR PLAN**

3/16" = 1'



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CONTEXT ELEVATION  
**A2.0**

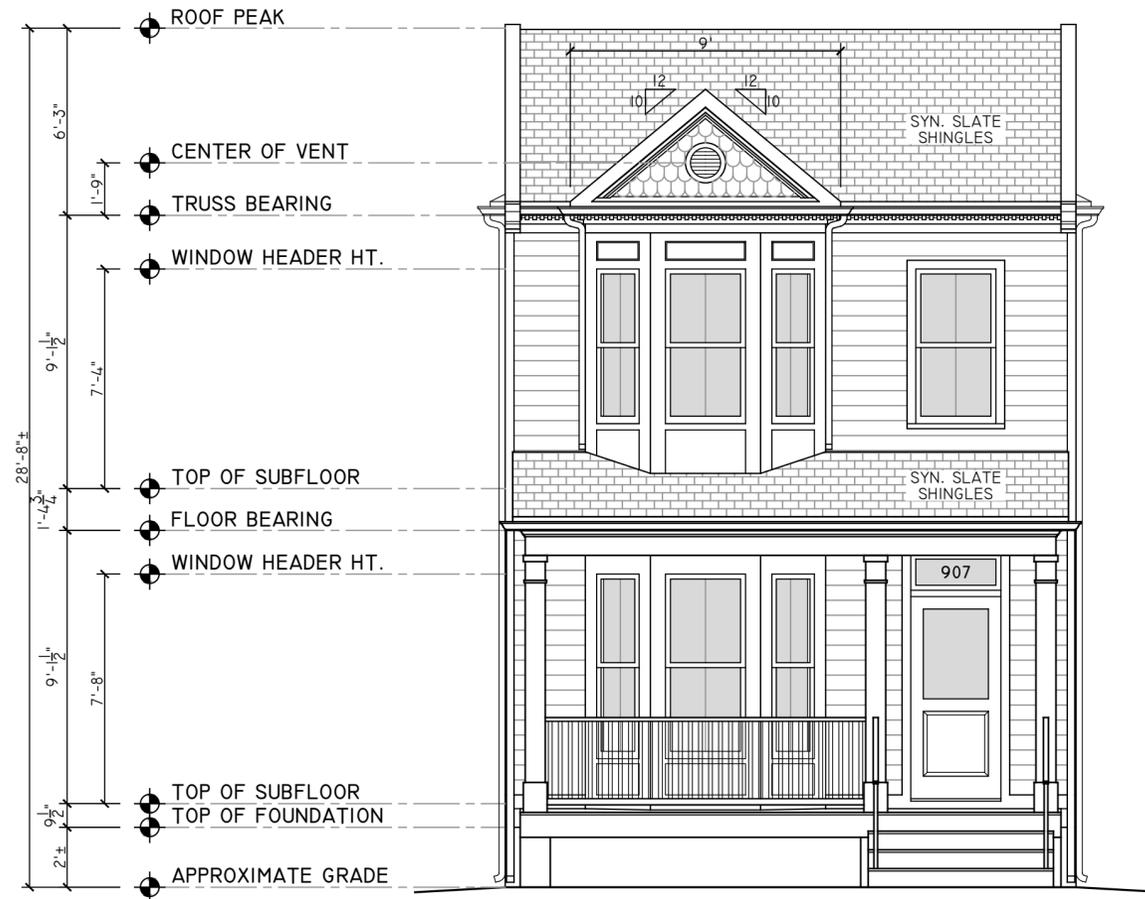
01 | CONTEXT ELEVATION  
1/4" = 1'

**EXTERIOR FINISH SCHEDULE**

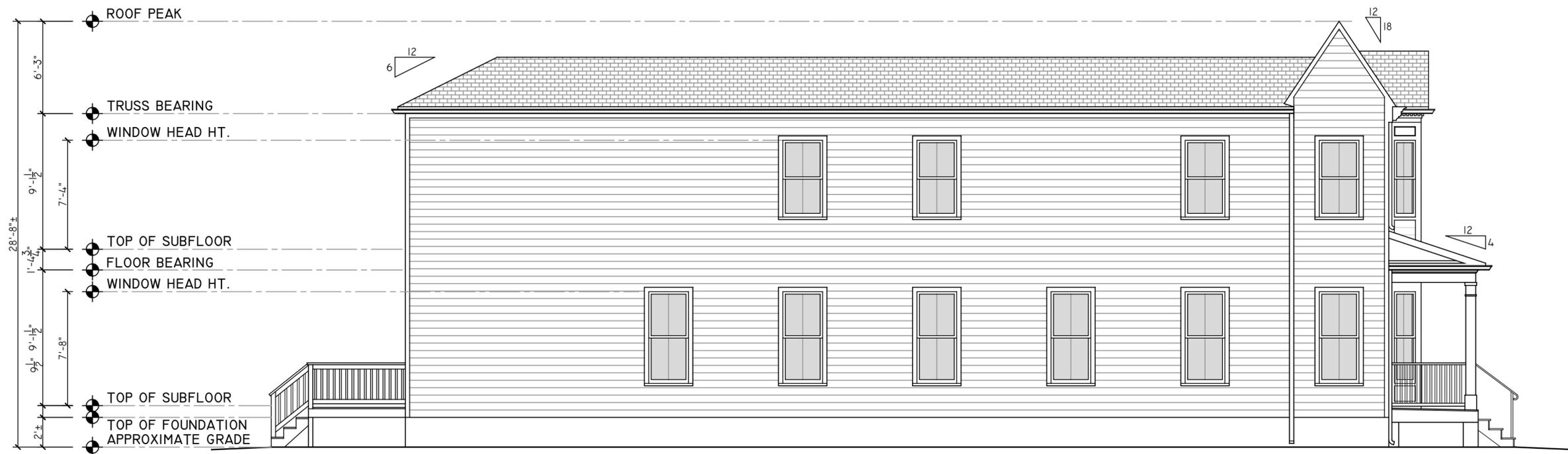
NO.	COMPONENT/MATERIAL	COLOR/FINISH
01	BRICK PIERS	RICHMOND RED
02	PARGED FOUNDATION	THRU-COLOR TAN/GRAY
03A	FIBER-CEMENT LAP SIDING	COLOR PER DEVELOPER
03B	FIBER-CEMENT OR WOOD "FISH SCALE" SIDING	COLOR PER DEVELOPER
03C	FIBER-CEMENT FLAT PANEL AT BAY	COLOR PER DEVELOPER
04	COMPOSITE TRIM- SEE WALL SECTION	PAINTED WHITE
05	COMPOSITE SOFFIT (VENTED)	VENTED, FACTORY WHITE
06	BEADBOARD PORCH CEILING	NON-VENTED, FACTORY WHITE
07	ALUMINUM FLASHING/COPING	FACTORY WHITE
08	WOOD & GLASS ENTRY DOOR	PAINTED PER DEVELOPER
09	5/4x4 COMPOSITE DOOR/WINDOW/CORNER/RAKE TRIM	PER OWNER, PAINTED WHITE
10	ALUM.-CLAD WOOD WINDOWS - SEE FLOOR PLANS FOR SIZES	PREFINISHED WHITE
11	8" SQUARE DECORATIVE PORCH COLUMN	PAINTED WHITE
12	COMPOSITE STAIRS/TRIM WITH T&G DECKING	PAINTED WHITE FRAME
13	"RICHMOND" RAILING WITH IRON/STEEL HANDRAIL AT FRONT PORCH	RAILING PAINTED WHITE HANDRAIL PAINTED BLACK
14	TREATED WOOD DECK/STAIRS/RAILING	NATURAL TREATED WOOD
15	ALUMINUM GUTTER & DOWNSPOUTS	PREFINISHED WHITE
16A	SYNTHETIC SLATE ROOF (FRONT MANSARD, PORCH)	PER DEVELOPER
16B	ASPHALT SHINGLE ROOF (REAR MANSARD, REAR MAIN ROOF)	PER DEVELOPER
17	16" DIAMETER ATTIC VENT W/ INSECT SCREEN	WHITE
18	MOULDING - HARDIE OR SIMILAR	
A	PORCH - 3-5/8" CROWN OVER BEAM	PAINTED WHITE
B	GABLE RAKE - 3-5/8" CROWN OVER 5/4x4	
C	DENTIL MOULDING- WORTHINGTON 01-222-12 ON 1x4 ON 5/4x8	PAINTED WHITE
D	ROOF BLOCK/BACKET - A.E. BLK674079	PAINTED WHITE
E	BAY PANEL MOULDING SM-70	PAINTED WHITE
19	WOOD LATTICE	PAINTED WHITE

**EXTERIOR FINISH NOTES:**

1. ALL MATERIALS & COLORS MUST MEET GENERAL C.A.R. REQUIREMENTS.
2. EXTERIOR ELEVATION NOTES ARE TYPICAL ACROSS ALL EXTERIOR ELEVATIONS U.N.O.
3. GRADES SHOWN APPROXIMATE. V.I.F.
4. VERIFY ALL MATERIAL & COLOR SELECTIONS WITH DEVELOPER.



**01 FRONT ELEVATION**  
1/4" = 1'



**02 LEFT SIDE ELEVATION**  
3/16" = 1'

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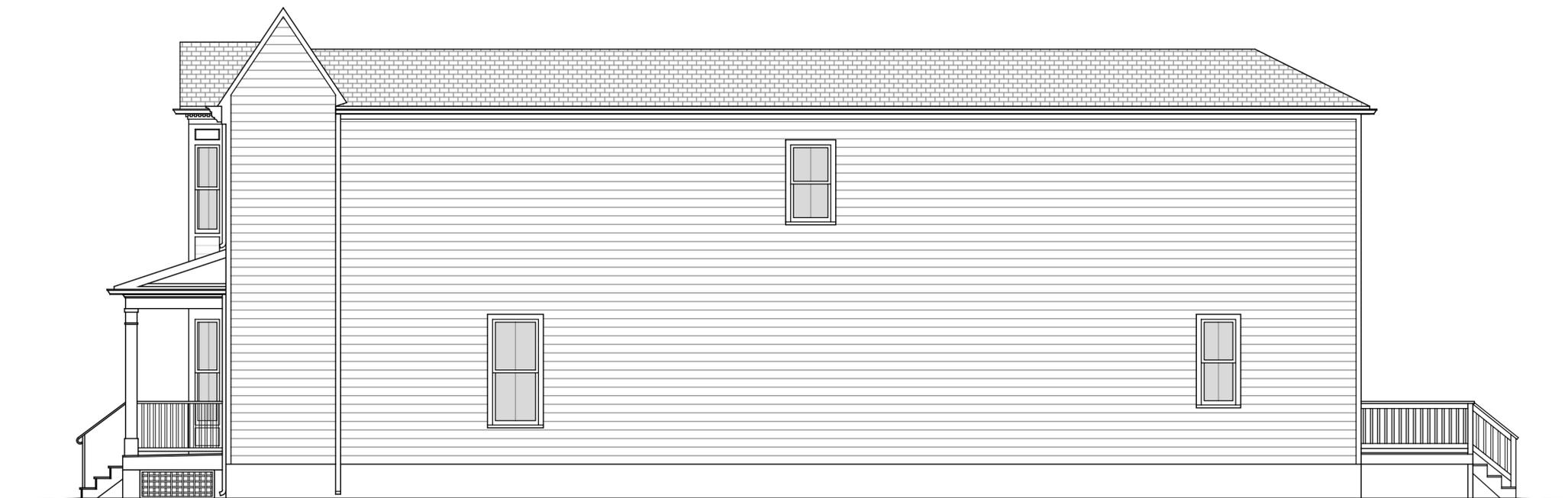
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FRONT & LEFT SIDE  
EXTERIOR ELEVATIONS

**A2.1**



01 | REAR ELEVATION  
1/4" = 1'



02 | RIGHT SIDE ELEVATION  
3/16" = 1'

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REAR & RIGHT SIDE  
EXTERIOR ELEVATIONS

**A2.2**