



**Property** (location of work)

Property Address: \_\_\_\_\_ Current **Zoning**: \_\_\_\_\_  
Historic District: \_\_\_\_\_

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

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

**Applicant/Contact Person:** \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

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

Billing Contact?                      Applicant Type (owner, architect, etc.):

**Property Owner:** \_\_\_\_\_

If Business Entity, name and title of authorized signee: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

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

Billing Contact?

**\*\*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:** \_\_\_\_\_

# 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.

# 4204 Hermitage Road

The former Scottish Rite Temple building at 4204 Hermitage Road is located at the north end of the Hermitage Road City Old and Historic District. Richmond BAPS Swaminarayan Sanstha, a spiritual, volunteer-driven fellowship, are the new owners of the property and will be adapting it for use as a Mandir - a traditional Hindu house of worship.

Constructed in 1969, the property is currently a non-contributing building in the Hermitage Road National Register Historic District. Because of its non-contributing status, BAPS Richmond requests approval of several modifications to the property to allow the building to reflect the Hindu architectural tradition and values of the Mandir. The *Shilpa Shāstras*, sacred Hindu texts, regulate the design and symbology of the Mandir, and many of the alterations are necessary for the adaptive reuse of the building as a temple.

BAPS has incorporated the feedback provided during the Conceptual Review of the July 2025 commission meeting. The rhythm and overall form that defines the building remains intact. Additional information on the installation of the FRP (Fiber-Reinforced Polymer) features is provided. All proposed FRP features will be white. The masonry will remain unpainted.

The enclosed conceptual renderings reference the following proposed concepts:

## **SIGNAGE**

The site previously had a monumental sign at the front of the building identifying it as the Scottish Rite Temple. This sign was removed by the prior owner but is still visible in Google Streetview images (enclosed). The applicant proposes installing a new, freestanding stone or cast concrete sign in a similar location. In accordance with the *Guidelines*, the sign will be appropriately scaled to the building. The sign will not obstruct important views to the building and will not be internally illuminated. The new sign will be spot lit.

The applicant also proposes removing existing signage near the one-story ca. 1991 addition at the south side of the building and replacing it with a new sign similar to the one proposed for the Hermitage Road elevation.

## **CORNICE AND ROOFLINE (main building and fly tower)**

The eagle medallions along the cornice were removed by a prior owner – the Scottish Rite organization wanted to maintain ownership of these symbols. BAPS Richmond requests to install an FRP panel system along the cornice with **Akshar Deri symbols** that reflect the Hindu religious tradition. The system would be installed using metal studs and clips – detailed renderings showing the installation method is enclosed. Additionally, the applicant requests **decorative cresting** along the rooflines. The cresting and cornice installation introduce traditional Hindu architectural design while respecting the existing building's color palette, materials, and horizontal emphasis. The applicant would also like to install **new rooftop canopies** at the corners of the building. These new canopies are appropriately scaled so as not to detract from the horizontal emphasis of the existing building design.

## **FRONT ENTRANCE**

The existing building has a front entrance with four metal-framed doors set within pointed-arch windows set within a cast concrete frame. The applicant intends to preserve the entrance with one modification. BAPS Richmond would like to change the window arch to a rounded design that is highly important in the Hindu architectural tradition. The existing storefront would remain, and an FRP system would be installed to create the arched opening over the existing system.

## **COLUMNS**

The existing building has distinctive, cast concrete columns with slender shafts and flared capitals. These columns are not engaged with the masonry walls but support a wide entablature with a deep eave. The applicant understands that the spacing of the columns is important to the overall design of the building, and BAPS Richmond does not intend to demolish any of the existing columns. The applicant will wrap the existing columns with an FRP treatment that allows each column to read as a more traditional Mandir column, a component critical in Hindu architecture. This treatment extends to the lower one-story 1991 addition at the south side of the building. Details on the installation of the FRP columns are enclosed.

The applicant is no longer proposing the garland previously presented at the Conceptual Review meeting.

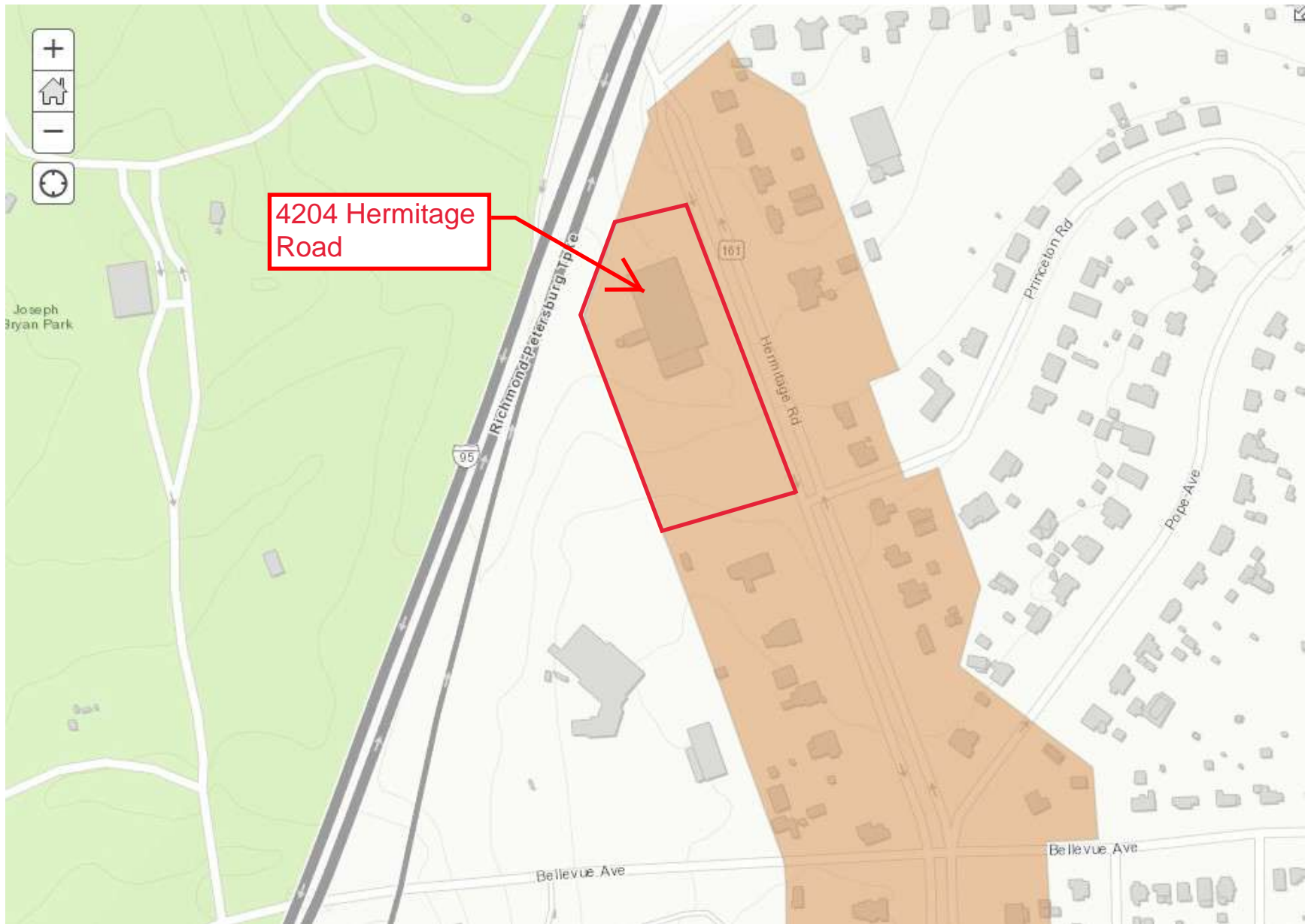
## **WALL “WINDOWS”**

The applicant is proposing to install Jarukha windows, which would be an FRP product. These would be set at about every-other column bay on all elevations. Details on the installation are enclosed.

## **NEW ADDITION**

A new addition at the rear of the building will serve as a worship hall and a gymnasium for the Mandir. The addition will be visible from the interstate highway. Additionally, the new construction will be minimally visible from Bellevue Avenue. Most of the 1969 Scottish Rite Temple building is screened from view along Bellevue Avenue by vegetation, an additional Scottish Rite building to the southwest of the property, and outbuildings. The corner of the new addition will likely be visible from the public sidewalk near the south end of the building. The new addition will have minimal impact on the Hermitage Road Historic District.

In accordance with the *Guidelines*, the new addition will be subordinate to the main building and will be located in the most inconspicuous portion of the site. See enclosed site plan showing the footprint of the new addition in relation to the existing building. The new addition is subordinate to the 1969 building in height and massing. Its regular rectangular form respects the form and massing of the existing building. A Resource Protection Area (RPA) necessitates the addition be set closer to the main building than originally presented. There is still a gap between the addition and the main building. A hyphen will connect the new addition to the existing building. The colors and materials for the new addition will reference the existing building. A red stone will be used that closely matches the color of the brick. Decorative features will match or closely match the FRP color on the main building. Traditional Hindu Mandir elements will be incorporated into the design of the rear addition, including a Shikhar – the mountain-like pinnacles in front of the entrance to the new worship hall. The large entry stair previously proposed has been removed.



Property shown in the context of the Hermitage Road Historic District



CAR July 2025 Conceptual Review for 4204 Hermitage Road



1. Google Streetview from Hermitage Road northbound lane



2. Google Streetview image looking north along Hermitage



3. View from Hermitage Road sidewalk



4. Front entrance



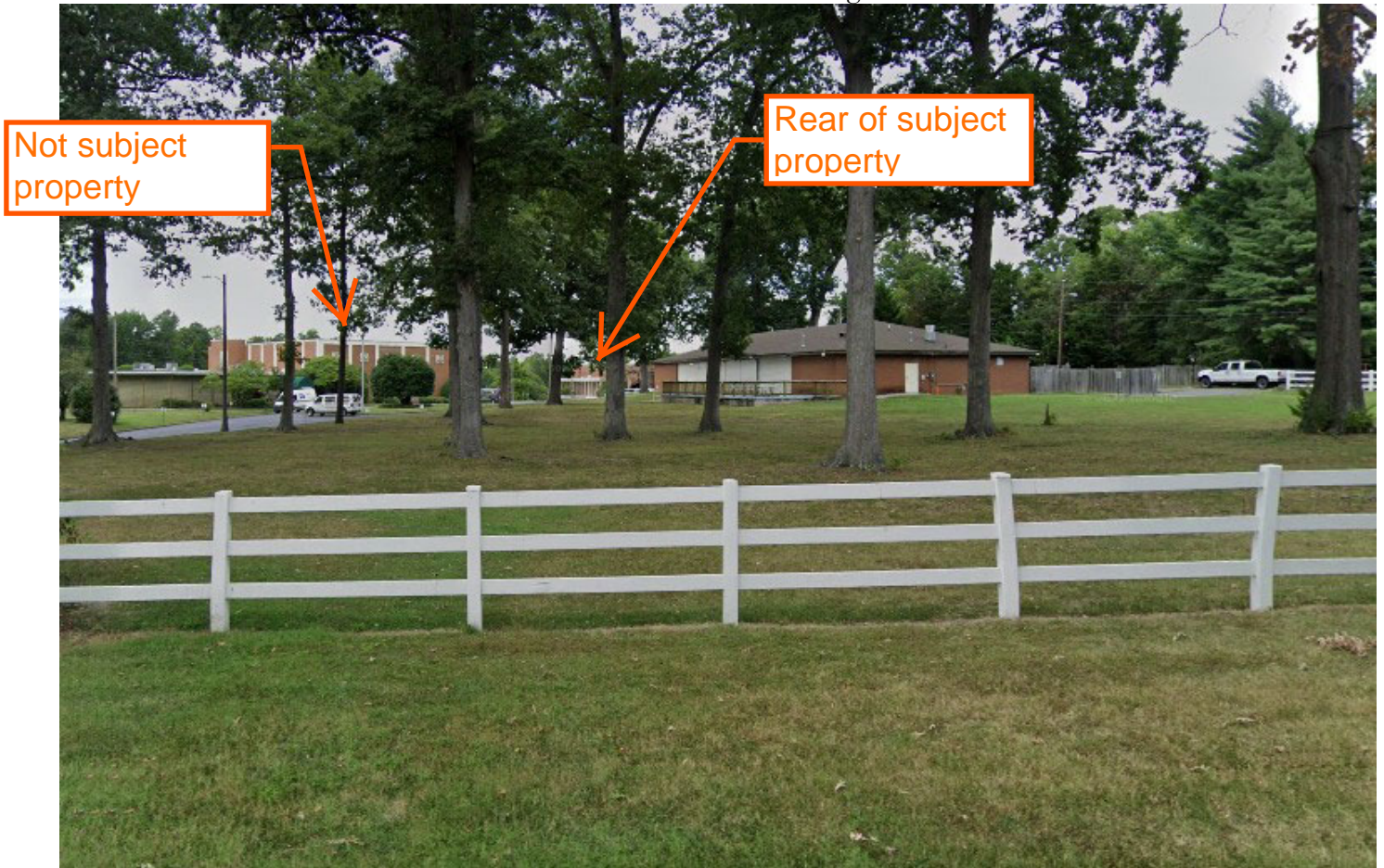
5. Medallion detail



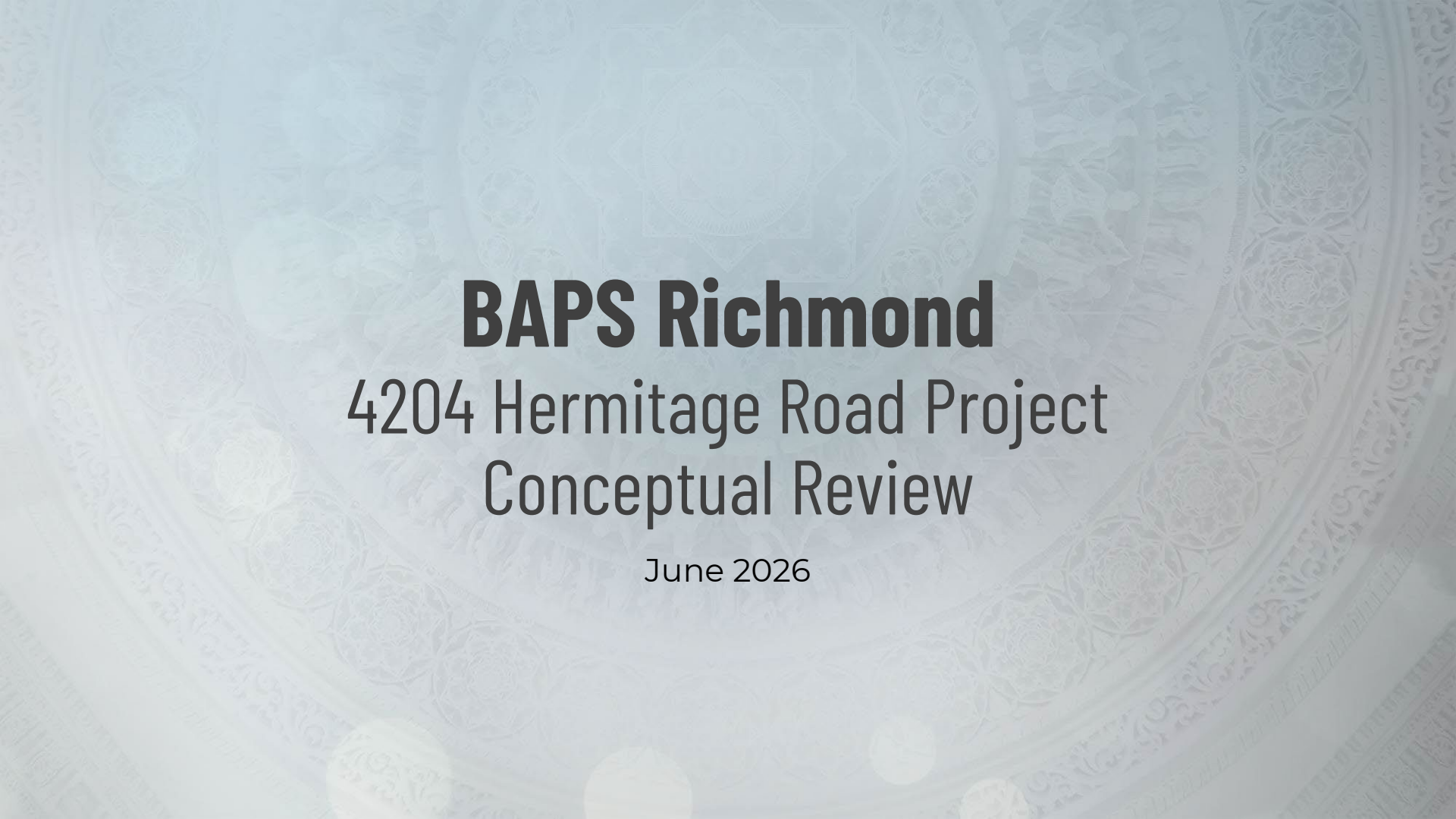
6. Column detail



7. North side of building



8. View from Bellevue Avenue



**BAPS Richmond**  
4204 Hermitage Road Project  
Conceptual Review

June 2026

# MEETING AGENDA

- 01** Introductions
- 02** About BAPS
- 03** Proposals

# About BAPS

BAPS Swaminarayan Sanstha is a **spiritual, volunteer-driven fellowship** dedicated to **improving society** through individual growth by fostering the Hindu values of **faith, service** and global **harmony**.

**Since 2006, BAPS Richmond has been deeply rooted in the city's cultural and spiritual fabric.**





# Proposals



## Front Entrance - Hermitage Road (Our Proposal)

We'd like to put our signage (note the signage on the left was removed by the previous owner and no longer exists on site)





**Front Entrance (Current Look)**  
Hermitage Road



## Front Entrance - Hermitage Road (Our Proposal)

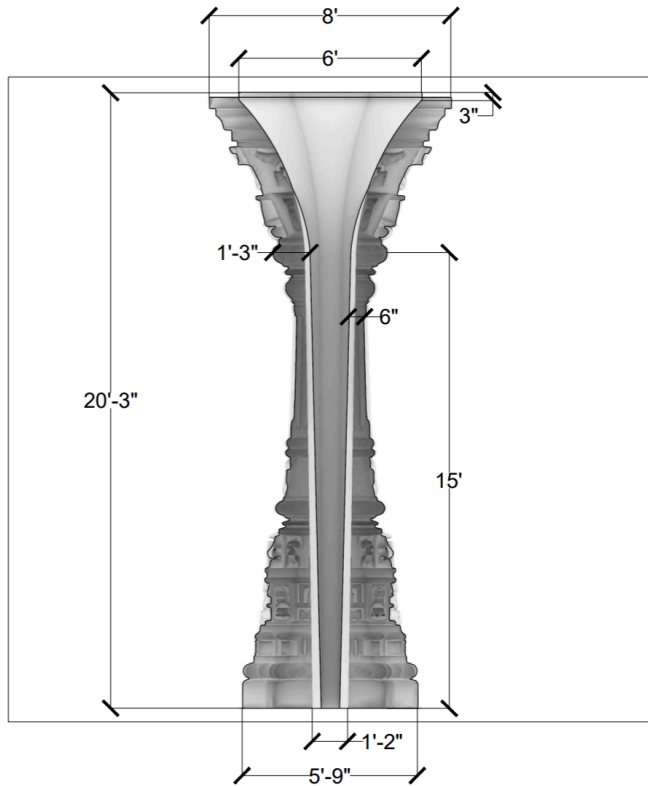
Traditional **symbols** along both levels of roof faces  
**Covering Radiating patterns** for consistency between both roof faces



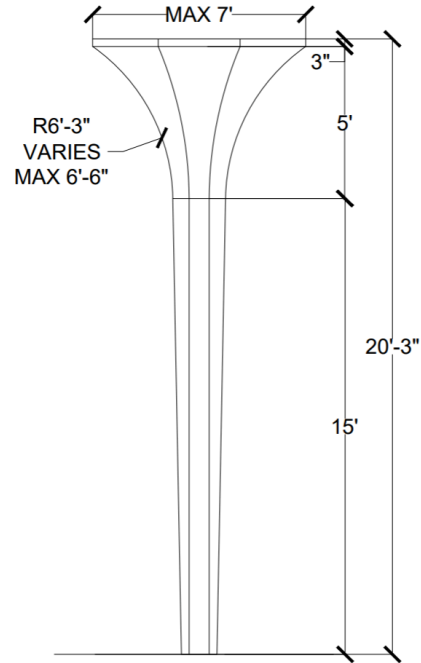


## Front Entrance - Hermitage Road (Our Proposal)

Traditional **design** surrounding the front entrance while keeping the **existing** glass door  
Traditional **design** encapsulating the existing columns and walls



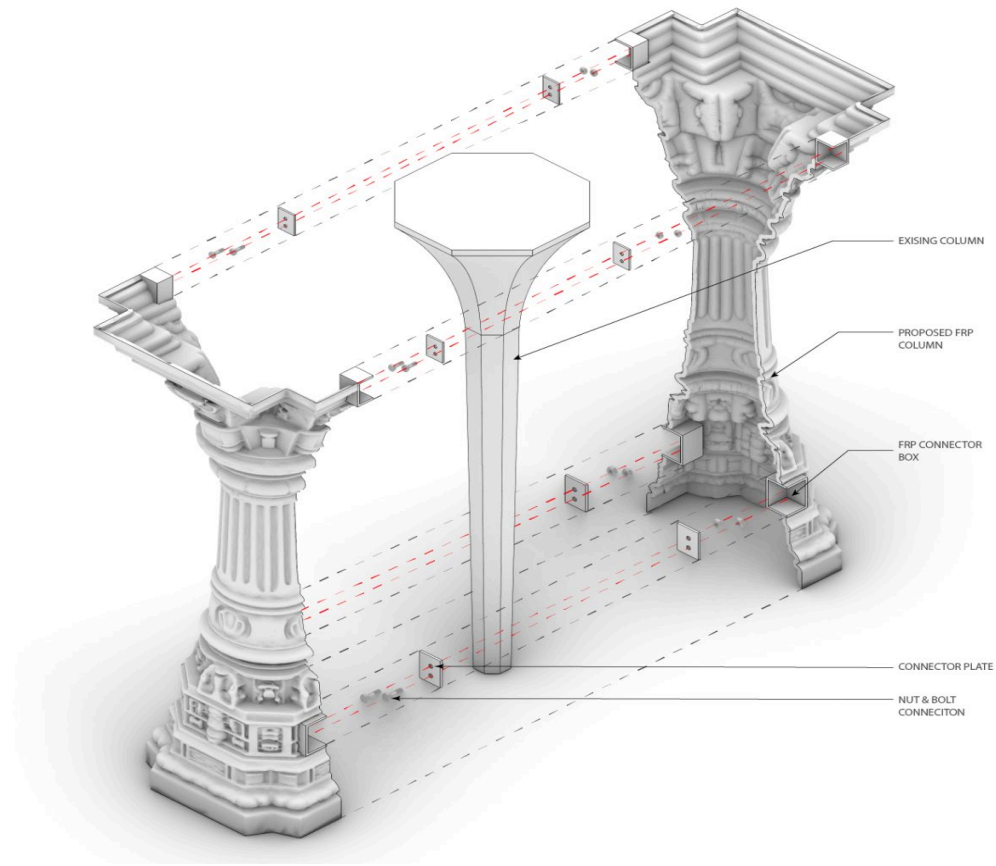
PROPOSED COLUMN



EXISTING COLUMN

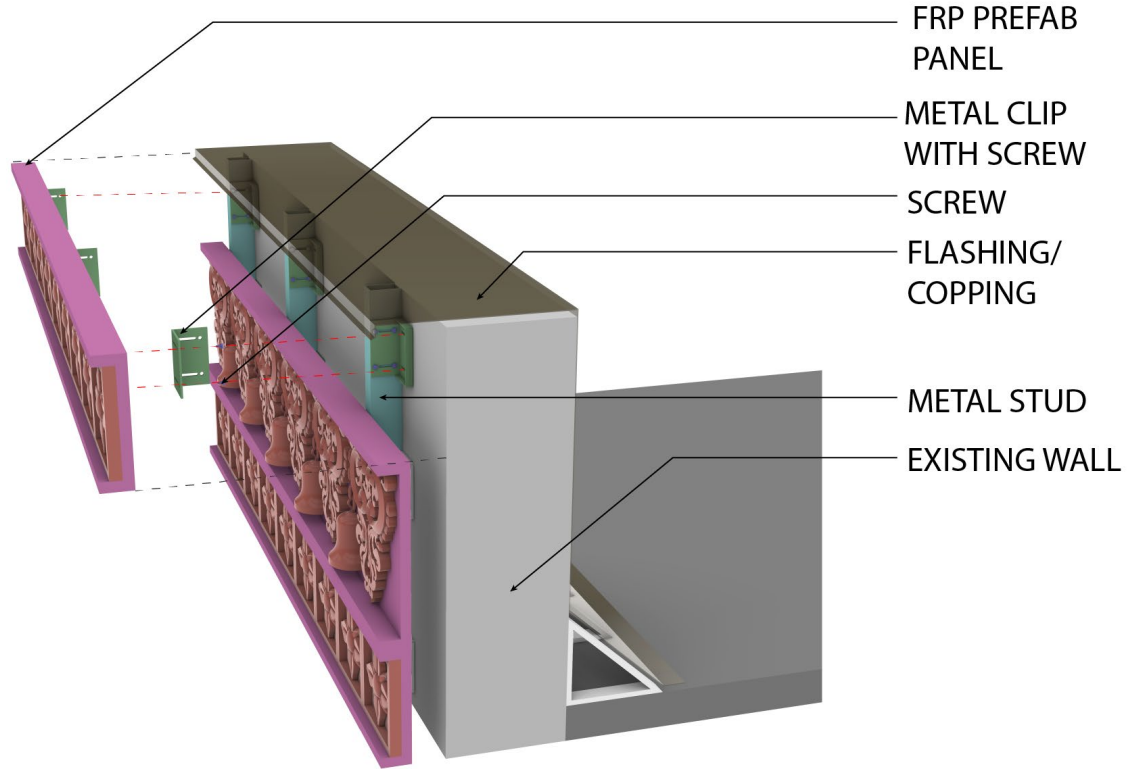
## Column Design (Our Proposal)

Traditional **design encapsulating** existing columns



## Column Installation (Our Proposal)

Existing column will be **encapsulated** as shown above with traditional FRP design material.



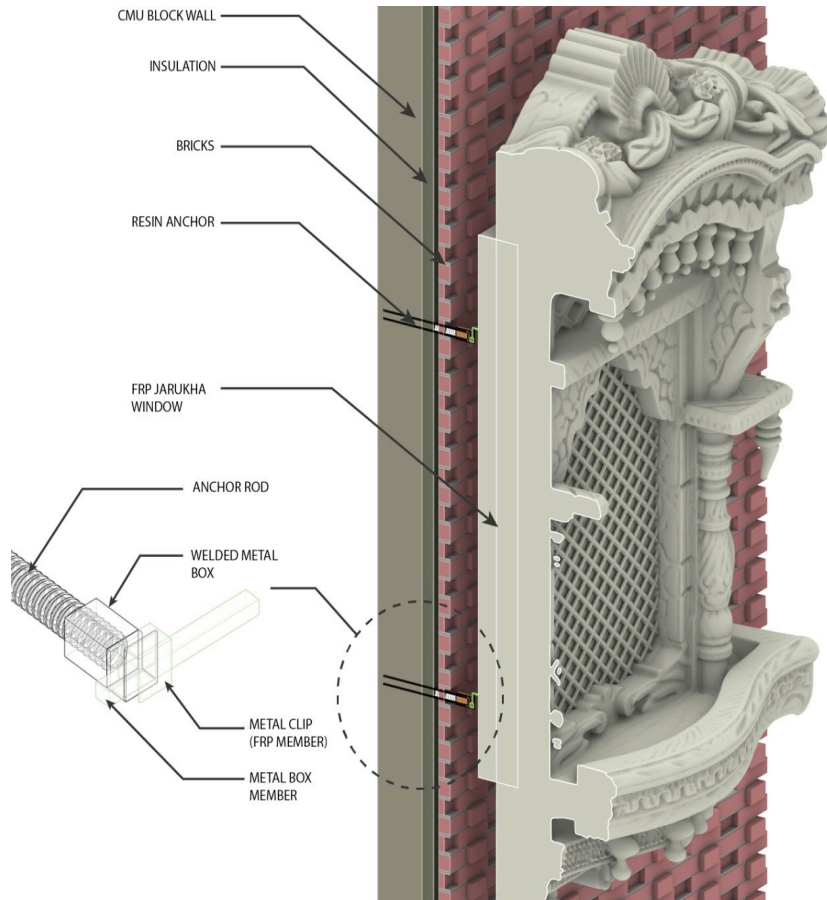
### Roof Design (Our Proposal)

Traditional **symbols** along both levels of roof faces will be added as shown above



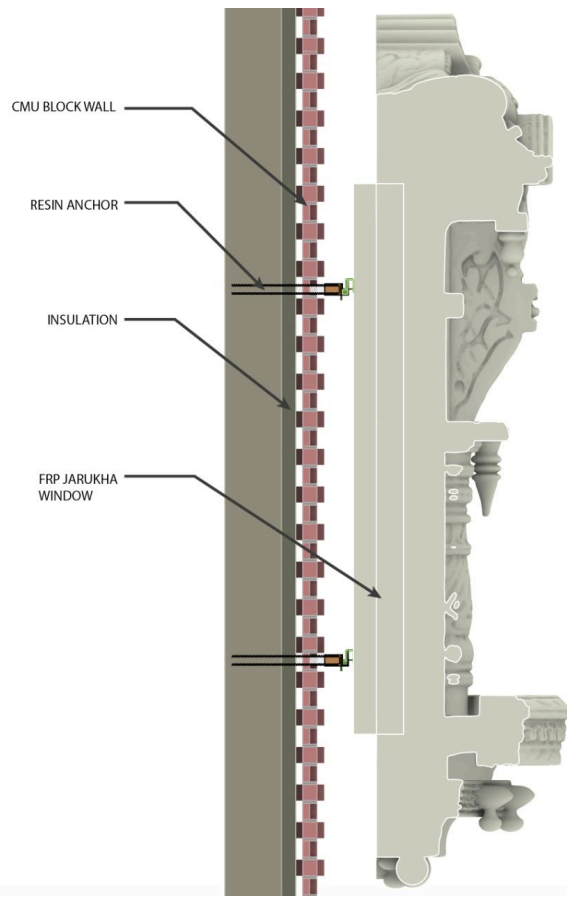
## Front Entrance - Hermitage Road (Our Proposal)

Traditional window **design** on the exterior wall



## Wall Window Design (Our Proposal)

Traditional **design** on the exterior wall



## Wall Window Design Side Profile (Our Proposal)

Traditional **design** on the exterior wall



## Left Side Entrance (Our Proposal)

New structure parallel to current bldg with **prayer hall** and **gymnasium**



**Left Side Entrance (Our Proposal)**

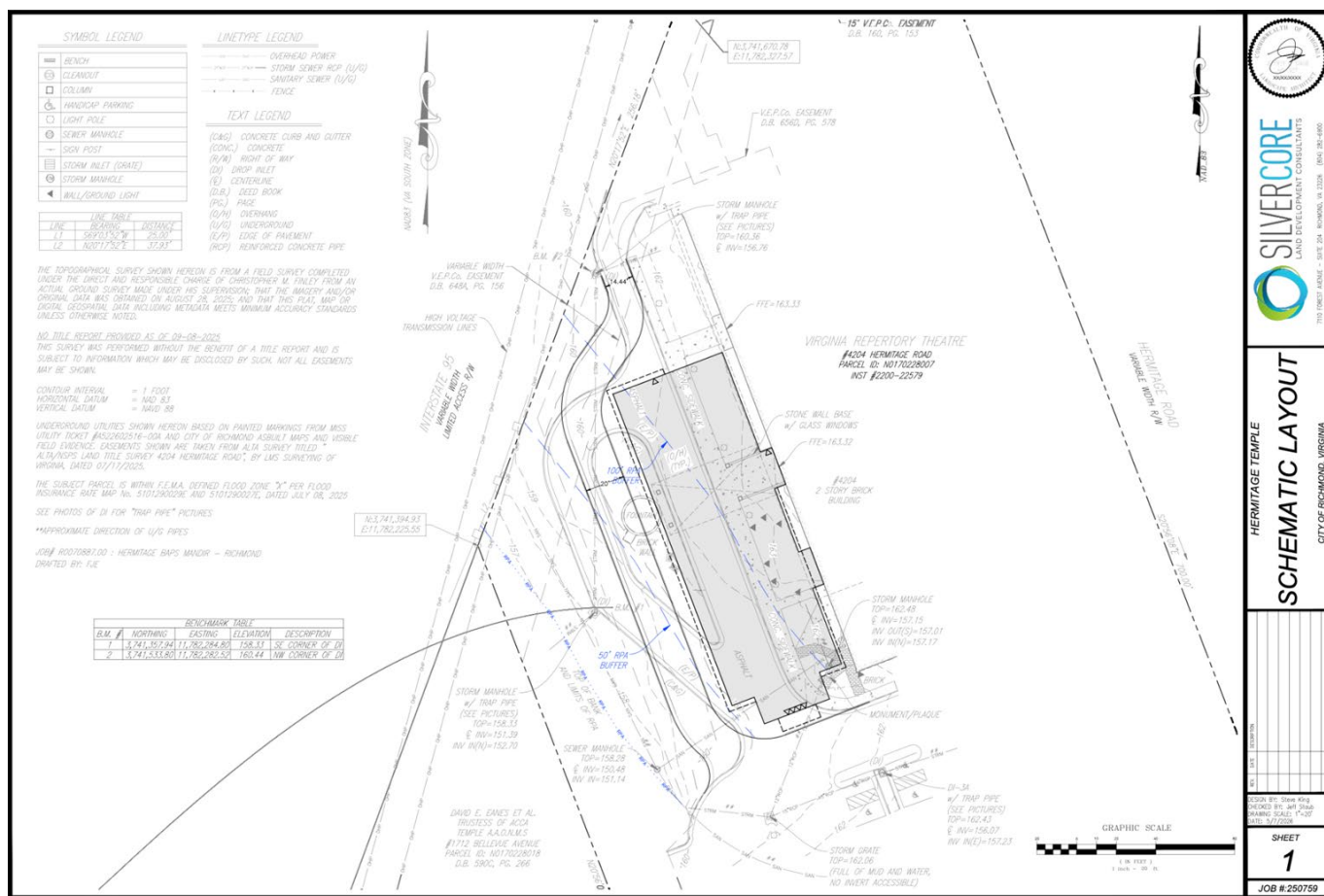
Across from the parking lot

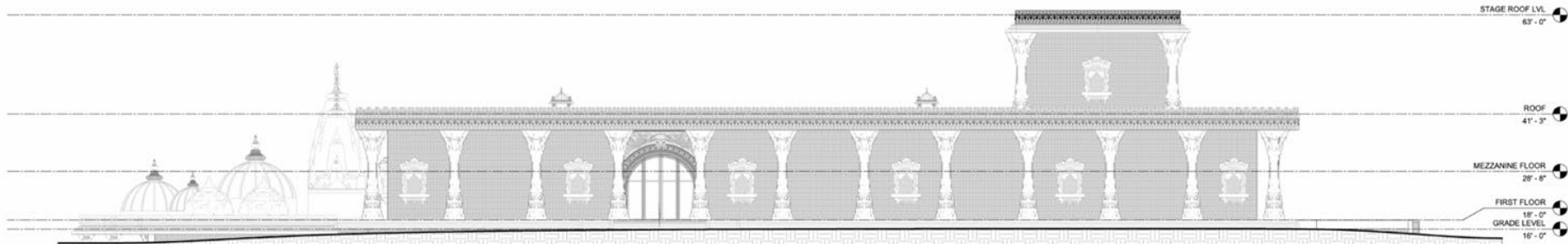


## Front Entrance (Our Proposal)

View from Hermitage Road



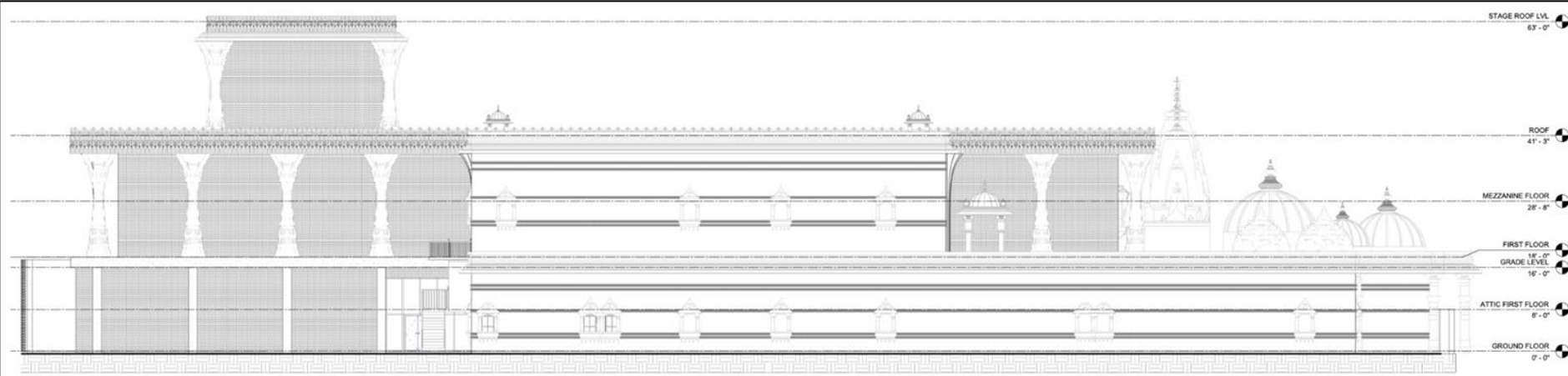




1 FRONT ELEVATION  
1" = 12'-0"

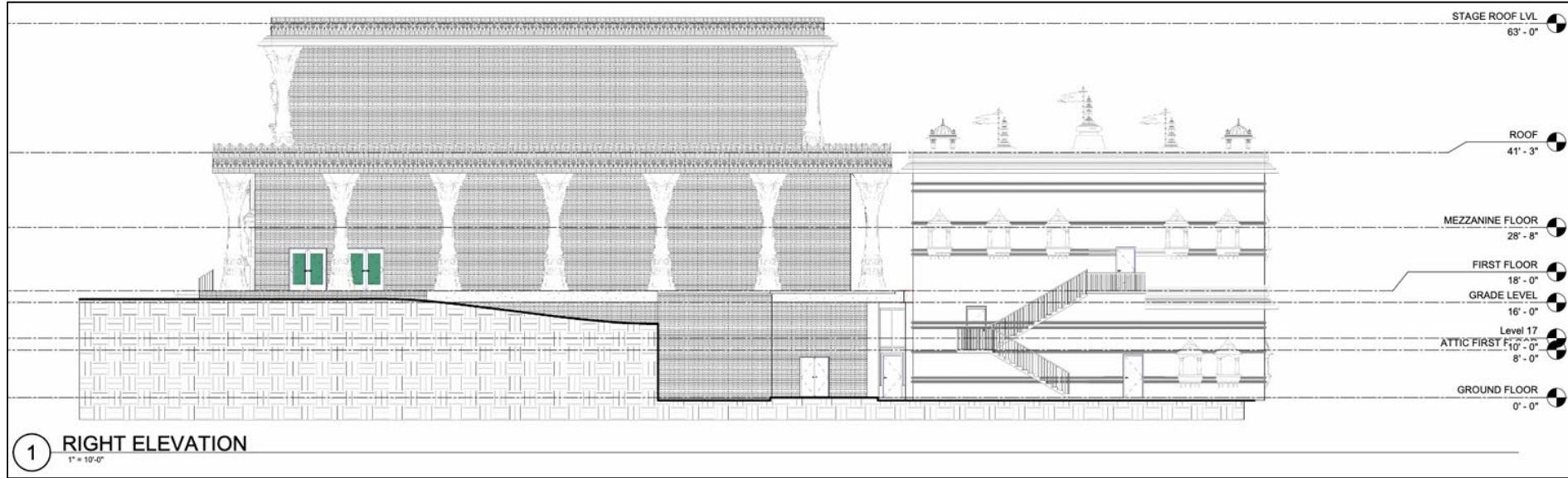
## Front Elevation (Our Proposal)

Elevation from the front, off Hermitage Road



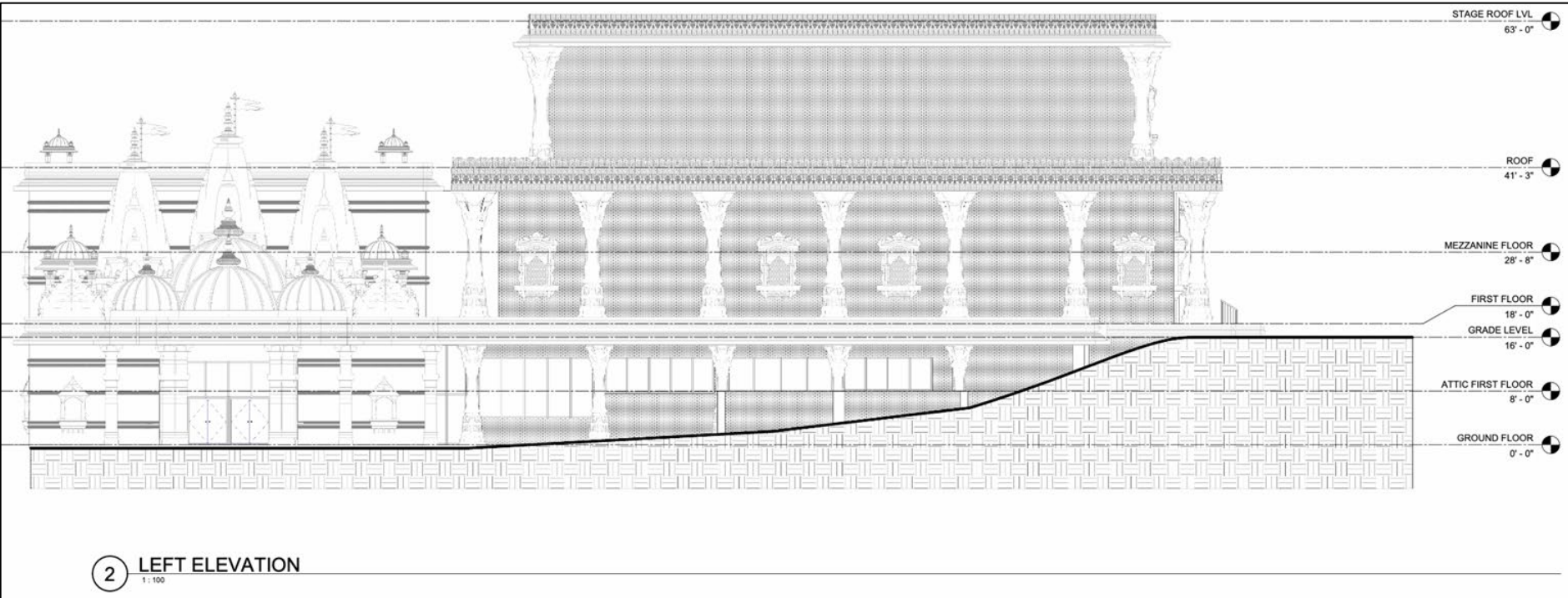
4 REAR ELEVATION  
1/8" = 1'-0"

**Rear Elevation (Our Proposal)**  
Elevation from Rear side of property



## Right Elevation (Our Proposal)

Elevation from Right side of property



## Left Elevation (Our Proposal)

Elevation from Left side, the parking lot







# THANK YOU

BAPS Swaminarayan Mandir, Richmond VA



4204 Hermitage Road  
FRP Column Example at BAPS current location

