



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**PROPERTY** (location of work)

Address \_\_\_\_\_

Historic district \_\_\_\_\_

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

**APPLICANT INFORMATION**

Check if Billing Contact

Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

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

Applicant Type:  Owner  Agent  
 Lessee  Architect  Contractor  
 Other (please specify): \_\_\_\_\_

**OWNER INFORMATION** (if different from above)

Check if Billing Contact

Name \_\_\_\_\_

Company \_\_\_\_\_

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

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

**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 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** \_\_\_\_\_

**Date** \_\_\_\_\_

# 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
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## 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.

# 2610 East Grace Street

## Garage Permit Plans

### Owner

Jean Stassi Harrell & Kenneth Schwartz  
57 Marvin Ave  
Sausalita, CA, 94965

### Engineer

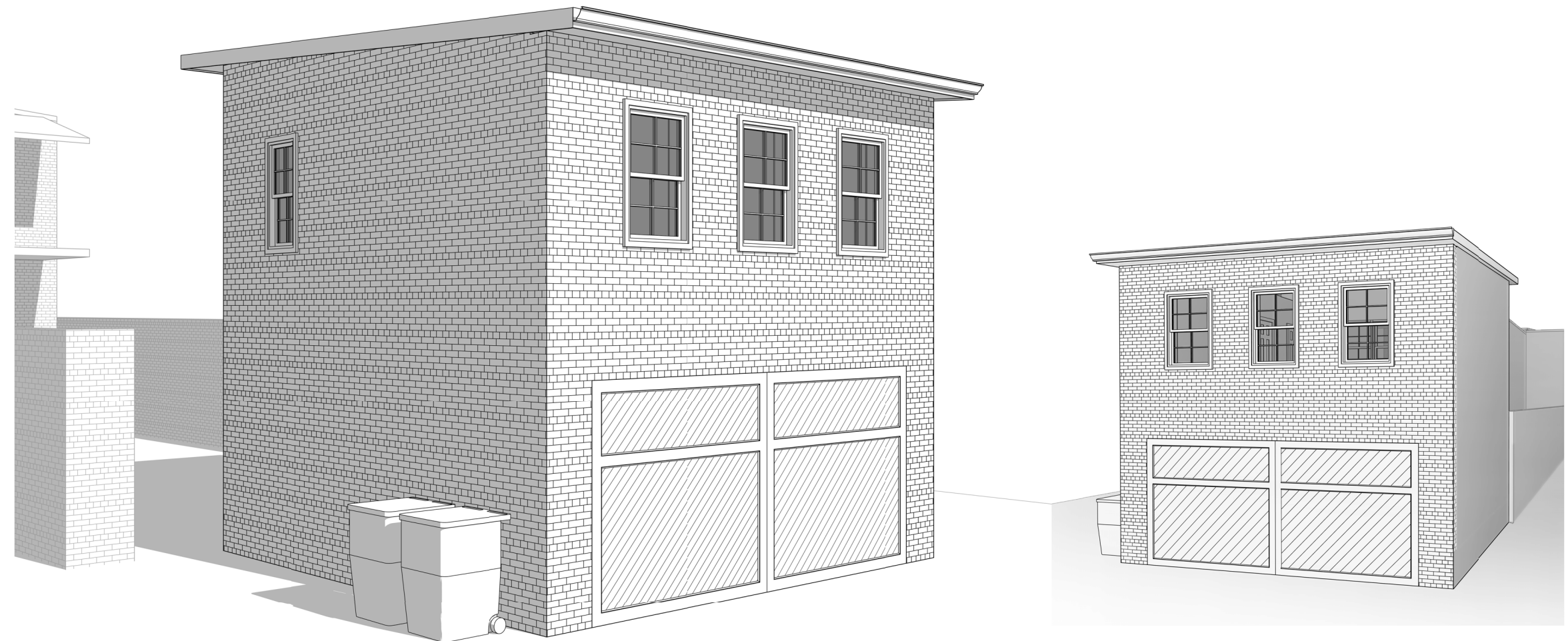
Obsidian, Inc.  
Charles R. Field, P.E.  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
obsidianrva@gmail.com

### Property Information

Parcel ID E0000438020  
Zoning R-6  
Use Residential  
Setbacks Front Yard = 15'  
Side Yard = 5'  
Rear Yard = 5 feet  
Lot Coverage <55%

### Table of Contents - CAR

CAR 1	Title Sheet
CAR 2	Survey Plat
CAR 3	Site Plan
CAR 4	Plans
CAR 5	Elevations
CAR 6	Perspective Renderings

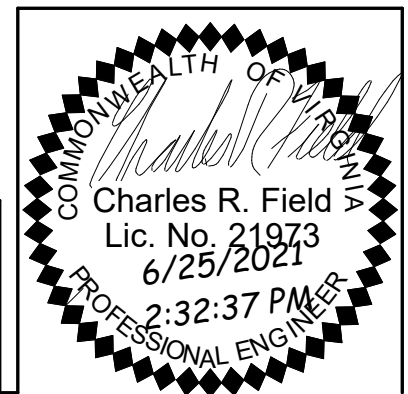


### Scope of Work

Scope of work will generally consist of the construction of a new garage in accordance with these plans and the Virginia Residential Code, 2015.

**Obsidian, Inc.**  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
obsidianrva@gmail.com

**Title Sheet**  
2610 East Grace Street - Garage Plans  
Kenneth Schwarz and Jean Stassi Harrell  
June 25, 2021



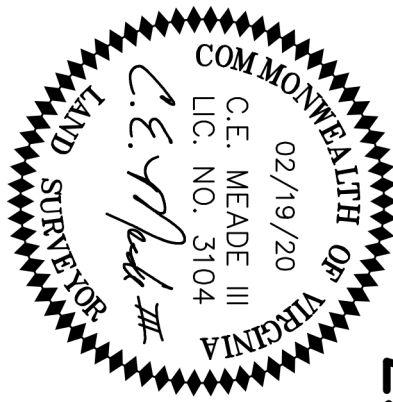
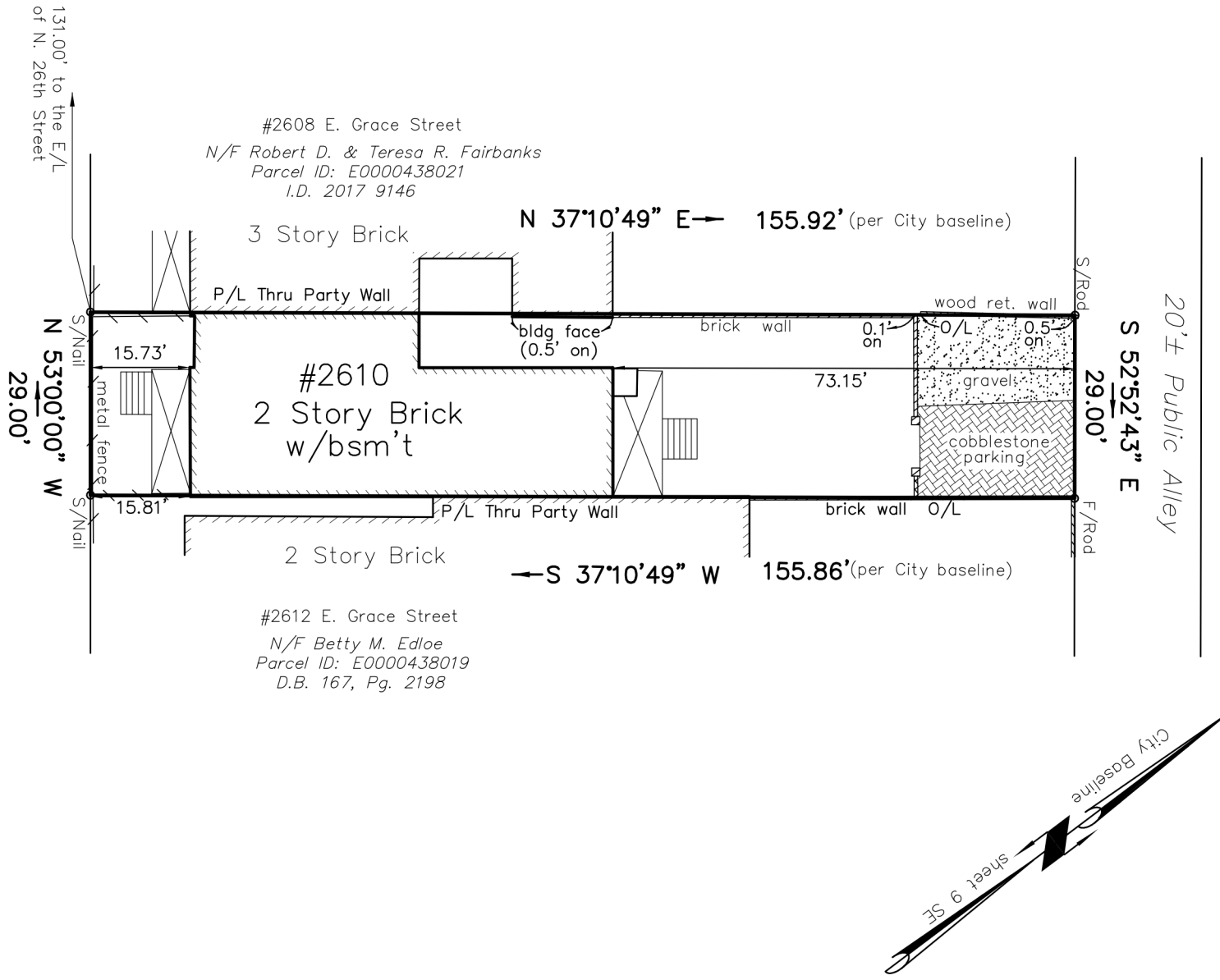
Rev.	Date	Description

CAR 1

Print plans at 11" x 17"

Purchasers: Ken & Jeanie Schwarz  
 Current Owner: Debra Melisi  
 Parcel ID: E0000438020  
 I.D. 2015 21704

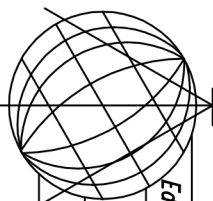
Note: Bearings protracted from City  
 Baseline sheet 9 SE.  
 Note: Utilities attach underground.



Survey and Plat of  
**#2610 E. Grace Street in  
 the City of Richmond, VA**

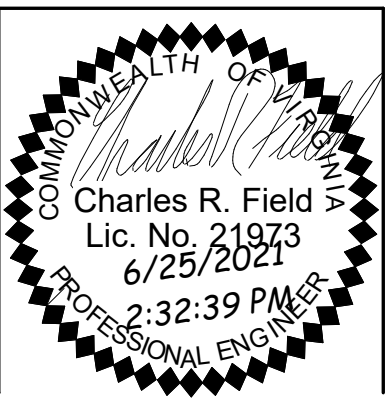
This is to certify that on 02/19/20 I made an accurate field survey of the premises shown hereon that all improvements and easements known or visible are shown hereon, that there are no encroachments by improvements either from adjoining premises or from subject premises upon adjoining premises other than shown hereon. THIS PLAT WAS MADE WITHOUT THE BENEFIT OF A TITLE SURVEY OR REPORT.

FLOOD INSURANCE NOTE: By graphics plotting only, this property is in ZONE X of the Flood Insurance Rate Map, Community Panel No. 510129 0043E effective date of 07/16/14. Exact designations can only be determined by an Elevation Certificate. Based on the above information, this property IS NOT in a Special Flood Hazard Area.



Edwards, Kretz, Lohr & Associates, PLLC  
 Land Surveyors-Planners  
 Virginia-North Carolina  
 4914 Radford Avenue, Suite 206  
 Richmond, Virginia, 23230  
 Phone (804) 673-9666  
 Fax (804) 673-9990

Scale: 1"=25'  
 Drawn: TCJ  
 Job: 1057-20  
 Date: 02/24/20  
 Checked: CEM



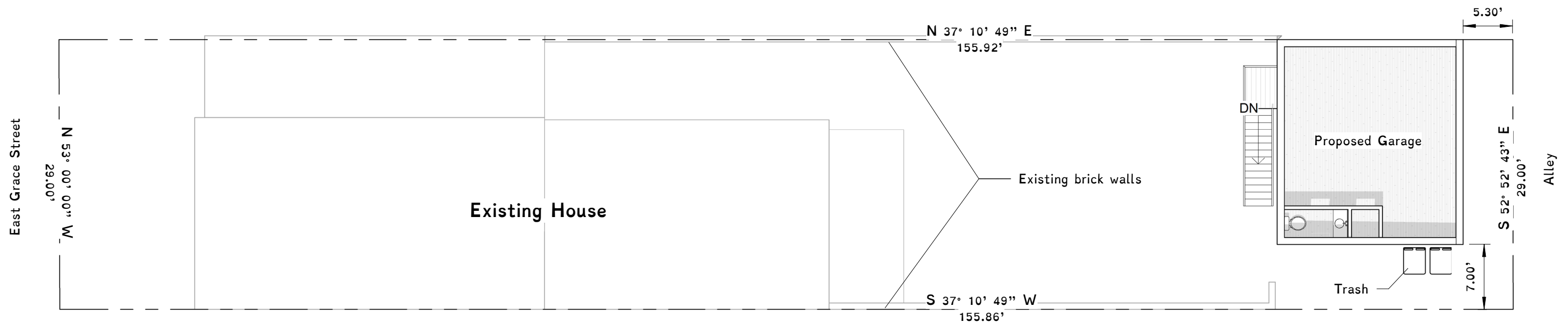
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**Survey Plat**  
 2610 East Grace Street - Garage Plans  
 Kenneth Schwarz and Jean Stassi Harrell  
 June 25, 2021  
 CAR 2

Rev.	Date	Description

Print plans at 11" x 17",

Print plans at 11" x 17",



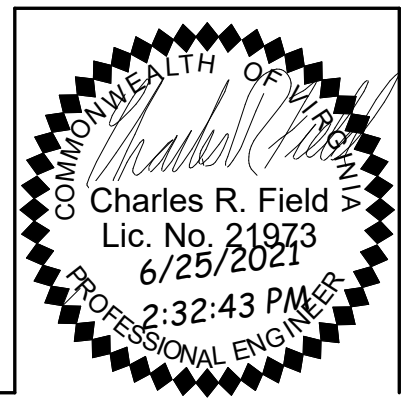
1 **CAR - Site Plan**  
 3/32" = 1'-0"

Rev.	Date	Description

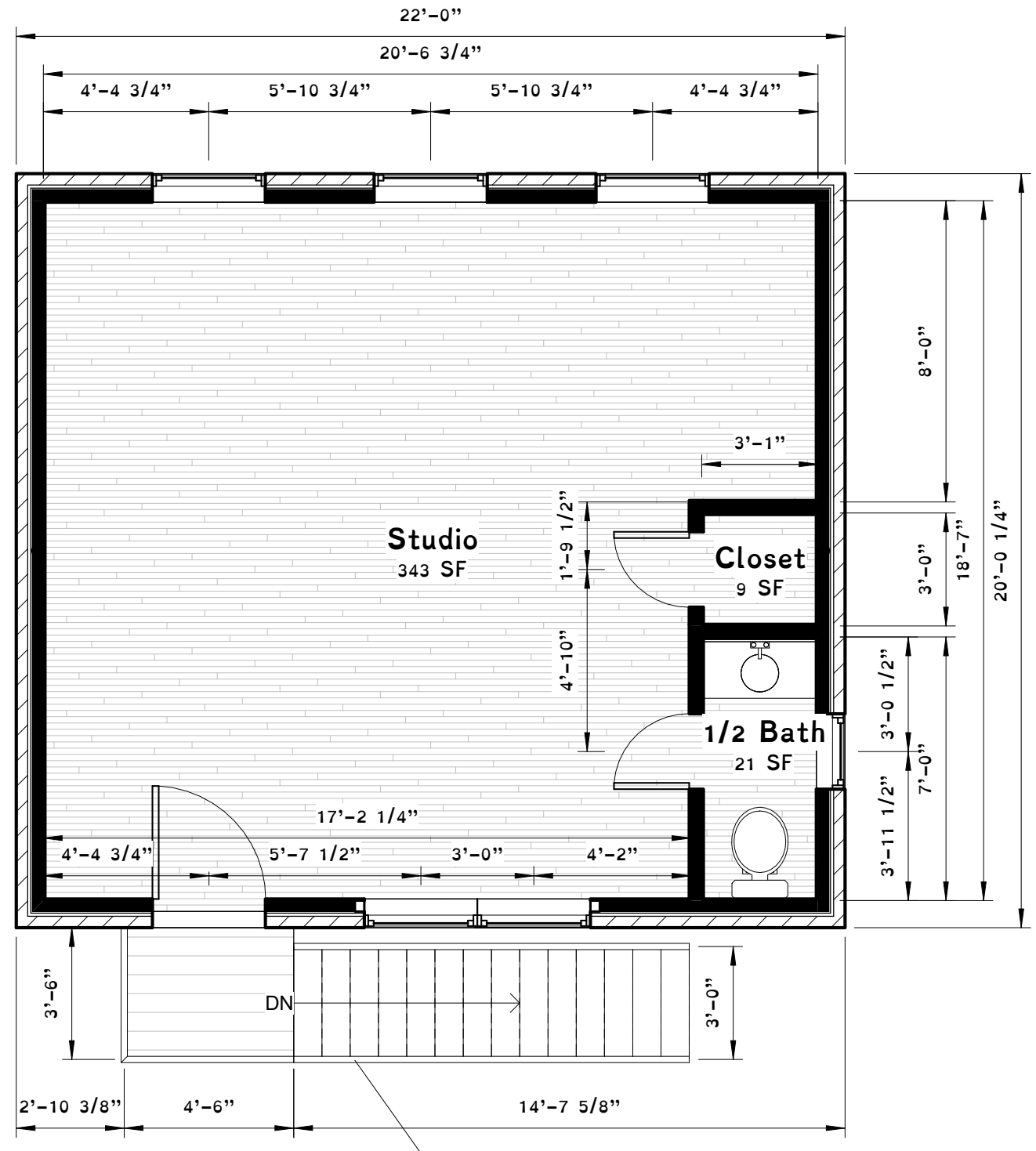
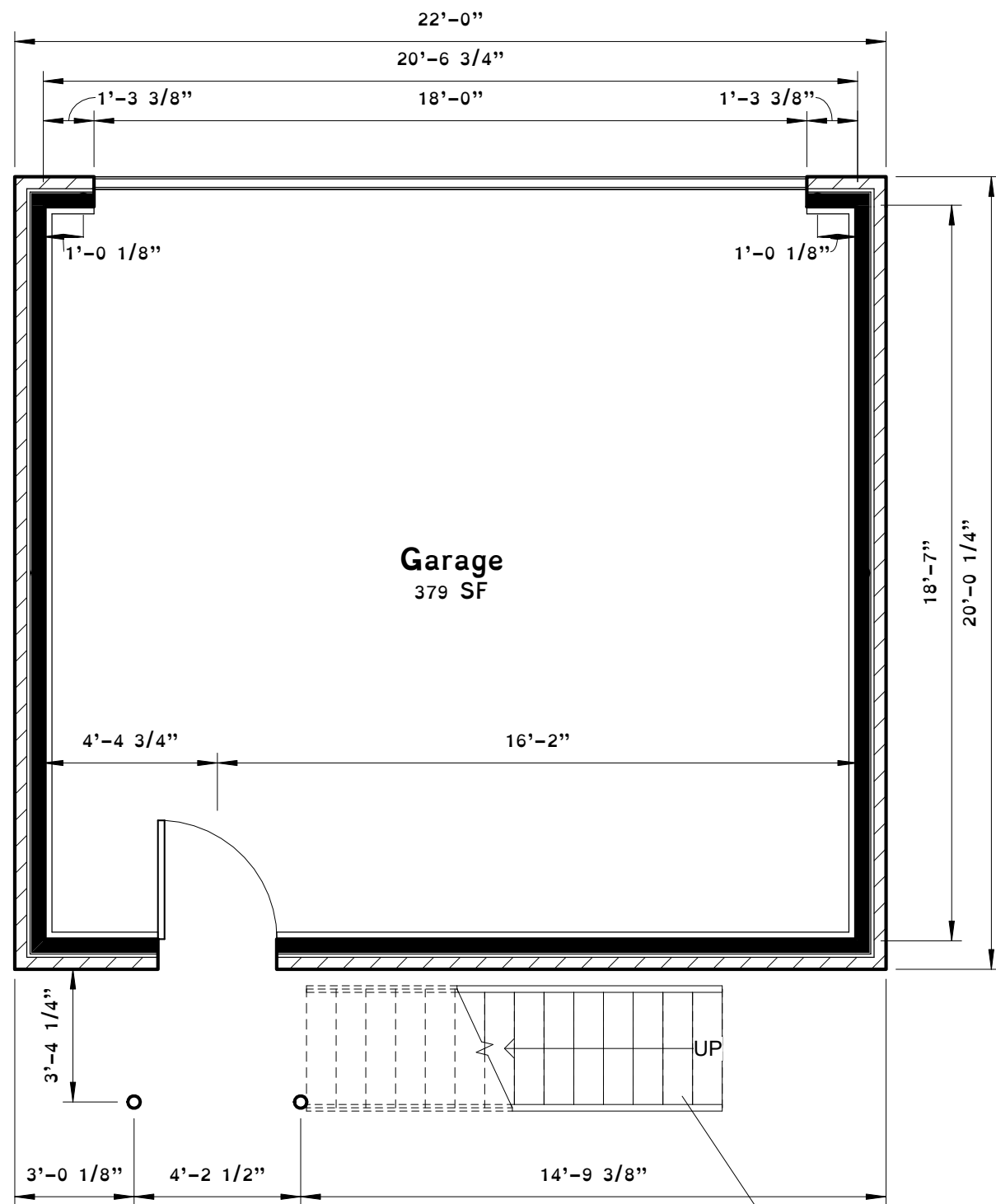
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**Site Plan**  
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 June 25, 2021

CAR 3

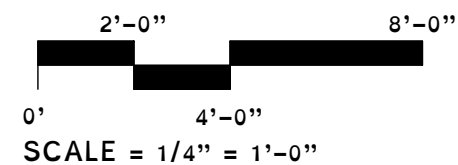


Print plans at 11" x 17",



1 1st Floor - Proposed  
1/4" = 1'-0"

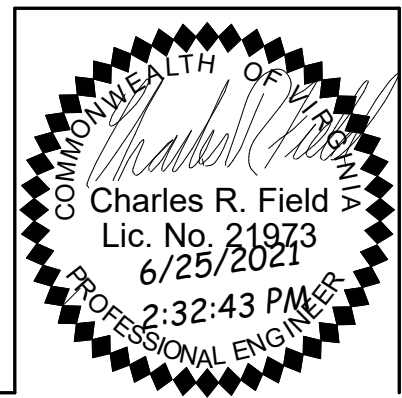
2 2nd Floor - Proposed  
1/4" = 1'-0"



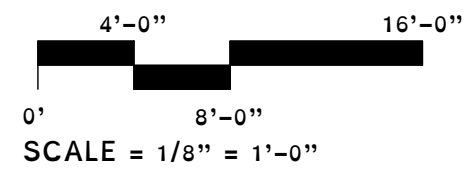
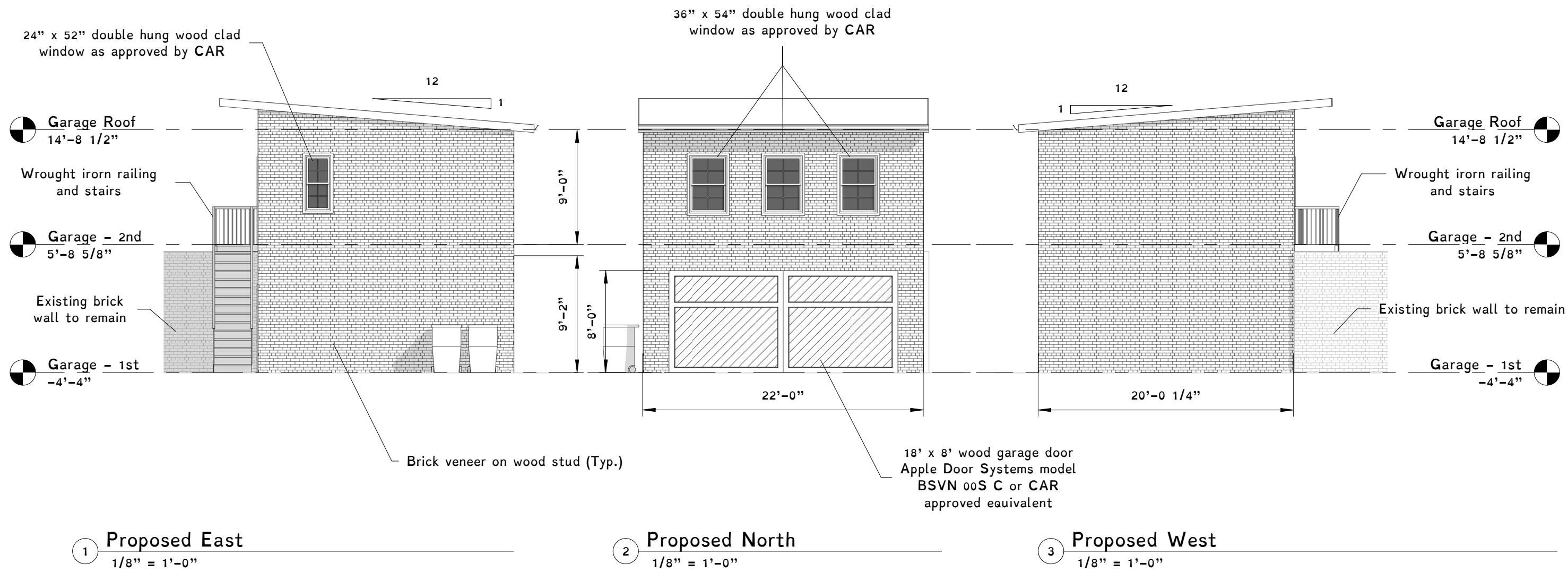
Rev.	Date	Description

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**Plans**  
2610 East Grace Street - Garage Plans  
Kenneth Schwarz and Jean Stassi Harrell  
June 25, 2021  
CAR 4



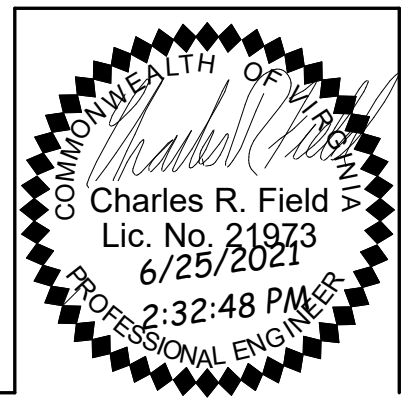
Print plans at 11" x 17",

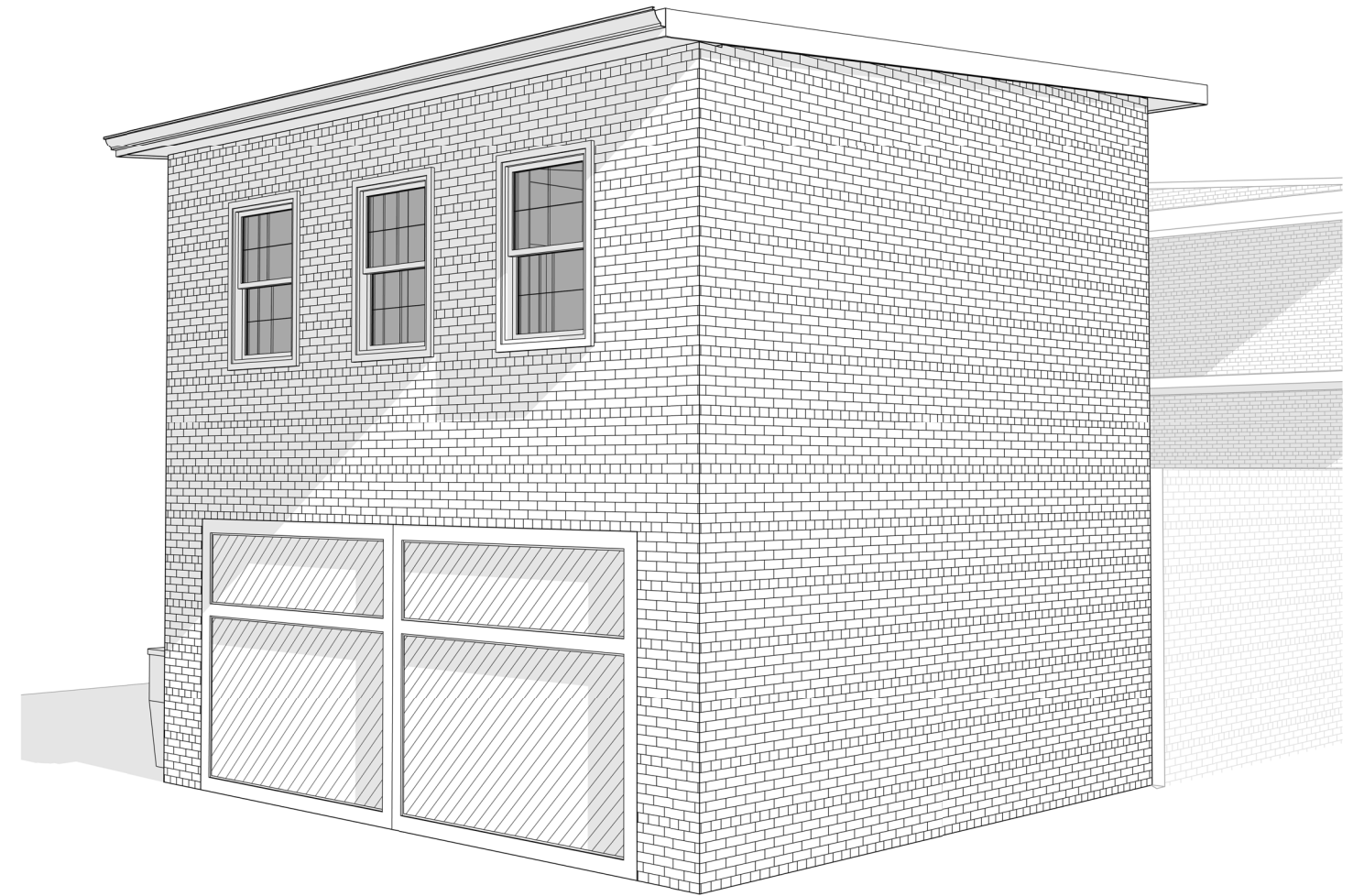
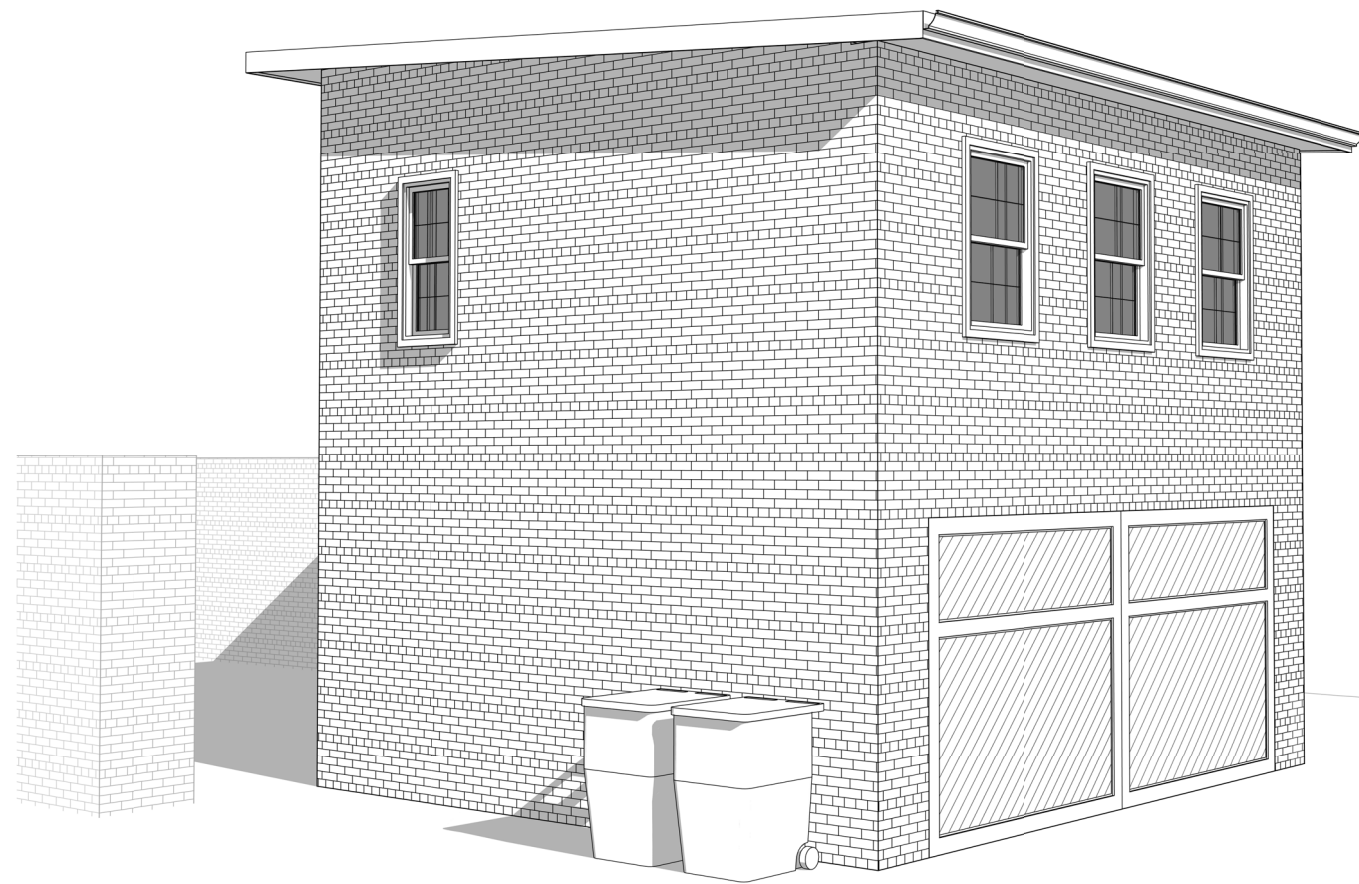


Rev.	Date	Description

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**Elevations**  
 2610 East Grace Street - Garage Plans  
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 June 25, 2021  
 CAR 5





1 Rear Alley View

2 Rear Alley View

Print plans at 11" x 17",

Rev.	Date	Description

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**Perspective Renderings**  
 2610 East Grace Street - Garage Plans  
 Kenneth Schwarz and Jean Stassi Harrell  
 June 25, 2021  
 CAR 6

