



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

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.

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:

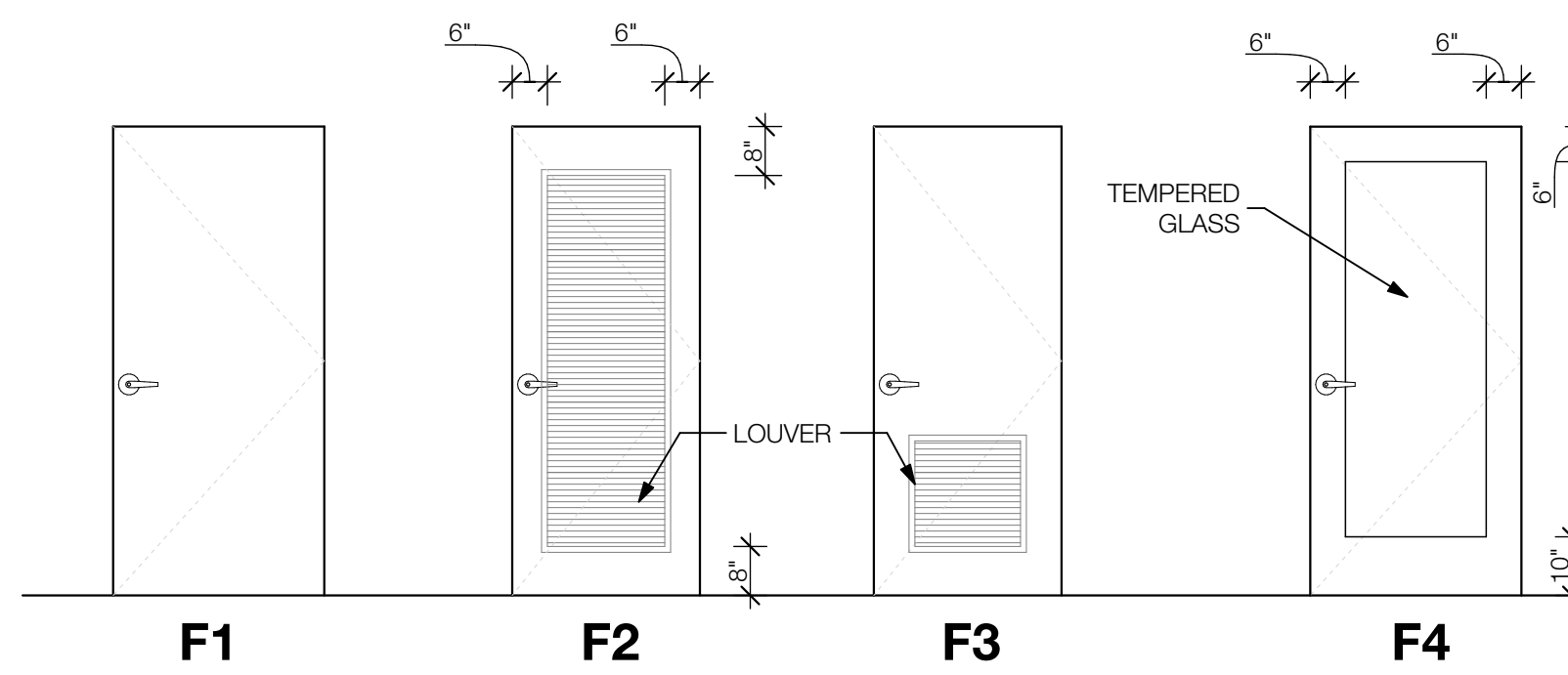
- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received 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 5th 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 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.

DOOR TYPES



WINDOW SCHEDULE

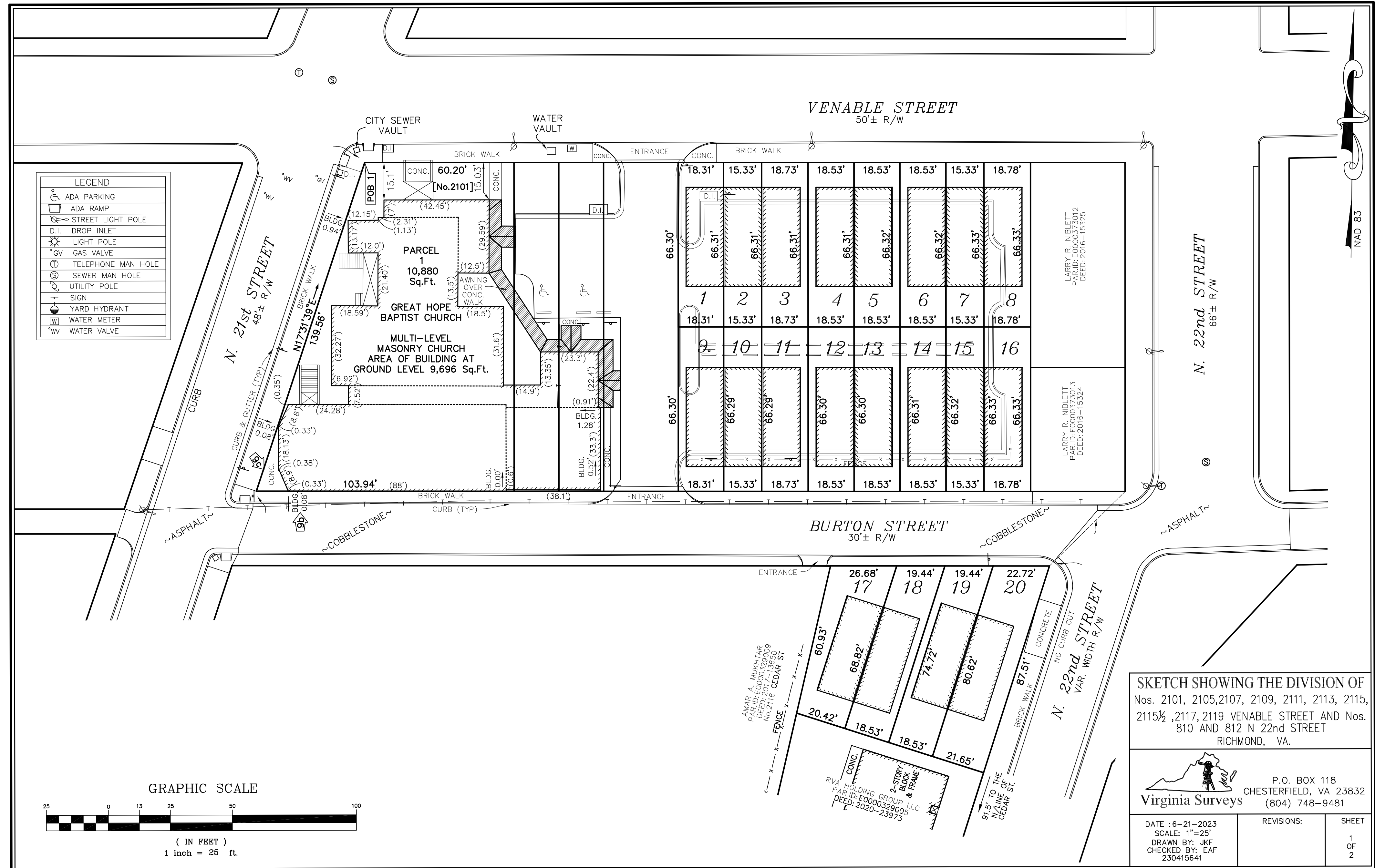
WINDOW TAG	SIZE		TYPE	MATERIAL	NOTES
	WIDTH	HEIGHT			
A	2'-8"	6'-0"	CASEMENT	FIBERGLASS	EGRESS, TEMPERED
B	2'-8"	5'-0"	CASEMENT	FIBERGLASS	EGRESS, TEMPERED
C	3'-0"	1'-0"	FIXED	FIBERGLASS	

- SEE BUILDING ELEVATIONS & PLANS FOR WINDOW TYPES.
 - WINDOWS SHALL BE PERMITTED TO HAVE OPENING CONTROL DEVICES THAT COMPLY W/ ASTM F2090 AND VCC/ VRC 2018 SECTION R310.2.1 EMERGENCY ESCAPE AND RESCUE OPENINGS MINIMUM OPENING AREA.

DOOR SCHEDULE

DOOR TAG	LOCATION	DOOR			DOOR TYPE	MAT'L	FRAME	LOCKSET	FIRE RATING	NOTES
		WIDTH	HEIGHT	THICKNESS						
10	ENTRY	3'-0"	6'-8"	0'-1 3/4"	F4	FG	WD	ENTRY, DEADBOLT	20 MIN.	INSULATED FIBERGLASS W/ 12" SIDELITE / NOTE 4 / WEATHER STRIPPING / THRESHOLD / SWEEPS / NOTE 5
11	ENTRY	3'-0"	7'-0"	0'-1 3/4"	F4	FG	WD	ENTRY, DEADBOLT	20 MIN.	
12	BEDROOM	2'-6"	6'-8"	0'-1 3/8"	F1	WD	WD	PRIVACY	n/a	
13	BATHROOM	2'-4"	6'-8"	0'-1 3/8"	F1	WD	WD	PRIVACY	n/a	UNDER-CUT
14	CLOSET/LAUNDRY	2'-10"	6'-8"	0'-1 3/8"	F2	WD	WD	PASSAGE	n/a	
15	MECHANICAL	2'-10"	6'-8"	0'-1 3/8"	F2	WD	WD	PASSAGE	n/a	
16	CLOSET	2'-0"	6'-8"	0'-1 3/8"	F1	WD	WD	PASSAGE	n/a	
17	CLOSET	2'-4"	6'-8"	0'-1 3/8"	F1	WD	WD	PASSAGE	n/a	
18	CLOSET	(2) 2'-0"	6'-8"	0'-1 3/8"	F1	WD	WD	DUMMY	n/a	ROLLER LOCK
19	CLOSET	(2) 2'-6"	6'-8"	0'-1 3/8"	F1	WD	WD	DUMMY	n/a	
20	ENTRY	(2) 2'-6"	6'-8"	0'-1 3/4"	F4	FG	WD	ENTRY, DEADBOLT	n/a	INSULATED FIBERGLASS W/ 12" SIDELITE / NOTE 4 / WEATHER STRIPPING / THRESHOLD / SWEEPS / NOTE 5

DOOR NOTES:
 1. PROVIDE LEVER HANDSET IN ALL UNITS
 2. CONTRACTOR TO VERIFY ALL DOOR JAMB DEPTH
 3. PASSAGE DOORS SHALL NOT HAVE A WIDTH LESS THAN 32" MEASURED BETWEEN FACE OF DOOR AND THE STOP WITH THE DOOR OPENED AT 90 DEGREES.
 4. PROVIDE 2 PEEP HOLES AT EACH ENTRY DOOR. 60"x43"
 5. SEE WINDOW SCHEDULE FOR TRANSOM AT FRONT DOOR



SKETCH SHOWING THE DIVISION OF Nos. 2101, 2105, 2107, 2109, 2111, 2113, 2115, 2115½, 2117, 2119 VENABLE STREET AND Nos. 810 AND 812 N 22nd STREET RICHMOND, VA.

Virginia Surveys
 P.O. BOX 118
 CHESTERFIELD, VA 23832
 (804) 748-9481

DATE: 6-21-2023
 SCALE: 1"=25'
 DRAWN BY: JFK
 CHECKED BY: EAF
 230415641

REVISIONS: SHEET
 1 OF 2

walter PARKS ARCHITECTS
 ARCHITECTURE + INTERIOR DESIGN
 313 N. ADAMS STREET
 RICHMOND, VIRGINIA 23220
 t: 804-644-4761
 f: 804-644-4763
 wparks.com

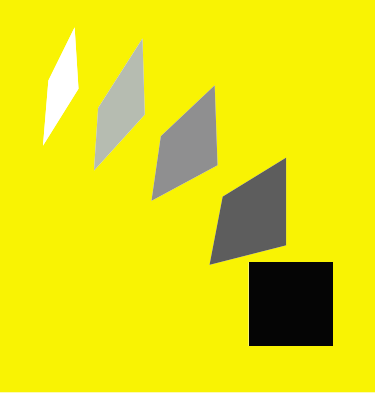
Venable Townhouses
 RICHMOND, VA 23223
 CAR SET

ID	Issue Date	Change Name

PROJECT #: 23.17
 ISSUE DATE: 10/27/23

GENERAL INFO
A.101

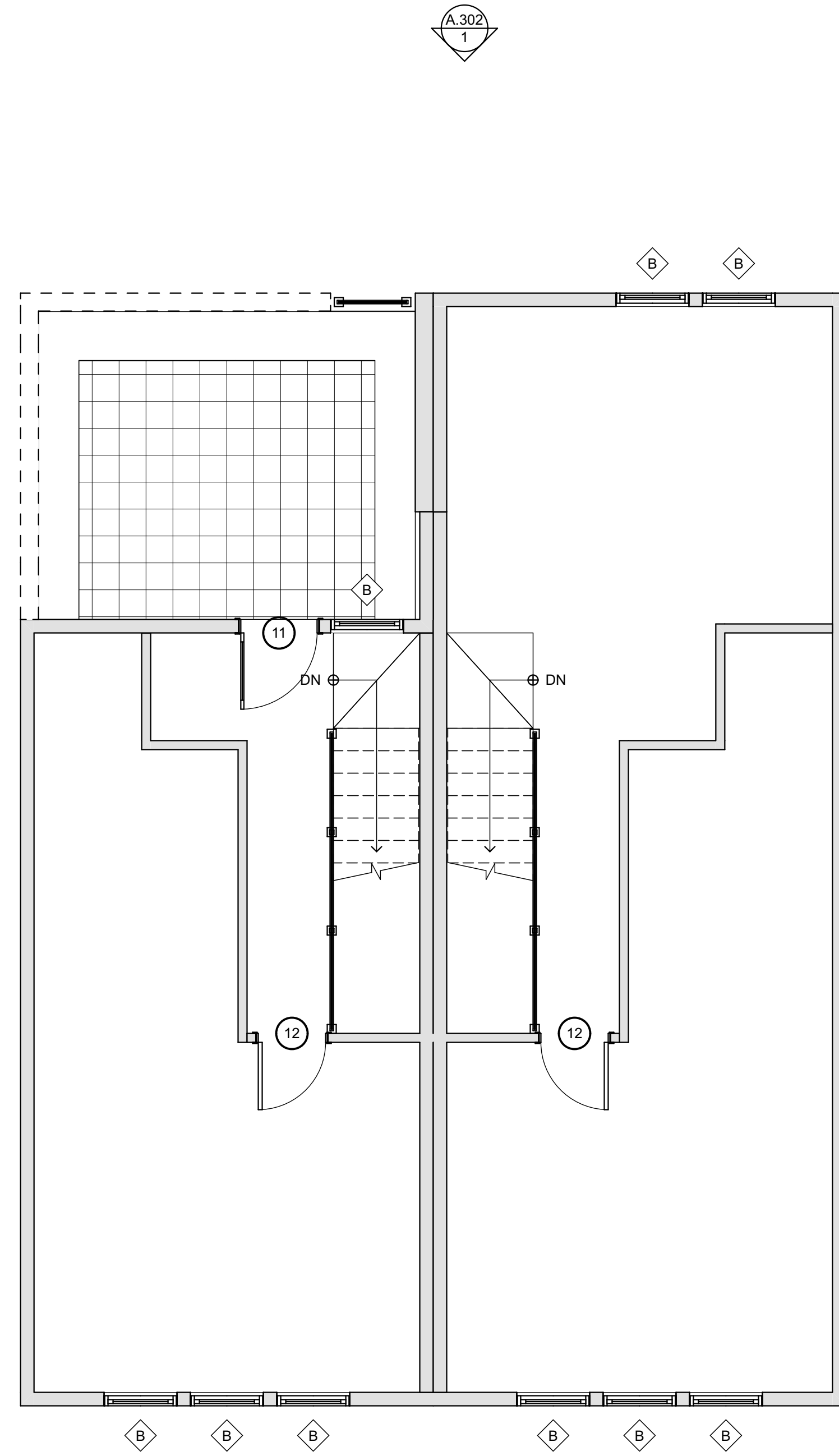
print 16 x 24



walter PARKS
ARCHITECTS

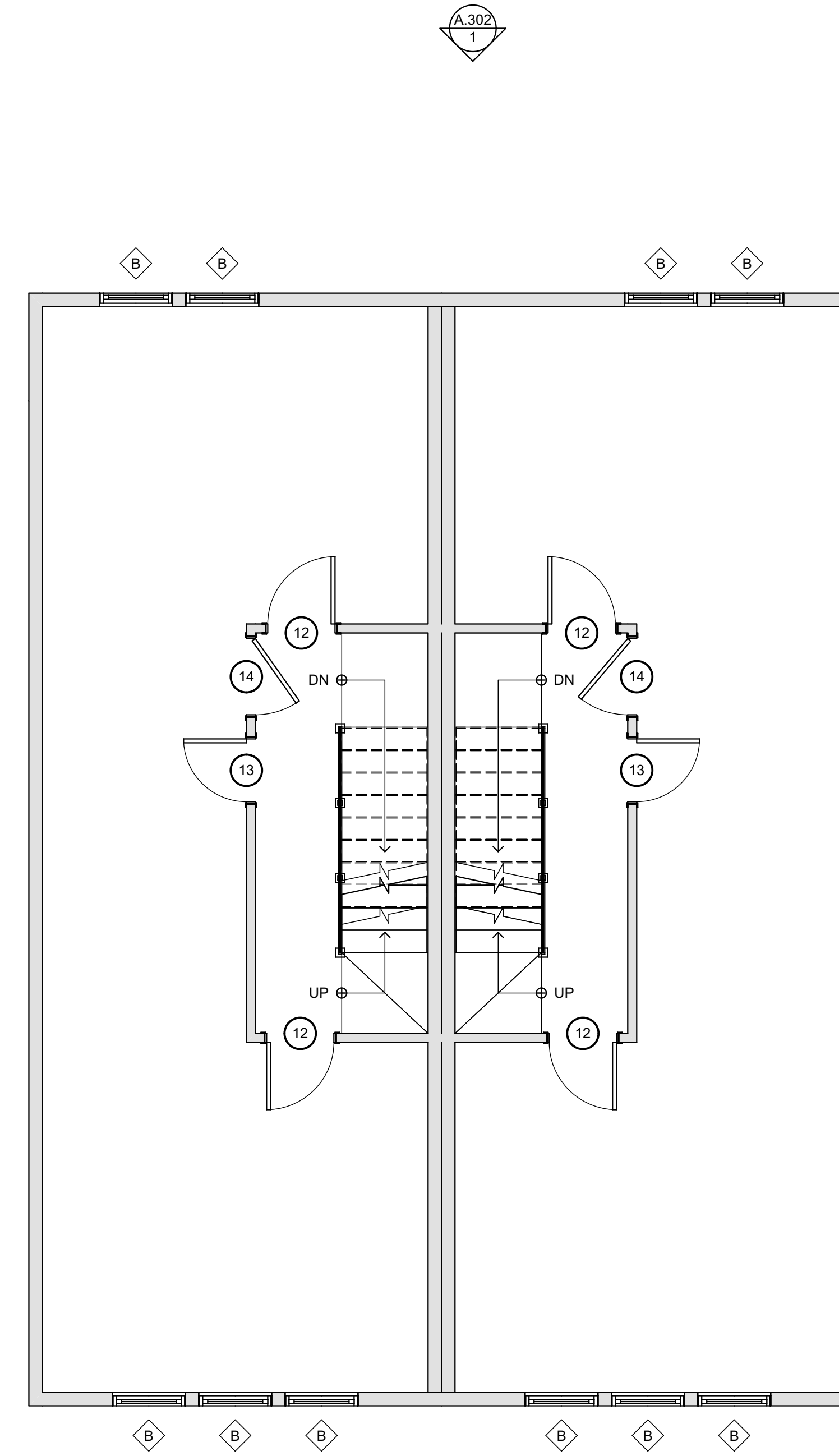
ARCHITECTURE + INTERIOR DESIGN

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wparks.com



THIRD FLOOR LAYOUT PLAN
SCALE: 1/4" = 1'-0"

2



SECOND FLOOR LAYOUT PLAN
SCALE: 1/4" = 1'-0"

1

ID	Issue Date	Change Name

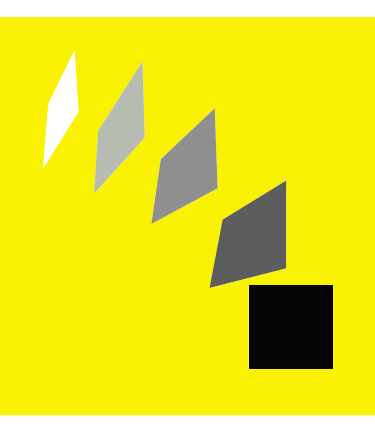
PROJECT #: 23.17
ISSUE DATE: 10/27/23

FLOOR PLANS

A.202

Venable Townhouses

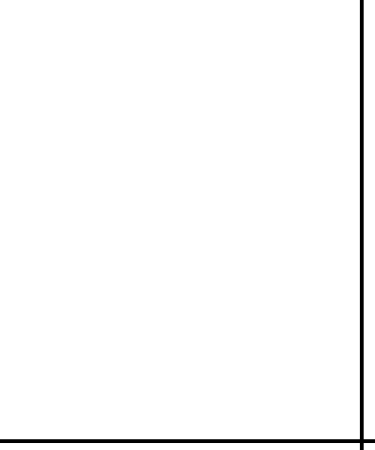
RICHMOND, VA 23223
CAR SET



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ARCHITECTS

ARCHITECTURE + INTERIOR DESIGN

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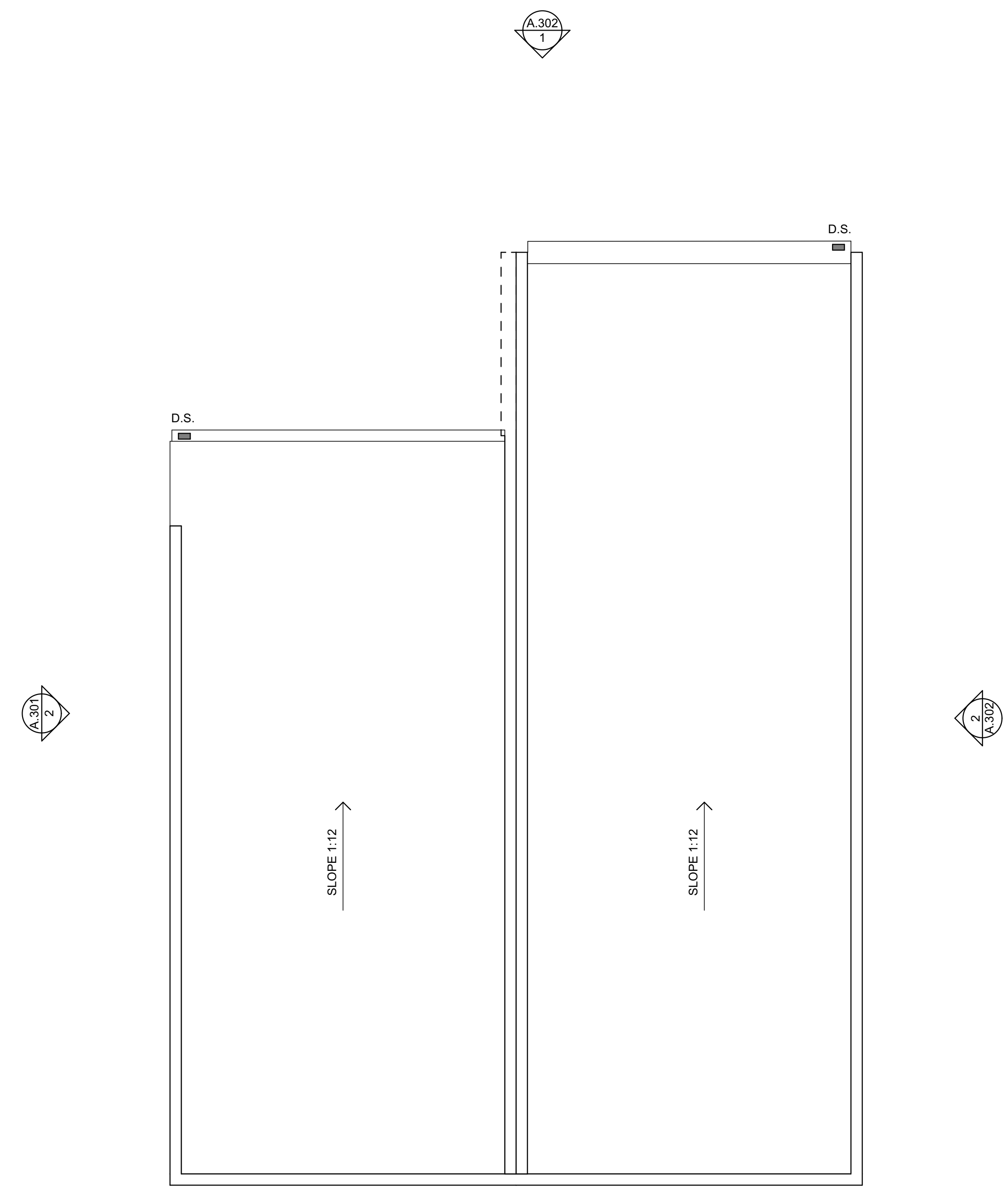


Venable Townhouses
RICHMOND, VA 23223
CAR SET

ID	Issue Date	Change Name

PROJECT #: 23.17
ISSUE DATE: 10/27/23

ROOF PLAN
A.203



ROOF PLAN
SCALE: 1/4" = 1'-0"

1

COLOR PALETTE

Alabaster
April 2022 Color of the Month
This color is a soft, warm white with a hint of cream. It's perfect for creating a bright, airy atmosphere in your home.

Rookwood Dark Green
This rich, dark green is a classic choice for a sophisticated and elegant interior. It pairs beautifully with neutral tones and metallic accents.

In the Navy
This deep, navy blue is a timeless color that adds a sense of calm and stability to any space. It's ideal for bedrooms and living areas.

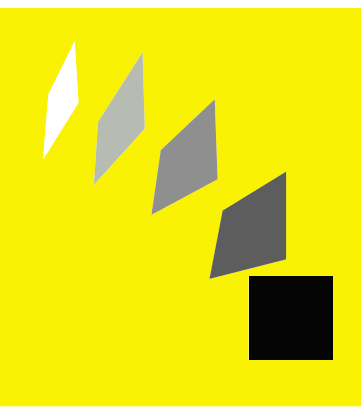
Retreat
This muted, sage green is a soothing and refreshing color that brings a touch of nature indoors. It's perfect for creating a peaceful retreat.

Iron Ore
This dark, charcoal gray is a versatile and modern color that adds depth and texture to your design. It works well with both traditional and contemporary styles.

Toile Red
This vibrant, red color is a bold and energetic choice that adds a pop of color to your space. It's perfect for accent walls and decorative elements.

MATERIALS

- LAP SIDING, FIBER CEMENT, 7" EXPOSURE W/ 2" CORNER BOARDS
- TRIM, FIBER CEMENT
- TRIM, ALUMINUM WRAPPED
- WINDOWS, FIBERGLASS
- DOORS, FIBERGLASS
- BRICK FOUNDATION WALL
- ALUMINUM AWNING
- ALUMINUM GUTTERS & DOWNSPOUTS
- TPO ROOF COVERING
- CONCRETE SLAB AND BRICK PORCH AND STEPS
- METAL RAILING
- ALUMINUM WRAPPED COLUMN



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RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'-0" **2**



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

Venable Townhouses
RICHMOND, VA 23223
CAR SET

ID	Issue Date	Change Name

PROJECT #: 23.17
ISSUE DATE: 10/27/23

ELEVATIONS
A.302