



COMMISSION OF ARCHITECTURAL REVIEW
APPLICATION / CERTIFICATE OF APPROPRIATENESS

PROPERTY (Location of Work)

Address 18 W Leigh St
 Historic District Jackson Ward

PROPOSED ACTION

- Alteration (including paint colors)
 Rehabilitation
 Demolition
 Addition
 New Construction (Conceptual Review required)
 Conceptual Review
 Final Review

OWNER

Name Andrew Jenkins
 Company _____
 Mailing Address 18 W Leigh St
Richmond, Va 23220
 Phone 540-449-1207
 Email anddjenk@gmail.com
 Signature [Signature]
 Date 07/28/2017

APPLICANT (if other than owner)

Name _____
 Company _____
 Mailing Address _____
 Phone _____
 Email _____
 Signature _____
 Date _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to CAR 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.

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

(Space below for staff use only) _____

Application received:

ECE VED

Date/Time JUL 28 2017
 By _____

Complete Yes No

2:26

COA-021092-2017 Created 7/2016

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Well in advance of the COA application deadline 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. Visit the Commission of Architectural Review website for project guidance and forms:

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

Division of Planning and Preservation	804.646.6335	Marianne.Pitts@Richmondgov.com
---------------------------------------	--------------	--------------------------------

SUBMISSION INSTRUCTIONS

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

- One (1) signed and completed application – property owners signature required
- twelve (12) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled

MEETING SCHEDULE

- Applications are due by 12 PM (noon) on the deadline date. Exception: revisions to items deferred, denied or presented conceptually at the previous CAR meeting are due 15 days in advance of the scheduled meeting.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following CAR 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.
- CAR 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.
- CAR monthly meetings are held at 3:30 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.

2017 Meeting Dates (Tuesdays unless noted otherwise)	Application Deadlines (Fridays unless noted otherwise)
January 24	December 22, 2016 (Thursday)
February 28	January 27
March 28	March 3
April 25	March 31
May 23	April 28
June 27	May 26
July 25	June 30
August 22	July 28
September 26	August 25
October 24	September 29
November 28	October 27
December 19	November 27 (Monday)



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION / CERTIFICATE OF APPROPRIATENESS

PROPERTY (Location of Work)

Address 18 W Leigh St

Historic District Jackson Ward

PROPOSED ACTION

- Alteration (including paint colors)
- Addition
- Rehabilitation
- New Construction (Conceptual Review required)
- Demolition
- Conceptual Review
- Final Review

OWNER

Name Andrew Jenkins

Company _____

Mailing Address 18 W Leigh St
Richmond, Va 23220

Phone 540-449-1207

Email anddjenk@gmail.com

Signature _____

Date 07/28/2017

APPLICANT (if other than owner)

Name _____

Company _____

Mailing Address _____

Phone _____

Email _____

Signature _____

Date _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to CAR 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.

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

(Space below for staff use only)

ECE VED

Application received:

Date/Time JUL 28 2017

Complete Yes No

By J. 230



CERTIFICATE OF APPROPRIATENESS

ALTERATION AND ADDITION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: _____

BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- other

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

DRAWINGS (refer to required drawing guidelines)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight



CERTIFICATE OF APPROPRIATENESS

NEW CONSTRUCTION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on site.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: 18 W Leigh Street

NEW BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

DRAWINGS (refer to required drawing guidelines)

- floor plans
- elevations (all sides)
- roof plan
- list of windows and doors, including size, material, design
- context drawing showing adjacent buildings
- perspective
- site plan
- legal plat of survey

WRITTEN DESCRIPTION

- describe new structure including levels, foundation, siding, windows, doors, roof and details
- state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- material description; attach specification sheets if necessary

PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- site as seen from street, from front and corners, include neighboring properties

Alterations Check List

Written Descriptions

Property description, current conditions and any prior alterations or additions.

Queen Anne style, multi-family residence. Built in 1895. No separate access to upstairs apartment from the back of the house. Addition added to house before the 1940s. House is in need of several repairs and needs porch and staircase added for access to upstairs apartment.

Proposed work: plans to change any exterior features, and/or addition description.

Porch and staircase is to be added to back of house to allow separate access to upstairs apartment from the parking area of the house. This will be a covered porch along the back of the house and a staircase coming down the back left of the property (when facing the house from the front). Plans are attached. Also plan to add porch sconce and new mailboxes to right of door (pictures attached). House is to be repainted in mainly the same colors it is currently except porch ceilings. Brick is to be repointed in a few areas.

Current building material conditions and originality of any materials proposed to be repaired or replaced.

House is brick with stone lintels and wood porches and windows. Back porch held together by nails and screws. Front brick is painted red, trim is painted white, and porch is painted blue grey. All other brick is not painted. Back porch and back of house windows are painted blue grey or white (see pictures).

Proposed new material description: attach specification sheets if necessary.

Treated lumber is to be used for all parts of the porch and staircase. Concrete footings will be poured. Porch will be through-bolted to house. Nails and screws will be used to hold wood parts together. All colors of the house will stay the same except the porch ceilings will be painted "Tidewater" color.

Garage Description

Structure is to be a 12 foot tall, 20'x26', single level, two-car garage with a flat roof. The siding will be either Hardie-Board plank siding to look like the garages in the neighborhood (pictures attached), or brick to match the building. There will be no windows. Garage door will be 18 feet wide by 7 feet tall. Foundation will be concrete. Concept pictures attached.



Alley

S46°04'29"E

22.12'

N43°44'31"E

N43°44'30"E

Brick Wall

154.15'

154.27' Fence

Porch

0.62'

Brick Bldg #18

8.68'

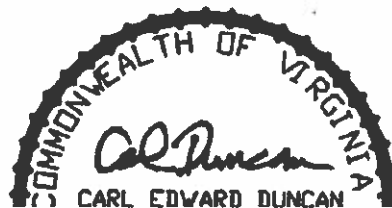
Porch

N45°45'29"W

22.13'

West Leigh Street

Plat Showing the Physical Improvements to



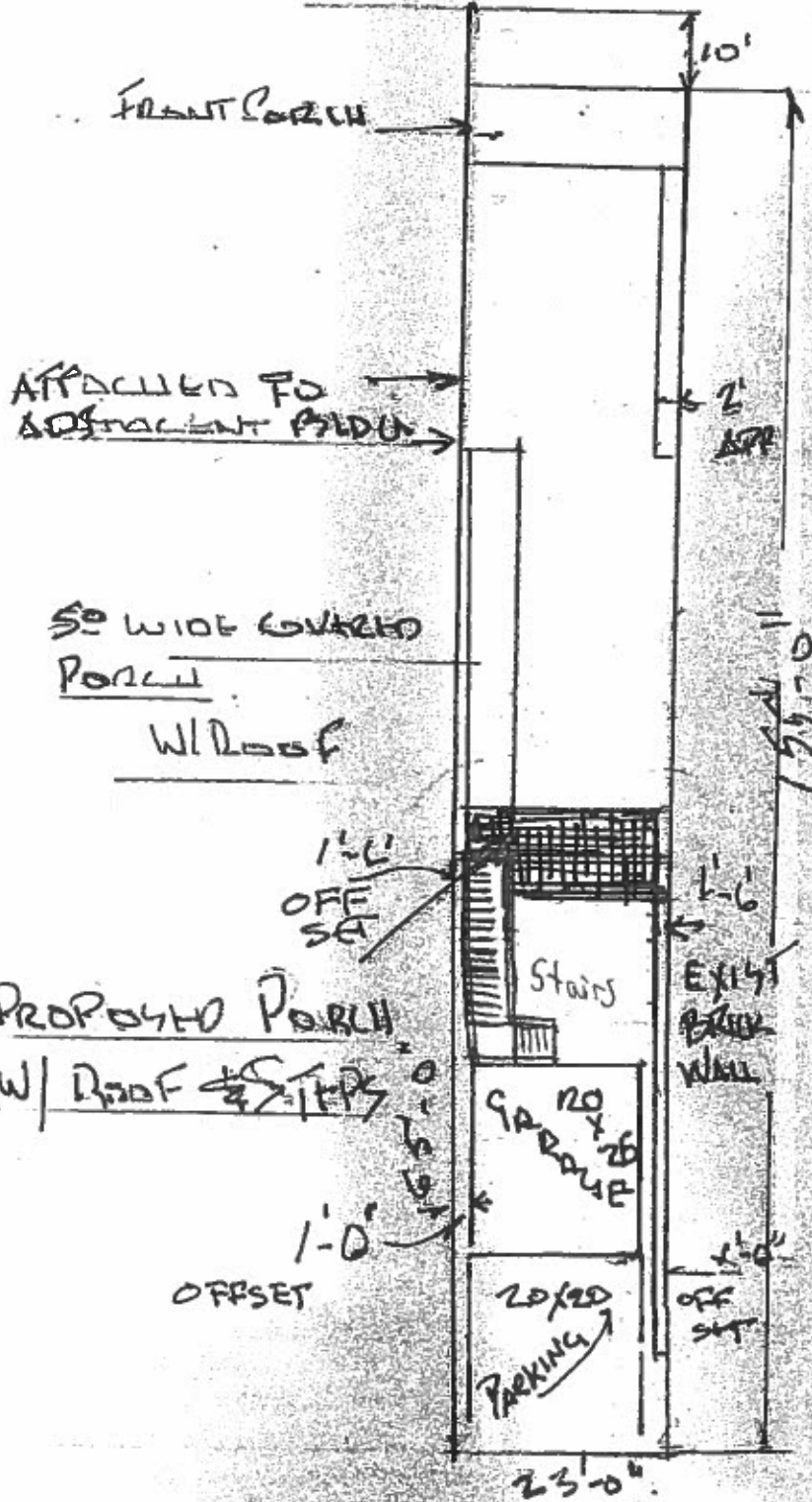
← LEIGH ST →

13 W LEIGH ST

SITE PLAN W/

IMPROVEMENTS

1" = 20'



← ALLEY →



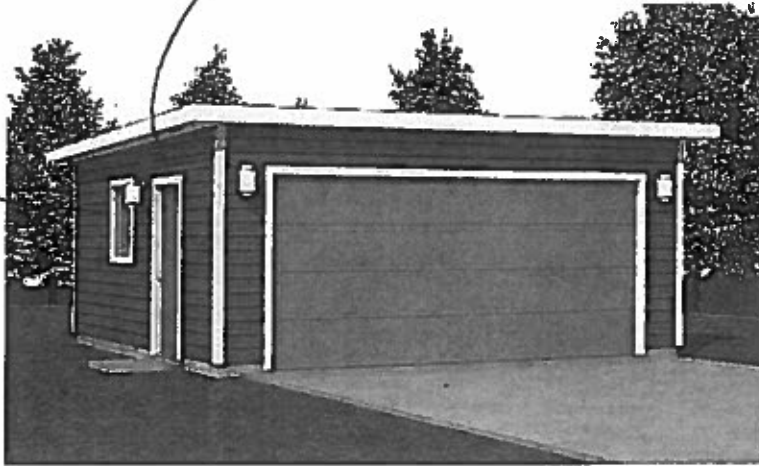




Floor plan and concept

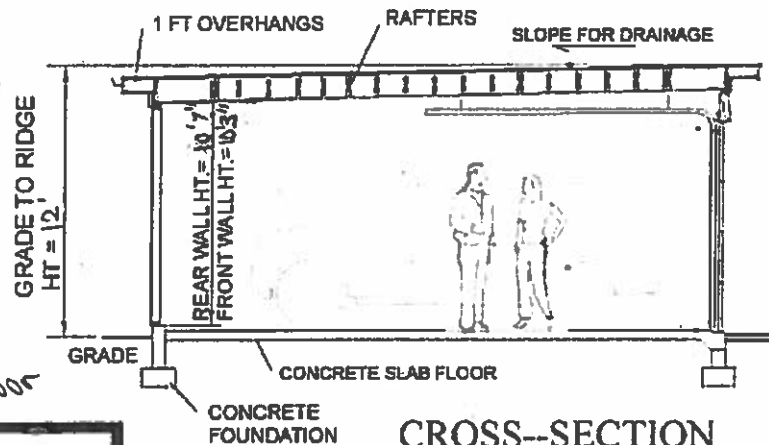
Entry door behind building

No Windows



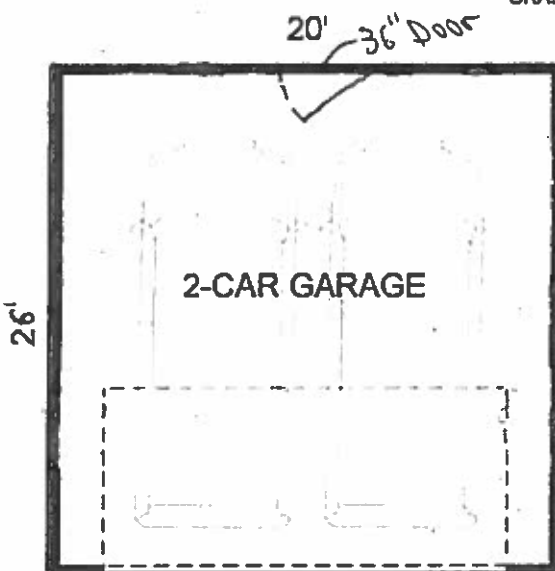
BEHM DESIGN GARAGE PLAN

COMPACT, 2 CAR GARAGE WITH FLAT ROOF HAS TOTAL HEIGHT OF 12 Feet



CROSS--SECTION

NOTE. COMPLETE FOUNDATION PLAN / DETAILS INCLUDED. BUILD WITH FTG./STEMWALL OR MONOPOUR SLAB/FTG



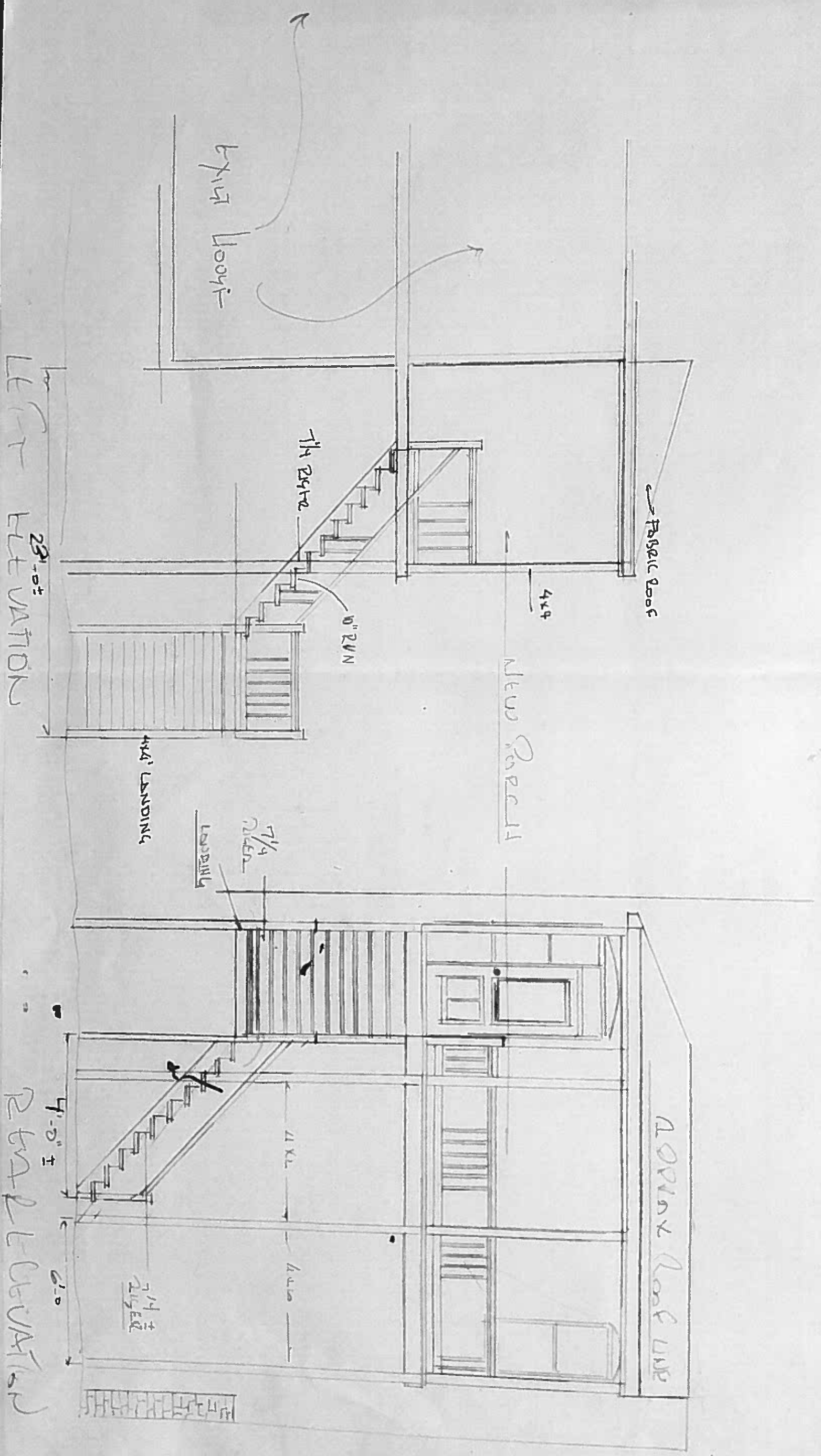
18'W. X 7' H. GARAGE DOOR

FLOOR PLAN

2 X 4 FRAMED WALLS AND CODE-COMPLIANT BRACED WALL CONSTRUCTION USED THROUGHOUT

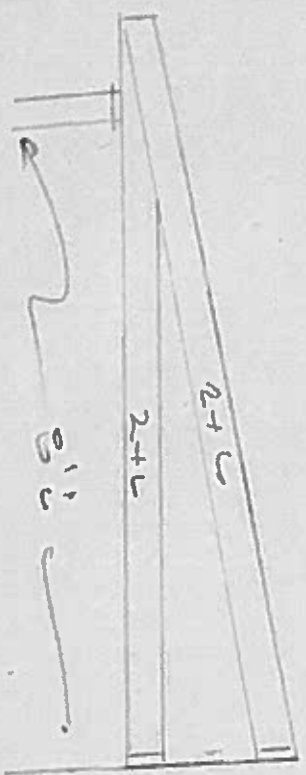
BEHM DESIGN PLAN

DRAW 'Floor & DOOR' @ 18W LIGHTS



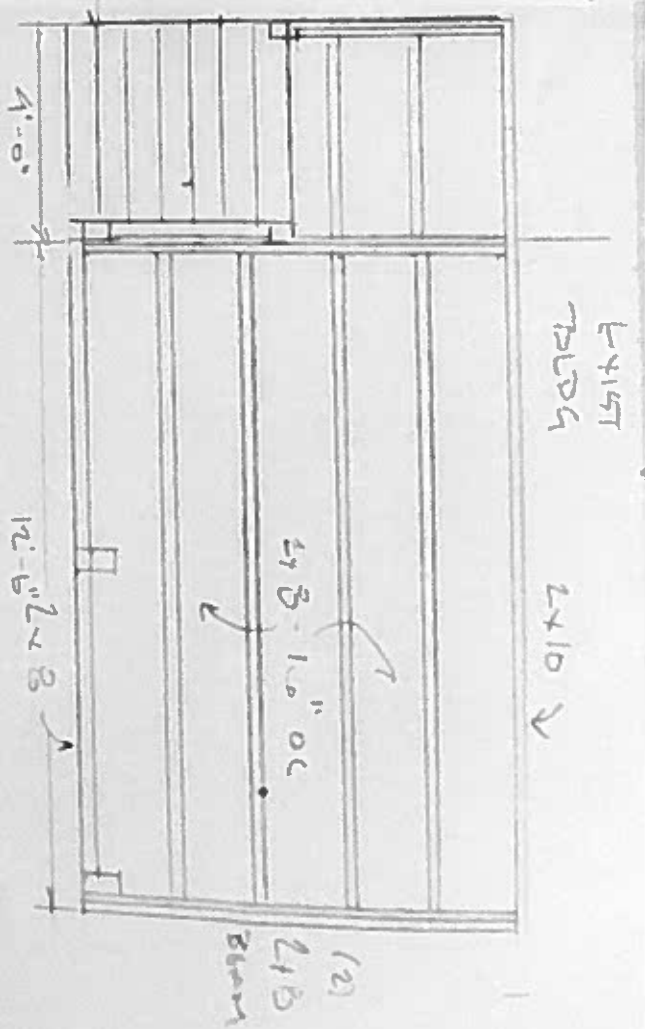
LEFT ELEVATION

RIGHT ELEVATION

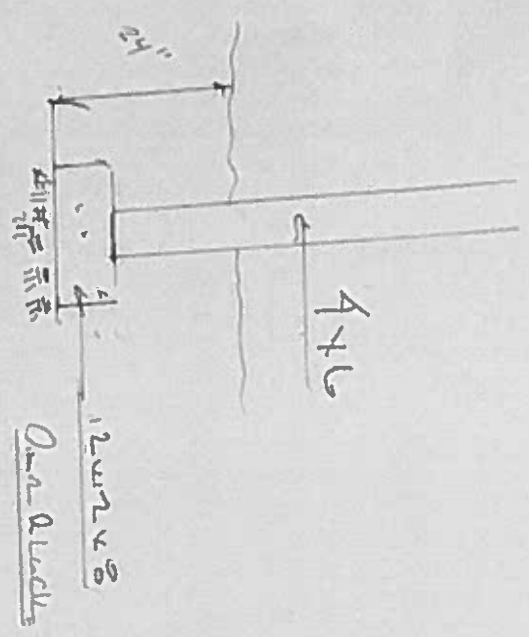


Roof Detail

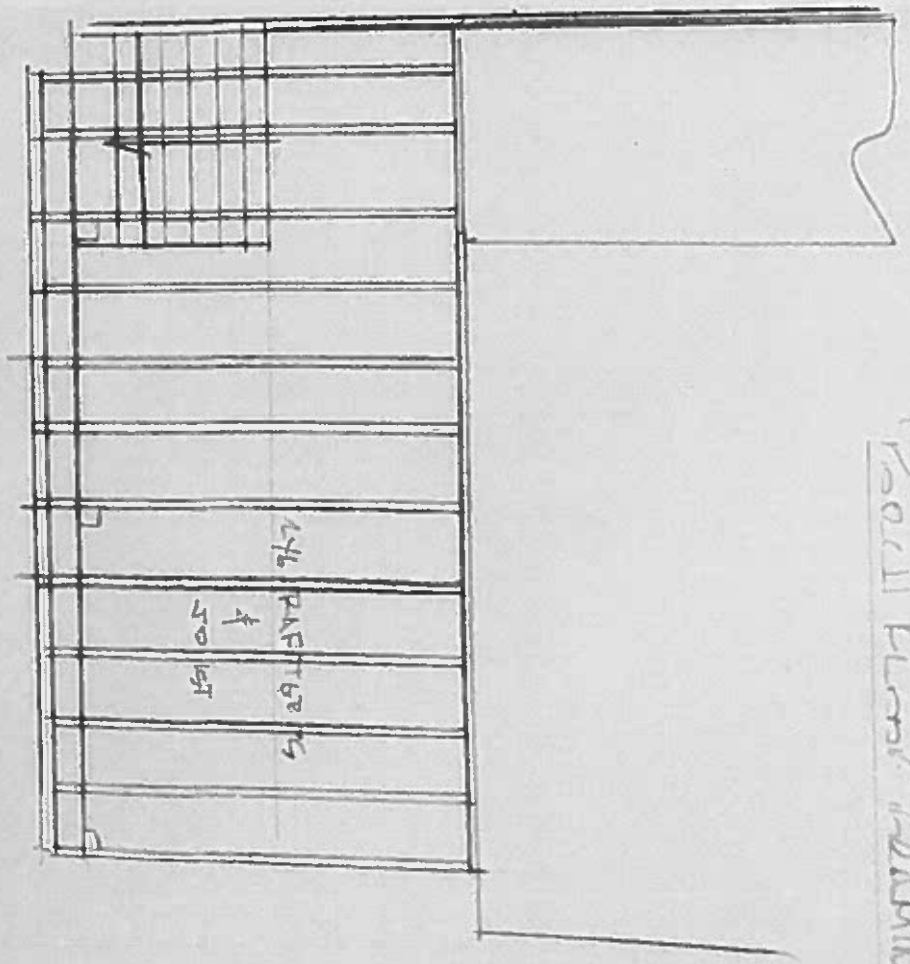
Roofed
Steps



Pool Enclosure Beam



18x12 Deck



Deck Formwork