



Richmondgov.com

# CITY OF RICHMOND

Date: 4/30/2020

## Memo

1201 Porter St

The structure at 1201 Porter was inspected by me David L Alley III on 7/31/2018, attached is a copy of my inspection report. The inspection was for a consultation only to review the temporary stabilization placed per the approved stabilization plans provided by the engineer Charles R Fields, attached is a copy of the approved stabilization plans. There is also no stabilization of structural members being supported by un-grouted (CMU) cement masonry units. The stabilization plan is only good for 2 years as stated on the plans.

Here are my notes on the inspection report dated 7/31/2018:

**Inspected by David Alley Senior Building Supervisor**

**Note: Temporary stabilization in place per Engineers plans**

**Note: Need bolting methods clarified by engineer prior to completion of temporary stabilization.**

In conclusion no other correspondence was received from the owner or the engineer for this project.

Sincerely,

DAVID L ALLEY III  
OPERATIONS MANAGER OF INSPECTIONS  
CBO

## INSPECTION WORKSHEET (177941-2018)

**Case Number:**        BLDR-030200-2018

**Case Module:**        Permit Management

**Inspection Date:**    07/31/2018

**Inspection Status:**    Passed

**Inspector:**            David Alley

**Inspection Type:**    Other/Consultation (B)

**Job Address:**        1201 Porter St  
Richmond, VA 23224

**Parcel Number:**      1084499\_S0000087011

**Contact Type**            **Company Name**  
 Contractor                owner - contractor  
 THIS CONTACT - J CURRIE  
 Owner  
 General Comments - General Comments

True

**Name**  
 DO NOT CHANGE THIS CONTACT - J CURRIE DO NOT CHANGE

David Williams  
 Inspected by David Alley Senior Building Supervisor  
 Note: temporary stabilization in place per Engineers plans  
 Note: need bolting methods clarified by engineer prior to  
 completion of temporary stabilization.

# 1201 Porter Street Stabilization Plan

## Owner

David & Elma Williams  
3370 Sheridon Lane  
Richmond, VA 23227

## Engineer

Obsidian, Inc.  
Charles R. Field, P.E.  
615 North 22nd Street  
Richmond, VA 23223  
804.647.1588  
obsidianrva@gmail.com

## Property Information

Parcel ID 5000007011  
Zoning R-4  
Use Residential  
Setbacks Front Yard = 10 feet and 10 feet  
Side Yard = 3 feet  
Rear Yard = 3 feet  
Lot Coverage 15%

## Scope of Work

Scope of work will generally consist of the temporary stabilization of a deteriorating existing structure in accordance with these plans and the IRC, 2012

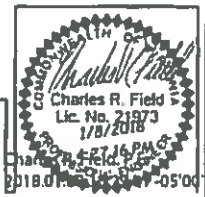
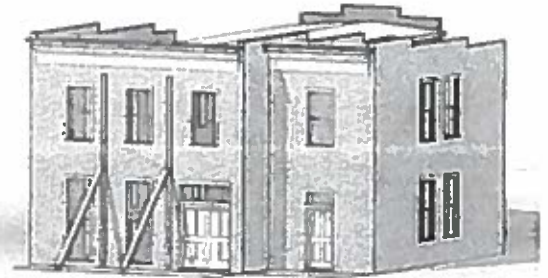
The work will include:

1. Removal of debris.
2. Bracing and stabilization according to these plans.
3. Removal of rotted or failed structural elements.

Proposed stabilization should be adequate for (2) two years.

## General Notes

1. The structure will be braced in accordance with the 2012 edition of the "International Residential Code", the Statewide Uniform Building Code and the applicable City of Richmond ordinances.
2. The contractor is responsible for compliance with City, State and Federal job site safety requirements.
3. The contractor shall verify all dimensions and conditions prior to start of work, and any discrepancies will immediately be brought to the attention of the engineer.
4. All elements of the building that were intended to be plumb and vertical must be plumb and vertical.
5. The exterior renovation will be completed under a separate building permit.



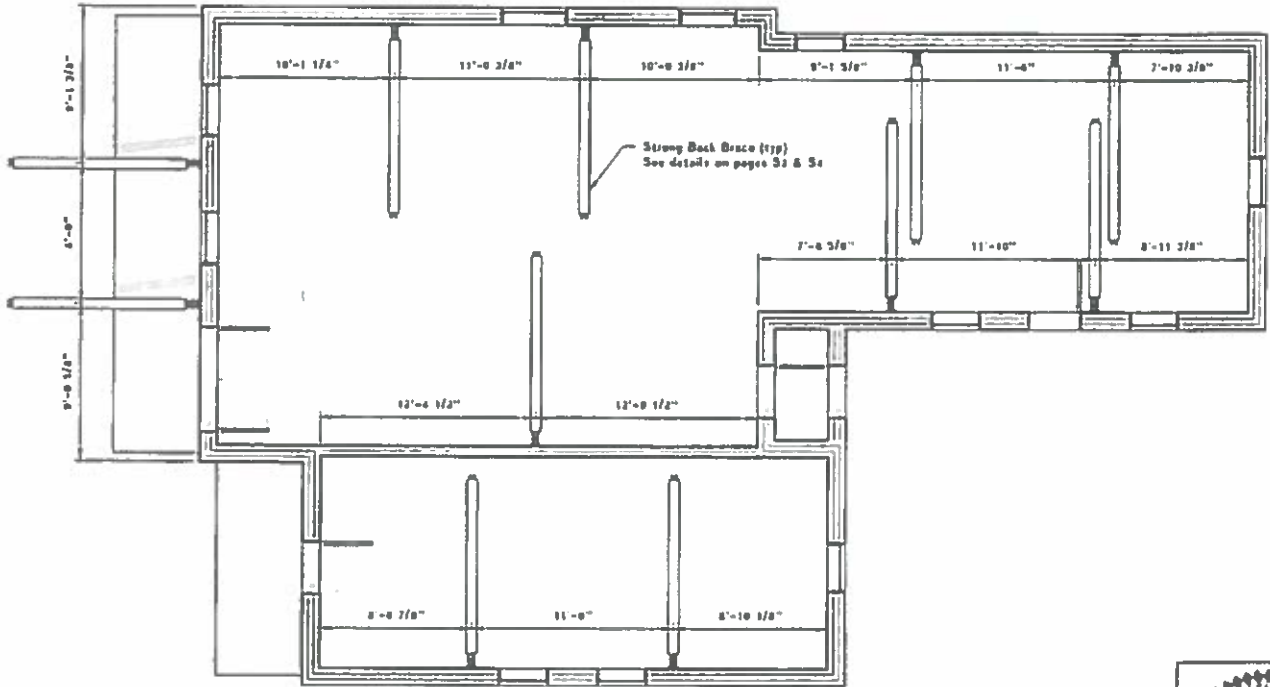
Obsidian, Inc.  
315 North 22nd Street  
Richmond, VA 23223  
804.647.1588  
obsidianrva@gmail.com

Title Sheet  
1201 Porter Street  
David & Elma G Williams

January 8, 2018

31 2018.01.08 14:05:00

Rev.	Date	Description



**Obsidian, Inc.**  
 315 North 22nd Street  
 Richmond, VA 23222  
 804 647 1300  
 obsidianrve@gmail.com

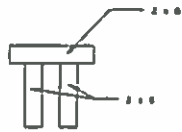
**Stabilization Layout**  
 1205 Porter Street  
 David B & Elma G Williams

January 6, 2015

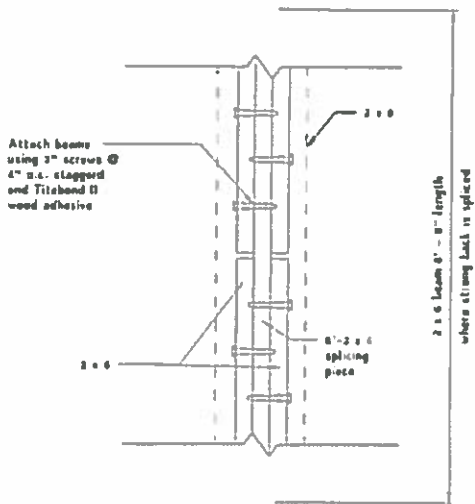
32



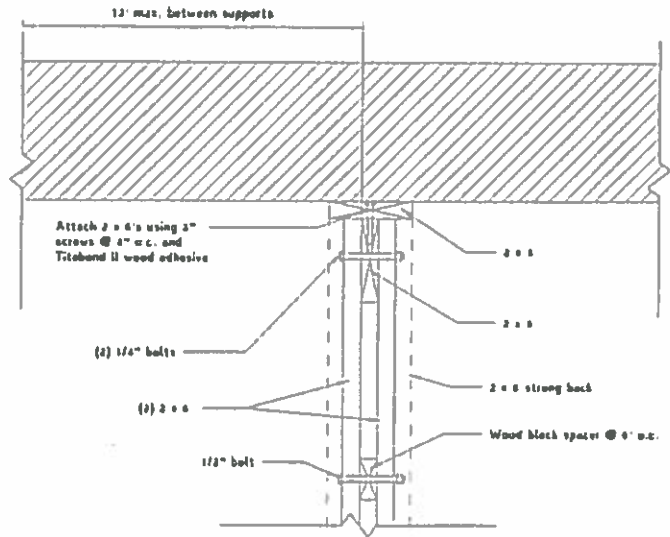
Rev.	Date	Description



1 Strongback Brace Section  
1 1/2" = 1'-0"



2 Strongback Brace Splice Detail  
1 1/2" = 1'-0"



3 Strongback Bracing Plan View  
1 1/2" = 1'-0"

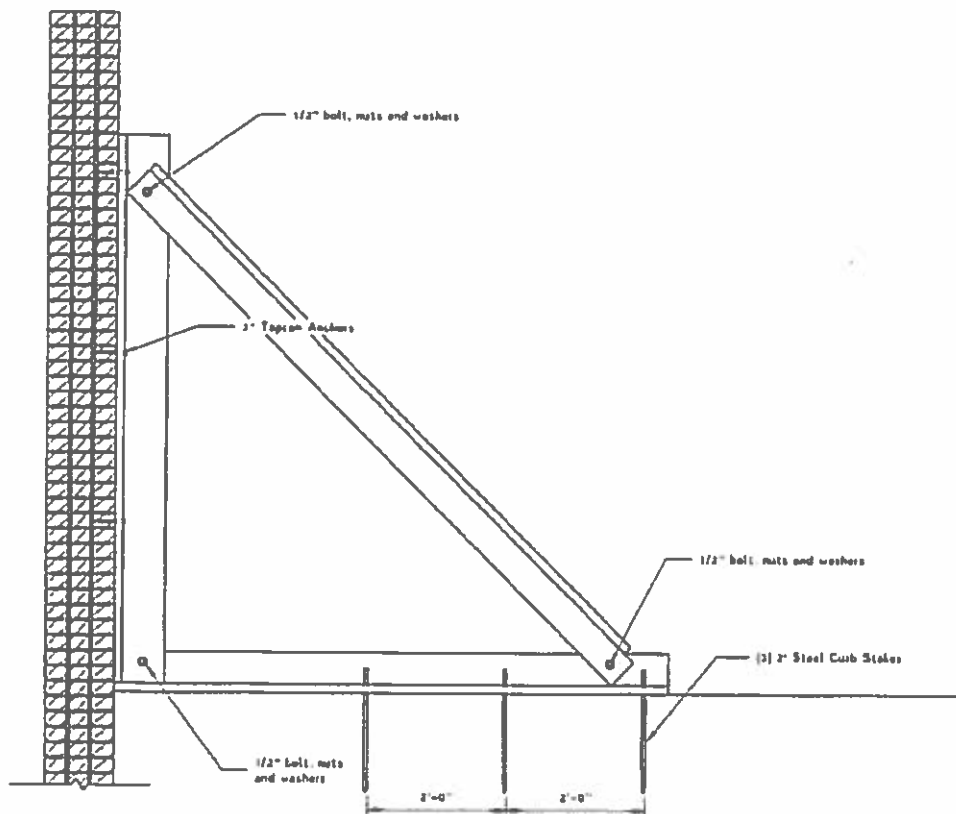
Rev.	Date	Description

Obsidian, Inc.  
315 North 22nd Street  
Richmond, VA 23223  
804.647.1500  
obsidianrvo@gmail.com

Strongback Details 1  
3201 Porter Street  
David B & Elms G Williams  
January 8, 2018

51



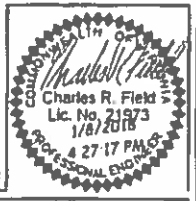


1 Strongback Section View  
3/4" = 1'-0"

Rev	Date	Description

**Obsidian, Inc.**  
 515 North 22nd Street  
 Richmond, VA 23223  
 804 647 1589  
 obsidianva@gmail.com

**Strongback Details 2**  
 1201 Parter Street  
 David B & Elmo G Williams  
 January 8, 2010





# CITY OF RICHMOND

## INRACITY CORRESPONDENCE

April 16, 2020  
Summary of 1201 Porter –

1. **Copy of Deed** - Mr. Williams has been owner of this property since May 2002. Records indicate that property has been vacant since 1997.
2. **Derelict Building Program** – Property was place in the Derelict Building Program in 2016.
3. **Unsafe Notice of Violation** – 1<sup>st</sup> Unsafe Notice of Violation Notice and Hazardous Structure Letter was sent to owner on November 7, 2017.
  - **Certified mail was returned unclaimed – regular mail did not come back.**
4. **Derelict Building Program** – Additional Letter was sent January 22, 2018 letting Mr. Williams know that his property had been placed in the Derelict Building Program.
  - **Received work plan dated 1/22/2018 from Mr. Williams indicating that he would be renovating the building. However the work plan was vague and was not approved. No work was completed as indicated on the work plan.**
5. **Unsafe Notice of Violation** – 2<sup>nd</sup> Unsafe Notice of Violation sent to owner on December 5, 2018.
  - **Owner responded in writing on the Notice - “I accept your offer, under full immunity without recourse/all rights reserved Aboriginal American Indian received 12/14/2018”**
  - **Certified mail returned unclaimed –it appears his response above was done on the letter sent regular mail.**
6. **Unsafe Notice of Violation** – 3<sup>rd</sup> Unsafe Notice of Violation sent to owner on March 13, 2019.
7. **Communication** – documented in Energov with staff that have had conversation with Mr. Williams about the condition of his property.

Prepared by: Michelle Coward

02- 016053

PG 0320 MAY 24 02

5000-0087-011  
GPIN No. 748-739-8230

Consideration: \$ 29,000.00

*Michael A. Riedel*

THIS DEED, is made and entered into on this 23<sup>rd</sup> day of May, 2002, by and between RONALD P. McCLARIN, JR. and MICHAEL TUNSTALL, Grantors and DAVID B. WILLIAMS and ELMA G. WILLIAMS, Grantees.

WITNESSETH

THAT for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt thereof in full of the purchase price being hereby acknowledged, the Grantors hereby grant, bargain, sell and convey with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE, except as hereinafter noted, to the Grantees, as JOINT TENANTS with the right of survivorship as at common law, the following described property, to-wit:

F- 11.24

ALL that certain lot or parcel of land, with dwelling house thereon, known as No. 1201 Porter Street, lying and being in the City of Richmond, Virginia and described as follows, to-wit:

BEGINNING at a corner formed by the intersection of the northern line of Twelfth Street, and thence running and fronting in a westerly direction along the said northern line of Porter Street forty-three (43) feet, and running back from such frontage, between parallel lines, one of which parallel lines is the western line of Twelfth Street, a depth of one hundred and sixty-five (165) feet to an alley in the rear.


BEING the same real estate conveyed to Ronald P. McClarin, Jr. and Michael Tunstall, by special warranty deed from Associates Financial Services Company, Inc., dated October 28, 1999 and recorded November 5, 1999, in the Clerk's Office of the Circuit Court of the City of Richmond, Virginia, as Instrument No. 99-30606.

Prepared By: Michael A. Riedel, Esquire  
208 1/2 North 23rd Street  
Richmond, VA 23223



This conveyance is subject to any and all restrictive covenants, easements and restrictions of record as same are lawfully applicable to the above described parcel of land.

WITNESS the following signatures and seals:


 [SEAL]  
Ronald P. McClarin, Jr.

 [SEAL]  
Michael Tunstall

STATE OF VIRGINIA  
CITY OF RICHMOND, to-wit:


The foregoing deed was acknowledged before me on this 23<sup>rd</sup> day of May, 2002,  
by Ronald P. McClarin, Jr. and Michael Tunstall.

My commission expires: 6/30/2005.

  
\_\_\_\_\_  
Notary Public

Grantee's address:

5270 SHERIDAN LANE  
RICHMOND, VA 23227

INSTRUMENT #020016053  
RECORDED IN THE CLERK'S OFFICE OF  
CITY OF RICHMOND ON  
MAY 24, 2002 AT 11:21AM  
\$29.00 GRANTOR TAX WAS PAID AS  
REQUIRED BY SEC 58.1-802 OF THE VA. CODE  
STATE: \$14.50 LOCAL: \$14.50  
BEVILL N. DEAN, CLERK  
BY:  (DC)

[Print](#)**Property: 1201 Porter St Parcel ID: S0000087011****Detail****Parcel**

**Street Address:** 1201 Porter St Richmond, VA 23224-2153  
**Owner:** WILLIAMS DAVID B & ELMA G  
**Mailing Address:** 5270 SHERIDAN LN, RICHMOND, VA 23227  
**Subdivision Name :** NONE  
**Parent Parcel ID:**  
**Assessment Area:** 352 - Bainbridge/Manchester/Blackwell North  
**Property Class:** 109 - R Single Family Shell  
**Zoning District:** R-8 -  
**Exemption Code:** -

**Current Assessment**

**Effective Date:** 01/01/2019  
**Land Value:** \$46,000  
**Improvement Value:** \$62,000  
**Total Value:** \$108,000  
**Area Tax:** \$0  
**Special Assessment District:** None

**Land Description**

**Parcel Square Feet:** 7095  
**Acreage:** 0.163  
**Property Description 1:** 0043.00X0165.00 0000.000  
**State Plane Coords( ?):** X= 11788538.125156 Y= 3715631.859142  
**Latitude:** 37.52269901 , **Longitude:** -77.44600174



**CITY OF RICHMOND**  
Planning and Development Review  
Bureau of Permits and Inspections  
900 E. Broad Street Room 110  
Richmond, VA 23219

**Date:** 08-03-16

**S: Date:** 11-04-16

**SUBJECT:** **Notice of Determination of a Derelict Building**  
Request for Submission of a Plan to demolish or renovate the Derelict Building to address the current public's endangerment of health, safety or welfare at: 1201 Porter St. Richmond, VA.

**Williams, David B.**  
**P.O. Box 231.**  
**Grimesland, N.C.27837**

Dear: David B. Williams

As the Commissioner of Buildings, I have made a determination that the referenced property is a derelict building according to Section 5-146 of the code of the City of Richmond.

Therefore, in accordance with Section 5-148 of the code of the City of Richmond you have ninety (90) days from the above date to respond with the submittal of a plan, acceptable to my office, to protect the public's health, safety or welfare by demolishing or renovating this derelict building.

If you fail to respond within ninety (90) days with a plan that is acceptable, staff will initiate one or more of the following actions as provided by the City's Derelict Building Program.

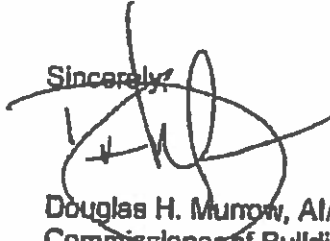
- Legal action for a Class 2 misdemeanor – each day shall be a separate violation
- The City may proceed to make repairs and secure the derelict building under Code of Virginia 1§5.2-906, abate or remove a nuisance under Code of Virginia §15.2-900 or request to act as receivership under Code of Virginia §15.2-907.2

**SUBJECT: Notice of Determination of a Derelict Building  
1201 Porter Street**

As an incentive, certain permit fees are reduced for designated derelict buildings and certain tax abatement fees are also offered. Staff can review these benefits with you at the time of your plan submittal.

Please submit your plan to my attention, Douglas H. Murrow, AIA, CBO, Commissioner of Buildings, City of Richmond Bureau of Permits and Inspections, 900 E. Broad Street, Room 110, Richmond, VA 23219, using the attached forms. If you have any questions or concerns please contact me at (804) 646-6958.

Sincerely,

A handwritten signature in black ink, appearing to be "D. Murrow", written over the word "Sincerely,".

Douglas H. Murrow, AIA, CBO  
Commissioner of Buildings

cc: Mark Olinger, Director, Department of Planning and Development Review  
Allen Jackson, City Attorney



City of Richmond

Department of Planning  
311 Department Plaza, Rm. 300

Division Of Property Standards  
& Code Enforcement

**DAVID B. WILLIAMS**

~~Elma G Williams~~

5270 Sheridan Lane  
Richmond Va 23227

NOTICE OF VIOLATION - UNSAFE STRUCTURE

City of Richmond

Department of Planning & Development Review

Property Maintenance Division

900 E. Broad Street, Room G-12

Richmond, Virginia 23219

November 07, 2017

Tracking #: 002659-2016

Inspector: Hansen Fields

Phone: (804) 646-0455

Map Reference: 1084499\_S0000087011

Property located at: 1201 Porter St

Building use at time of inspection: Multi Family Residential

A City of Richmond Property Maintenance Inspector inspected the structure specified above on 07/26/2016. The listed violations of the Virginia Maintenance Code (VMC) 2012 as amended and adopted by the City of Richmond Code Section 5-1 were found to exist. The violations cited must be abated by 11/30/2017 or as specified in the Special Orders included in the attached report.

Upon expiration of the abatement date the structure will be re-inspected for code compliance.

Failure to comply with this Notice may result in legal action and fines of up to \$2,500.00 per violation if convicted (VMC Section 104.5.6 and VMC Section 104.5.7). In addition, the City may disallow occupancy, placard the structure, or abate the unsafe condition(s). A lien may be attached to the tax bill for administrative fees and any incurred costs.

You have the right to appeal this notice. Appeals must be made within fourteen (14) days of receipt of this Notice of Violation. A fee shall accompany your appeal. (VMC Section 106.5)

All codes referenced herein are from the Virginia Maintenance Code unless otherwise stated.

If you have questions regarding this Notice of Violation, you should contact me between 8:00 a.m. and 5:00 p.m. at (804) 646-0455.

Report of Unsafe Conditions

105.1 US - Unsafe Structure

Structure Or Equipment Therein Is Found Unsafe Due To Damage, Deterioration Or The Conditions Found And May Warrant Condemnation.

Derelict Notification      er previously sent.

3

Re: 1201 Porter St Richmond, VA. 23224

This structure has been deemed hazardous due to the many damaged, missing and rotten compromised internal framing and support elements (floor joists and wall studs). Much of the load bearing support at the center of the structure has been removed and the temporary support appears to be insufficient and incorrectly installed for the imposed load. The opening at the rear of the second floor and the damage to the rear roof area are allowing the weather elements to enter the structure which will further deteriorate the remaining framing components. The chimney at the rear has collapsed from the crown down to the roof line. You must therefore, make application for a demolition permit to demolish this structure by November 13, 2017. Once the demolition permit is issued you will 15 days to complete the demolition. If you choose not to demolish this structure you must provide this office a temporary stabilization plan by November 13, 2017. If temporary stabilization of this structure is approved and implemented you must then make application for a building permit to address and correct all of the unsafe elements associated with this building by November 30, 2017. Failure to comply with the dates indicated may result in the City of Richmond demolishing the structure and placing a lien against the property for the cost of the demolition. In, addition this structure is also in the City of Richmond "Derelict Building Program" and all actions in regards to demolition or repair must proceed through the Derelict Building Program. This includes election option and a completed and approved work plan for renovation.

If permits are required to correct the conditions cited in this notice, this document or a copy thereof will be needed to obtain them. Permits can be obtained from: Permits and Inspections Division, 900 E. Broad Street, Room 110, Richmond, Virginia 23219

**Additional responsibilities as a property owner:**

Approximately 3,300 properties are in the City Old and Historic District. To determine whether or not your property falls within a City Old and Historic District, go to <http://www.richmondgov.com/richhistory> and click on the link "ViewMap of City Old & Historic Districts".

A *Certificate of Appropriateness* is required when any proposed work alters the exterior appearance of the property as it is viewed from a public street or alley. Certificates must be obtained before work can begin. For work requiring a building permit, no permit will be issued without a Certificate. This review procedure is required not only for the main structure on a lot but also accessory buildings, fences, exterior lighting, driveways and walks, and any other features visible to the public.

As in any review process some preplanning is necessary. Please direct any questions or requests to: Secretary, Commission of Architectural Review, Department of Planning & Development Review, 900 East Broad Street

Sincerely,

Hansen Fields  
(804) 646-0455  
Property Maintenance Inspector



**Department of Planning & Development Review**  
**Bureau of Permits & Inspections**  
 Division of Property Maintenance Code Enforcement  
 900 E Broad Street, Room G-12 • Richmond, VA 23219  
 Phone: 804-646-6398 • Fax: 804-646-0798

**DEMOLITION OF UNSAFE HAZARDOUS STRUCTURES**

Re: 1201 Porter St  
 Owner: David B. Williams  
5720 Sheridan La.  
Richmond, Va. 23224  
 Date: 11/08/2017

As provided by the Virginia Maintenance Code (VMC) made applicable by:  
 § 36-105 of the Code of Virginia; The Administrative Amendments; and The ICC International  
 Property Maintenance Code 2012, as adopted:

Violations and Code References

Code of Virginia:  
 § 15.2-906 Authority to Require Removal, Repair, Etc. of Buildings and Other Structures  
 § 15.2-1115 Abatement or removal of nuisances

Virginia Maintenance Code:  
 § 104.5 Powers and Duties  
 § 105 Unsafe Structures or Structures Unfit for Habitation  
 § 105.4 Notice of Unsafe Structure or Structure Unfit for Human Occupancy  
 § 105.9 Emergency Repairs and Demolition

Richmond Code of Ordinances  
 § 5-11 Disregard of Unsafe or Hazardous Buildings

AND

Pursuant to City Code 114.950.6 (f) Commissioner of Buildings Provides Notification to the  
 Commission of Architecture Review and the State Historic Resources Department of Demolition  
 of Property located in the City of Richmond's Old and Historic Districts as required.

Therefore, the Commissioner of Buildings has ordered this structure  
 \_\_\_\_\_  
 to be removed by the City of Richmond

*[Handwritten signature]*

3

CEMIFIED MAIL™

CITY OF RICHMOND

DEPARTMENT OF PLANNING & DEVELOPMENT REVIEW  
PROPERTY MAINTENANCE DIVISION  
900 EAST BROAD STREET, ROOM G-12  
RICHMOND, VIRGINIA 23219



U.S. POSTAGE >>> PITNEY BOWES  
ZIP 23219 \$ 006.56<sup>0</sup>  
02 4W  
000034 1674 NOV 09 2017



7024 0150 0001 0878 7168

RECEIVED  
JAN - 8 2017  
PROPERTY MAINTENANCE

*David B. Williams*  
*5720 Sherida P.*  
*Richmond, Va*

MAIL 25150 12/26/2017

NOT DELIVERABLE AS ADDRESSED  
RETURN TO SENDER

UNCLAIMED  
SORT IN MANUAL ONLY NO AUTOMATION

BC: 569859935







**CITY OF RICHMOND**  
Planning and Development Review  
Bureau of Permits and Inspections  
900 E. Broad Street Room 110  
Richmond, VA 23219

Date: 01-22-18

S: Date: 01-22-18

**SUBJECT: Notice of Determination of a Derelict Building**  
Request for Submission of a Plan to demolish or renovate the Derelict Building to address the current public's endangerment of health, safety or welfare at: 1201 Porter Street

David B. Williams & Elma G.  
5270 Sheridan Lane  
Richmond, VA 23227

Dear David B. Williams & Elma G.

As the Commissioner of Buildings, I have made a determination that the referenced property is a derelict building according to Section 5-146 of the code of the City of Richmond.

Therefore, in accordance with Section 5-148 of the code of the City of Richmond you have ninety (90) days from the above date to respond with the submittal of a plan, acceptable to my office, to protect the public's health, safety or welfare by demolishing or renovating this derelict building.

If you fail to respond within ninety (90) days with a plan that is acceptable, staff will initiate one or more of the following actions as provided by the City's Derelict Building Program.

- Legal action for a Class 2 misdemeanor – each day shall be a separate violation
- The City may proceed to make repairs and secure the derelict building under Code of Virginia 15.2-906, abate or remove a nuisance under Code of Virginia §15.2-900 or request to act as receivership under Code of Virginia §15.2-907.2

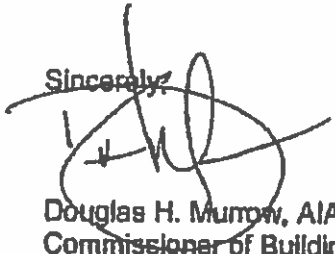
Note: A special assessment tax lien is applied against the property for City demolition or repair, or nuisance removal services.

**SUBJECT: Notice of Determination of a Derelict Building  
1201 Porter Street**

As an incentive, certain permit fees are reduced for designated derelict buildings and certain tax abatement fees are also offered. Staff can review these benefits with you at the time of your plan submittal.

Please submit your plan to my attention, Douglas H. Murrow, AIA, CBO, Commissioner of Buildings, City of Richmond Bureau of Permits and Inspections, 900 E. Broad Street, Room 110, Richmond, VA 23219, using the attached forms. If you have any questions or concerns please contact me at (804) 646-6958.

Sincerely,



Douglas H. Murrow, AIA, CBO  
Commissioner of Buildings

cc: Mark Olinger, Director, Department of Planning and Development Review  
Allen Jackson, City Attorney



**CITY OF RICHMOND**  
 Planning and Development Review  
 Bureau of Permits and Inspections  
 900 E. Broad Street Room 110  
 Richmond, VA 23219

4

**SUBJECT: Notice of Determination of a Derelict Building**  
 1201 Porter Street  
 Richmond VA

As the property owner of the subject property I acknowledge receipt of the Notice of Determination of a Derelict Building.

I am electing the following option:

Demolition of structure to protect the public's health, safety or welfare

If you are selecting this option I am requesting that you contact Mr. Hansen Fields at (804) 646-0455 to discuss additional options available to you.

Renovation of structure to protect the public's health, safety or welfare

By electing this option you have chosen to renovate your property and assist the city in Building a Better Richmond. This option will require you to work closely with the city to ensure that the rehabilitation is done as smoothly and quickly as possible.

Mr. Hansen Fields has been assigned as your lead inspector. The next step in the process is to schedule an appointment with Mr. Hansen Fields so an inspection can be conducted. This will allow us to identify what needs to be done in order to rehabilitate the property and meet the requirements for occupancy. Once the inspection has taken place you will be required to submit a comprehensive work plan that will address all of the repairs that will need to be completed and the timeframe that they will be completed. This plan will be reviewed by the Building Commissioner or his designee to ensure that all elements required have been addressed in the work plan. Once this has taken place you will need to either obtain the services of a contractor or make application for a building permit as the owner, to start the rehabilitation process.

It is our intent to work with you through these processes to make it as straightforward and uncomplicated as possible. The Commissioner has established a standing meeting opportunity on each Third Thursday between the hours of 2:00pm – 4:00pm at City Hall Room G12, where you will be able to come in and discuss your work plan, progress or any other concerns that you may have. This however, does not limit other opportunities to call and speak with someone. Mr. Hansen Fields has been assigned as your lead inspector for this project and you may reach out to him at any time for questions or additional information. He can be reached at (804) 646-0455 or cell (804) 385-0696

Once you have selected your option please mail this form back to us at the address noted above. If you prefer you may also fax this information back at (804) 646-0798. Please provide us with a contact number where you can be reached.

Signature of Owner \_\_\_\_\_   
 Printed Name \_\_\_\_\_ David Williams  
 Contact Number \_\_\_\_\_ 804-503-0000

Work Plan

4

Date: 1/22/18

The following work plan is being submitted for review by the Commissioner of Buildings in accordance with the Derelict Program for the property located at 1201 Porter Street and addresses all repairs that need to be made at this property.

**EXTERIOR of STRUCTURE**

APPROVED  DENIED  DATE \_\_\_\_\_

**Roof -  No work needed**  
**Describe scope of work needed to make repair --**

- Roof will be assessed in detail after building stabilization has been performed.
- Based on the roof assessment, repairs to be performed as needed.
- If repairs are required, roof repairs will be completed (weather permitting) within 45 business days after the building stabilization has been completed.
- If weather delays occur a revised schedule will be provided to the City of Richmond; the City of Richmond will acknowledge the revised schedule and update the roof repair timeline to reflect.
- If a permit is required the time required for the City of Richmond to dispatch and inspect will be in addition to the 45 business days.

Permit Required - Yes  No  Time Frame to Complete: Approx. 45 <sup>business</sup> Days

**Exterior Walls -  No work needed**  
**Describe scope of work needed to make repairs-**

- Work is pending the City of Richmond's (permits and inspection) approval and issuance of a stabilization/building plan/permit if applicable.
- Brace exterior walls per stabilization plan submitted to the City of Richmond (permits and inspection).
- Building stabilization will be performed within 45 business days (weather permitting) of approval/permit issued by the City of Richmond in writing.
- Tuck point mortar joints and repair/replace damaged bricks as needed, if applicable.
- Tuck point mortar joints and repair/replace damaged bricks will be performed within 60 business days (weather permitting) of approval/permit issued by the City of Richmond in writing and the completion of the building stabilization.
- If weather delays occur a revised schedule will be provided to the City of Richmond; the City of Richmond will acknowledge the revised schedule and update the exterior wall stabilization/repair timeline to reflect.
- If a permit is required the time required for the City of Richmond to dispatch and inspect will be in addition to the 45 - 60 business days.

Permit Required - Yes  No  Time Frame to Complete: Approx. 45-60 <sup>Business</sup> Days

**Foundation -  No work needed**  
**Describe scope of work needed to make repairs-**

- No work needed based on current assessment of property.

Permit Required - Yes  No  Time Frame to Complete:

**Porches Front/Rear -  No work needed**

**Describe scope of work needed to make repairs-**

- Upon approval to proceed by the City of Richmond and any other applicable ordinances, front and rear porches will be constructed per plans submitted to the City of Richmond (permits and inspection). The construction of the front and rear porches will be performed within 60 business days after the completion of the exterior walls and roof repair/replacement.
- If weather delays occur a revised schedule will be provided to the City of Richmond; the City of Richmond will acknowledge the revised schedule and update the front/rear porch timeline to reflect.
- If a permit is required the time required for the City of Richmond to dispatch and inspect will be in addition to the 60 business days.

Permit Required - Yes  No

Time Frame to Complete: Approx. 60 Business Days

**Windows and Doors -  No work needed**

**Describe scope of work needed to make repairs-**

- Repair/replace doors and windows as needed if applicable. Door and window repair/replacement are contingent upon material availability/lead-time. Upon the reception of the required materials, window repair/replacement will be performed within 120 business days (weather permitting) of materials received. If applicable, material lead-time schedule will be provided to the City of Richmond (permits and inspection).
- If weather delays occur a revised schedule will be provided to the City of Richmond; the City of Richmond will acknowledge the revised schedule and update the window and door timeline to reflect.
- If a permit is required the time required for the City of Richmond to dispatch and inspect will be in addition to the 120 business days.

Permit Required - Yes  No

Time Frame to Complete: Approx. 120 Business Days

**Chimney -  No work needed**

**Describe scope of work needed to make repairs-**

- Repair/replace chimney(s) as needed, work will be performed within 60 business days (weather permitting) after the building stabilization has been completed
- If weather delays occur a revised schedule will be provided to the City of Richmond; the City of Richmond will acknowledge the revised schedule and update the chimney timeline to reflect.
- If a permit is required the time required for the City of Richmond to dispatch and inspect will be in addition to the 60 business days.

Permit Required - Yes  No

Time Frame to Complete: Approx. 60 Business Days

**Walkway -  No work needed**

**Describe scope of work needed to make repairs-**

- No work needed based on current assessment of property.

Permit Required - Yes  No

Time Frame to Complete:

**Soffits, Gutters and Exterior Trim -  No work needed**

**Describe scope of work needed to make repairs-**

- Repair/replace the soffits, gutters and exterior trim as needed, work will be performed within 120 business days (weather permitting) after the building stabilization has been completed.
- If weather delays occur a revised schedule will be provided to the City of Richmond; the City of Richmond will acknowledge the revised schedule and update the soffits, gutters and exterior trim timeline to reflect.
- If a permit is required the time required for the City of Richmond to dispatch and inspect will be in addition to the 120 business days.

Permit Required – Yes  No

Time Frame to Complete: Approx. 120 <sup>Business</sup> Days

**INTERIOR of STRUCTURE**

**Walls, Floors and Ceilings -  No work needed**

**Describe scope of work needed to make repairs-**

- Work is contingent upon the confirmed Special Use Permit approval.
- Timeline will be crafted and submitted to the City of Richmond (permits and inspection) once confirmed Special Use Permit has been issued.

Permit Required – Yes  No

Time Frame to Complete: TBD/Reviewing

**Mechanical System -  No work needed**

**Describe scope of work needed to make repairs-**

- Work is contingent upon the confirmed Special Use Permit approval.
- Timeline will be crafted and submitted to the City of Richmond (permits and inspection) once confirmed Special Use Permit has been issued.

Permit Required – Yes  No

Time Frame to Complete: TBD/Reviewing

**Plumbing Systems -  No work needed**

**Describe scope of work needed to make repairs-**

- Work is contingent upon the confirmed Special Use Permit approval.
- Timeline will be crafted and submitted to the City of Richmond (permits and inspection) once confirmed Special Use Permit has been issued.

Permit Required – Yes  No

Time Frame to Complete: TBD/Reviewing

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**Electrical System -  No work needed**  
**Describe scope of work needed to make repairs-**

- Work is contingent upon the confirmed Special Use Permit approval.
- Timeline will be crafted and submitted to the City of Richmond (permits and inspection) once confirmed Special Use Permit has been issued.

Permit Required – Yes  No  Time Frame to Complete: TBD/Pending

**Fire Separation -  No work needed**  
**Describe scope of work needed to make repairs-**

- Work is contingent upon the confirmed Special Use Permit approval.
- Timeline will be crafted and submitted to the City of Richmond (permits and inspection) once confirmed Special Use Permit has been issued.

Permit Required – Yes  No  Time Frame to Complete: TBD/Pending

**Interior Stairs, Treads and Risers -  No work needed**  
**Describe scope of work needed to make repairs-**

- Work is contingent upon the confirmed Special Use Permit approval.
- Timeline will be crafted and submitted to the City of Richmond (permits and inspection) once confirmed Special Use Permit has been issued.

Permit Required – Yes  No  Time Frame to Complete: TBD/Pending

**Other –**

- Not Applicable at this time.

**Comments:**  
Interior work and scope is contingent upon the confirmed Special Use Permit approval/issuance.  
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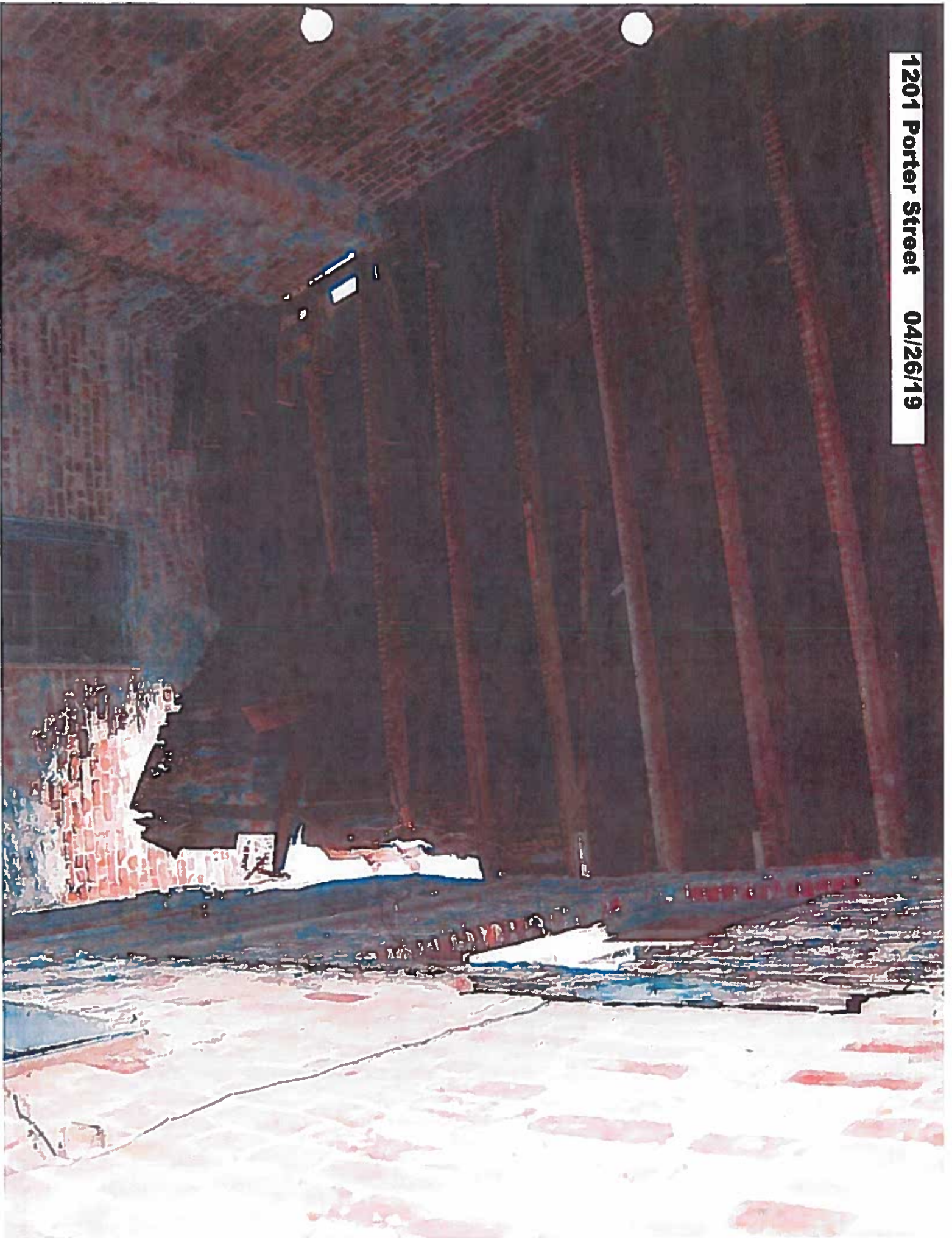




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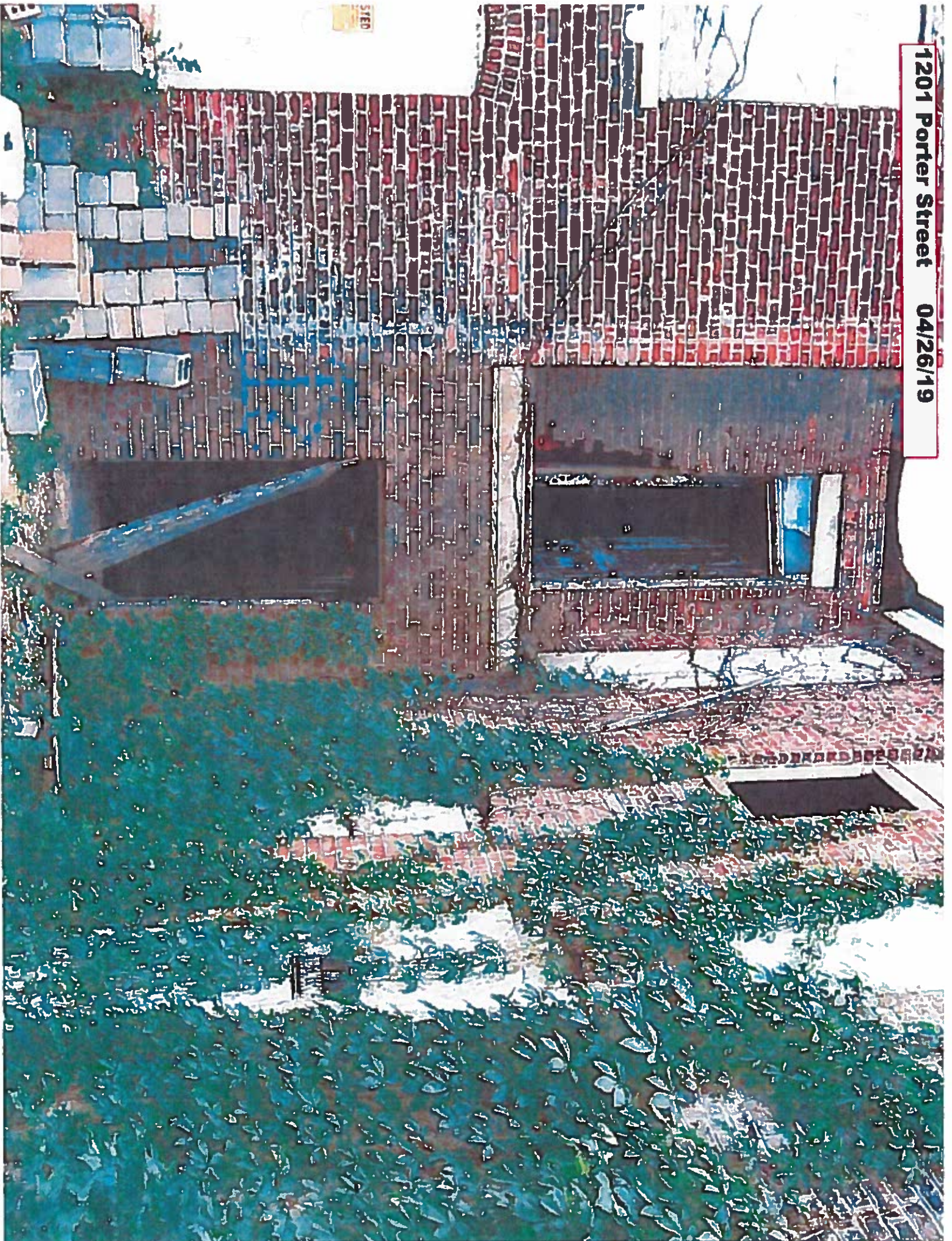
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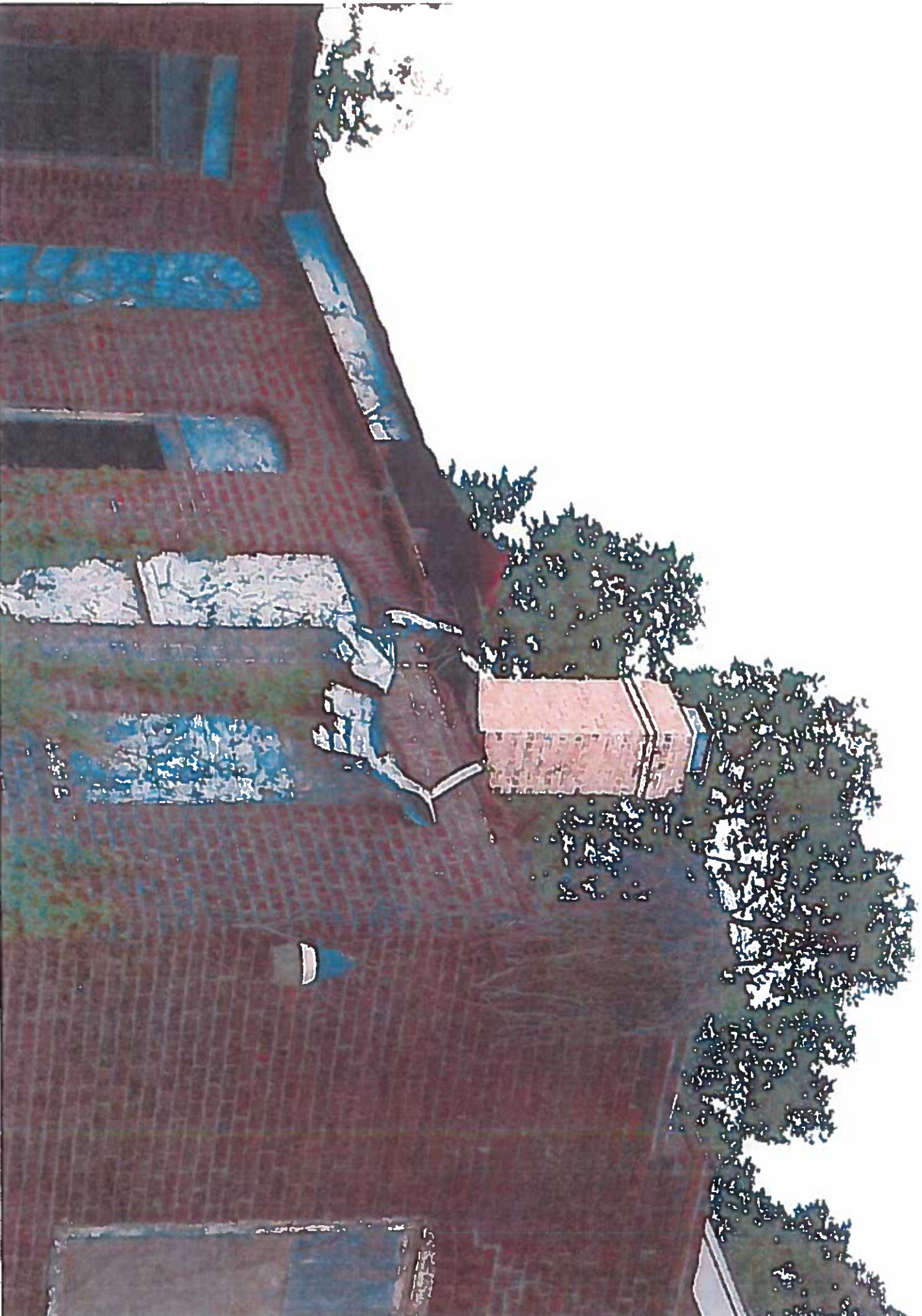
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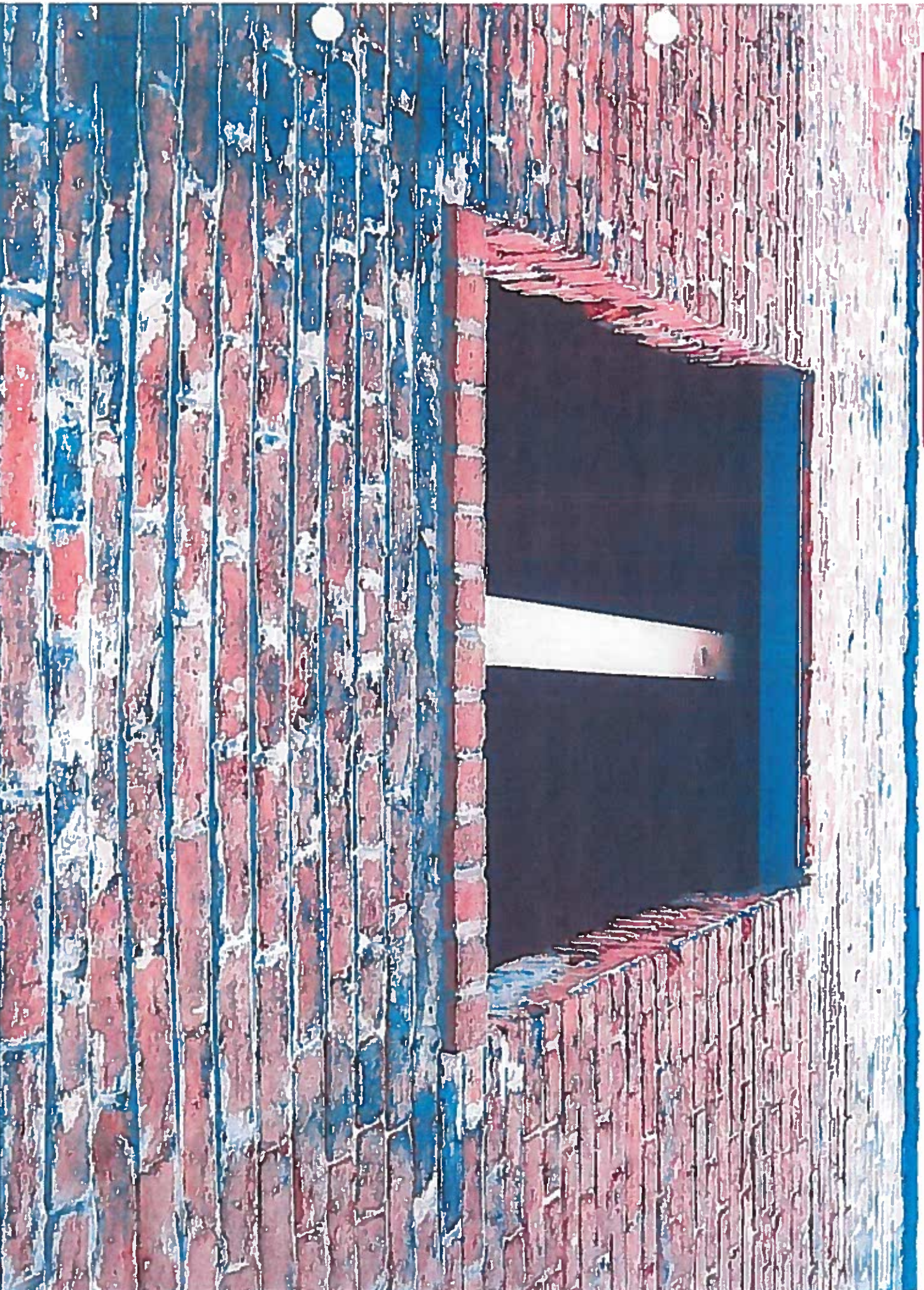
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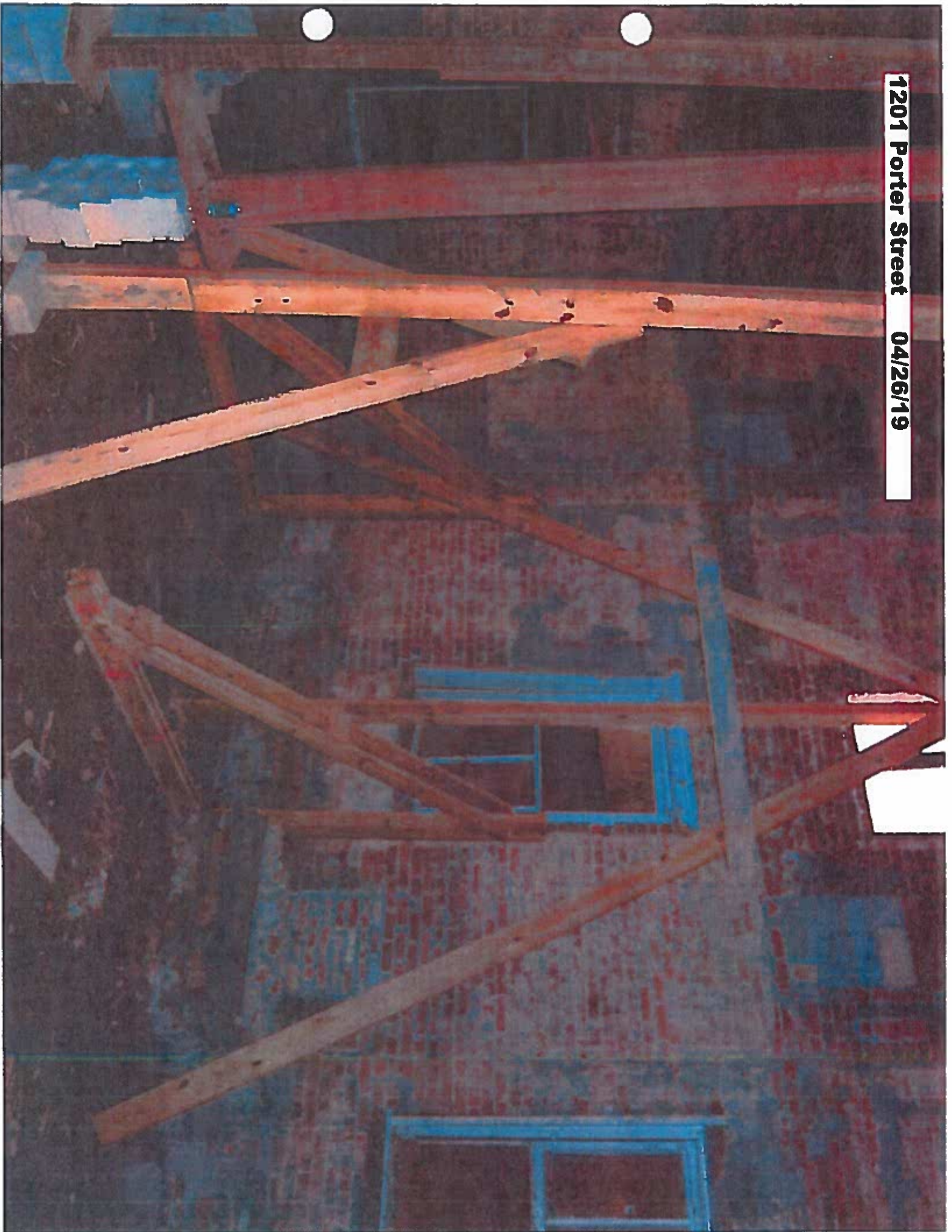
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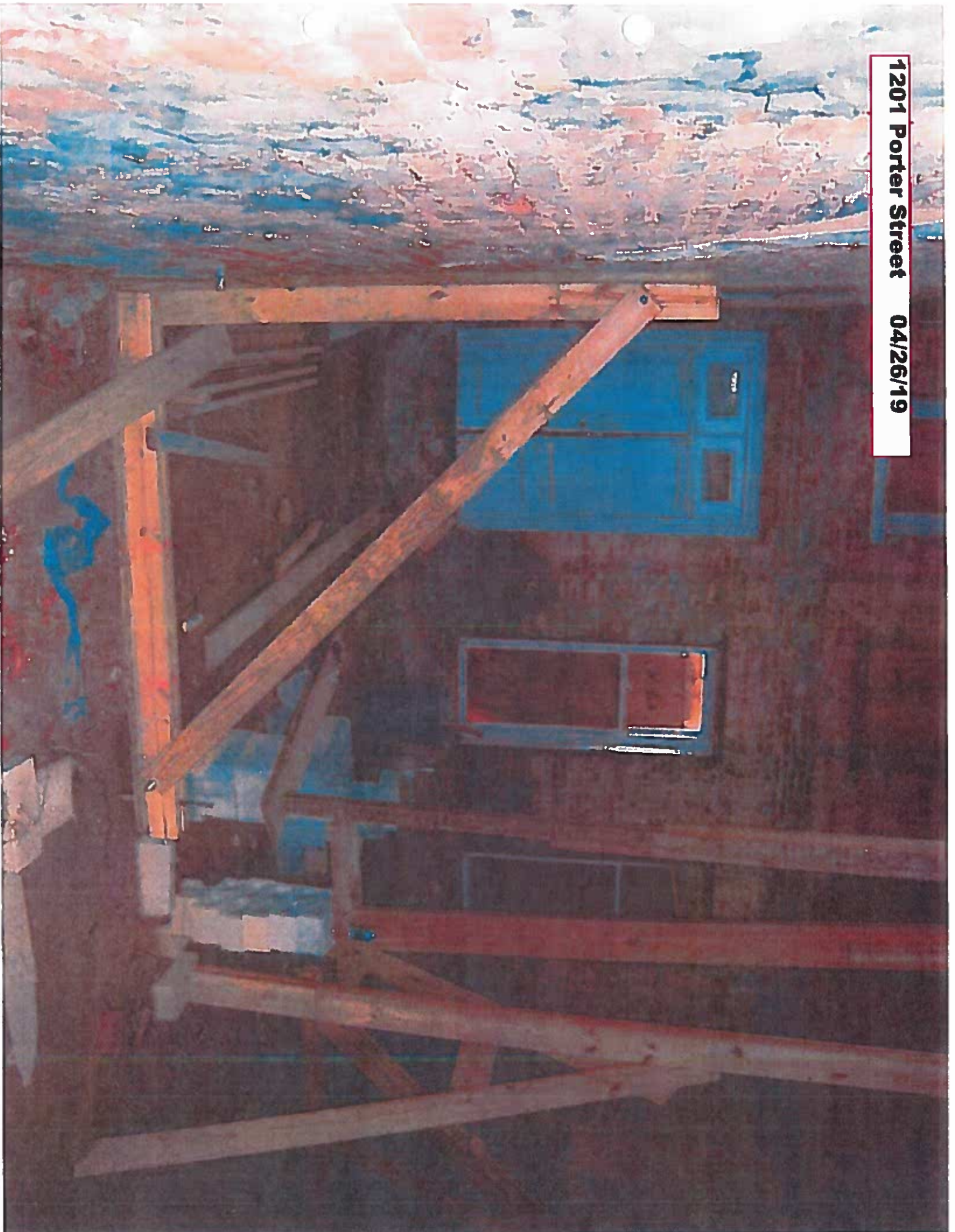


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