



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address 2214-2220 E. Grace st.

Historic district St. John's Church

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

APPLICANT INFORMATION

Check if Billing Contact

Name Catherine B Branch

Phone 804-441-5019

Company Twenty Three Hundred LLC

Email dmbbranch@live.com

Mailing Address 3725 Blue Lake Dr., Henrico, VA

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)

Front yard hardscape, Post office delivery boxes and UPS, Fed Ex, Amazon etc package boxes as per specs and drawings emailed on December 17, 2020 to CAR staff and by reference made a part of this application.

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 Catherine B Branch, Member Manager Date 12/28/2020

Jones, Carey L. - PDR

From: David Branch <dmbbranch@live.com>
Sent: Friday, December 18, 2020 4:29 PM
To: Jones, Carey L. - PDR
Subject: Re: 2218 E Grace St

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Carey,

1. The mailboxes are currently at the side of the building but packages are left on the front porch, especially by FedEx and UPS.
We think it will be much safer for the packages to be delivered in the front. It is also confusing because we have four "front" doors.
2. Yes, front yard is to be hardscaped. We plan on using the brick from the rear terrace of the building and put them in the front for a hardscape. We want to soften the hardscape with the flower and plant beds as shown.
3. The rear terrace also needs to be elevated about 8 to 10 inches near the rear of the building and sloping toward the alley due to drainage issues. So, we will take care of drainage issues in front and rear.

David

David M Branch
Attorney at Law
P.O Box 146
Goochland, Virginia 23063
Mobile:804-441-5019
Fax:804-441-8279
dmbbranch@live.com

From: Jones, Carey L. - PDR <Carey.Jones@richmondgov.com>
Sent: Friday, December 18, 2020 3:56 PM
To: David Branch <dmbbranch@live.com>
Subject: RE: 2218 E Grace St

David,

Thank you for your email about these plans. I appreciate you reaching out to me about this. I have reviewed the plans and photographs you provided and I have a couple questions for you.

1. Could the mailboxes and package drop boxes be relocated to the side yard?
2. Are you planning to hardscape the front yard? It is hard to tell from the images.

In terms of the walkway, I think raising it to address drainage issues sounds like a good idea.

Thank you,
Carey

From: David Branch [mailto:dmbbranch@live.com]
Sent: Thursday, December 17, 2020 12:19 PM
To: Jones, Carey L. - PDR <Carey.Jones@richmondgov.com>
Subject: 2218 E Grace St

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Carey,

I trust you are doing well.

You may remember me from a year and one half ago when we received approval for the new porch columns at 2218 E. Grace St.

1. We want to landscape the front yard as generally shown in the attached photos.
2. The property is 66 feet wide (along Grace St) and 25 feet measured from sidewalk to bldg. The porch is 5'4" leaving a front yard of approx. 20 feet deep.
3. There is a 4-inch-wide concrete curb which surrounds the perimeter. The fence sits on this concrete curb.
4. The entrance walkway is 8'8" wide. This divides the front yard into two halves of approx. 27 feet wide by 20 feet deep, plus the 8'8" entrance walkway.
5. We intend to use the brick that is on our current outside terrace located in the rear of the bldg as the brick for the front.
6. We will use a different brick in the rear when we redo that terrace.
7. We intend to place two package-drop boxes in front of the new hedge on the western portion of the property. The hedge should grow to 4 or 5 feet and block the drop boxes which are 40" high. Hedge will probably be laurel.
8. The 8-tenant mailbox is 65" high with cap.
9. Both the mailbox and drop boxes will be black.
10. The current walkway is too low and allows water and ice to accumulate on the walkway. We intend to raise the walkway approx. 6 inches at the front of the porch and slope toward Grace st.

I have attached several photos to help you visualize the property and a photo of the older brick on the back terrace. The mailbox will have the pedestal and cap as shown in the photo and will be black. Dimensions are shown on the spec sheet. Cap adds several inches to mailbox making it 65" tall. (62" without the cap)

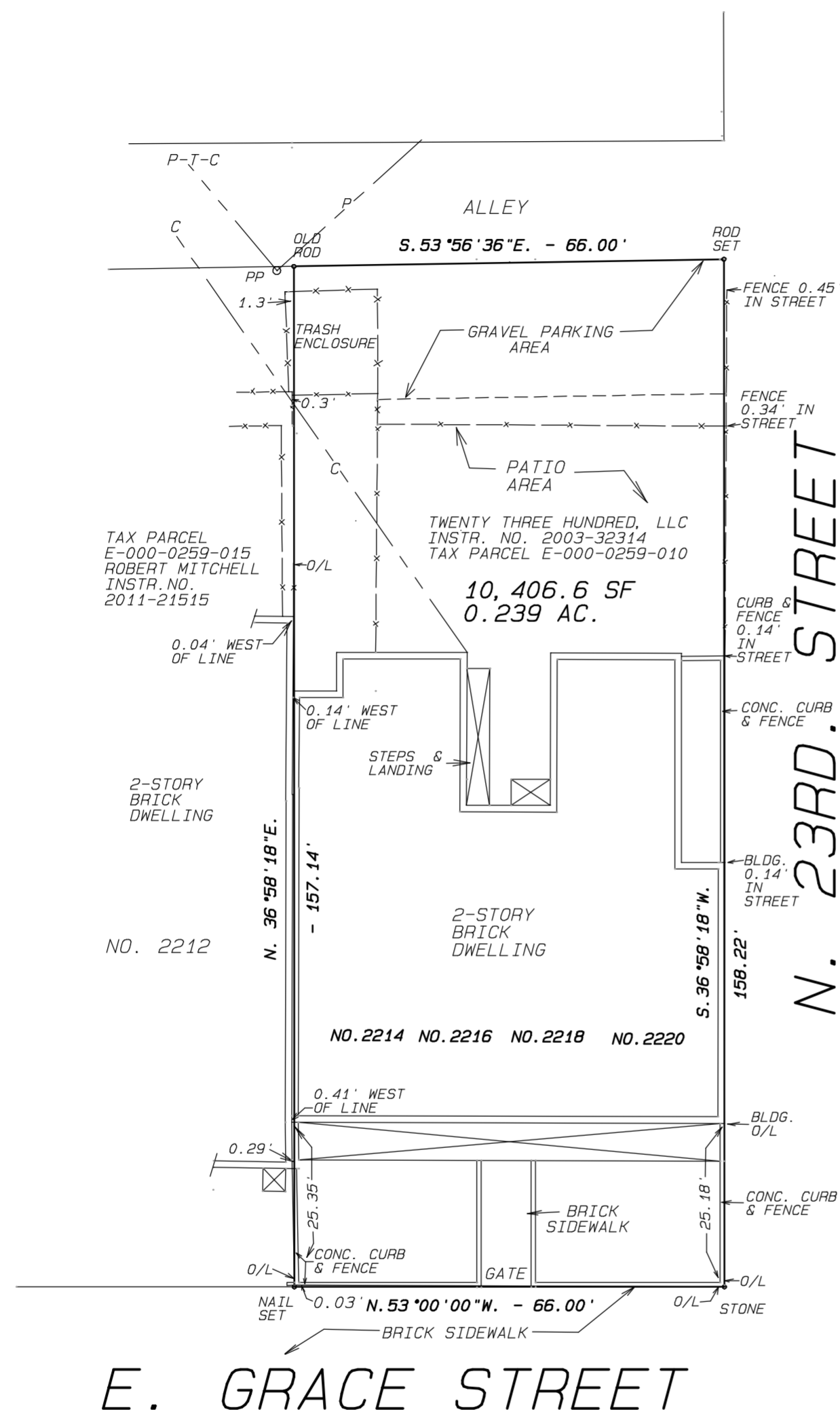
Can we receive administrative approval for this landscaping?

Building owner is:
Twenty-Three Hundred LLC
3725 Blue Lake Dr.
Henrico, Va. 23233
804-441-5019

Thank you for your assistance,
David

NOTES

1. POWER TO BUILDING IS UNDERGROUND.
2. THIS SURVEY HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.



CERTIFICATION

THIS IS TO CERTIFY THAT WE MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON. THAT ALL IMPROVEMENTS AND VISIBLE EASEMENTS ARE SHOWN HEREON. THAT THERE ARE NO ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES, OR FROM SUBJECT PREMISES, OTHER THAN SHOWN HEREON.

STEVEN B. KENT - LAND SURVEYOR
REGISTRATION NO. 1686
COMMONWEALTH OF VIRGINIA

PLAT OF PROPERTY SITUATED
ON THE NORTHWEST CORNER
OF E. GRACE STREET AND
N. 23RD. STREET
CITY OF RICHMOND, VIRGINIA
OCT. 23, 2017 SCALE: 1"=20'

LEGEND

- P= OVERHEAD POWER
- T= OVERHEAD TELEPHONE
- O/L = ON LINE
- CONC. = CONCRETE
- PP= POWER POLE
- C= OVERHEAD CABLEVISION

GRAPHIC SCALE 1"=20'



STEVEN B. KENT & ASSOCIATES, PC
LAND SURVEYORS
1521 BROOK ROAD
RICHMOND, VIRGINIA 23220
OFF. 804.643-6113
email: stevenkent85@verizon.net











Shop Options for Apartment Mailboxes from U.S. Mail Supply

We've got a deep supply of [apartment mailboxes available for sale online](#). If you're considering indoor options or breaking down mailboxes into single units, check out our full inventory.



Outdoor Mailboxes

Shop large and small locking outdoor commercial and pedestal metal mailboxes for houses and apartments available for sale from U.S. Mail Supply. Free-standing post mounted outdoor mailboxes are best for multi-unit structures and buildings.



Depot Style Mailboxes

Secure locking depot mailboxes come in many styles and sizes – from decorative style free-standing mailboxes to classic style commercial mailboxes.



USPS Approved Mailboxes

Buy USPS approved commercial outdoor mailbox clusters for apartments, offices, companies, and businesses throughout the US.

Cluster Mailboxes Provide Security and Weather Protection

Cluster mailboxes provide a convenient, central location for apartment tenants, hotel guests, even military base residents to pick up their mail. Whether you are an apartment manager seeking a [decorative cluster box unit](#) for your property or a small business owner looking for a private use [letter locker mailbox](#), U.S. Mail Supply has a great selection of cluster mailboxes mounted on pedestals.

Constructed of powder-coated stainless steel and aluminum, the cluster box units resist rust, scratches, and vandalism. The doors of our [Vital F-Series cluster box units](#), for instance, are designed to prevent prying and provide maximum security against theft.



Roll over image to zoom in



dVault Deposit Vault DVCS0020 Secure Collection and Package Drop (Sand)

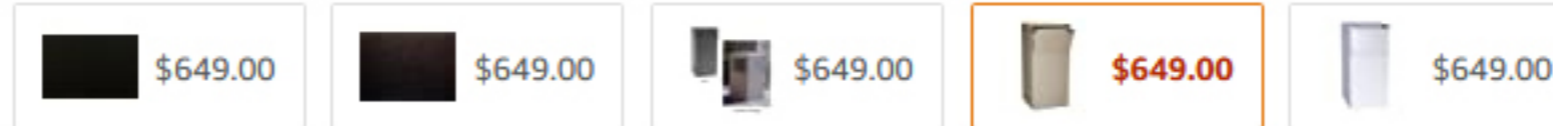
Brand: dVault

★★★★★ 11 ratings

Price: \$649.00 + \$89.99 shipping

Pay \$36.06/month for 18 months, interest-free upon approval for the Amazon Rewards Visa Card

Color: Sand



- Constructed of heavy duty 16 gauge galvanized steel
- Patented secure-drop door and posi-lock access door prevent access to deposited contents
- Commercial grade powder coat finishes
- Meets USPS standards
- Proudly made in the USA

› See more product details

New (3) from \$649.00 + \$89.99 Shipping

Stainless Steel Mailboxes with Key Lock, Wall Mounted Large Capacity Mailbox, Silver, 14 3/5" x 12 4/5" x 4 1/3"

★★★★★ 244

\$38.99 ✓prime

Sponsored ⓘ

\$649.00

+ \$89.99 shipping

Arrives: Dec 22 - 29

May arrive after Christmas. Need a gift sooner? Send an Amazon Gift Card instantly by email or SMS.

In stock.

Usually ships within 2 to 3 days.

Qty: 1 ▾

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Buy Now

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Sold by dVault®

Return policy: Extended holiday return window till Jan 31, 2021

Select delivery location

Add to List

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Page 1 of 14

New (3) from \$649.00 + \$89.99 Shipping



Galvanised Steel Parcel Drop Box - Included Secure Package Delivery



Sandleford Galvanised Steel Package Parcel Box Included Secure Package



Sandleford Galvanised Steel Package Parcel Box Included Secure Package



Sandleford Galvanised Steel Package Parcel Box Included Secure Package



Step2 583199 Express Package Delivery Box, 31"H x 18"W x 23"D



Barska CB13330 Large Package Delivery Parcel Mail Drop Box for Porch



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Have one to sell?

Sell on Amazon





8 Tenant Door Cluster Box Unit With Pedestal

Product Number: F181570-8

Finish: Sandstone



\$1,285.00

QTY:

 **Add to My Cart**

Bulk Pricing Options Available

Qty	Price
1	\$1,285.00
2+	Call for price

Call for Bulk Orders

Before You Buy:

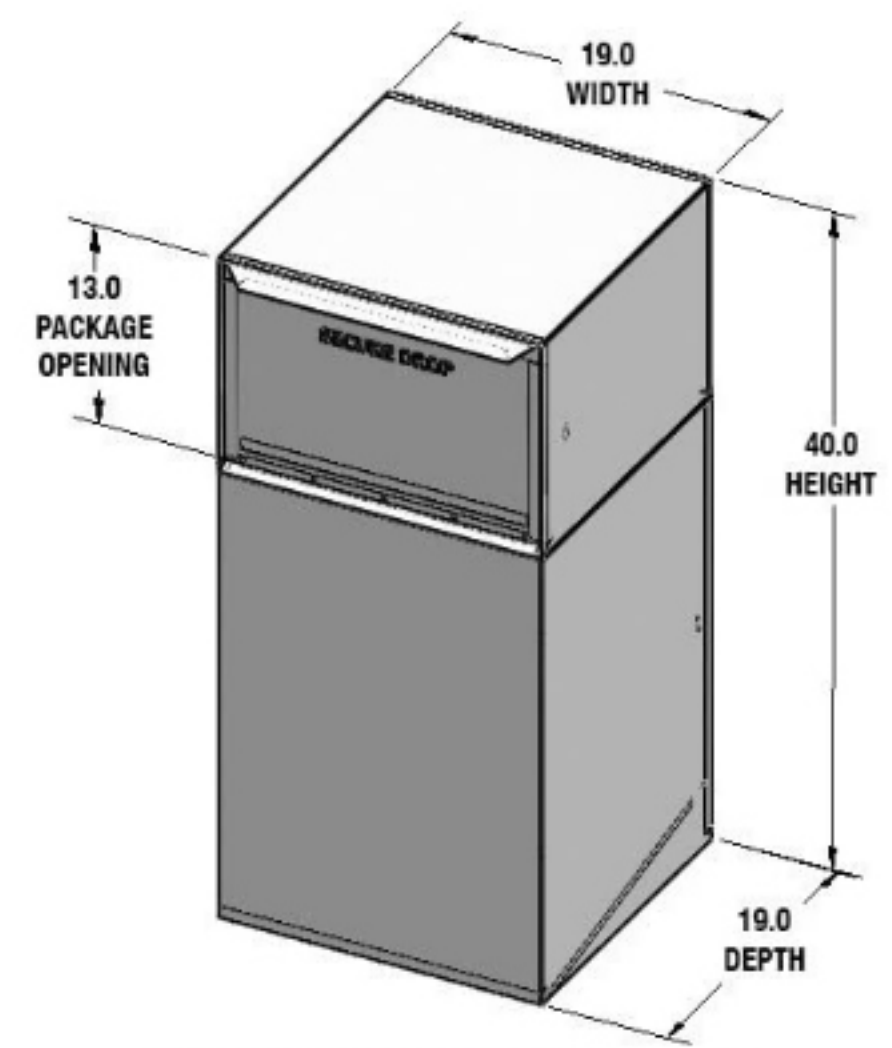
- USPS Approved – Check with local Postmaster regarding placement
- No modifications are allowed to the USPS design
- Pedestal mount only – cannot be wall mounted
- F-Series Cluster Box Units are sold with the pedestal, and cannot be sold without it
- Front-loading – Delivery person distributes the mail from the front

Dimensions:

Height	Width	Depth	Weight
62.00"	30.50"	18.00"	144lbs



Tools & Home Improvement > Hardware > Mailboxes & Accessories > Package Drop Boxes & Lockers



Click image to open expanded view



dVault Deposit Vault DVCS0020 Secure Collection and Package Drop (Black)

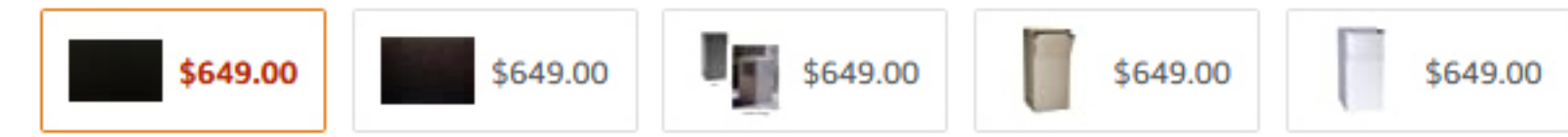
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- Commercial grade powder coat finishes
- Proudly made in the USA

> See more product details

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Stainless Steel Mailboxes with Key Lock, Wall Mounted Large Capacity Mailbox, Silver, 14 3/5" x 12 4/5" x 4 1/3"

★★★★★ 244

\$38.99 prime

Sponsored

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\$649.00

+ \$89.99 shipping

Arrives: Dec 22 - 29

May arrive after Christmas. Need a gift sooner? Send an Amazon Gift Card instantly by email or SMS.

In stock.

Usually ships within 2 to 3 days.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from dVault®

Sold by dVault®

Return policy: Extended holiday return window till Jan 31, 2021

Select delivery location

Add to List

Frequently bought together

Total price: \$672.99

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