



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### PROPERTY (location of work)

Address 19 N 29th St Unit E  
Historic district St. Johns Church

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

### APPLICANT INFORMATION

Name Matt Elmes  
Company Atlantic Crest Co.  
Mailing Address 130 N 32nd St.  
Richmond VA 23223

Phone 804-400-3326  
Email mattelmes@verizon.net  
Applicant Type:  Owner  Agent  
 Lessee  Architect  Contractor  
 Other (please specify):

### OWNER INFORMATION (if different from above)

Name Olga Jackson  
Mailing Address 19 N 29th St Unit E  
Richmond VA 23223

Company \_\_\_\_\_  
Phone (402) 541-5398  
Email olga.jackson10@gmail.com

### PROJECT INFORMATION

Review Type:  Conceptual Review  Final Review  
Project Type:  Alteration  Demolition  New Construction  
(Conceptual Review Required)

### Project Description: (attach additional sheets if needed)

4x5 enclosure on second floor rear porch for storage. Keep porch columns. Screen in porch on inside of handrail and columns with black insect screen. Change 2 solid panels to 2 glass panels existing door

### ACKNOWLEDGEMENT OF RESPONSIBILITY

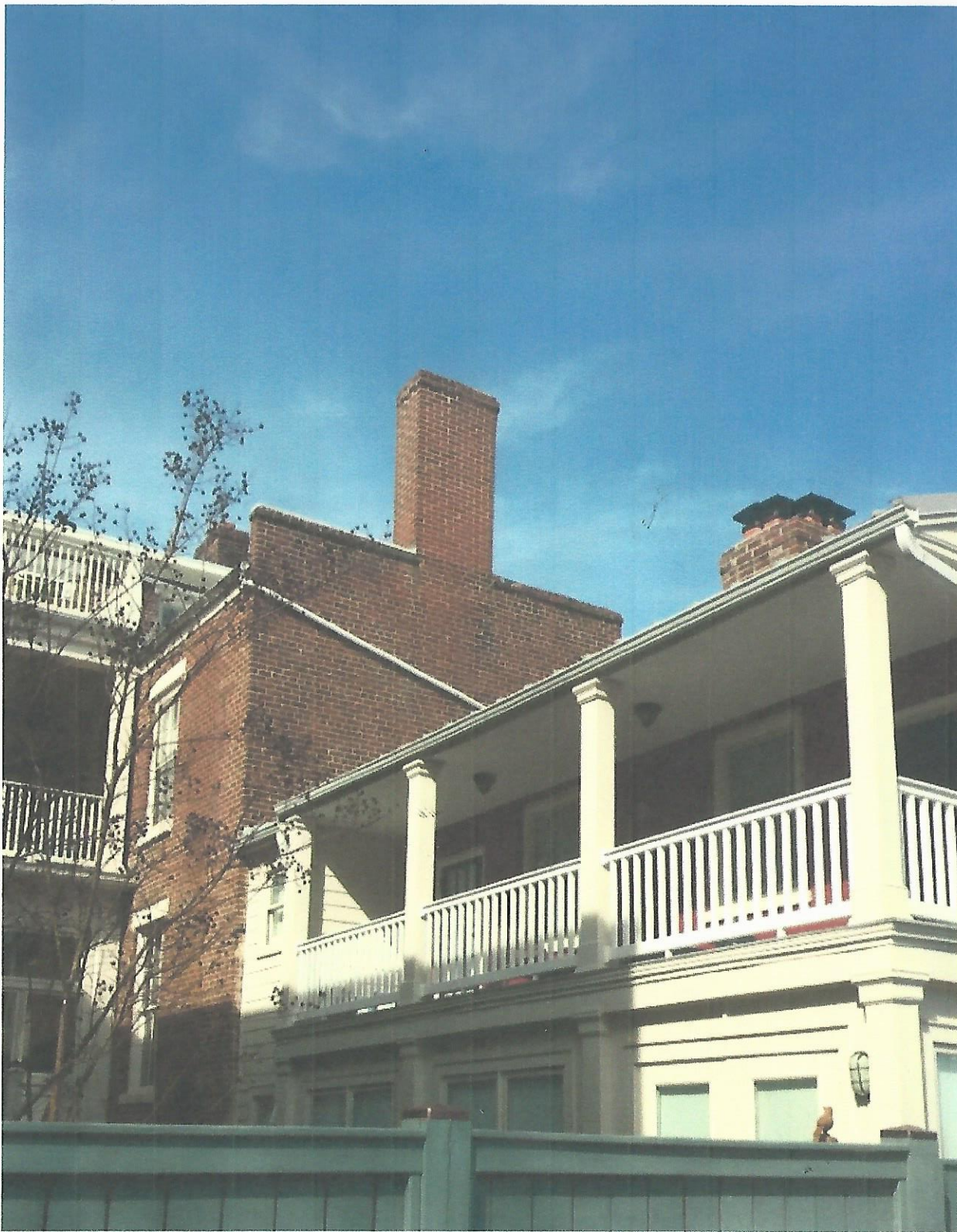
**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with the COA may result in project delays or legal action. The COA is valid for one (1) year and may be extended for an additional year, upon written request.

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. 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 \_\_\_\_\_



Alley view existing  
19 N 29th St. Unit E

- ① Enclose 4x5 foot area  
off 2nd floor door near  
main house. Keep column  
continue Hardi-Plank  
and add matching window  
Area will read as enclosed  
porch and be reversible.
- ② Screen in remainder of  
porch on inside of  
handrail and post. Any  
framing needed paint black
- ③ Change alley 2nd floor  
door top panel to glass.  
Door is currently 4 panel  
wood and pinned shut

19 N 29th St Unit E Proposed

enclosed porch area rendering ①

All column faces to stay handrail ends  
at corner of enclosure



19 N 29th St Unit E Proposed

enclosed porch area rendering (2)

All column faces to stay handrail ends  
at corner of enclosure false front

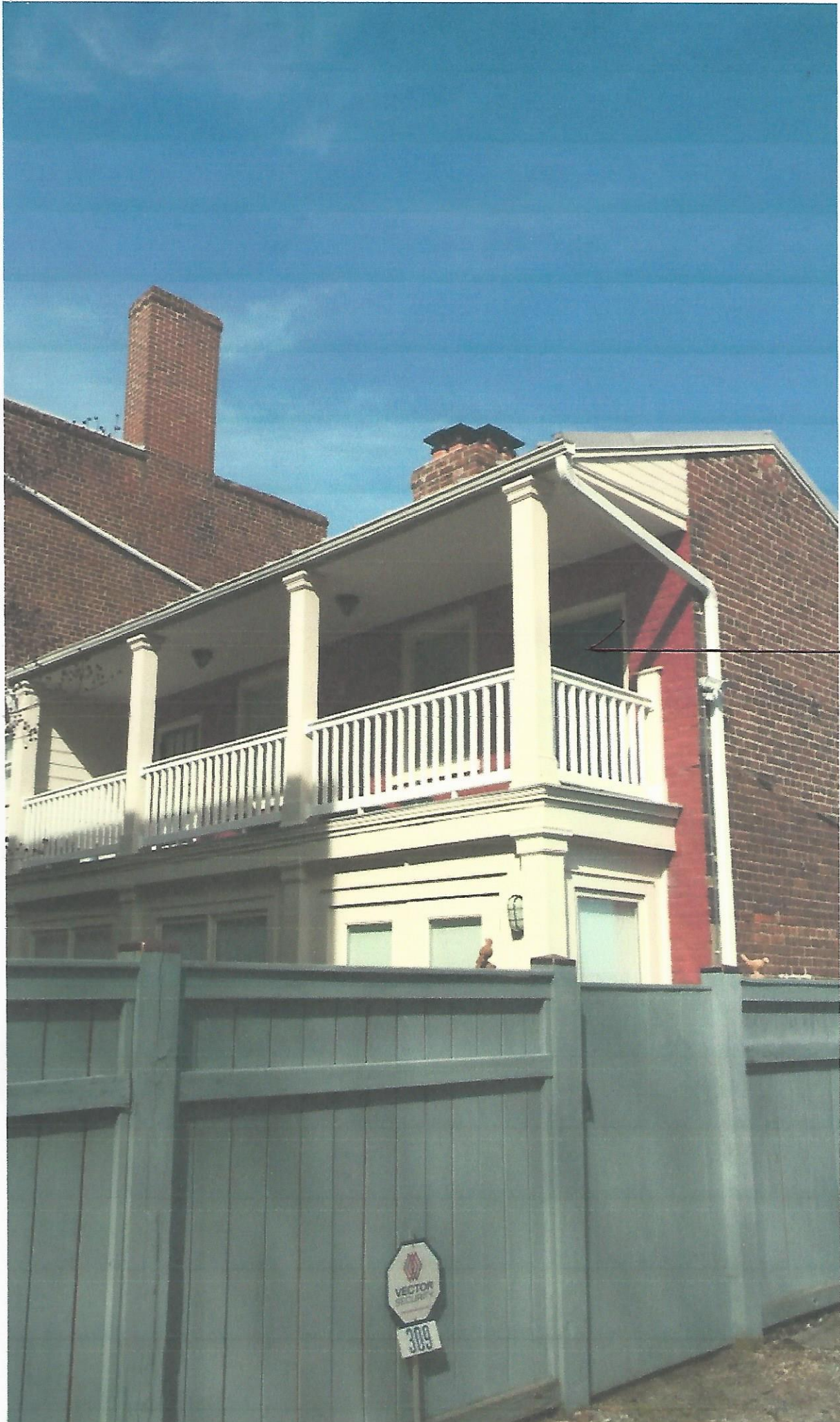


19 N 29th St Unit E

- Proposed Screen Area III

Screen to run behind handrail and columns  
black mesh with one black painted vertical





19 N 24th Unit E  
Proposed

Door to be  
1/2 Glass  
solid upper now