



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.



May 29th, 2025

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: Commission of Architectural Review: 874 & 876 Jessamine Street (E000-0374/027 & E000-0374/001)

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of a new three-story multifamily dwelling on the properties known as 874 and 876 Jessamine Street (the "Property").

The Property is located on the eastern line of Jessamine Street between Venable and Carrington Streets, is currently vacant, and lies in Richmond's Union Hill City Old and Historic District. Existing structures in the district are known for a variety of architectural styles and materials as well as a range of land uses. This block consists of a range of dwellings including single-family attached and detached dwellings as well as a large multifamily dwelling. Historic dwellings in the area tend to be of a range of designs and materials with historic dwellings in the block being of frame construction with lap siding containing full-width front porches. The topography of Jessamine Street slopes down from Venable toward Carrington Streets and some dwellings are elevated from the street while others are constructed on a more typical foundation.

The Property owner is proposing to construct a three-story, multifamily dwelling on the Property. The proposed siting would retain the informal alley located at the rear of the Property and accessible from Carrington Street. The dwelling design recognizes the existing dwellings in the block and previously approved designs and utilizes high quality materials including brick and cementitious siding.



Siting:

The proposed dwelling would front Jessamine Street and be aligned with the existing dwelling located at 872 Jessamine Street. The siting of the new dwelling is compatible with others within the area and will present a consistent street frontage along Jessamine Street while filling in a “missing tooth” in the block.

Form:

The dwelling has been designed in a manner which is consistent with the form of other historic structures in the neighborhood and recently approved designs in the district. The proposed design would reference the existing single-family homes in the block with access provided to the first-floor units via the sidewalk and wide front porches fronting Jessamine Street. A combination of two- and three-bay designs, front doors with transom windows, traditional brick and lap siding construction, and a brick foundation carry features from the existing homes in the area consistent with the CAR guidelines.

Scale:

The proposed dwelling is consistent with the scale and character of the existing neighborhood and will appear appropriate from street level. Dwellings in the block range from two to four-stories in height with some two-story dwellings elevated from street height while other buildings are located at grade.

Height, Width, Proportion, & Massing

The proposed dwelling is compatible in height with other structures on the block. Existing structures range from two to four stories. A brick face around the building and discreet porches breaks up the overall massing of the design and reference a more traditional townhome form.

Exterior Cladding/Doors and Windows/Materials

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. These items were selected to be consistent with CAR requirements and nearby dwellings. All finishes including doors and windows would be as noted on the provided plans.

The proposed design would be compatible with the historical fabric of the block as it recognizes the siting, scale, form, and massing of the existing structures on the block and reflects new construction recently reviewed and approved by the CAR within the block. The proposed dwelling is consistent with the fabric of the historic district while offering a variety of housing opportunities within the area. Furthermore, many of the design elements of the proposed dwelling can be found on historically significant dwellings throughout the Union Hill district.

I thank you for the care and assistance in reviewing this application. Should you have any questions after reviewing this request, please feel free to contact me at will@bakerdevelopmentresources.com or (864)377-9140.

Sincerely,



Will Gillette, AICP

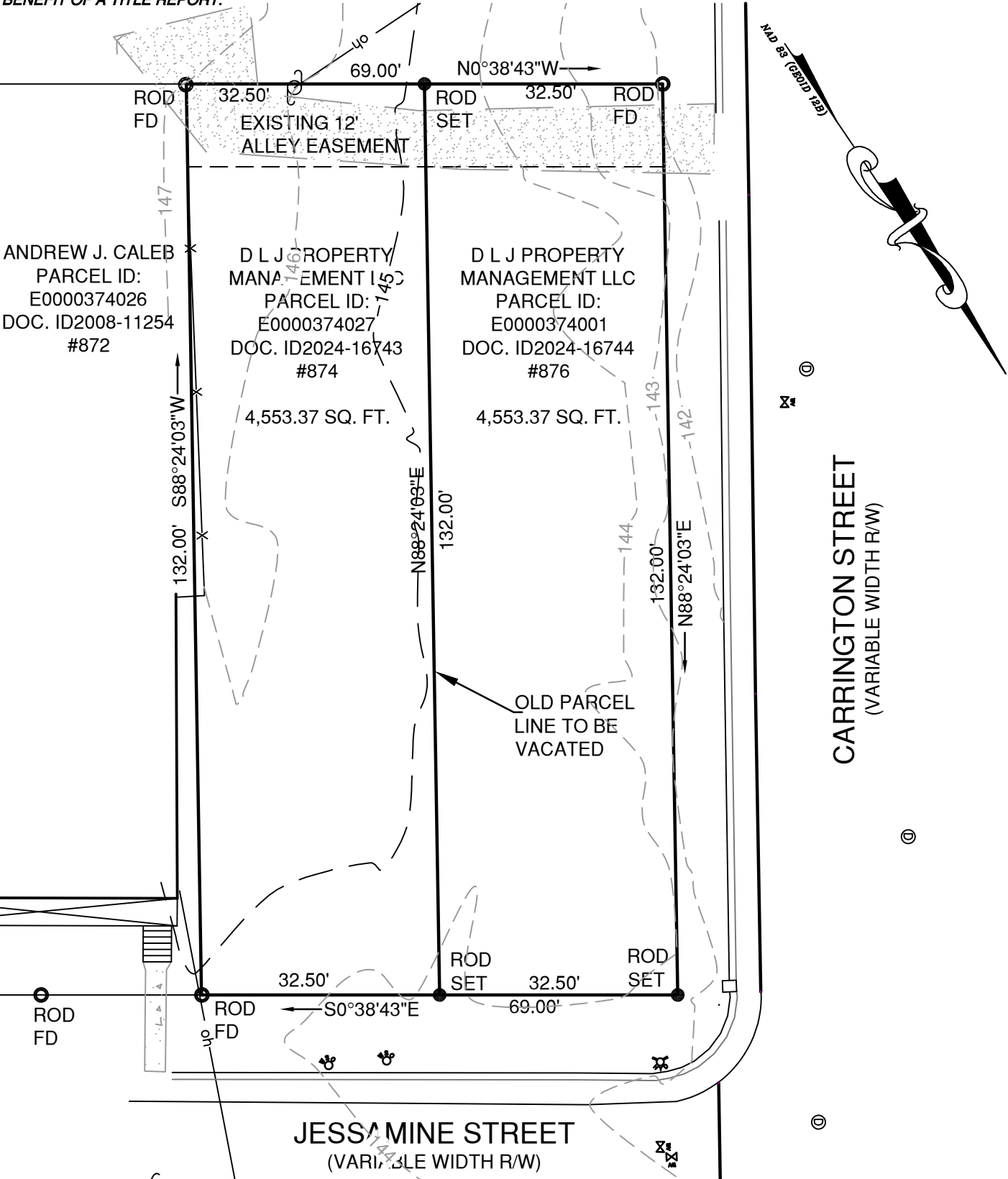
Baker Development Resources, LLC

THIS PROPERTY IS LOCATED IN **ZONE X** AS SHOWN ON THE FLOOD INSURANCE RATE MAP (FIRM), COMMUNITY PANEL #5101290033D, EFFECTIVE DATE: 4/2/2009

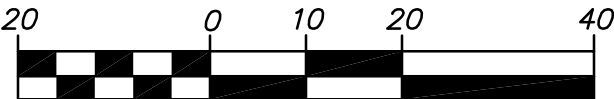
THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD OR OTHER PERTINENT FACTS THAT A CURRENT TITLE REPORT MIGHT IDENTIFY. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.

THIS SURVEY WAS MADE FOR THE PURPOSE OF IDENTIFYING LEGAL BOUNDARIES AND DOES NOT PURPORT TO IDENTIFY ENVIRONMENTAL FEATURES THAT AN ENVIRONMENTAL ASSESSMENT MIGHT IDENTIFY.

REFERENCE PLAT : PLAT BY EDWARDS, KRETZ, LOHR & ASSOCIATES, INC.



GRAPHIC SCALE



1 inch = 20 feet

**PLAT
SHOWING
PARCEL CONSOLIDATION OF
874 & 876 JESSAMINE STREET
FOR
D L J PROPERTY MANAGEMENT LLC**

CITY OF RICHMOND, VIRGINIA
DATE: NOVEMBER 13, 2024 SCALE: 1"=20'



consulting engineers, planners, and land surveyors
DRAWN BY: CCT, II CHECKED BY:

2463 boulevard
colonial heights, va 23834
telephone: 804.520.9015
facsimile: 804.520.9016
email: cctownes@townespc.com

ATTN: DON JONES



LOCATION BIRDSEYE VIEW

SCALE: 1:0.67

SK-01

5/28/25

PROJECT NO.: 25001

EXISTING CONDITIONS STREETSCAPE VIEW

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





JESSAMINE STREET STREETScape

SCALE: 3/32" = 1'-0"

SK-02

5/28/25

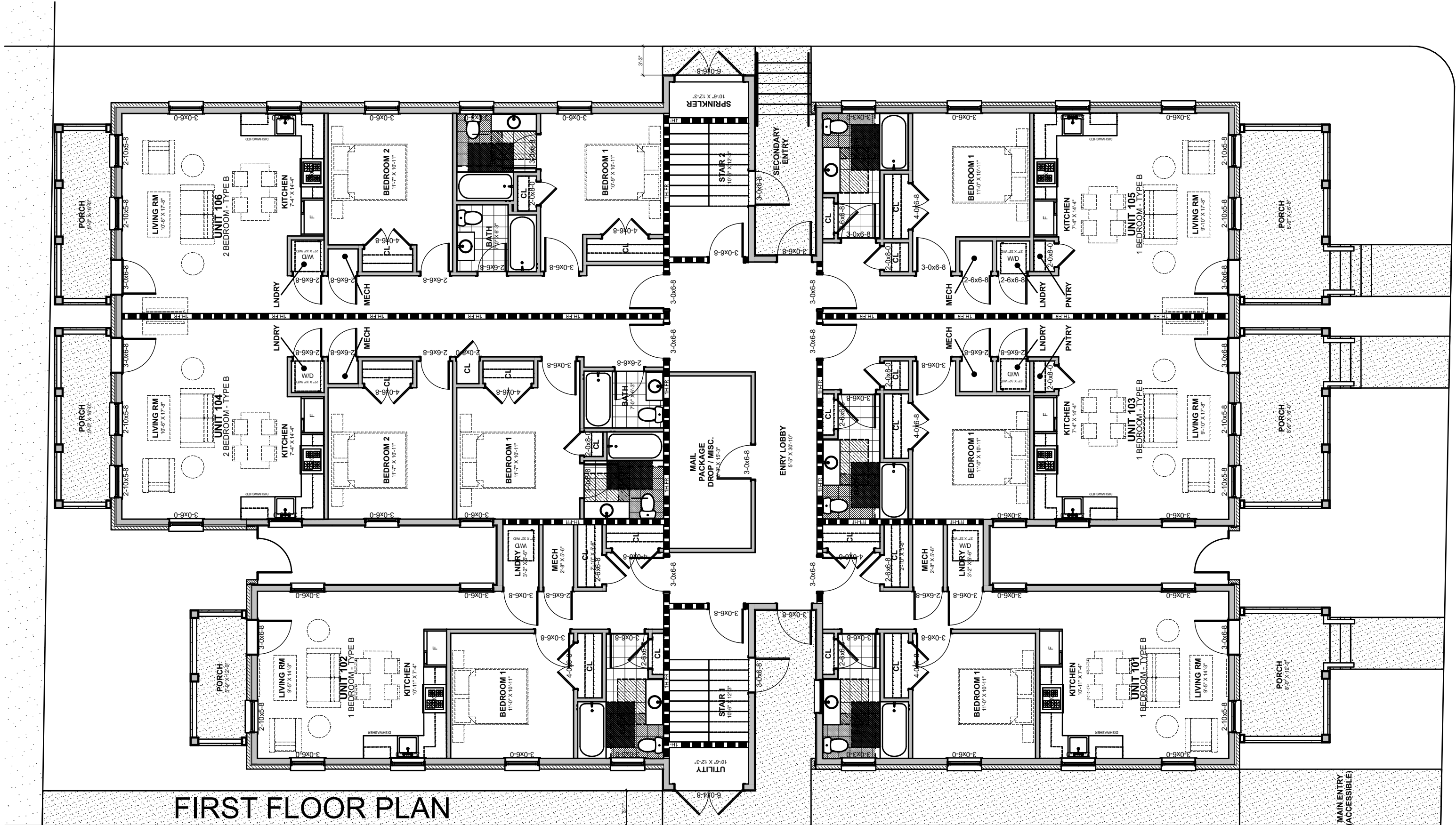
PROJECT NO.: 25001

PROPOSED STREETScape

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

SK-04

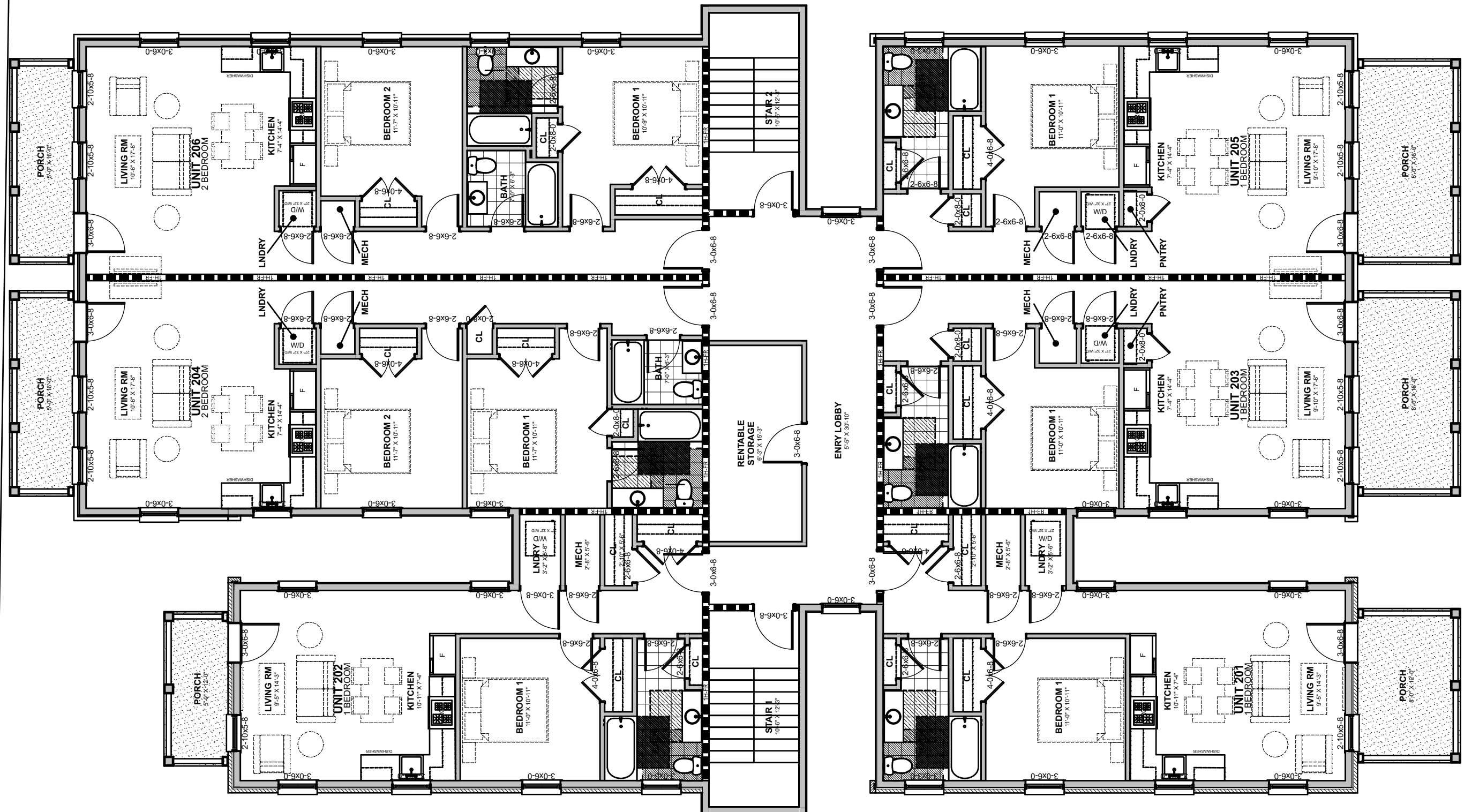
5/28/25

PROJECT NO.: 25001

PROPOSED FIRST FLOOR PLAN
874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

SK-05

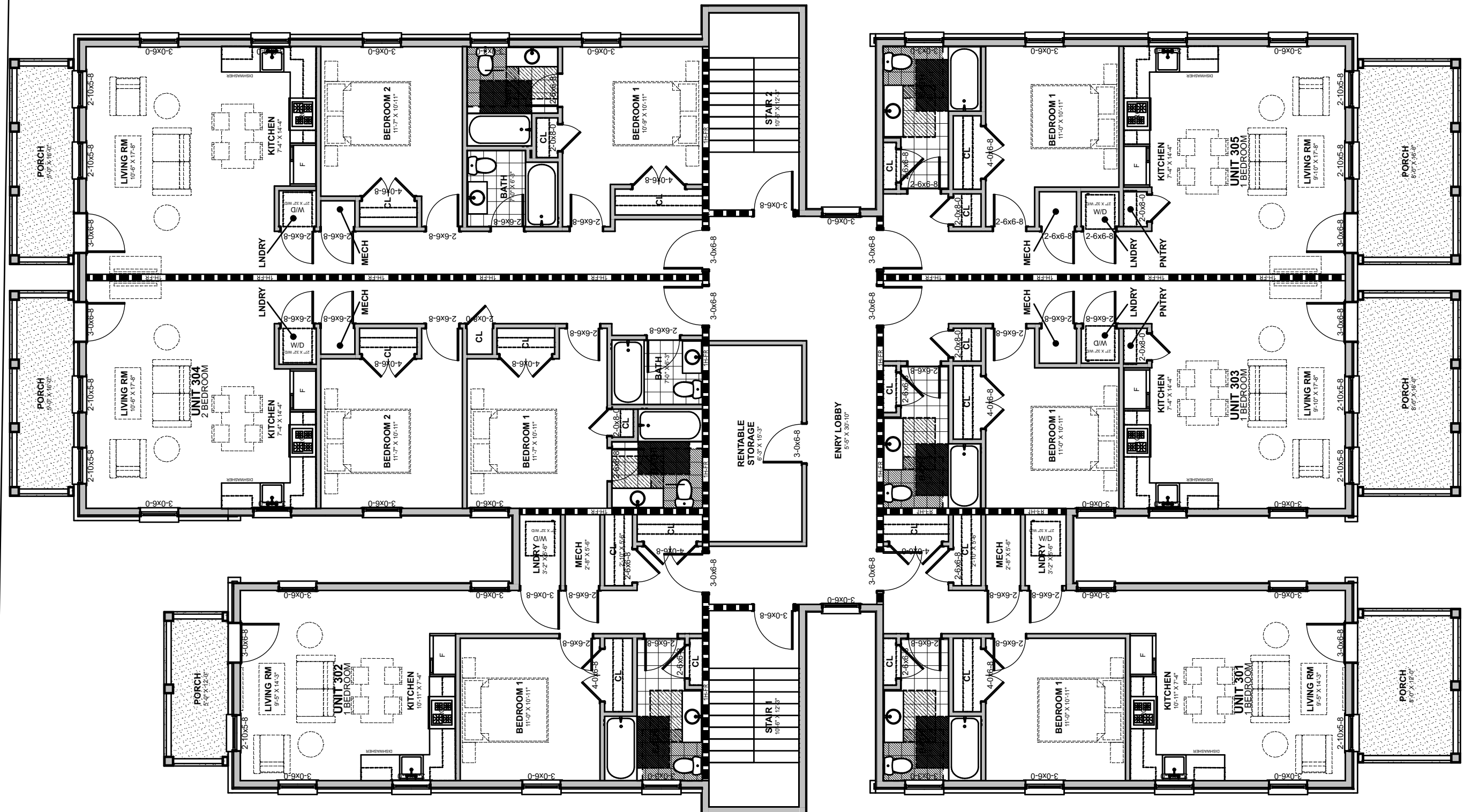
5/28/25

PROJECT NO.: 25001

PROPOSED SECOND FLOOR PLAN
874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





PROPOSED THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

SK-06
5/28/25
PROJECT NO.: 25001

PROPOSED THIRD FLOOR PLAN
874-876 JESSAMINE STREET RESIDENCES
RICHMOND, VIRGINIA



SK-07

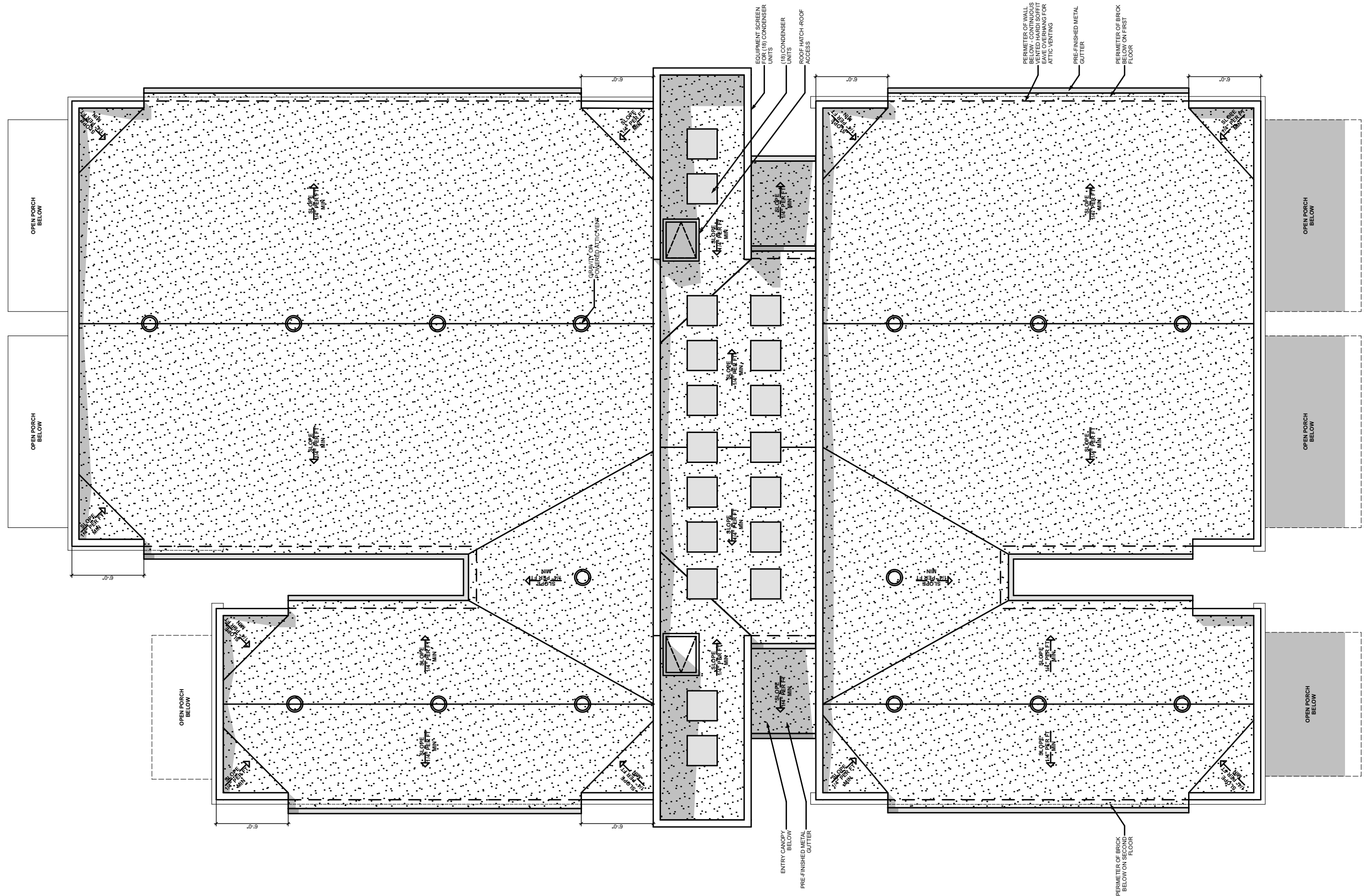
5/28/25

PROJECT NO.: 25001

PROPOSED ROOF PLAN

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





PROPOSED FRONT ELEVATION - JESSAMINE STREET

SCALE: 3/16" = 1'-0"

SK-08

5/28/25

PROJECT NO.: 25001

PROPOSED FRONT ELEVATION (STREET VIEW)

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





RIGHT SIDE ELEVATION - SIDE ENTRY - NON-ADA (CARRINGTON) ST)

SCALE: 1/8" = 1'-0"

SK-09

5/28/25

PROJECT NO.: 25001

PROPOSED RIGHT SIDE ELEVATION (SPRINKLER RM)

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





LEFT SIDE LEEVATION (ENTRY)

SCALE: 1/8" = 1'-0"

SK-10

5/28/25

PROJECT NO.: 25001

PROPOSED LEFT SIDE ELEVATION (ENTRY)

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA





PROPOSED REAR ELEVATION

SCALE: 3/16" = 1'-0"

SK-11

5/28/25

PROJECT NO.: 25001

PROPOSED REAR ELEVATION (PARKING VIEW)

874-876 JESSAMINE STREET RESIDENCES

RICHMOND, VIRGINIA

