



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### PROPERTY (location of work)

Address \_\_\_\_\_

Historic district \_\_\_\_\_

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

### APPLICANT INFORMATION

Check if Billing Contact

Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

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)

### 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 \_\_\_\_\_

Date \_\_\_\_\_

# CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

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

Staff Contact: 804.646.6335 Carey.Jones@Richmondgov.com
---------------------------------------------------------

## SUBMISSION INSTRUCTIONS

**Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.**

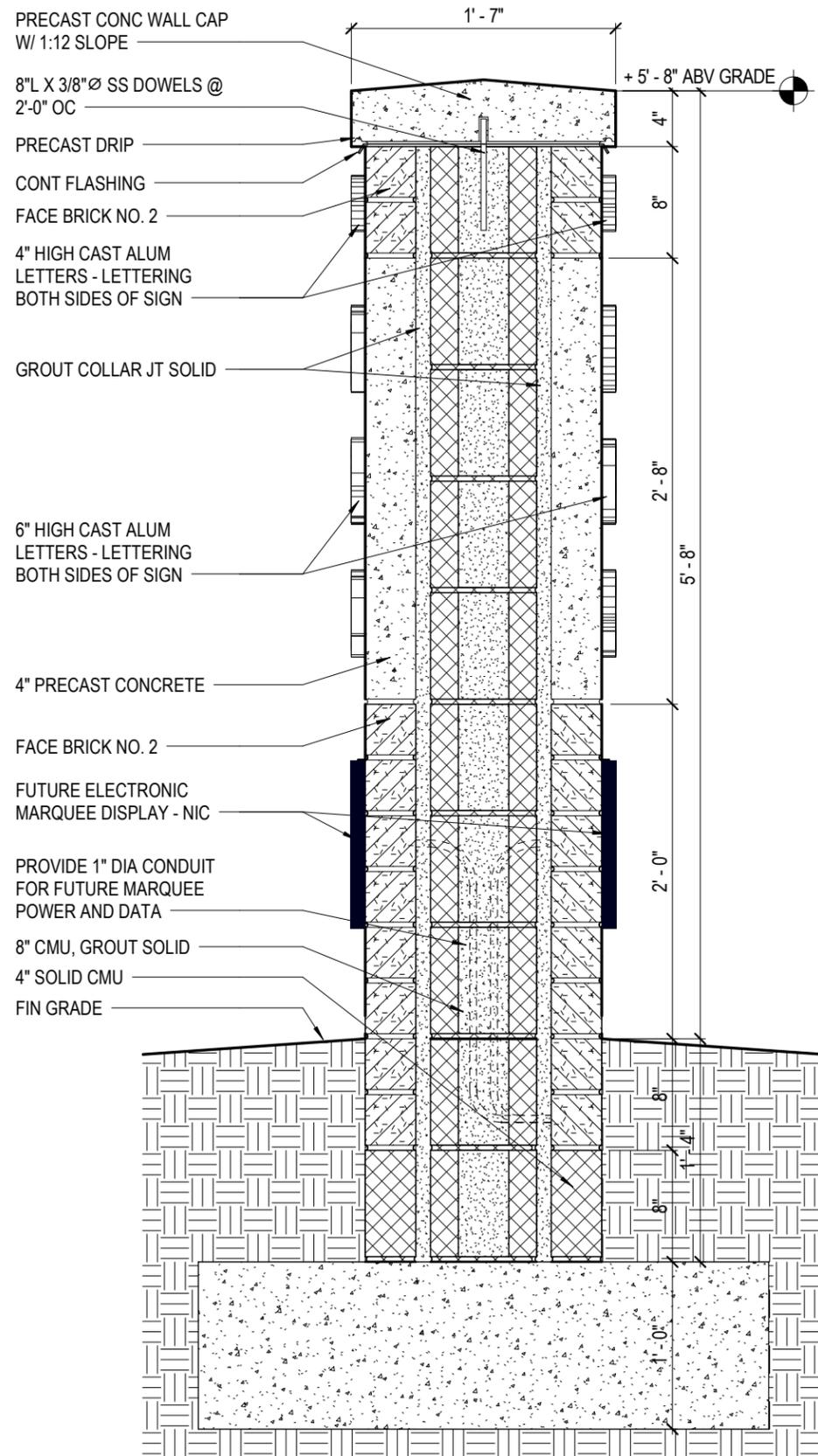
Submit the following items to the Division of Planning and Preservation, 900 E. Broad Street, Rm. 510:

- One (1) signed and completed application – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, submitted via email or OneDrive.
- Application fee, as required, will be invoiced. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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 the agenda.
- **A complete application** includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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.

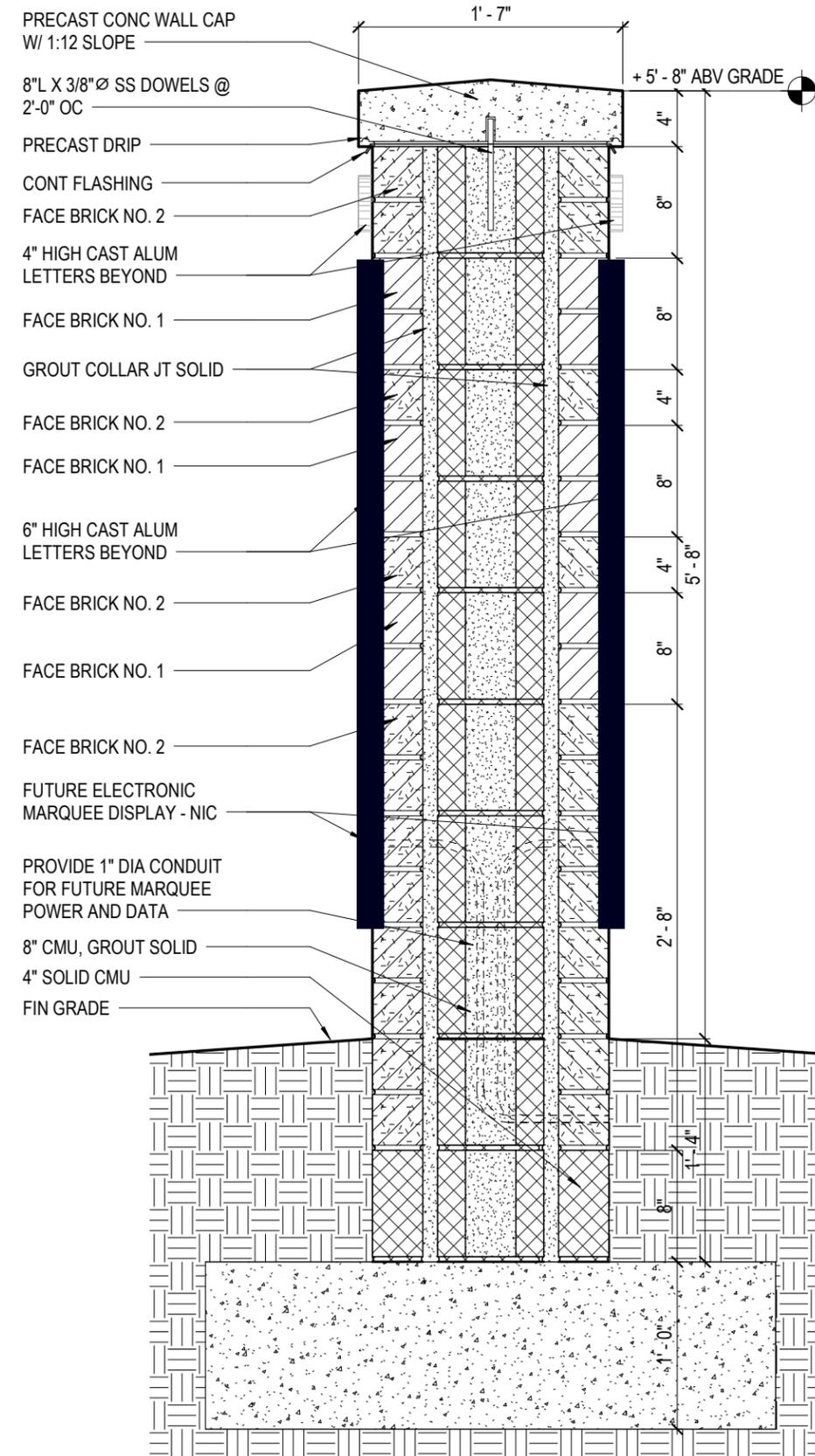
## MEETING SCHEDULE AND APPLICATION DUE DATES

- The CAR meets on the fourth Tuesday of each month, except in December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00 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.
- 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: <http://www.richmondgov.com/CommissionArchitecturalReview> or contact staff.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission 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.

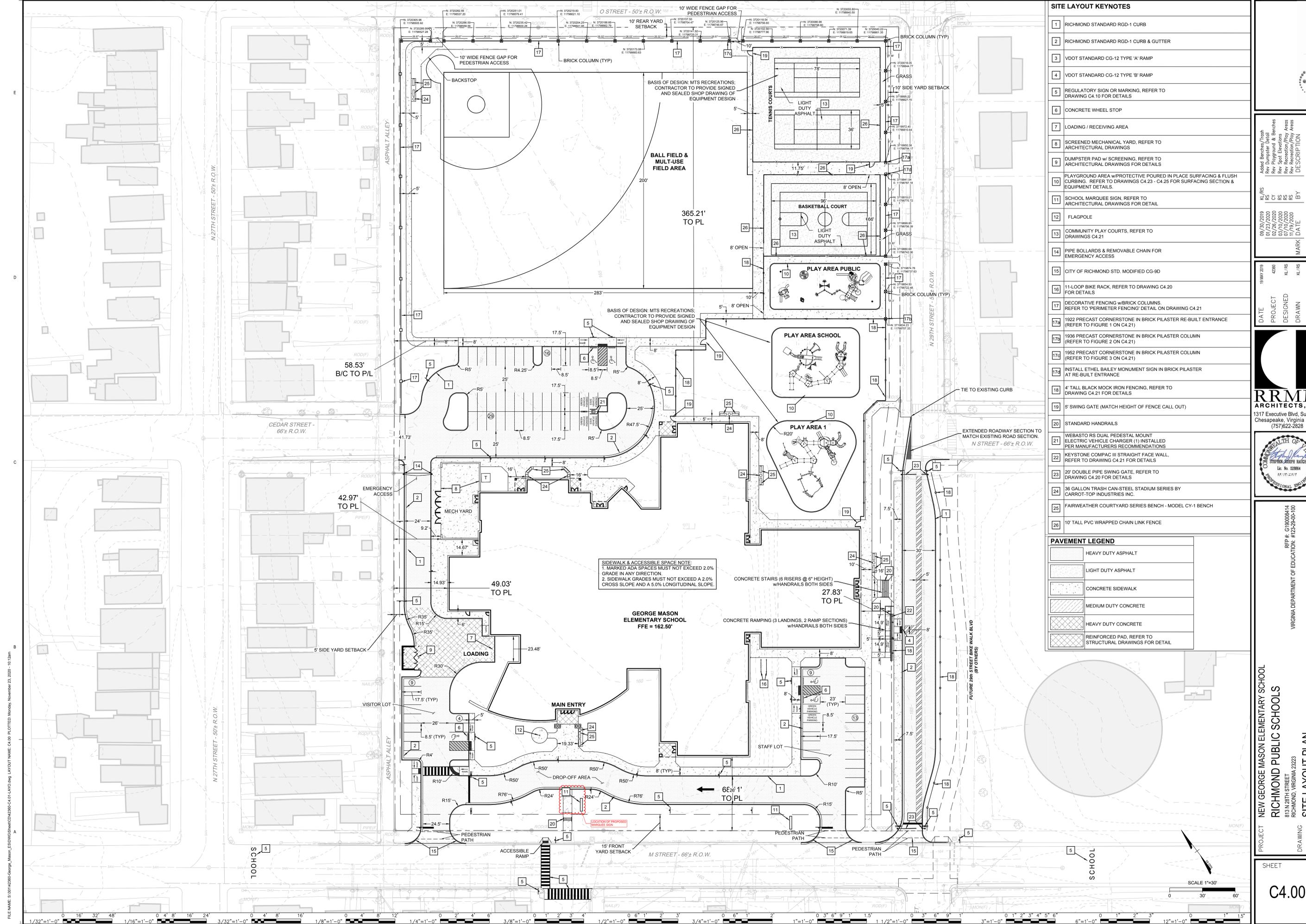




**EXISTING MONUMENTAL SIGN (SIGNAGE SECTION)**



**ADDTL MONUMENTAL SIGN W/ MARQUEE DISPLAY (SIGNAGE SECTION)**



**SITE LAYOUT KEYNOTES**

- RICHMOND STANDARD RGD-1 CURB
- RICHMOND STANDARD RGD-1 CURB & GUTTER
- VDOT STANDARD CG-12 TYPE 'A' RAMP
- VDOT STANDARD CG-12 TYPE 'B' RAMP
- REGULATORY SIGN OR MARKING, REFER TO DRAWING C4.10 FOR DETAILS
- CONCRETE WHEEL STOP
- LOADING / RECEIVING AREA
- SCREENED MECHANICAL YARD, REFER TO ARCHITECTURAL DRAWINGS
- DUMPSTER PAD w/ SCREENING, REFER TO ARCHITECTURAL DRAWINGS FOR DETAILS
- PLAYGROUND AREA w/ PROTECTIVE POURED IN PLACE SURFACING & FLUSH CURBING. REFER TO DRAWINGS C4.23 - C4.25 FOR SURFACING SECTION & EQUIPMENT DETAILS.
- SCHOOL MARQUEE SIGN, REFER TO ARCHITECTURAL DRAWINGS FOR DETAIL
- FLAGPOLE
- COMMUNITY PLAY COURTS, REFER TO DRAWINGS C4.21
- PIPE BOLLARDS & REMOVABLE CHAIN FOR EMERGENCY ACCESS
- CITY OF RICHMOND STD. MODIFIED CG-9D
- 11-LOOP BIKE RACK, REFER TO DRAWING C4.20 FOR DETAILS
- DECORATIVE FENCING w/ BRICK COLUMNS. REFER TO 'PERIMETER FENCING' DETAIL ON DRAWING C4.21
- 1922 PRECAST CORNERSTONE IN BRICK PLASTER RE-BUILT ENTRANCE (REFER TO FIGURE 1 ON C4.21)
- 1936 PRECAST CORNERSTONE IN BRICK PLASTER COLUMN (REFER TO FIGURE 2 ON C4.21)
- 1962 PRECAST CORNERSTONE IN BRICK PLASTER COLUMN (REFER TO FIGURE 3 ON C4.21)
- INSTALL ETHEL BAILEY MONUMENT SIGN IN BRICK PLASTER AT RE-BUILT ENTRANCE
- 4' TALL BLACK MOCK IRON FENCING, REFER TO DRAWING C4.21 FOR DETAILS
- 5' SWING GATE (MATCH HEIGHT OF FENCE CALL OUT)
- STANDARD HANDRAILS
- WEBASTO RS DUAL PEDESTAL MOUNT ELECTRIC VEHICLE CHARGER (1) INSTALLED PER MANUFACTURERS RECOMMENDATIONS
- KEYSTONE COMPAC III STRAIGHT FACE WALL, REFER TO DRAWING C4.21 FOR DETAILS
- 20' DOUBLE PIPE SWING GATE, REFER TO DRAWING C4.20 FOR DETAILS
- 36 GALLON TRASH CAN-STEEL STADIUM SERIES BY CARROT-TOP INDUSTRIES INC.
- FAIRWEATHER COURTYARD SERIES BENCH - MODEL CY-1 BENCH
- 10' TALL PVC WRAPPED CHAIN LINK FENCE

**PAVEMENT LEGEND**

[Pattern]	HEAVY DUTY ASPHALT
[Pattern]	LIGHT DUTY ASPHALT
[Pattern]	CONCRETE SIDEWALK
[Pattern]	MEDIUM DUTY CONCRETE
[Pattern]	HEAVY DUTY CONCRETE
[Pattern]	REINFORCED PAD, REFER TO STRUCTURAL DRAWINGS FOR DETAIL

**SIDEWALK & ACCESSIBLE SPACE NOTE:**  
 1. MARKED ADA SPACES MUST NOT EXCEED 2.0% GRADE IN ANY DIRECTION.  
 2. SIDEWALK GRADES MUST NOT EXCEED A 2.0% CROSS SLOPE AND A 5.0% LONGITUDINAL SLOPE.

WWW.TIMMONS-GRUPP.COM  
**TIMMONS GRUPP**  
 ARCHITECTS

Added: Benches/Trash  
 Revisions: Benches  
 Revisions: Benches  
 Revisions: Benches  
 Revisions: Benches  
 Revisions: Benches

DATE	PROJECT	DESIGNED	DRAWN	CHECKED	BY
08/20/2019					
01/22/2020					
03/10/2020					
07/10/2020					
11/19/2020					

19 MAY 2019	4286	KL/RS	KL/RS	SS
-------------	------	-------	-------	----

**RRMM ARCHITECTS, PC**  
 1317 Executive Blvd, Suite 200  
 Chesapeake, Virginia 23320  
 (757)622-2628



REF # G190008414  
 VIRGINIA DEPARTMENT OF EDUCATION #123-29-00-100

PROJECT: NEW GEORGE MASON ELEMENTARY SCHOOL  
 RICHMOND PUBLIC SCHOOLS  
 813 N 28TH STREET  
 RICHMOND, VIRGINIA 23223

DRAWING: **SITE LAYOUT PLAN**

SHEET: **C4.00**

FILE NAME: S:\3014\2320\George\_Mason\_ES\DWG\C4.00\_SiteLayout.dwg LAYOUT NAME: C4.00 PLOTTED: Monday, November 23, 2020 - 10:12am