



COMMISSION OF ARCHITECTURAL REVIEW
APPLICATION / CERTIFICATE OF APPROPRIATENESS

PROPERTY (Location of Work)

Address 2501 E Franklin St #5 Richmond, VA 23832
 Historic District St. Johns Church ▼

PROPOSED ACTION

- Alteration (including paint colors) Rehabilitation Demolition
 Addition New Construction (Conceptual Review required)
 Conceptual Review Final Review

OWNER

Name Clay Kadash
 Company _____
 Mailing Address 74425 Badstone Dr
Chesapeake, VA 23832
 Phone 804-517-5602
 Email clay.kad@gmail.com
 Signature [Signature]
 Date 6/15/2017

APPLICANT (if other than owner)

Name Thomas Flanagan
 Company Four Leaf Contracting LLC
 Mailing Address 707 N. 35th St.
Richmond, VA 23223
 Phone 717-609-9668
 Email 4leafcontracting@gmail.com
 Signature [Signature]
 Date 6.21.17

ACKNOWLEDGEMENT OF RESPONSIBILITY

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

Zoning Requirements: Prior to CAR 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.

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.

(Space below for staff use only)

Application received: ECE VED
 Date/Time JUN 22 2017
 By _____

1:06 pm

COA-019805

Complete Yes No

CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Well in advance of the COA application deadline 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. Visit the Commission of Architectural Review website for project guidance and forms:

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

Division of Planning and Preservation	804.646.6335	Marianne.Pitts@Richmondgov.com
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SUBMISSION INSTRUCTIONS

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

- One (1) signed and completed application – property owners signature required
- twelve (12) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled

MEETING SCHEDULE

- Applications are due by 12 PM (noon) on the deadline date. Exception: revisions to items deferred, denied or presented conceptually at the previous CAR meeting are due 15 days in advance of the scheduled meeting.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following CAR 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.
- CAR 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.
- CAR monthly meetings are held at 3:30 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.

2017 Meeting Dates (Tuesdays unless noted otherwise)	Application Deadlines (Fridays unless noted otherwise)
January 24	December 22, 2016 (Thursday)
February 28	January 27
March 28	March 3
April 25	March 31
May 23	April 28
June 27	May 26
July 25	June 30
August 22	July 28
September 26	August 25
October 24	September 29
November 28	October 27
December 19	November 27 (Monday)



CERTIFICATE OF APPROPRIATENESS

ALTERATION AND ADDITION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: 2501 E Franklin St. Unit #5

BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- other

WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary

PHOTOGRAPHS place on 8 1/2 x 11 page, label photos with description and location (refer to photograph guidelines)

- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

DRAWINGS (refer to required drawing guidelines)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight



Description of Proposed Work to 2501 E Franklin St. Unit #5

The structure is a large brick building, formerly commercial space that was converted into condos several years ago. The door to Unit #5 faces Franklin St. The opening appears original to the structure, and the frame includes a transom window above the door (see photo #1). Presently the transom window is a pane of glass secured in the door frame with quarter round glass bead (see photo #2).

There are currently no operable windows in the unit. We would like to install an operable wood transom sash in the existing frame to allow the tenant some ventilation. Most of the houses on this block have transom windows over the front door, and our proposed sash would match them in materials and appearance (see drawing).

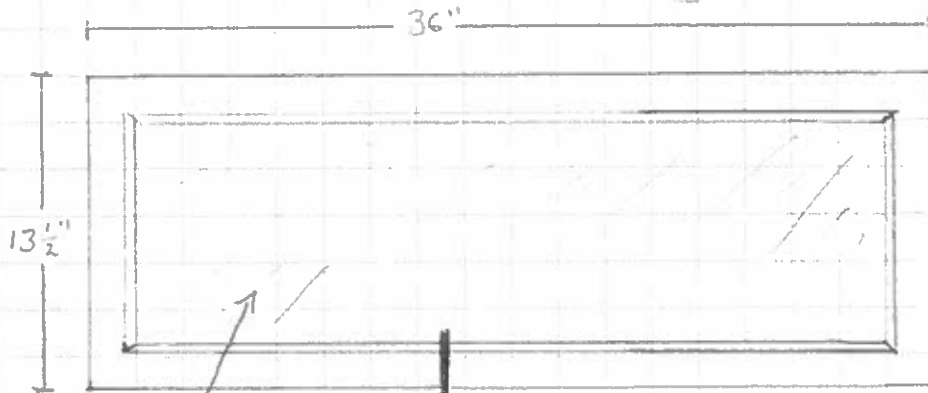


Photo #1



Photo #2

Proposed transom window,
to be installed in existing frame



$\frac{1}{4}'' = 2''$

Single Pane Glass

Siewess' profile SI-10F



Actual Size ($1\frac{2}{8}'' \times 2\frac{1}{8}''$)