



Property (location of work)

Property Address: 211A N 18th St - [Rear], 23223 Current **Zoning:** B-5
Historic District: Shockoe Valley

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

Project Description (attach additional sheets if needed):

Conversion of carriage house from business/office to residential occupancy. Includes reconfiguration of interior spaces with addition of kitchen and baths. Work to exterior proposes two new windows to match existing ~~windows and repainting of already painted exterior walls and trim~~

Applicant/Contact Person: Todd Dykshorn

Company: _____
Mailing Address: 728 E Main St
City: Richmond State: VA Zip Code: 23219
Telephone: (804) 343-1212
Email: todd@ado.design
Billing Contact? _____ Applicant Type (owner, architect, etc.): _____

Property Owner: BUTTER DOG PROPERTIES LLC

If Business Entity, name and title of authorized signee: Mr. Ralph Reahard
Mailing Address: PO Box 37117
City: Charlotte State: NC Zip Code: 28237
Telephone: (804) 342-5800
Email: ralph@rpmrichmondmetro.com
Billing Contact? Yes

****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: 10/2/2023 | 8:54 AM PDT

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.

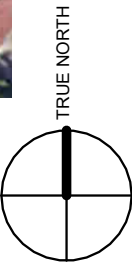
A complete application includes a signed application form, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in the City Code of Ordinances Sec. 30-930.6(b). The Commission will not accept new materials, revisions, or redesigns at the meeting. 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.

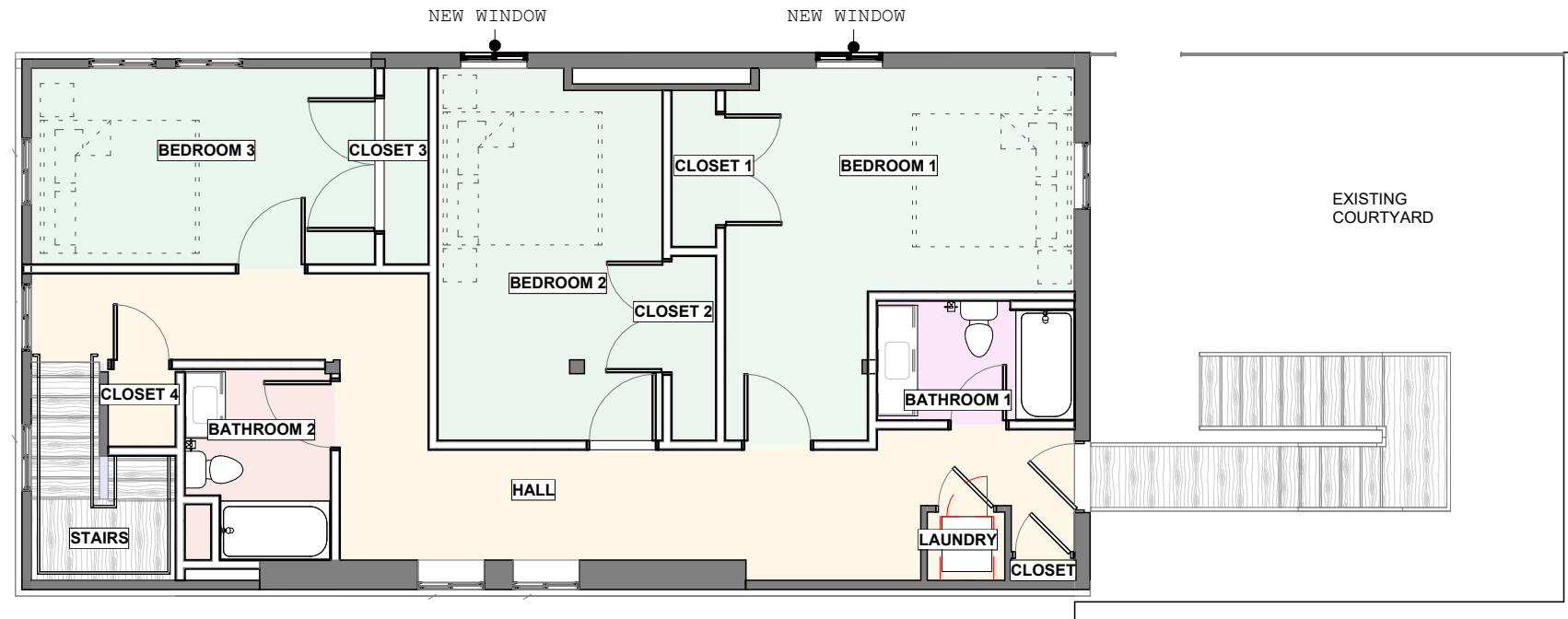


PROJECT VICINITY

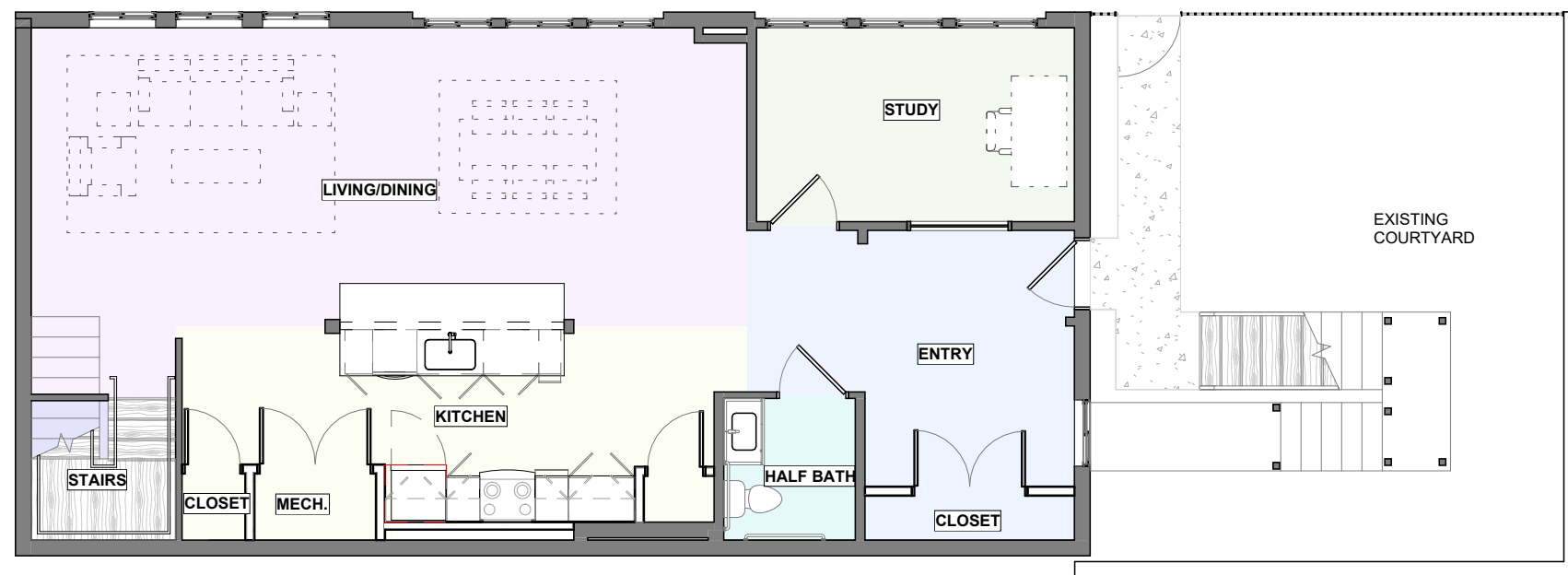


PROJECT DESCRIPTION

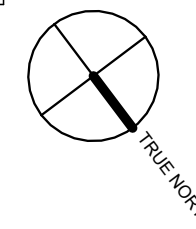
Work outlined in this application pertains to conversion of the existing carriage house structure to residential use, configured as a single 3-bedroom 1 1/2 bath apartment. The structure was previously converted to office use and exterior alterations in place include infill of bay door openings, installation of exterior wood structured stairs and landings, assorted windows and doors, and electrical system components which are proposed to be retained. Alterations to the building's exterior include a request for two new windows to bring additional light and air into proposed bedrooms on the 2nd level and repainting of the previously painted brick masonry and wall panels within the bay door openings. Note that pertaining to two requested windows, work outlined in the plans and elevations has begun under building permit and it was realized after construction had commenced that exterior alterations required Commission review and approval. Therefore this application seeks to either validate those two windows as installed or alternatively to suggest abatement procedures as the Commission sees fit. Exterior painting has not commenced and therefore approval to repaint in the colors provided remains a request.



LEVEL 2 - PROPOSED

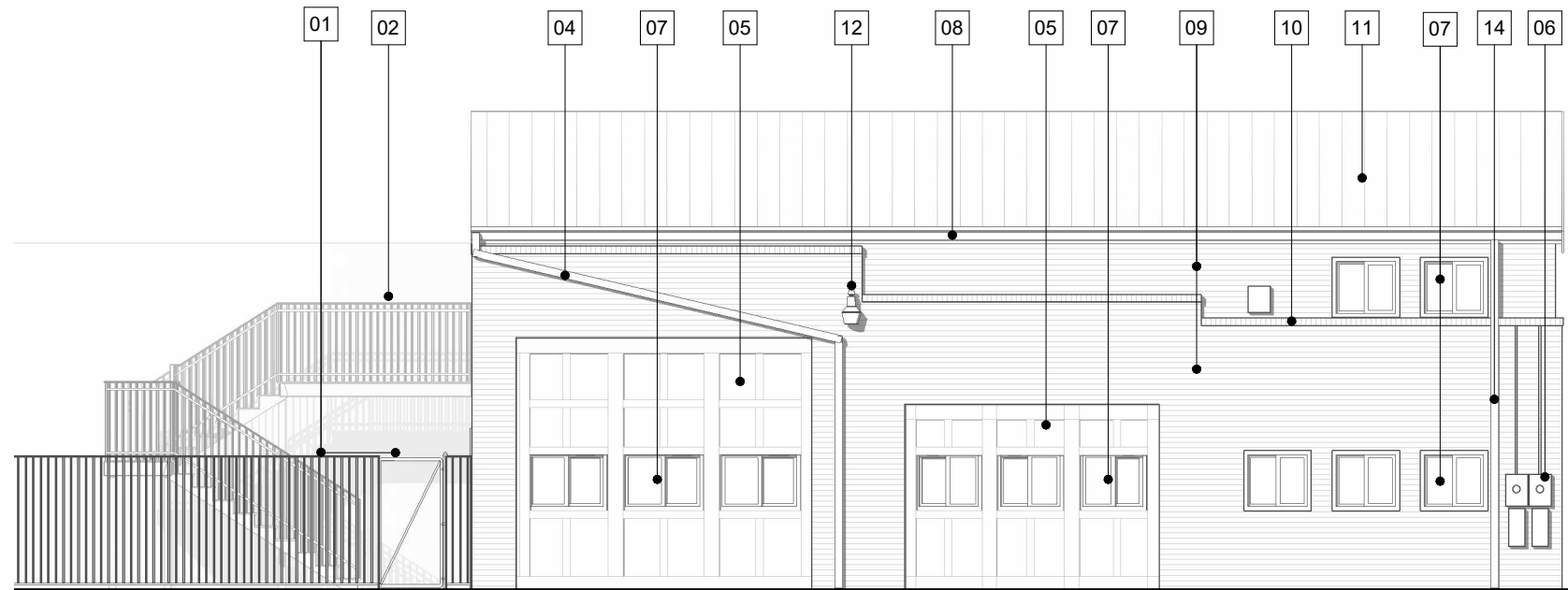


LEVEL 1 - PROPOSED

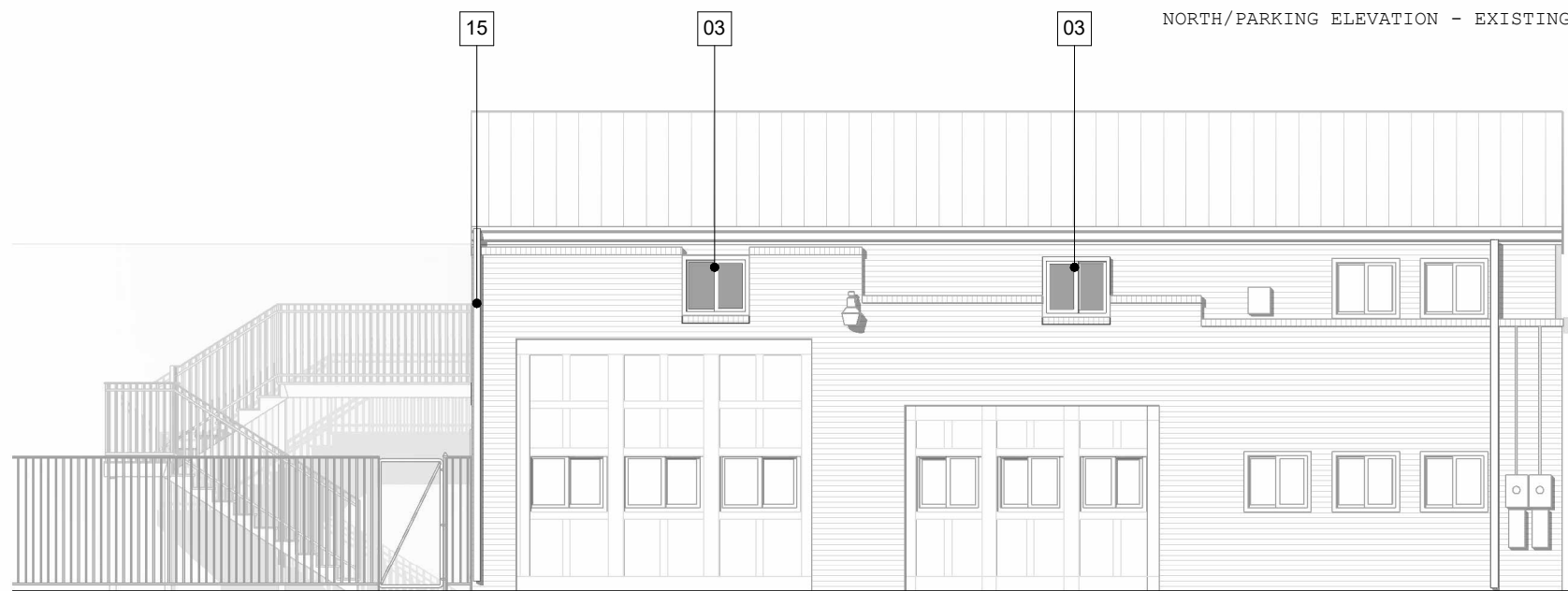


KEYNOTES - BUILDING ELEVATIONS

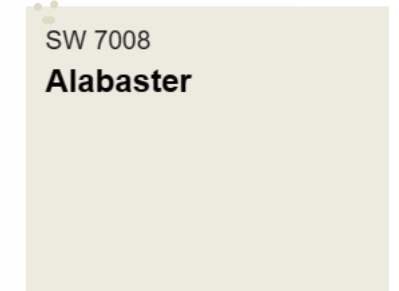
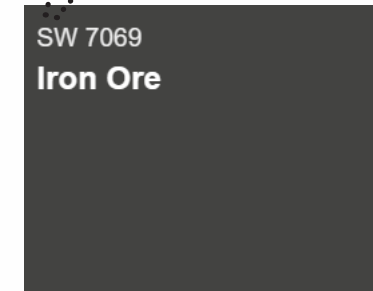
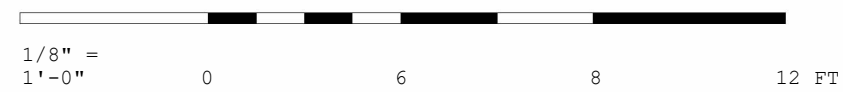
MARK	DESCRIPTION
01	EXISTING FENCE AND GATE
02	EXISTING WOOD FRAME STAIRS AND RAILING
03	NEW WINDOWS TO MATCH EXISTING IN SIZE, MATERIAL AND CONFIGURATION
04	EXISTING DOWNSPOUT TO BE RELOCATED
05	EXISTING WOOD PANEL INFILL WALL
06	EXISTING ELECTRIC METERS
07	EXISTING WINDOW
08	EXISTING GUTTER
09	EXISTING BRICK MASONRY WALL
10	EXISTING BRICK ROWLOCK
11	EXISTING V-CRIMP METAL ROOF
12	EXISTING AREA LIGHT
13	// NOT USED
14	EXISTING DOWNSPOUT
15	RELOCATED DOWNSPOUT



NORTH/PARKING ELEVATION - EXISTING



NORTH/PARKING ELEVATION - PROPOSED



PROPOSED COLORS
shown with view of structure
prior to installation of
additional 2nd level windows