



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

Commission of Architectural Review
Certificate of Appropriateness Application
900 E. Broad Street, Room 510
Richmond, VA 23219
804-646-6569

Property (location of work)

Property Address: 2716 Monument Ave Richmond VA 23230

Current Zoning:

Historic District: Monument Avenue

Application is submitted for: (check one)

☒ **Alteration**

☐ **Demolition**

☐ **New Construction**

Project Description (attach additional sheets if needed):

Applicant/Contact Person: Brian Taylor

Company: Mark Franko Custom Building

Mailing Address: 2111N Hamilton St.

City: Richmond

State: VA

Zip Code: 23230

Telephone: (804380617) 804 393 6175

Email: briant@frankocustombuilding.com

Billing Contact?

Applicant Type (owner, architect, etc.):

Property Owner: Ilyv Cotterell

If Business Entity, name and title of authorized signee: 23230

Mailing Address: 2716 Monument Ave

City: Richmond

State: VA

Zip Code: 23220

Telephone: (804380022) 804 380 2222

Email: ilvycotterell@outlook.com

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.

DocuSigned by:

Ilyv Cotterell

Property Owner Signature:

E75D1FA18FA14D3...

4/2/2025

Date:



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: _____

BUILDING TYPE

- | | |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage |
| <input type="checkbox"/> multi-family residence | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building | <input type="checkbox"/> other |
| <input type="checkbox"/> mixed use building | |
| <input type="checkbox"/> institutional building | |

ALTERATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> addition | <input checked="" type="checkbox"/> roof |
| <input type="checkbox"/> foundation | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign |
| <input type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift |
| <input type="checkbox"/> porch or balcony | <input type="checkbox"/> 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 ½ 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)

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

METAL
ROOF
622 N AA BLVD
↓



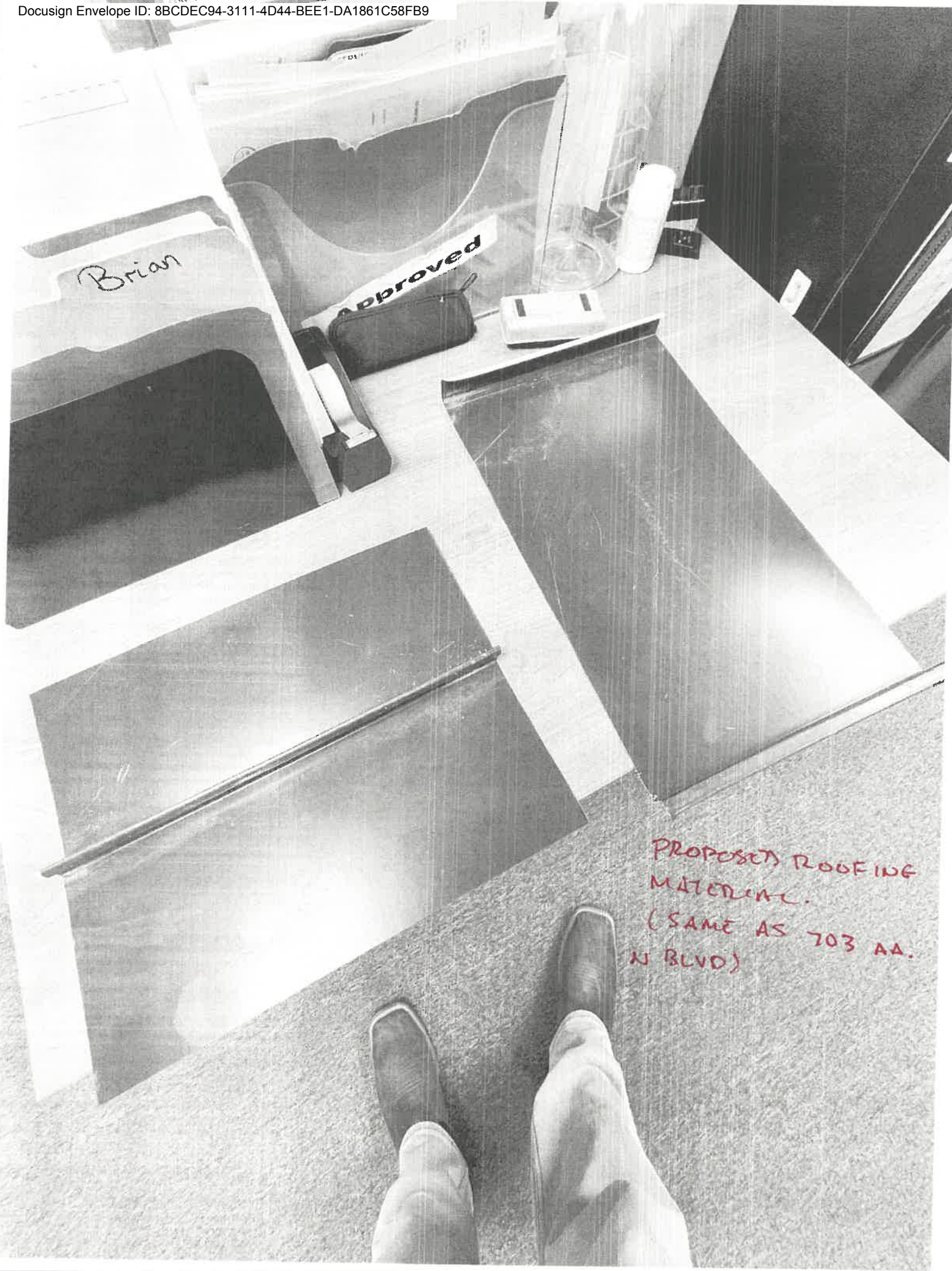












PROPOSED ROOFING
MATERIAL.
(SAME AS 703 AA.
N BLVD)

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.

Property Details – 2716 Monument Ave, Richmond, VA 23220

Located along Richmond's historic **Monument Avenue**, 2716 Monument Ave is a brick home that reflects the architectural character of the neighborhood. The home features a **slate roof** and other period-appropriate details commonly found along Monument Avenue.

Proposed Work – Front Porch Roof Replacement

To maintain the home's structural integrity and enhance its curb appeal, the front porch roof will undergo the following improvements:

- **Removal of Existing Materials:** The current slate, flashing, built-in gutter liner, and decking will be removed.
- **Structural & Cosmetic Repairs:** Posts, beams, rafters, fascia, and soffit will be restored by FCB.
- **New Sheathing & Gutter System:** ½" OSB sheathing will be installed, along with a **TPO built-in gutter liner** and new soffit outlets, which will be connected to the existing downspouts.
- **Weather Protection:** A **high-temp ice and water underlayment** with synthetic slip sheets will be applied for added durability.
- **Standing Seam Metal Roof Installation:** A **pre-painted black standing seam metal roof system** will be installed, including a matching front cap, ridge cap, and wall flashing for a refined, long-lasting finish.

Current Roof Conditions & Justification for Material Change

The existing **slate roof** is installed on a low-slope surface, with pitch readings of **5.5° (1:12)**, **7.1° (1.5:12)**, and **9.3° (2:12)** at different points. Industry standards, including those from the **National Roofing Contractors Association (NRCA)**, recommend a minimum **slope of 4:12 (approximately 18.4°) for slate roofs**. The current slope falls well below this guideline, which may compromise performance and durability.

To address these concerns and improve the long-term functionality of the porch roof, a **standing seam metal roof**—a proven solution for low-slope applications—will be installed to ensure **better water management, longevity, and aesthetic consistency** with the home's historic nature.

Standing Seam Metal Roof System – Specification Sheet

- **Material:** 24-gauge galvanized steel
- **Finish:** Pre-painted black Kynar 500® coating
- **Panel Type:** Snap-lock standing seam with concealed fasteners
- **Panel Width:** 16 inches
- **Seam Height:** 1.5 inches
- **Underlayment:** High-temp ice and water shield, synthetic slip sheet
- **Flashing Components:** Pre-painted black front cap, ridge cap, and wall flashing
- **Gutter System:** Integrated **TPO built-in gutter liner** with soffit outlets

This **high-performance metal roofing system** is designed for superior **durability, weather resistance, and aesthetic appeal**. It provides a modern yet historically sensitive solution that ensures long-term protection while enhancing the home's overall character.