



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

Name _____

Phone _____

Company _____

Email _____

Mailing Address _____

Applicant Type: Owner Agent
 Lessee Architect Contractor
 Other (please specify): _____

OWNER INFORMATION (if different from above)

Name _____

Company _____

Mailing Address _____

Phone _____

Email _____

PROJECT INFORMATION

Review Type: Conceptual Review Final Review

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 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.

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. 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 forms:

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

Division of Planning and Preservation 804.646.6335 Carey.Jones@Richmondgov.com
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SUBMISSION INSTRUCTIONS

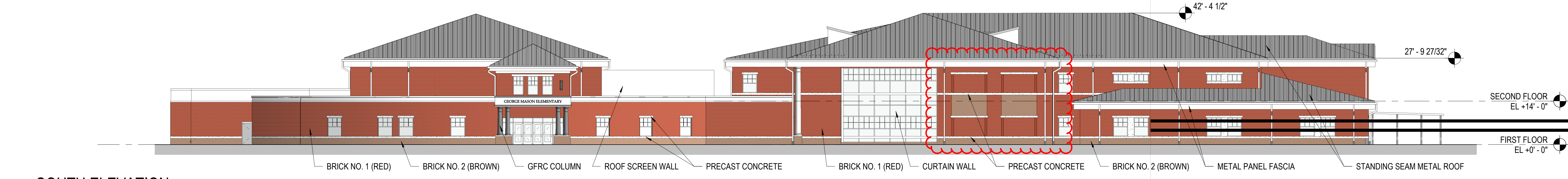
Submit the following items to the Division of Planning and Preservation, Rm. 510, 900 E. Broad Street:

- One (1) signed and completed application – property owners signature required
- Eleven (11) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled
- All plans and elevations should be printed **11x17** and all text easily legible
- One digital copy of the application and supporting documentation, depending on size emailed to staff or saved to a thumb drive or CD and delivered with the application materials.
- Applications are due by 12 PM (noon) on the deadline date (see table below).
- Exception: revisions to items deferred, denied or presented conceptually at the previous Commission meeting are due one week after the application due date. Please contact staff to confirm this date.
- **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.
- 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.

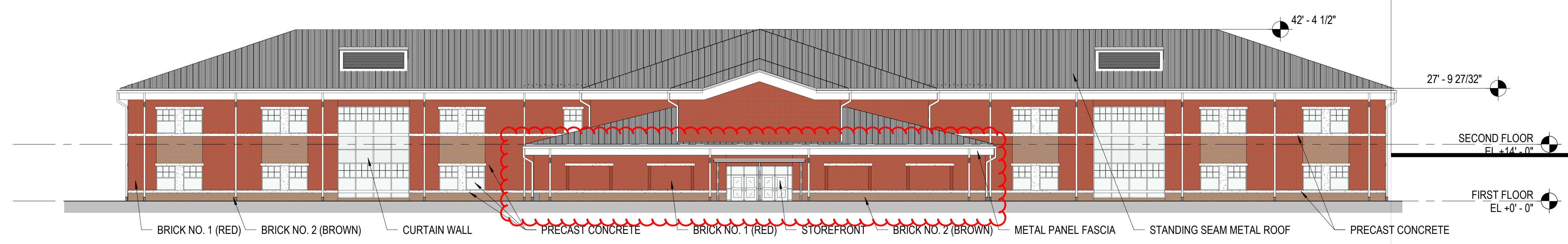
MEETING SCHEDULE AND DUE DATES

- Commission meetings start 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.

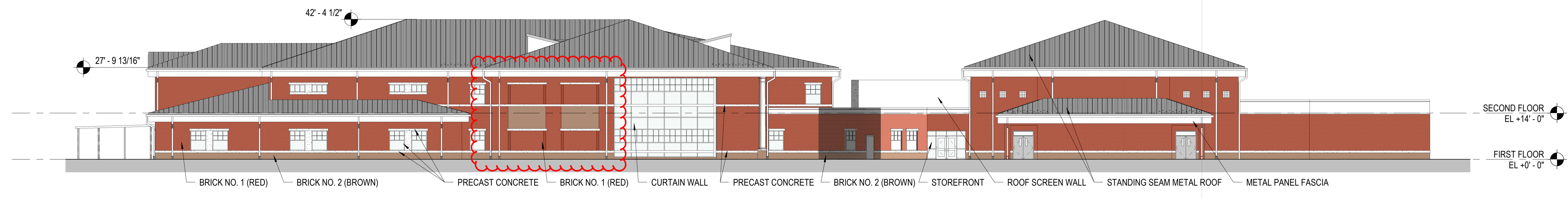
2019 Commission Meeting Date	Application Deadline (Friday at noon unless otherwise noted)
January 22 nd	December 28 th , 2018
February 26 th	January 25 th
March 26 th	March 1 st
April 23 rd	March 29 th
May 28 th	April 26 th
June 25 th	May 31 st
July 23 rd	June 28 th
August 27 th	July 26 th
September 24 th	August 30 th
October 22 nd	September 27 th
November 26 th	October 25 th
December 17 th	November 22 nd



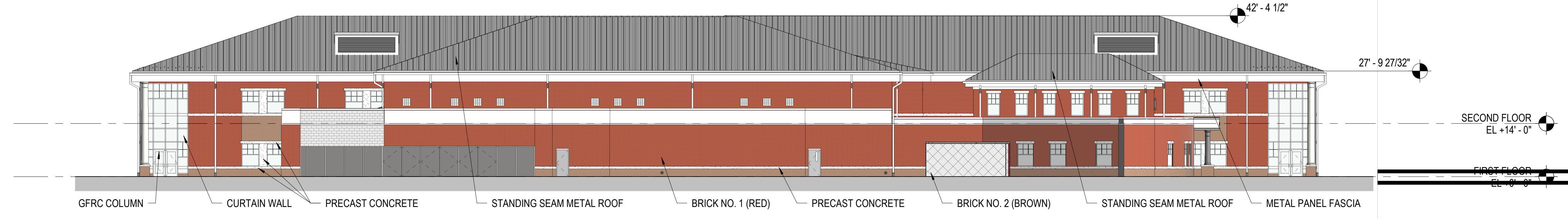
SOUTH ELEVATION
 D1 A-206 SCALE: 1/16" = 1'-0"



EAST ELEVATION
 C1 A-206 SCALE: 1/16" = 1'-0"



NORTH ELEVATION
 B1 A-206 SCALE: 1/16" = 1'-0"



WEST ELEVATION
 A1 A-206 SCALE: 1/16" = 1'-0"

MARK	DATE	BY	DESCRIPTION
DESIGNED	01.15.2019		PROJECT 181900-00
DRAWN			
CHECKED			

RRMM
 ARCHITECTS, PC
 1317 Executive Blvd, Suite 200
 Chesapeake, Virginia 23320
 (757) 622-2828

NOT FOR CONSTRUCTION
 01/21/2019
 SCHEMATIC

VIRGINIA DEPARTMENT OF EDUCATION #1229260-108
 PROJECT: GEORGE MASON ELEMENTARY SCHOOLS
 RICHMOND PUBLIC SCHOOLS
 813 N 28TH STREET
 RICHMOND, VIRGINIA 23223
 DRAWING: OVERALL BUILDING ELEVATIONS

SHEET
A-206

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