



Property (location of work)

Property Address: _____ Current **Zoning**: _____
Historic District: _____

Application is submitted for: (check one)

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

Project Description (attach additional sheets if needed):

Applicant/Contact Person: _____

Company: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____
Email: _____
Billing Contact? Applicant Type (owner, architect, etc.):

Property Owner _____

If Business Entity, name and title of authorized signee: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: (_____) _____
Email: _____
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.

Property Owner Signature: _____ **Date:** _____

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.



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 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 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

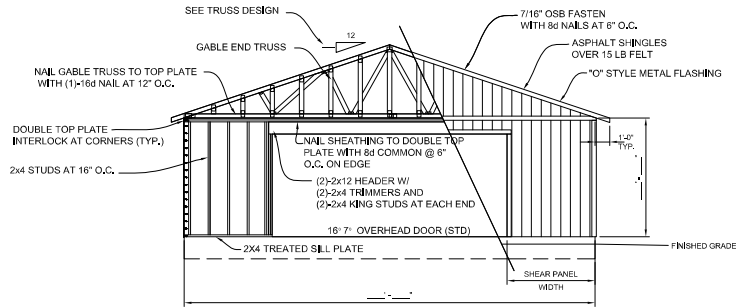
- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: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

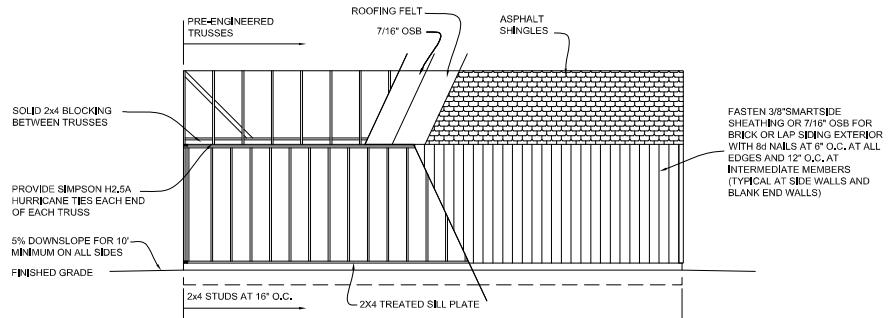
DRAWINGS (refer to required drawing guidelines)

- | | | |
|---|--|---|
| <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" | | |



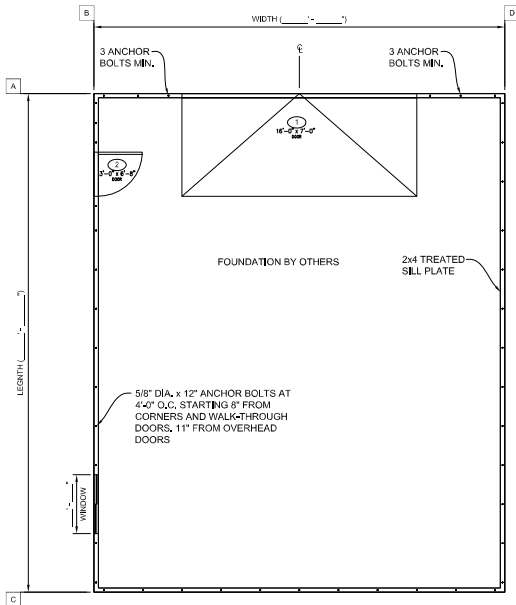
END WALL ELEVATION WITH OPENING

SCALE: 1/4" = 1'-0"



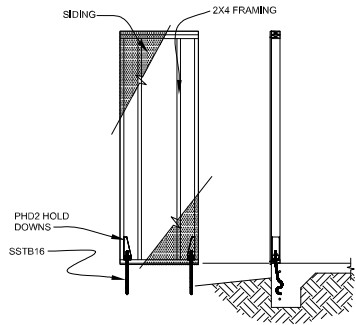
BLANK SIDE WALL ELEVATION

SCALE: 1/4" = 1'-0"



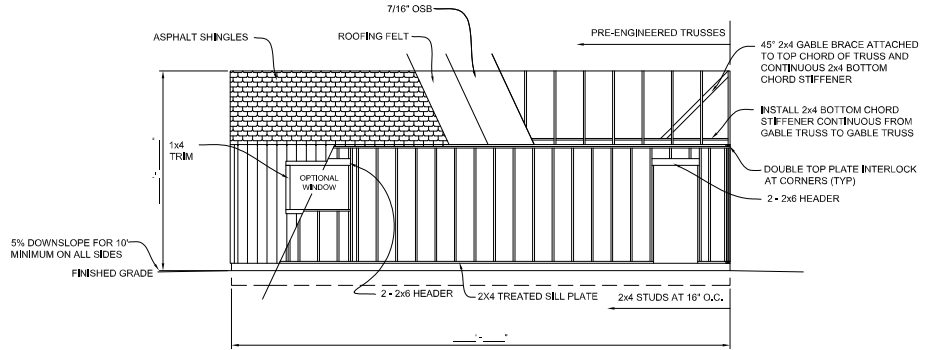
FLOOR PLAN

SCALE: 1/4" = 1'-0"



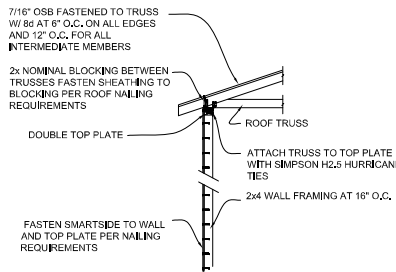
WALL PANELS LESS THAN 2'-8"

HOLD DOWNS REQUIRED
2320.11.4 - EACH 2'-8" PANEL MUST BE TIED TO THE FOUNDATION WITH A HOLD DOWN WITH THE APPROVED UPLIFT CAPACITY OF NOT LESS THAN 1,800 POUNDS.



SIDE WALL ELEVATION WITH OPENINGS

SCALE: 1/4" = 1'-0"



TRUSS ATTACHMENT

SCALE: 1/2" = 1'-0"

STRUCTURAL NOTES:

REFERENCE: 2018 INTERNATIONAL BUILDING CODE AND AMENDMENTS PER LOCAL BUILDING DEPARTMENT HAVING JURISDICTION OVER THIS PROJECT, 115 MPH WIND LOAD, EXPOSURE C

LUMBER:

- ALL LUMBER SHALL BE HIM-FIR GRADE NO. 2 OR BETTER, WITH A BASE MINIMUM ALLOWABLE EXTREME FIBER BENDING STRESS FOR MEMBERS (F_b) OF 850 PSI EXCLUDING ADJUSTMENT FACTORS FOR USE, SIZE, LOAD DURATION, ENVIRONMENT, ETC., UNLESS OTHERWISE NOTED.
- REFER TO THE TRUSS DESIGN FOR DESIGN INFORMATION

RG-10

STRUCTURAL DRAWINGS BY:

TUFF SHED
IN-HOUSE DRAFTING
DEPARTMENT
1777 S. HARRISON STREET
DENVER, CO 80202
(303) 759-2111

Rev No.

PO No.

Customer:

Description:
RANCH GARAGE
Size: 30 FT
Site Address:

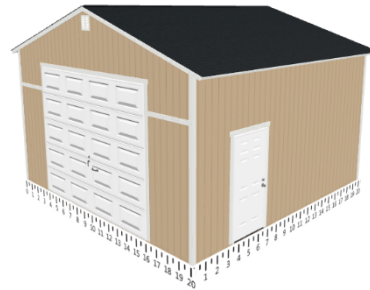
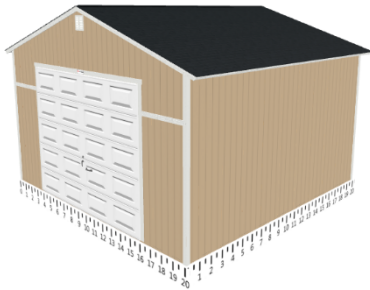
TUFF SHED
Storage Buildings & Garages
1777 S. HARRISON STREET
DENVER, CO 80202
(303) 759-2111

Drawn By: PK
Date: 11/6/18
Checked By:
Date:
Revised:
Revised:
Title:
STANDARD RANCH GARAGE - OVERHEAD DOOR END WALL

Scale: 1/4" = 1'-0"

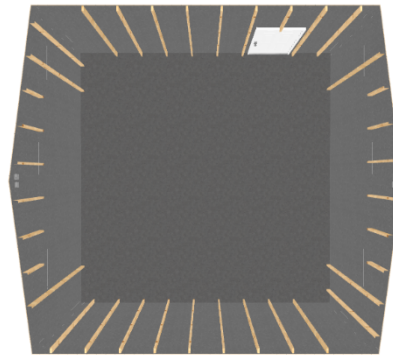
Sheet: 1 of 1

S1



Wall D

Wall A



Wall C

Wall B

Base Details/Permit Details

Building Size & Style

Premier Ranch Garage - 20' wide by 20' long

Door

Overhead Garage Door (12' x 7'), 10' Tall Garage Door Upgrade ,

Door

6-Panel Residential Door (Left Hand Inswing),

Paint Selection

Base: Ponytail, Trim: Delicate White
 Customer to apply 2nd coat

Roof Selection

Charcoal Natural Shadow Shingle

Drip Edge

White

Is a permit required for this job?

Yes

Who is pulling the permit?

Tuff Shed

Optional Details

Doors

Overhead Garage Door (12' x 7'), 10' Tall Garage Door Upgrade ,

Walls

80 Lin Ft Wall Height - 3' increase from standard

953 Sq Ft 2X6 Wall Framing Upgrade

Roof

20 Lin Ft Ridge Vent

Vents

2 Ea 12"x12"Gable End Vent, White

Jobsite/Installer Details

Do you plan to insulate this building after Tuff Shed installs it?

No

Is there a power outlet within 100 feet of installation location?

Yes

The building location must be level to properly install the building. How level is the install location?

Slab provided by customer will be within ½" tolerance on square, level, exterior dimensions to match the building size (per customer agreement).

Will there be 18" of unobstructed workspace around the perimeter of all four walls?

Yes

Can the installers park their pickup truck & trailer within approximately 200' of your installation site?

Yes

Substrate Shed will be installed on?

Concrete without Shed Floor



Carl Pilcher
2210 Venable St
Richmond VA 23223
Q-3452161

Customer Signature: _____ Date: _____





2210 Venable St



20'x20'x14'11" Garage

- LP Smart Siding
- GAF Timberline Dimensional shingles

Siding color and roof color match the house

Side setback, left: 3'
Side setback, right: 5'
Rear setback: 5'