



**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](mailto: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](http://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.

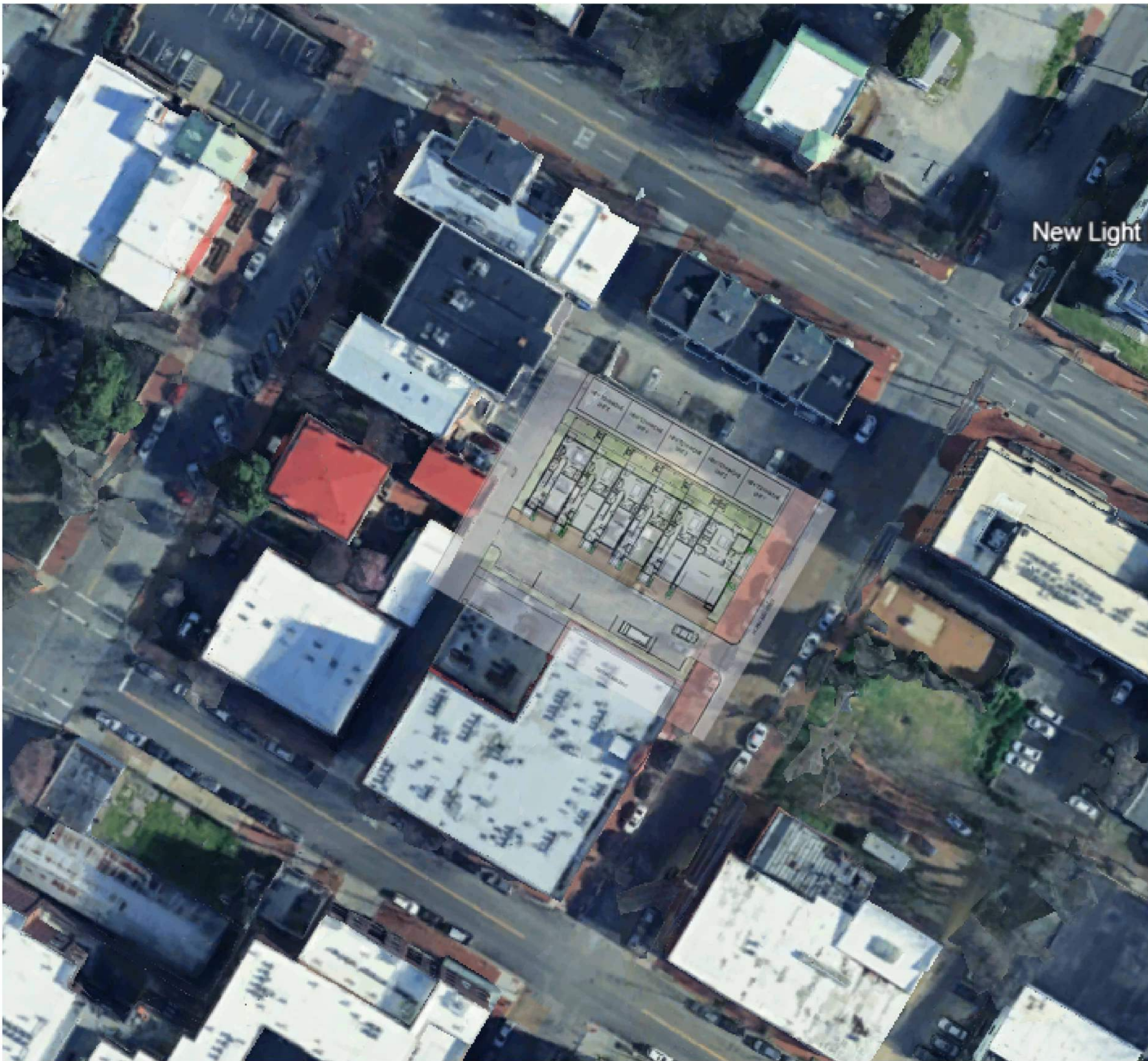
## Meeting Information and Application Due Dates

- 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 5<sup>th</sup> 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](http://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.

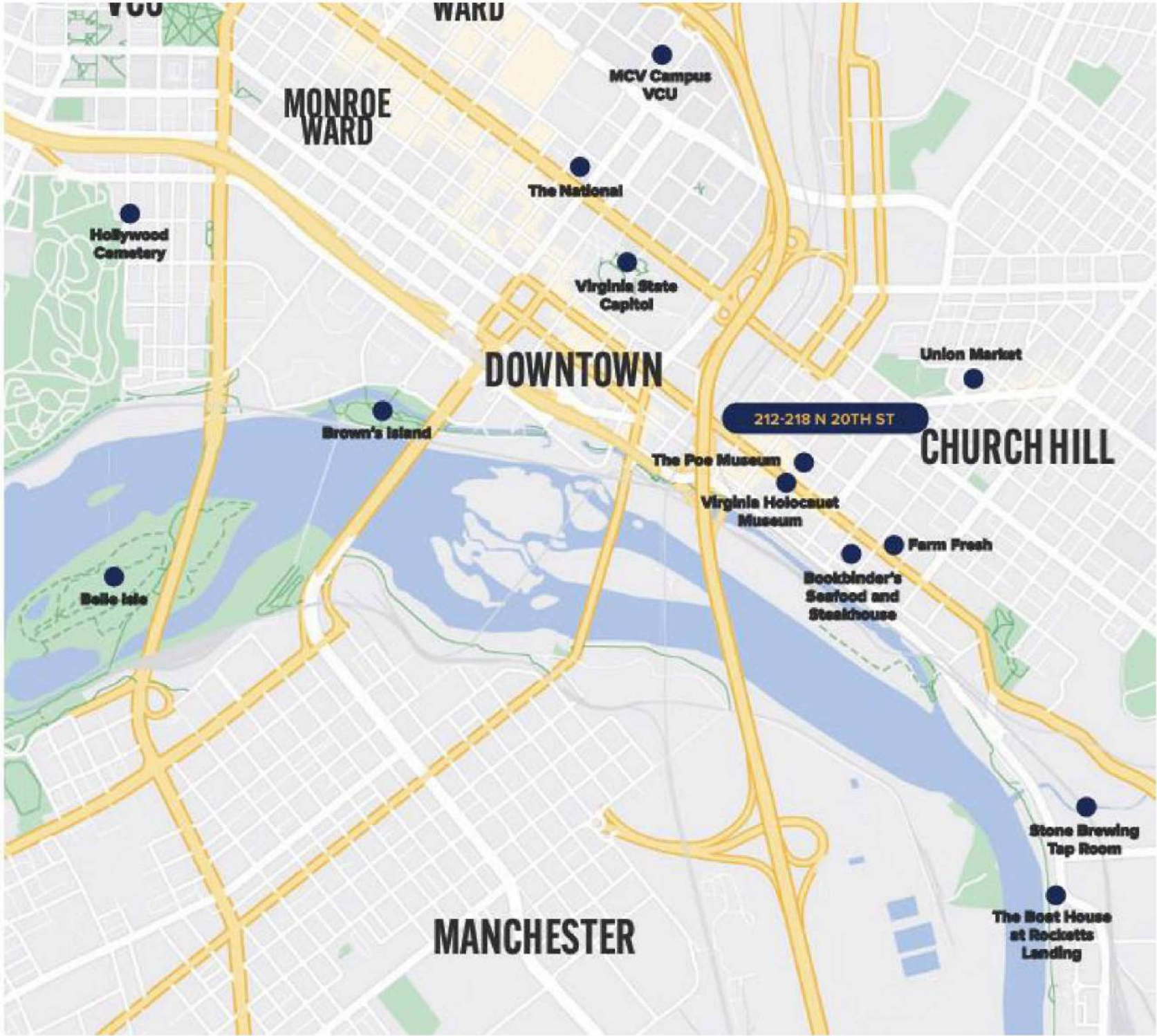


# 212-218 NORTH 20TH STREET, RICHMOND, VA 23223

6 SINGLE FAMILY 3-STORY TOWN HOUSES IN RICHMOND HISTORIC DISTRICT



NEIGHBORHOOD MAP

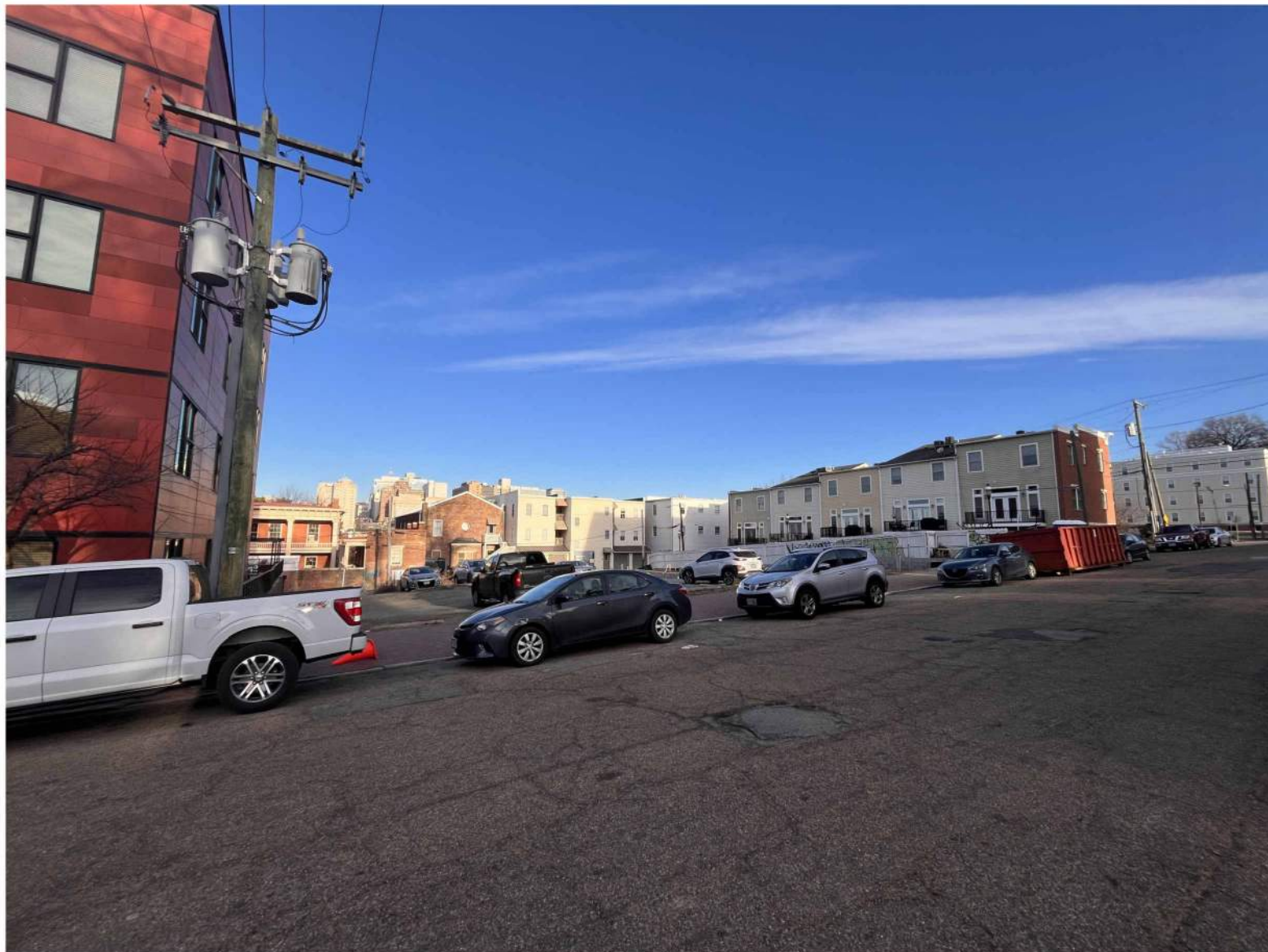


DRAWING INDEX	
Sheet No.	Sheet Name
M0	COVERSHEET
M1	CONTEXTUAL IMAGES
M2	ELEVATIONS
M3	PERSPECTIVES
M4	GROUND FLOOR AND SITE PLAN
M5	GROUND FLOOR PLAN
M6	SECOND FLOOR PLAN
M7	THIRD FLOOR PLAN
M8	ROOF PLAN

212-218 NORTH 20TH STREET,  
RICHMOND, VA 23223

COVERSHEET





VIEW OF SITE FROM 20TH LOOKING NORTH



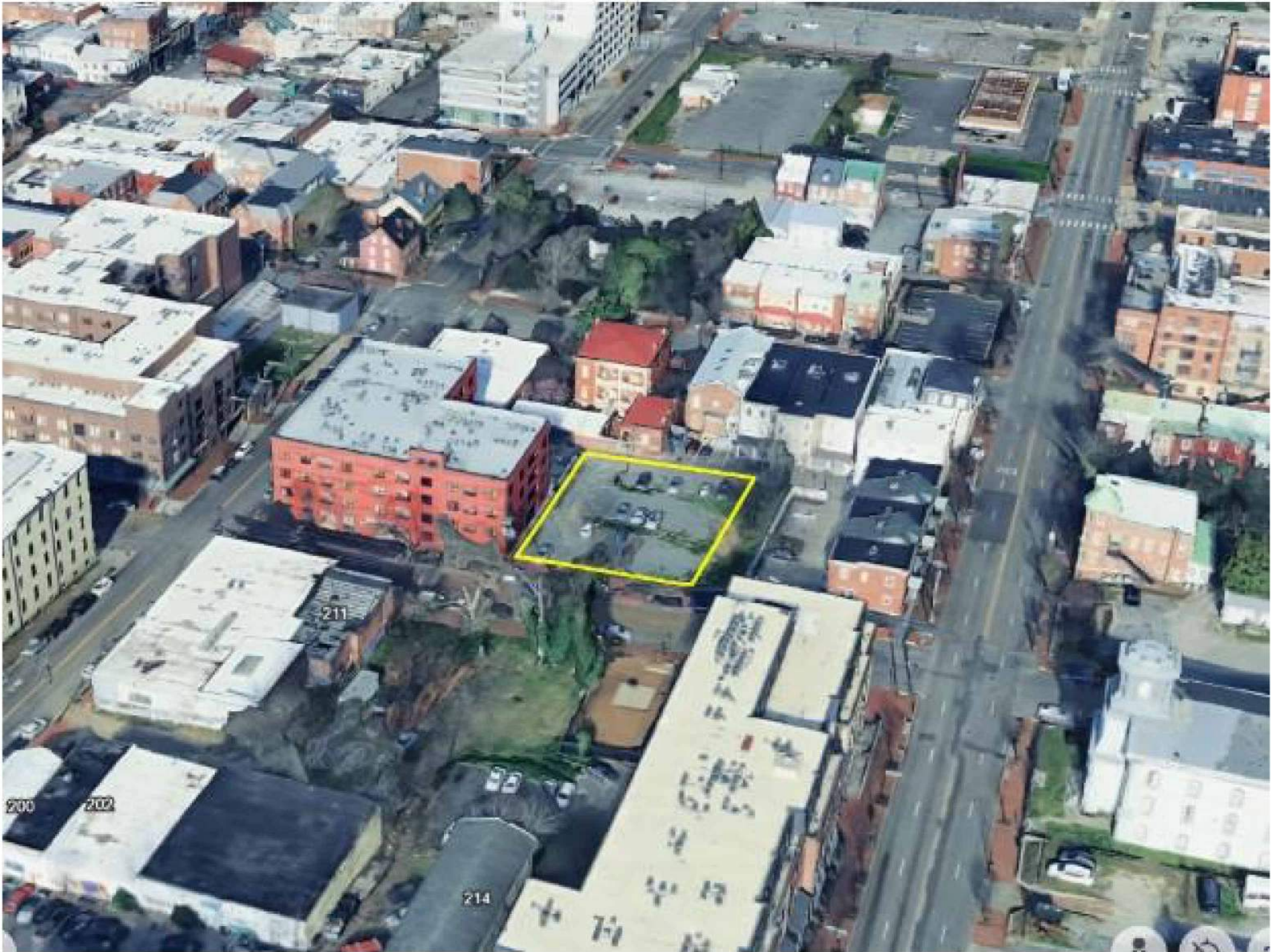
VIEW OF SITE FROM 20TH LOOKING SOUTH



VIEW OF SITE FROM 20TH LOOKING NORTH



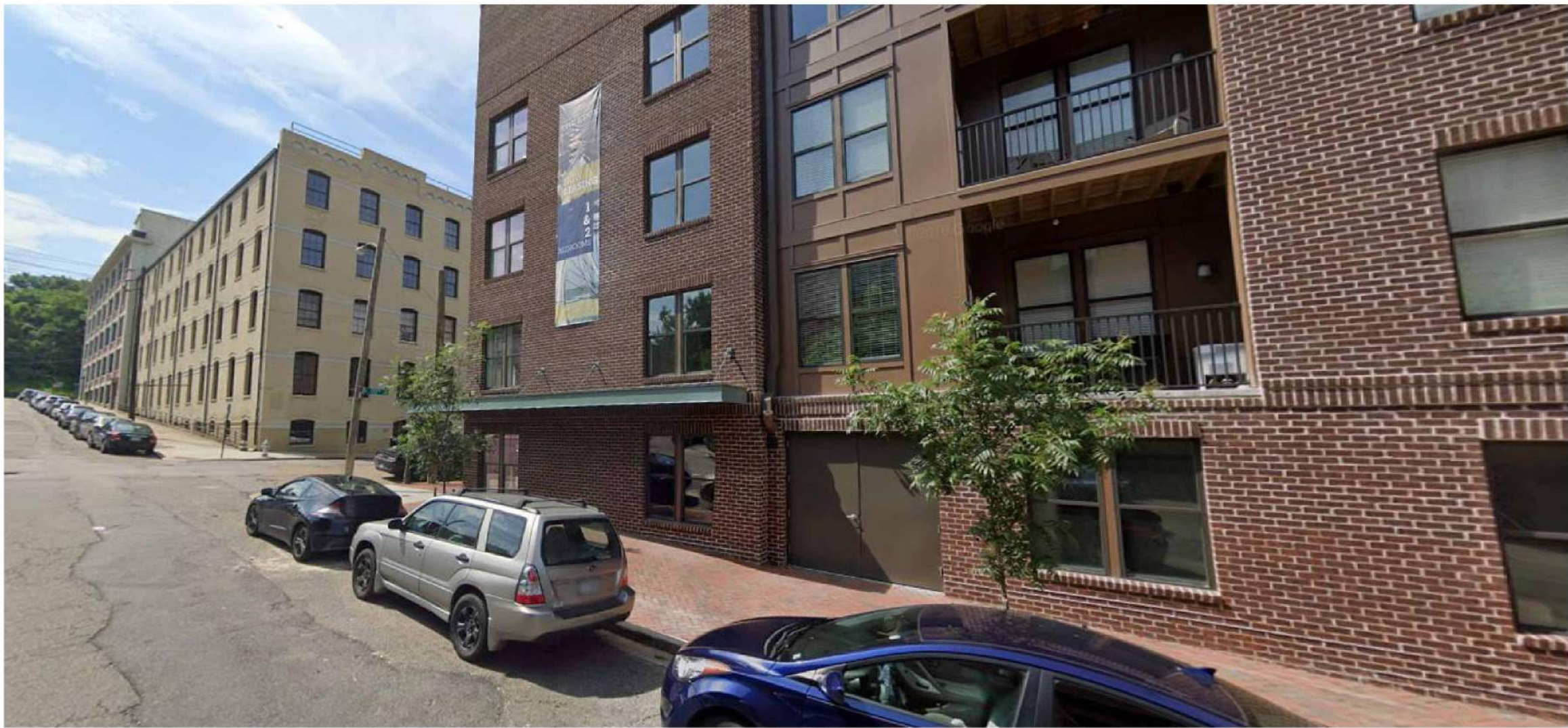
VIEW OF NORTH 19TH STREET



BIRDS EYE VIEW LOOK EAST



VIEW OF BROAD STREET



VIEW OF GRACE STREET

**212-218 NORTH 20TH STREET,  
RICHMOND, VA 23223**

CONTEXTUAL IMAGES





1 EAST ELEVATION  
1/8" = 1'-0"

TYPICAL BUILDING HEIGHT RESPECTIVE TO ADJACENT GRADE  
16" DROP IN HEIGHT BETWEEN UNITS



2 NORTH ELEVATION  
1/8" = 1'-0"



4 WEST ELEVATION  
1/8" = 1'-0"



3 SOUTH ELEVATION  
1/8" = 1'-0"

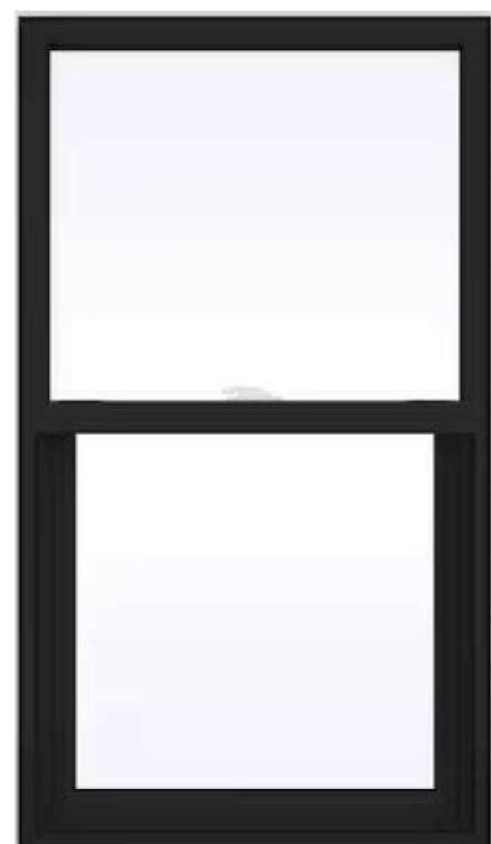
#### MATERIALS:



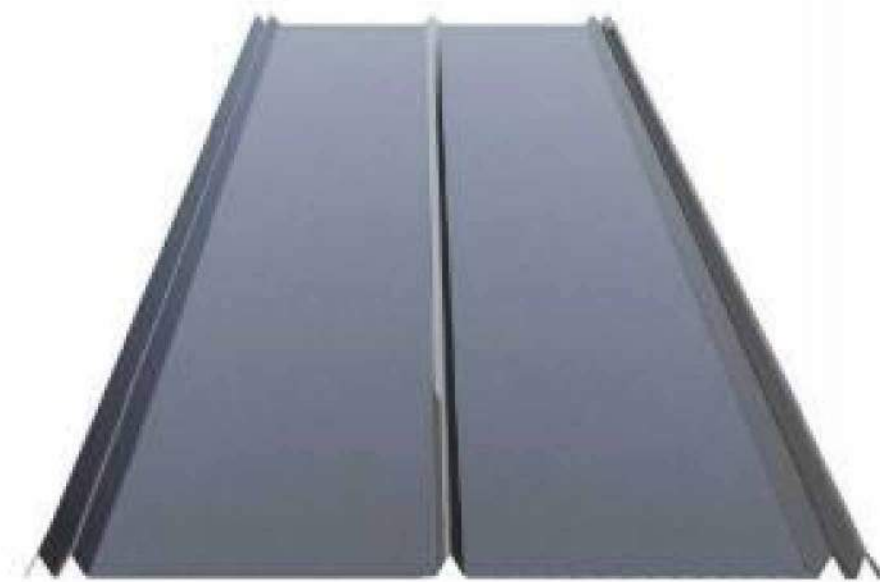
GRAY BRICK W/ WHITE MORTAR



FIBER CEMENT LAP SIDING  
5" EXPOSURE - SMOOTH FINISH



ALUMINUM CLAD WOOD WINDOWS  
BLACK



5" V" METAL ROOF - BLACK



NEBULOUS WHITE SW7063



TIN LIZZIE SW9163



IRON ORE SW7069

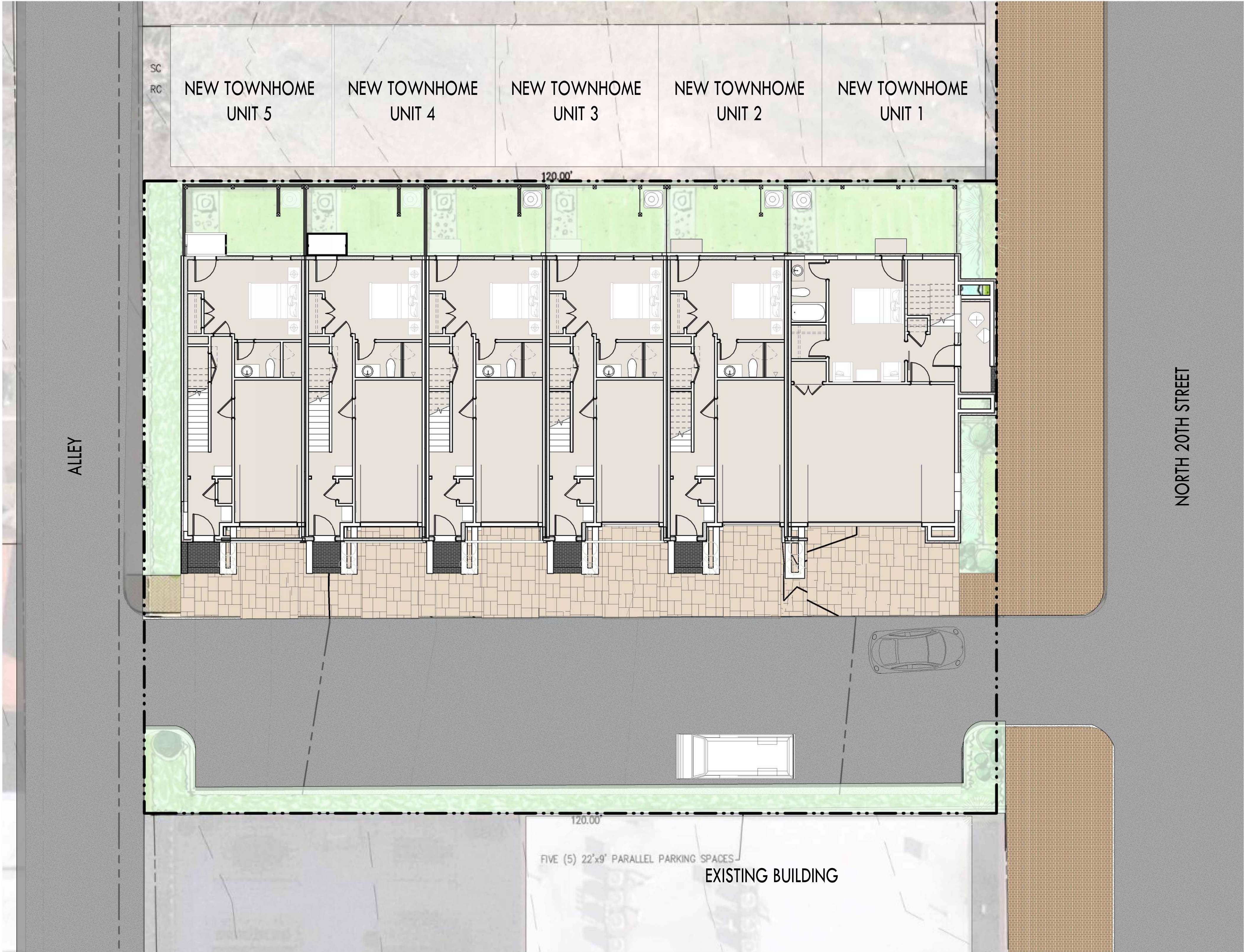




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RICHMOND, VA 23223**

PERSPECTIVES



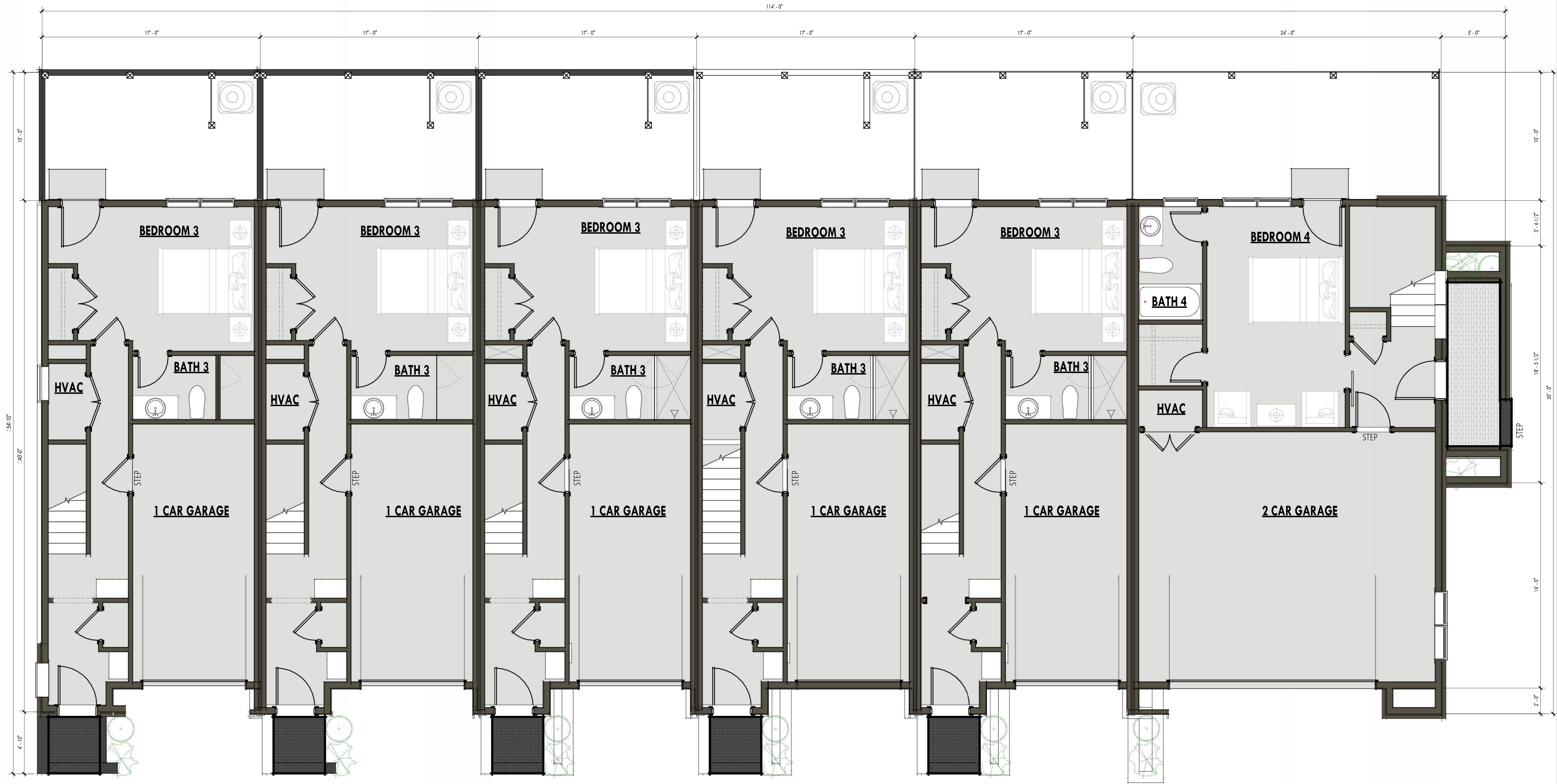


1 GROUND FLOOR PLAN W/ SITE  
1/8" = 1'-0"

**212-218 NORTH 20TH STREET,  
RICHMOND, VA 23223**

GROUND FLOOR AND SITE PLAN





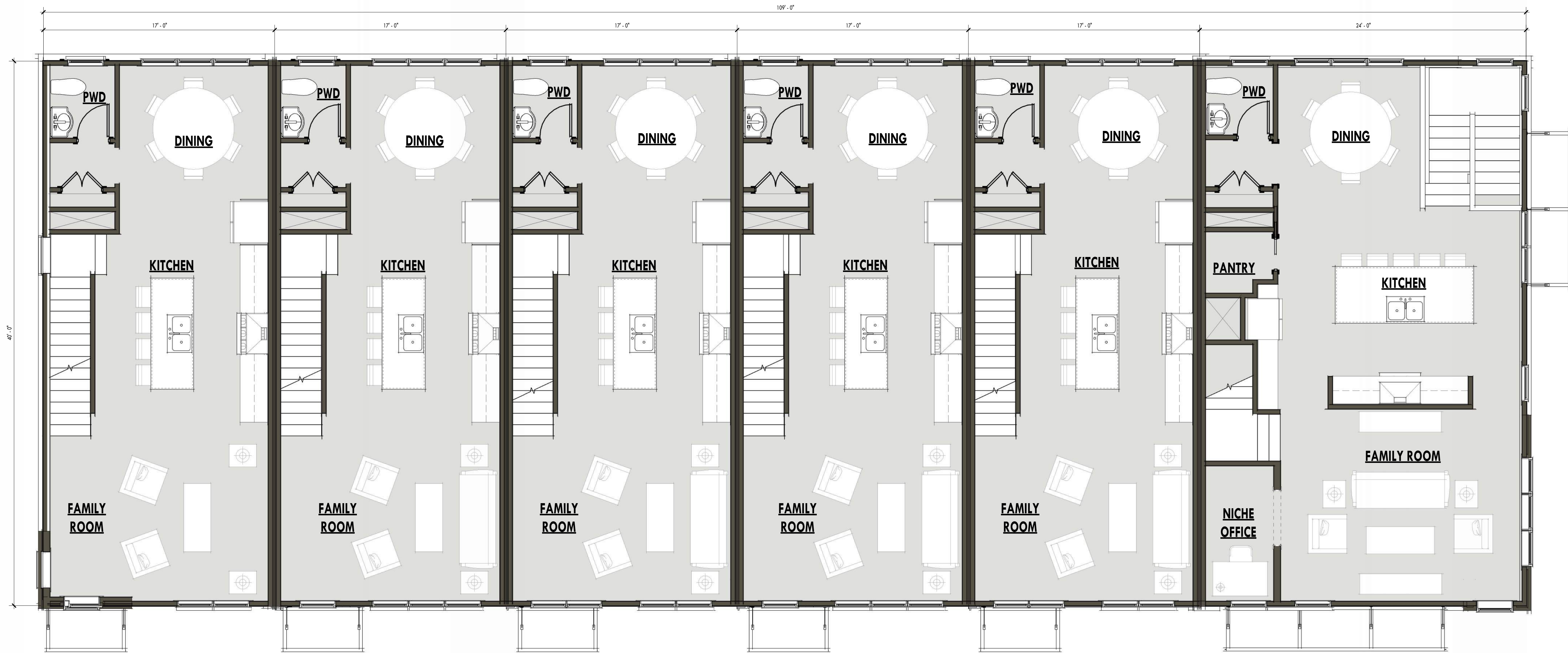
**212-218 NORTH 20TH STREET,  
RICHMOND, VA 23223**

GROUND FLOOR PLAN



212-218 NORTH 20TH STREET,  
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SECOND FLOOR PLAN





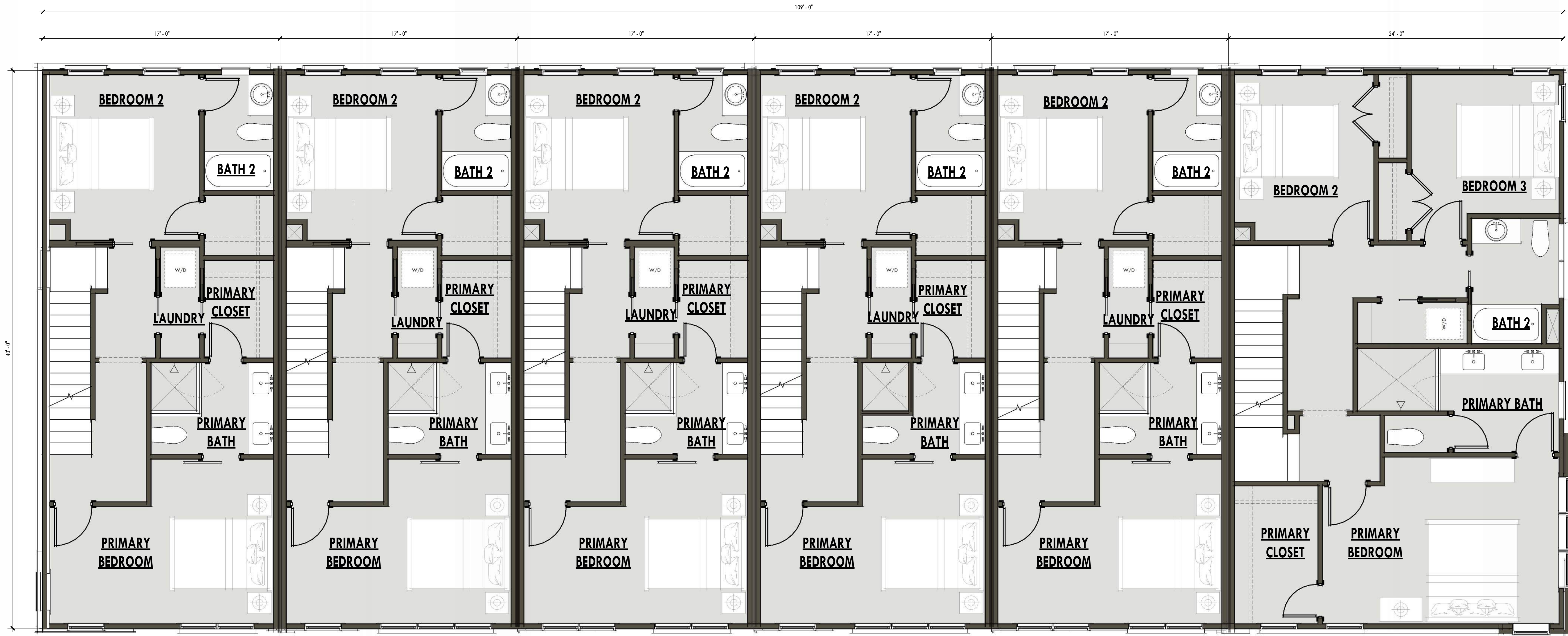
212-218 NORTH 20TH STREET,  
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THIRD FLOOR PLAN

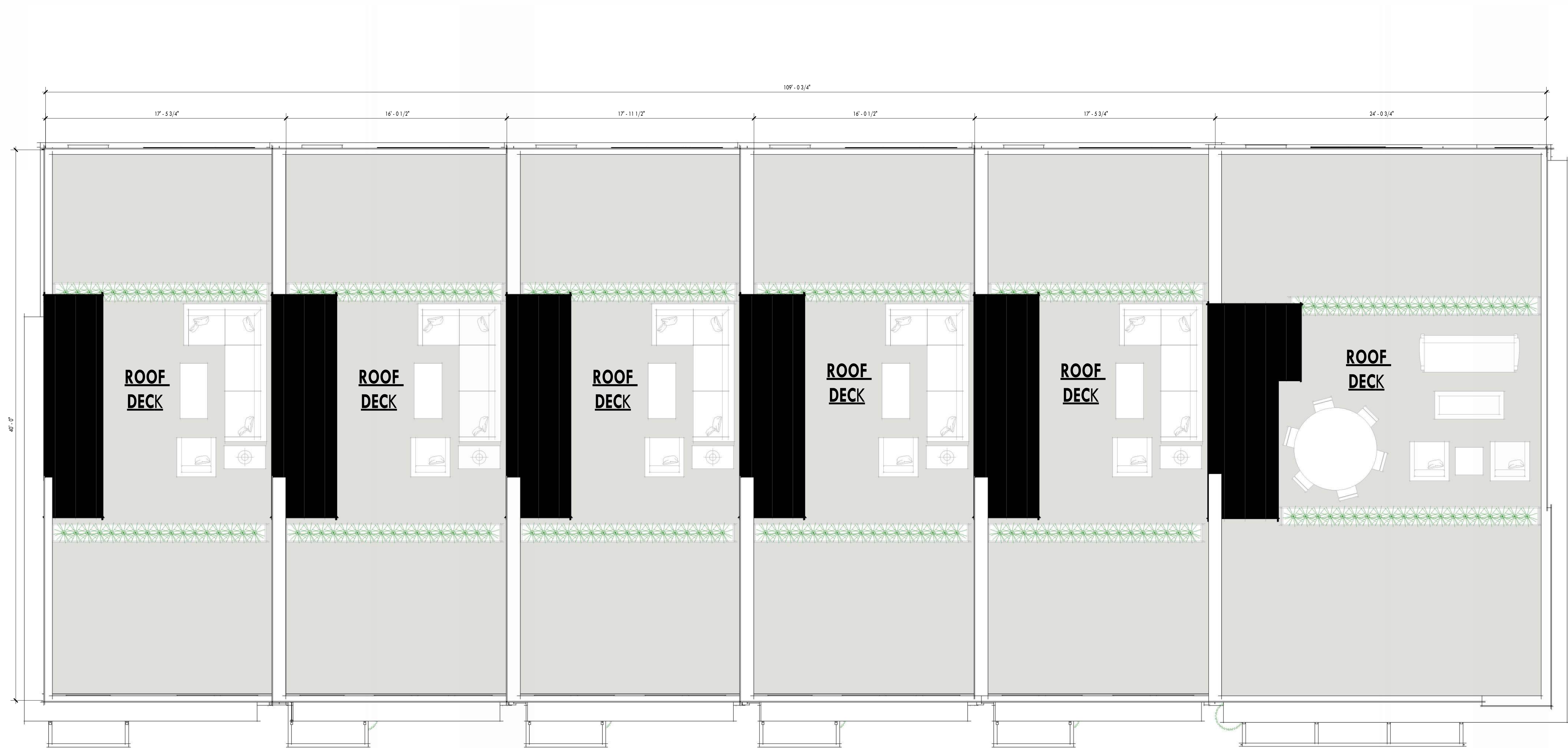
KRISTEN EUDY  
ARCHITECTURE, LLC

M7

NOT FOR CONSTRUCTION







**212-218 NORTH 20TH STREET,  
RICHMOND, VA 23223**

ROOF PLAN





1 SITE LINE STUDY  
1/8" = 1'-0"



2 EAST ELEVATION STREETSCAPE  
1/8" = 1'-0"

**212-218 NORTH 20TH STREET,  
RICHMOND, VA 23223**

SITE LINE STUDY & STREET SECTION