

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.



Proposal 24533-3

Issue Date August 21, 2024

Expires September 20, 2024

PREPARED BY

Reagan Bisharat

Jacob's Ladder Construction

(804) 516-6768

reagan@jacobs ladderinc.com

8907 Three Chopt Rd, Richmond, VA 23229, USA

PREPARED FOR

Lance Warren

Warren, Lance

(917) 445-2703

lancewarren1@gmail.com

2711 E. Clay St. Richmond, VA 23223

PROPOSAL DETAILS

2711 E. Clay St. Richmond, VA 23223

Thank you for choosing Jacob's Ladder. We value your business.

DESCRIPTION

TOTAL

Hardie Reside 8" Reveal

Carpentry Total

Siding Replacement:

\$16,680.00

Scope of Work:

NOTE:

Excludes portion of wall that is blocked by garage.

- Remove and dispose of all siding, rakes and corner boards on left side of house.
- Install R13 insulation at base of wall to prevent air from flowing in wall from crawlspace.
- Install OSB sheathing on right side of house.
- Install LoE house wrap over new sheathing.
- Install new PVC corners and rakes in place of existing.
- Install new 9.25" (8" reveal) smooth no bead Hardie Plank siding in place of existing.
- Caulk all new siding and trim using Maxflex Elastomeric caulking.
- Paint all new siding and trim 2 coats Sherwin Williams Emerald.

Dispose of debris.

Total labor and materials: \$16,680.00

Jacob's Ladder is a part of the James Hardie Associated Contractors program and is a Preferred Certified installer of James Hardie products. This assures all James Hardie siding will be installed per manufacturer's warranty guideline requirements. This includes but is not limited to the following installation procedures: Necessary roof clearances along roof lines, flashing butt joints, factory edges on butt joints, proper seam placement, proper nailing procedures, proper caulking procedures etc.

All of our workers are covered by Worker's Compensation and General Liability Insurance.

All materials will be installed to honor manufacturer warranties.

All of our workmanship is covered by Jacob's Ladder's Lifetime Workmanship Warranty.

Deposit requirement- 25% deposit required at signing

TOTAL

\$16,680.00

PAYMENTS STARTING FROM **\$275/month** on  **Acorn** [Learn More](#) →

Terms & Conditions

Please view our Jacob's Ladder Terms and Conditions attached to the proposal on the right-hand side.

You can also view them using this link: <https://www.jacobs ladder.com/terms-and-conditions>

I agree that by signing this contract I have read and agree to all of its scope, terms, and conditions as well as the separate "JLC Terms and Conditions". I agree to receive text (SMS) updates about my proposal. I acknowledge that I am and/or represent the owner(s) of the

property upon which the work specified in the contract is to be performed. I understand that this proposal is good for 30 days from the date it was sent. I understand this estimate is based on payment by cash or check. I may cancel this contract, without penalty or obligation, within 3 business days after the execution of this Contract. I agree that Jacob's Ladder Construction, Inc. (Company) liability to this estimate cannot be greater than the contract price. Payment is due at contract completion. Any invoice or scheduled payment over 30 days past due will be subject to a late fee of 2% interest on a monthly basis. I understand I am liable for any and all costs and reasonable attorney's fees incurred by Company arising from or related to any manner to this Contract.

The above specifications, costs, and terms are hereby accepted.

LANCE WARREN

DATE



2711

2709