



Commission of Architectural Review SUBMISSION APPLICATION

City of Richmond, Room 510 – City Hall
900 East Broad Street, Richmond, Virginia 23219
PHONE (804) 646-6335 FAX: (804) 646-5789

12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION

LOCATION OF WORK: 1635 Monument Avenue DATE: 3/21/16

OWNER'S NAME: Dr. Jesse & Mrs. Leslie Torbert TEL NO.: 8653560999

AND ADDRESS: 1635 Monument Avenue EMAIL: leslietorbert@gmail.com

CITY, STATE AND ZIPCODE: Richmond, VA 23220

ARCHITECT/CONTRACTOR'S NAME: John Smith TEL. NO.: 8042851842

AND ADDRESS: P.O. Box 17705 EMAIL: smithrnr@verizon.net

CITY, STATE AND ZIPCODE: Richmond, VA 23226

Would you like to receive your staff report via email? Yes No

REQUEST FOR CONCEPTUAL REVIEW

I hereby request Conceptual Review under the provisions of Chapter 114, Article IX, Division 4, Section 114-930.6(d) of the Richmond City Code for the proposal outlined below in accordance with materials accompanying this application. I understand that conceptual review is advisory only.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

I hereby make application for the issuance of a certificate under the provisions of Chapter 114, Article IX, Division 4 (Old and Historic Districts) of the Richmond City Code for the proposal outlined below in accordance with plans and specifications accompanying this application.

DETAILED DESCRIPTION OF PROPOSED WORK (Required):

STATE HOW THE DESIGN REVIEW GUIDELINES INFORM THE DESIGN OF THE WORK

PROPOSED. (Include additional sheets of description if necessary, and 12 copies of artwork helpful in describing the project. The 12 copies are not required if the project is being reviewed for an administrative approval. See instruction sheet for requirements.)

Please see outlined proposal from John Smith of Smith Reproduction & Renovation, Inc., as well as all supporting documentation.

Signature of Owner or Authorized Agent: X 

Name of Owner or Authorized Agent (please print legibly): Leslie A. Torbert

(Space below for staff use only) RECEIVED 2pm

Received by Commission Secretary MAR 23 2016 APPLICATION NO. _____

DATE _____ SCHEDULED FOR _____

Note: CAR reviews all applications on a case-by-case basis.

Smith Reproduction & Renovation, Inc.
Post Office Box 17705
Richmond, Virginia 23226
Phone: 804-285-1842
Lic. # 2705043276A

3/21/2016

Property owners:

Dr. Jesse & Mrs. Leslie Torbert

Property address:

1635 Monument Avenue
Richmond, Virginia 23220

Proposed scope of work:

Front façade

Remove secondary front porch roof and columns.

Remove secondary front door.

Install window as show on plans to match existing windows.

Search historic renovation groups:

Caravati's

S.B. Cox

Paul's Place

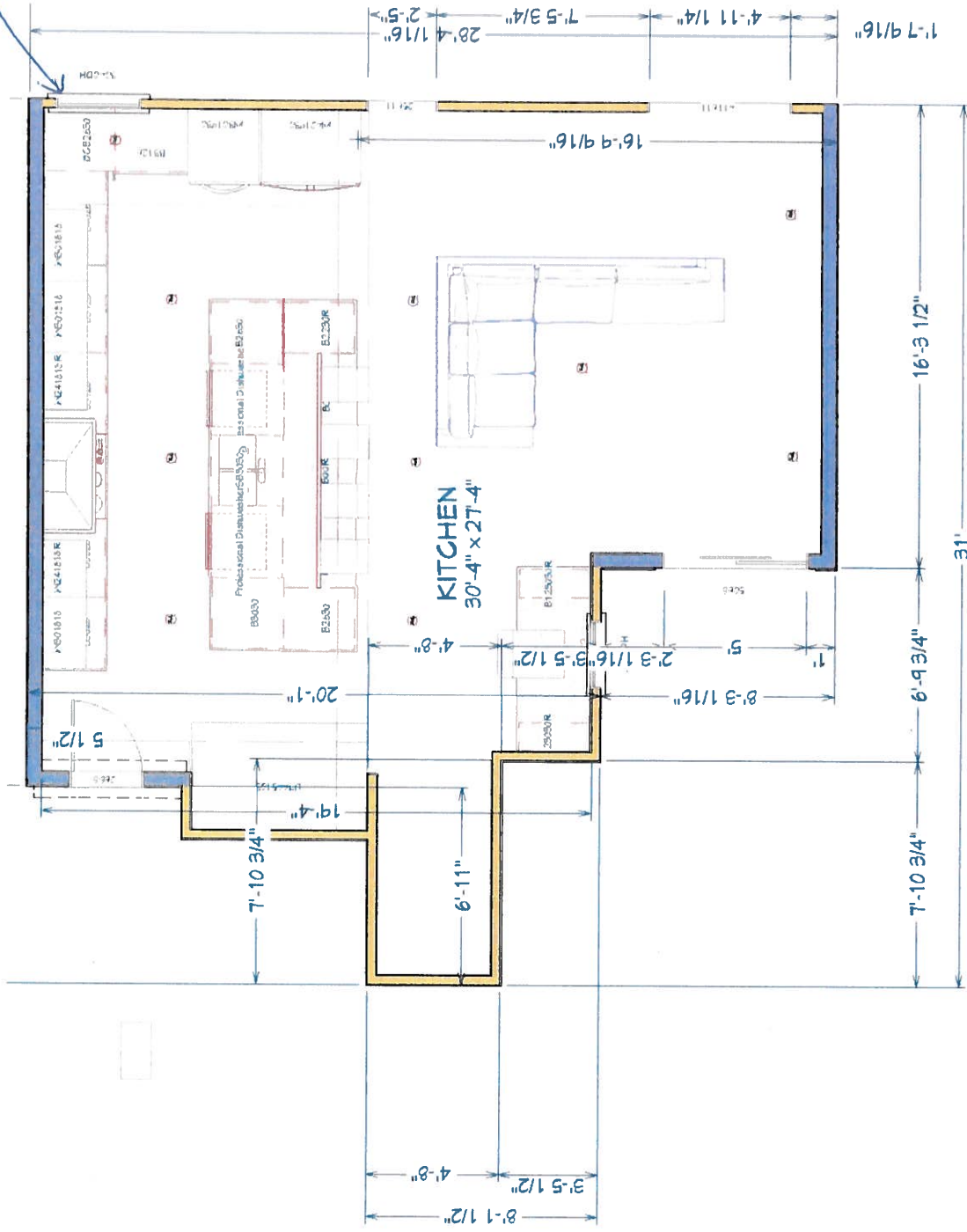
Govenor's Antiques

Reuse bricks from window cutout to infill where door was located.

Match existing motar, sills and keystones.

Match existing paint color.

Window



LIVING AREA
659 sq ft

Proposed Plan



Current

1 box = 6"



- 195"
- 112"

Window
36/4" x
62/4"
(brick
opening
same
as above)

- 65" up
from
porch.

Proposed.

1 box = 6"

