



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address 2717 W. Grace St, Richmond, VA

Historic district West Grace Street

Date/time rec'd: 8:53 7/24/18  
Rec'd by: AM  
Application #: COA-039285-2018  
Hearing date: 8/28/2018

### APPLICANT INFORMATION

Name Janet & Lorin Sodell

Phone 317-402-8570

Company \_\_\_\_\_

Email janet@thesodells.com

Mailing Address 2780 Bending Birch Lane  
Quinton, VA 23141

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)

Replacement of a severely deteriorated and dangerous deck on the back of the house with the same size and shape.

### 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. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Zoning Requirements:** Prior to CAR 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 [Signature]

Date 23.JUL.18

# CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

Well in advance of the COA application deadline 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. Visit the Commission of Architectural Review website for project guidance and forms:

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

Division of Planning and Preservation    804.646.6335    Marianne.Pitts@Richmondgov.com

## SUBMISSION INSTRUCTIONS

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

- One (1) signed and completed application – property owners signature required
- Twelve (12) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled

## MEETING SCHEDULE

- Applications are due by 12 PM (noon) on the deadline date. Exception: revisions to items deferred, denied or presented conceptually at the previous CAR meeting are due 15 days in advance of the scheduled meeting.
- **Application deadlines are firm.** All materials must be submitted by the deadline to be considered at the following CAR 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.
- CAR 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.
- CAR monthly meetings are held 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.

2018 Meeting Dates (Tuesdays unless noted otherwise)	Application Deadlines (Fridays unless noted otherwise)
January 23	December 22, 2017
February 27	January 26
March 27	March 2
April 24	March 30
May 22	April 27
June 26	May 25
July 24	June 29
August 28	July 27
September 25	August 24
October 23	September 28
November 27	October 26
December 18	November 26 (Monday)



# 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:** 2717 W. Grace St, Richmond, VA

### BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

### ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- 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

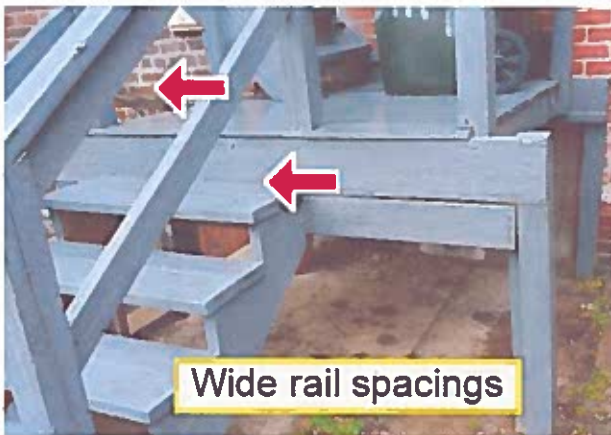
**DRAWINGS** (refer to required drawing guidelines)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

## 2717 W. Grace St., Richmond, VA 23141

Owners: Janet & Lorin Sodell  
2780 Bending Birch Lane  
Quinton, VA 23141

Our original plan to repair back deck was determined to be unsafe after four steps broke off, a supporting brace was rotted  $\frac{3}{4}$  of the way through, and it was determined that all supporting posts were not properly installed on footings. Below are pictures from the home inspection.



We are requesting permission to replace the deck with one of the same size and design. It was our misunderstanding that we did not need permission from CAR if we were replacing like with like. Our apologies. Here are pictures of the deck in progress:



Attached is a drawing showing the dimensions and location of stairs and platforms. Please note the following changes we did make to the original deck construction:

- Footers installed for the upright supports.
- Deck bolted to house, unlike original.
- Wide spaced railings replaced with the same style railing used on renovated back decks up and down the alley.

Janet Sodell Deck  
2717 W. GRACE ST.

All Handrail post 4" x 4"

Band board  
Double 5/8"

Landing  
3/6" x 11"

ALL  
6" x 6"  
Post

Grade

18"

9" x 9"

9" x 9"

8" x 12"

ALL  
2" x 12"  
Stringers

9" x 9"

Step  
Step

9" x 9"

9" x 9"

Handrail Height  
42"

8' Deep

3/6" x 3/6"  
Landing

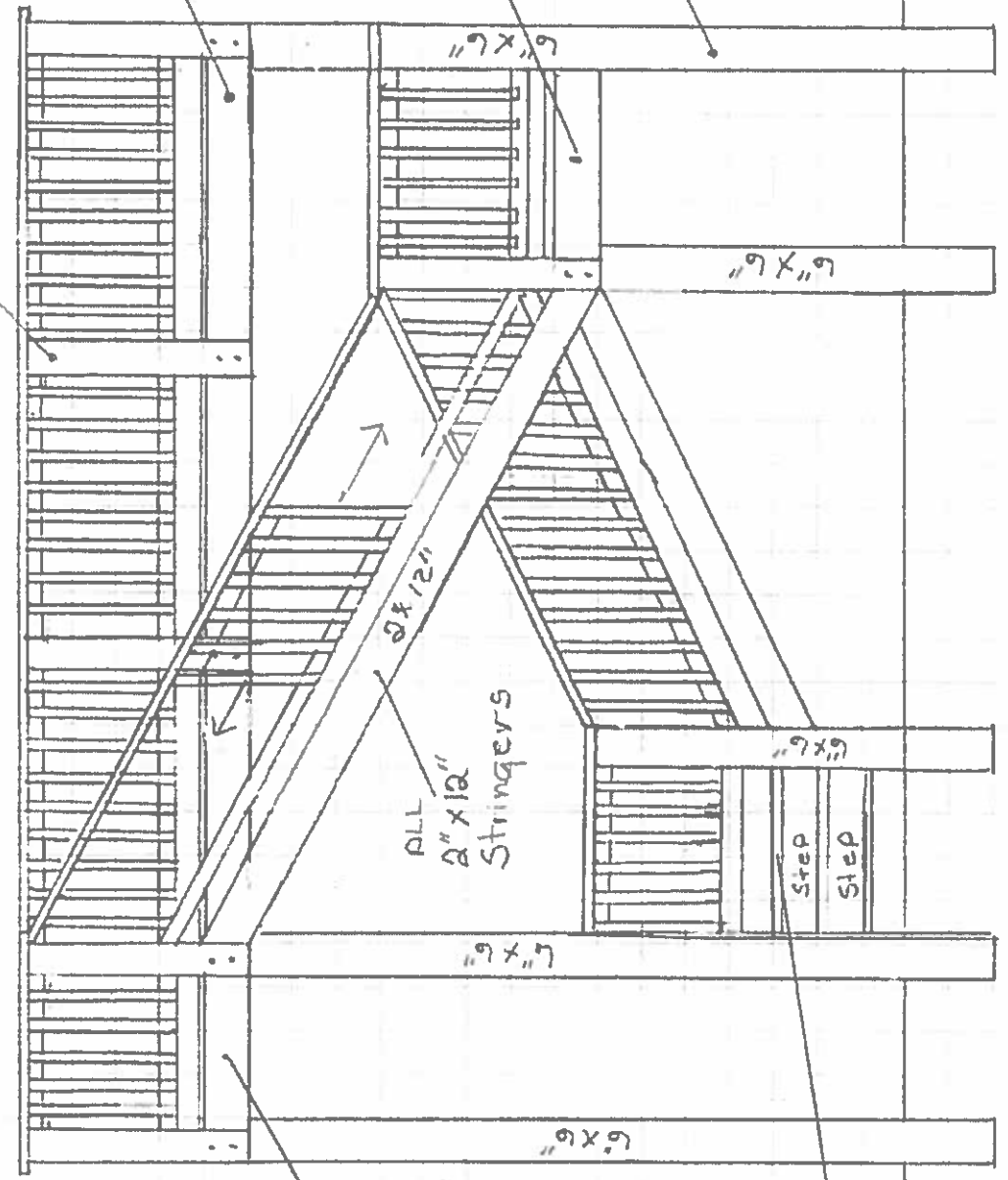
3/6" x 3/6"  
Landing

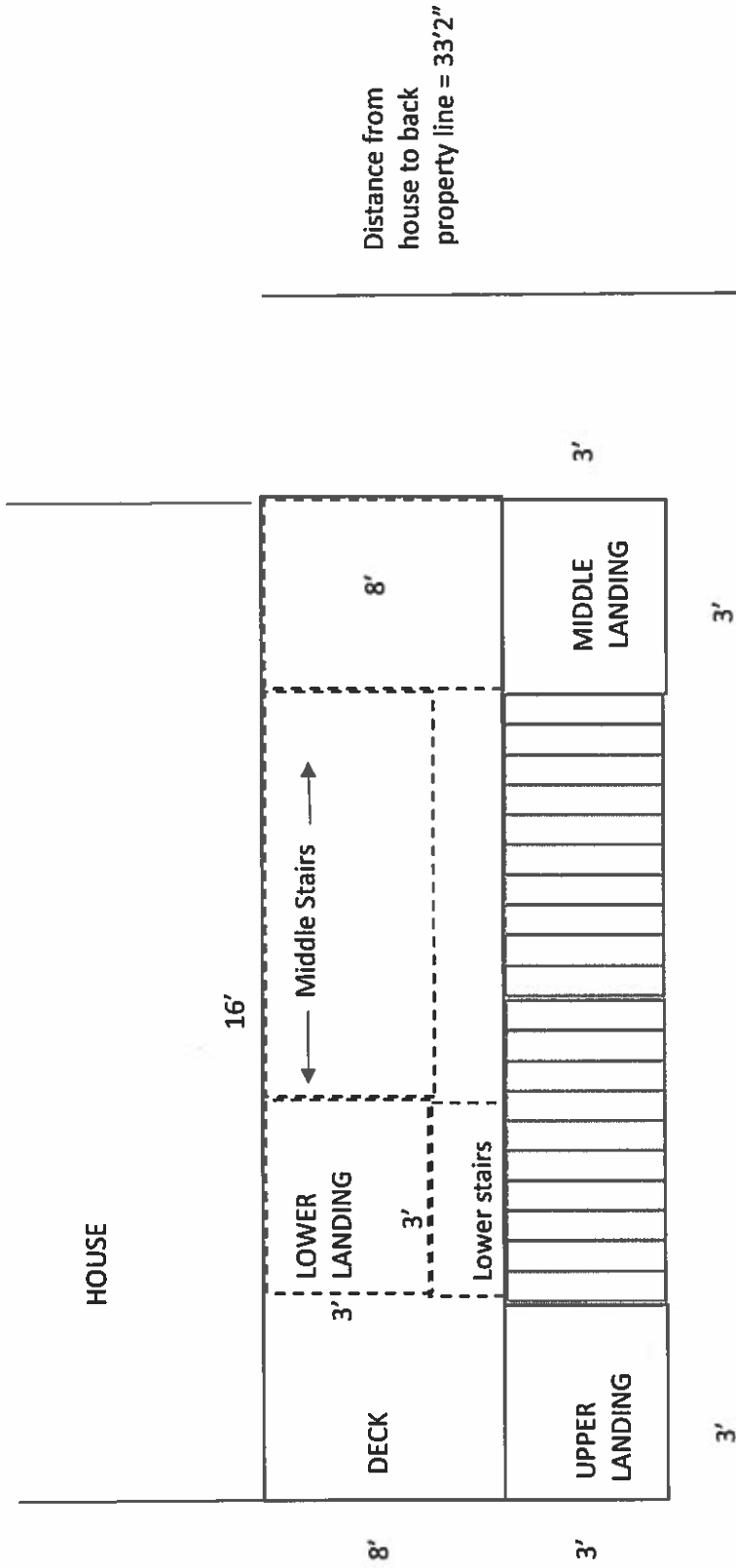
Deck 16' x 8'

NOTE: Not To Scale

Mark J. Costen  
7.23.18  
Master Carpenter

ALL materials will be  
pressure treated wood





Lot width = 25' 3"

2717 W. Grace Street, Richmond, VA

Janet & Lorin Sodell