



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

**Commission of Architectural Review
Certificate of Appropriateness Application**
900 E. Broad Street, Room 510
Richmond, VA 23219
804-646-6569

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.

A handwritten signature in black ink, appearing to read "John Doe".

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: 2509 East Franklin Street, Richmond, VA, 23223

BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building

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 1/2 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



ALL HEADERS ARE (2) 2X8 UNLESS OTHERWISE NOTED

BWL_CS_WSP BRACED WALL LINE (BWL)
CONTINUOUS OSB (CS WSP)
PER R602.10.4

ALL LUMBER #2 YELLOW PINE EXCEPT AS NOTED
ALL WINDOW AND DOOR OPENINGS ARE READ AS FEET AND INCHES
EXAMPLE: 3068 = 3'0" X 6'8"

LL WINDOWS, DOORS AND INSULATION TO MEET OR EXCEED MINIMUMS
OF N1102.1 OF THE 2021 IRBC FOR ZONE 4A

WINDOW AND DOOR U-FACTOR .35, CEILING INSULATION R-49,
ALL INSULATION R-15, FLOOR INSULATION R-19

DESIGN LOAD CRITERIA IS BASED ON R301.5 "MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS." HEADER SPANS ARE PRESCRIBED BY TABLE R502.5 OF THE 2021 VUSBC OR THE APPROPRIATE ENGINEERED LUMBER SPECIFIER'S GUIDE. LOAD CALCULATIONS WILL BE PROVIDED FOR ANY HEADERS OR BEAMS WHEN PRESCRIPTIVE DATA IS NOT AVAILABLE.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY MEASUREMENTS, SITE CONDITIONS AND CODE COMPLIANCE BEFORE PROCEEDING.

THESE PLANS ARE INTENDED TO ADHERE TO THE 2021 VUSBC.

THESE PLANS ARE INTENDED TO ADHERE TO THE INTERNATIONAL
CODE COUNCIL DESIGN WIND SPEED OF 115 MPH AND EXPOSURE "B"

ASSUMED SOIL BEARING CAPACITY 1500 PSF UNLESS DEMONSTRATED TO BE GREATER

EXISTING WINDOW AND DOOR CONFIGURATION
(ALL THREE FLOORS)

36'10"DH 28'8"MU

4'-3" 3'-6" 3'-9" 2'-8" 4'-4"

18'-6"

EXISTING PORCH TO BE REMOVED

EXISTING ALL FLOORS
Scale 1/4" = 1'

Architectural diagram illustrating a deck joist system with crawl space ventilation and landing post details.

JOISTS 2X10 @ 16" O.C. →

MINIMUM OPENING 16" X 24" PER R408

USE PRESSURE TREATED BAND BOARDS WHERE DECK LEDGERS WILL ATTACH

**JOISTS TREATED 2X8 @ 16" O.C.
(NOTE: FOR COMPOSITE DECKING,
REDUCE JOIST SPACING TO 12" O.C.)**

STEEL HANGERS AT JOIST ENDS

LANDING POSTS TREATED 6X6 ON 8"X16"X16" CONCRETE FOOTING

**INSTALL CRAWLSPACE VENTS
WITHIN 3' OF EACH CORNER**

MAIN FLOOR PLAN VIEW

EXISTING SOLID MASONRY WALLS WITH FRAMED INTERIOR FURRING WALL

BWP 4

BWP 4

BWP 4

BWP 4

BWP 4

BWP 2'

BWP 2'

TEMPER

4850MU

3050DH

3050DH

WIDEN EXISTING DOOR STEEL LINTEL HEADER AS SPECIFIED BY PROVIDER

CONDITIONED SPACE

EXISTING FENCE

EXISTING GATE

UP

3'-9"

3'-9"

4'

1'-11 1/2"

5'-8 1/2"

4'-4"

12'

3'-9"

6'

6'

36'-8"

6'

6'

15'-0"

3060

This technical diagram illustrates a floor joist system. It features a central vertical support column. A horizontal beam, labeled 'JOISTS 2X10 @ 16" O.C.' with an arrow pointing right, is supported by this column. The beam is connected to a series of horizontal joists. The entire assembly is supported by vertical studs. A hatched area at the top represents insulation. A curved line at the bottom indicates a transition or a cut in the floor slab.

2ND FLOOR RAFTERS 2X12 @ 16" O.C. →

ALIGN DECK JOISTS
ABOVE RAFTERS

This architectural drawing shows a cross-section of a porch on the 3rd floor. The porch is 12' wide and 12' deep, with a total height of 12'. A fan is centered in the porch area. The drawing includes a scale bar at the bottom left and a title at the bottom.

3RD FLOOR PORCH

Scale 1/4" = 1'

RAFTERS 2X6 @ 16" O.C. →

CEILING JOISTS 2X6 @ 16" O.C. →

RIDGE 2X8

ORCH ROOF FRAMING
scale 1/4" = 1'

An architectural elevation drawing of a two-story brick townhouse. The left side of the building features vertical brickwork, while the right side is covered in horizontal siding. The front entrance is located on the left, featuring a glass door with a side panel and a small balcony above it. A set of stairs leads up to the entrance. The second floor has a large window on the left and a smaller window on the right. The roofline is stepped, and the drawing includes a hatched area at the base of the right side.











