



**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.



# CERTIFICATE OF APPROPRIATENESS

## NEW CONSTRUCTION CHECKLIST

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**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 in the office or on site.**

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 New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 2120 M Street Richmond VA 23223 United States (ADU BUILD)

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### NEW BUILDING TYPE

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

### DRAWINGS (refer to required drawing guidelines)

- floor plans
- elevations (all sides)
- roof plan
- list of windows and doors, including size, material, design
- context drawing showing adjacent buildings
- perspective
- site plan
- legal plat of survey

### WRITTEN DESCRIPTION

- describe new structure including levels, foundation, siding, windows, doors, roof and details
- state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- 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)

- site as seen from street, from front and corners, include neighboring properties

OCTOBER 4, 2024



# 2120 M ST. CAR FINAL APPLICATION

ADU BUILD

OWNER  
SARA KOENIG  
R A JOSEPH HOUSE LLC



SARA KOENIG

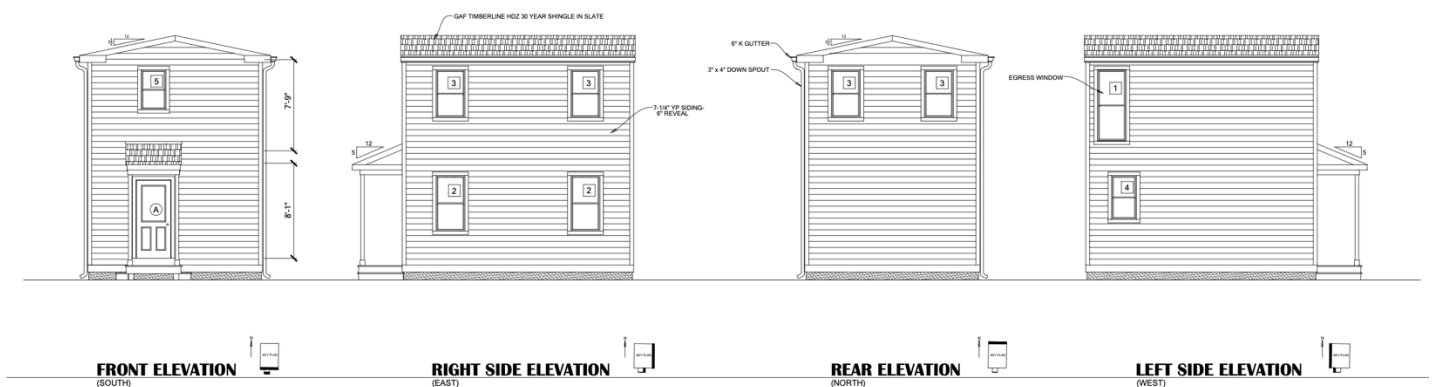
R A JOSEPH HOUSE LLC

2120 M STREET, RICHMOND VA, 23223

## 2120 M STREET\_CAR APPLICATION: ADU\_NEW CONSTRUCTION

### Summary:

ADU APPLICATION: The main residence is a Single-Family Dwelling in a Multifamily Urban Residential District (R-63). DESCRIPTION: Single-Family Detached Dwelling Unit. The ADU will be 572 square feet with a 19' -6" x 14' -8" footprint. It will be a 2-Story structure on a concrete foundation. The building will be clad in Yellow Pine board siding. There will be 9 aluminum clad windows. The exterior door will be constructed of fiberglass. The roof will be a Gable type which matches the roof type and pitch of the roof over the rear of the main dwelling. Retaining wall and fence along N. 22<sup>nd</sup> Street to be extended. New stair and gate to be constructed to match existing. Exterior finishes to match main dwelling.



Conceptual Review Recommendation: Owner's Comments:

1. Consider mimicking some of the primary buildings front porch detailing on the ADU's porch.

Owner's Comment: The intent of the design of the porch is to take inspiration from the main house but keep the ADU subordinate in aesthetic. This is achieved by mimicking the double fascia, square columns, and tongue and groove porch decking. All finishes will mimic the main house entrance to achieve cohesiveness.

The porch is on the south elevation which faces the backyard of the main house. It will not be seen from the N. 22<sup>nd</sup> street road. It will be hidden behind a 6-foot privacy fence that sits atop a 2-foot-high retaining wall, further lessening the visibility of the porch.

2. Consider the feasibility of asphalt shingles on the roof of the ADU. The slope of roof could cause potential issues with water runoff.

Owner's Comment: The roof material being used on the ADU is the same as the roof material on the rear portion of the main house. The rear section of the main house was built in 2012 using the recommendations of CAR. Originally the rear section was designed at the same height and pitch as the front (historical portion) of the main house. The mandate by CAR was to lower the height of the roof and pitch so that it appeared subordinate to the front section. This allowed for the historical front section to stand out. The approved roof pitch was 2.5/12. The ADU mimics this pitch and design as new construction.

The shingles being used is GAF Timberline HDZ Shingle. The specifications state that the minimum slope is 2/12 to maintain the warranty. The insulation in the ADU will be spray foam which will minimize standing snow and ice. The roof plywood and shingle.

3. Consider a hipped roof on the ADU rather than the proposed shallow gable.

Owner's Comment: The roof type mimics the roof on the rear section of the main house which is also new construction. The intent is to maintain the similar aesthetics as this section of the house. Keeping the subordinate nature of the rear section and ADU to the main section.

4. Could increase the pitch of the ADU's proposed gable roof.

Owner's Comment: As mentioned above, slope mimics the rear section of the main house. It is also logistically necessary to maintain the height restriction mandated by the building code for an ADU.

5. Could use either the proposed pine siding, or a composite, fiber cement siding with a smooth finish could be acceptable.

Owner's Comment: Owner will take CAR suggestion and use composite, fiber cement siding with a smooth finish. The siding will be horizontally installed with a 6" reveal to match the main house.

6. Stay away from K-Style gutter. A square or half-round gutter could be more appropriate.

Owner's Comment: The gutters are K-Style which mimic the style on both the historical and new construction sections of the house. The K-Style gutters were existing on the historical portion of the house when the house was renovated in 2012. The K-Style was approved to use on the rear portion of the house to continue the cohesiveness of the exterior.

SARA KOENIG

R A JOSEPH HOUSE LLC

2120 M STREET, RICHMOND VA, 23223

## **2120 M STREET\_CAR APPLICATION: ADU BUILD**

### **Material & Finishes Exterior:**

- A. Footing – 16” wide by 10” thick continuous concrete, 2 rows of #4 rebar
- B. Crawl Space – 2 foot deep
- C. Roof – Main roof, Gable type (matching main rear dwelling roof). Covered with 30-year fiberglass shingle. 2.5/12 pitch (12 degrees). Entry roof, 5/12 pitch
- D. Shingle - Manufacturer: GAF, Product: Timberline High-Definition fiberglass, Color: Slate
- E. (1) Door - Manufacturer: Therma -Tru, Product: Smooth Star, Half Lite 2 Panel, Fiberglass Exterior Door, Size: 36” x 80”, Model: S132, Finish: Painted, Color: Sherwin Williams Tricorn Black (SW 6258)
- F. (9) Windows – Jeld Wen, Product: Siteline® Clad-Wood Window: Double Hung Pocket, Color: White
  - (1) Size: 2’-5 3/8” x 6’-0” Model: SCD 2972, Tempered Glass, Egress Window
  - (2) Size: 2’-5 3/8” x 4’-8” Model: SCD 2956
  - (4) Size: 2’-5 3/8” x 4’-0 Model: SCD 2948
  - (1) Size: 2’-1 3/8” x 3’-8” Model: SCD 2544
- G. (1) Size: 2’-1 3/8” x 3’-4” Model: SCD 2540 Siding – Size: 7 ¼”, Material: Yellow Pine, Finish: Painted, Color: Sherwin Williams Sage Green (SW 2860) (to match the main dwelling)
- H. Trim – Window and Door exterior constructed of pine, Finish: Painted, Color; Sherwin Williams Alabaster (SW 7008)
- I. Gutters & Down Spouts: 4” Smooth Round Aluminum Downspout, 4” K Style Aluminum Gutter, Color: White

Appendix 1: Paint color

Appendix 4: Pictures

Appendix 2: Site Plan

Appendix 5: Comparable Neighborhood ADU

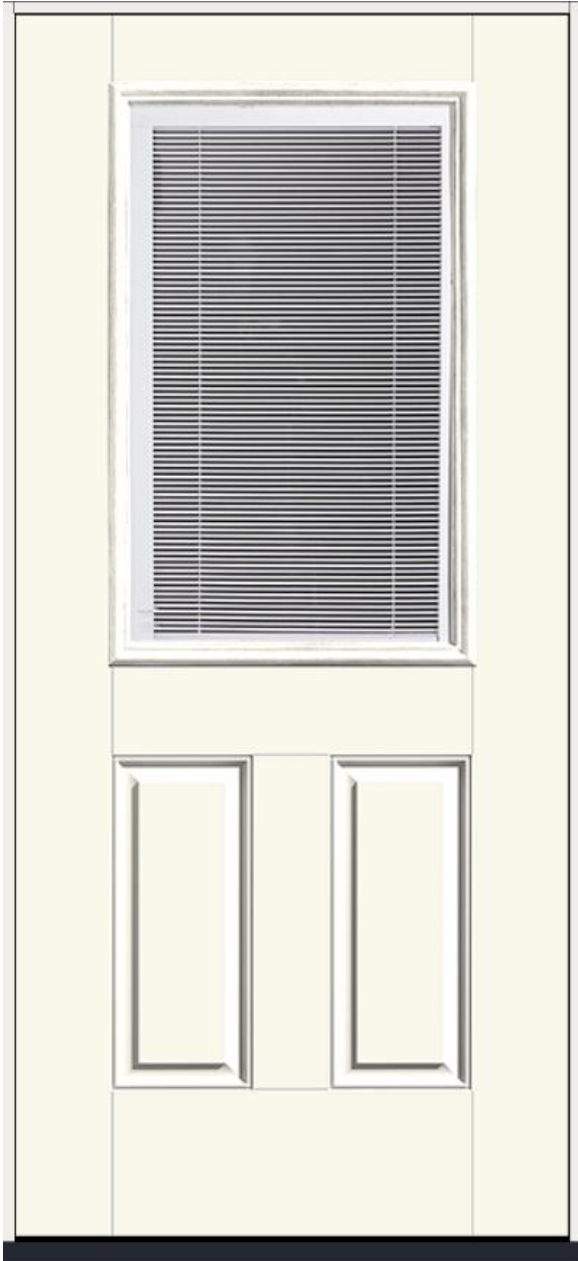
Appendix 3: Legal Plat of Survey

**D. Shingle - Manufacturer: GAF, Product: Timberline High-Definition fiberglass, Color: Slate**





E. (1) Door - Manufacturer: Therma -Tru, Product: Smooth-Star Fiberglass Exterior Door, Size: 36" x 80", Model: S132, Finish: Painted, Color: Sherwin Williams Tricorn Blac (SW 6258)



**Trim Color**

SW 7008

**Alabaster**

[View Details](#)

**Door Color**

SW 6258

**Tricorn Black**

[View Details](#)

**F. (9) Windows – Manufacturer: Jeld-Wen, Product: Siteline® Clad-Wood Window: Double Hung Pocket Exterior, Color: White**



**Siteline® Clad-Wood Window: Double Hung Pocket**

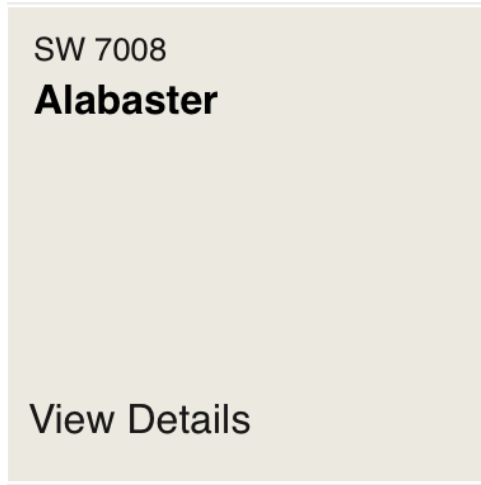


**Existing Window on Main Dwelling**

**Window QTY, Size, & Model:**

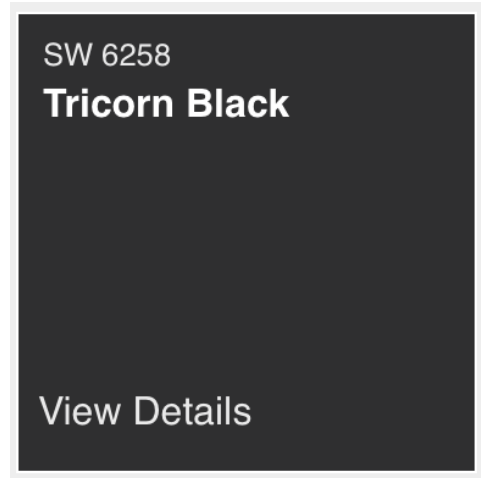
- (1) Size: 2'-5 3/8" x 6'-0" Model: SCD 2972, Tempered Glass, Egress Window
- (2) Size: 2'-5 3/8" x 4'-8" Model: SCD 2956
- (4) Size: 2'-5 3/8" x 4'-0" Model: SCD 2948
- (1) Size: 2'-1 3/8" x 3'-8" Model: SCD 2544
- (1) Size: 2'-1 3/8" x 3'-4" Model: SCD 2540

**Appendix 1: Paint colors – Chosen from the CAR Guidelines. Matches main dwelling color scheme.**



**Trim Color**

Sherwin Williams: Alabaster SW 7008



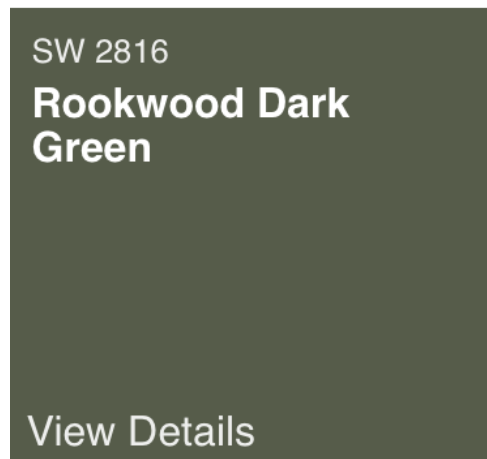
**Door Color**

Sherwin Williams: Tricorn Black SW 6258



**Siding**

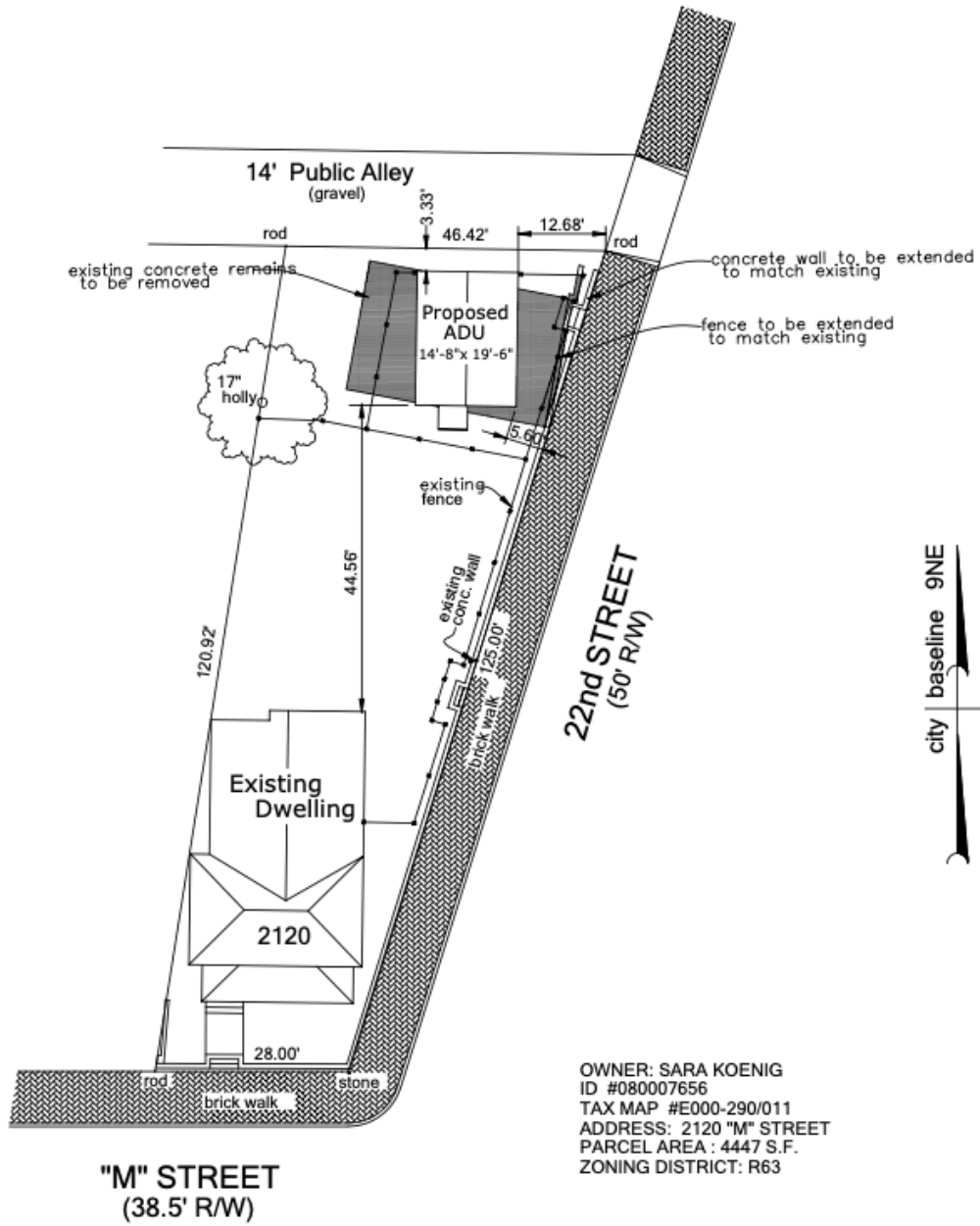
Sherwin Williams: Sage SW 2860



**Window Sash**

Sherwin Williams: Rookwood Dark Green SW 2816

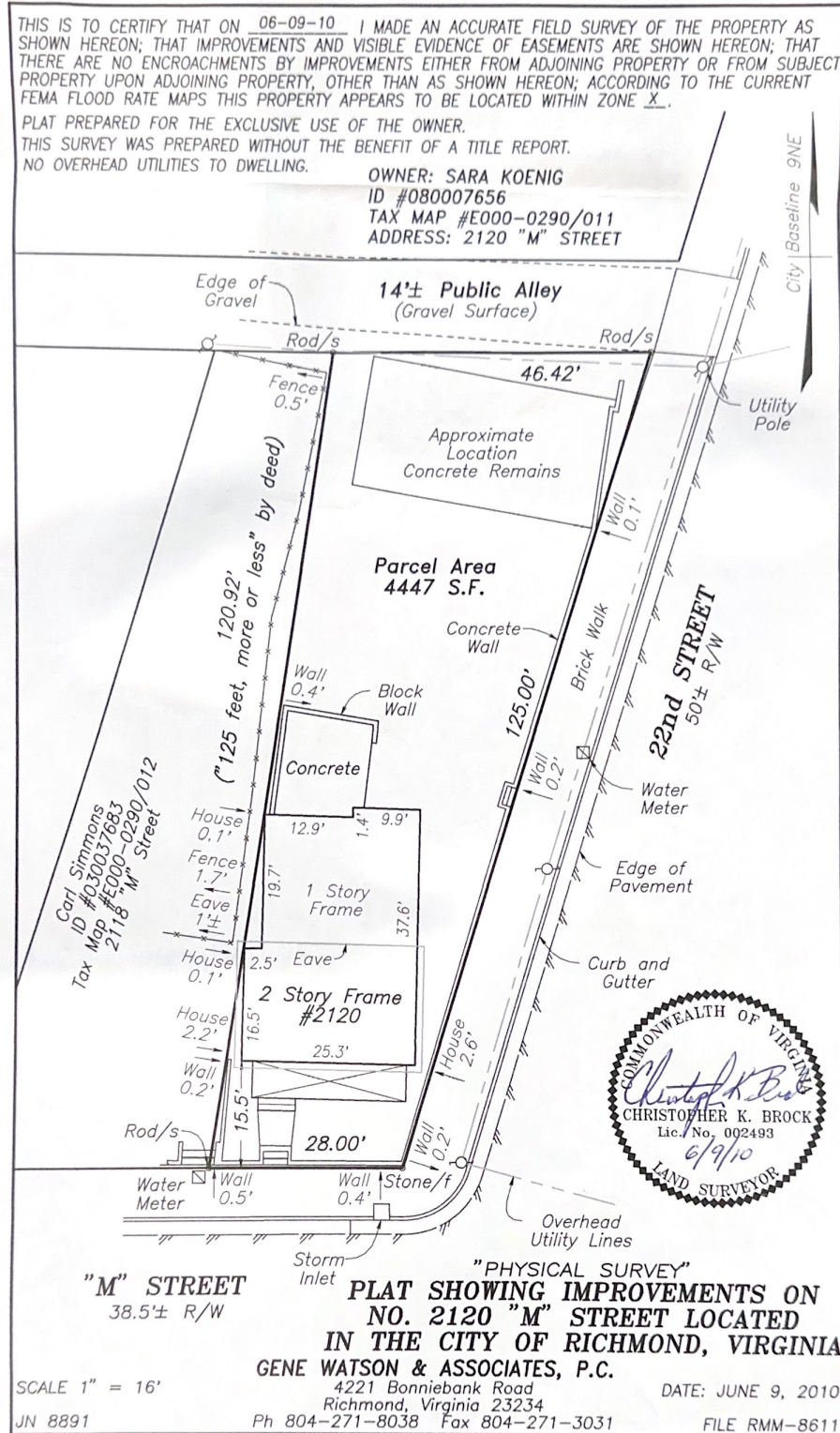
## Appendix 2: Site Plan



### Plot Plan

Scale: 1"=20.0'

### Appendix 3: Legal Plat of Survey





## Appendix 4 : Pictures



View from intersection of N. 22<sup>nd</sup> Street and M Street along the 2100 block of M street.



View from intersection of N. 22<sup>nd</sup> Street and M Street along the 700 block of N. 22<sup>nd</sup> Street.



View from intersection of N. 22<sup>nd</sup> Street and M Street along the 600 block of N. 22<sup>nd</sup> Street.



Rear view of main dwelling to illustrate roof slope 2.5/12 (12 degrees). ADU roof slope to match.

## Appendix 4 : Pictures (continued)



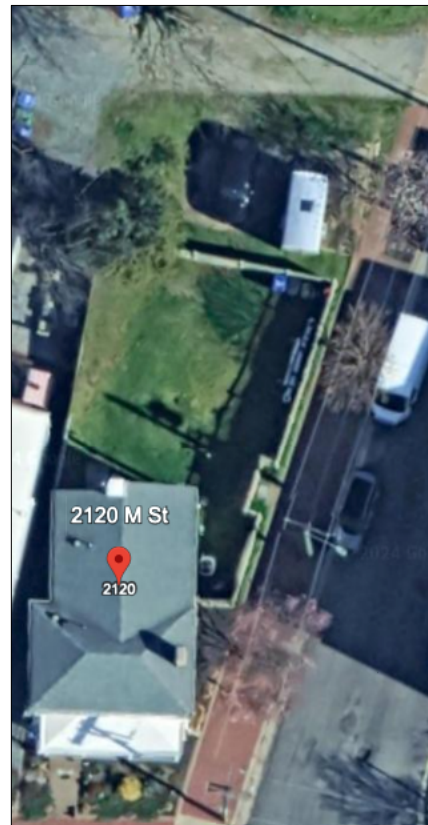
Existing side stair, fence, and gate.



Existing side stair, fence, and gate.



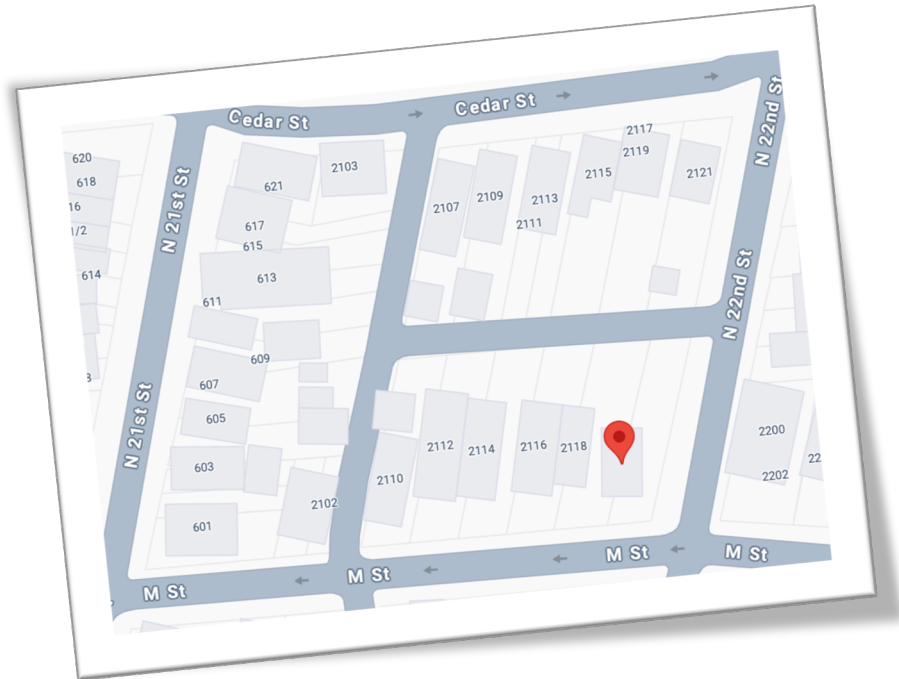
Fence line to be extended. Retaining wall to be repaired. New stair and fence (match existing) to be constructed.



Birds Eye view of the property.



## Appendix 5 : Comparable Neighborhood ADU



Comparable ADU located at 605 N. 21<sup>st</sup> Street.

