



**Property** (location of work)  
Property Address: 2215 E. Broad St. Current Zoning:  
Historic District: St. John's

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

**Project Description** (attach additional sheets if needed):

**Applicant/Contact Person:** Waite Rawls  
Company: \_\_\_\_\_  
Mailing Address: 2215 E. Broad St.  
City: Richmond State: VA Zip Code: 23223  
Telephone: (804) 5018436  
Email: waiterawls@gmail.com  
Billing Contact? \_\_\_\_\_ Applicant Type (owner, architect, etc.): \_\_\_\_\_

**Property Owner:** Waite Rawls  
If Business Entity, name and title of authorized signee: \_\_\_\_\_  
Mailing Address: 2215 E. Broad St.  
City: Richmond State: VA Zip Code: 23223  
Telephone: (804) 5018436  
Email: waiterawls@gmail.com  
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: 10/30/25



# 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:** \_\_\_\_\_

### BUILDING TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence  | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building     | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building      |  |
| <input type="checkbox"/> institutional building  |  |

### ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation              | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input type="checkbox"/> porch or balcony        | <input checked="" type="checkbox"/> other |

**Fence**

### 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)

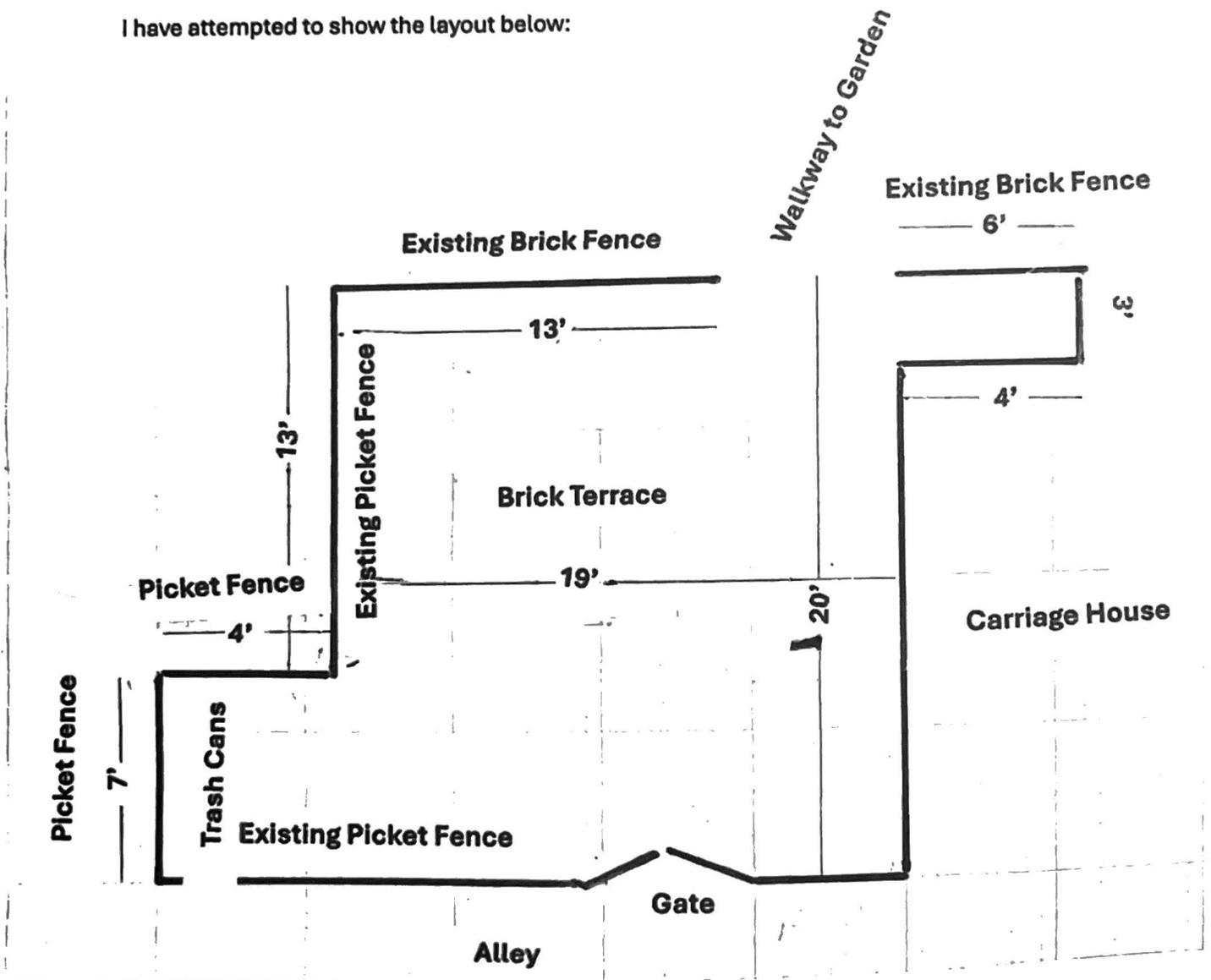
- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> current site plan | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides)   |
| <input type="checkbox"/> proposed site plan           | <input type="checkbox"/> list of proposed window and door  | <input type="checkbox"/> proposed elevations (all sides)  |
| <input type="checkbox"/> current floor plans          | <input type="checkbox"/> current roof plan                 | <input type="checkbox"/> demolition plan                  |
| <input type="checkbox"/> proposed floor plans         | <input type="checkbox"/> proposed roof plan                | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey"       |  |   |

The proposed project is very simple. 15+ years ago, we built a brick fence (wall?) around our garden in the back of our house at 2215 E. Broad Street. It is 4' high and uses an unusual pattern of bricks that was favored by famous landscape architect Charles Gillette. We then laid a brick terrace, which is bordered on the east and south (alley side) by a 6' high wooden picket fence. All of the designs, placements, brick choices, and paint colors were approved by CAR at the time of their construction.

Well, the doggoned wooden picket fence is rotting and falling apart!

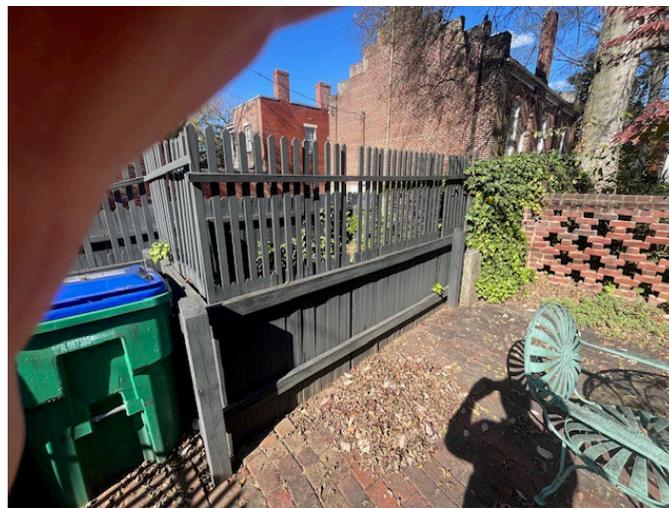
Rather than replacing that fence with an identical wooden fence, we intend to replace it with a brick fence (wall?) that is an identical copy of the existing brickwork on the exact same layout as the current wooden fence. An appropriately designed double gate will be wooden and made after the brickwork is finished.

I have attempted to show the layout below:





**Existing wooden picket fence (alley view). Note rotten condition and location,**



**Existing picket fence. West side of garden area.**



**Existing brick fence. Note pattern and location (25' inside garden area).**