



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**PROPERTY** (location of work)

Address 412 N. 24TH ST.

Historic district CHURCH HILL NORTH

Date/time rec'd: _____
Rec'd by: _____
Application #: _____
Hearing date: _____

**APPLICANT INFORMATION**

Check if Billing Contact

Name Andrew Maples

Phone 804-873-5495

Company \_\_\_\_\_

Email mapletreeinvestmentsllc@

Mailing Address P.O. Box 5685 Richmond, VA 23220

Applicant Type:  Owner  Agent  
 Lessee  Architect  Contractor  
 Other (please specify): \_\_\_\_\_

**OWNER INFORMATION** (if different from above)

Check if Billing Contact

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

**PROJECT INFORMATION**

Project Type:  Alteration  Demolition  New Construction  
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

This proposal is to repaint the exterior (siding, porch & trim), patch/repair roof as required (see attached), replace rear window (1) w/ exterior door, add a rear deck w/ stair and install/repair perimeter fence at the rear of the property.

**I am proposing to repaint the house as it is currently two different colors on the front and sides. Additionally, the rear window that I am proposing to change does not appear to be original; it was added during one of two additions that were completed.**

**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 payment of the application fee. Applicants proposing major new construction, including additions, should meet with Staff to review the application and requirements prior to submitting an application. 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 and application materials should be prepared in compliance with zoning.

Signature of Owner 

Date 1/29/21



# 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

- 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

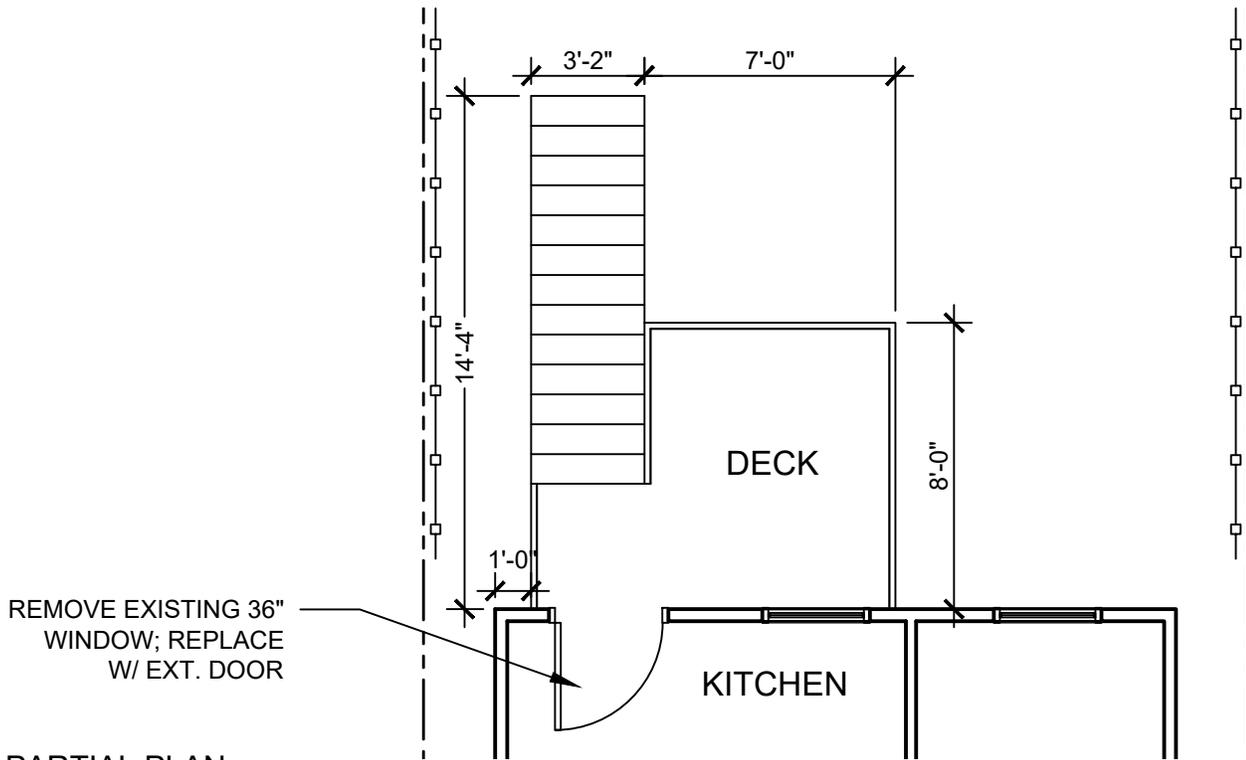
- property description, current conditions and any prior alterations or additions
- proposed work: plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: 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

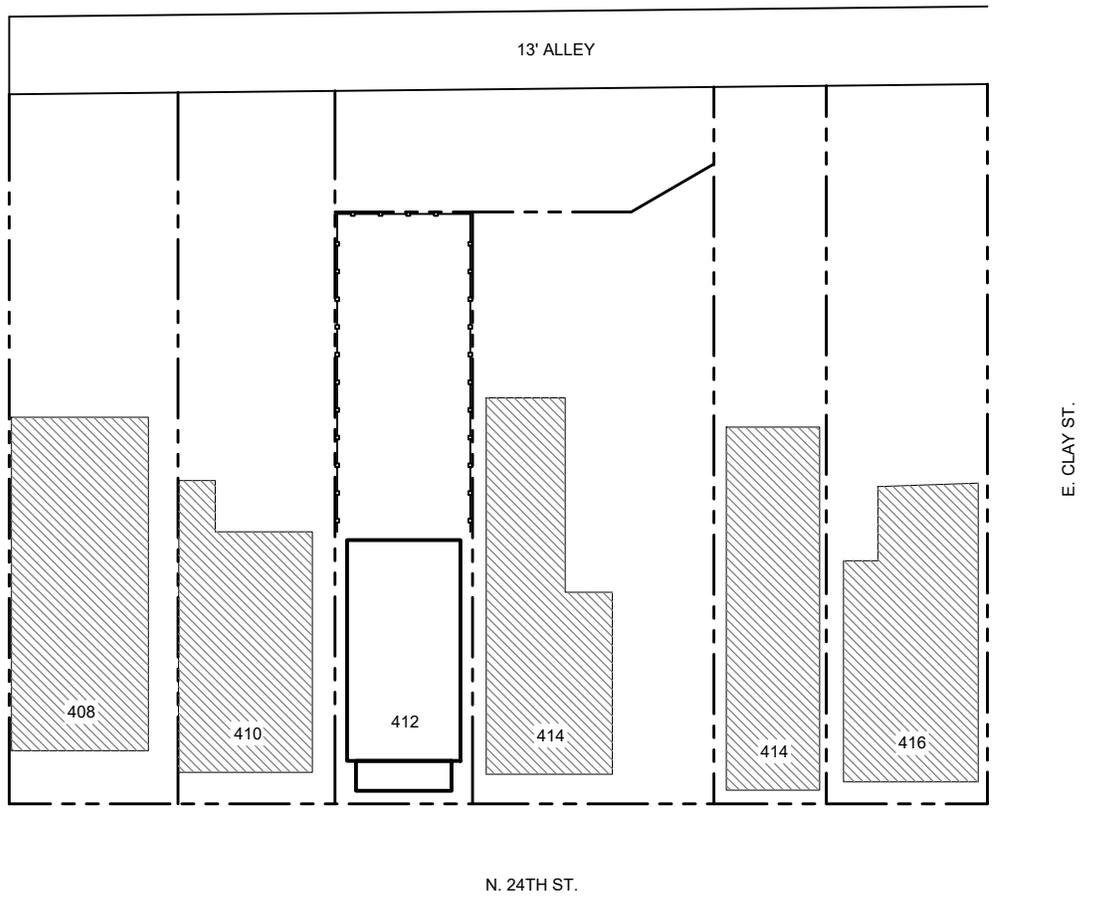
**DRAWINGS** (refer to required drawing guidelines)

- 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



**PARTIAL PLAN**

3/16" = 1'-0"

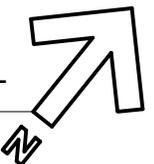


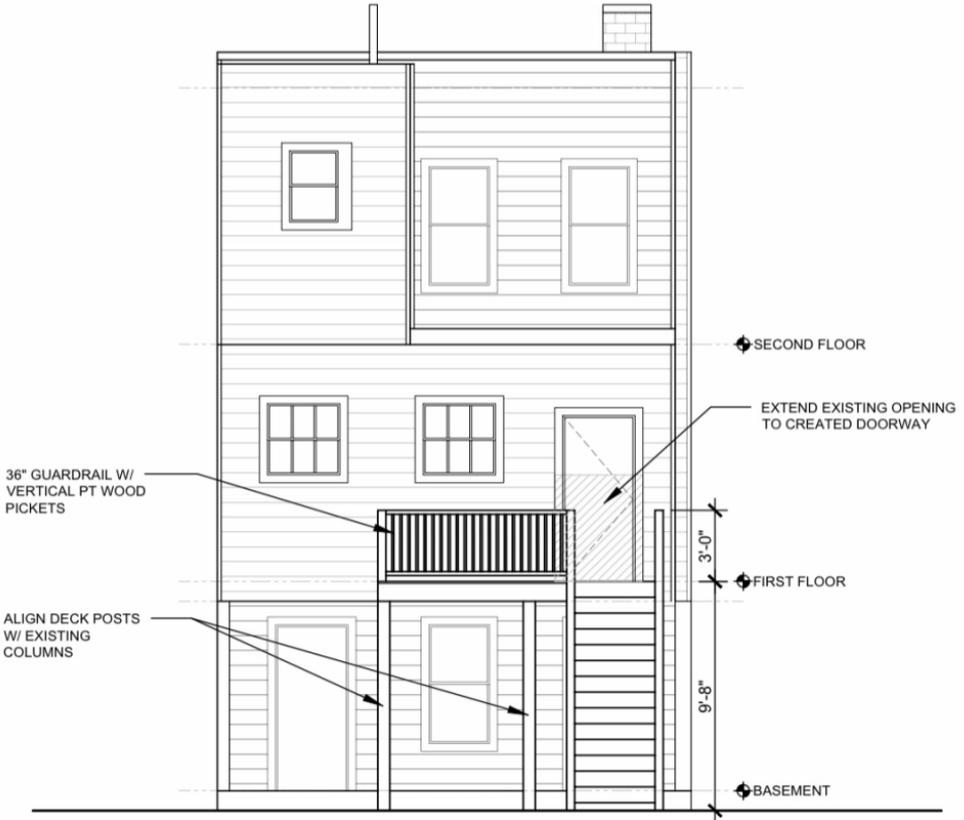
**SITE PLAN**

1/32" = 1'-0"

**412 N. 24TH STREET**

CAR 1.29.2021





**REAR ELEVATION**

3/16" = 1'-0"

**412 N. 24TH STREET**

CAR 1.29.2021



**HertlessBrothers**  
R O O F I N G

VA License: 2705-101881A

January 18, 2021

Mr. Andrew Maples  
412 N. 24<sup>th</sup> Street  
Richmond, VA 23223

RE: Roof Repairs

Dear Mr. Maples:

Per your request, we visited the above referenced property to investigate the existing conditions and develop a proposal for your review. We investigated the roof condition at the above listed property. We discovered you have a Modified Bitumen roof on the main roof, a three tab asphalt shingle roof on the low rear roof, and a flat seam metal roof on the front porch. The main roof needs to be cleaned, coated and have new drip edge installed. The three tab asphalt shingle roof needs to be replaced and the front porch roof needs to be cleaned and coated. As such, we hereby propose to furnish all labor, material, equipment, and supervision necessary to perform the following:

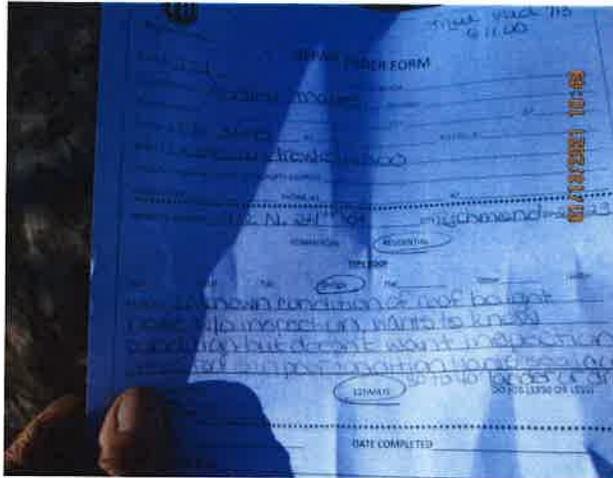
**Roof Repairs:**

1. Apply Karnak KarnaFlex and fabric to all open flashing on the main roof and front porch roofs.
2. Apply one (1) coat of Karnak #298 Alumin-R elastomeric coating.
3. Remove the three (3) tab shingles on the low rear roof and install a new three tab asphalt shingle roof system as per specifications.
4. Remove the existing drip edge on the main roof.
5. Fabricate and install new drip edge.
6. Remove all job-related debris upon completion.

If you should have any questions regarding this information, please do not hesitate to contact me. Thank you for contacting Hertless Brothers for your roofing needs. We look forward to your favorable reply.

Sincerely,  
HERTLESS BROTHERS ROOFING, INC.

Timothy D. Dickson







FRONT



RIGHT SIDE



REAR YARD



REAR

412 N. 24th St.

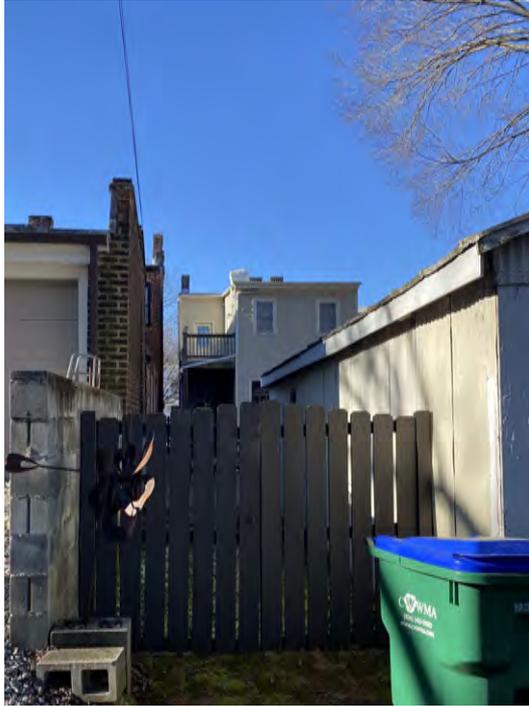


REAR WINDOW TO BE REPLACED W/ DOOR

EVIDENCE OF OLD EXTERIOR DOOR



DOORS & WINDOWS



ADJACENT HOUSES



ADJACENT HOUSES



- Siding - SW6206, SW6207, or SW066; similar to existing color on side elevations.
- Windows - SW7004 or SW7005
- Doors - SW7004 or SW7633
- Trim - SW6990; similar to existing
- Fence - arch top, natural wood, privacy w/ gate to alley; similar to existing fence next door
- Deck - natural wood
- Roof - to match existing

## CAR COLOR SELECTIONS