



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-6569
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: _____

Historic District: _____

Applicant Information

Billing Contact

Owner Information

Billing Contact

Name: _____

Same as Applicant

Email: _____

Name: _____

Phone: _____

Email: _____

Company: _____

Phone: _____

Mailing Address: _____

Company: _____

Mailing Address: _____

Applicant Type: Owner Agent Lessee

Architect Contractor

Other (specify): _____

****Owner must sign at the bottom of this page****

Project Information

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

Project Description (attach additional sheets if needed):

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 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 an application materials should be prepared in compliance with zoning.

Signature of Owner 

Date 3/2/2023

Certificate of Appropriateness Application Instructions

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

Staff Contact: (804)-646-6569 | alex.dandrige@rva.gov | alyson.oliver@rva.gov

Submission Instructions

Certain exterior work can be administratively approved by Staff. Please contact 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's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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 Schedule and Application Due Dates

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- 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.
- Exception: 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.

Fees

- **Full Demolition:** \$1,500
- **New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments:** \$500
- **New construction/addition to a single- or two-family dwelling, or accessory building:** \$250
- **Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans:** \$150
- **Extension of a certificate of appropriateness (COA):** \$25



March 3rd, 2023

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
Mr. Alex Dandridge, Secretary
City Hall, 900 East Cary Street
Richmond, VA 23219

RE: Commission of Architectural Review: 907 N 24th Street (E0000-429/018)

Members of the Commission,

I represent the Property Owner in an application for review by the Commission of Architectural Review of the proposed construction of a new single-family detached dwelling on the currently vacant property known as 907 N 24th Street (the "Property").

The Property is located on the east side of N 24th Street at between Burton and O Streets and lies in the Union Hill Old and Historic District. The 900 block of N 24th Street was predominately developed between 1841 and 1915 and is known for a variety of building styles and materials. The buildings on the block consist primarily of single-family attached and detached dwellings but also include a large, five story multifamily dwelling. At roughly 25 feet in width and 3,254 square feet in lot area, the Property is comparable with other lots in the block in terms of area. The nearby street grid is bisected by Burton at an angle and the parallel N 23rd and 24th Streets bend northward along this axis to become Tulip and Pink Streets. This results in irregular street size and configuration in the vicinity.

The Property is currently vacant, and the Property owner is proposing to construct a three-story single-family detached dwelling on the Property. The dwelling has been designed in order to appeal to the needs of the market while remaining consistent with the historical character of the neighborhood. Consisting of 1,810 square feet of finished floor area, the dwelling would contain 3 bedroom and 3 ½ baths. A modern and desirable floor plan is proposed including open living areas and a primary bedroom with en suite bathroom.

A false mansard roof with two dormer windows on the third floor allows for additional living area while retaining the existing cornice line of the adjacent properties. A partial covered

front porch is proposed which permits the construction of the dwelling in-line with the two adjacent dwellings and is compatible with the design of the proposed dwelling and respectful of the neighborhood. Quality building materials, including cementitious lap siding, are proposed. Care has been taken in the design and siting of the dwelling to ensure compliance with normal zoning while being respectful to and consistent with the existing dwellings in the block.



We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at markbaker@bakerdevelopmentresources.com or (804)874-6275.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Baker', written in a cursive style.

Mark R. Baker

Baker Development Resources, LLC



PROJECT CONTACTS:

DEVELOPER/CONTRACTOR:
KEEL CUSTOM HOMES
CASEY WHITE
804-869-8600

ARCHITECT:
CHRISTOPHER WOLF
CHRIS WOLF ARCHITECTURE, PLLC
804-514-7644

NEW 3-STORY SINGLE-FAMILY DETACHED HOUSE
IN RICHMOND'S HISTORIC UNION HILL NEIGHBORHOOD

907 N. 24TH ST. HOUSE

907 NORTH 24TH STREET
RICHMOND, VIRGINIA 23223

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IN RICHMOND'S HISTORIC UNION HILL NEIGHBORHOOD

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DRAWING INDEX

DRAWINGS

NO.	SHEET TITLE
CS	COVER SHEET
CI.1	ARCHITECTURAL SITE PLAN
XI.1	CONTEXT PHOTOS
A1.1	FIRST FLOOR PLAN
A1.1	SECOND FLOOR PLAN
A1.1	THIRD FLOOR PLAN
A2.0	CONTEXT FRONT ELEVATION
A2.1	FRONT ELEVATION & EXTERIOR MATERIAL SCHEDULE
A2.2	REAR & SIDE ELEVATIONS



SET/REVISION:
C.A.R. CONCEPTUAL REVIEW
SUBMITTAL SET

DATE/MARK:
03.03.2023

COVER SHEET

CS

(2) TRASH CANS
PER HOUSE (TYP.)

10'x22' GRAVEL PARKING
SPACE- CONNECT TO
GRAVEL ALLEY

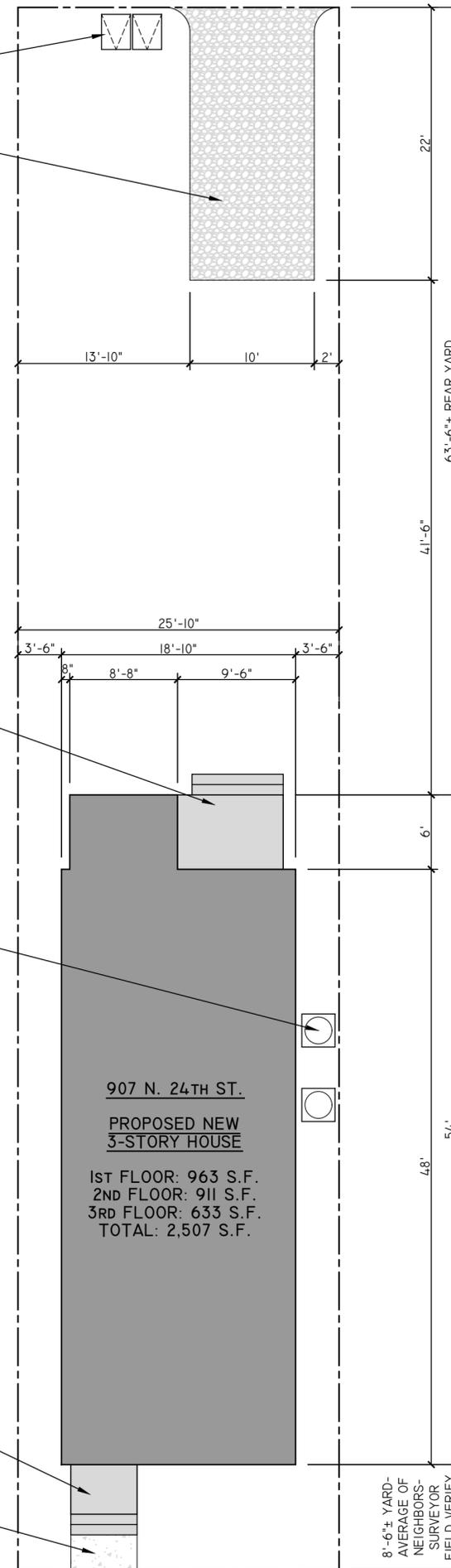
REAR DECK

HVAC UNITS (TYP.)

COVERED
FRONT PORCH

4' WIDE CONCRETE
SIDEWALK FROM PORCH
STAIRS TO EXISTING
CITY SIDEWALK (TYP.)

REPAIR OR REMOVE &
REPLACE EXISTING
CONCRETE RETAINING
WALL WITH STAIR(S)



907 N. 24TH ST.

PROPOSED NEW
3-STORY HOUSE

1ST FLOOR: 963 S.F.
2ND FLOOR: 911 S.F.
3RD FLOOR: 633 S.F.
TOTAL: 2,507 S.F.

8'-6"± YARD-
AVERAGE OF
NEIGHBORS-
SURVEYOR
FIELD VERIFY

01 ARCHITECTURAL SITE PLAN
1/8" = 1'

PROJECT CONTACTS:

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ARCHITECTURAL
SITE PLAN

CI.1

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909 N. 24TH ST.



907 N. 24TH ST. - VACANT PROJECT LOT



905 N. 24TH ST.

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SITE PHOTOS
XI.1

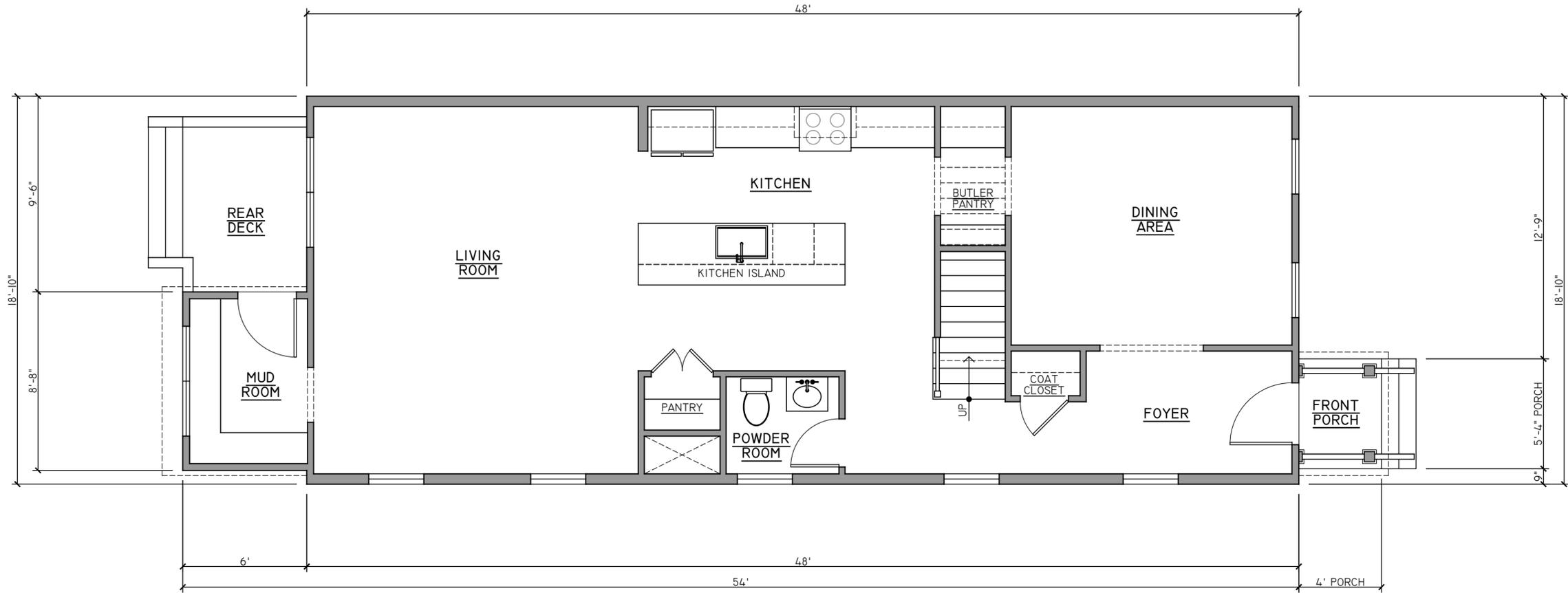
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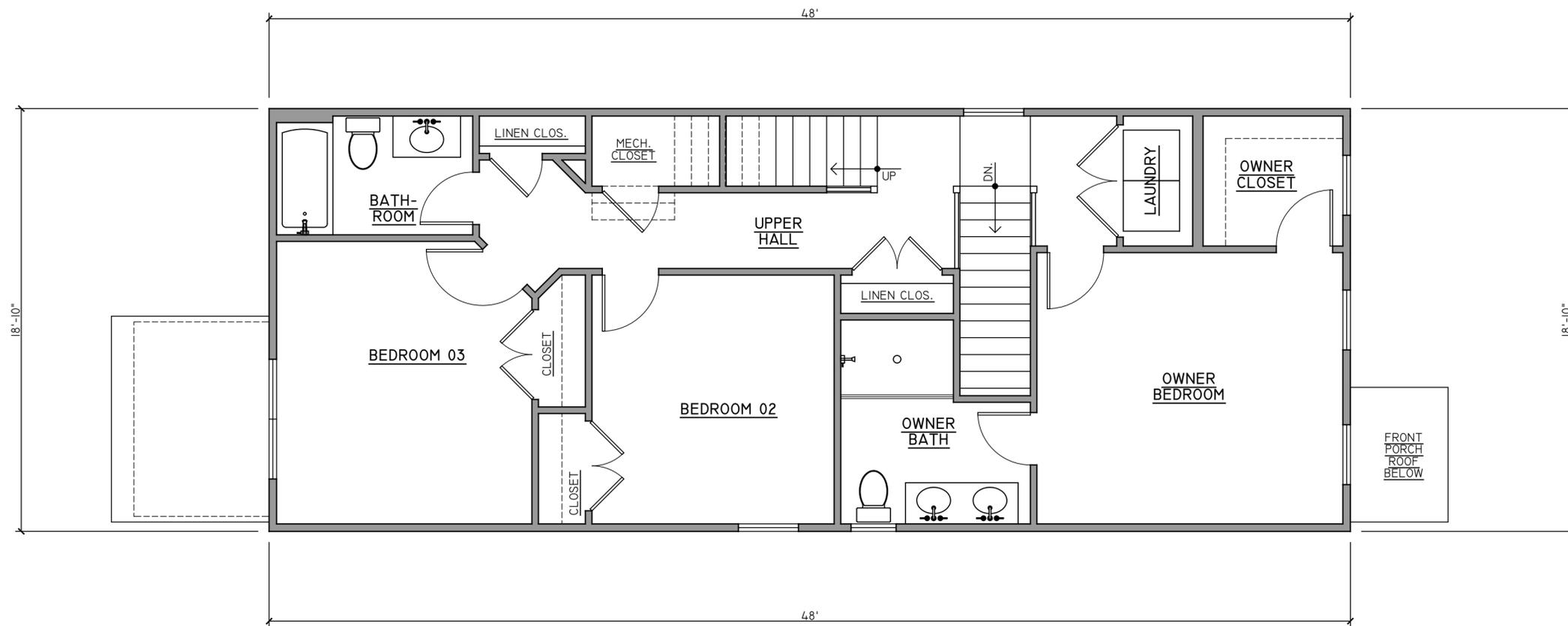
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FIRST FLOOR PLAN
AI.1



01 | FIRST FLOOR PLAN
 1/4" = 1'



01 | SECOND FLOOR PLAN
1/4" = 1'

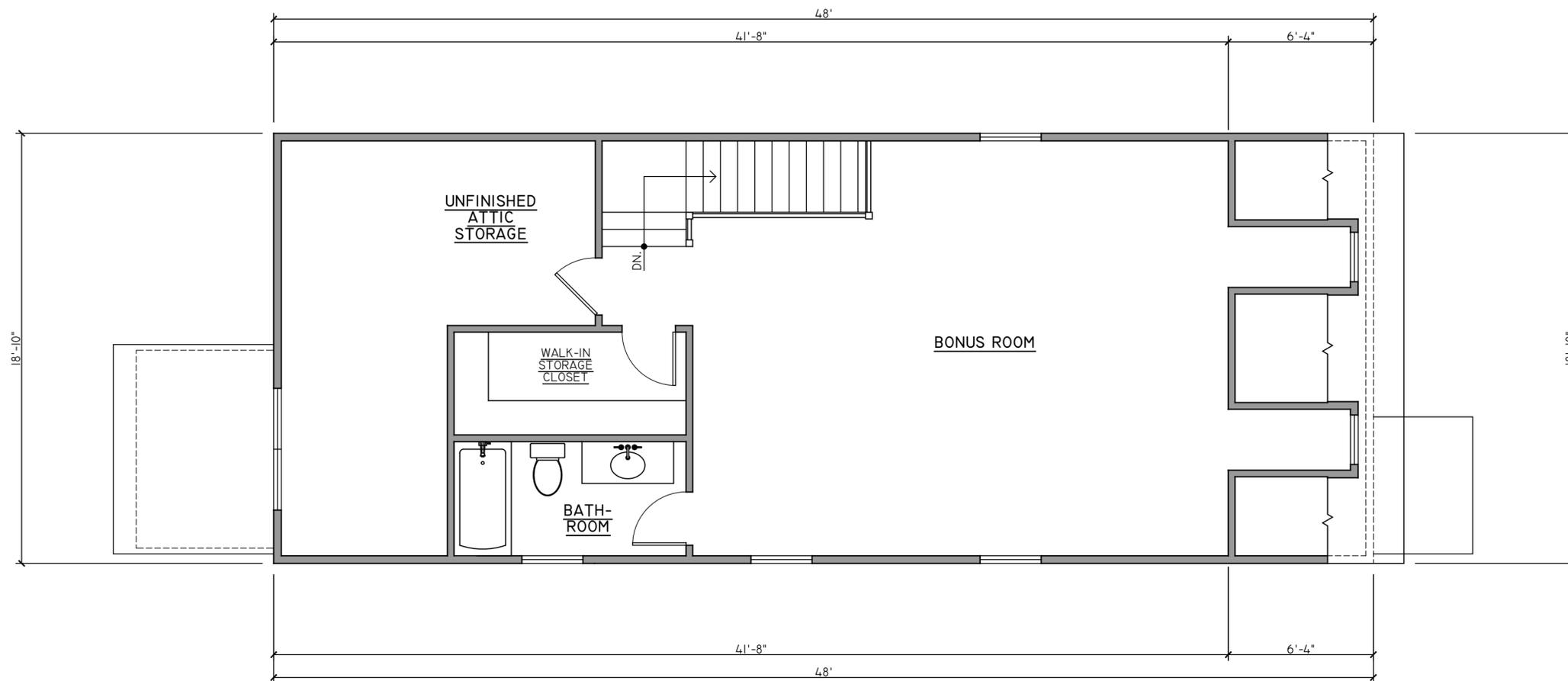
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SECOND FLOOR PLAN
AI.2



01 | THIRD FLOOR PLAN
1/4" = 1'

PROJECT CONTACTS:
 DEVELOPER/CONTRACTOR:
 KEEL CUSTOM HOMES
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 804-869-8600
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THIRD FLOOR PLAN
AI.3



PROJECT CONTACTS:
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CONTEXT ELEVATION

A2.0

01 | CONTEXT ELEVATION
 1/4" = 1'

EXTERIOR FINISH SCHEDULE

NO.	COMPONENT/MATERIAL	COLOR/FINISH
01	PARGED FOUNDATION	GRAY/BLACK
02	BRICK FRONT PORCH & STAIRS	SELECTION T.B.D.
03	HARDIE 7" EXPOSURE LAP SIDING	COLOR T.B.D.
04	COMPOSITE/HARDIE TRIM	PAINTED ARCTIC WHITE
05	COMPOSITE/HARDIE SOFFITS	PAINTED ARCTIC WHITE
06	WOOD DOORS	PAINTED COLOR T.B.D.
07	C.A.R.-COMPLIANT WINDOWS	PREFINISHED WHITE
08	FRONT ROOF - 16"-SPACED STANDING SEAM METAL	PREFINISHED COLOR T.B.D.
09	UPPER ROOF - TPO	FACTORY WHITE
10	FRONT PORCH ROOF - TPO	FACTORY WHITE
11	ALUMINUM GUTTER & DOWNSPOUTS	PREFINISHED WHITE
12	TREATED WOOD REAR DECK/RAILINGS	NATURAL TREATED WOOD
13	WALL-MOUNTED LANTERNS AT DOORS	PREFINISHED BLACK

1. ALL MATERIALS & COLORS MUST MEET GENERAL C.A.R. REQUIREMENTS.
2. EXTERIOR ELEVATION NOTES ARE TYPICAL ACROSS ALL EXTERIOR ELEVATIONS UNLESS NOTED OTHERWISE.
3. GRADES SHOWN APPROXIMATE. V.I.F.

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01 | FRONT ELEVATION
1/4" = 1'

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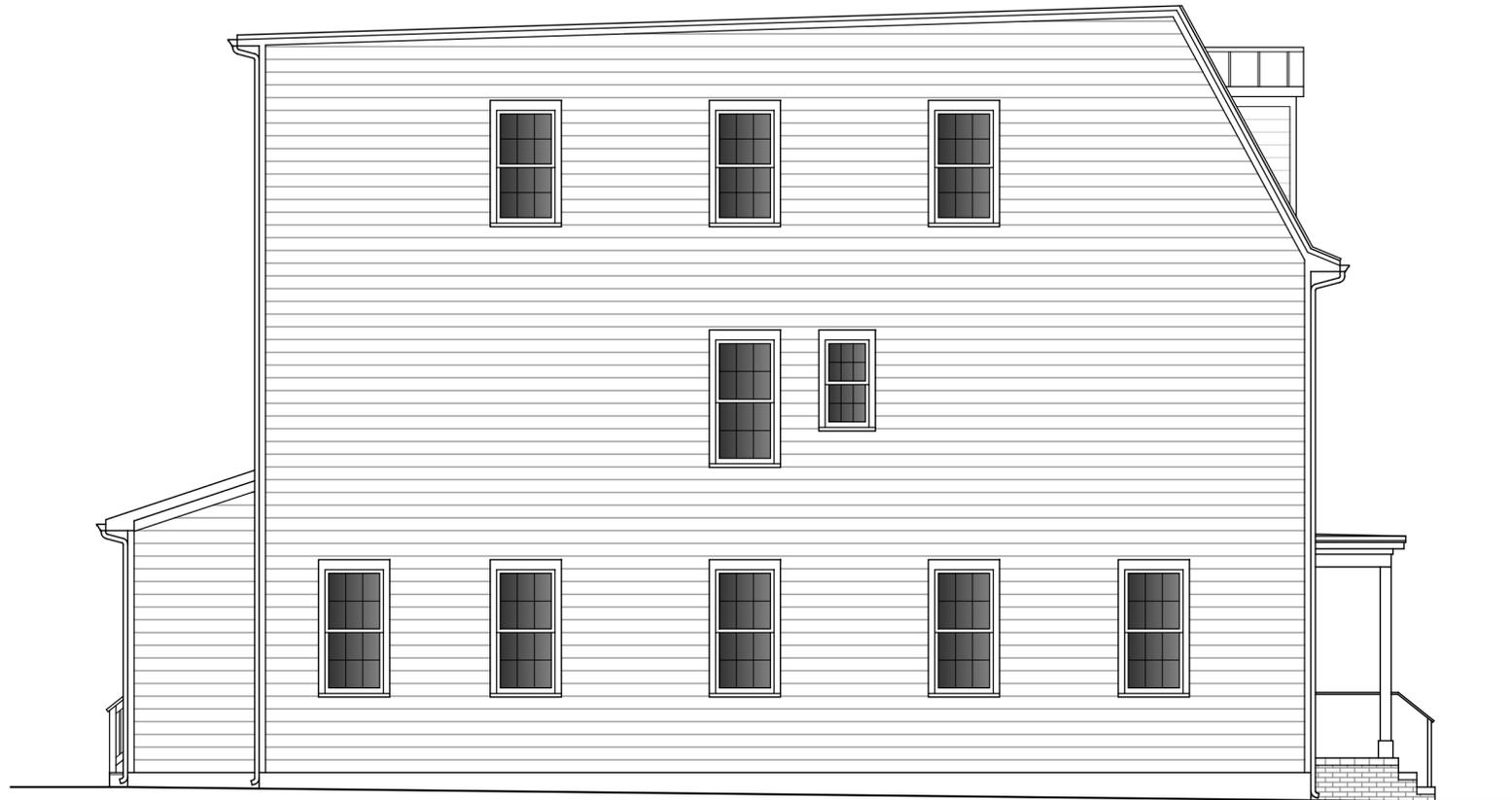
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FRONT ELEVATION

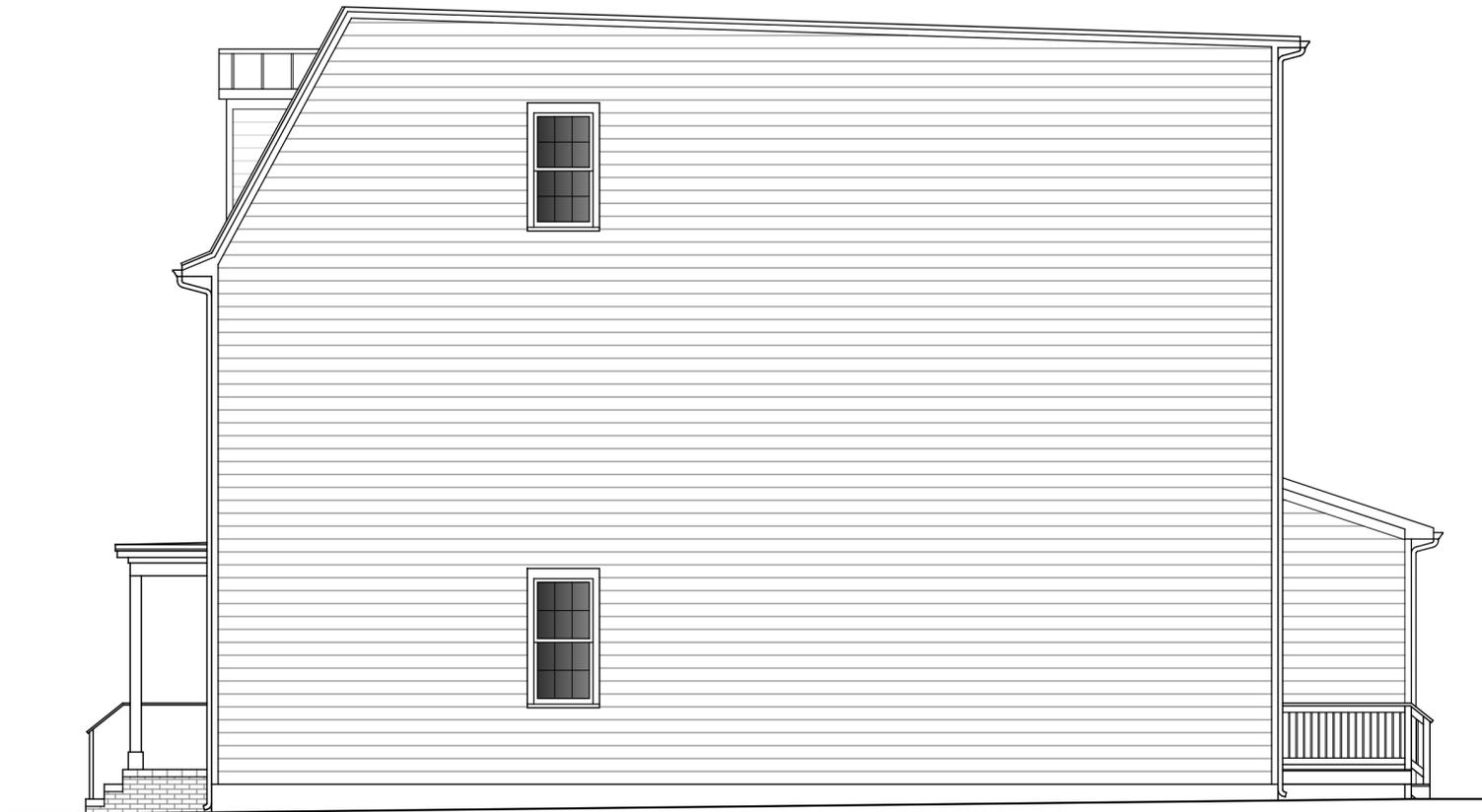
A2.1



01 | REAR ELEVATION
3/16" = 1'



02 | LEFT SIDE ELEVATION
3/16" = 1'



03 | RIGHT SIDE ELEVATION
3/16" = 1'

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REAR & SIDE
EXTERIOR ELEVATIONS

A2.2