



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: 405 N. Allen Ave

Current Zoning: Residential O

Historic District: Monument

Application is submitted for: (check one)

- ☐ Alteration
☐ Demolition
☐ New Construction

Project Description (attach additional sheets if needed):

Replace existing wood fence with brick footer on the back and north side of lot with brick fence to avoid future rot of current design. South side of lot has existing brick wall

Applicant/Contact Person: Jennifer Schooley

Company: _____

Mailing Address: 405 N. Allen Ave

City: Richmond State: VA Zip Code: 23220

Telephone: (804) 307-7544

Email: jennieschooley@icloud.com

Billing Contact? ☒ Applicant Type (owner, architect, etc.):

Property Owner: Jennifer Schooley's and Brad Burch's Revocable

If Business Entity, name and title of authorized signer:

Trusts w/ each as trustee of

Mailing Address: their respective trusts

City: _____ State: _____ Zip Code: _____

Telephone: () same info as above

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: [Signature]

Date: 5/19/25



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: 405 N. Allon Ave

BUILDING TYPE

- | | |
|---|--|
| <input checked="" 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 <i>fencing</i> |

WRITTEN DESCRIPTION

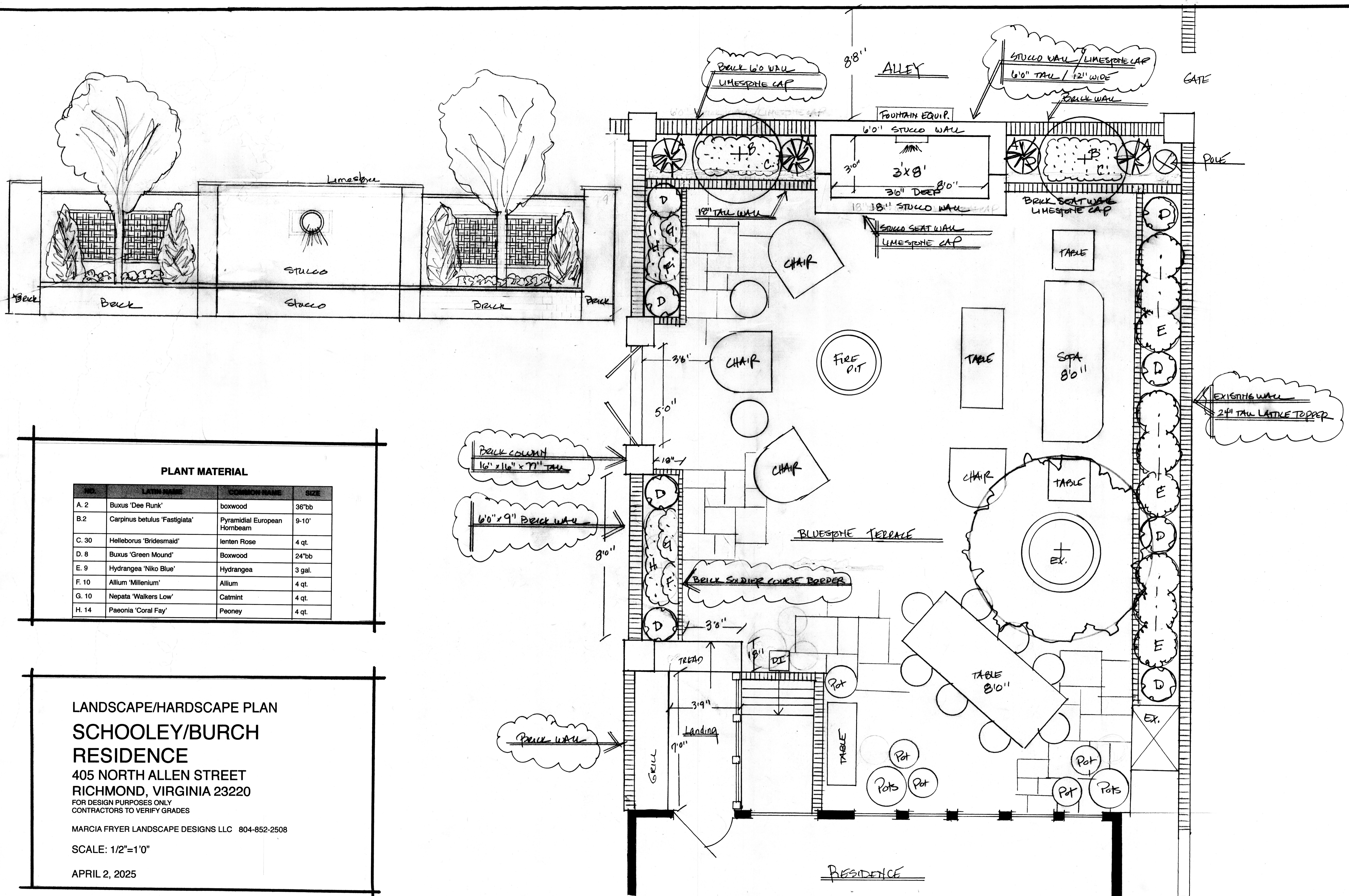
- ☐ property description, current conditions and any prior alterations or additions
- ☐ proposed work: plans to change any exterior features, and/or addition description
- ☐ current building material conditions and originality of any materials proposed to be repaired or replaced
- ☐ proposed new material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

- | | | |
|---|--|---|
| <input 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" | | |



PLANT MATERIAL

NO.	LATIN NAME	COMMON NAME	SIZE
A. 2	Buxus 'Dee Runk'	boxwood	36"bb
B. 2	Carpinus betulus 'Fastigiata'	Pyramidal European Hornbeam	9-10'
C. 30	Helleborus 'Bridesmaid'	lenten Rose	4 qt.
D. 8	Buxus 'Green Mound'	Boxwood	24"bb
E. 9	Hydrangea 'Niko Blue'	Hydrangea	3 gal.
F. 10	Allium 'Millenium'	Allium	4 qt.
G. 10	Nepata 'Walkers Low'	Catmint	4 qt.
H. 14	Paeonia 'Coral Fay'	Peoney	4 qt.

LANDSCAPE/HARDSCAPE PLAN
SCHOOLEY/BURCH
RESIDENCE

405 NORTH ALLEN STREET
RICHMOND, VIRGINIA 23220

FOR DESIGN PURPOSES ONLY
CONTRACTORS TO VERIFY GRADES

MARCIA FRYER LANDSCAPE DESIGNS LLC 804-852-2508

SCALE: 1/2"=1'0"

APRIL 2, 2025