



**Property** (location of work)

Property Address: 313 N. 32nd St. Current **Zoning:** R-48  
Historic District: Chimborazo

Application is submitted for: (check one)

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

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

Please see the attached sheets

**Applicant/Contact Person:** Brian Spencer

Company: Stonewall Construction LLC

Mailing Address: 2513 W. Main St.

City: Richmond State: VA Zip Code: 23220

Telephone: (804) 314.7440

Email: brianwspencer@gmail.com (my energov account email is stonewallconstruction@gmail.com)

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

**Property Owner:** John & Logan Vetrovec

If Business Entity, name and title of authorized signee: \_\_\_\_\_

Mailing Address: 311 N. 32nd St.

City: Richmond State: VA Zip Code: 23223

Telephone: (804) 928.4995

Email: loganallison@gmail.com & tiglathpilesar@gmail.com

Billing Contact? No

**\*\*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: John Vetrovec Date: 9.21.2023

# 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.

313 N. 32<sup>nd</sup> St.

The new construction duplex being built front steps does not line up with the existing concrete stairs. The client would like to replace the existing retaining wall and steps with brick to match the neighboring property at 311 N. 32<sup>nd</sup> St. The new retaining wall will be a similar height to the existing one and flush with the existing grade.



The existing concrete retaining wall as step/walk.



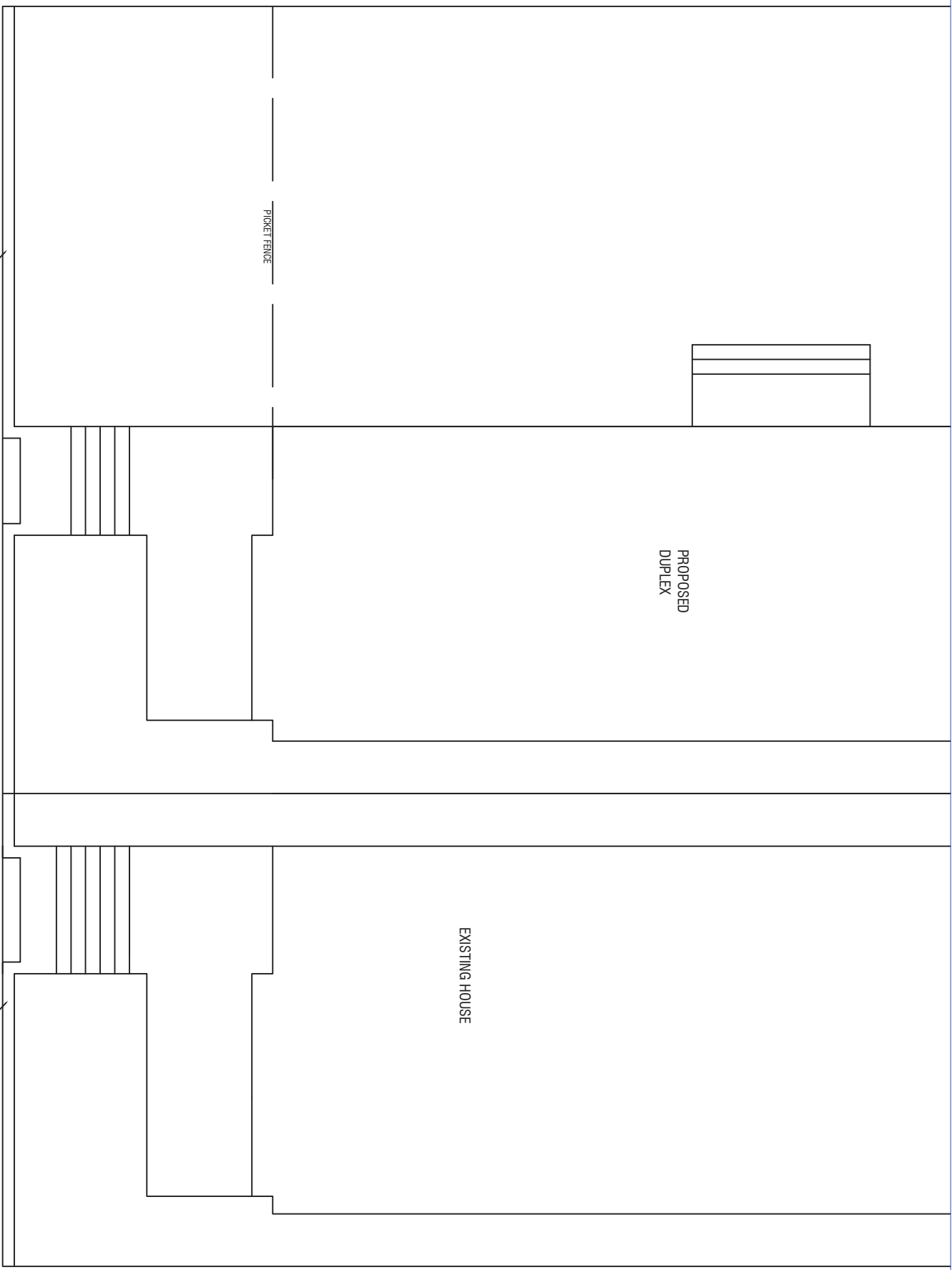
Existing concrete wall and steps to a house that demolished years ago



Existing concrete wall in front of 313 N. 32<sup>nd</sup> St. and existing brick wall and steps/walk in front of 311 N. 32<sup>nd</sup> St.



Existing brick wall and steps/walk at 311 N. 32<sup>nd</sup> St.



POCKET FENCE

PROPOSED  
DUPLEX

EXISTING HOUSE

Proposed Brick Retaining Wall

Existing Brick Retaining Wall

313

311