



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address _____

Historic district _____

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

APPLICANT INFORMATION

Check if Billing Contact

Name _____

Phone _____

Company _____

Email _____

Mailing Address _____

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)

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 _____

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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

Staff Contact: 804.646.6335 Carey.Jones@Richmondgov.com

SUBMISSION INSTRUCTIONS

Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.

Submit the following items to the Division of Planning and Preservation, 900 E. Broad Street, Rm. 510:

- One (1) signed and completed application – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, submitted via email or OneDrive.
- Application fee, as required, will be invoiced. 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 the 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 in December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. 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: <http://www.richmondgov.com/CommissionArchitecturalReview> or contact staff.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission 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.

Shed Proposal

Address:

608 N 24TH ST

Richmond, VA 23223

To whom it may concern,

This document is being submitted to the Commission Architecture Review Board to review feasibility for the construction of a 8x12 shed at the rear of the property.

In the pages below will be view of all sides of the structure and a proposal to build and delivery from the manufacturer.

Material and color can be found below as well. Building will be stained with oil based stain in a natural wood color.

The shed will be 12 inches off of the ground and minimum 3 ft away from property line and deck. A picture of the property is also included where the shed will be located within this document.



Purchase Type: **ORDER-SHOP BUILT**
 Building Type: **Utility (8' Walls)**
 Size: **8x12**
 Order Number: **291877**

Date: **01/12/2021**
 Salesman: **Teresa Williams**

*Revisions on Custom Orders subject to fee, see below for details

All Sizes Nominal *12' wide measured eave to eave* *7' & 8' Tall Walls Measured on Outside*

NOTES/COMMENTS

Customer Name
 (Name must match ID) **William Forrest**

Delivery Address: **608 N 24th St**
 (City) **Richmond** (State) **VA** (Zip) **23223**
 (County) **Richmond City**

Primary Phone: **(804) 267-9422**

Cell Phone: _____

Mailing Address: **608 N 24th St**
 City: **Richmond**
 State: **VA**
 ZIP: **23223**
 Work Phone: _____
 Email: **wforrest24@gmail.com**

TREATED

Cash Sale

*Checks payable to:
 Old Hickory Buildings, LLC*

	Amount
Sales Price	\$1,875.00
Option Cost	\$523.20
Building Materials Surcharge	\$375.00
Total (Pre-Tax)	\$2,773.20
Tax	\$166.39
Total Cost	\$2,939.59

Free setup includes leveling the building, starting with one corner at ground level and raising it up to a maximum of three (3) feet. If leveling requires one (1) foot or less, pressure treated wood may be used. Otherwise, customer may supply concrete blocks which are placed on top of the ground, or we can supply concrete blocks for \$2.50 each. In very rare cases, underground footers may be required by local building codes. Old Hickory Buildings does not offer digging or footer services, and these services are not included in free setup. However, we can work with Customer or a contractor when required for an additional cost. Free delivery covers one trip up to thirty (30) miles one way. Trips over thirty (30) miles are subject to a \$2.00/mile (8ft, 9ft, & 10ft wide) or \$3.50/mile (12ft & 14ft wide) or \$4.50/mile (16ft wide) charge one way. Customer will be responsible for any additional mileage charge as well as the cost of any additional trips. * A non-refundable fee will be charged on cancellations or revisions of custom orders as follows: 10% on cash sales of 8ft, 10ft, & 12ft wide buildings, 20% on cash sales of 14ft & 16ft wide buildings; or, on rent to own sales, the security deposit plus first month's rent.

QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.

Old Hickory Buildings, LLC - QUOTE SHEET

Quote Only - Order Number: 291877

Sales Lot Affordable Outdoor Buildings **Date** 01/12/2021
Customer Name William Forrest **Bldg Type/Size** 8' Utility (8' Walls) 8x12

Bldg Type	Treated
Flooring	Engineered Panels T&G
Roof	Charcoal - Metal
Siding Type	Treated T1-11
Wall Coating	Treated
Wall Color	Sealed
Trim Color	Sealed
Door Color	Sealed T1-11
Door Trim Color	Sealed T1-11
Shutter Color	

Item	Price	Qty	Total Price
8' Walls	125.00 EA	1	\$125.00
12" On Center Floor Joists	0.30 SF	96	\$28.80
16" On Center Studs and Trusses	0.70 SF	96	\$67.20
2x6 Floor Joists	0.30 SF	96	\$28.80
3/4" Flooring	0.40 SF	96	\$38.40
Engineering Plans	INCLUDED		
Tar Paper (Under Roofing Only)	1.25 SF	96	\$120.00
Double Door	120.00 EA	1	\$120.00
2x3 Window	75.00 EA	1	\$75.00
4' Single Door	80.00 EA	-1	-\$80.00
TOTAL OPTIONS PRICE			\$523.20

Notes/Comments

Engineering Plans are to be emailed to wforrest24@gmail.com. The Order Number is 291877
 Engineering Plan is for 8x12 Utility 8 wall

Door Color SEALED T1-11
 Door Trim Color SEALED T1-11

TREATED

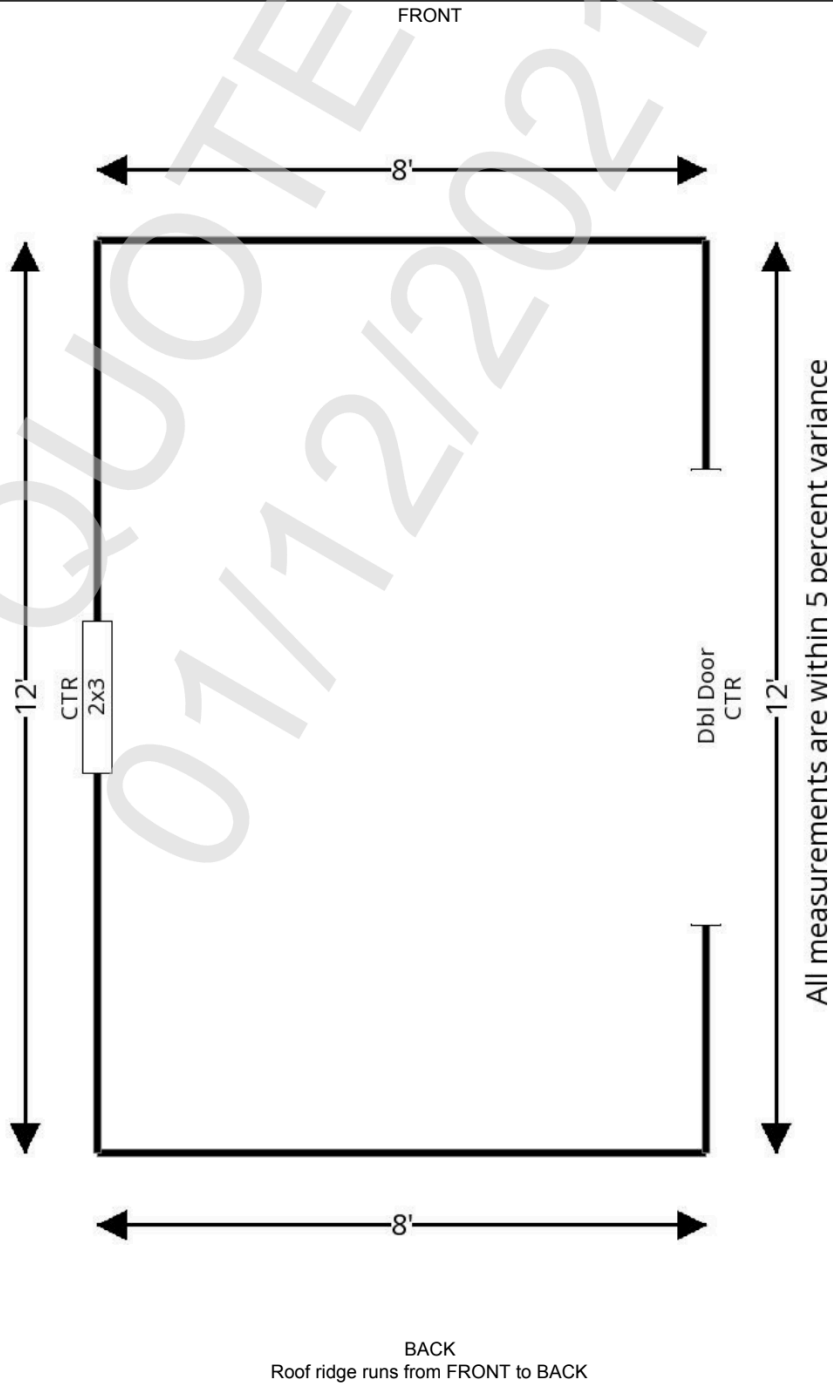
QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.

Submitted: 2021-01-12 11:45:55 by: Teresa Williams

Old Hickory Buildings, LLC - DRAWING SHEET

Please send along with work order and order sheet on all custom orders - Order Number: 291877

Sales Lot Affordable Outdoor Buildings Date 01/12/2021
Customer Name William Forrest Bldg Type/Size 8' Utility (8' Walls) 8x12



TREATED

QUOTE ONLY - NOT AN ORDER. PRICES SUBJECT TO CHANGE.

Old Hickory Buildings, LLC - Additional Terms, Conditions and Warranties

Please send along with work order, order sheet, and drawing sheet on all custom orders - Order Number: 291877

Sales Lot	Affordable Outdoor Buildings	Date	01/12/2021
Customer Name	William Forrest	Bldg Type/Size	8' Utility (8' Walls) 8x12

Additional Terms, Conditions and Warranties

1. SALE IS NOT FINAL. This Agreement is subject to approval and execution by Old Hickory's corporate office. Old Hickory has the right to refuse any sale up until the time when the building is set up at customer's location. Old Hickory shall have the right to correct any errors in this Agreement concerning pricing or taxes.

2. LIMITED WARRANTY. Customer will receive a limited five-year warranty. The details of this warranty can be found online at www.oldhickorybuildings.com. Customer acknowledges that Customer has been provided a copy of this warranty or have had adequate time to review this warranty online. Discounted Buildings do not carry a warranty on cosmetic issues.

3. DELIVERY AND SETUP. Old Hickory strives to deliver all buildings in a timely manner consistent with our customers' expectations; however, Old Hickory does not guarantee dates or times of delivery. Customer expressly understands that inclement weather, vehicle problems, difficulties at other delivery locations, and/or other unforeseen circumstances can affect the date and time of delivery. Old Hickory is not responsible for any of Customer's lost work time associated with any delays or rescheduled deliveries. Customer represents that the delivery location will be accessible by a truck and trailer. It is the Customer's responsibility to decide if ground conditions are unsuitable or too wet for delivery. Customer is responsible for informing the delivery driver of any utility hazards or any other relevant matter prior to commencement of setup.

4. LIMITATIONS. Old Hickory is not responsible for permits, snow/wind load requirements, covenant searches, restrictions, setbacks, yard damage, or underground damage. Please contact your local building inspector and/or homeowner's association for information on requirements and restrictions. Customer shall be solely responsible for and shall obtain any necessary permits PRIOR TO installation. Customer agrees to indemnify and hold harmless Old Hickory and its independent contractor delivery drivers for any yard damage done during installations and/or any violation of any government ordinance or code resulting from the installation of any Old Hickory product at Customer's location. Customer releases Old Hickory and its independent contractor delivery drivers from any claims for punitive, indirect, incidental, special, or consequential damages.

5. PAYMENT. Drivers do not take credit cards. All balances due must be paid by cash or check on delivery. Balance due paid by credit card must be paid prior to delivery. Credit card price is 3% higher than discounted cash price listed on the work order. In the event building is not paid for before or on delivery, driver will not leave building and additional trip charges will be incurred. If delivery has not been made within 90 days, cash customers must pay balance due, rental customers must pay the rent due or other amounts as required by the rental purchase agreement, or the order is subject to cancellation and cancellation fee will be charged. All amounts not paid at delivery will be considered past due. On cash sales, customer may choose option to postpone construction start date and extend requirement to pay within 90 days for an additional 10% non-refundable fee paid at the time of sale. If customer chooses to postpone construction start date, the customer still must pay the balance due within 90 days of construction completion regardless of whether building is delivered.

6. CANCELLATIONS AND REFUNDS. If Customer is dissatisfied with the Old Hickory product upon acceptance of delivery by Customer or Customer's authorized agent, **Customer's sole recourse is to file a warranty claim.**

7. LATE PAYMENT, COSTS OF COLLECTION, AND RETRIEVAL. Unless otherwise prohibited by state law, if Old Hickory must engage in any effort to secure payment or otherwise seek to compel Customer to fulfill any of Customer's obligations under this Agreement, Customer agrees to reimburse Old Hickory for any and all reasonable attorney fees, costs, and other expenses. For cash sales, Old Hickory may charge a monthly late fee equal to 10% of the amount due or the maximum amount allowed by law. FOR CASH SALES, CUSTOMER EXPRESSLY ACKNOWLEDGES AND AGREES THAT A FAILURE TO PAY ALL AMOUNTS DUE ENTITLES OLD HICKORY THE RIGHT TO RETRIEVE THE OLD HICKORY PRODUCT AND CUSTOMER FURTHER WAIVES ANY AND ALL RIGHTS AND/OR CLAIMS FOR REFUND FOR ANY PAYMENTS MADE PRIOR TO SUCH RETRIEVAL UNLESS THE PAYMENTS MADE EXCEED THE DEPOSIT PLUS EXPENSES INCURRED BY OLD HICKORY IN RETRIEVING THE OLD HICKORY PRODUCT.

8. REPRESENTATIONS AND WARRANTIES. Customer hereby represents and warrants to Old Hickory, that Customer is the owner, or an authorized agent of the owner, of the property on which the Old Hickory product is to be delivered and set up.

9. SEVERABILITY; APPLICABLE LAW AND VENUE; CLASS ACTION WAIVER. If any provision of this Agreement is invalid, illegal, or incapable of being enforced by reason of any rule of law, public policy, or otherwise, any remaining provisions of this Agreement shall nevertheless remain in full force and effect. Unless otherwise prohibited by state law, this Agreement will be governed and construed by the laws of the State of Tennessee, without giving effect to its choice of law principles, and Customer agrees that any legal action arising out of this Agreement instituted by Customer will be brought, and consents to the jurisdiction and venue in, Rutherford County, Tennessee. Customer specifically agrees that any claims arising out of or relating to this Agreement must be brought by Customer in an individual capacity and expressly waives any right or option for Customer to bring any claim related in any way to this Agreement as a plaintiff or class member in any representative action.

10. ELECTRONIC NOTICE; CONSENT TO USE INFORMATION. Customer and Old Hickory have agreed to conduct all and/or portions of this transaction by electronic means, including, but not limited to, acceptance by Customer of any revisions regarding errors in pricing or taxes. Customer consents to Old Hickory's use of any information disclosed by Customer for the purposes of completing the transactions contemplated in this document, for providing any ongoing support and services, and otherwise in accordance with Old Hickory's privacy policy. Such consent includes the disclosure of such information to third parties which is reasonably necessary for such purposes. Customer may request a copy of Old Hickory's privacy policies and practices through the above contact information.

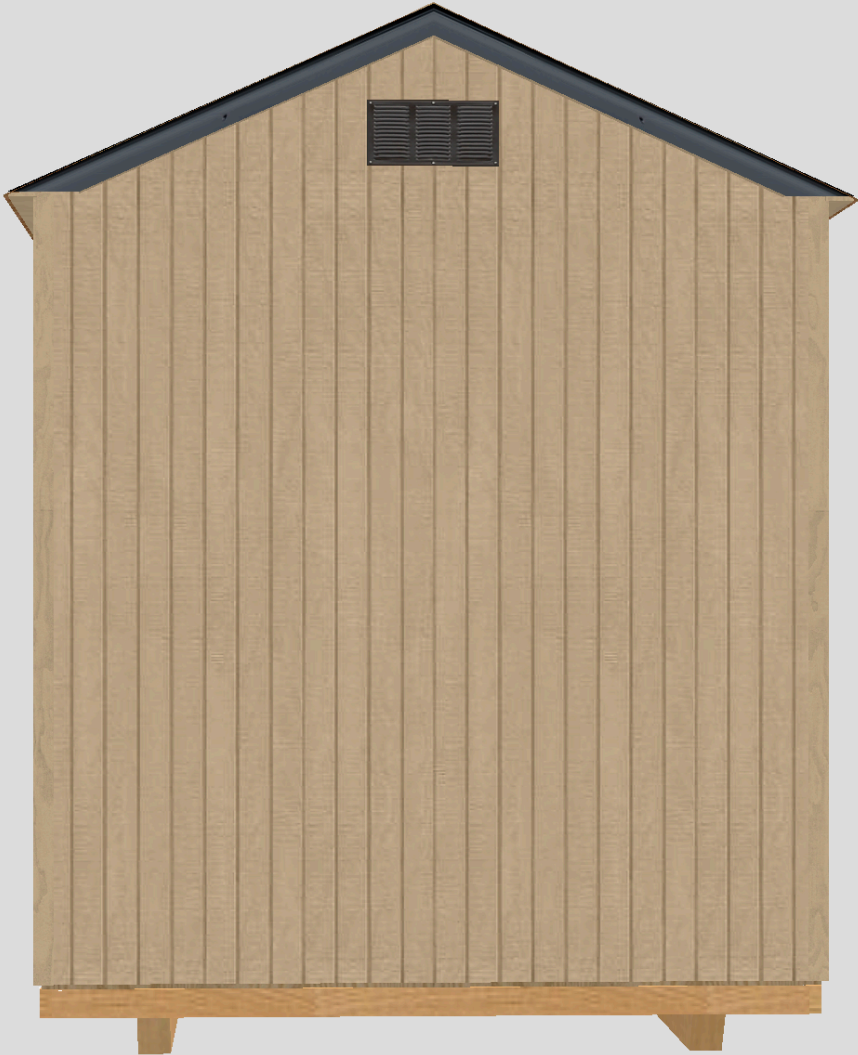
Customer agrees to be bound by the terms, conditions, and warranties set forth herein and expressly acknowledges that there are no agreements of any type or kind other than those set forth herein.

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FRONT VIEW



RIGHT SIDE VIEW



REAR / BACK VIEW



LEFT SIDE VIEW



LOCATION IN YARD

