



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: 13 East Franklin Street Current Zoning: B-5  
Historic District: Block 0-100 East Franklin Street Historic District

Application is submitted for: (check one)

- ☒ **Alteration**  
☐ **Demolition**  
☐ **New Construction**

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

Removal of bay window on the left side of the building and reframe to be flush with the rest of the building.

**Applicant/Contact Person:** Adam Morton

Company: Professional Restoration Services

Mailing Address: 4965 Cox Road

City: Glen Allen State: Va Zip Code: 23060

Telephone: (804) 903-4774

Email: adam@prsva.com

Billing Contact? ☒ Yes ☐ No Applicant Type (owner, architect, etc.): Contractor

**Property Owner:** The Virginia Municipal League

If Business Entity, name and title of authorized signee:

Mailing Address: P.O. Box 12164

City: Richmond State: VA Zip Code: 23241

Telephone: (404) 649-8471

Email: PFord@VML.org or m3owdy@vml.org

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: Patricia Ford Date: 7/7/25

Wall Framing

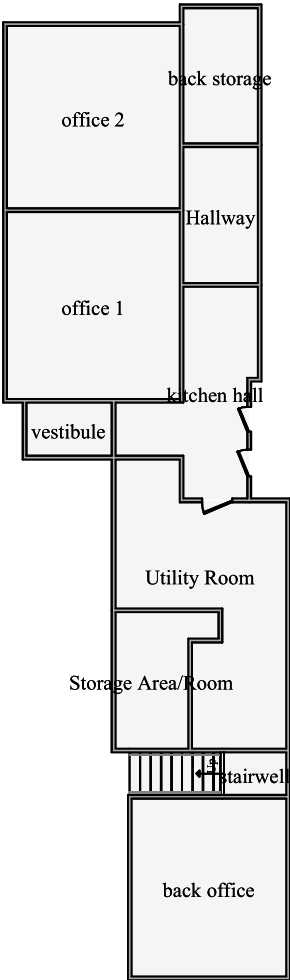
basement

Submitting under 2021  
VA Building-3B construction type

No change of use. All rooms to have same function.  
Occupancy load unchanged

\*ALL ROOMS TO REMAIN THE SAME  
UPDATING FLOORING AND PAINT

There is no automatic Sprinkler system



Wall Framing

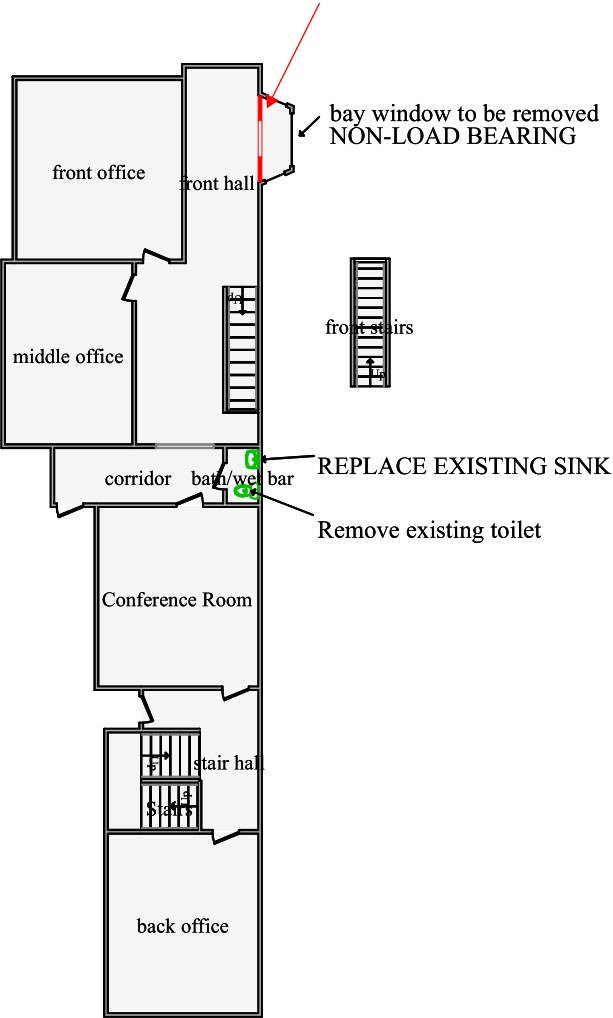
Level 2

This is the location of the new wall detailed in the following pages

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VA Building-3B construction type

No change of use. All rooms to have same function.  
Occupancy load unchanged

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UPDATING FLOORING AND PAINT

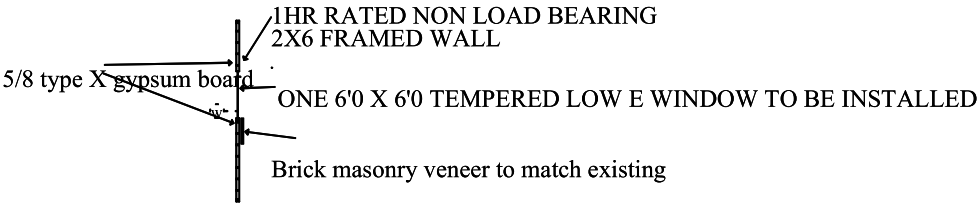


Wall Framing

new wall

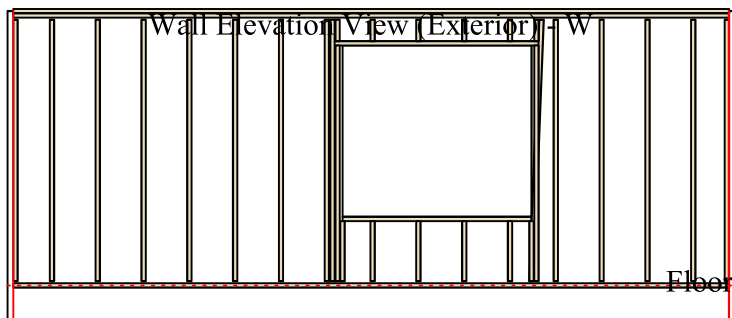
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Occupancy load unchanged



**Wall image**

The window rough opening will be 72.5" x 72.5".  
The header will be a double 2x8 for the non-loadbearing wall.



The proposed window is in compliance with Virginia Construction Code Section 2406.4.3. One 6'0 x 6'0 Tempered Low E Window to be installed.

1. The exposed area of an individual pane is not greater than 9 square feet.
2. The bottom edge of the glazing is more than 18 inches above the floor.
3. The top edge of the glazing is greater than 36 inches above the floor.
4. No walking surface(s) are within 36 inches, measured horizontally and in a straight line, of the plane of the glazing.

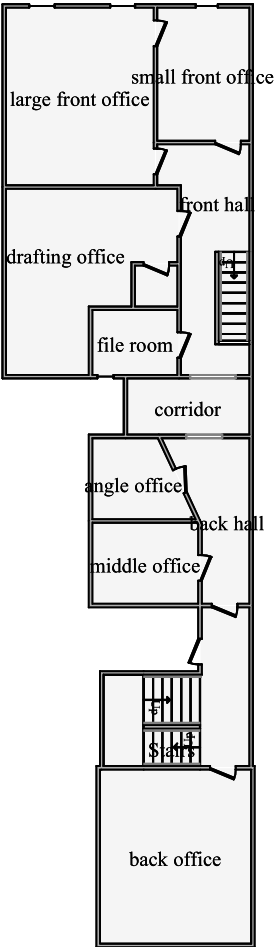
Wall Framing

Level 3

Submitting under 2021  
VA Building-3B construction type

No change of use. All rooms to have same function.  
Occupancy load unchanged

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UPDATING FLOORING AND PAINT





## Professional Restoration Services, Inc.

4965 Cox Road, Glen Allen, VA 23060  
Office (804) 527 2095 Fax (804) 527 2097  
License # 2705114576A Tax ID: 20-8703438



1 1-left elevation





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2 2-left elevation





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3 3-left elevation



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4 4-bay window





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5 5-front elevation



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6 6-Front elevation





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7 7-right elevation



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8 8-back right





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9 9-back left





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10 10-interior bay



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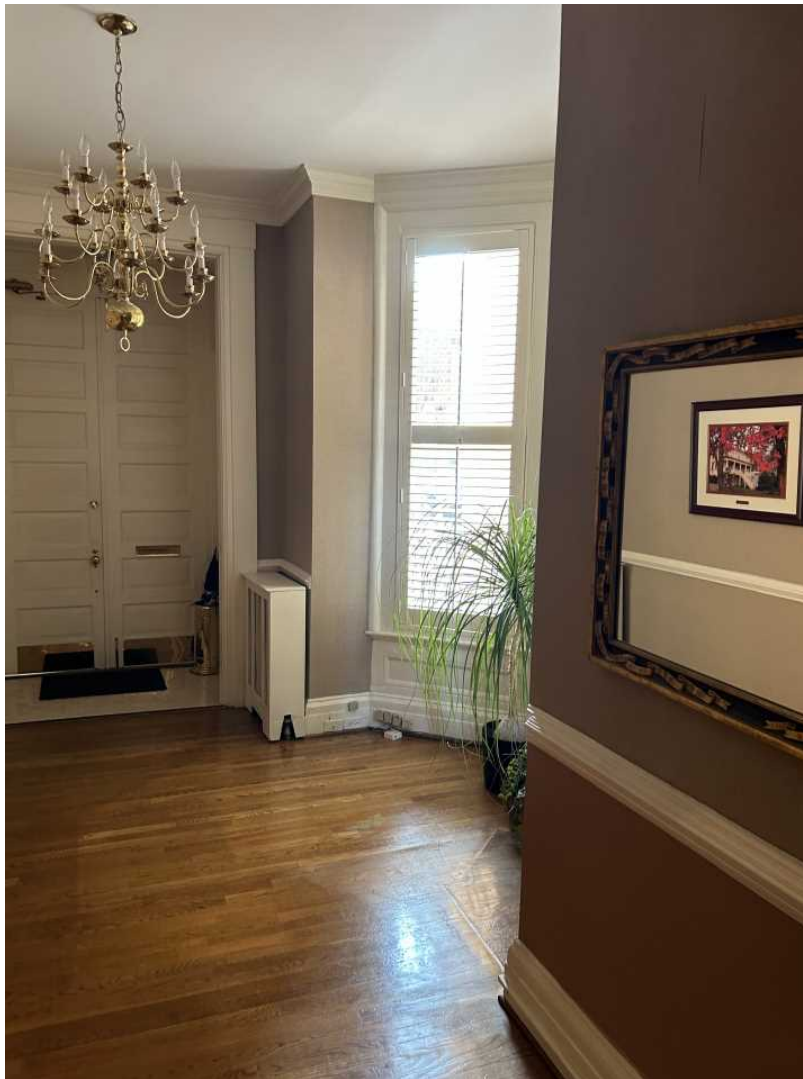


11 11-interior bay



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12 12-interior bay



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13 13-interior bay





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14 14-building to building



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15 15-building to building





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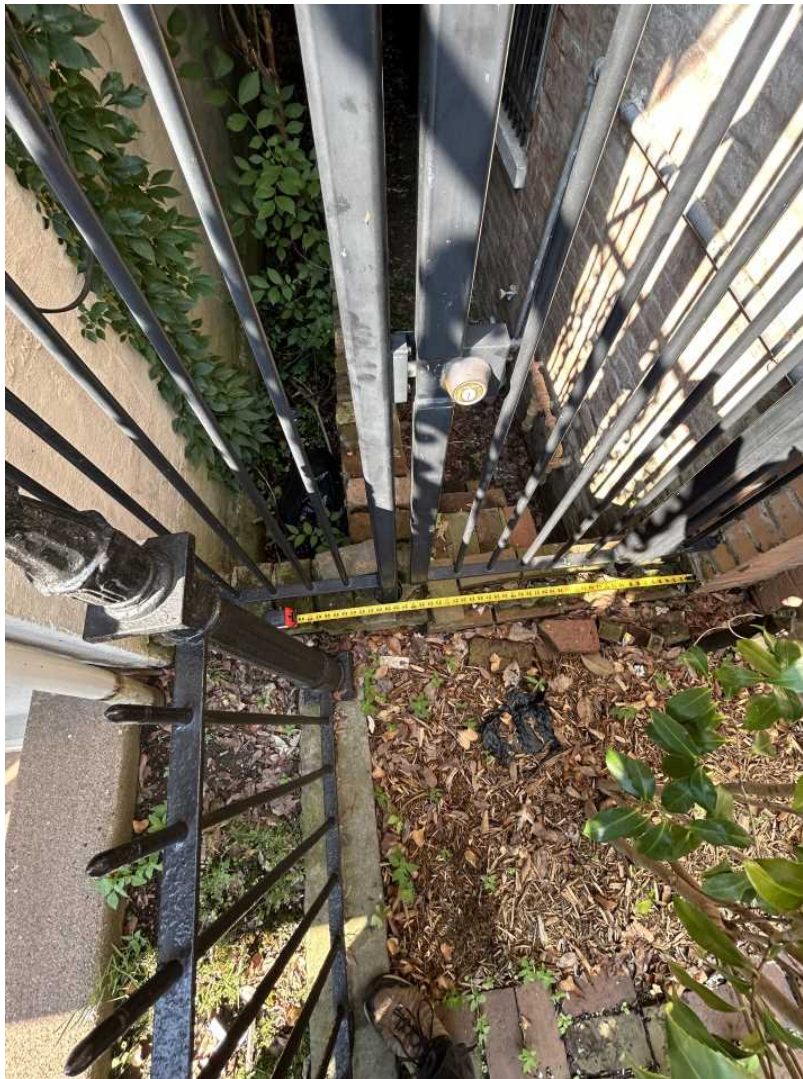
16 16-front left building to building





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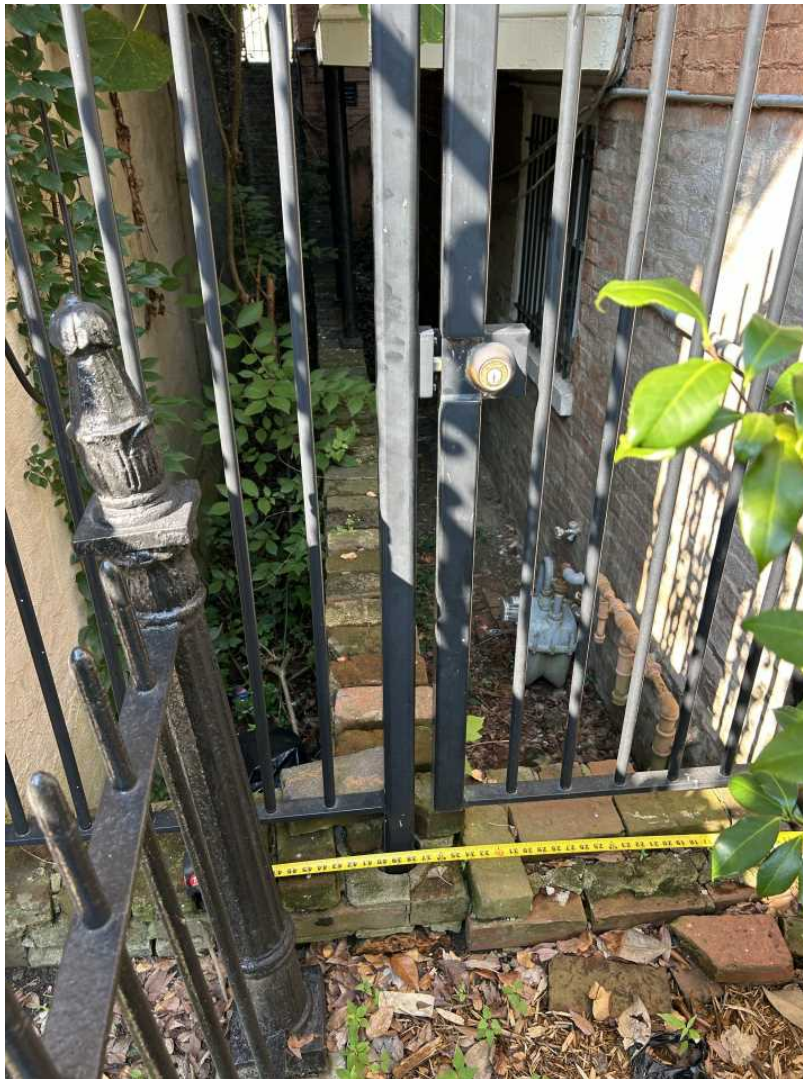


17 17-front left building to building



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