



# Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510  
Richmond, VA 23219 | (804)-646-7550  
[www.rva.gov/planning-development-review/commission-architectural-review](http://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)

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 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. 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)

**Staff Contact: (804)-646-7550 | [Emily.Routman@richmondgov.com](mailto:Emily.Routman@richmondgov.com)**

## 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](http://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**

# 2613 East Leigh Street - CAR Application

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CAR 9	Elevations
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CAR 11	Elevations
CAR 12	Site Plan

## Owner

Dana Joseph  
2611 E. Leigh St,  
Richmond, VA, 23223

## Plans Prepared By

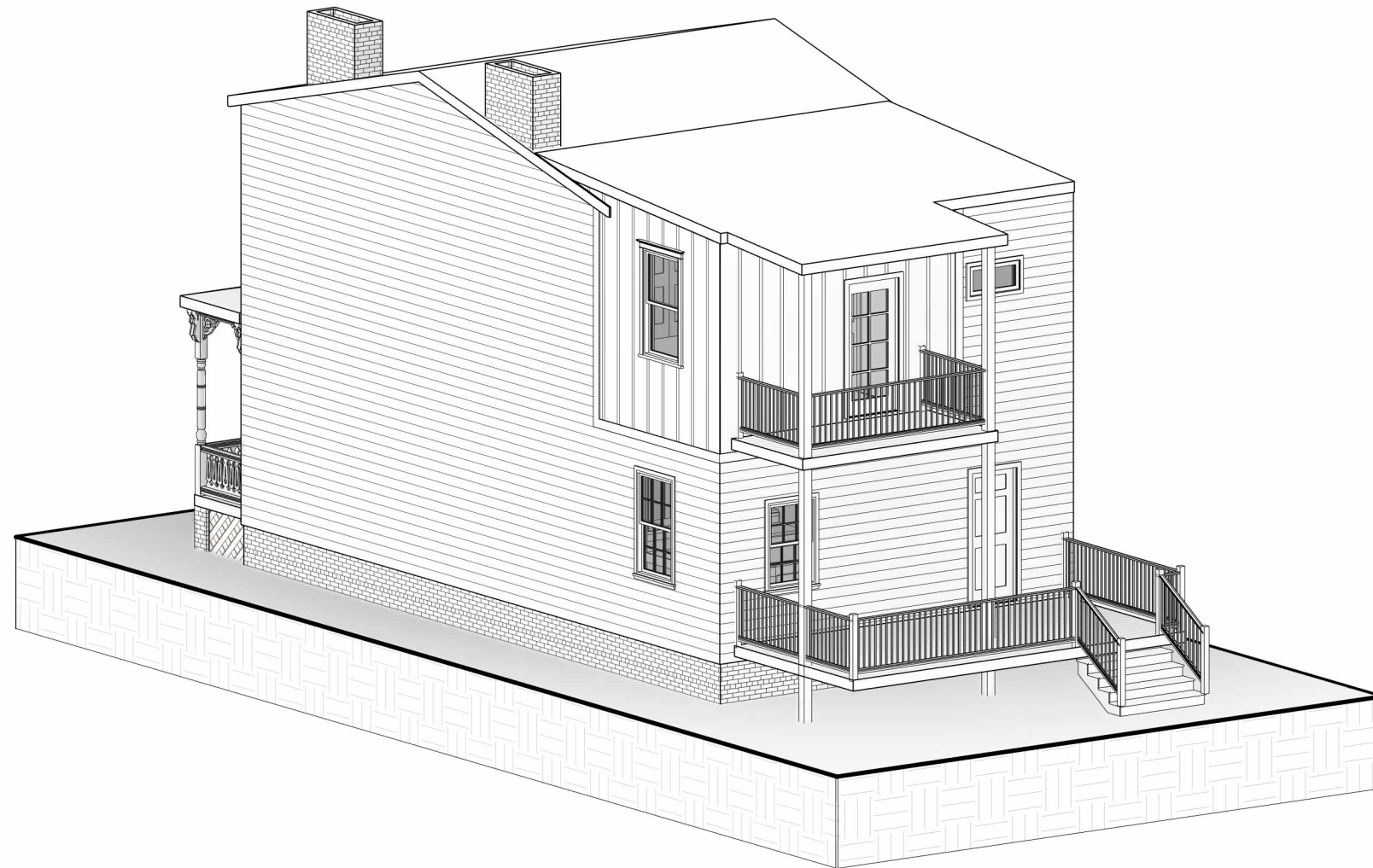
Obsidian, Inc.  
Charles R. Field, P.E.  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
obsidianrva@gmail.com

## Property Information

Parcel ID E0000435007  
Zoning R-8  
Use Residential  
Setbacks Front Yard = 10' min, 18' max  
Side Yard = 3 feet  
Rear Yard = 6 feet  
Lot Coverage < 65%

## Scope of Work

Scope of work will generally consist of a second floor addition at the rear of the houses as well as extending the footprint of the first floor to accommodate the addition. Renovations are to be in accordance with these plans and the Virginia Residential Code, 2018.

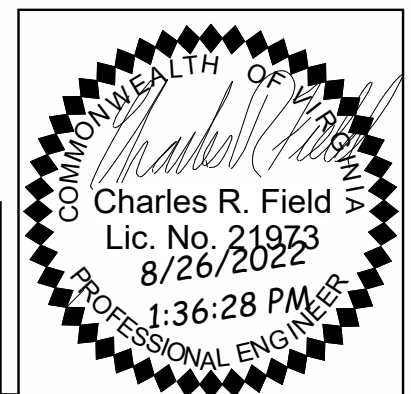


**Obsidian, Inc.**  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
obsidianrva@gmail.com

**Cover Sheet**  
2613 East Leigh Street  
Joseph Dana

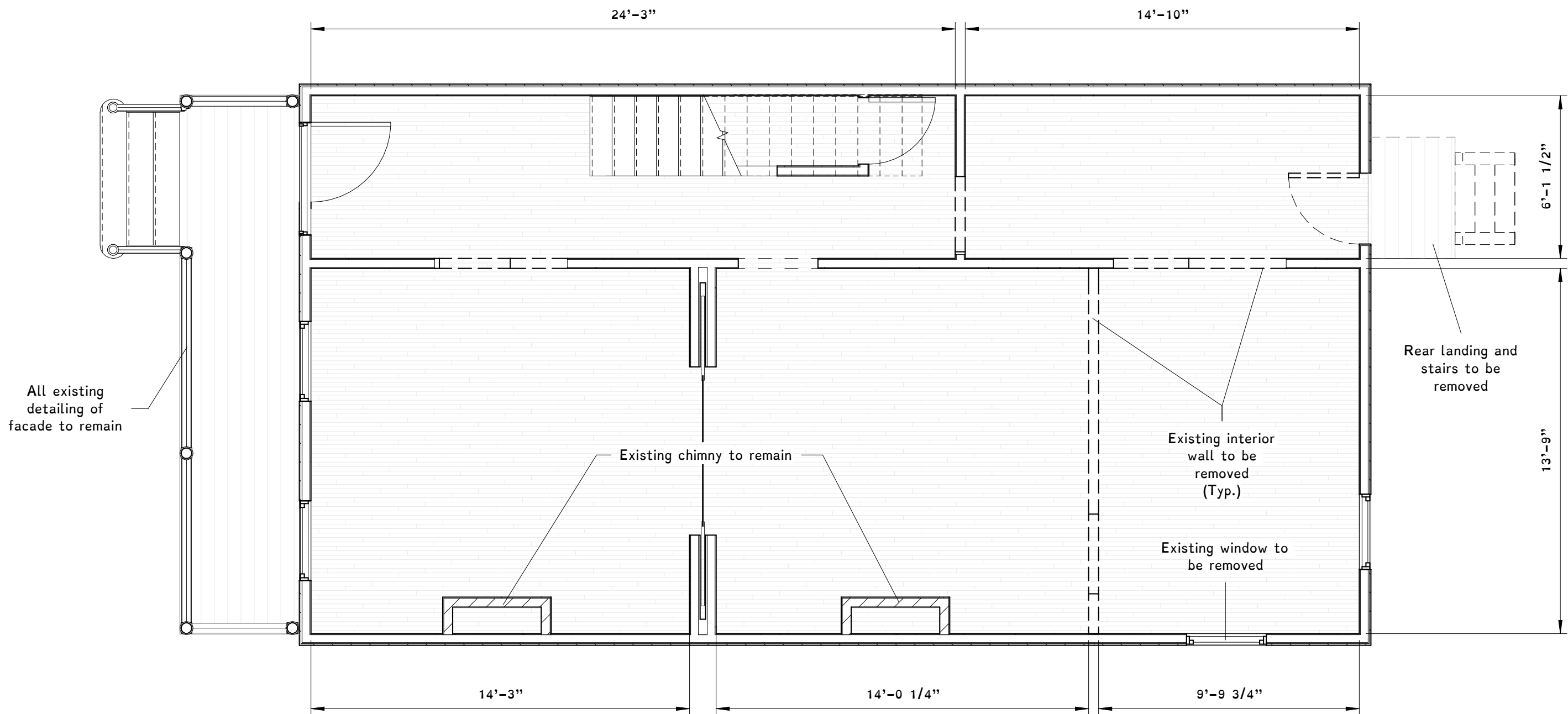
August 26, 2022

CAR 1

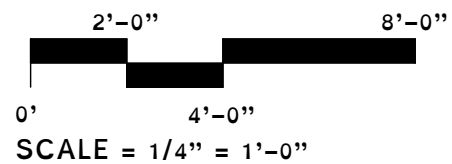


Rev.	Date	Description

Print plans at 11" x 17", Tabloid



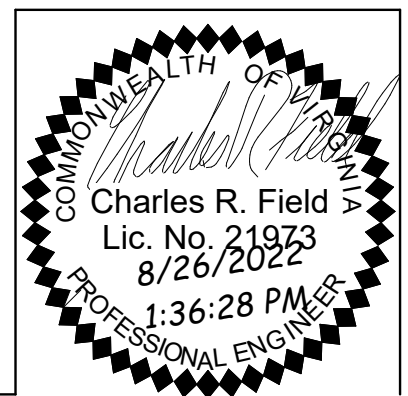
1 1st Floor - Existing  
 1/4" = 1'-0"



**Obsidian, Inc.**  
 417 North 22nd Street  
 Richmond, VA 23223  
 804.647.1589  
 obsidianrva@gmail.com

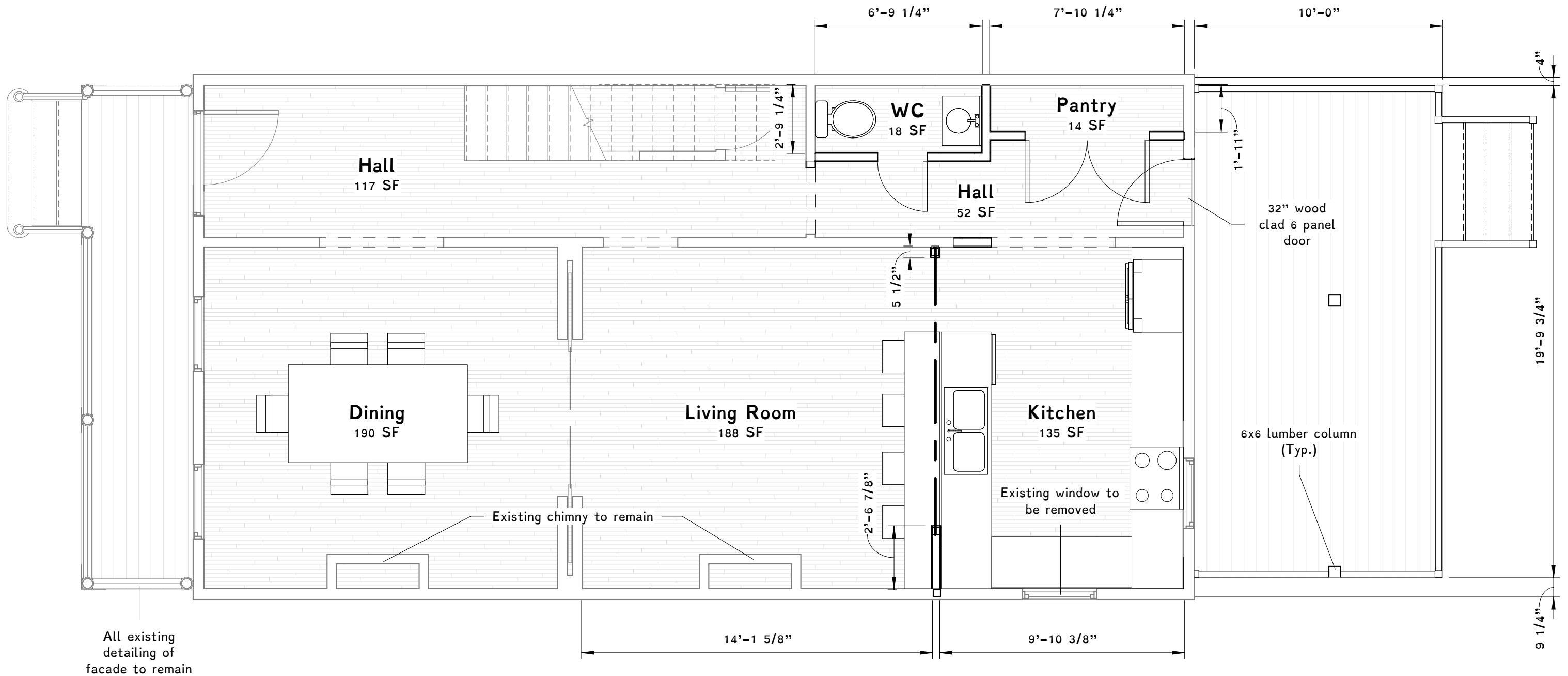
**First Floor Existing**  
 2613 East Leigh Street  
 Joseph Dana  
 August 26, 2022

CAR 2

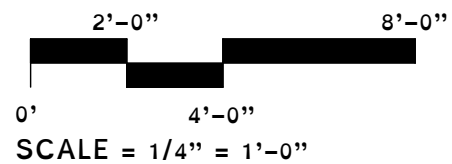


Rev.	Date	Description

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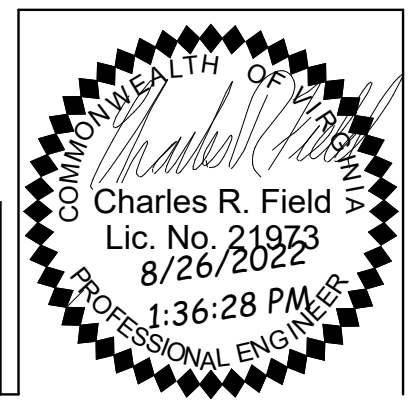


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 1/4" = 1'-0"



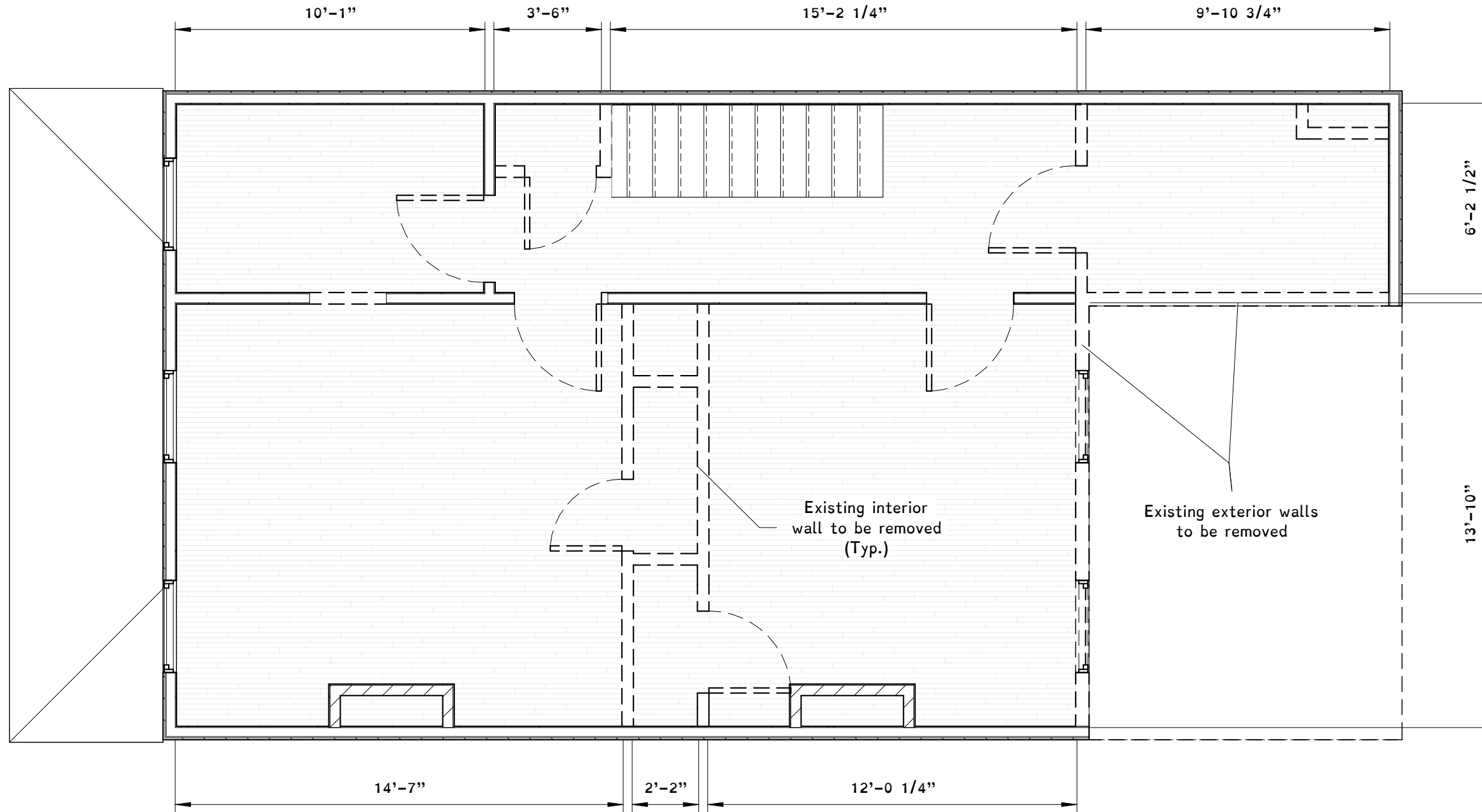
**Obsidian, Inc.**  
 417 North 22nd Street  
 Richmond, VA 23223  
 804.647.1589  
 obsidianrva@gmail.com

**First Floor Proposed**  
 2613 East Leigh Street  
 Joseph Dana  
 August 26, 2022  
 CAR 3

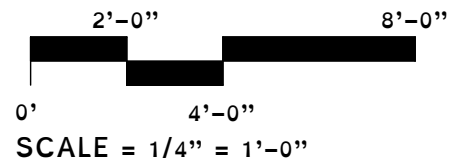


Rev.	Date	Description

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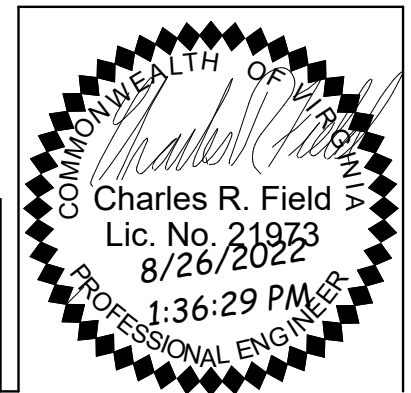
1 2nd Floor - Existing  
 1/4" = 1'-0"



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 417 North 22nd Street  
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 obsidianrva@gmail.com

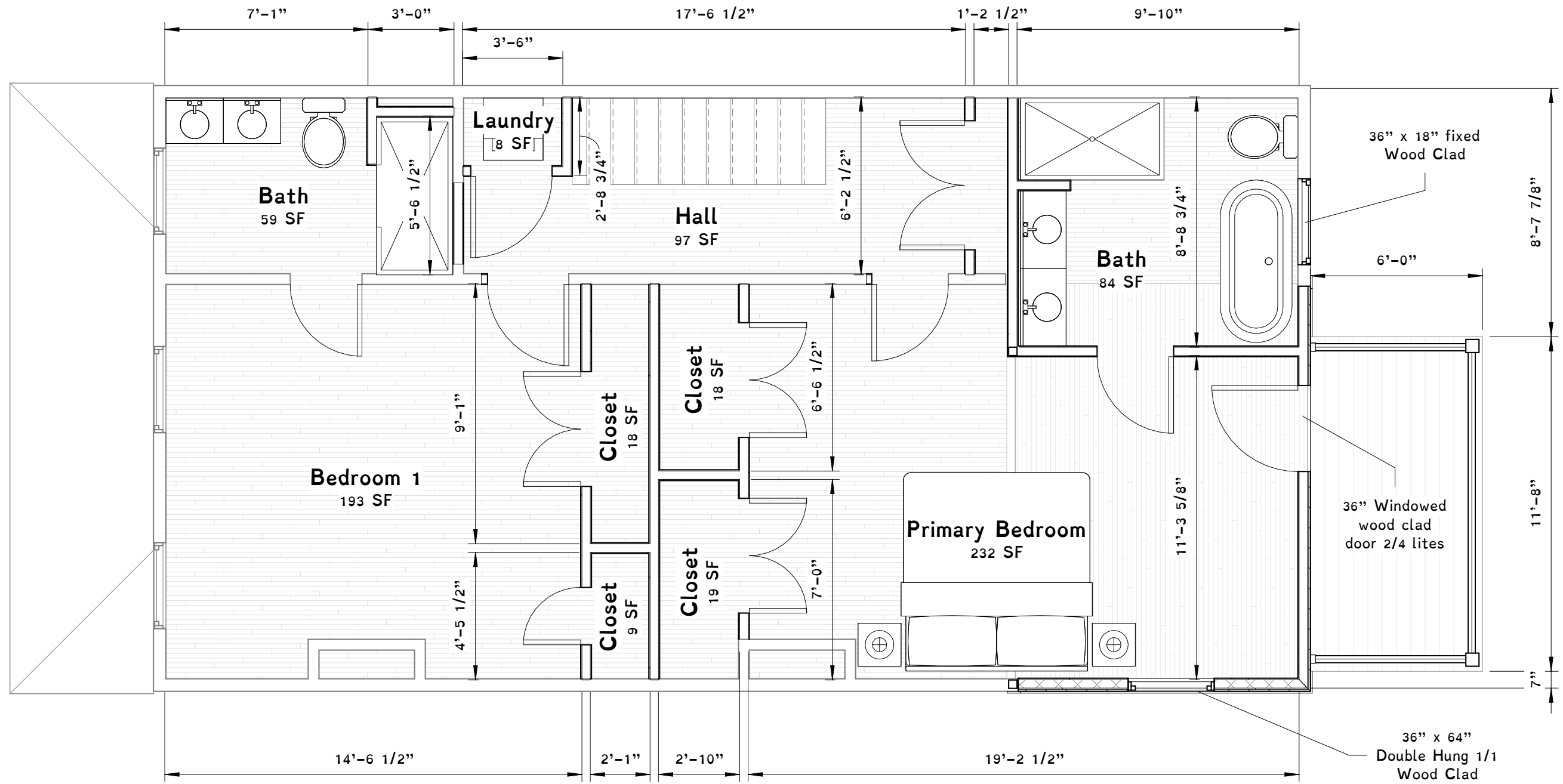
**Second Floor Existing**  
 2613 East Leigh Street  
 Joseph Dana  
 August 26, 2022

CAR 4

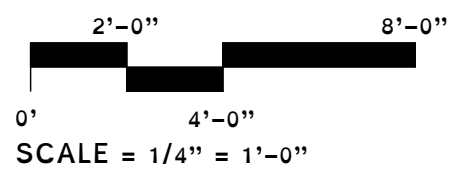


Rev.	Date	Description

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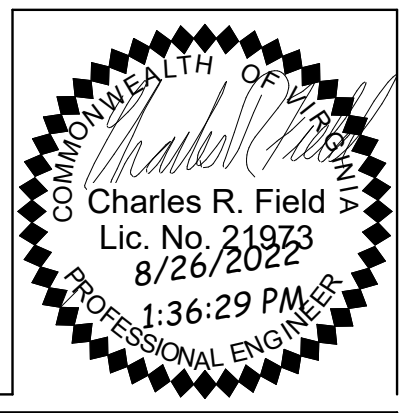
1 2nd Floor - Proposed  
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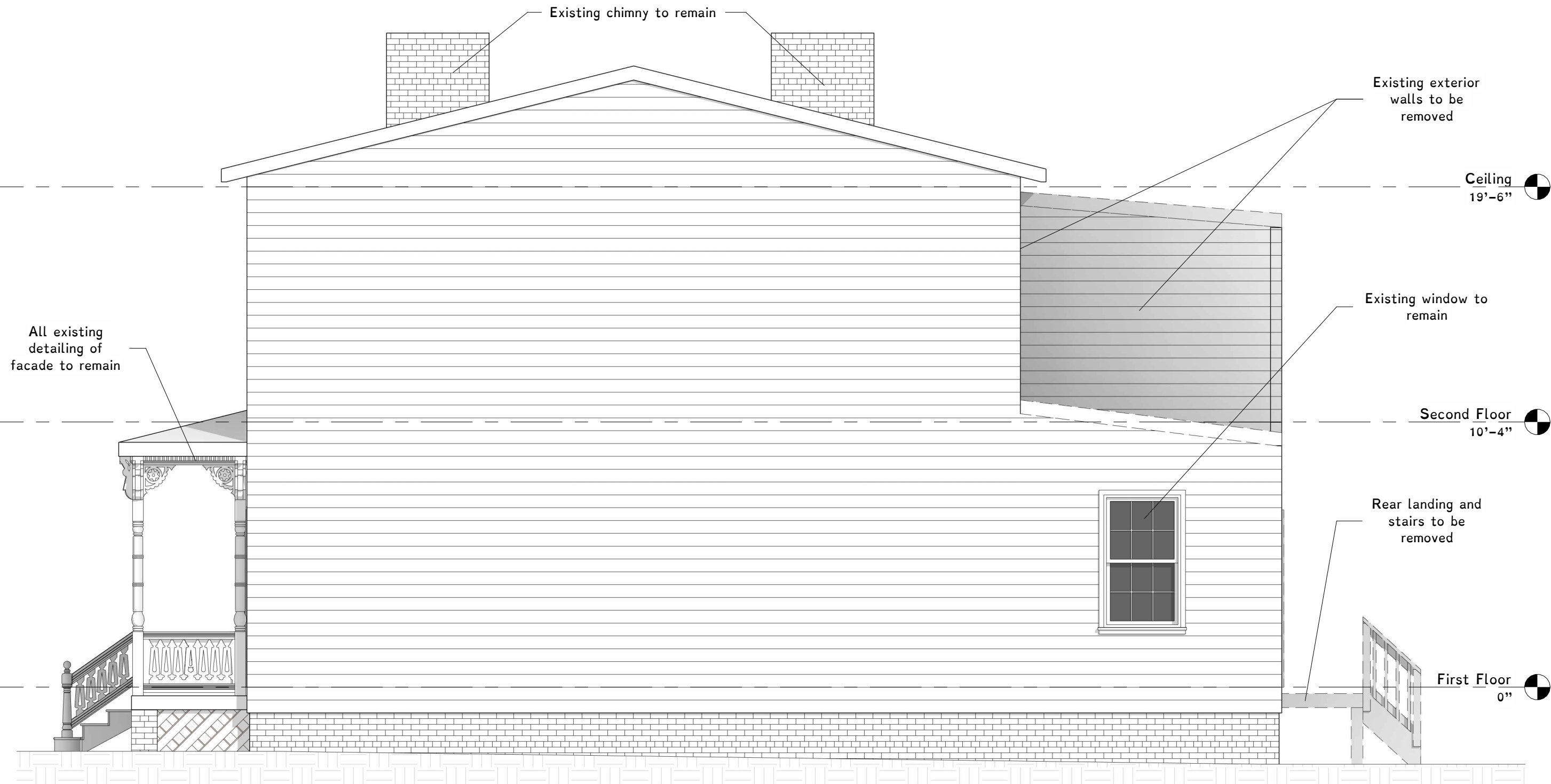
Rev.	Date	Description

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 417 North 22nd Street  
 Richmond, VA 23223  
 804.647.1589  
 obsidianrva@gmail.com

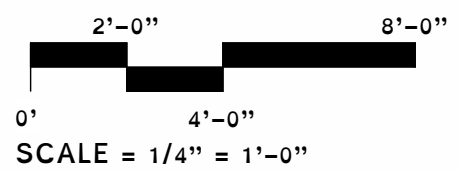
**Second Floor Proposed**  
 2613 East Leigh Street  
 Joseph Dana  
 August 26, 2022  
 CAR 5



Print plans at 11" x 17", Tabloid

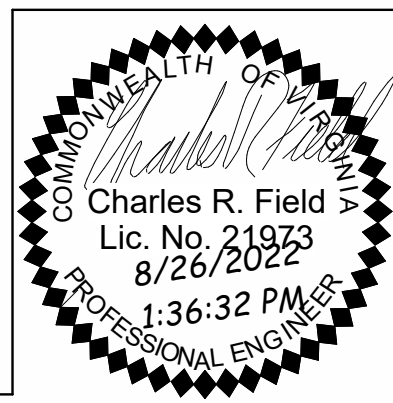


1 Existing East  
 1/4" = 1'-0"



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 417 North 22nd Street  
 Richmond, VA 23223  
 804.647.1589  
 obsidianrva@gmail.com

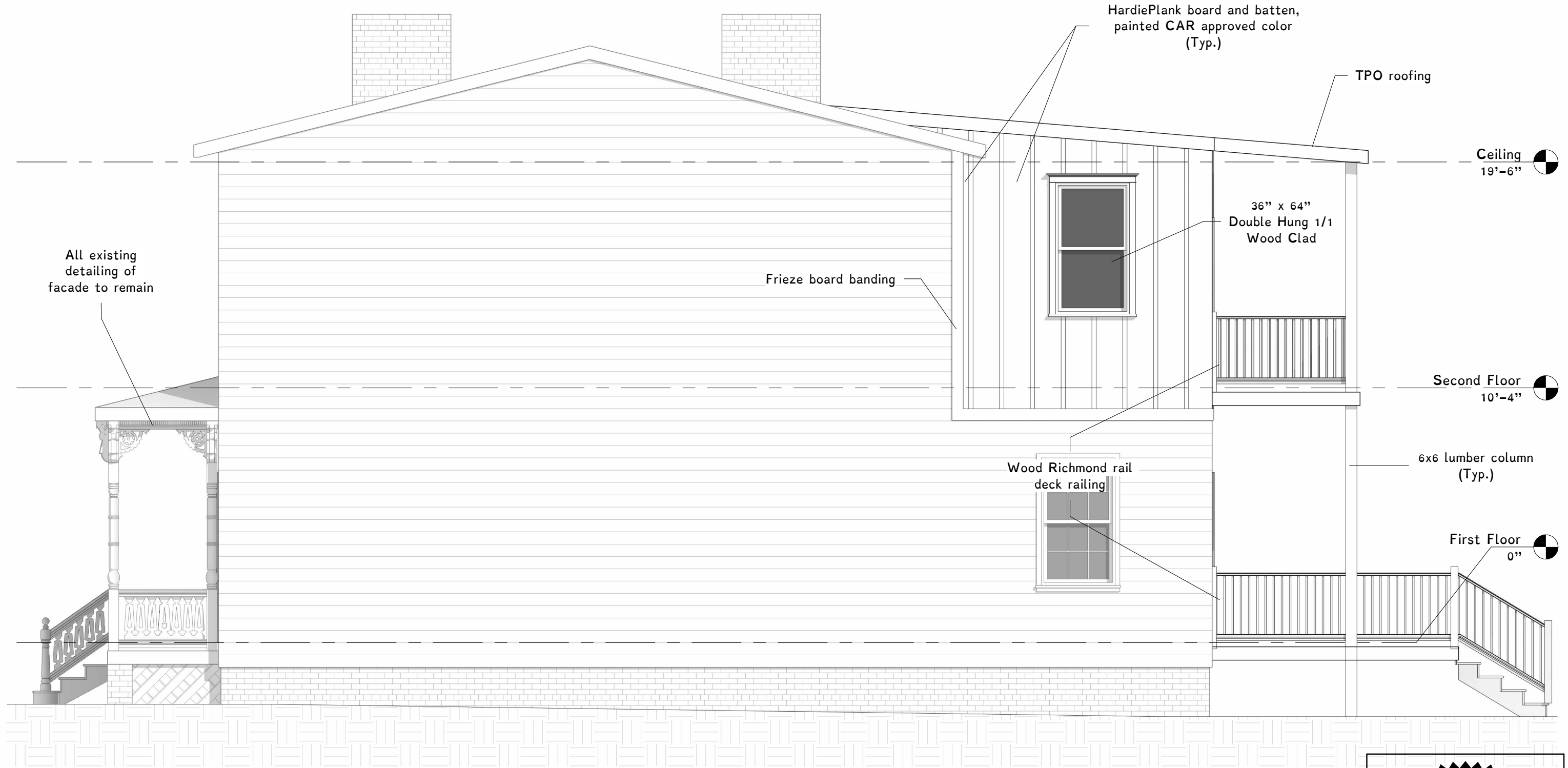
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 2613 East Leigh Street  
 Joseph Dana  
 August 26, 2022  
 CAR 6



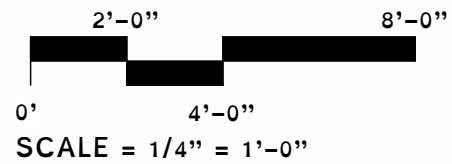
Rev.	Date	Description



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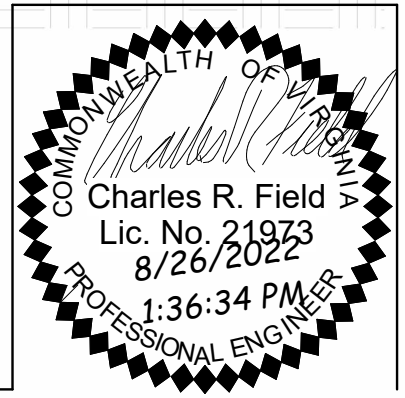


1 Proposed East  
 1/4" = 1'-0"



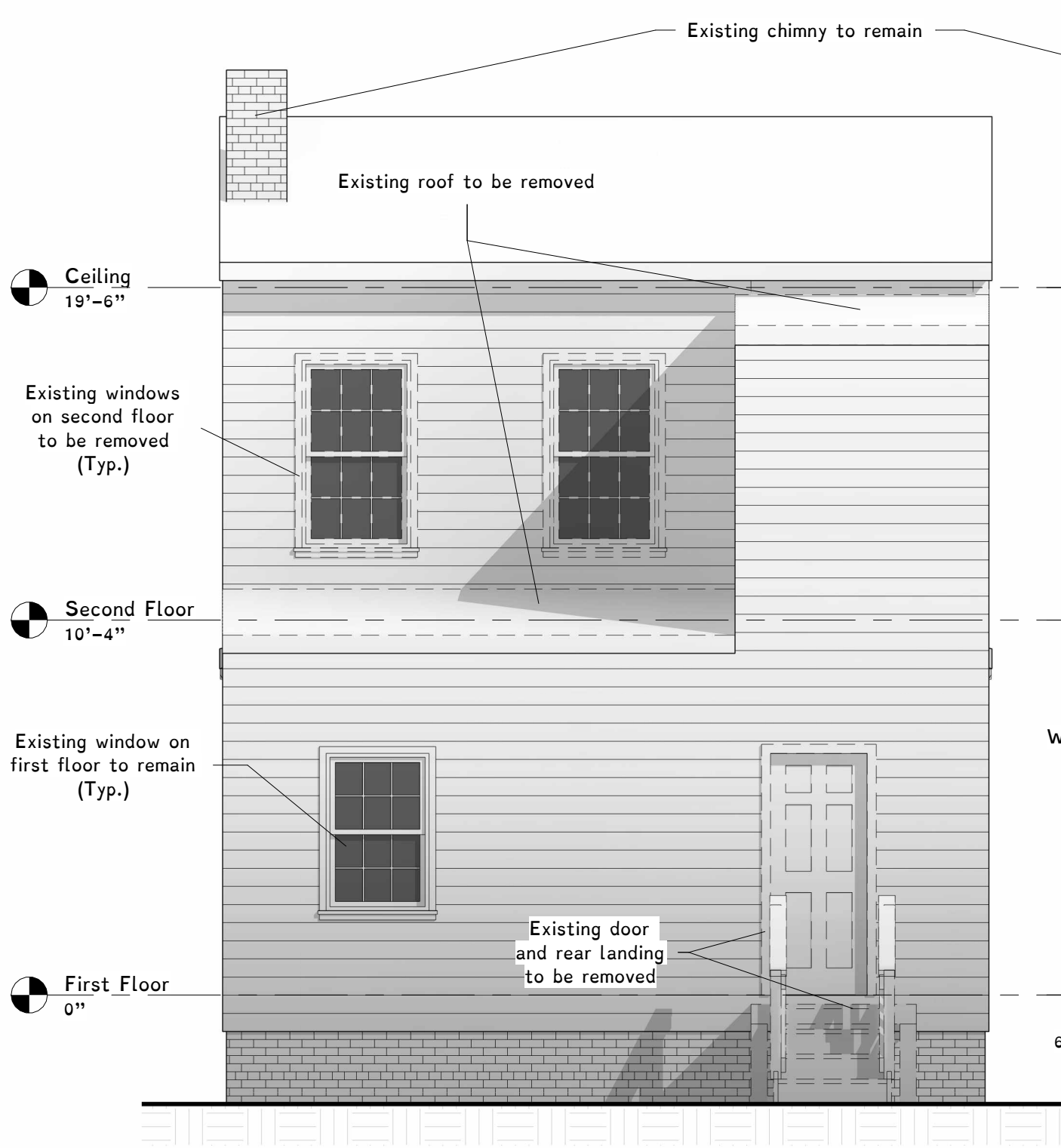
**Obsidian, Inc.**  
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 Richmond, VA 23223  
 804.647.1589  
 obsidianrva@gmail.com

**Elevations**  
 2613 East Leigh Street  
 Joseph Dana  
 August 26, 2022  
 CAR 7

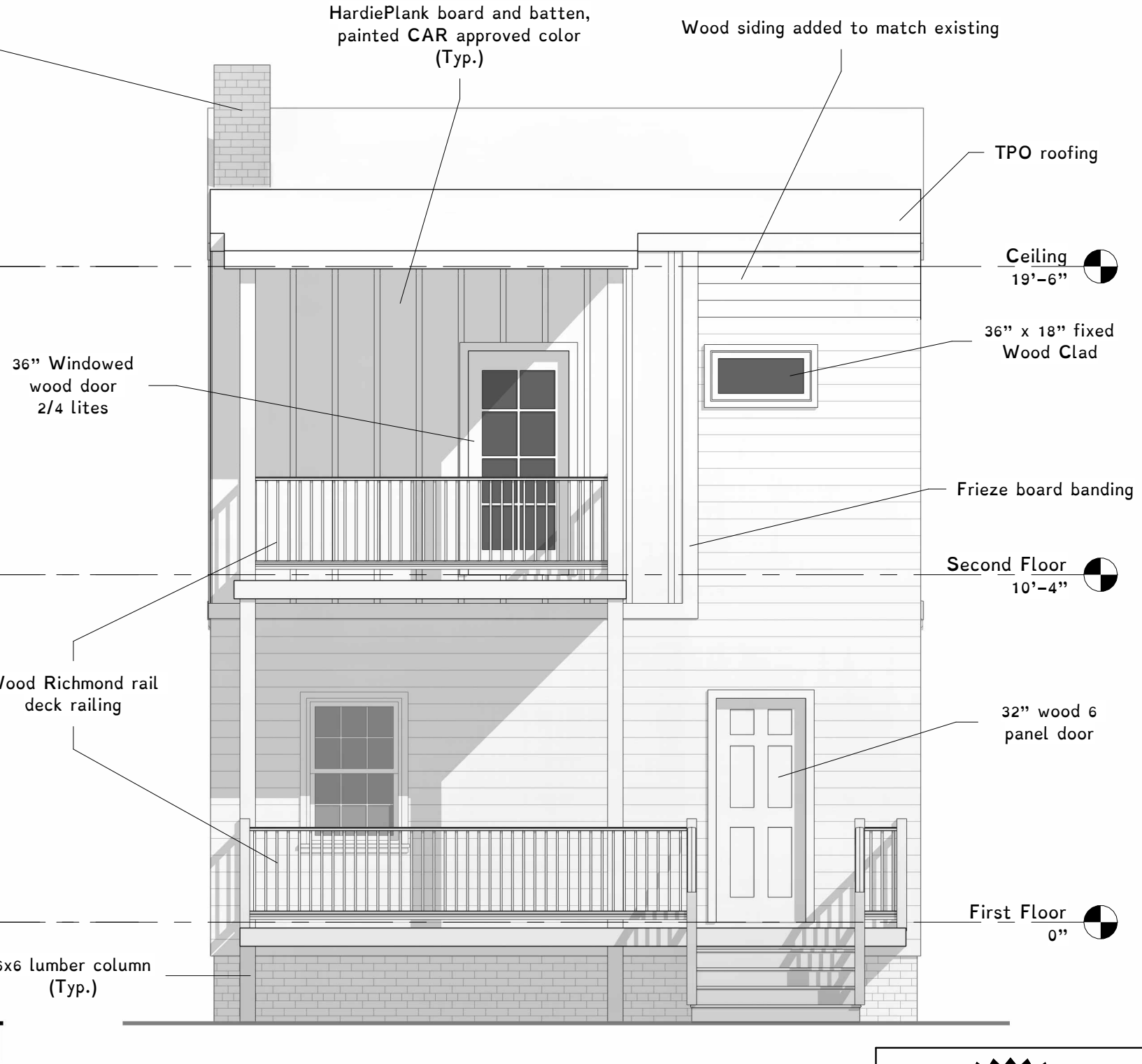


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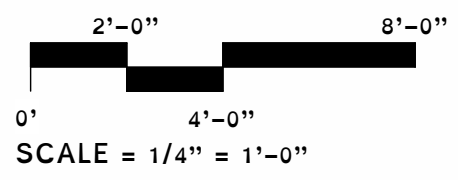
Print plans at 11" x 17", Tabloid



1 Existing North  
1/4" = 1'-0"

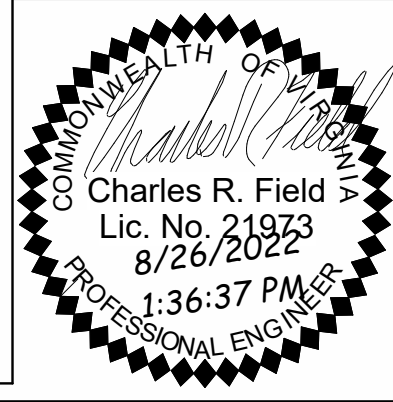


2 Proposed North  
1/4" = 1'-0"



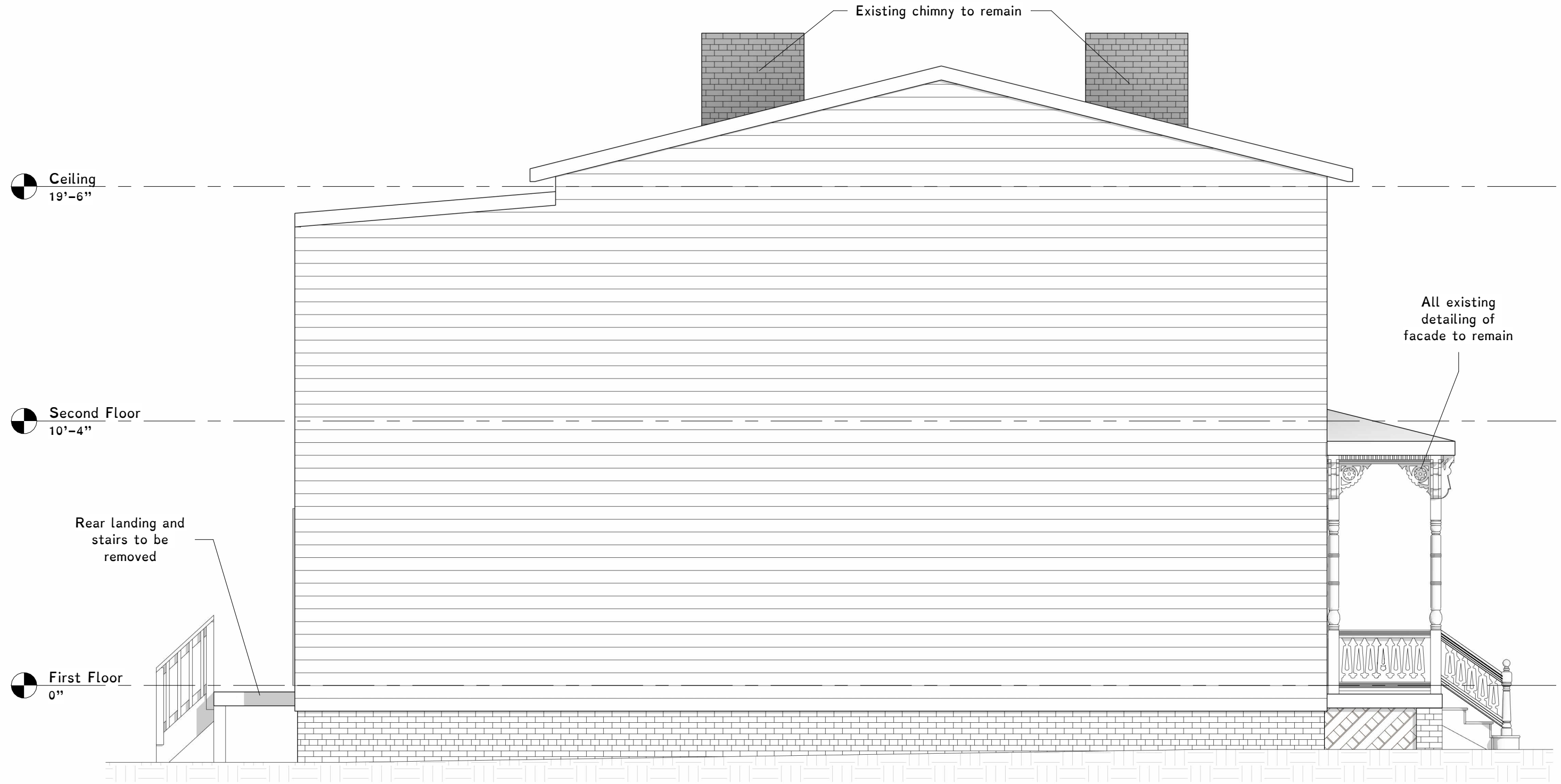
**Obsidian, Inc.**  
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**Elevations**  
2613 East Leigh Street  
Joseph Dana  
August 26, 2022  
CAR 8

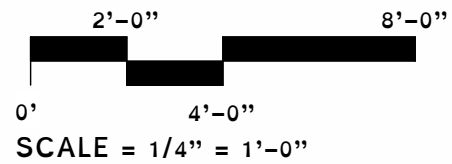


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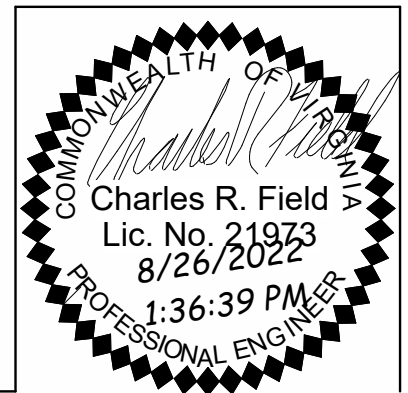
1 Existing West  
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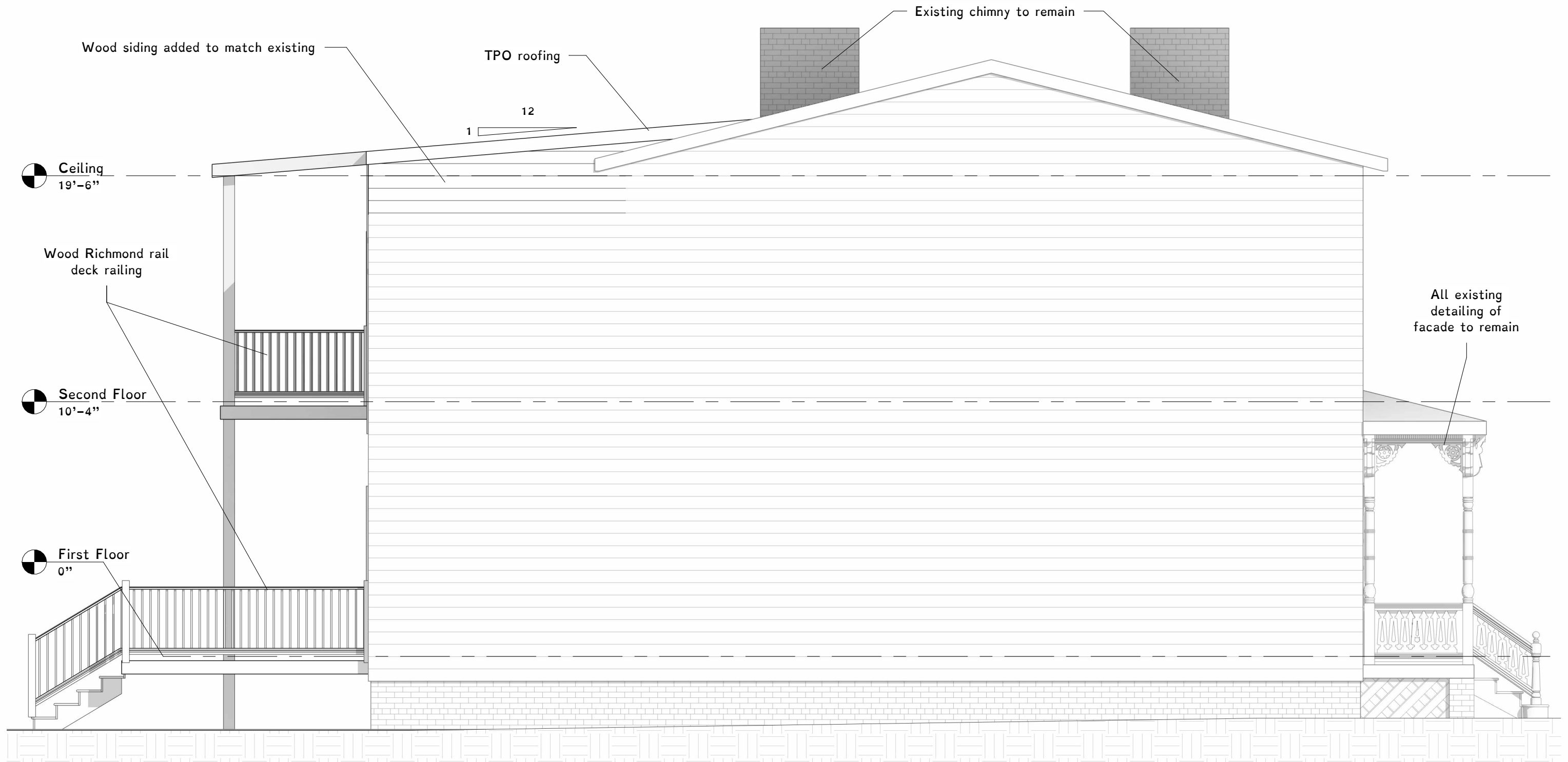
**Obsidian, Inc.**  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
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**Elevations**  
2613 East Leigh Street  
Joseph Dana  
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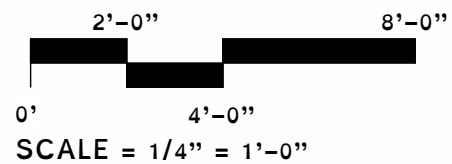
CAR 9



Rev.	Date	Description



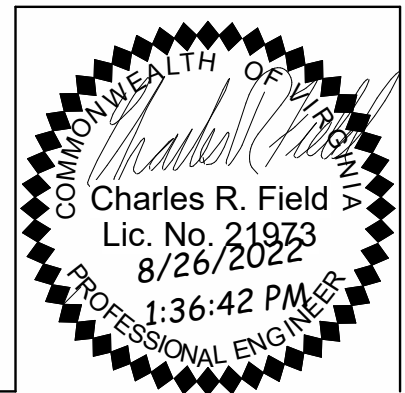
1 Proposed West  
1/4" = 1'-0"



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Richmond, VA 23223  
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**Elevations**  
2613 East Leigh Street  
Joseph Dana  
August 26, 2022

CAR 10



Print plans at 11" x 17", Tabloid

Rev.	Date	Description

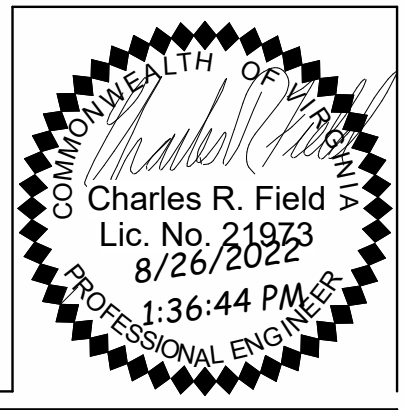
Print plans at 11" x 17", Tabloid



1 Proposed South  
 1/4" = 1'-0"

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**Elevations**  
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 August 26, 2022  
 CAR 11

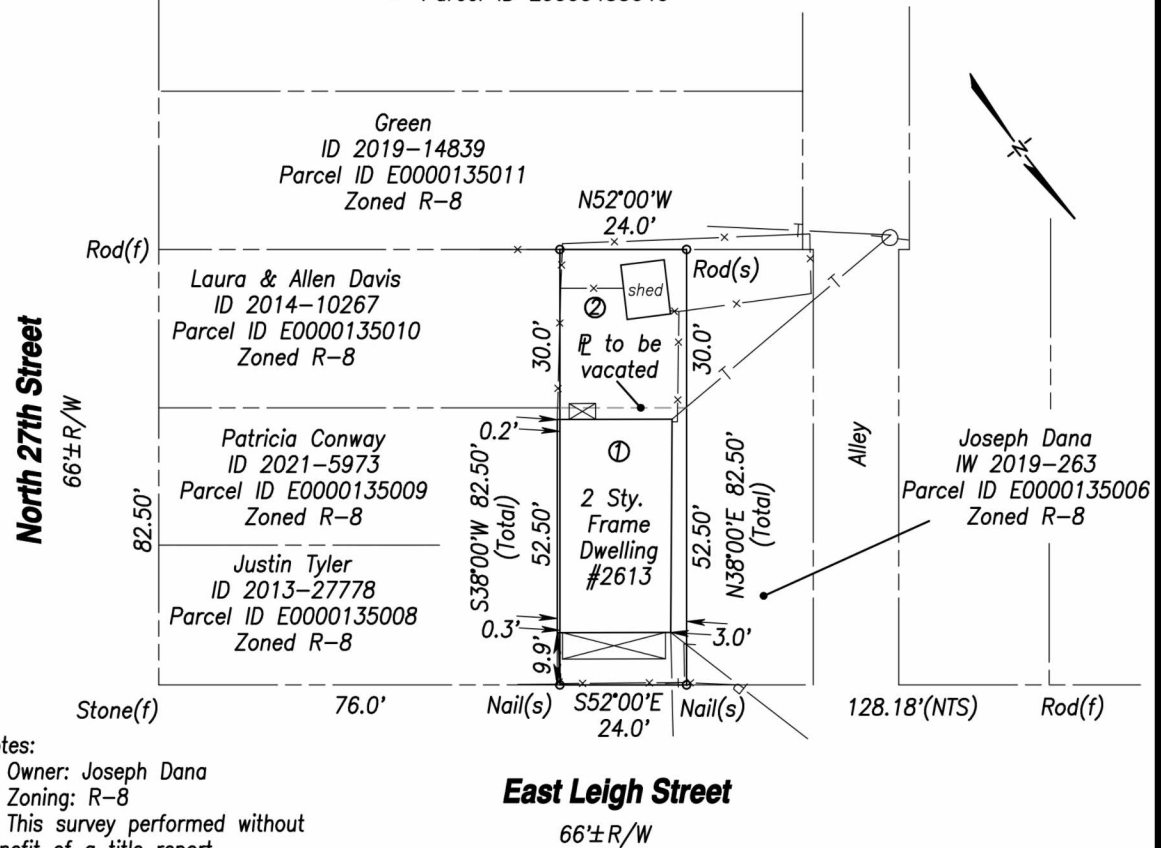


Rev.	Date	Description

I hereby certify that this Physical Improvement Survey, to the best of my knowledge and belief, is correct and complies with the minimum procedures and standards established by the Virginia State Board of Architects, Professional Engineers, Land Surveyors and Certified Landscape Architects. All easements may not be shown.



- ① #2613 Parcel ID E0000435007
- ② #2613 (Rear) Parcel ID E0000435040



- Notes:
1. Owner: Joseph Dana
  2. Zoning: R-8
  3. This survey performed without benefit of a title report.
  4. Property shown hereon is in Flood Zone "X", a non hazard Flood Zone, from FEMA community panel 5101290041D, dated 07/16/2014.
  5. It is the intention of Joseph Dana to vacate the Property Line between #2613 (E0000435007) and #2613 Rear (E0000435040)

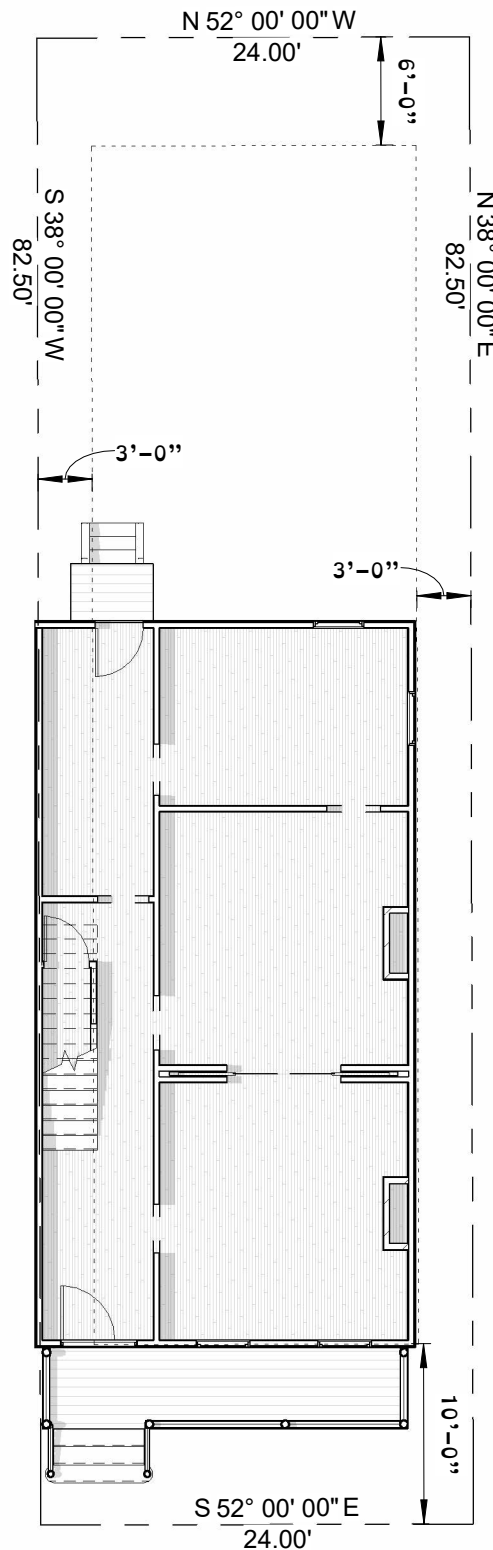
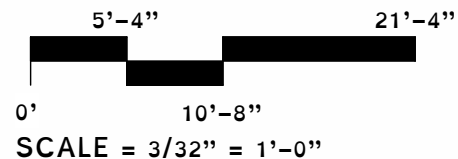
**East Leigh Street**  
66±R/W

**Plat Showing**  
**#2613 East Leigh Street**  
**City of Richmond, Virginia**

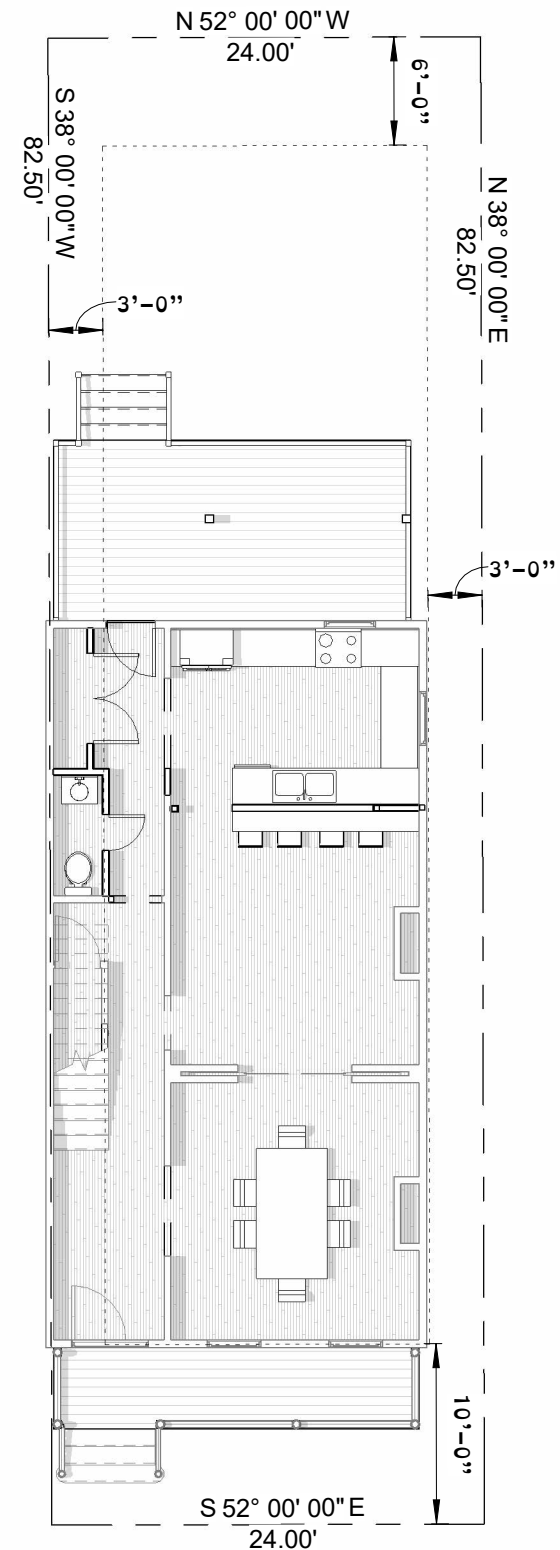
Date: Nov. 1, 2021 Scale: 1" = 30' JN: 6675-0011

**Goodfellow, Jalbert, Beard and Associates Inc.**  
7104 Mechanicsville Turnpike / P.O. Box 539  
Mechanicsville, Virginia 23111  
(804) 746-7097 Fax (804) 730-7275  
ENGINEERING - SURVEYING - PLANNING

CURRENT PATH: Z:\USERS\PAUL\Profiles\66750011.pro ~ DATE PLOTTED: Nov 18, 2021 15:12:24 Thu



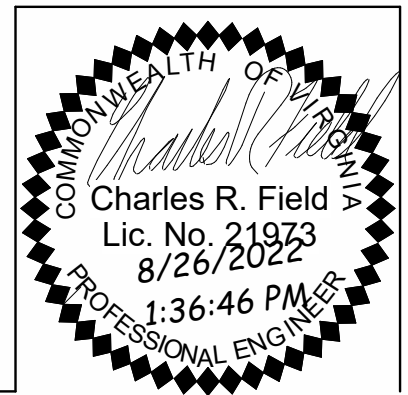
② 1st Floor - Existing  
3/32" = 1'-0"



① 1st Floor - Proposed  
3/32" = 1'-0"

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**Site Plan**  
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Joseph Dana  
August 26, 2022



Rev.	Date	Description

CAR 12

Print plans at 11" x 17", Tabloid