



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: _____ Current **Zoning**: _____

Historic District: _____

Application is submitted for: (check one)

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

Project Description (attach additional sheets if needed):

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____

Email: _____

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

Property Owner: _____

If Business Entity, name and title of authorized signee: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (____) _____

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: _____ **Date:** _____

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | 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.

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 5th 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 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.



March 27, 2025

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: Commission of Architectural Review: 2206 Jefferson Avenue (E0000-256/017)

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of a new two-story single-family detached dwelling on the property known as 2206 Jefferson Avenue (the "Property").

The Property is located on the northern line of Jefferson Avenue between N 22nd and N 23rd Streets, is currently vacant, and lies in Richmond's Union Hill City Old and Historic District. Existing structures in the district are known for a variety of architectural styles and materials as well as a range of land uses. This block face consists of primarily two-story single-family residential dwellings though a commercial use can be found at the intersection of Jefferson, Clay, and N 22nd Street. The residential dwellings are primarily of a Late Victorian design with a total of four bays and a projecting front bay.

The Property owner is proposing to construct a two-story single-family dwelling on the Property. The dwelling would be two-stories in height with a projecting front bay. The proposed design is modern and desirable and also consistent with the CAR standards for new construction on page 46 of the CAR Handbook which states that "new construction should reference the materials, features, size, scale, proportions and massing of... buildings in its setting" while also acknowledging the requirement that "compatibility does not mean duplicating the existing buildings or environment" and that "in order to avoid creating a false sense of history, new constructions should also be discernable from the old."

**Siting:**

The proposed dwelling would front onto Jefferson Avenue and the main body of the building would be aligned with the existing dwelling located to the east at 2208 Jefferson Avenue. Like the other nearby structures, the dwelling will be elevated from street level with a small front stoop at the entrance. The siting of the new dwelling is compatible with others within the area and will present a consistent street frontage along Jefferson Avenue while filling in a “missing tooth” in the block.

Form:

The dwelling at has been designed in a manner which is modern yet consistent with the form of other historic structures in the neighborhood and along the block face while also contemplating the underlying R-63 zoning requirements.

The majority of developed lots in the block are occupied with single-family dwellings of Late Victorian design, though Italianate dwellings can also be found. The proposed design with features including a projecting front bay, a small front porch, lap siding, and four-bay front façade create a structure which acknowledges the desires of the market while remaining sensitive to the historic fabric of the neighborhood.

Scale:

The proposed dwelling is consistent with the scale and character of the existing neighborhood and will appear appropriate from street level. Dwellings in the block tend to be two-stories in height with elevated front porches and the proposed scale is consistent with the other homes in the area.

Height, Width, Proportion, & Massing

The proposed dwelling is comparable in height with other structures on the block. Existing structures along 2206 Jefferson Avenue are all two-stories in height. The proposed height of the building will be consistent with both historic and recently constructed dwellings in the block.

Exterior Cladding/Doors and Windows/Materials

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. These items were selected to be consistent with CAR requirements and nearby dwellings. All finishes including doors and windows would be as noted on the provided plans.

The proposed design would be compatible with the historical fabric of the block as it recognizes the siting, scale, form, and massing of the existing structures on the block and reflects new construction recently reviewed and approved by the CAR within the block. The proposed dwelling is consistent with the fabric of the historic district while offering a variety of housing opportunities within the area. Furthermore, many of the design elements of the proposed dwelling can be found on historically significant dwellings throughout the Union Hill district.

I thank you for the care and assistance in reviewing this application. Should you have any questions after reviewing this request, please feel free to contact me at will@bakerdevelopmentresources.com or (864)377-9140.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Will Gillette', is positioned above the typed name.

Will Gillette, AICP

Baker Development Resources, LLC



PROJECT CONTACTS:
DEVELOPER:
KEEL CUSTOM HOMES
CONTACT: CASEY WHITE
804-869-8600
ARCHITECT:
CHRISTOPHER WOLF
CHRIS WOLF ARCHITECTURE, PLLC
804-514-7644

NEW 2-STORY, SINGLE-FAMILY DETACHED HOUSE
IN RICHMOND'S HISTORIC UNION HILL NEIGHBORHOOD
2206 JEFFERSON AVE. HOUSE
2206 JEFFERSON AVENUE
RICHMOND, VIRGINIA 23223

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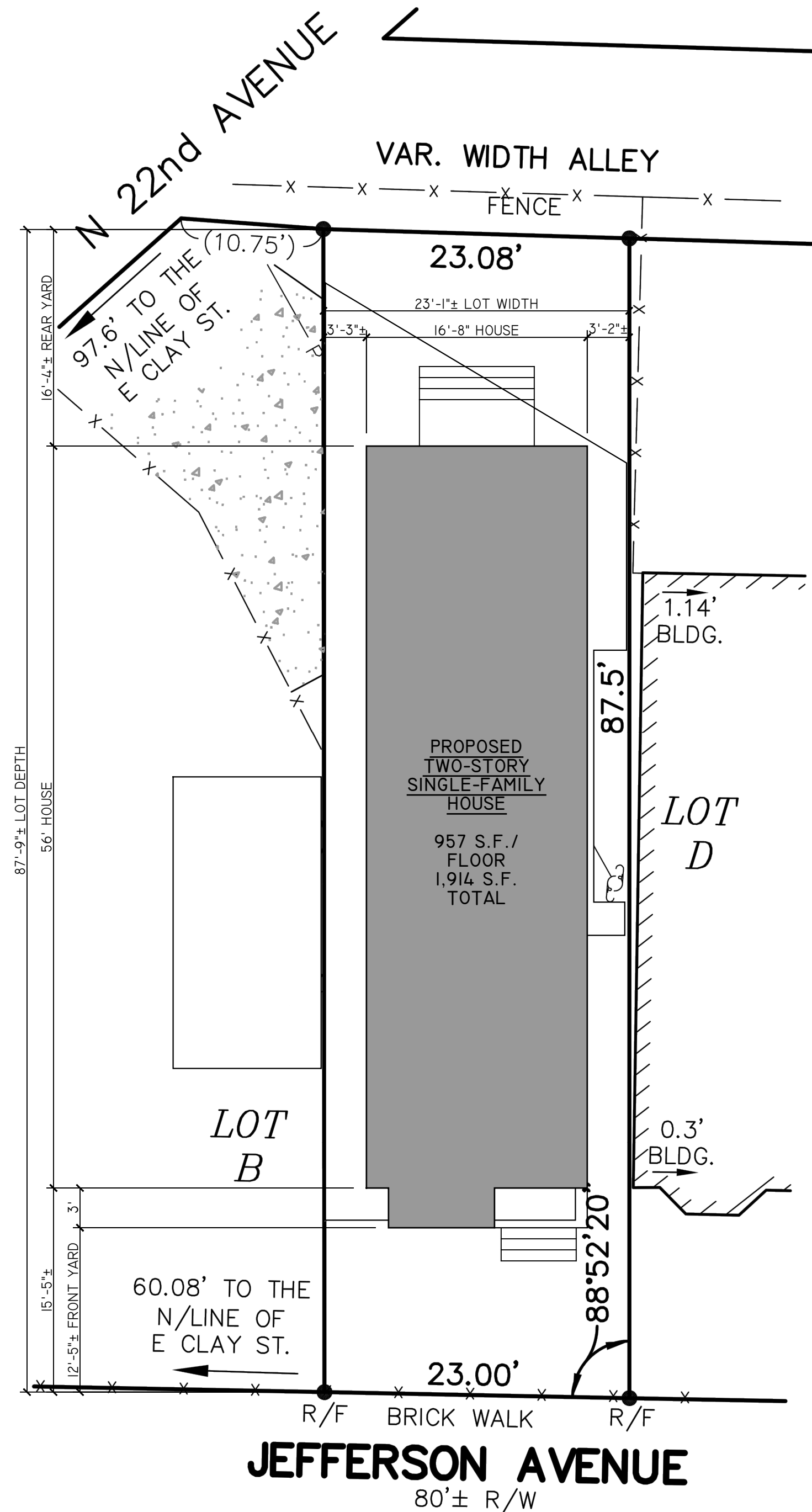
2206 JEFFERSON AVENUE
RICHMOND, VIRGINIA 23223

DRAWING INDEX	
DRAWINGS	
NO.	SHEET TITLE
CS	COVER SHEET
SP.1	ARCHITECTURAL SITE PLAN
AI.1	FIRST & SECOND FLOOR PLANS
A2.1	FRONT & REAR EXTERIOR ELEVATIONS & EXTERIOR FINISH SCHEDULE
A2.2	SIDE EXTERIOR ELEVATIONS



SET/REVISION:
C.A.R. CONCEPTUAL
REVIEW INITIAL SUBMITTAL
DATE/MARK:
03.28.2025

COVER SHEET
CS



01 | ARCHITECTURAL SITE PLAN

1/8" = 1'

PROPOSED CONSTRUCTION OVERLAID ON PLAT BY OTHERS

PROJECT CONTACTS:

DEVELOPER:
KEEL CUSTOM HOMES
CONTACT: CASEY WHITE
804-869-8600

ARCHITECT:
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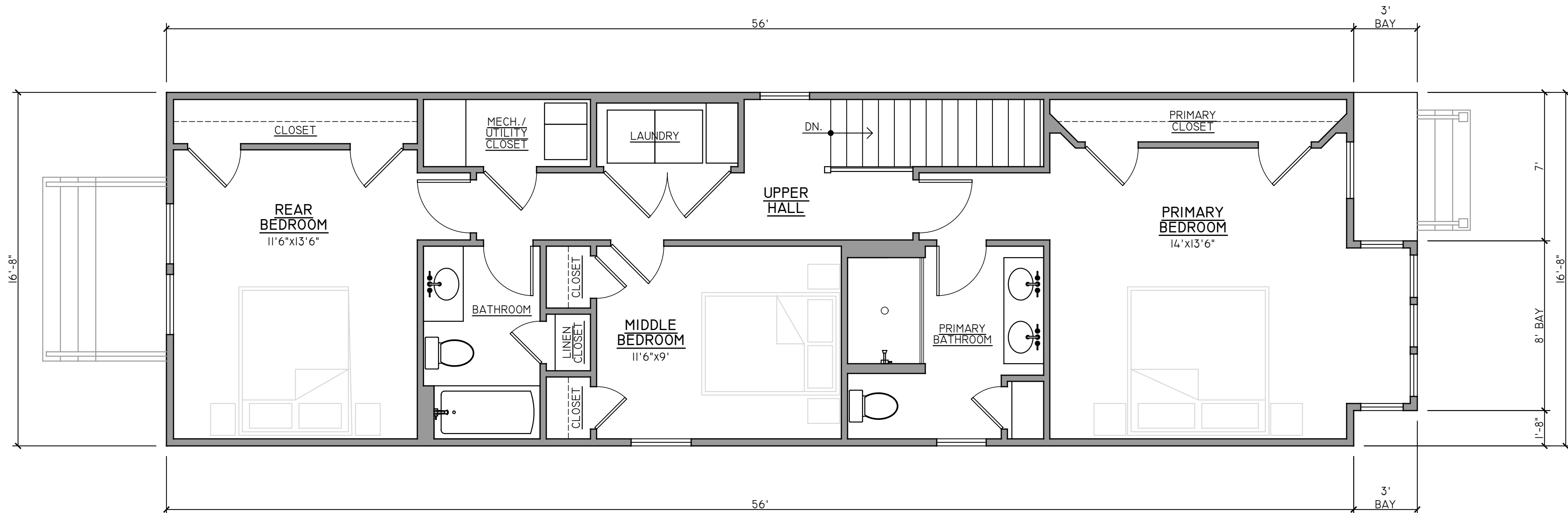


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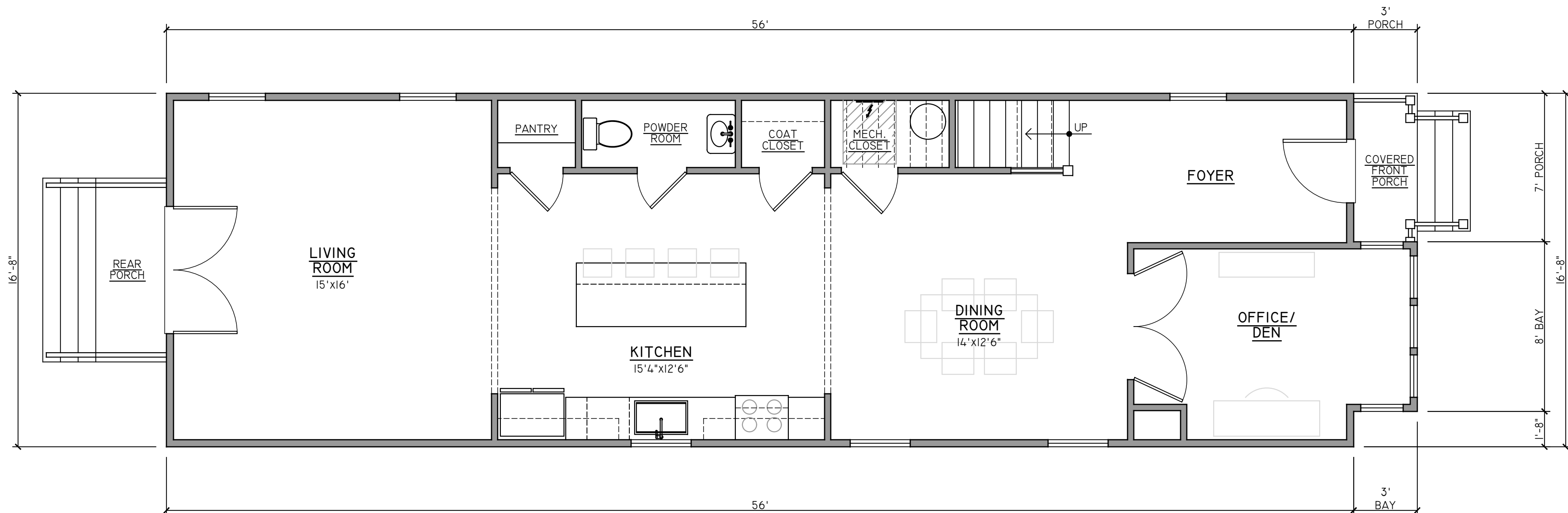
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ARCHITECTURAL
SITE PLAN

SP.1



02 | 2ND FLOOR PLAN
1/4" = 1'



01 | 1ST FLOOR PLAN
1/4" = 1'

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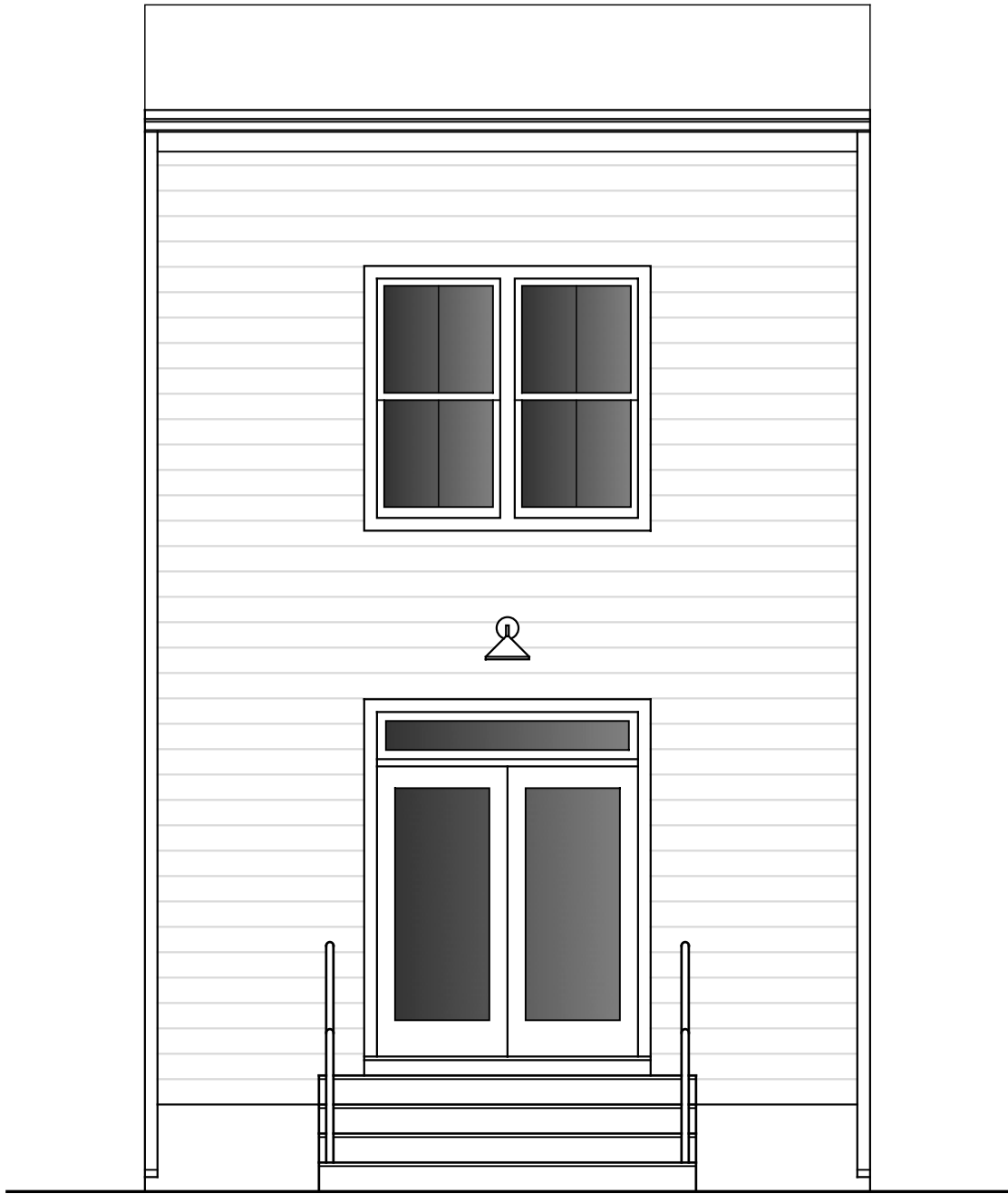
2206 JEFFERSON AVENUE
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NOT FOR
CONSTRUCTION

SET/REVISION:
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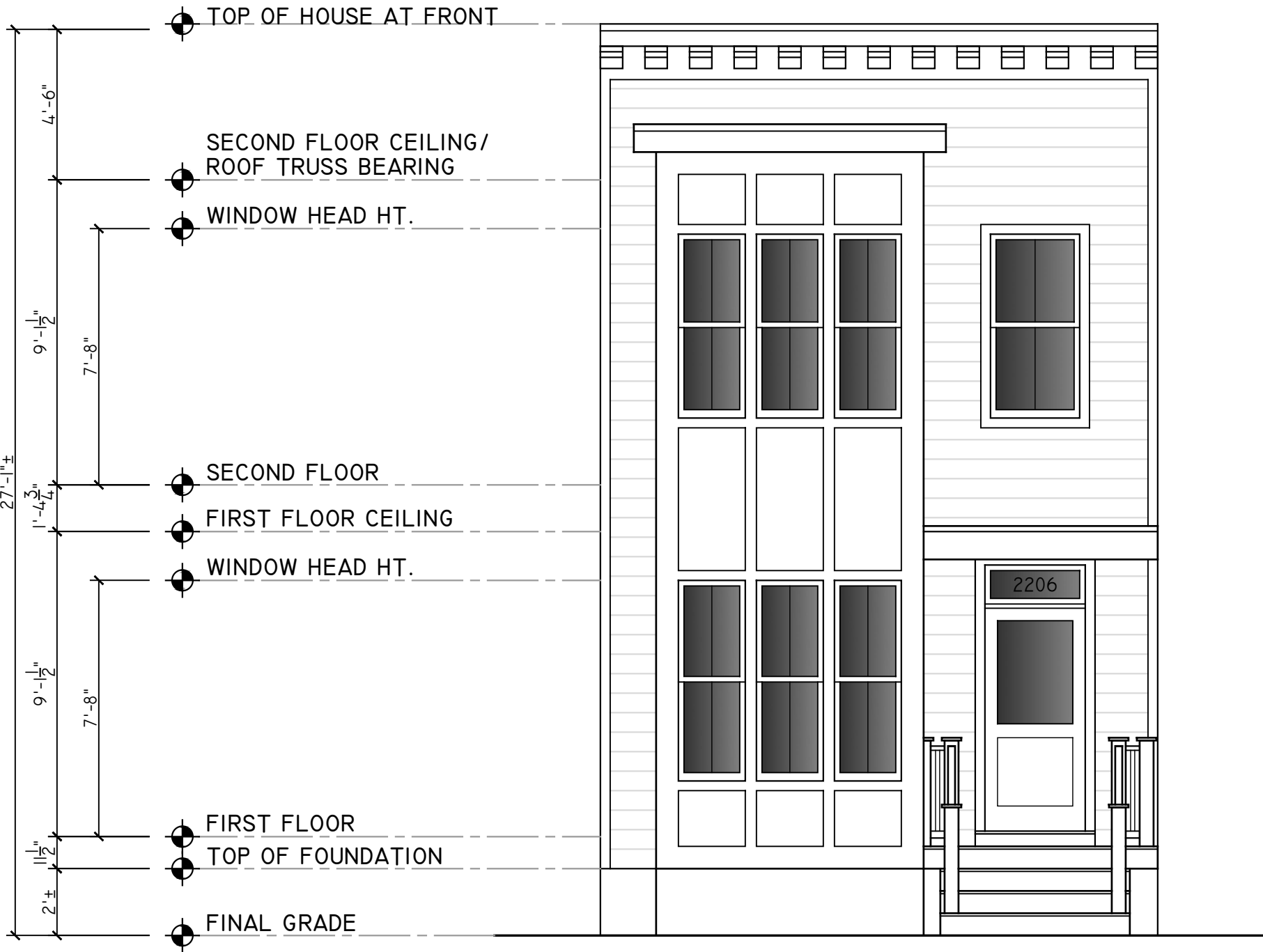
FIRST & SECOND
FLOOR PLANS

AI.I



02 | REAR ELEVATION

1/4" = 1'



01 | FRONT ELEVATION

1/4" = 1'

EXTERIOR FINISH SCHEDULE		
NO.	COMPONENT/MATERIAL	COLOR/FINISH
01	PARGED BRICK PIERS	T.B.D.
02	PARGED FOUNDATION	THRU-COLOR
03	FIBER-CEMENT LAP SIDING (HARDIE OR EQUAL)	PAINTED
04	FIBER-CEMENT FLAT PANEL SIDING AT FRONT BAY	PAINTED
05	COMPOSITE TRIM- SEE WALL SECTION	PAINTED
06	VINYL OR COMPOSITE SOFFITS	FACTORY FINISH
07	BEADBOARD PORCH CEILING	NON-VENTED, FACTORY FINISH
08	ENTRY DOOR	PAINTED, COLOR T.B.D.
09	5/4x4 COMPOSITE DOOR/WINDOW TRIM	PAINTED
10	ALUM. CLAD WOOD WINDOWS - S.D.L - SEE WINDOW SCHEDULE	PREFINISHED
11	COMPOSITE STAIRS/TRIM WITH PAINTED WOOD DECKING	PAINTED FRAME
12	WOOD "RICHMOND RAIL" FRONT PORCH RAILING & HANDRAIL	PAINTED
13	TREATED WOOD REAR DECK/STAIRS WITH METAL RAILINGS	NATURAL TREATED WOOD
14	ALUMINUM GUTTER & DOWNSPOUTS (F-STYLE GUTTERS)	PREFINISHED
15	MAIN ROOF - T.P.O.	FACTORY WHITE

EXTERIOR FINISH NOTES:
1. EXTERIOR ELEVATION NOTES ARE TYPICAL ACROSS ALL EXTERIOR ELEVATIONS U.N.O.
2. GRADES SHOWN APPROXIMATE. V.I.F.
3. SEE ADDITIONAL SPECIFICATIONS BY DEVELOPER
4. G.C. VERIFY ALL MATERIAL & COLOR SELECTIONS WITH DEVELOPER PRIOR TO CONSTRUCTION
5. ALL EXTERIOR MATERIALS & FINISHED SHALL BE APPROVED BY C.A.R..

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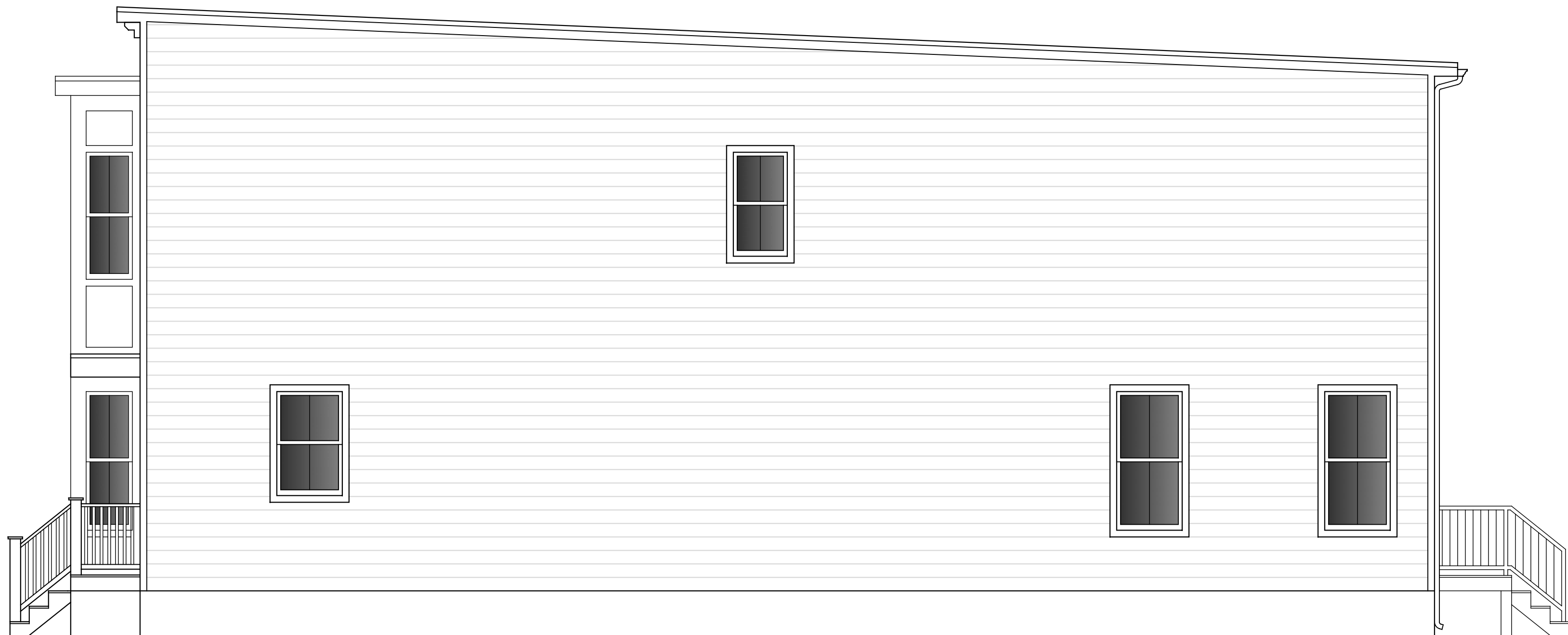
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FRONT EXTERIOR
ELEVATION

A2.1



01 | LEFT SIDE ELEVATION
1/4" = 1'



02 | RIGHT SIDE ELEVATION
1/4" = 1'

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LEFT & RIGHT SIDE
EXTERIOR ELEVATIONS

A2.2