



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: 520 BROOK RD, RICHMOND, VA 23220 Current Zoning: R-6  
Historic District: JACKSON WARD

Application is submitted for: (check one)

- ☐ Alteration  
☐ Demolition  
☒ New Construction

Project Description (attach additional sheets if needed):

See Attached for Single Family New Construction on Infill Property for SUP

Applicant/Contact Person: CHRISTOPHER RAYNORE

Company: N/A

Mailing Address: 317 W 27TH ST

City: RICHMOND State: VA Zip Code: 23225

Telephone: (540) 287-1982

Email: RAYNORECW@GMAIL.COM

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

Property Owner: CHRISTOPHER RAYNORE

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

Mailing Address: 317 W 27TH ST

City: RICHMOND State: VA Zip Code: 23225

Telephone: (540) 287-1982

Email: RAYNORECW@GMAIL.COM

Billing Contact? SAME

**\*\*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: 05-05-25



## 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.



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION CHECKLIST

**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 520 BROOK RD. RICHMOND, VA 23220

### BUILDING TYPE

New construction

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building                 |  |
| <input type="checkbox"/> institutional building             |  |

### ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation              | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input type="checkbox"/> porch or balcony        | <input type="checkbox"/> other            |

### WRITTEN DESCRIPTION

- ☒ property description, current conditions and any prior alterations or additions
- ☒ proposed work: plans to change any exterior features, and/or addition description
- ☒ current building material conditions and originality of any materials proposed to be repaired or replaced
- ☒ proposed new material description: attach specification sheets if necessary

**PHOTOGRAPHS** place on 8 1/2 x 11 page, label photos with description and location (refer to photograph guidelines)

- ☒ elevations of all sides
- ☒ detail photos of exterior elements subject to proposed work
- ☒ historical photos as evidence for restoration work

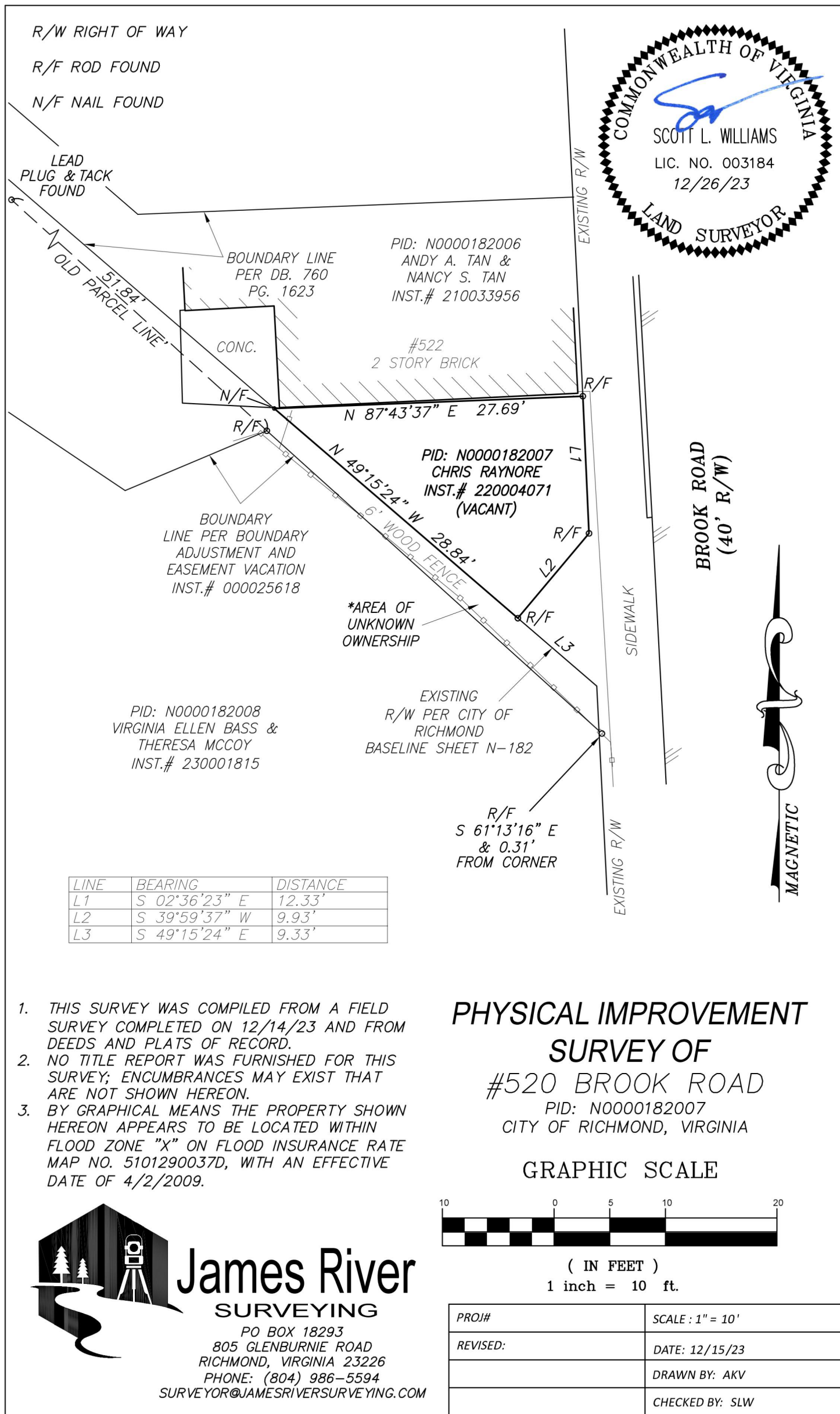
### DRAWINGS (refer to required drawing guidelines)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> current site plan <u>N/A</u>   | <input checked="" type="checkbox"/> list of current windows and doors <u>N/A</u> | <input checked="" type="checkbox"/> current elevations (all sides) <u>N/A</u> |
| <input checked="" type="checkbox"/> proposed site plan             | <input checked="" type="checkbox"/> list of proposed window and door             | <input checked="" type="checkbox"/> proposed elevations (all sides)           |
| <input checked="" type="checkbox"/> current floor plans <u>N/A</u> | <input checked="" type="checkbox"/> current roof plan <u>N/A</u>                 | <input checked="" type="checkbox"/> demolition plan <u>N/A</u>                |
| <input checked="" type="checkbox"/> proposed floor plans           | <input checked="" type="checkbox"/> proposed roof plan                           | <input checked="" type="checkbox"/> perspective and/or line of sight          |
| <input checked="" type="checkbox"/> legal "plat of survey"         |  |   |





4 VICINITY MAP  
1" = 20'-0"



2 SURVEY - 520 BROOK ROAD  
1" = 10'-0"

**PROJECT DESCRIPTION**

THIS PROJECT PROPOSES TO BUILD AN APPROXIMATELY 490 SQUARE FOOT (INSIDE FACE OF EXTERIOR WALL) SINGLE-FAMILY RESIDENCE ON A SMALL, TRIANGULAR SHAPED LOT.

THE LOT IS WITHIN THE JACKSON WARD CITY OLD AND HISTORIC DISTRICT AND THE JACKSON WARD NATIONAL HISTORIC DISTRICT AND AS SUCH IS SUBJECT TO APPROVAL BY THE COMMISSION OF ARCHITECTURAL REVIEW. CARE HAS BEEN TAKEN TO NOT MERELY MIMIC THE STYLE OF EXISTING STRUCTURES, BUT TO DESIGN A HOUSE THAT RESPECTS THOSE STRUCTURES WITHOUT REPLICATING THEM.

THE NEW STRUCTURE:

- PROPOSES A MASSING AND SCALE SIMILAR TO SURROUNDING CONSTRUCTION.
- PROPOSES A SIMILAR SETBACK AS THE ADJACENT CONSTRUCTION.
- UTILIZES A SIMPLE PALLETTE OF FIBER CEMENT SIDING (SHIPLAP, 9" EXPOSURE) AND PUNCHED WINDOWS.
- PROPOSES AN ENTRY AT A SIMILAR HEIGHT FROM THE STREET AS SURROUNDING CONSTRUCTION.
- PROPOSES A TOTAL HEIGHT COMPATIBLE WITH ADJACENT CONSTRUCTION.

REFERENCE SHEET A-2 FOR A MORE DETAILED PROJECT DESCRIPTION.

THE SIZE OF THE LOT IS SMALL AND IS UNBUILDABLE PER LOT SIZE AND SETBACK REQUIREMENTS. A SPECIAL USE PERMIT WILL BE APPLIED FOR TO BUILD ON THE LOT, IN TURN PROVIDING AN ADDITIONAL HOUSING UNIT TO THE AREA, IMPROVING AN OTHERWISE EMPTY LOT ACROSS THE STREET FROM ABNER CLAY PARK, AND ADDING DENSITY TO AN AREA WITHIN A 15 MINUTE WALK OF A GRTC PULSE STATION.

**ZONING INFO**

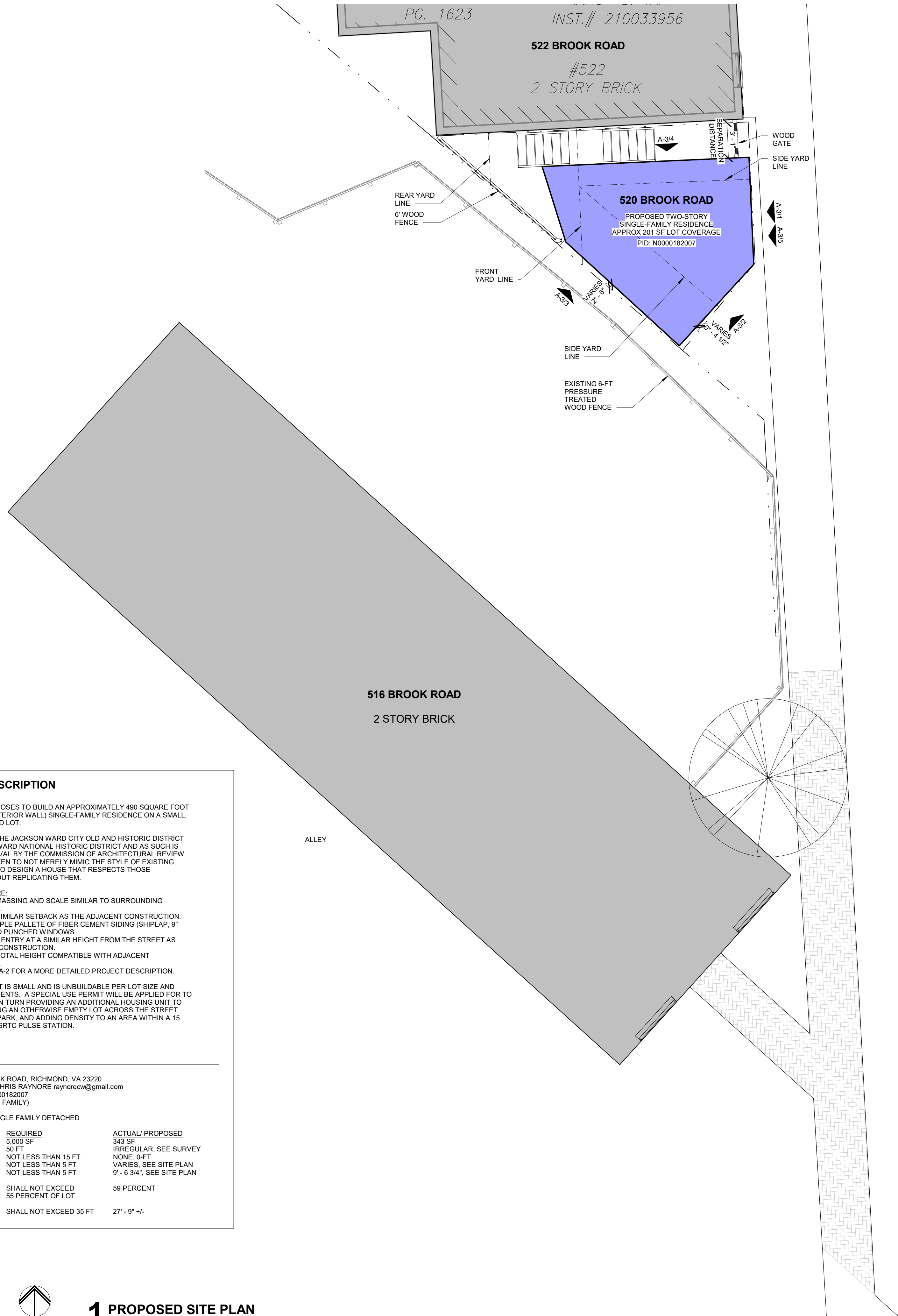
ADDRESS: 520 BROOK ROAD, RICHMOND, VA 23220  
OWNER CONTACT: CHRIS RAYNORE raynorecw@gmail.com  
TAX PARCEL ID: N0000182007  
ZONING: R-6 (SINGLE FAMILY)

PROPOSED USE: SINGLE FAMILY DETACHED

LOT INFO	REQUIRED	ACTUAL/PROPOSED
LOT AREA	5,000 SF	343 SF
LOT WIDTH	50 FT	IRREGULAR, SEE SURVEY
FRONT YARD	NOT LESS THAN 15 FT	NONE, 0 FT
SIDE YARD	NOT LESS THAN 5 FT	VARIES, SEE SITE PLAN
REAR YARD	NOT LESS THAN 5 FT	9' - 6 3/4", SEE SITE PLAN
LOT COVERAGE:	SHALL NOT EXCEED 55 PERCENT OF LOT	59 PERCENT
HEIGHT:	SHALL NOT EXCEED 35 FT	27' - 9" +/-



1 PROPOSED SITE PLAN  
3/16" = 1'-0"



FULL SCALE STUDIO LLC  
Richmond, VA  
804.335.5189

520 BROOK ROAD

SINGLE-FAMILY HOUSE

C.A.R. SUBMISSION

Project Address:  
520 BROOK ROAD  
RICHMOND, VA 23220

No.	Description	Date

Project Number	24-103
Date	4/15/2025
Drawn By	BAC
Scale	As indicated

SITE PLAN & SURVEY

A-1



ADDRESS: 520 BROOK ROAD, RICHMOND, VA 23220  
OWNER CONTACT: CHRIS RAYNORE, raynorecw@gmail.com  
TAX PARCEL ID: N0000182007  
ZONING: R-6 (SINGLE FAMILY)


THE OWNER OF THIS VACANT, TRIANGULAR PARCEL PROPOSES TO BUILD A SMALL, SINGLE-FAMILY HOUSE AND IS SEEKING A CERTIFICATE OF APPROPRIATENESS. THE LOCATION IS WITHIN THE JACKSON WARD NATIONAL HISTORIC DISTRICT AND THE JACKSON WARD CITY OLD AND HISTORIC DISTRICT.

THE BLOCK CONTAINING THE SITE IS COMPOSED PRIMARILY OF TWO-STORY, BRICK, RESIDENTIAL BUILDINGS WITH ONE BUSINESS OCCUPANCY LOCATED AT 300 W CLAY ST. THE NEW DWELLING WILL HAVE A SIMILAR SETBACK TO ITS IMMEDIATE NEIGHBOR, 522 BROOK ROAD TO MAINTAIN THE STREET WALL. THE HOUSE AT THE OPPOSITE SIDE, 516 BROOK ROAD, SITS AT AN APPROXIMATE 45 DEGREE ANGLE TO BROOK ROAD, SO THE PROPOSED FLOOR PLAN OF 520 BROOK ROAD SEEMS TO RELATE TO BOTH ITS NEIGHBORS IN ITS FLOOR PLAN SHAPE AND ALSO RELATE TO ITS TRIANGULAR-SHAPED LOT.



GENERALLY, THE FRONT FACADES ALONG BROOK ROAD AND N MONROE ST


AS MENTIONED PREVIOUSLY, THE BUILDINGS ON THE BLOCK ARE TWO-STORY BRICK STRUCTURES. MOVING OUTWARD, BUILDINGS ON NEARBY W LEIGH ST. (300 BLOCK) ARE A MIX OF WOOD FRAME/ WOOD SIDING AND BRICK. THE REMAINDER OF THE BUILDINGS LOCATED ON THE BLOCKS SURROUNDING THE SITE ARE PREDOMINANTLY BRICK, WITH SOME WOOD FRAME/ WOOD SIDED HOUSES INTERSPERSED (E.G. SEVERAL HOMES ON THE 400 BLOCK OF W MARSHALL ST - 402, 404, 406, 410, AND 411/413 CATHERINE ST)

SIDING


James Hardie

[Our Products](#)
[Project Resources](#)
[Design Guidance](#)
[About James Hardie](#)




## Hardie® Artisan® Siding

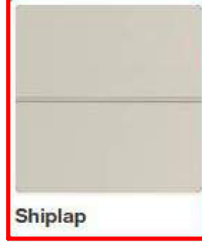
### Find your style

Add sophistication to your design with the attractive, streamlined styling of Hardie® Artisan® Siding—primed for your choice of paint color—to create your masterpiece.


#### Select your texture

V-Groove






Shiplap




Square Channel



Lap

#### Select your color collection



Primed for Paint

Primed for Paint offers unlimited color opportunity for your home's exterior. Primed and ready for field painting, it's a durable, high-performance canvas for your vision.



TYPICAL EXTERIOR SIDING COLOR  
SHERWIN WILLIAMS  
9179 ANCHORS AWEIGH

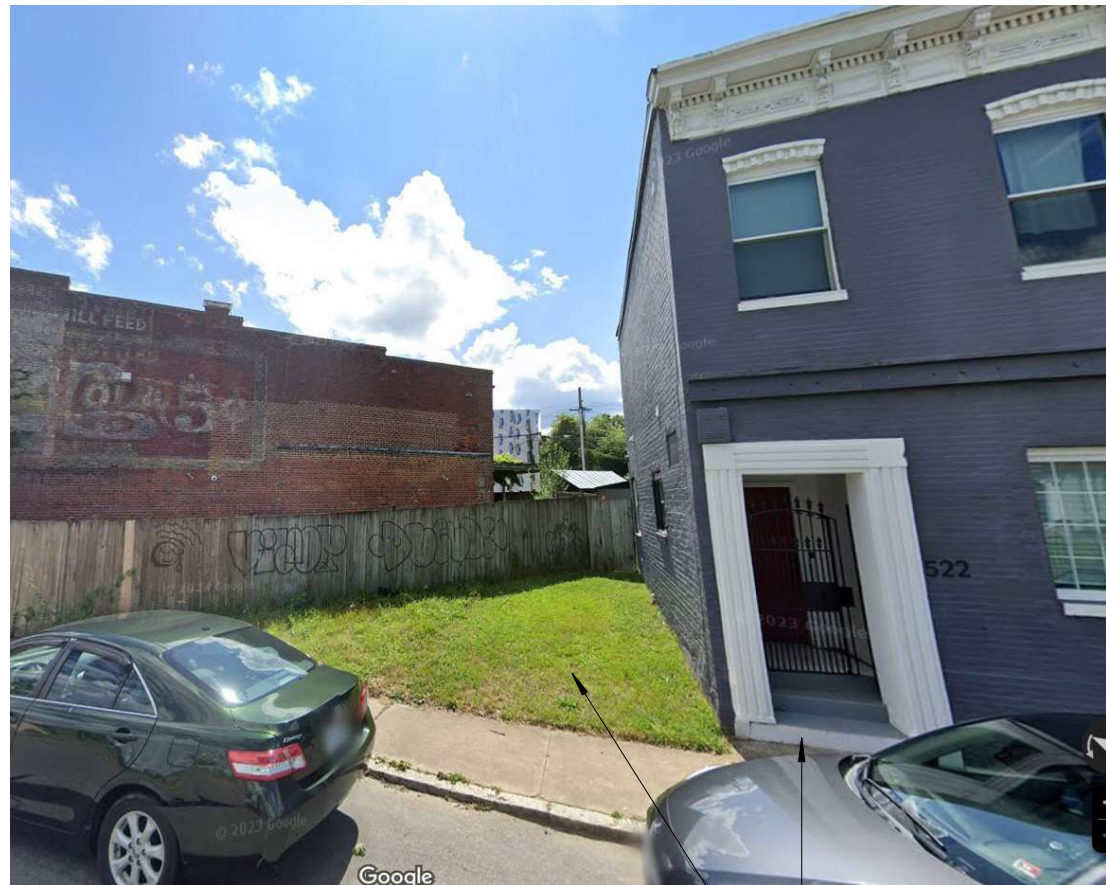


TYPICAL WINDOWS  
MARVIN (ELEVATE LINE) OR SIM CASEMENT  
COLOR: GUNMETAL OR SIM



516 BROOK ROAD

516 BROOK ROAD - FRONT FACADE  
AT ANGLE SIMILAR TO PROPOSED  
SOUTHEAST FACADE OF 520 BROOK



**520 BROOK ROAD LOT**

— 522 BROOK ROAD - FRONT  
FACADE AT PROPERTY LINE

PROPOSED DWELLING  
AT THIS LOT



**520 BROOK ROAD LOT**

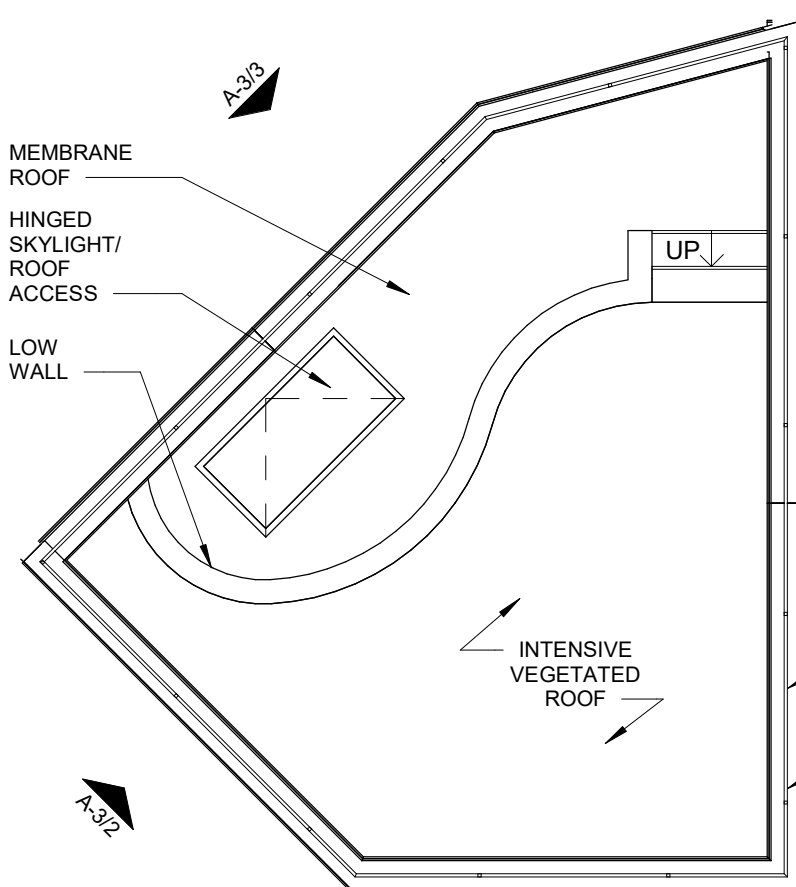
PROPOSED DWELLING  
AT THIS LOT



**522 BROOK ROAD**

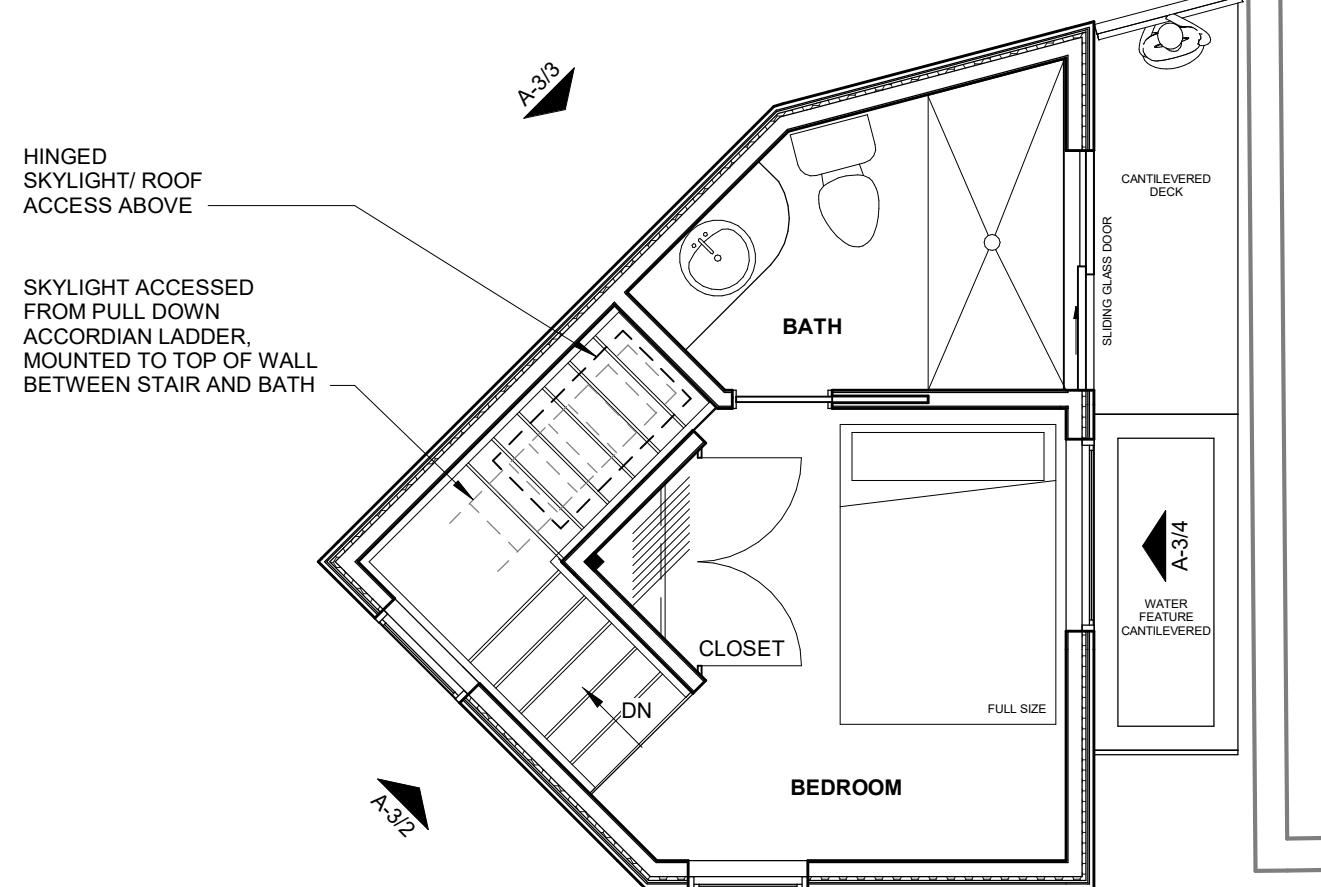
DOOR SCHEDULE				
NUMBER	WIDTH	HEIGHT	DOOR MATERIAL	COMMENTS
D1	3' - 0"	6' - 8"	FIBERGLASS	
D2	2' - 6"	6' - 8"	FIBERGLASS	
D3	5' - 0"	6' - 8"	FIBERGLASS	

WINDOW SCHEDULE					
NUMBER	WIDTH	HEIGHT	WINDOW MATERIAL	OPERATION TYPE	COMMENTS
W1	2'-6"	5'-0"	FIBERGLASS	CASEMENT	
W2	3'-2"	1'-4"	FIBERGLASS	CASEMENT	
W3	1'-2"	6'-9"	FIBERGLASS	CASEMENT	
W4	4'-0"	4'-0"	FIBERGLASS	CASEMENT	



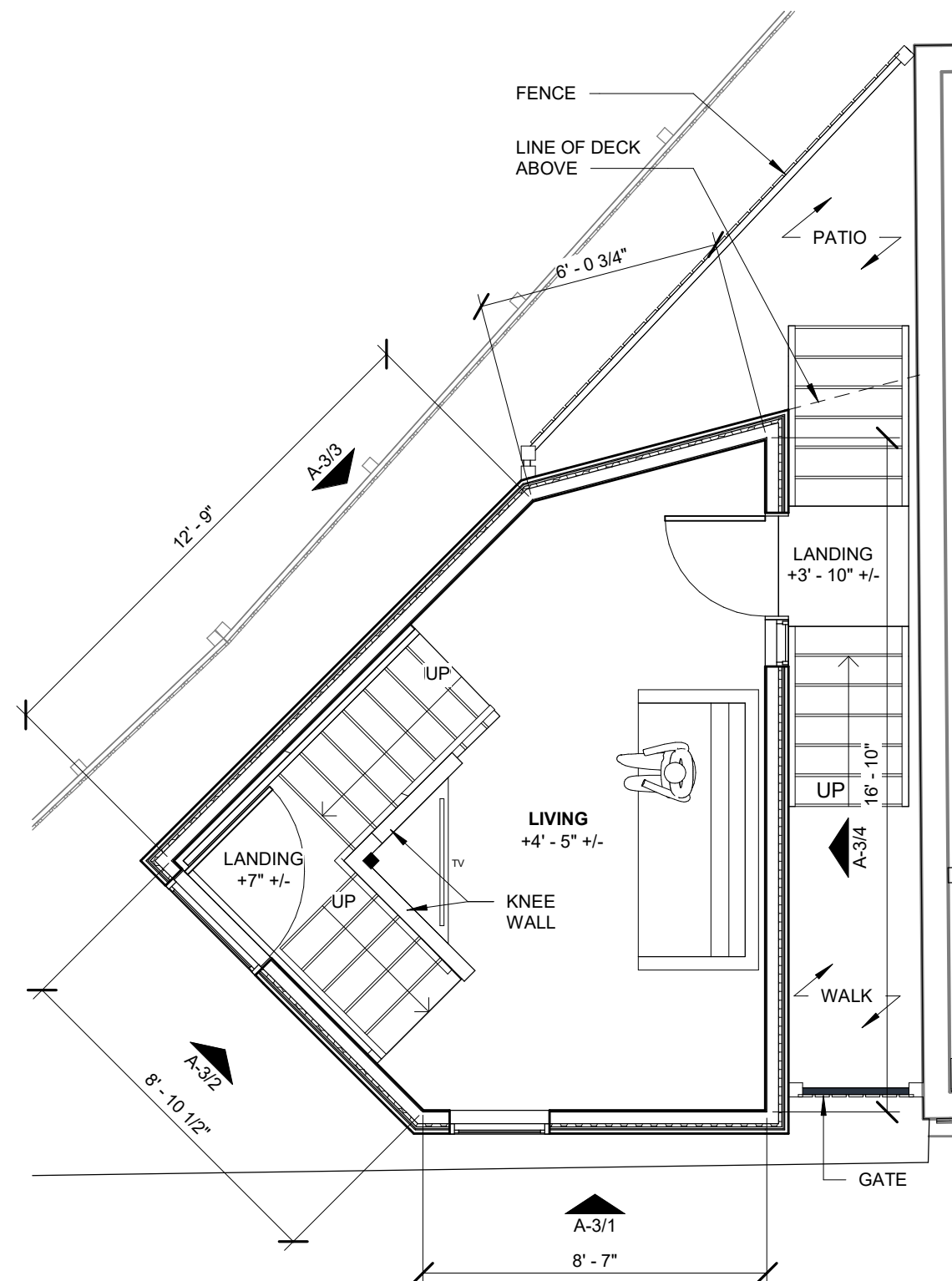
## 4 ROOF PLAN

1/4" = 1'-0'

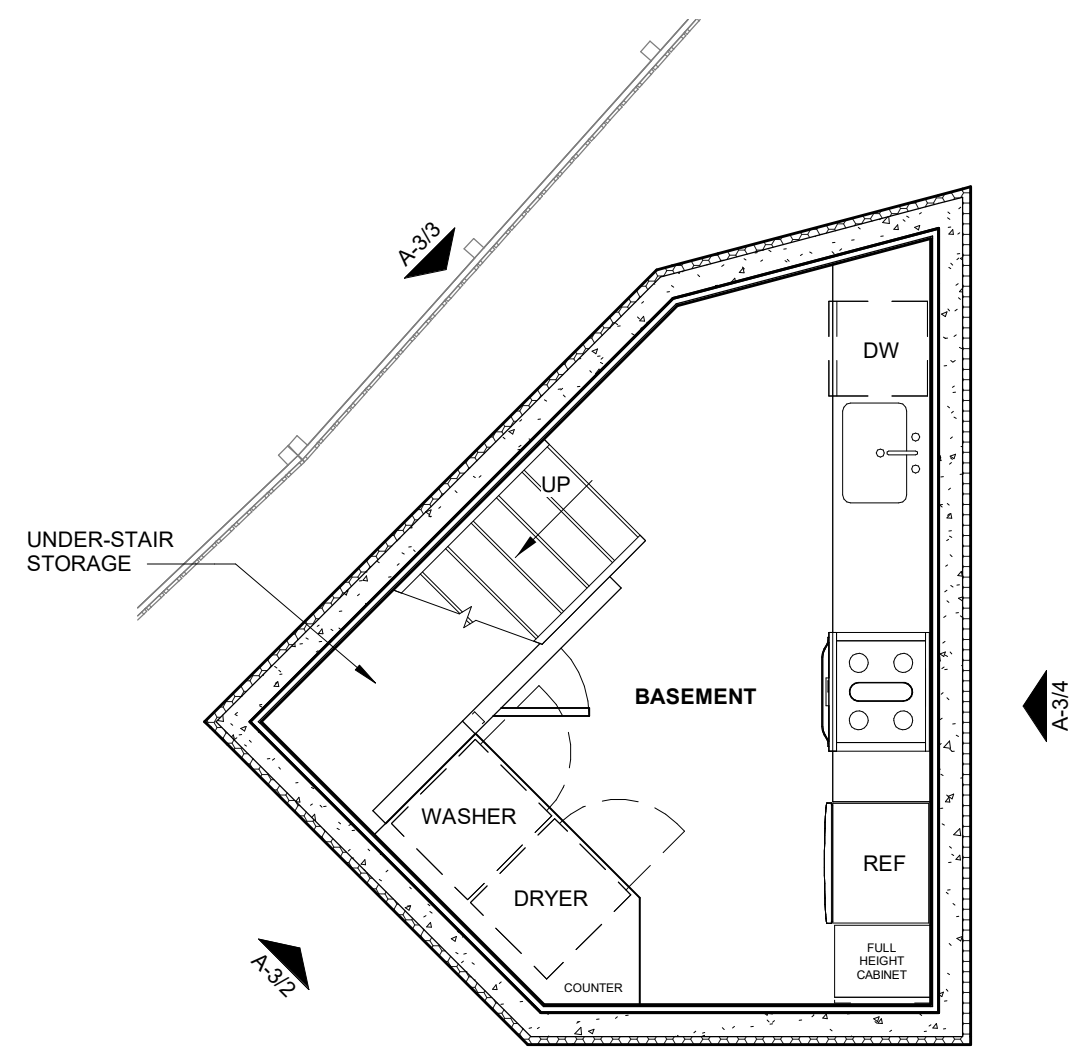


### 3 SECOND FLOOR PLAN

1/4" = 1'-0'



## 2 FIRST FLOOR PLAN

$$1/4'' = 1'-0''$$


## 1 BASEMENT FLOOR PLAN

$$1/4" = 1'-0"$$


FULL SCALE STUDIO LLC  
Richmond, VA  
804.335.5189

520 BROOK  
ROAD

# SINGLE-FAMILY HOUSE

C.A.R.  
SUBMISSION

Project Address:  
520 BROOK ROAD  
RICHMOND, VA 23220

[illegible]

Project Number 24-103

Date 4/15/2025

Drawn By BAC

Scale As indicated

# PROPOSED FLOOR PLANS & ELEVATIONS

A-2





FULL SCALE STUDIO LLC  
Richmond, VA  
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520 BROOK  
ROAD

SINGLE-FAMILY  
HOUSE

C.A.R.  
SUBMISSION

Project Address:  
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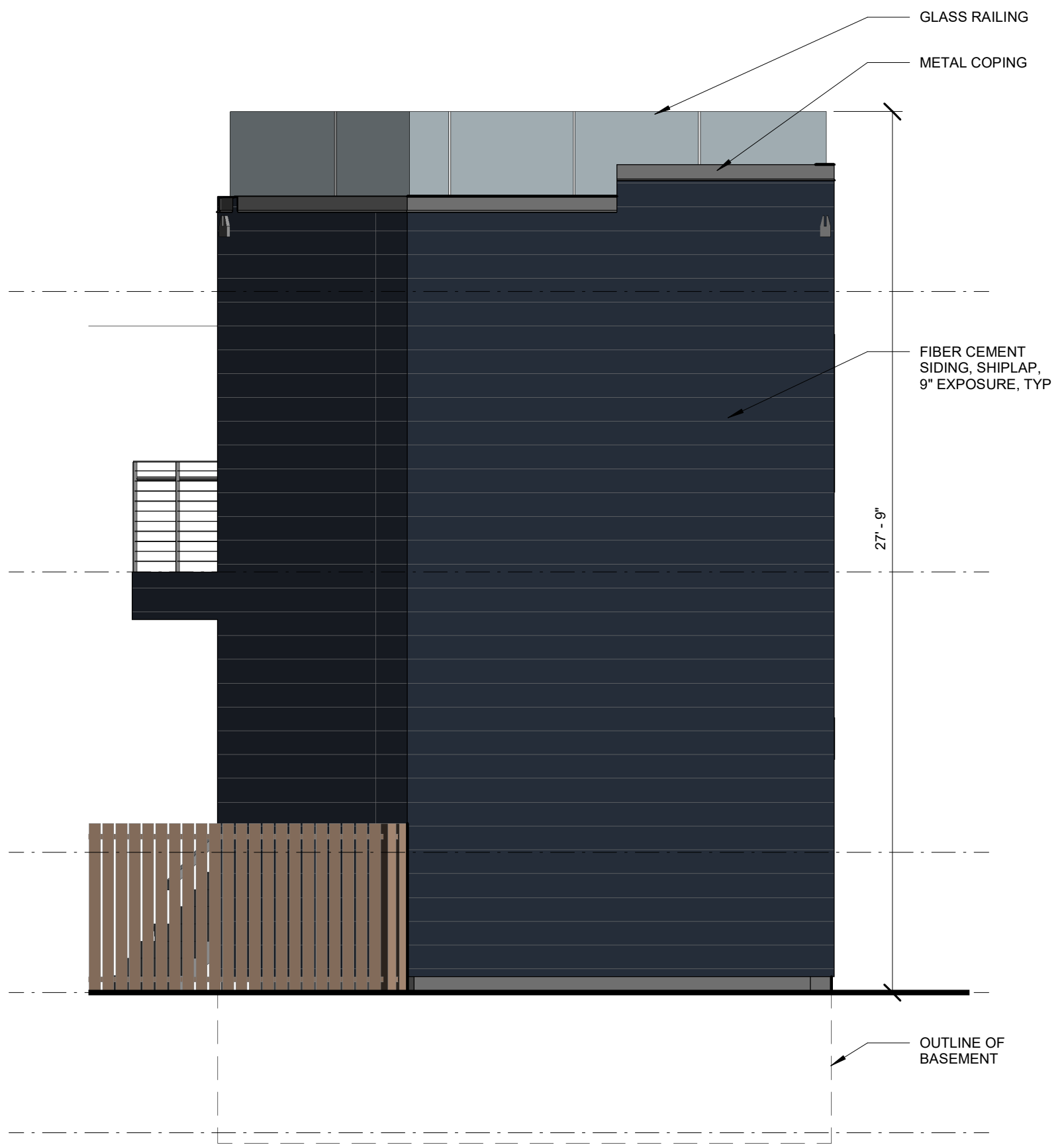
No.	Description	Date

Project Number	24-103
Date	4/15/2025
Drawn By	BAC
Scale	1/4" = 1'-0"

PROPOSED  
ELEVATIONS



4 NORTH ELEVATION  
1/4" = 1'-0"



3 SOUTHWEST ELEVATION  
1/4" = 1'-0"



2 SOUTHEAST ELEVATION  
1/4" = 1'-0"



1 EAST ELEVATION  
1/4" = 1'-0"





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520 BROOK  
ROAD

SINGLE-FAMILY  
HOUSE

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Scale	

PERSPECTIVE



1 PERSPECTIVE FROM BROOK ROAD LOOKING WEST