

Division of Planning & Preservation  
Rm 510  
900 E. Broad St.  
Richmond, VA 23223

Attn.: Ms. Marianne Pitts

March 29, 2018

Hi Marianne,

For my residence at 3406 East Broad street, Richmond, VA as discussed I have prepared two CAR applications for the:

- Window restorations
- 1 Back porch

I have attached the applications, drawings and photos to this email.

I also have the paper copy of the original and 12 copies to hand over to you before the deadline at noon tomorrow.

I was hoping to catch up with you today to hand these over but could not get hold of you.

I need to hand these to you urgently to avoid missing the deadline at noon tomorrow.

I will stop by your office tomorrow morning around 9am to give these to you.

If there is anything missing please let me know.



Thanks,  
Ujwala Warek

(804) 381 811



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address 3406 East Broad Street

Historic district Chimborazo Park

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

### APPLICANT INFORMATION

Name Ujwala Warek

Phone (804) 381 8111

Company \_\_\_\_\_

Email uwarek@gmail.com

Mailing Address 3406 East Broad St.  
Richmond VA 2323

Applicant Type:  Owner     Agent  
 Lessee     Architect     Contractor  
Other (please specify): \_\_\_\_\_

### OWNER INFORMATION (if different from above)

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### PROJECT INFORMATION

Review Type:     Conceptual Review     Final Review

Project Type:     Alteration     Demolition

New Construction  
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

Renovation and Extension of Porch/Deck *backside of house*

### ACKNOWLEDGEMENT OF RESPONSIBILITY

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Zoning Requirements:** Prior to CAR 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 *Ujwala Warek*

Date 03/29/18

# TOP OF THE LINE MASONRY, LLC.

BRICK • BLOCK • STONE • ETC.

(804) 647-0915

"Quality You Can Count On"

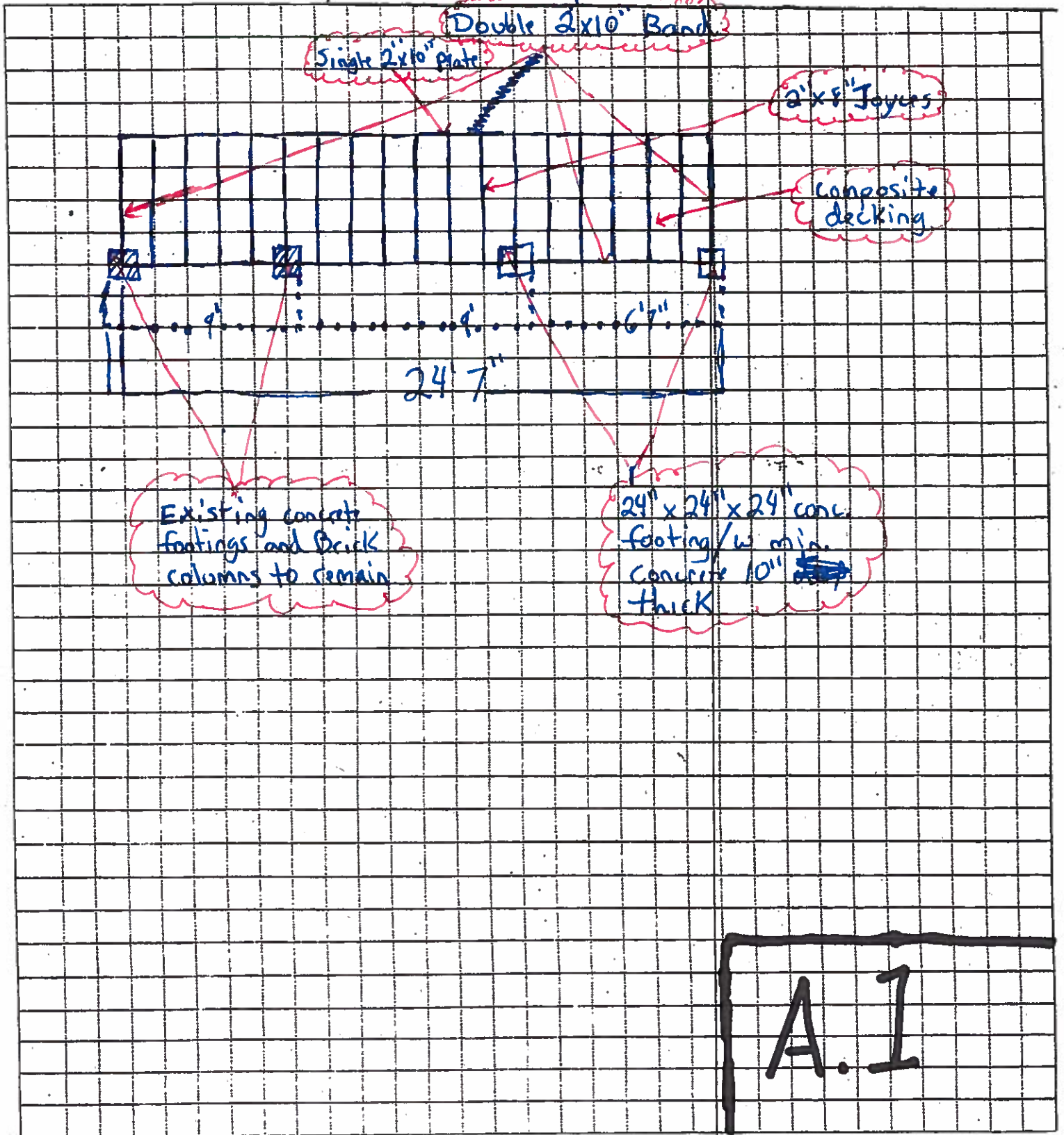
9291 Laurel Grove Ave.

Mechanicsville, VA 23116

Office: (804) 277-8270

Check us out at: [www.topofthelinemason.com](http://www.topofthelinemason.com)

Email: [alissa\\_topofthemasonry@comcast.net](mailto:alissa_topofthemasonry@comcast.net)



A.I

# TOP OF THE LINE MASONRY, LLC.

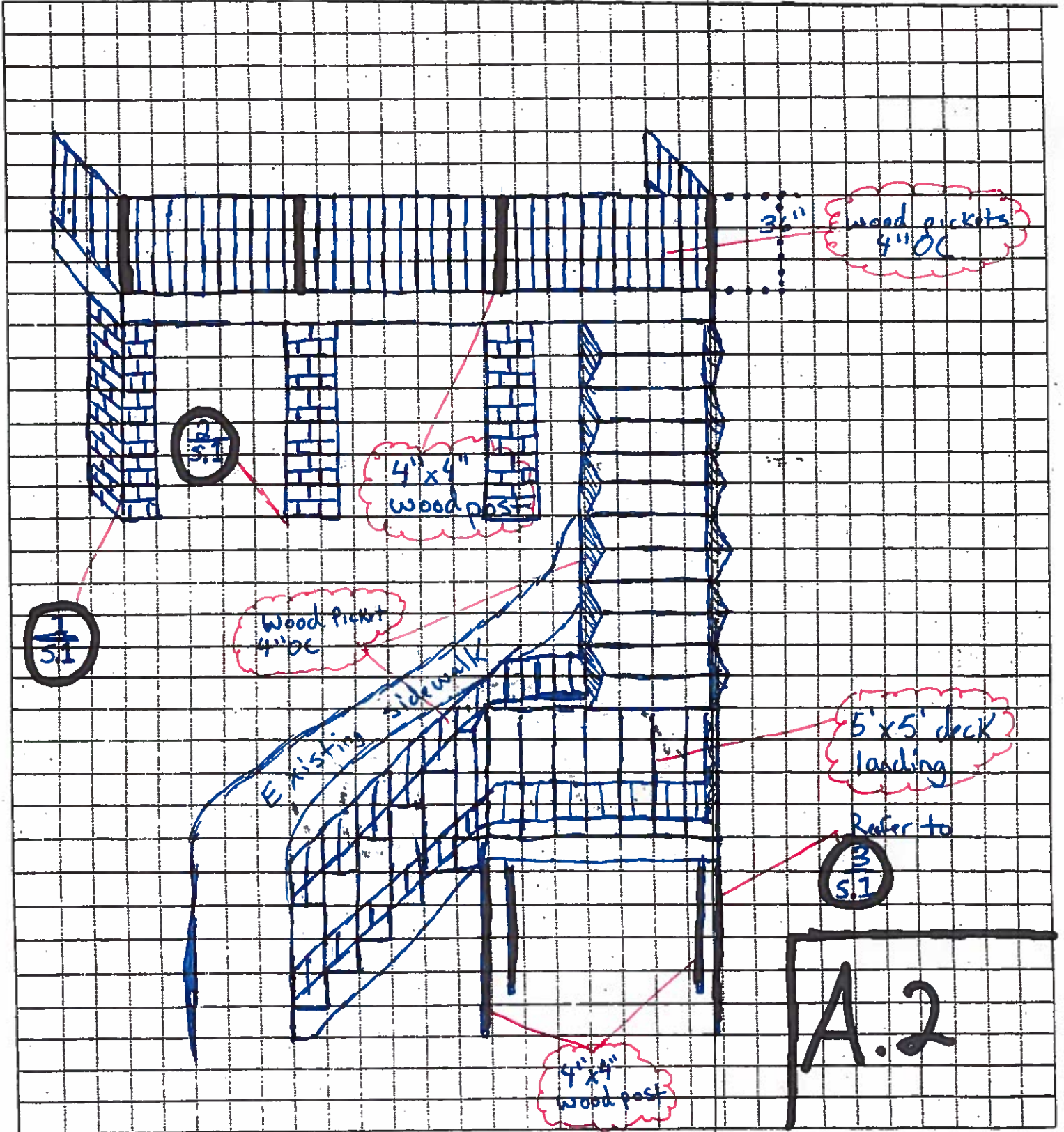
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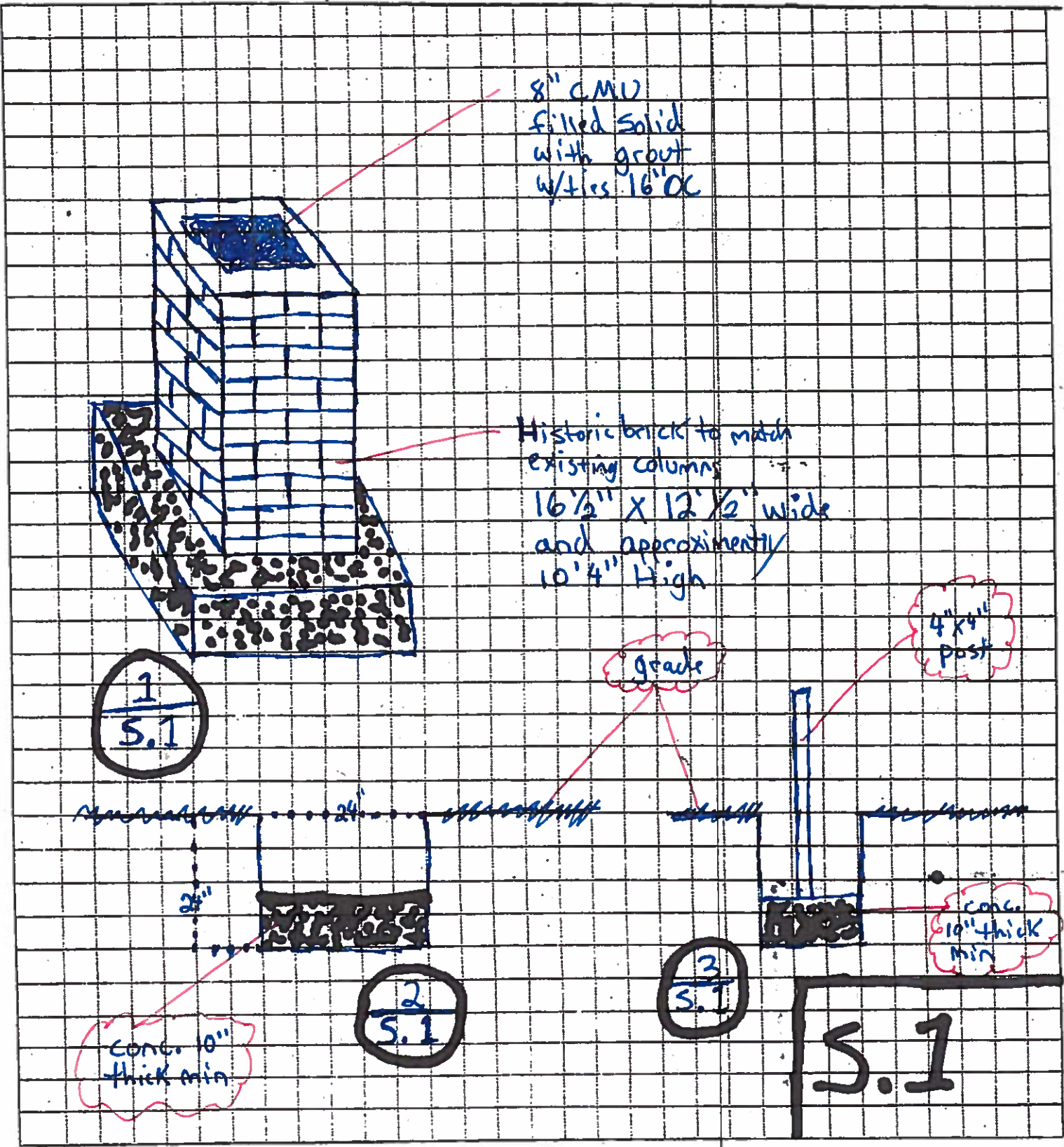
Check us out at: [www.topofthelinemasonry.com](http://www.topofthelinemasonry.com)  
Email: [alissa.topofthemasonry@comcast.net](mailto:alissa.topofthemasonry@comcast.net)



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\_\_\_\_\_

Email \_\_\_\_\_

### PROJECT INFORMATION

Review Type:     Conceptual Review     Final Review

Project Type:     Alteration     Demolition     New Construction  
(Conceptual Review Required)

Project Description: (attach additional sheets if needed)

Restoration Restoration of existing windows.

### ACKNOWLEDGEMENT OF RESPONSIBILITY

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Signature of Owner *Ujwala Warek*

Date 03/29/18



COMMISSION OF ARCHITECTURAL REVIEW  
WINDOW ASSESSMENT FORM

Property Address: 3406 East Broad Street

Window #	Window Information		General Condition				Window Assessment							Proposed treatment	
	Style	Width and Height	Material	Paint condition?	Square?	Operable?	Missing or broken panes?	Sill and Head	Jambs	Rails	Stiles	Muntins	Panes and Glazing Putty		Total Value
1	Double-hung 2/2	36" x 78"	Wood	Poor	Yes	No	Yes	2	1	2	1	1	3	10	Replace and reglaze broken panes, waterproof and repaint wood.
NW 21	Single hung 8/8	57" x 43"	Wood	Fair	Yes	Yes	Yes	2	2	4	4	8	16	8.5	Replace and reglaze broken panes Scrap & paint
SE 23	Single hung 6/6	34" x 53"	Wood	Poor	Yes	Yes	Yes	2	2	4	4	6	12	7	Replace and reglaze broken panes Scrap sand and paint
NW 31	Single hung 6/6	30" x 51"	Wood	Poor	No	Yes	No	2	2	3	4	6	12	3.5	Replace upper and lower sashes / scrap sand and paint
NW 32	Single hung 6/6	30" x 51"	Wood	Poor	No	Yes	No	2	2	3	4	6	12	3.5	Replace upper and lower sashes / scrap sand and paint
NW 33	Single hung 6/6	30" x 51"	Wood	Poor	No	Yes	No	2	2	3	4	6	12	3.5	Replace upper and lower sashes / scrap sand and paint
SW 31	double hung double hung	63" x 61"	Vinyl	No paint	Yes	Yes	No	2	1	8	8	12	4	8	Remove vinyl window and replace with wood replication window



COMMISSION OF ARCHITECTURAL REVIEW  
WINDOW ASSESSMENT FORM

Property Address: 3406 E. Broad street

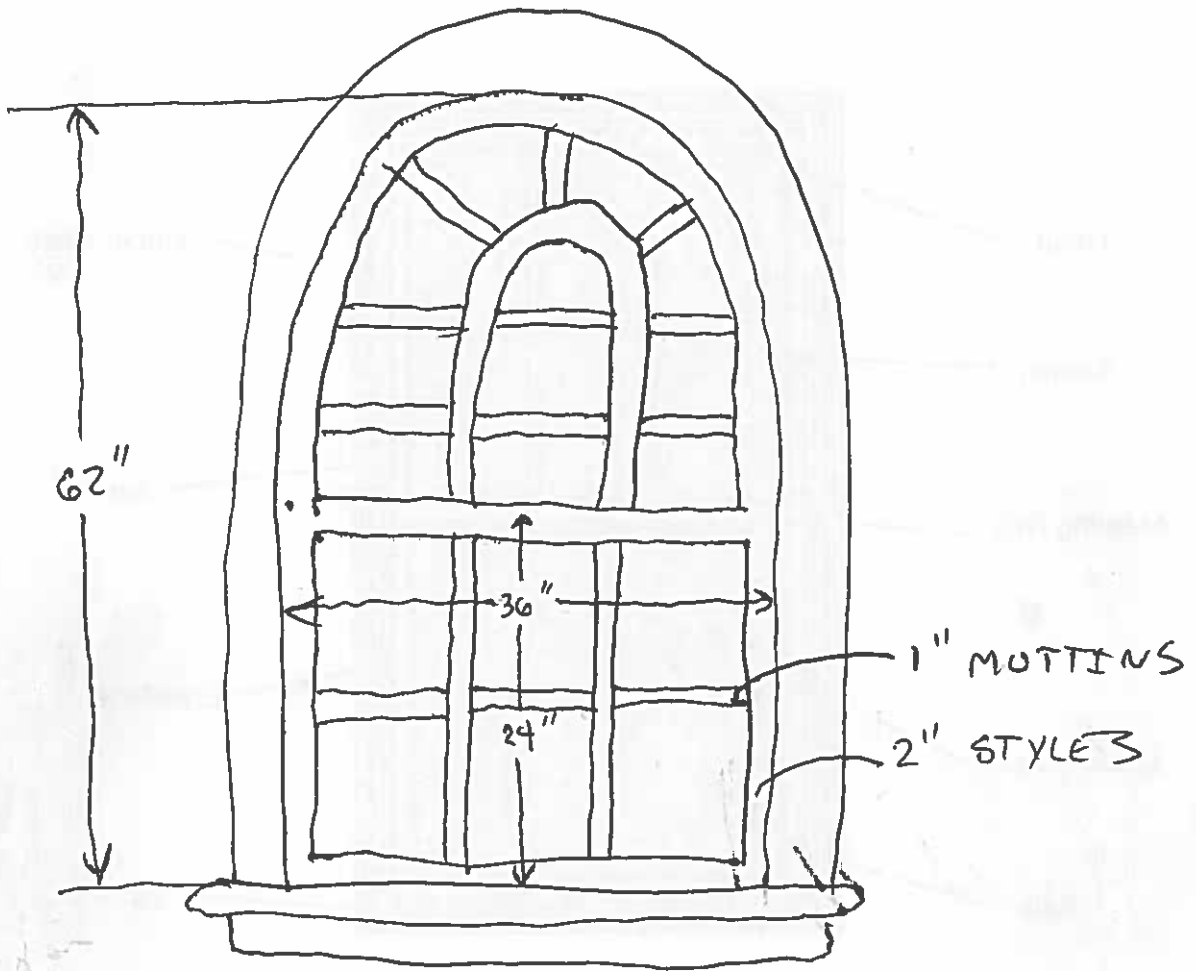
Window Information			General Condition				Window Assessment								
Window #	Style	Width and Height	Material	Paint condition?	Square?	Operable?	Missing or broken panes?	Sill and Head	Jamb	Rails	Stiles	Muntins	Panes and Glazing Putty	Total Value	Proposed treatment
1	Double-hung 2/2	36" x 78"	Wood	Poor	Yes	No	Yes	2	1	2	1	1	3	10	Replace and reglaze broken panes, waterproof and repaint wood.
SE11	Single hung 11/6	36" x 64"	Wood	Poor	No	Yes	No	2	2	<del>3</del> 3	6	<del>1</del> 1	17	6	Replace Bottom Sash/ Lower Sash w/replica Scrap/Sanding & painted
SE12	Single hung 11/6	36" x 64"	Wood	Poor	No	Yes	No	2	2	3	6	<del>1</del> 1	17	6	Replace Bottom Sash/ Lower Sash w/replica Scrap/Sanding & paint
SE13	Single hung 11/6	36" x 64"	Wood	Poor	No	Yes	No	2	2	3	6	<del>1</del> 1	17	6	Replace Bottom Sash Lower sash w/replica Scrap/Sanding & painted
SE14	Single hung 4/4	<del>36" x 64"</del> 50" x 84"	Wood	Fair	Yes	Yes	No	2	2	4	4	<del>4</del> 4	8	9	Scrap, Sand, and Paint
SE11	Single hung 8/8	44 3/4" x 44 1/2"	Wood	.	Yes	Yes	No	2	2	4	4	<del>2</del> 2	16	7	Replace Bottom Sash Scrap Sand & Paint

Legend  
E - East  
# - floor #  
# - window # from left to right

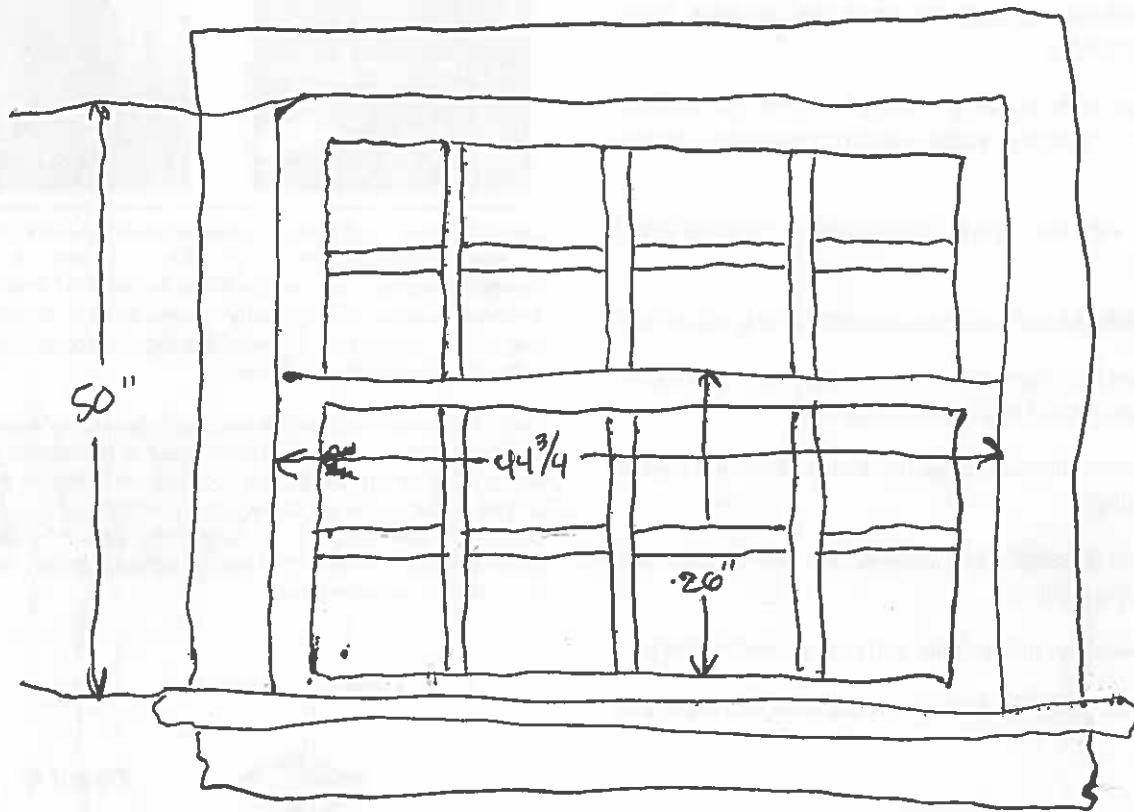


1ST FLOOR

EAST 1,2,3



W 11 1ST FLOOR



## SW2.1 - Window



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### SE2.3 - Window



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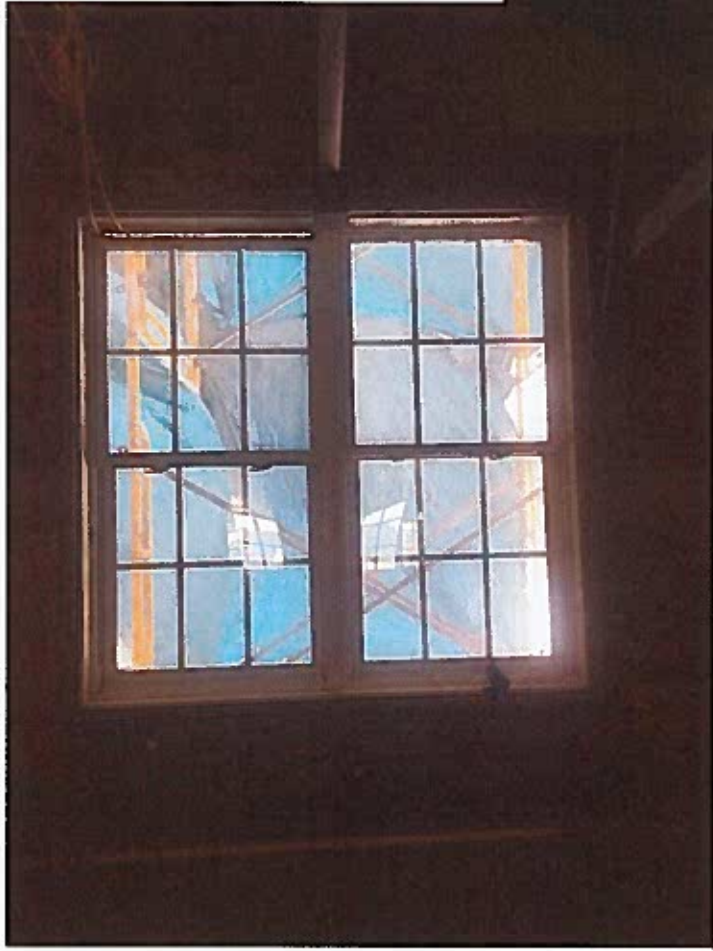
### SE1.3 - Window



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# SW31 - Window



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# SE1.2- Window



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SW1.1 - Window



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NE32 - Window



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NE32 continued - Window



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