



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: 209 N 28th st. Richmond, Va 23223

Current Zoning: _____

Historic District: Churchill

Application is submitted for: (check one)

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

Project Description (attach additional sheets if needed):

We would like to remove the bathroom windows and replace with transom windows to allow for a new shower.
We would like to tear off and replace an existing deck, paint the exterior and add two aptmnts in the basement

Applicant/Contact Person: Richard Brown

Company: Magnolia Renovations LLC

Mailing Address: 3411 Wythe Ave

City: Richmond

State: Va

Zip Code: 23221

Telephone: (804) 519-1775

Email: magnoliaren@aol.com

Billing Contact?

Applicant Type (owner, architect, etc.): Contractor

Property Owner: Merrick Davidson

If Business Entity, name and title of authorized signee: 28th St Properties

Mailing Address: 212 W 7th St, unit 130

City: Richmond

State: Va

Zip Code: 23224

Telephone: (415) 425-0786

Email: djmrock@gmail.com

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: _____

Merrick Davidson

Date: _____

1/29/25



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: 209 N. 28TH ST RICH, VA. 23224

BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- DECK
- roof
- awning or canopy
- commercial sign
- ramp or lift
- 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
CHANGE WINDOWS TO TRANSOM WINDOWS IN THE ALLEY
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new material description: attach specification sheets if necessary
VINYL HOPPER TRANSOM WINDOW

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

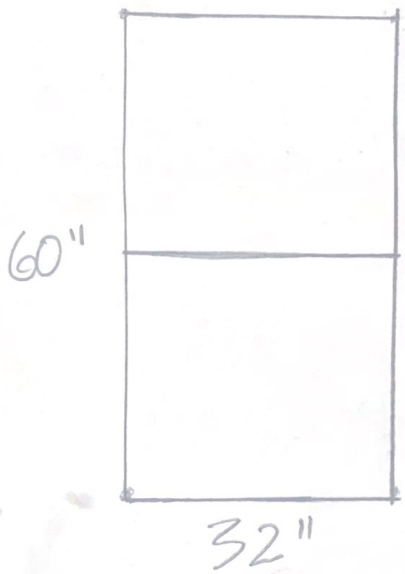
- elevations of all sides
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work
- YOU HAVE PICS

DRAWINGS (refer to required drawing guidelines)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- IN THE ONLINE PORTAL
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

legal "plat of survey"

207 N. 28TH STREET
APT A AND B
DOUBLE HUNG WINDOW
EXISTING



BATHROOM
FLOOR

207 N. 28TH STREET
APT A AND B
FIXED TRANSCOM WINDOW
PROPOSED
32"



THE WIDTH WILL NOT CHANGE
SO THE EXISTING HEADER
WILL STAY AS - 15.

BATHROOM
FLOOR









