



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



Property (location of work)

Address: 2609 West Grace Street, Richmond, VA 23220

Historic District: West Grace Street

Applicant Information Billing Contact

Name: Timothy D. Dickson

Email: tim@dicksonproperties.com

Phone: 804-358-4311

Company: Dickson Properties

Mailing Address: 2826 Monument Avenue, Suite 1,
Richmond, VA 23221

Applicant Type: Owner Agent Lessee

Architect Contractor Other (specify):

Owner Information Billing Contact

Same as Applicant

Name: _____

Email: _____

Phone: _____

Company: _____

Mailing Address: _____

****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):

See Attached Sheet

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 Timothy D. Dickson

Date 10/29/21

Description of Work – 2609 West Grace Street

We are seeking approval for replacing the tile floor on the front porch with concrete. This concrete floor will then match the concrete border which is on the perimeter of the porch. The concrete floor will be supported by metal joists and metal decking.

More than one-half of this porch floor is exposed to the weather so many of the tiles were missing or deteriorated to the point where vegetation had been growing through the floor. Also, there were a lot of areas that held water because the floor was not level.

We are supplying pictures of other concrete porches on this block of West Grace Street. As you can see from the addresses of the neighboring properties, one property is next door and the others are only a few doors down from our property.













