



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 signer: _____
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.



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: 2509 East Franklin Street, Richmond, VA, 23223

BUILDING TYPE

- | | |
|---|--|
| <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 checked="" 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 ½ 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 type="checkbox"/> current site plan | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides) |
| <input type="checkbox"/> proposed site plan | <input type="checkbox"/> list of proposed window and door | <input type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> current floor plans | <input type="checkbox"/> current roof plan | <input type="checkbox"/> demolition plan |
| <input type="checkbox"/> proposed floor plans | <input type="checkbox"/> proposed roof plan | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey" | | |



ALL HEADERS ARE (2) 2X8 UNLESS OTHERWISE NOTED

----- BWL_CS WSP ----- BRACED WALL LINE (BWL)
CONTINUOUS WSP (CS WSP)
PER R602.10.4

ALL LUMBER #2 YELLOW PINE EXCEPT AS NOTED

ALL WINDOW AND DOOR OPENINGS ARE READ AS FEET AND INCHES
EXAMPLE: 3068 = 3'0" X 6'8"

ALL WINDOWS, DOORS AND INSULATION TO MEET OR EXCEED MINIMUMS
OF N1102.1 OF THE 2021 IRBC FOR ZONE 4A

WINDOW AND DOOR U-FACTOR .35, CEILING INSULATION R-49,
WALL INSULATION R-15, FLOOR INSULATION R-19

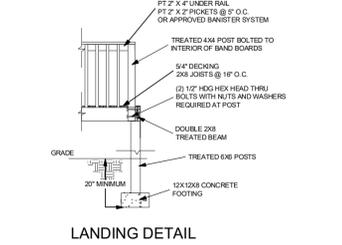
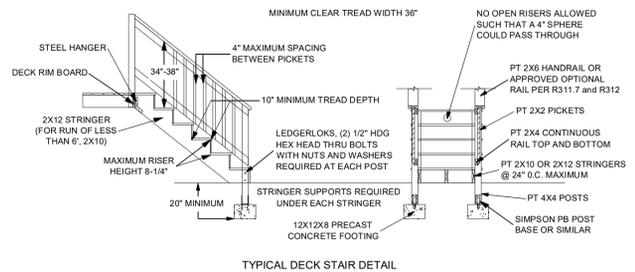
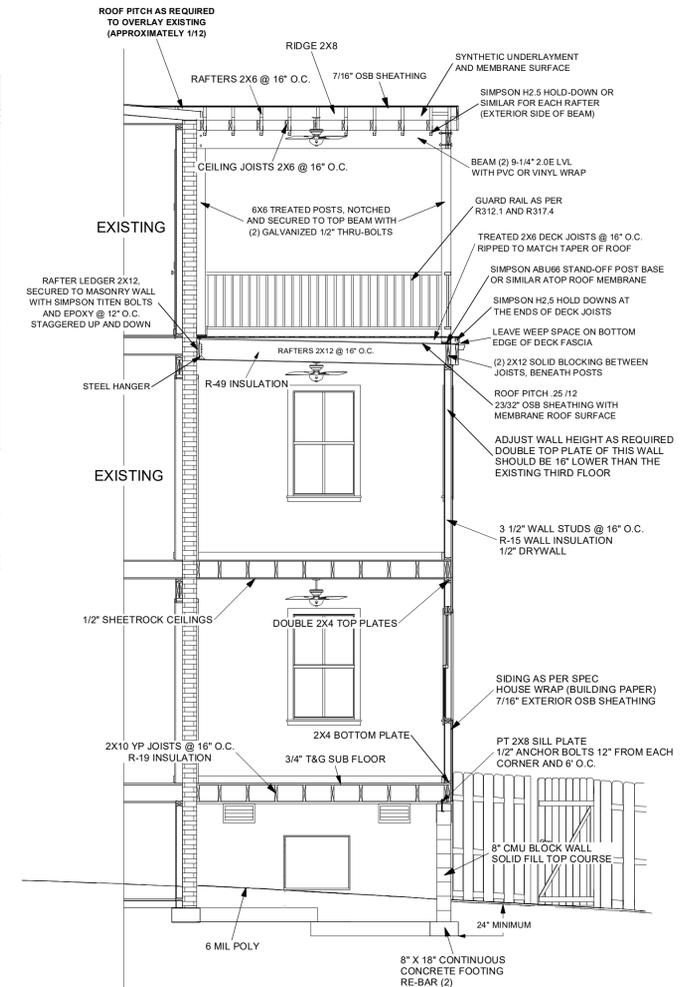
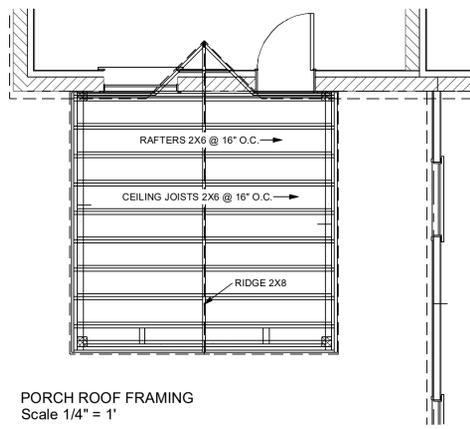
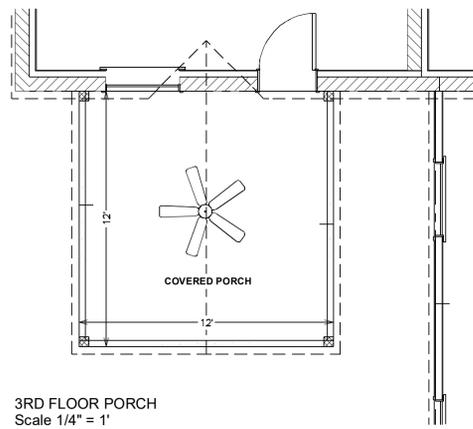
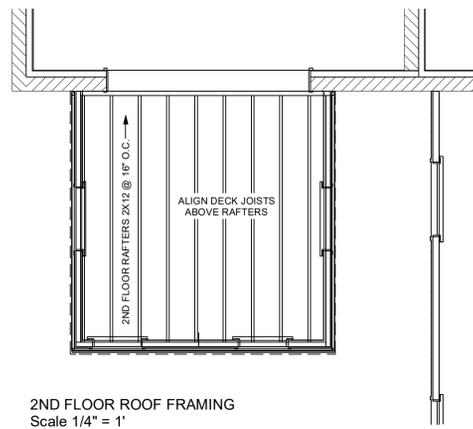
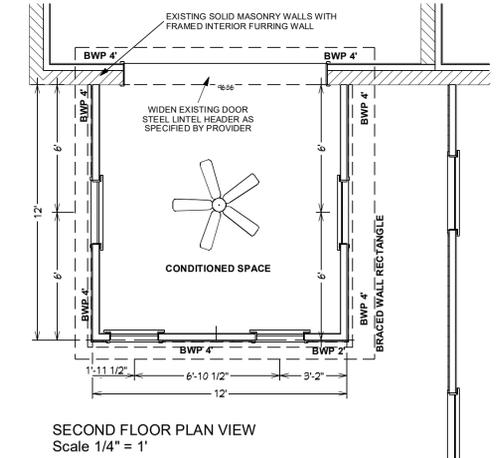
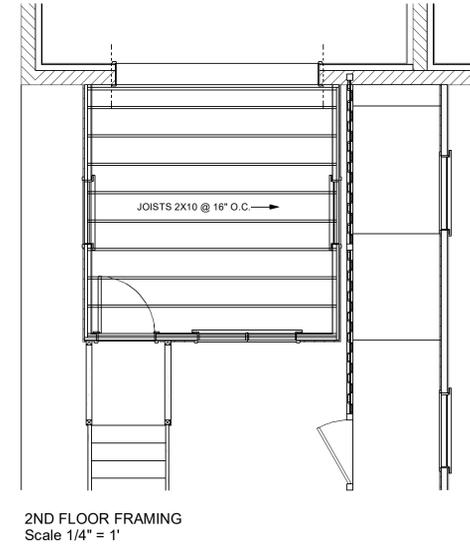
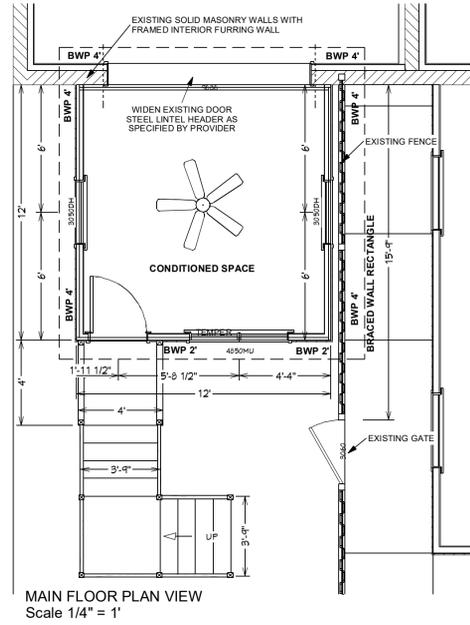
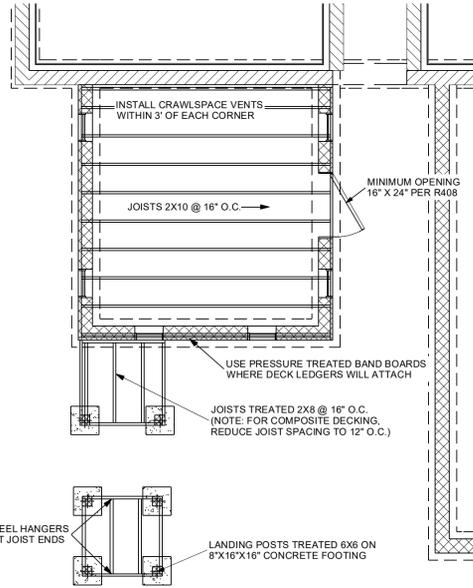
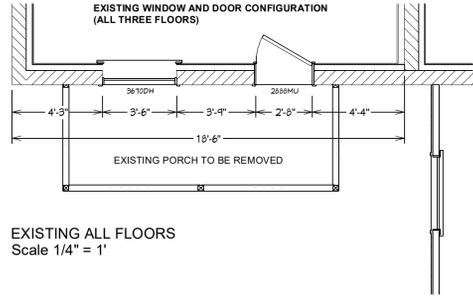
DESIGN LOAD CRITERIA IS BASED ON R301.5 "MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS."
HEADER SPANS ARE PRESCRIBED BY TABLE R502.5 OF THE 2021 VUSBC OR THE APPROPRIATE
ENGINEERED LUMBER SPECIFIER'S GUIDE. LOAD CALCULATIONS WILL BE PROVIDED FOR ANY
HEADERS OR BEAMS WHEN PRESCRIPTIVE DATA IS NOT AVAILABLE.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY MEASUREMENTS,
SITE CONDITIONS AND CODE COMPLIANCE BEFORE PROCEEDING.

THESE PLANS ARE INTENDED TO ADHERE TO THE 2021 VUSBC.

THESE PLANS ARE INTENDED TO ADHERE TO THE INTERNATIONAL
CODE COUNCIL DESIGN WIND SPEED OF 115 MPH AND EXPOSURE "B"

ASSUMED SOIL BEARING CAPACITY 1500 PSF UNLESS DEMONSTRATED TO BE GREATER



Ultimate Wind Speed (mph)	115 (90)								115 (90)							
	Front/Rear		Left/Right		Aspect Ratio		PASS		Front/Rear		Left/Right		Aspect Ratio		PASS	
Rectangle Size (ft)	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
Rectangle Side	Front	Rear	Left	Right												
Number of Floors Above	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Exterior Ridge Height (ft)	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Exterior BWP Material	Wood Structural Panels															
Tabular Requirement (ft)	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10	4.10
Exposure	B	1.00														
Wind Ht. (ft)	9.50	0.98	9.50	0.98	9.50	0.98	9.50	0.98	9.50	0.98	9.50	0.98	9.50	0.98	9.50	0.98
Wind Interior Finish?	No	1.00														
Fasteners @ 4" o.c.?	No	1.00														
Required BWP Length (ft)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Required BWP Length (ft) Corner Rectangle Side	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Required BWP Length (ft)	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Actual BWP Length (ft)	8.00	4.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Actual BWP Length (ft) Required?	Pass															
BWPs x 20' Apart?	Yes															
BWP within 12' of Corners?	Yes															
Compliant Number of BWPs	Yes															
BWL Compliance	Pass															

CITY/COUNTY APPROVAL:

PROJECT: Granville Addition and Porch

PROJECT COORDINATOR:

CUSTOMER APPROVAL:

PO BOX 1441
MIDLOTHIAN, VA 23113
(804) 938-1196
www.glasgowdesign.net

GLASGOW DESIGN SERVICES LLC

DATE: 11/05/25









