



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: 820 N 23rd St Current **Zoning**: R-63  
Historic District: yes

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

**Project Description** (attach additional sheets if needed):

Detached wooden shed in the backyard of property. 120 sq ft. No plumbing or electricity to structure. See attached information with plan and materials. Will be painted to match existing property (single family home, built 2021, CAR approved).

**Applicant/Contact Person:** Christine Aubry

Company: \_\_\_\_\_  
Mailing Address: 820 N 23rd St  
City: Richmond State: VA Zip Code: 23223  
Telephone: (7035)959480  
Email: chaubry17@gmail.com  
Billing Contact? **Yes** Applicant Type (owner, architect, etc.): **Owner**

**Property Owner:** same as above

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

DocuSigned by:  
Christine Aubry **Date:** 07-07-2023  
Property Owner Signature: \_\_\_\_\_

## 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.



Professionally Installed Rookwood 10 ft. x 12 ft. Outdoor Wood Shed with Smartside- Driftwood Grey Shi...  
by Handy Home Products



SPECIAL BUY \$3699<sup>00</sup>

FREE

- 1 +

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— or —

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### Product Details



The purchase price of the Handy Home Rookwood 10 ft. x 12 ft. Wood Storage shed includes home delivery and professional installation. Installation includes: Complete wood floor system, Driftwood shingles, roof felt and drip edge. The Installed Handy Home Rookwood 10 ft. x 12 ft. Wood Shed Kit combines modern design with exceptional versatility. This multi-purpose, 10 ft. x 12 ft. blueprint features premium, 2x4 wood framing for ground to peak strength and treated, engineered wood siding to resist fungal decay and wood-destroying insects. Over-sized, 5 ft. 4 in. W x 6 ft. H double doors are mounted on full-length galvanized steel hinges. The Rookwood shed boasts impressive, 7 ft. H side walls and a 9 ft. 6 in. peak. and a robust 873 cu. ft. of storage capacity, providing that extra space you need to store all your outdoor yard tools, lawn gear or hobby and lifestyle items. The Installed Handy Home Rookwood 10 ft. x 12 ft. Wood Shed Kit also features also features Adaptive Door Location. Have your doors installed on eave or gable side to achieve your desired look. A premium, rust-resistant, keyed locking handle is included for greater security. This wooden shed also includes a complete wood floor with treated wood floor framing and OSB wood floor decking. Purchase is non-refundable once installation has occurred. Shed must be installed on a flat, level surface. (Site preparation not included). Paint not included (sold separately).

### Additional Resources

From the Manufacturer

Live Chat

Feedback

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Live Chat

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### Specifications



Dimensions: H 104.50 in, W 146.25 in, D 125.75 in

### Dimensions

Approximate Depth (ft.)	10
Approximate Width (ft.)	12
Assembled Depth (in.)	125.75 in



Professionally Installed Rookwood 10 ft. x 12 ft. Outdoor Wood Shed with Smartside- Driftwood Grey Shi...  
by Handy Home Products



SPECIAL BUY \$3699<sup>00</sup>


Door Opening Height (In.)	72
Door Opening Width (In.)	64
Exterior Peak Height (ft.)	8.71 ft
Sidewall Height (in.)	84

### Details

Assembly Required	No
Capacity (cu. ft.) - Total	873 cu ft
Color Family	Beige
Door Type	Double
Features	Double Door, Lockable Door, Paintable, Shingles included
Floor Options	With Floor
Foundation	Foundation Not Included
Included	Floor, Shingles
Manufacturers Recommended Assembly Time (hours)	0
Manufacturers Recommended Tools needed for Assembly	none
Maximum Roof Load	30
Maximum Wind Resistance	90
Number of People Recommended by Manufacturer to Assemble	0
Number of Windows	0
Product Weight (lb.)	1552 lb
Returnable	90-Day
Roof Color Family	Gray
Roof Material	Asphalt
Roof Material	Shingle
Roof Pitch	5/12
Roof Shape	Peak
Shed Type	Wood
Siding Color Family	Beige/Bisque

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by Handy Home Products SPECIAL BUY \$3699<sup>00</sup>

### Warranty / Certifications

<b>Manufacturer Warranty</b>	siding & Trim 10 years, Defects/ wrkmanship 1 year, hardware/metal 2 years, OSB 2 years, preserved pine 10 years
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How can we improve our product information? [Provide feedback.](#)

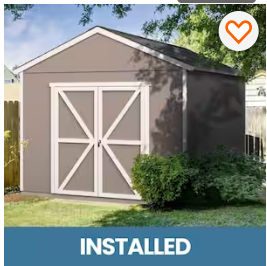
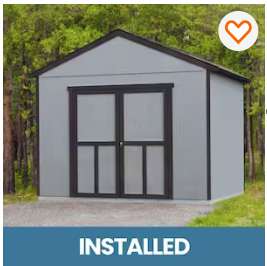


### Questions & Answers

35 Questions

### Customer Reviews

4.2 out of 5 ★★★★★ (17)

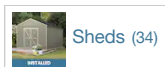
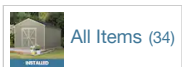
### Frequently Bought Together

<input checked="" type="checkbox"/> Select  <b>INSTALLED</b>	+	<input checked="" type="checkbox"/> Select  <b>INSTALLED</b>	+	<input checked="" type="checkbox"/> Select  <b>INSTALLED</b>	+	<input checked="" type="checkbox"/> Select 
<b>Handy Home Products</b> Professionally Installed Rookwood 10 ft. x 12 ft....  <span style="color: orange;">★★★★★</span> (9)  <span style="background-color: orange; color: white; padding: 2px;">SPECIAL BUY</span> <b>\$3699<sup>00</sup></b>		<b>Handy Home Products</b> Professionally Installed Astoria 12 ft. x 16 ft....  <span style="color: orange;">★★★★★</span> (15)  <b>\$4999<sup>00</sup></b>		<b>Tuff Shed</b> Installed The Tahoe Series Tall Ranch 10 ft. x 12 ft. x...  <span style="color: orange;">★★★★★</span> (86)  <b>\$4999<sup>00</sup></b>		<b>Ha Do</b> 12  <span style="color: orange;">★</span>  <b>\$2</b> <b>\$:</b> <b>\$:</b>

Subtotal: **\$15894<sup>00</sup>**


**Add 4 Items to Cart**

✕ [Shop This Collection from Handy Home Products \(34\)](#)



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Feedback

  
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