



**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):

Attached - Word document and PDF architectural plan

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**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 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.

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 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.



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION CHECKLIST

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**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:** 2715 East Broad St

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### BUILDING TYPE

- |  |  |
|--|--|
| <input 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 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" |  |   |

## **CAR Proposal – 2715 East Broad St – Side Porch Conversion**

Property Description – 2715 East Broad Street is a single-family home situated in the St John's Historical District. Situated on the alley-facing, south-facing approach is a two-story porch. The porch is currently in disrepair with multiple areas of structural concern and wear. It is not currently safe for use. Attached photographs demonstrate current state of the porch. Off the porch is attached decking. This structure also has structural and safety concerns. There is significant wood rot and the integrity of the railing for both structures is concerning. Supportive structures are also shifting. Water damage to the porch roof (demonstrated in photographs) is also of concern. The state of the structure will require significant intervention.

Proposed Work – The goal of this project is the conversion of the side porch into an enclosed space – contiguous with the existing structure. The first floor portion will be utilized as a mud room and the second floor as a utility room/office. The exterior features will follow existing CAR guidelines and reference the original structure. Due to the deleterious state of the current structure, original materials will not be salvaged. The exterior of the structure will be Hardie plank in CAR-approved colors. Details of the proposal can be found in the submitted plans.



Fig. 1 – Alley-facing porch



Fig 2 – Porch support beam



Fig 3 – Perspective up to second floor



Fig 4 – Side vantage of porch.



Fig 5 – Representative pilaster

# 2715 East Broad Street CAR Application Plans

## Owner

Riel Smith Harrison  
2715 East Broad Street  
Richmond, VA, 23223

## Engineer

Obsidian, Inc.  
Charles R. Field, P.E.  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
obsidianrva@gmail.com

## Property Information

Parcel ID E0000484008  
Zoning R-6  
Use Residential  
Setbacks Front Yard = 15 feet  
Side Yard = 5 feet  
Rear Yard = 5 feet  
Lot Coverage < 55%

## Scope of Work

Scope of work will generally consist of the renovation to an existing structure in accordance with these plans and the Virginia Residential Code, 2021.

- Enclosing 2 story porch



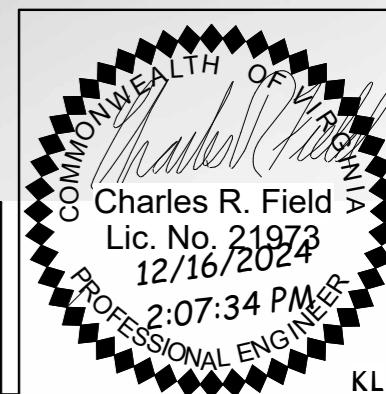
Print plans at 11" x 17", Tabloid

Rev.	Date	Description

**Obsidian, Inc.**  
417 North 22nd Street  
Richmond, VA 23223  
804.647.1589  
obsidianrva@gmail.com

**Cover Sheet**  
2715 East Broad Street  
CAR Application Plans  
December 16, 2024

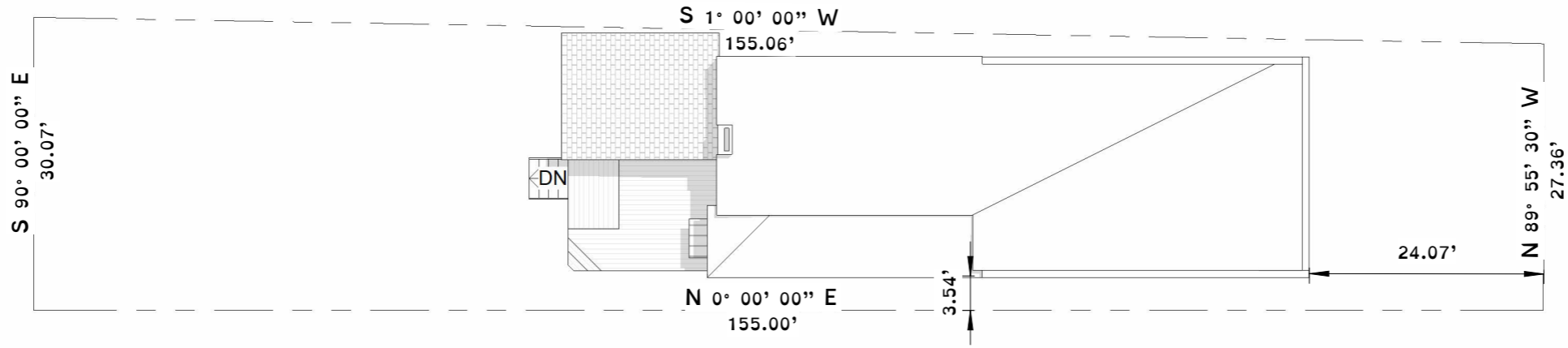
CAR-1



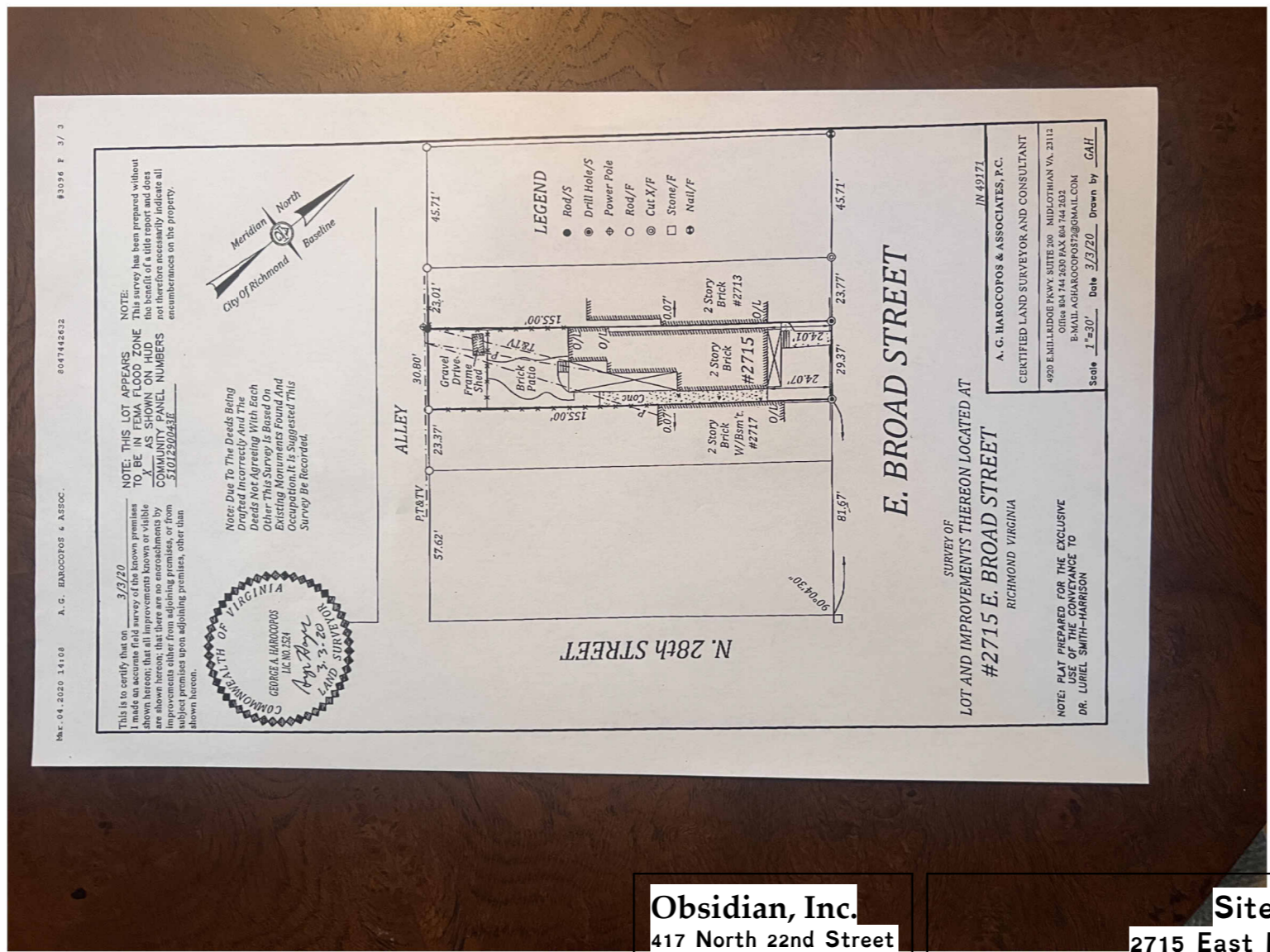
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Rev.	Date	Description

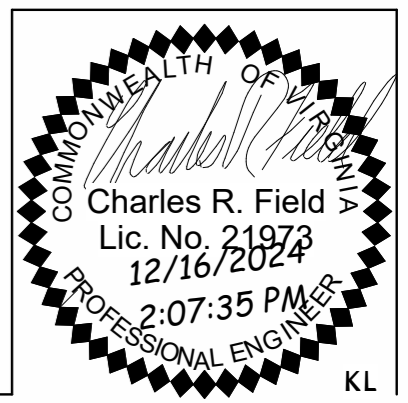


1 Site Plan  
1/16" = 1'-0"

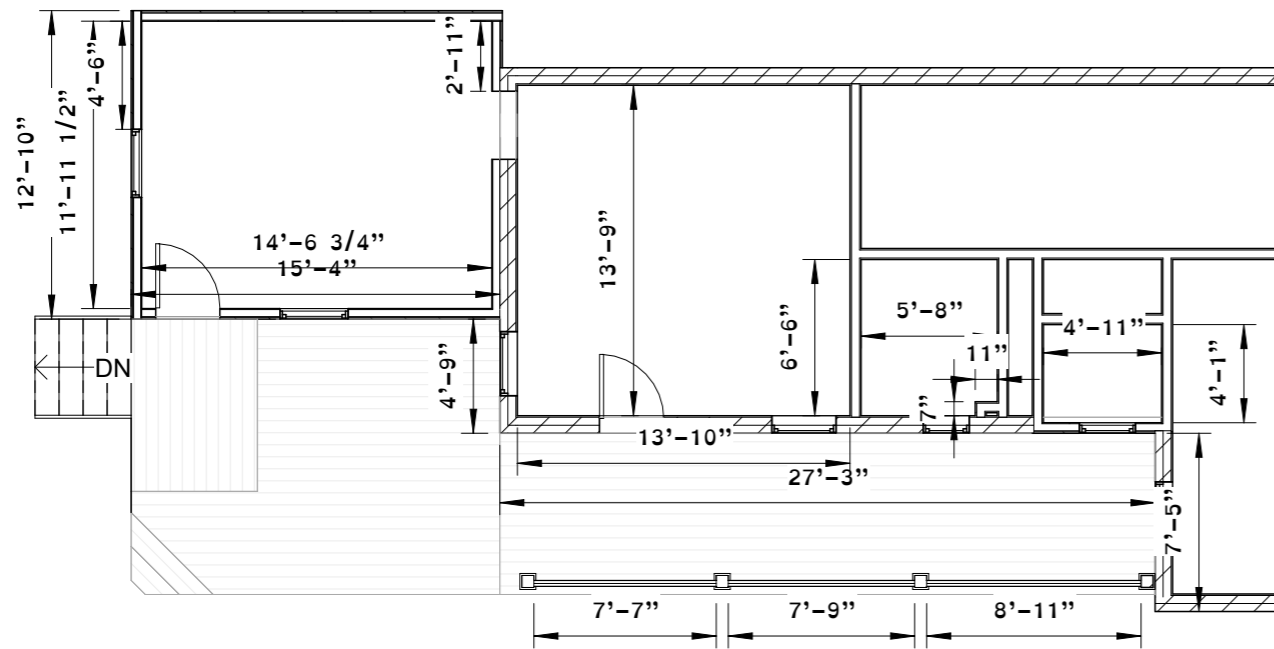


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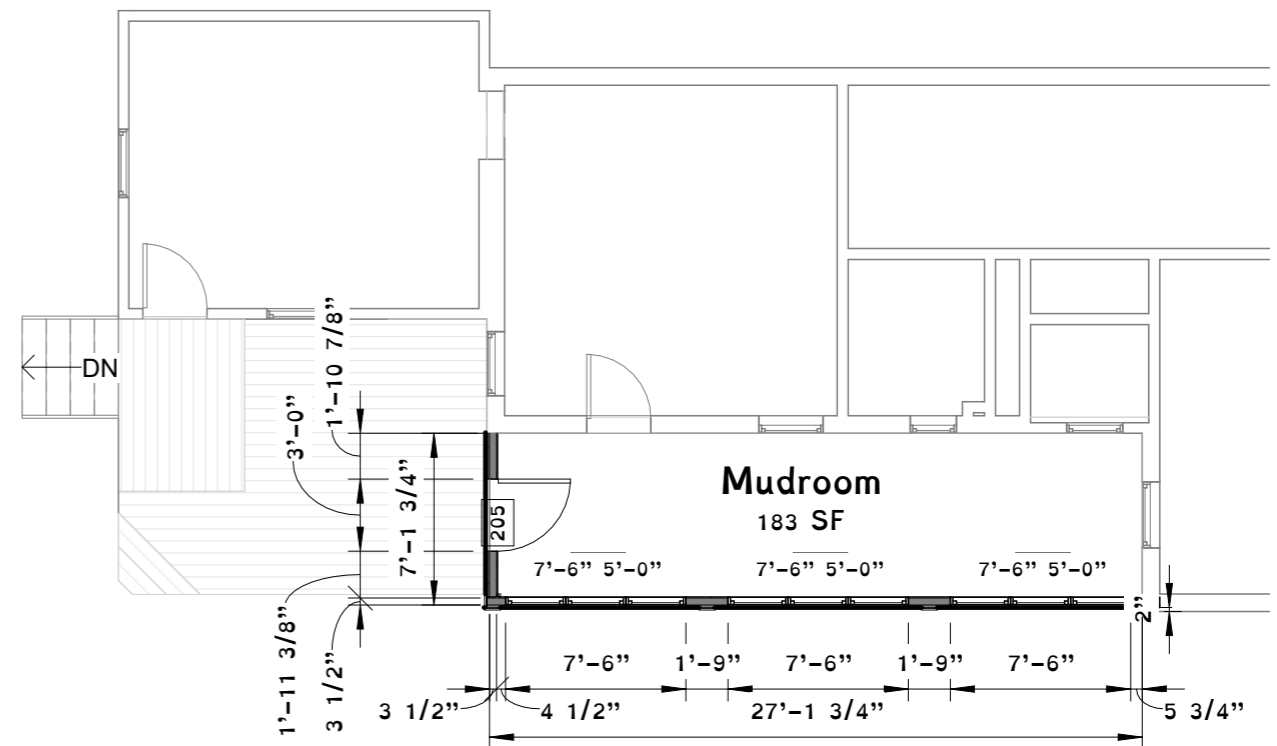
**Site Plan**  
2715 East Broad Street  
CAR Application Plans  
December 16, 2024



CAR-2



1 1st Floor - Existing  
1/8" = 1'-0"

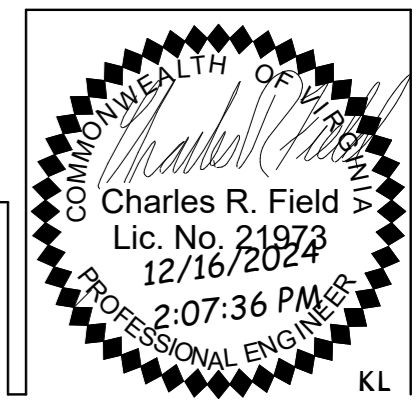


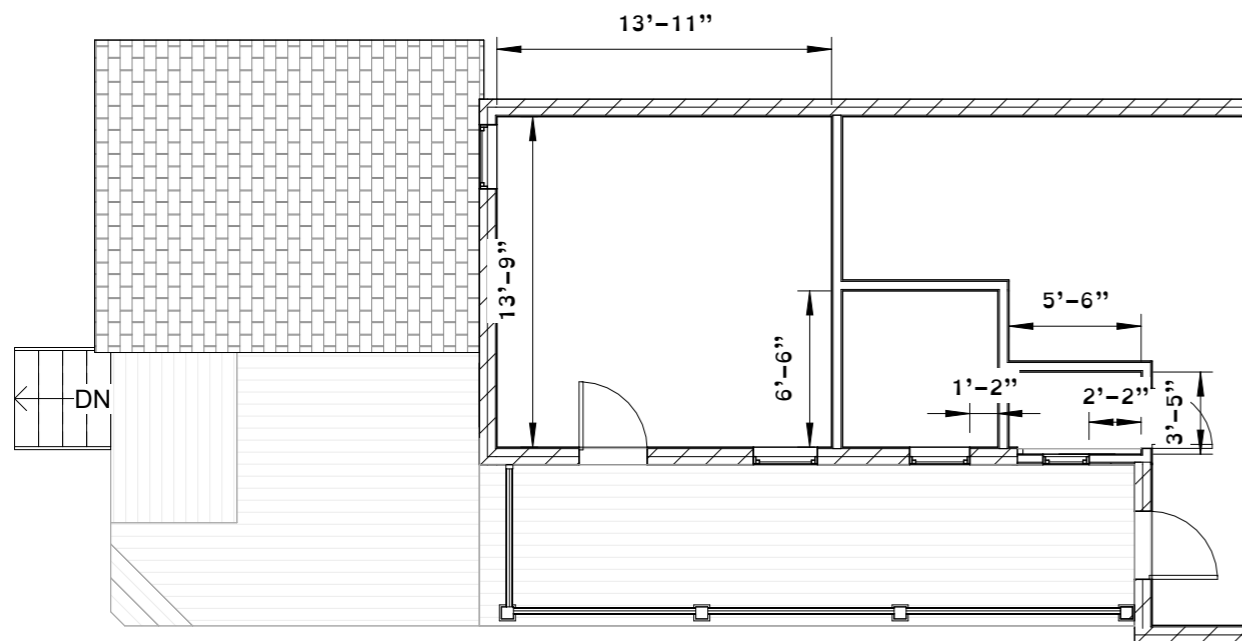
2 1st Floor - Proposed  
1/8" = 1'-0"

Rev.	Date	Description

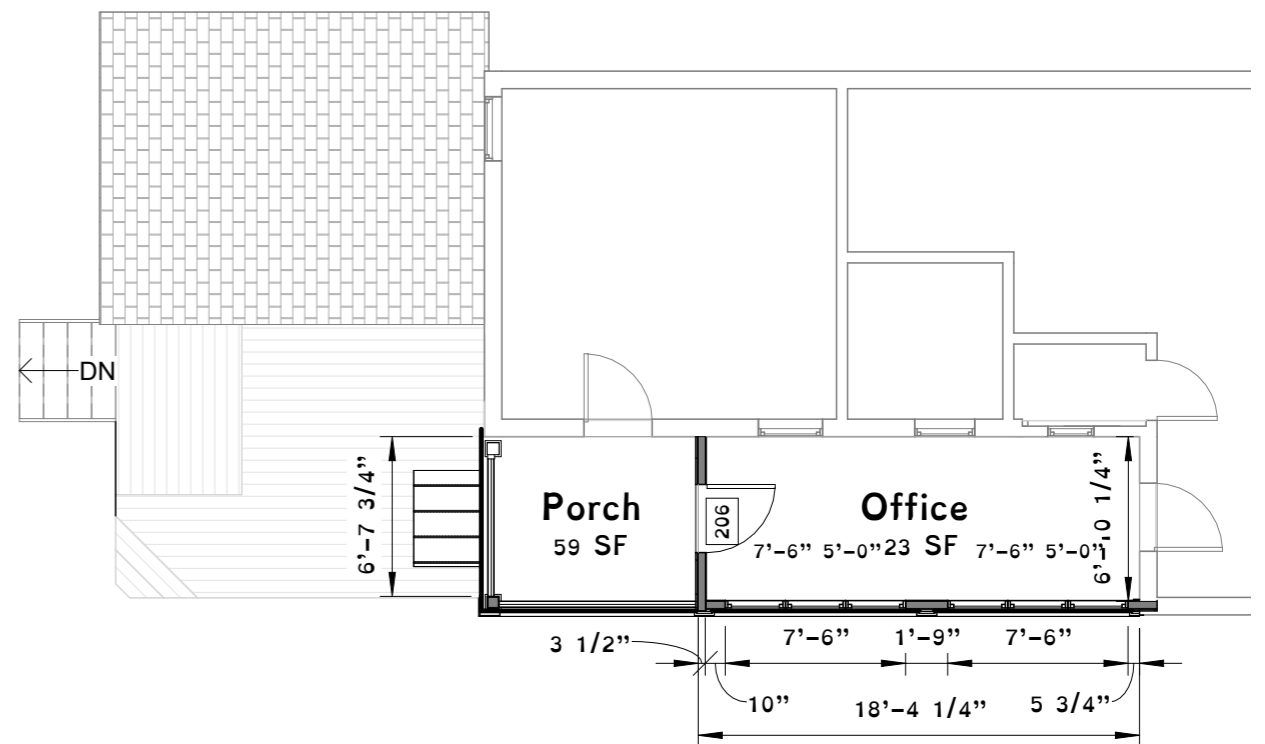
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**Floor Plan - 1st Floor**  
2715 East Broad Street  
CAR Application Plans  
December 16, 2024  
CAR-3





1 2nd Floor - Existing  
1/8" = 1'-0"

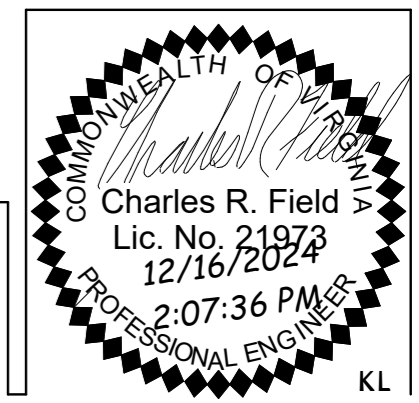


2 2nd Floor - Proposed  
1/8" = 1'-0"

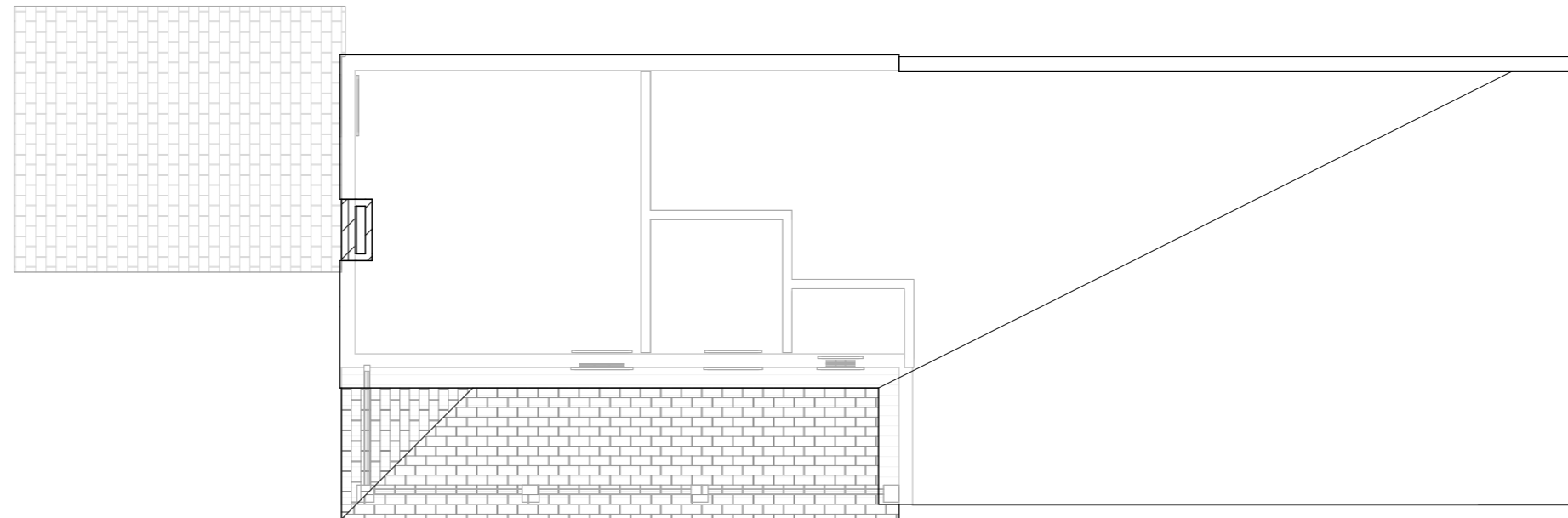
Rev.	Date	Description

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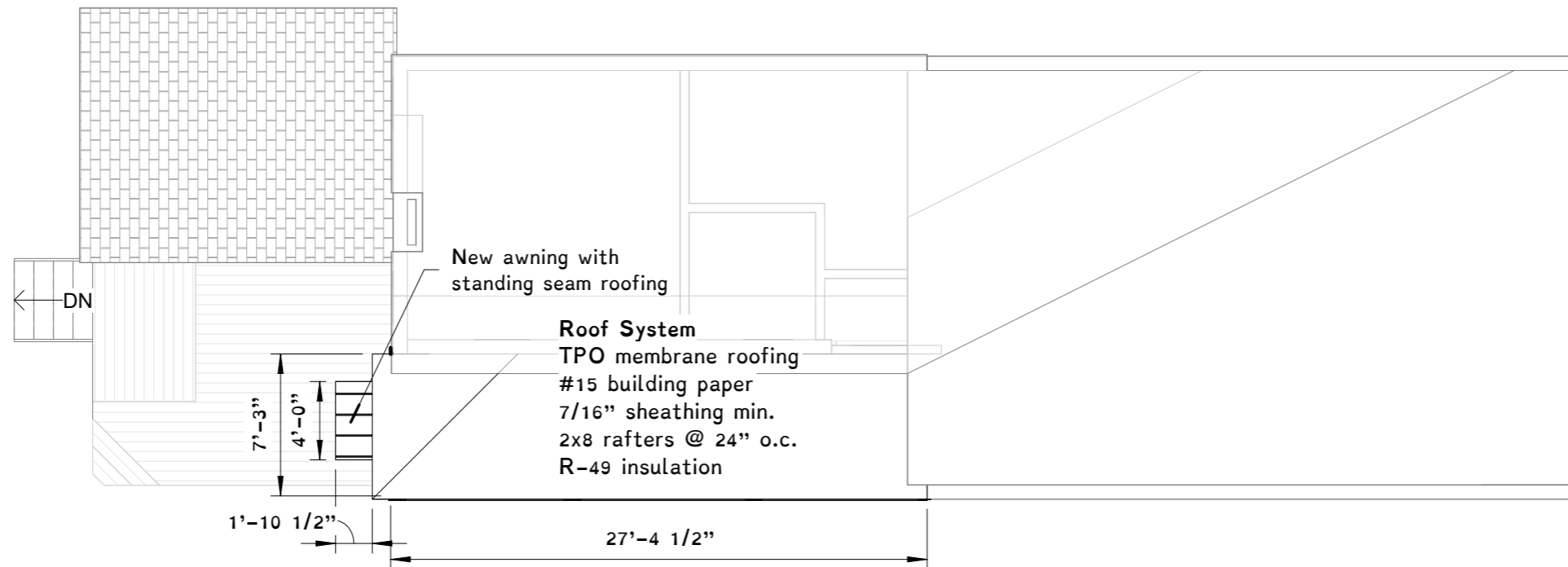
**Floor Plan - 2nd Floor**  
2715 East Broad Street  
CAR Application Plans  
December 16, 2024  
CAR-4



Print plans at 11" x 17", Tabloid



1 Roof - Existing  
1/8" = 1'-0"



2 Roof - Proposed  
1/8" = 1'-0"

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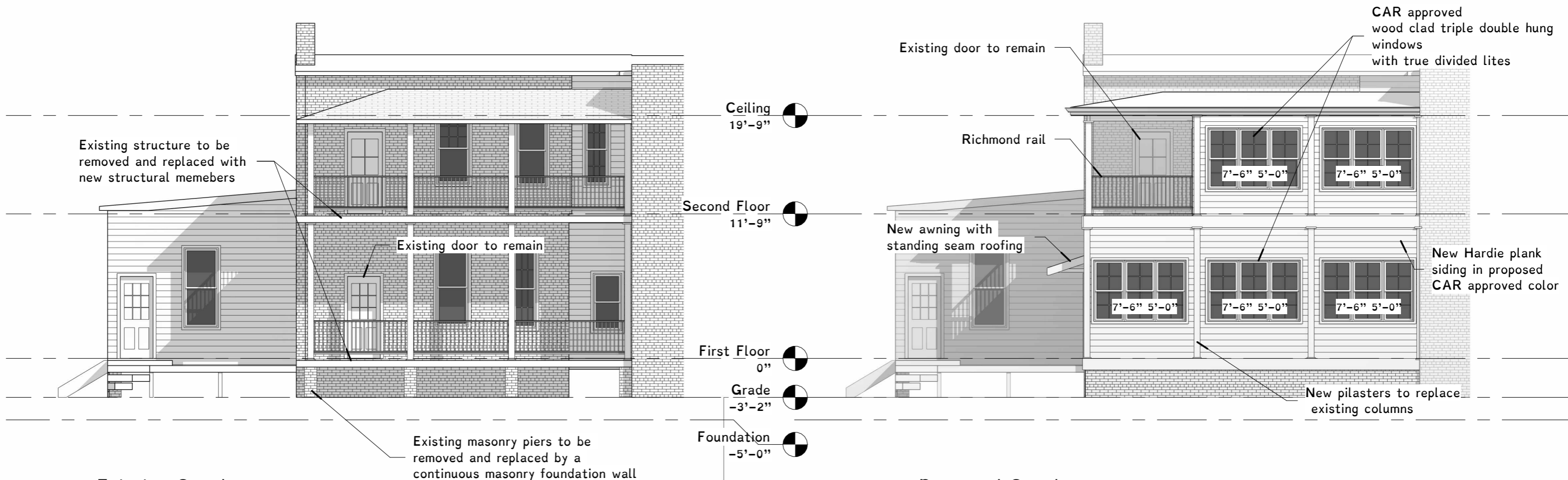
**Roof Plan**  
2715 East Broad Street  
CAR Application Plans  
December 16, 2024

CAR-5



Rev.	Date	Description

Print plans at 11" x 17", Tabloid



1 Existing South

1/8" = 1'-0"

2 Proposed South

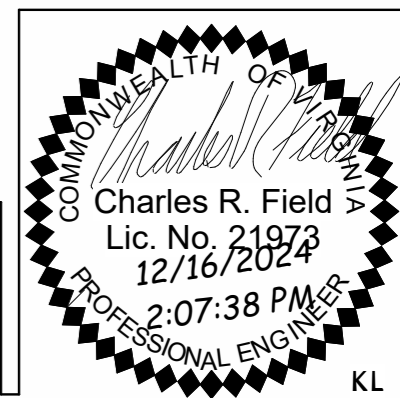
1/8" = 1'-0"

Rev.	Date	Description

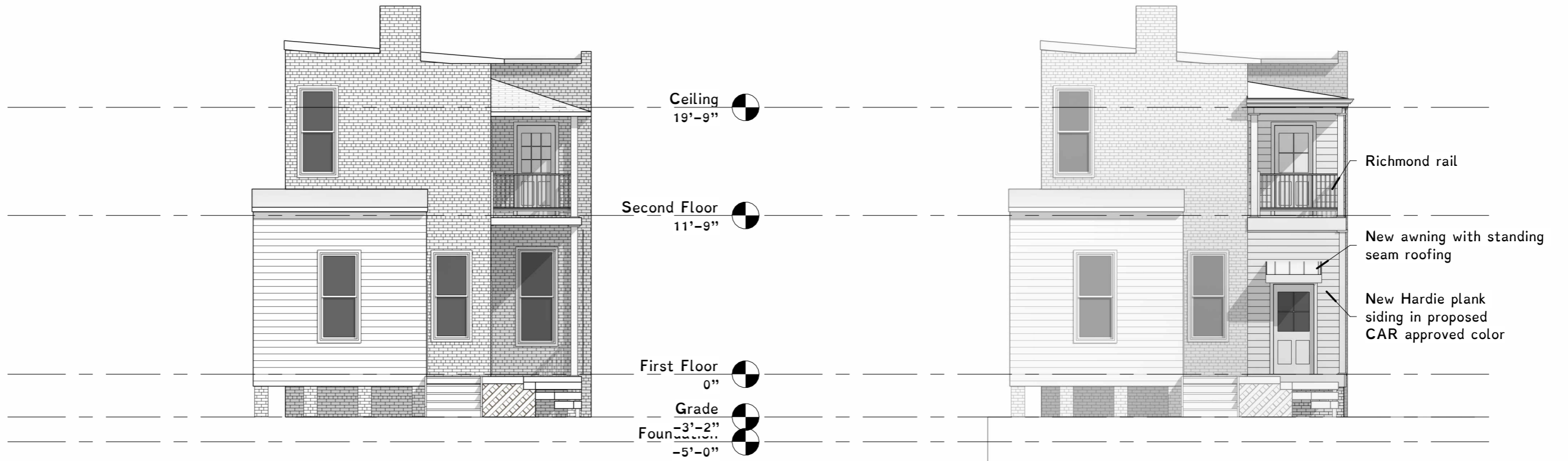
**Obsidian, Inc.**  
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 804.647.1589  
 obsidianrva@gmail.com

**Elevations**  
 2715 East Broad Street  
**CAR Application Plans**  
 December 16, 2024

CAR-6



Print plans at 11" x 17", Tabloid



1 Existing West  
1/8" = 1'-0"

2 Proposed West  
1/8" = 1'-0"

Rev.	Date	Description

**Obsidian, Inc.**  
 417 North 22nd Street  
 Richmond, VA 23223  
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 obsidianrva@gmail.com

**Elevations**  
 2715 East Broad Street  
 CAR Application Plans  
 December 16, 2024

CAR-7



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