



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: 319 N 32nd Street

Current

Historic District: Oakwood - Chilhowie

Application is submitted for: (check one)

Alteration  
 Demolition  
 New Construction

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

See attached

**Applicant/Contact Person:** Kathleen Sanders

Company:

Mailing Address: 319 N 32nd St.

City: Richmond

State: VA

Zip Code: 23223

Telephone: 804 937 9513

Email: bleekitdogs@aol.com

Billing Contact?

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

**Property Owner:** Kathleen Sanders (Richard)

If Business Entity, name and title of authorized signee:

Mailing Address: 319 N 32nd Street

City: Richmond

State: VA

Zip Code: 23223

Telephone: 804 937 9513

Email: bleekitdogs@aol.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: Kathleen Sanders

Date: 12/9/25

Richard M. Sanders

12/9/25

## 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

**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:** 319 N 32nd Street, Richmond, VA 23223

### BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building

### ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- 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
- 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 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

### DRAWINGS (refer to required drawing guidelines)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

Kathleen and Richard Sanders  
319 N 32nd Street  
Richmond, VA 23223  
December 16, 2025

City of Richmond  
Commission of Architectural Review  
900 E Broad Street  
Richmond, VA 23219

RE: Addition to 319 N 32nd Street

Good day,

Enclosed are our completed Certificate of Appropriateness application and checklist, as well as a current and proposed floor plan (see attachment #1-a and 1-b) for our proposed addition and photos of our house as it is currently. We request approval and a zoning variance in order to add a downstairs bedroom and bath to our house.

We have lived in our house for 18+ years. The house has been a labor of love and we would like to remain in it for as long as possible. Both my husband and I are in our late 60s and my husband will have a surgical procedure next year that will leave him unable to climb stairs for a period of a few months. We do not have a downstairs bed and bath so, in preparation for his surgery and our advancing years, we seek approval to add a bed and bath to the downstairs rear of our home.

The reason for our application is that current City zoning requires that construction of an addition have an offset of 36 inches from the property line. The south wall of our house is 28" off of our neighbor's house. Per the property marker, so we are short by 8". The north side of our house sits exactly on our property line. We've enclosed a copy of the survey we had done (see attachment #2) Requiring the addition to have a 36" offset makes the placement of the proposed addition aesthetically awkward. We would like to align the addition with the current footprint of the house. This would be in line with other houses on our block (see attachment #3), which are all larger and deeper than our house.

In regards to construction materials, please see the materials list (see attachment 4). The exterior siding on the new addition will be hardi plank, which will match the rest of the house. The deck and porch railings will match what is already in place. The material for the roof of the new addition will be GAF Timberline HDZ Architectural/Dimensional in Charcoal. We plan to incorporate the original windows and door that are currently on the rear wall of the house into the new addition so rear of the house will still have those original details (see attachment #5-a,b,c). The proposed addition would add 168 square feet to our house and we would still be the smallest house on our block in both square footage and overall footprint. I've also enclosed a copy of the elevation drawing (see attachment 6) that was provided by our contractor.

This request for a zoning variance is extremely important to us. We feel that we've taken great care to preserve the historical integrity of our home and to require the offsets would detract from the character of the home. In addition, we have explored all options and this is what we need in order to continue living in our house for the foreseeable future.

If there are any questions or suggestions regarding our request, please contact me at (804) 937-9513. We appreciate your time and attention.

Sincerely,

Kathleen and Richard Sanders

Attachments

## FLOORPLAN

Borrower: Sanders, Richard M.  
Property Address: 319 N. 32nd Street  
City: Richmond

File No.: 319N32nd2007

Case No.: 20071212

State: VA

Zip: 23223

## ATTACHMENT 1 A

## CURRENT



Level 1

Sketch is Approximate

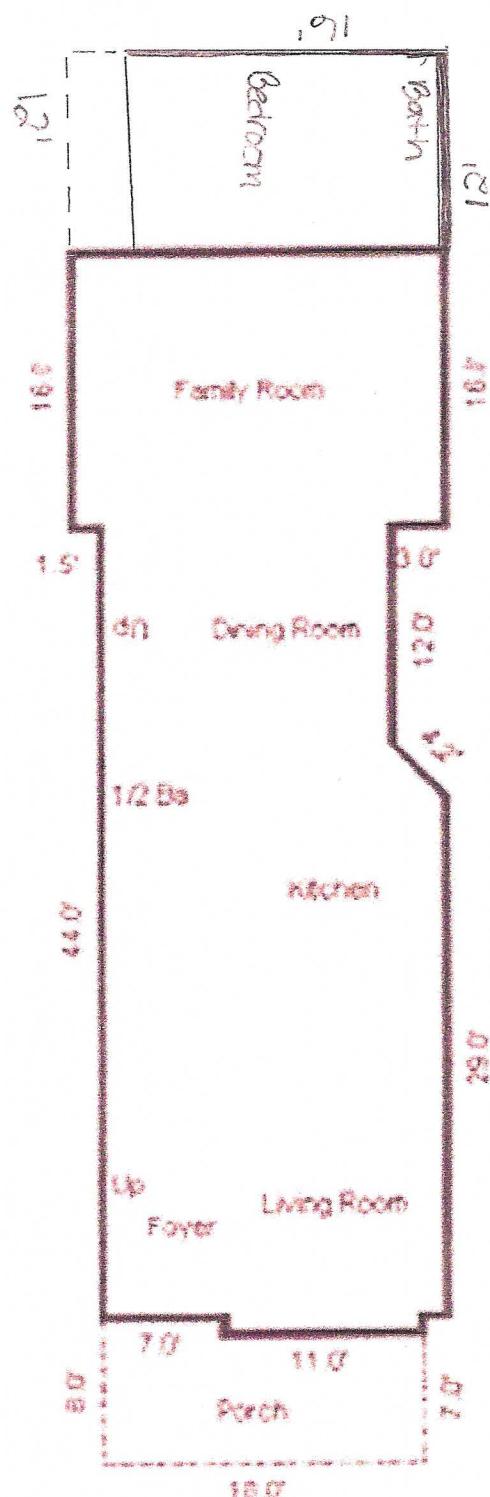
## FLOORPLAN

Borrower: Sanders, Richard M.  
Property Address: 319 N. 32nd Street  
City: Richmond

File No.: 319432nd2007  
Case No.: 20071212  
State: VA Zip: 2322

## ATTACHMENT 1B

## PROPOSED



Level 1

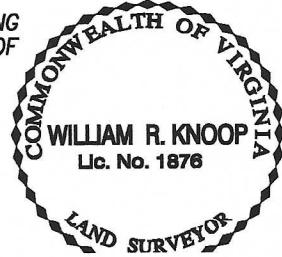
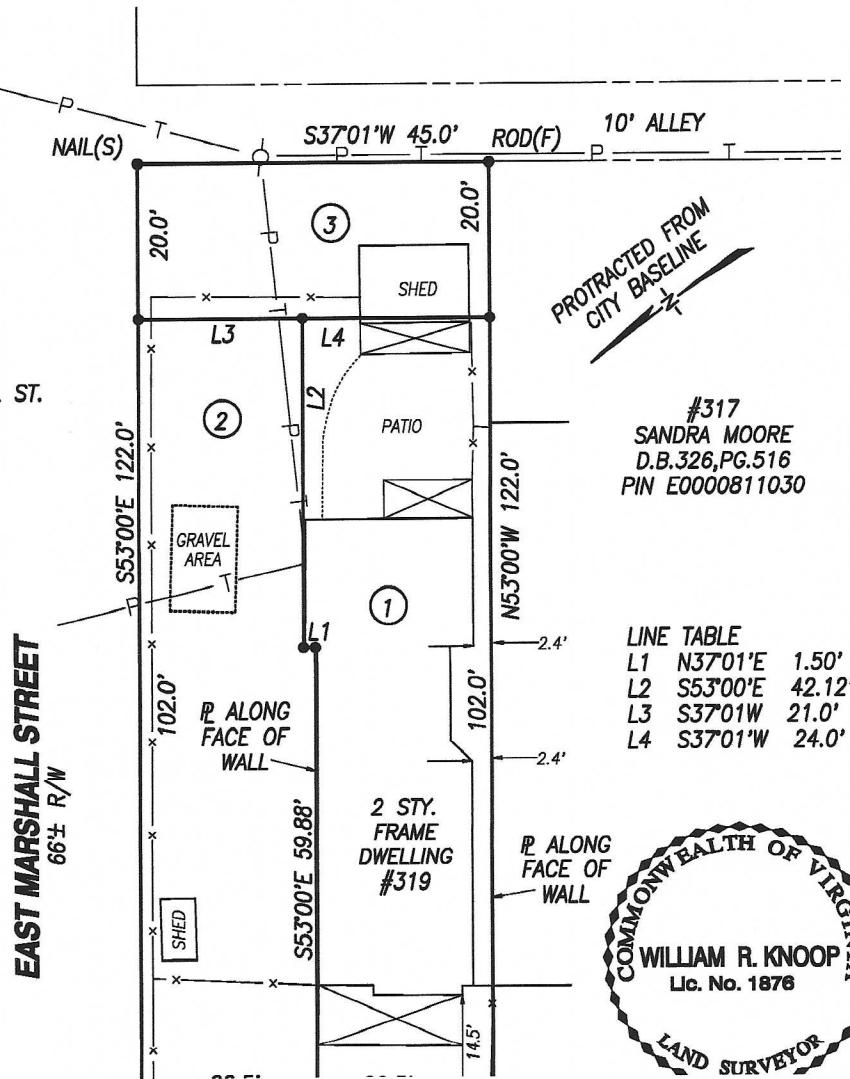
Sketch is Approximate

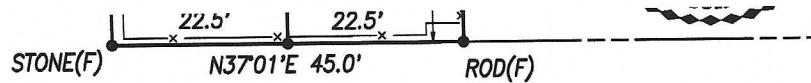
#2

Links in this email will be redirected to a threat scanner when you click on them.  
Contact support if you believe you are being blocked in error.

I HEREBY CERTIFY THAT THIS PHYSICAL IMPROVEMENT SURVEY,  
TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES  
WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE  
VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS,  
LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS.  
ALL EASEMENTS MAY NOT BE SHOWN.

PARCEL ①  
#319 N. 32ND ST.  
PIN E0000811031  
0.054 AC.  
PARCEL ②  
#321 N. 32ND ST.  
PIN E0000811032  
0.051 AC.  
PARCEL ③  
#3205 E. MARSHALL ST.  
PIN E0000811033  
0.021 AC.





### NORTH 32ND STREET

66'± R/W

NOTES:

1. OWNERS:  
RICHARD M. SANDERS AND  
KATHLEEN D. SANDERS
2. THIS SURVEY PERFORMED WITHOUT  
BENEFIT OF A TITLE REPORT.
3. PROPERTY SHOWN HEREON IS IN FLOOD ZONE "X",  
A NON HAZARD FLOOD ZONE, FROM FEMA  
COMMUNITY PANEL 5101290043F,  
DATED 07/08/2025.

**PLAT SHOWING IMPROVEMENTS ON  
#319, #321 N. 32ND STREET  
AND #3205 E. MARSHALL STREET  
CITY OF RICHMOND, VIRGINIA**

DATE: DEC. 16, 2025 SCALE: 1" = 20' JN: 8275-0015



*Goodfellow, Jalbert, Beard, and Associates Inc.*

7104 Mechanicsville Turnpike / P.O. Box 539  
Mechanicsville, Virginia 23111

(804) 746-7097 Fax (804) 730-7275

**ENGINEERING - SURVEYING - PLANNING**

CURRENT PATH: Z:\USERS\PAUL\Profiles\82750015.pro ~ DATE PLOTTED: Dec 17, 2025 7:59:06 Wed

*Goodfellow, Jalbert, Beard & Associates, Inc.*

P.O. Box 539  
Mechanicsville, Va. 23111  
(804)746-7097

### Invoice

Date	Invoice #
12/16/2025	37623

Bill To
Kathleen Sanders 319 N. 32nd Street Richmond, Va 23223

Project #	8275-0015
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<b>Invoice Total</b>	\$1,250.00
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Date	Invoice #	P. O. #	Terms	Project Mgr	Project #	Project Description
12/16/2025	37623		Due on receipt	J. Beard	8275-0015	319 N. 32nd St - Richmond
Service Date	Staff		Description	Ho...	Rate	Amount
12/16/2025	Land Surveyor		523 Phsical Improvement Survey		1,250.00	1,250.00



VIRGINIA HAS A POPULATION OF ABOUT 8.7 MILLION, WITH RICHMOND AS ITS CAPITAL CITY

YOUR SESSION EXPIRES IN 15 MINUTES

YOU MAY REFRESH THE PAGE AT ANY TIME WITHOUT LOSING YOUR CURRENT SEARCH PROGRESS

PROPERTY REPORT REQUESTS TYPICALLY TAKE BETWEEN 5-7 MINUTES TO COMPLETE

## CREATING YOUR REPORT

319 NORTH 32ND STREET, RICHMOND, VA 23223

FULL REPORTS MAY TAKE UP TO 3 MINUTES. PLEASE DO NOT CLOSE OR  
REFRESH YOUR BROWSER.



# Attachment #4

## PROJECT SPECIFICATIONS: 12x14 ADDITION

- \*Dig and pour concrete footing
- \*Install concrete block foundation
- \*Frame 12x14 addition using 2x4 lumber for walls, 2x8 lumber for rafters, 2x8 lumber for floor joists and 1/2 OSB for wall and roof sheathing
- \*Bedroom addition to be 11'x12'
- \*Bathroom addition to be 3'x10'
- \*Bathroom closet addition to be 3'x2'
- \*Interior walls to be covered with 1/2 drywall
- \*Exterior walls to be covered with matching Hardie concrete lap siding
- \*Interior walls to be painted using Sherwin Williams super paint – color to be determined
- \*Interior flooring to be 3 1/4 pine sanded, stained and clear coated to match existing home
- \*Interior trim will be custom made to match existing interior trim
- \*Recessed lighting will be installed in the bedroom addition (4)
- \*Ceiling fan will be installed in the bedroom addition
- \*4 receptacles will be installed in the bedroom addition
- \*2 HVAC duct lines will be installed in the bedroom addition and 1 in the bathroom addition
- \*HVAC duct line will be branched off from existing duct work
- \*Plumbing will be installed from the existing plumbing
- \*Bathroom addition will have a walk-in tile shower with a glass door
- \*Bathroom flooring will also be finished with pine
- \*Bathroom vanity will be pine and stained to homeowners' choice
- \*Bathroom vanity top will be granite – color to be determined
- \*Bathroom will have recessed lighting (2)
- \*Install (1) transom window above bathroom shower
- \*All finishes will be satin
- \*Plans/blueprints to be obtained by contractor
- \*Building permits to be obtained by contractor
- \*Price includes all labor and materials
- \*Debris removed by contractor

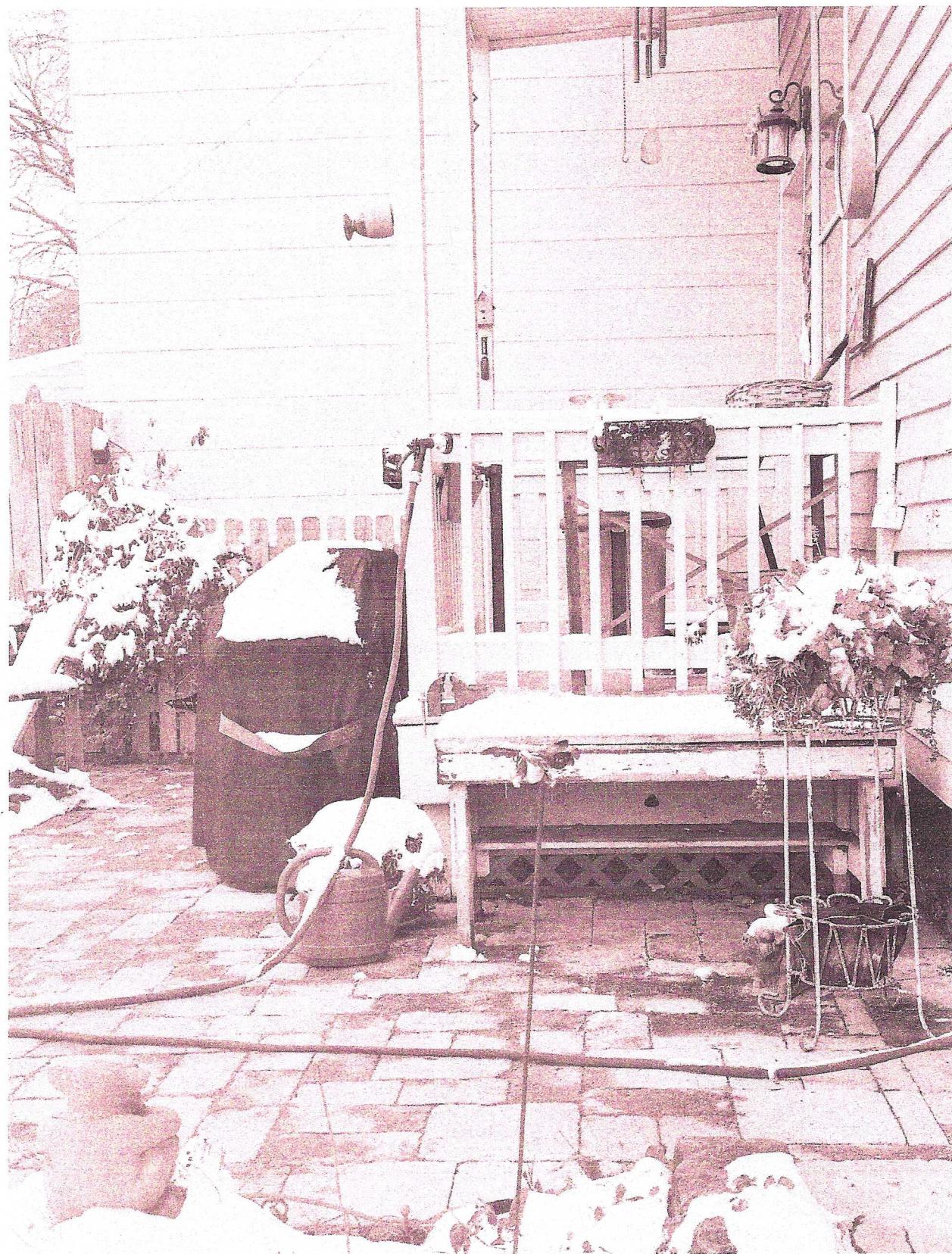
## PROJECT SPECIFICATIONS: DECK LANDING AND STEPS

- \*Frame 7'6x12' deck structure using 2x8 pressure treated joists
- \*Frame 4' 2x12 pressure treated stairs off rear of new deck landing
- \*Install composite decking with hidden fasteners grey in color
- \*Install wood handrails
- \*Handrails to be painted white
- \*Price includes all labor and materials
- \*Debris removed by contractor

## ATTACHMENT 5A



## ATTACHMENT 5B



## ATTACHMENT 5C



EXISTING

12'

BEDROOM  
12' x 11'

BATH  
3' x 12'

DECK  
7' 6" x 12'

12'

11'

3'

14'

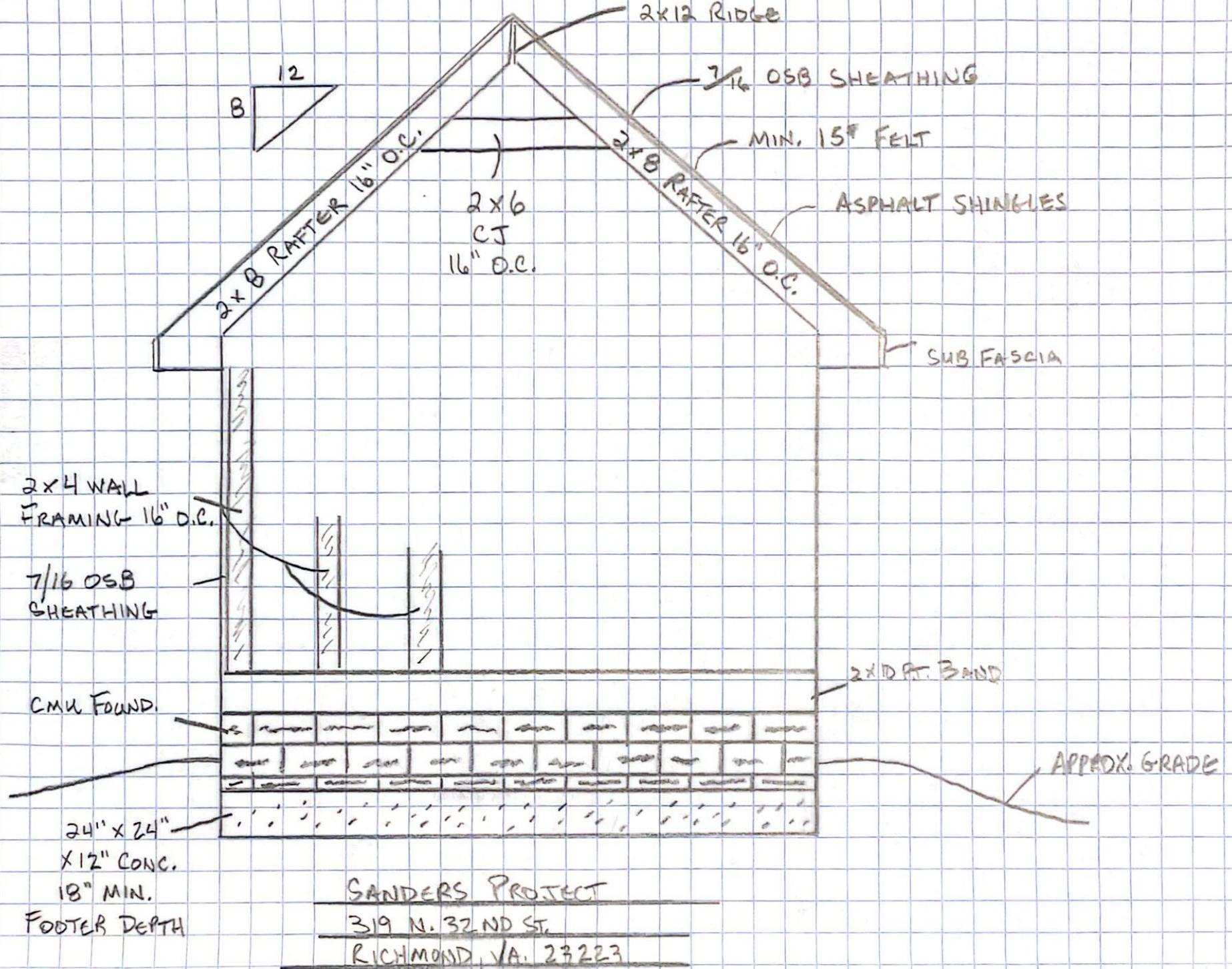
7' 6"

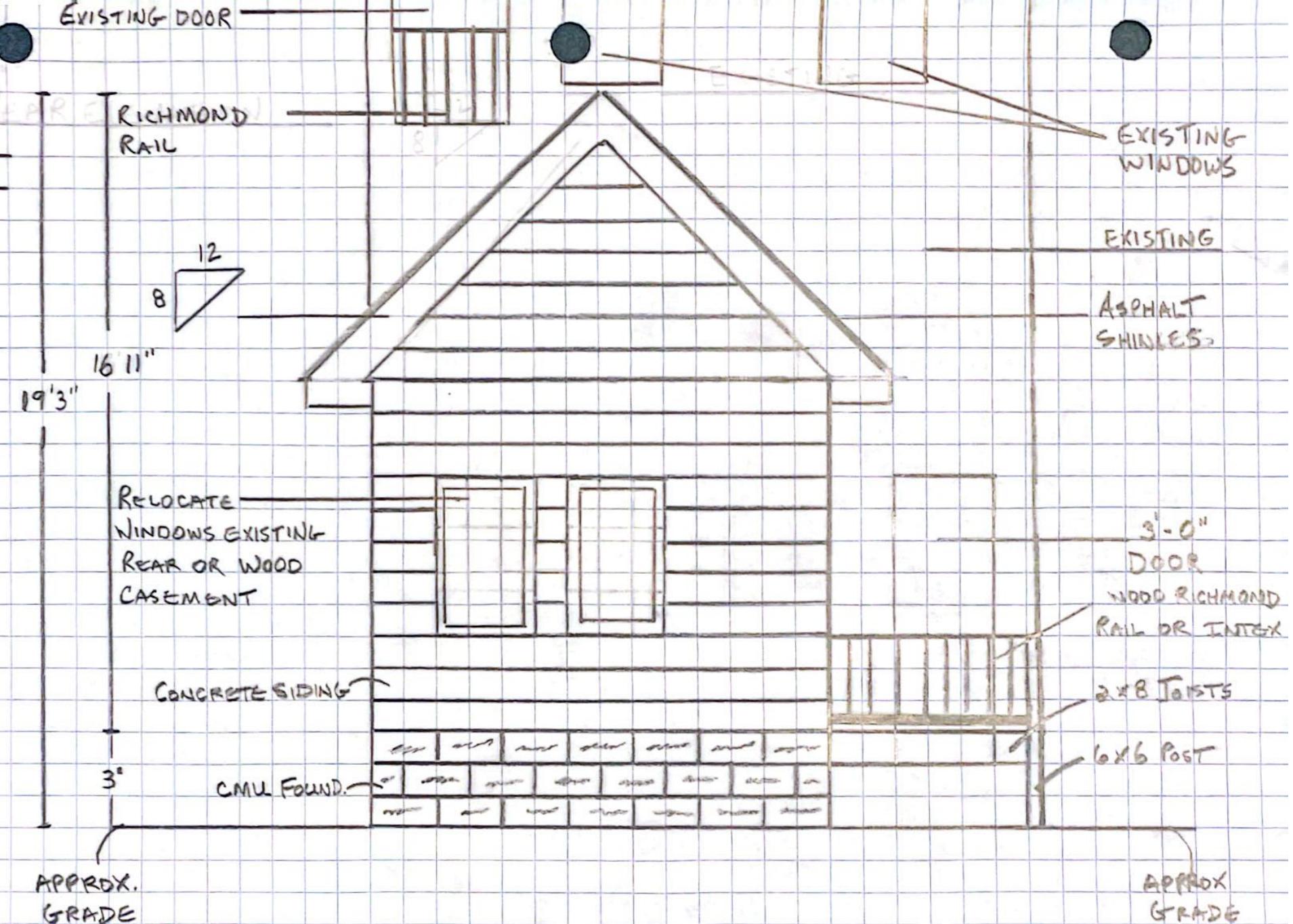
21' 6"

SANDERS PROJECT

319 N. 32ND ST.

RICHMOND, VA. 23223





SANDERS PROJECT  
319 N. 32ND ST.  
RICHMOND, VA. 23223

SIDE ELEVATION

ASPHALT SHINGLES

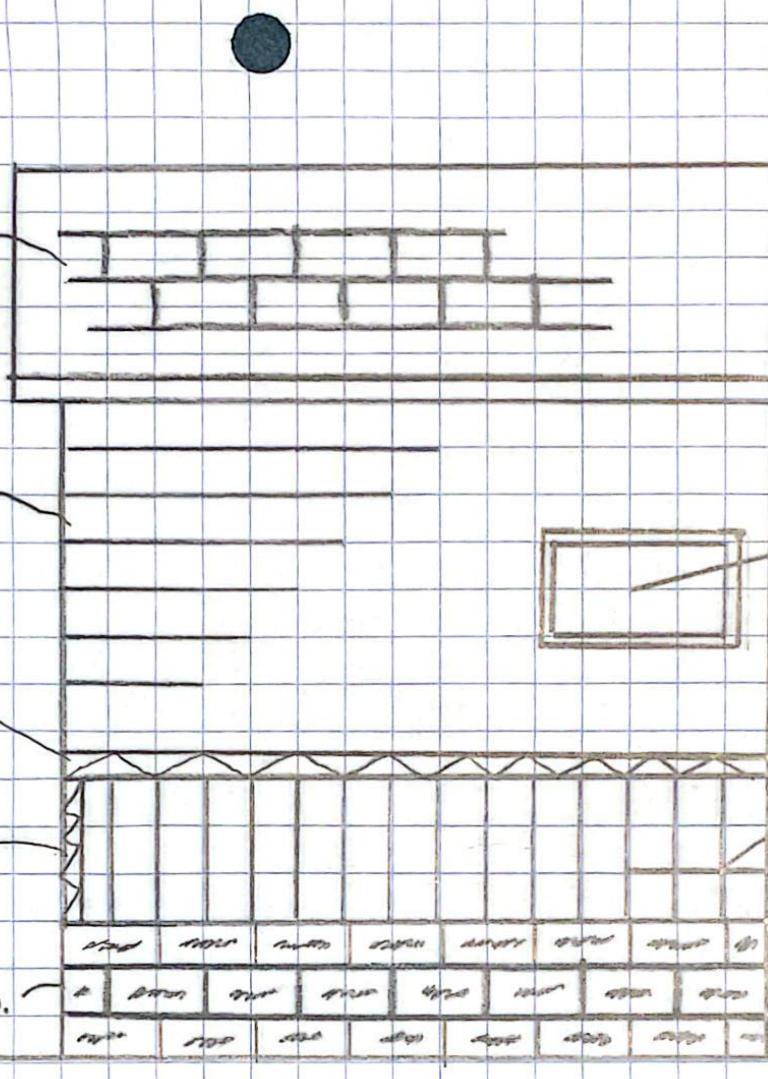
CONCRETE  
SIDING

2x6 RAIL  
DECK

6x6 POST  
DECK

CMU FOUND.

APPROX  
GRADE



WOOD SLIDER  
38" x 16"

EXISTING

2x2 BALUSTERS

RICHMOND RAIL WOOD  
OR INTEX

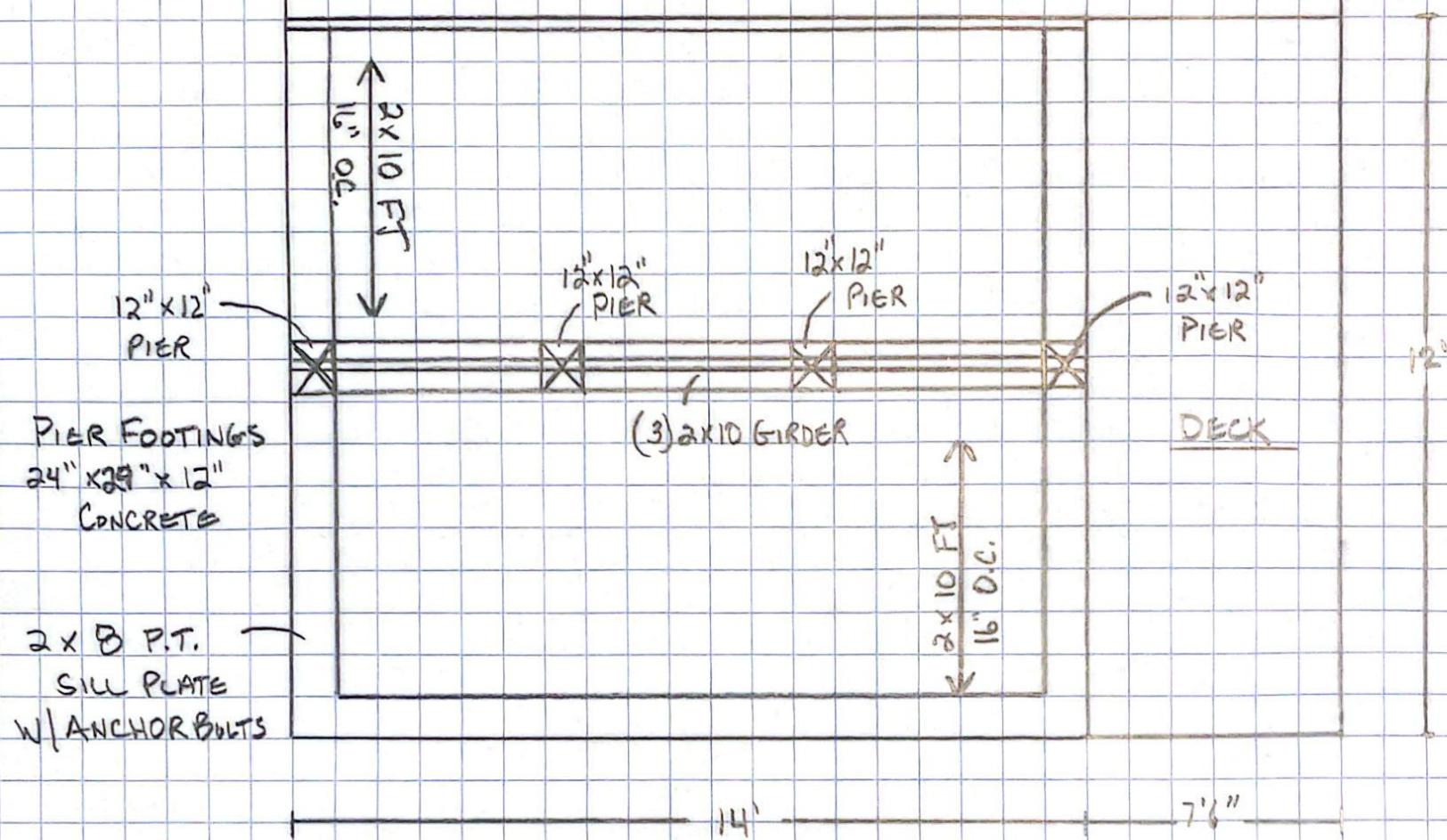
APPROX.  
GRADE

SANDERS PROJECT

319 N. 32ND ST.

RICHMOND, VA. 23223

## FLOOR STRUCTURE



SANDERS PROJECT

319 N. 32 ND ST.

RICHMOND, VA. 23223