



CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
BOARD OF ZONING APPEALS

June 7, 2019

Michael & Carrie Walls  
3400 Carolina Avenue  
Richmond, Virginia 23225

To Whom It May Concern:

RE: **BZA 32-2019**

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on Wednesday, July 3, 2019 at 1:00 p.m. in the 5th floor conference room, City Hall, 900 East Broad Street, to consider an application for a building permit to re-establish the nonconforming use rights to a barber shop and convert the building to a one (1) dwelling unit at 3400 CAROLINA AVENUE (Tax Parcel Number N000-1161/011), located in an R-6 (Single-Family Attached Residential District).

Please be advised that the applicant or the applicant's representative must be present at the hearing. The Board of Zoning Appeals Rules of Procedure provides that in the case of an application for a variance or a special exception, the applicant, proponents or persons aggrieved under §15.2-2314 of the Code of Virginia, shall be permitted a total of six (6) minutes each to present their case. The Board of Zoning Appeals will withhold questions until the conclusion of the respective presentations.

Finally, when you submitted your application to the zoning office you were given an handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

June 7, 2019

association(s) prior to appearing before the Board of Zoning Appeals. Contact information for civic group(s) can be found by navigating to the Civic Group webpage of the City's website at <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasassociationgroupinformation.aspx>. Once there, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, simply scroll down the page to the appropriate group(s) to find the contact information for each.

Please be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting. Please note that the Board's Rules of Procedure require payment of a \$150.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbors and neighborhood association(s). Please contact your neighborhood association to determine their meeting schedule. Be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. For your convenience a list of the property owner(s) which have been identified based on the City Assessor's records as being located within a 150' radius of subject property is being provided to you (see attachment).

If you have any questions regarding the Board's procedures or any issue involving presentation of your case, please feel free to contact me.

Very truly yours,



Roy W. Benbow, Secretary

Phone: (804) 240-2124

Fax: (804) 646-5789

E-mail: Roy.Benbow@richmondgov.com

cc: Zoning Administrator

Notice of this meeting is being sent to the persons whom the Board of Zoning Appeals believes to be property owners in the immediate vicinity of the property concerned in this application. This notice is for their information only, and there is no need for them to appear unless they so desire. The Board will, however, welcome such views as any persons care to express during the hearing on this application.

A Next Call LLC  
1421 Bryan St  
Richmond VA 23223

Anderson Alvin M  
323 Burnwick Road  
Richmond VA 23222

Anyadike Nkechinyere  
907 Milton St  
Richmond VA 23222

Bodie Frederick W C/o Billie Jo Leabough  
3101 Cutshaw Ave  
Richmond VA 23230

City Of Richmond Recreation & Parks  
1209 Admiral St  
Richmond VA 23220

Hughes Shannon Michelle And Korb Mary Janie  
3323 Maryland Ave  
Richmond VA 23222

Lewis Ronald L  
3405 Carolina Ave  
Richmond VA 23222

Martin Gary  
8418 Bink Place  
Mechanicsville VA 23111

Mcclure Cindy G  
3407 Maryland Ave  
Richmond VA 23222

Mcdonald William H Jr & Renae C  
3402 Carolina Ave  
Richmond VA 23222

Mcnamee Properties LLC  
6902 Tulane Ave  
Richmond VA 23226

P & J Housing LLC  
10708 Hunton Station Ct  
Glen Allen VA 23059

Parker Wendy M  
4922 Long Shadow Dr  
Midlothian VA 23112

Rhyne H Carson Jr  
P.o. Box 6061  
Richmond VA 23222

Riddick Michael M  
2720 Poplar Haven Ct  
Henrico VA 23223

Tamburri Joy Marie  
904 Milton St  
Richmond VA 23227

Thompson Donald Sr  
3410 Carolina Ave  
Richmond VA 23222

Tucker Eva Dorothy  
3408 Carolina Ave  
Richmond VA 23222

Tucker Smith Gloryah  
3409 Carolina Ave  
Richmond VA 23222

**Property:** 3400 Carolina Ave **Parcel ID:** N0001161011**Parcel**

**Street Address:** 3400 Carolina Ave Richmond, VA 23222-2907  
**Alternate Street Addresses:** 908 Milton St  
**Owner:** WALLS MICHAEL AND CARRIE R  
**Mailing Address:** 3400 CAROLINA AVE, RICHMOND, VA 23222  
**Subdivision Name :** HIGHLAND PARK  
**Parent Parcel ID:**  
**Assessment Area:** 308 - Highland Park Plaza  
**Property Class:** 120 - R Two Story  
**Zoning District:** R-6 - Residential (Single Family Attached)  
**Exemption Code:** -

**Current Assessment**

**Effective Date:** 01/01/2019  
**Land Value:** \$25,000  
**Improvement Value:** \$96,000  
**Total Value:** \$121,000  
**Area Tax:** \$0  
**Special Assessment District:** None

**Land Description**

**Parcel Square Feet:** 4900  
**Acreage:** 0.112  
**Property Description 1:** HIGHLAND PARK L26 B30  
**Property Description 2:** 0035.00X0140.00 0000.112 AC  
**State Plane Coords( ?<#>):** X= 11796519.500004 Y= 3735331.018619  
**Latitude:** 37.57664508 , **Longitude:** -77.41772372

**Description**

**Land Type:** Residential Lot A  
**Topology:** Level  
**Front Size:** 35  
**Rear Size:** 140  
**Parcel Square Feet:** 4900  
**Acreage:** 0.112  
**Property Description 1:** HIGHLAND PARK L26 B30  
**Property Description 2:** 0035.00X0140.00 0000.112 AC  
**Subdivision Name :** HIGHLAND PARK  
**State Plane Coords( ?<#>):** X= 11796519.500004 Y= 3735331.018619  
**Latitude:** 37.57664508 , **Longitude:** -77.41772372

**Other**

**Street improvement:** Paved  
**Sidewalk:** Yes

**Assessments**

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2019	\$25,000	\$96,000	\$121,000	Reassessment
2018	\$15,000	\$96,000	\$111,000	Reassessment
2017	\$15,000	\$94,000	\$109,000	Reassessment
2016	\$15,000	\$73,000	\$88,000	Reassessment
2015	\$21,000	\$67,000	\$88,000	Reassessment
2014	\$21,000	\$67,000	\$88,000	Reassessment
2013	\$21,000	\$70,000	\$91,000	Reassessment
2012	\$21,000	\$78,000	\$99,000	Reassessment
2011	\$21,000	\$83,000	\$104,000	CarryOver
2010	\$21,000	\$83,000	\$104,000	Reassessment
2009	\$21,000	\$103,200	\$124,200	Reassessment
2008	\$21,000	\$103,200	\$124,200	Reassessment
2007	\$20,000	\$103,200	\$123,200	Reassessment
2006	\$12,400	\$93,800	\$106,200	Reassessment
2005	\$8,900	\$72,700	\$81,600	Reassessment
2004	\$5,300	\$59,000	\$64,300	Reassessment
2003	\$5,200	\$57,800	\$63,000	Reassessment
2002	\$5,000	\$56,100	\$61,100	Reassessment
2000	\$5,000	\$56,100	\$61,100	Reassessment
1998	\$5,000	\$55,000	\$60,000	Not Available

**Transfers**

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
04/04/2019	\$348,880	ES PROPERTIES I LLC	ID2019-6435	1 - VALID SALE-Valid, Use in Ratio Analysis
12/05/2018	\$120,000	ROJAS JESUS G & CLARIBEL	ID2018-24806	1 - VALID SALE-Asmnt/Sale Desc Doesn't Match
08/12/2003	\$55,000	VIKING INVESTMENT PROPERTIES LLC	ID2003-30145	
09/25/2002	\$18,500	ASSOCIATES HOME EQUITY SERVICES INC	ID2002-30486	
07/23/2002	\$60,000	BRUCE ALEX D	ID2002-26474	
05/01/2001	\$35,000	ASSOCIATES FINANCIAL SERVICES	ID2001-10590	

**Planning**

**Master Plan Future Land Use:** SF-MD  
**Zoning District:** R-6 - Residential (Single Family Attached)  
**Planning District:** North  
**Traffic Zone:** 1020  
**City Neighborhood Code:** NHP  
**City Neighborhood Name:** North Highland Park  
**Civic Code:** 0540  
**Civic Association Name:** Highland Park Plaza Civic Association  
**Subdivision Name:** HIGHLAND PARK  
**City Old and Historic District:**  
**National historic District:** Highland Park Plaza  
**Neighborhoods in Bloom:**  
**Redevelopment Conservation Area:** Highland Park

**Economic Development**

**Care Area:** -  
**Enterprise Zone:**

**Environment**

**100 YEAR Flood Plain Flag:** Contact the Water Resources Division at 646-7586.  
**500 YEAR Flood Plain Flag:** N  
**Resource Protection Flag:** Contact the Water Resources Division at 646-7586.  
**Wetland Flag:** N

**Census**

Census Year	Block	Block Group	Tract
2000	1023	0108001	010800
1990	127	0108001	010800

**Schools**

**Elementary School:** Barack Obama  
**Middle School:** Henderson  
**High School:** Marshall

**Public Safety**

**Police Precinct:** 4  
**Police Sector:** 411  
**Fire District:** 15  
**Dispatch Zone:** 092A

**Public Works Schedules**

**Street Sweep:** TBD  
**Leaf Collection:** TBD  
**Refuse Collection:** Wednesday  
**Bulk Collection:**

**Government Districts**

**Council District:** 6  
**Voter Precinct:** 606  
**State House District:** 71  
**State Senate District:** 9  
**Congressional District:** 4

**Extension 1 Details**

**Extension Name:** R01 - Residential record #01  
**Year Built:** 1923  
**Stories:** 1  
**Units:** 0  
**Number Of Rooms:** 9  
**Number Of Bed Rooms:** 0  
**Number Of Full Baths:** 2  
**Number Of Half Baths:** 1  
**Condition:** very good for age  
**Foundation Type:** Full Bsmt  
**1st Predominant Exterior:** Brick  
**2nd Predominant Exterior:** N/A  
**Roof Style:** Hip  
**Roof Material:** Comp sh to 235#  
**Interior Wall:** Plaster  
**Floor Finish:** Hardwood-std oak  
**Heating Type:** Heat pump  
**Central Air:** Y  
**Basement Garage Car #:** 0  
**Fireplace:** Y  
**Building Description (Out Building and Yard Items) :**

**Extension 1 Dimensions**

**Finished Living Area:** 1916 Sqft  
**Attic:** 0 Sqft  
**Finished Attic:** 0 Sqft  
**Basement:** 900 Sqft  
**Finished Basement:** 720 Sqft  
**Attached Garage:** 0 Sqft  
**Detached Garage:** 0 Sqft  
**Attached Carport:** 0 Sqft  
**Enclosed Porch:** 0 Sqft  
**Open Porch:** 326 Sqft  
**Deck:** 36 Sqft

**Extension 2 Details**

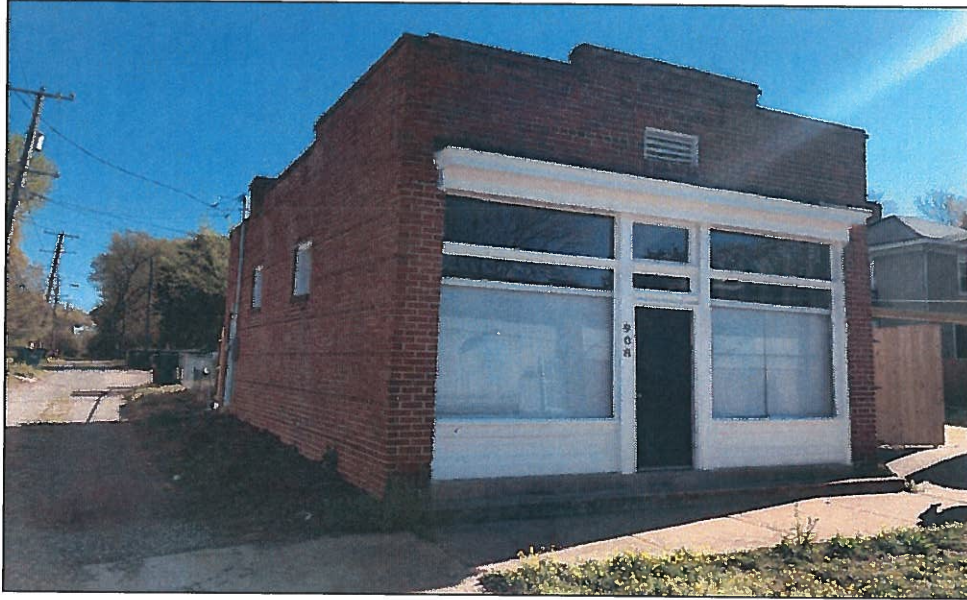
**Extension Name:** R02 - Residential record #02  
**Year Built:** 1923  
**Stories:** 1  
**Units:** 0  
**Number Of Rooms:** 5  
**Number Of Bed Rooms:** 3  
**Number Of Full Baths:** 1  
**Number Of Half Baths:** 0  
**Condition:** very good for age  
**Foundation Type:** None  
**1st Predominant Exterior:** Brick  
**2nd Predominant Exterior:** N/A  
**Roof Style:** Gable  
**Roof Material:** Comp sh to 235#  
**Interior Wall:** Drywall  
**Floor Finish:** Base Allowance, Base Allowance  
**Heating Type:** No Heat  
**Central Air:** N  
**Basement Garage Car #:** 0  
**Fireplace:** N

**Building Description (Out Building and  
Yard Items) :****Extension 2 Dimensions****Finished Living Area:** 640 Sqft**Attic:** 0 Sqft**Finished Attic:** 0 Sqft**Basement:** 0 Sqft**Finished Basement:** 0 Sqft**Attached Garage:** 0 Sqft**Detached Garage:** 0 Sqft**Attached Carport:** 0 Sqft**Enclosed Porch:** 0 Sqft**Open Porch:** 0 Sqft**Deck:** 0 Sqft



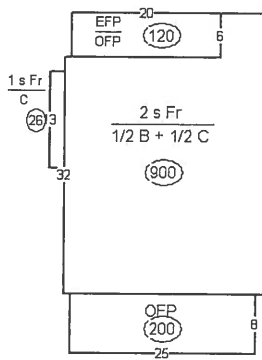
[<#>](#)**Property Images**

Name:N0001161011 Desc:R02

[Click here for Larger Image](#)

**Sketch Images**

Name:N0001161011 Desc:R01



# RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM



THE RICHMOND ZONING ADMINISTRATION OFFICE  
ROOM 110, CITY HALL, 900 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219  
(804) 646-6340

PROPERTY		TO BE COMPLETED BY THE APPLICANT	
OWNER:	<u>Michael &amp; Carrie Walls</u>	PHONE: (Home) ( ) _____	(Mobile) (828) <u>242-9079</u>
ADDRESS:	<u>3400 Carolina Avenue</u> <u>Richmond, Virginia 23225</u>	FAX: ( ) _____	(Work) ( ) _____
		E-mail Address: <u>carrie.walls@gmail.com</u>	
PROPERTY OWNER'S REPRESENTATIVE:			
(Name/Address) _____		PHONE: (Home) ( ) _____	(Mobile) ( ) _____
		FAX: ( ) _____	(Work) ( ) _____
		E-mail Address: _____	

## TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES): 3400 Carolina Avenue

TYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER \_\_\_\_\_

ZONING ORDINANCE SECTION NUMBERS(S): 30-300 & 30-800.4

APPLICATION REQUIRED FOR: A building permit to re-establish the nonconforming use rights to a barber shop and convert the building to a one (1) dwelling unit.

TAX PARCEL NUMBER(S): N000-1161/011 ZONING DISTRICT: R-6 (Single-Family Attached Residential)

REQUEST DISAPPROVED FOR THE REASON THAT: The proposed use is not permitted as the previous nonconforming use rights have expired. Whenever nonconforming uses of a building is discontinued for a period of two years or longer, any subsequent use of the premises shall conform to the regulations applicable in the district in which it is located.

DATE REQUEST DISAPPROVED: May 15 March 2019 FEE WAIVER: YES ☐ NO: ☒

DATE FILED: May 15 March 2019 TIME FILED: 10:00 am PREPARED BY: Sandra Escoria RECEIPT NO. BZAR-05449-2019

AS CERTIFIED BY: [Signature] (ZONING ADMINISTRATOR)

I BASE MY APPLICATION ON:	
SECTION 17.20 PARAGRAPH(S) _____	OF THE CHARTER OF THE CITY OF RICHMOND
SECTION 15.2-2309.2 <input type="checkbox"/>	OF THE CODE OF VIRGINIA [OR]
SECTION 1040.3 PARAGRAPH(S) <u>14</u>	OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND

TO BE COMPLETED BY APPLICANT	
I have received the handouts, Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter <input checked="" type="checkbox"/>	
I have been notified that I, or my representative, must be present at the hearing at which my request will be considered.	
SIGNATURE OF OWNER OR AUTHORIZED AGENT: <u>Carrie Walls</u>	DATE: <u>5/29/19</u>

## \*\*\* TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS \*\*\*

CASE NUMBER: BZAR-05449-2019 HEARING DATE: July 3, 2019 AT 1:00 P.M.

BZA 32-2019



BOARD OF ZONING APPEALS CASE BZA 32-2019  
150' Buffer

APPLICANT(S): Michael & Carrie Walls

PREMISES: 3400 Carolina Avenue

(Tax Parcel Number N000-1161/011)

SUBJECT: A building permit to re-establish the nonconforming use rights to a barber shop and convert the building to a one (1) dwelling unit.

REASON FOR THE REQUEST: Based on Sections 30-300 & 30-800.4 of the Zoning Ordinance for the reason that:

The proposed use is not permitted as the previous nonconforming use rights have expired.





## BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

### CITY OF RICHMOND, VIRGINIA

When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together with pertinent evidence, presented at its public hearing. It is essential that the Board receive thorough and complete information in order for it to adequately consider your case and make an informed decision.

1. The powers and duties of the Board of Zoning Appeals are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact the Zoning Administration Office (646-6340/6701). Please review the applicable provisions of the City Charter or the Zoning Ordinance thoroughly and address them when presenting your case to the Board to show that the applicable requirements have been satisfied.
2. The Board of Zoning Appeals is a quasi-judicial board whose decisions are controlled by statutory law and also take into consideration applicable case law that has been handed down by the Richmond Circuit Court and the Virginia Supreme Court. The Board suggests that if you have any legal questions regarding statutory or case law as it may apply to your application, that those legal issues should be discussed with an attorney before you make your final decision to submit an application to the Board.
3. The Board considers it absolutely essential that you discuss your case with your neighbors (notification letters are sent to property owners within a 150-foot radius of your property) as well as your neighborhood association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained from the City's website at <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasociationgroupinformation.aspx> Once on the page, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, scroll down the page to the appropriate group(s) to find the contact information for each.
4. **Please be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting.** It is highly recommended that you contact your neighborhood association as soon as possible to determine their meeting schedule in order to be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. The Board's Rules of Procedure require payment of a \$150.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbor(s) or neighborhood association(s).
4. You are also strongly encouraged to discuss your pending case with the Secretary of the Board, Roy Benbow (804-240-2124) well before the hearing. The Secretary can be helpful by explaining the BZA public hearing process.
5. Utilizing photographs, plans, maps, diagrams and such other written or graphic evidence as needed to fully explain your request can be a great help to the Board in understanding your request and thereby improve your chances for success. Remember a picture is worth a thousand words.
6. Note that, although the Board is not authorized to grant a waiver from the zoning regulations based on financial circumstances alone, it may be a factor to be taken into consideration along with other facts in a case. If your case involves such a factor, please provide the Board with complete and relevant financial information for its review.
7. The Board's hearings are informal, although all testimony is taken under oath. You are not required to be represented by an attorney in presenting your case. However, if you choose, you may have legal representation and/or may utilize such technical experts or other persons to testify on your behalf as you feel are needed to adequately explain your request to the Board.

Acknowledgement of Receipt by Applicant or Authorized Agent: \_\_\_\_\_

*Carrie Wales*

Carrie Walls  
3400 Carolina Ave.  
Richmond, VA 23222  
May 7, 2019

Mr. Roy Benbow  
Board of Zoning Appeals Secretary  
City of Richmond  
900 E. Broad St, Room 110  
Richmond, VA 23219

Dear Mr. Benbow:

My husband, Michael, and I recently (04/04/2019) purchased the property at 3400 Carolina Ave/908 Milton Ave and are requesting to remodel the carriage house at 908 Milton Ave. to a single family dwelling. My husband was born and raised in the Richmond area and we have returned to assist in taking care of aging parents. It would be our intent to finish the carriage house property into a studio apartment with a full bathroom and kitchen in which one of our parents would occupy. This would allow them to maintain some personal independence while allowing us better proximity to assist in their care needs.

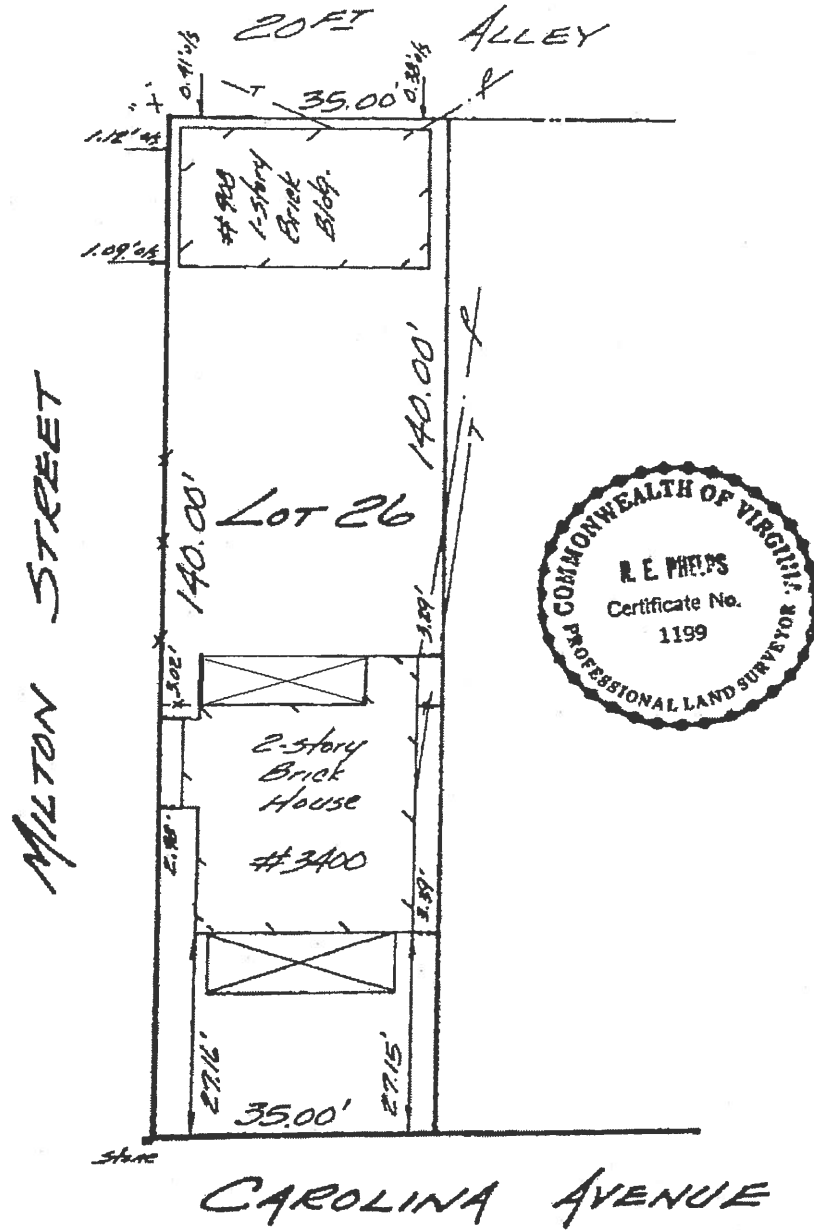
I have attached a drawing of the current state of the property, the proposed renovations for the property, and a plat of the 3400 Carolina/908 Milton lot.

Thank you for your consideration and please let me know if you have any questions or need any further documentation.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Walls".

Carrie Walls  
3400 Carolina Ave./908 Milton Ave



Survey & Map of Lot 26, Block 30, Plan of  
Highland Park in Richmond, Va.

SCALE: 1"=20'

RALEIGH E. PHELPS  
CERTIFIED LAND SURVEYOR  
#1199  
RICHMOND, VIRGINIA

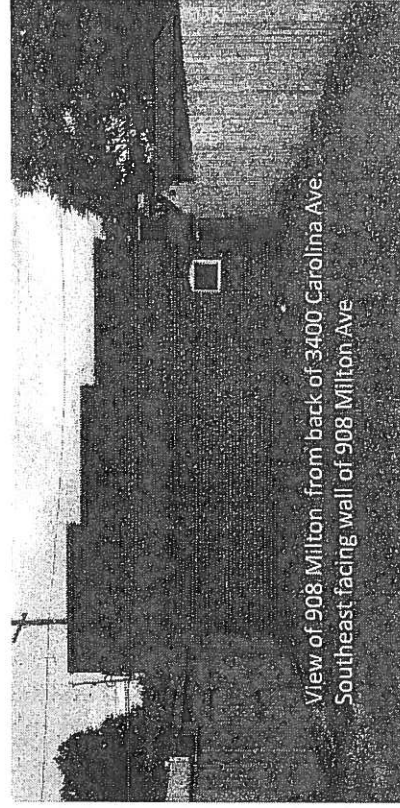
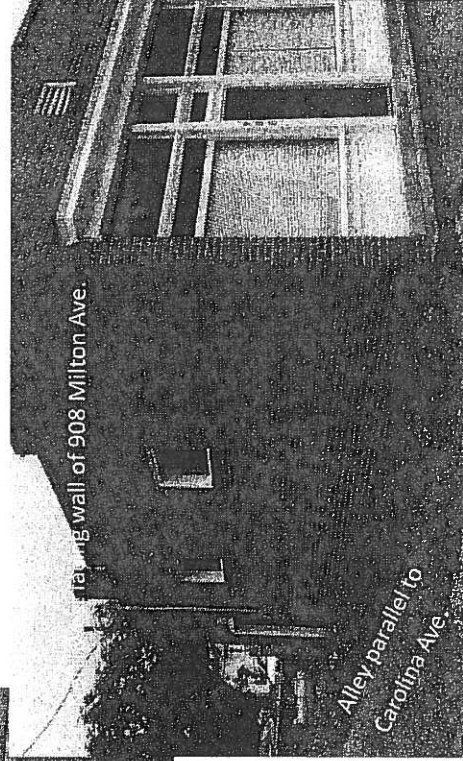
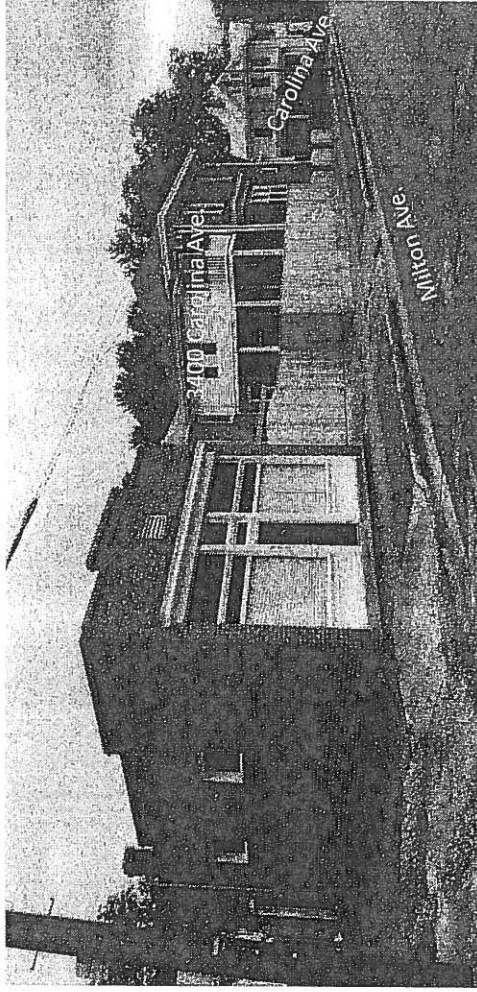
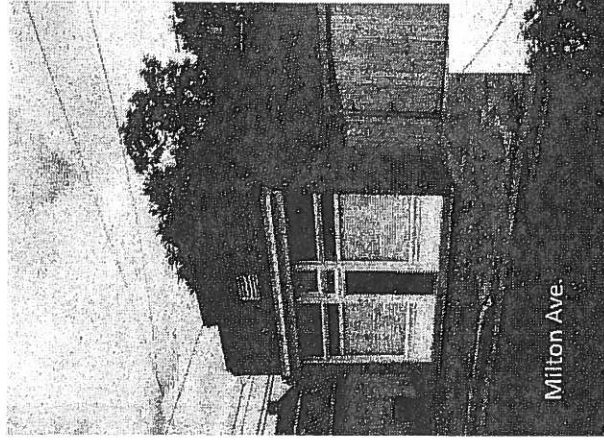
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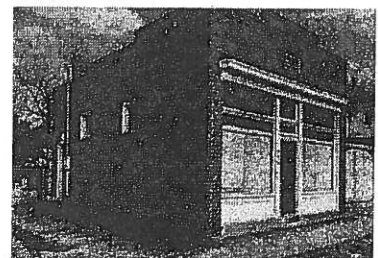
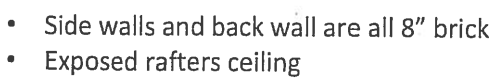




400 Carolina Ave. (908 Milton Ave.)  
 Owners: Michael & Carrie Walls  
 Exterior Pics



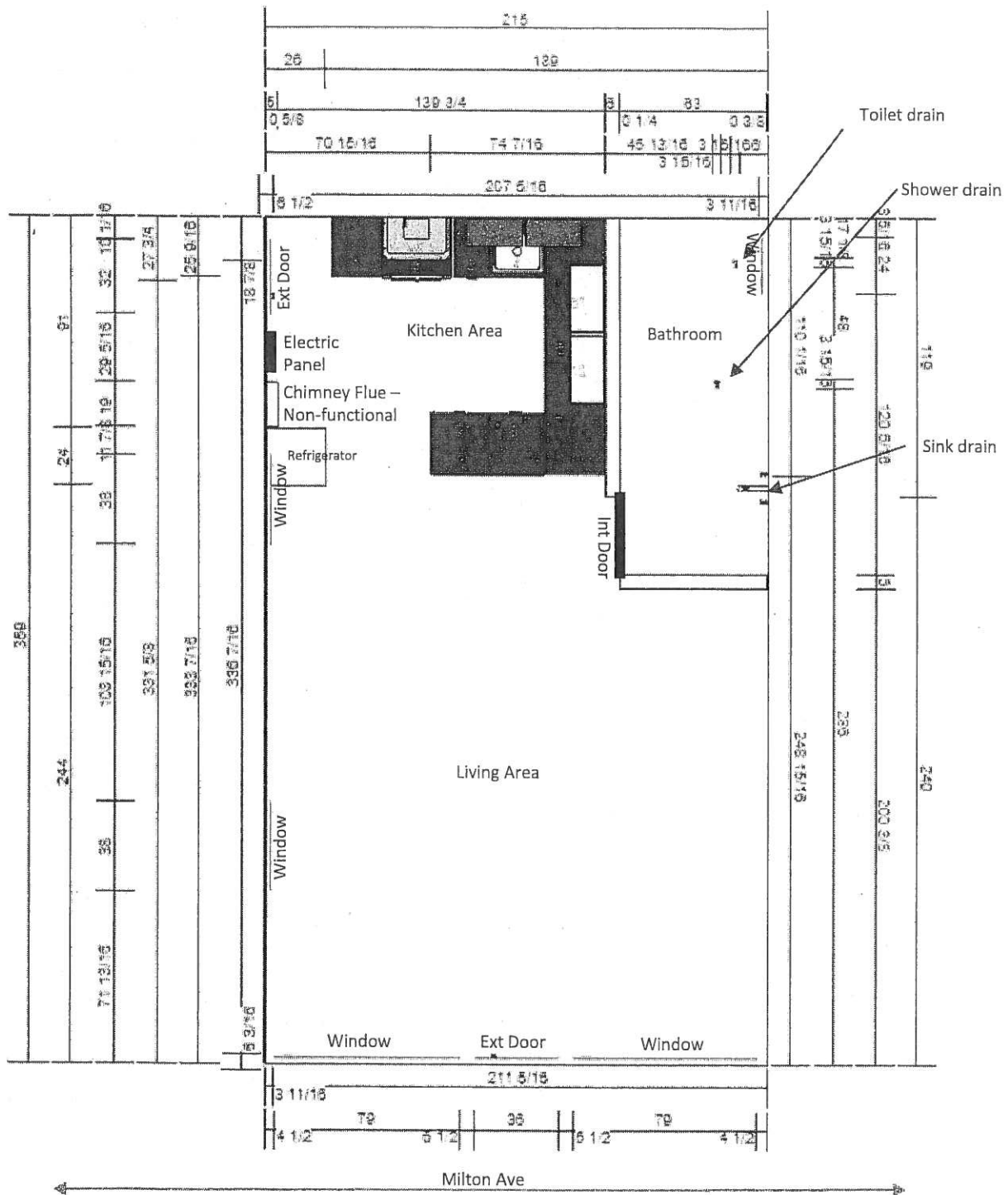
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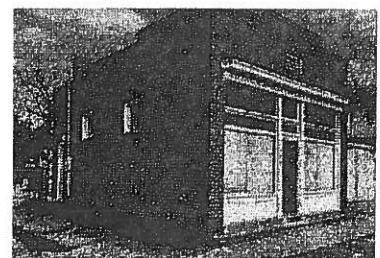


908 Milton Ave/3400 Carolina Ave

Owner: Carrie Walls



- Side walls and back wall are all 8" brick
- All HVAC will be contained above bathroom ceiling
- Bathroom ceiling height – 8 ft
- Living/Kitchen ceiling height – 10 ft



**908 Milton Ave**

1942			
1955			
1962	Barber Shop	R5	Per Assessors
1969	Barber Shop	R5	Per CO
1975	Barber Shop	R6	Per CO
1975-1977	vacant	R6	Per inspection report
1977	BZA_41-77	R6	Nonconforming use discontinue- Approved
1979	Dress Shop	R5	Per CO
1982	Barber Shop	B1	Per CO
2001-2003	vacant	R6	Per inspection report
2001	vacant	R6	ZCL - to convert to 2 family -BZA needed - lot area is not met
2003	Com. Center	R6	Per zoning inspector report -
2014-2018	vacant	R6	Per DPU
Jan 2014 - Jan 2019		Vacant - No services - Per dpu	
2019 New owner			

**3400 Carolina Ave**

1942			
1955			
1962	SFD	R5	Per Assessors
1969	SFD	R5	Per CO
1975	SFD	R6	Per CO
1975-1977	SFD	R6	Per inspection report
1977	BZA_41-77	R6	Nonconforming use discontinue- Approved
1979	SFD	R5	Per CO
1982	SFD	B1	Per CO
2001-2003	vacant	R6	Per inspection report
2001	vacant	R6	ZCL - to convert to 2 family -BZA needed - lot area is not met
2003	Com. Center	R6	Per zoning inspector report -
2014-2018	vacant	R6	Per DPU
Jan 2014 - Jan 2019		Vacant - No services - Per dpu	
2019 New owner			



- A) 3407 Maryland Ave/Garage  
Owner: Cindy McClure
- B) 3403 Maryland Ave/906 Milton Ave  
Owner: Andre Massenburg dba A Next Call LLC  
1421 Bryan St  
Richmond, VA 23223
- C) 904 Milton Ave  
Owner: Joy Marie Tamburri
- D) 3325 Maryland Ave  
Owner: Gary Martin
- E) 907 Milton Ave  
Owner: Nkechinyere Anyadike
- F) 909 Milton Ave  
Owner: Michael Riddick
- G) 3324 Carolina Ave  
Owner: Bodie Frederick C/O Billie Jo Leabough
- H) 3400 Carolina Ave – our main residence  
Owner: Michael & Carrie Walls
- I) 3402 Carolina Ave  
Owner: William & Renae McDonald
- J) 3404 Carolina Ave  
Owner: Robert Baskin dba P & J Housing LLC  
10708 Hunton Station Ct  
Glen Allen, VA 23059
- K) 3406 Carolina Ave  
Owner: Robert Baskin dba P & J Housing LLC  
10708 Hunton Station Ct  
Glen Allen, VA 23059
- L) 3408 Carolina Ave  
Owner: Eva Dorothy Tucker

INSTRUCTIONS:  
DO NOT  
DETACH THIS STUB

COMPLETE ALL ITEMS ON THIS SIDE OF FORM  
NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS  
WILL VOID APPLICATION.



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW  
BUREAU OF PERMITS AND INSPECTION  
ROOM 110 CITY HALL  
900 E. BROAD STREET  
RICHMOND, VIRGINIA 23219  
PHONE (804) 646-4169  
FAX (804) 646-1569

BUILDING  
PERMIT/CERTIFICATE  
APPLICATION

PERMIT NO.

B

TRACK 1 TRACK 2

THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK.  
NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION	1 JOB/PROPERTY ADDRESS (STREET & NUMBER) 3400 CAROLINA AVENUE						2 FLOOR/ROOM NO.	
	3 CONTRACTOR NAME			4 LICENSE TYPE	5 CLASS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	6 STATE LICENSE NO.		
	7 CONTRACTOR STREET ADDRESS			8 CONTRACTOR TELEPHONE NO / EMAIL ADDRESS				
	9 CITY			STATE	ZIP CODE	10 CONTRACTOR FAX NO.		
BUILDING INFORMATION	11 PROPERTY OWNER NAME MICHAEL & CARRIE WALLS			12 PROPERTY OWNER ADDRESS/ZIP 3400 CAROLINA AVE		13 OWNER DAYTIME TELEPHONE NO 828.242.9079		
	14 DESCRIBE CURRENT STRUCTURE USE SINGLE FAMILY DWELLING			15 DESCRIBE PROPOSED STRUCTURE USE SINGLE FAMILY DWELLING				
	16 NEW ACCESSORY BLDG. <input type="checkbox"/> ACC		17 ADDITION <input type="checkbox"/> ADD	18 RESIDENTIAL GARAGE <input type="checkbox"/> AD1	19 RESIDENTIAL DECK <input type="checkbox"/> AD2	20 OPEN PORCH <input type="checkbox"/> AD3	21 ENCLOSED PORCH <input type="checkbox"/> AD4	22 ALTER/REMODEL LIGHT <input type="checkbox"/> AL1
	23 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2		24 DEMOLITION <input type="checkbox"/> DEM	25 TENANT FITUP <input type="checkbox"/> FUP	26 FOUNDATION ONLY <input type="checkbox"/> FOU	27 NEW BUILDING <input type="checkbox"/> NB	28 MOVING/RELOCATION <input type="checkbox"/> REL	29 REPAIR/REPLACEMENT <input type="checkbox"/> REP
	30 IF 1 OR 2 FAMILY <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY			31 IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE		32 CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LOGGING HOUSE <input type="checkbox"/> 3. ADULT CARE RESIDENCE <input type="checkbox"/> 2. NURSING HOME		
	INSTRUCTIONS: ENTER APPROPRIATE AMOUNTS FOR A, B, C, D, E & F. TOTAL B, C, D, E & F. SUBTRACT THIS TOTAL FROM A TO OBTAIN G. COSTS ARE TO INCLUDE MATERIAL, LABOR, SUBCONTRACTS OVERHEAD & PROFIT.			A. TOTAL CONST. COST OF ENTIRE JOB \$	C. MECH. COST \$	E. SPRINKLER COST \$	G. TOTAL CONSTRUCTION COST LESS TRADE PERMITS \$	
	B. ELEC. COST \$			D. PLUMB. COST \$	F. ELEVATOR COST \$			
	33 DESCRIBE SCOPE OF WORK BUILDING PERMIT TO RE-ESTABLISH THE NONCONFORMING USE RIGHTS TO A BORDER SHOP AND CONVERT THE BUILDING TO A ONE (1) DWELLING UNIT							
	34 LIEN AGENT NAME			35 PHONE NO				
	36 ADDRESS			37 ZIP CODE				
CONTACT INFORMATION	38 CONTACT PERSON CARRIE WALLS			39 CONTACT PHONE NO. 828.242.9079		40 CONTACT FAX NO.		
	41 CONTACT ADDRESS 3400 CAROLINA AVENUE RICHMOND VA 23225			42 ZIP CODE	43 EMAIL carrie.walls@gmail.com			
	44 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO			45 ENGINEER/ARCHITECT NAME				
	46 ENGINEER/ARCHITECT PHONE NO			47 ENGINEER/ARCHITECT FAX NO		48 EMAIL		
ROOF INFORMATION	49 ROOF TYPE 1 (SEE BACK FOR LIST)			50 NO. OF SQUARES	51 ROOF TYPE 2 (SEE BACK FOR LIST)		52 NO. OF SQUARES	
	53 NOT REQUIRED FOR 1 & 2 FAMILY <input type="checkbox"/> YES <input type="checkbox"/> NO			54 AUTOMATIC SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		55 FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO		
LOT & BUILDING SIZE	56 BUILDING FINISHED AREA NEW OR ADDITION (SQ. FT.)			57 GARAGE AREA (SQ. FT.)	58 OPEN PORCH AREA (SQ. FT.)		59 ENCLOSED PORCH AREA (SQ. FT.)	
	60 DECK AREA (SQ. FT.)			61 BUILDING AREA EXISTING (SQ. FT.) (PER FLOOR)	62 TOTAL AREA AT COMPLETION (SQ. FT.) (PER FLOOR)		63 TOTAL BUILDING HEIGHT	
PARKING	64 NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)			65 NO. OF SPACES AT ANOTHER LOCATION	66 LOCATION			67 LEASE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
	68 WILL THERE BE A <input type="checkbox"/> NEW CURB <input type="checkbox"/> RELOCATED CURB <input type="checkbox"/> DRIVEWAY			69 WILL THERE BE ANY SITE GRADING OR LAND DISTURBING ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		70 TOTAL AREA TO BE DISTURBED (SQ. FT.)		71 IS SURVEY OR SITE PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO
OWNER'S AFFIDAVIT	I HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-1101 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LICENSURE AS A CONTRACTOR OR SUBCONTRACTOR. BY THIS AFFIDAVIT I ASSUME FULL RESPONSIBILITY FOR COMPLETION OF THE PROPOSED WORK IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND LAW. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.							
	PRINTED NAME			SIGNATURE			DATE	
ASBESTOS CERTIFICATION	A I (NAME OF APPLICANT) CERTIFY THAT THE BUILDING AT (ADDRESSES, FLOOR OR SUITE) HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSIONS STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS"							
	C SIGNATURE							
OFFICE USE ONLY	ARTS DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO		DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	EXISTING USE GROUP		PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE	
	IS PROPERTY IN 100 YR FLOOD PLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD ELEV.		SITE ELEV.		CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	APPLICATION APPROVED BY		DATE		APPLICATION DISAPPROVED BY		DATE	