

## 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:		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:		
Telephone: ()		·
Email:		
Billing Contact? Applicant Type (owner, architect, etc.):		
Property Owner:		
If Business Entity, name and title of authorized signee:		
Mailing Address:		
City:		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:

# 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: <a href="https://www.rva.gov/planning-development-review/commission-architectural-review">www.rva.gov/planning-development-review/commission-architectural-review</a>.

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 <u>checklist</u>, which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. <u>Payment of the fee must be received before the application will be</u>
   <u>scheduled.</u> An invoice will be sent via the City's Online Permit Portal. Please see <u>fee schedule</u> 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 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.

NPS Form 10-168 (Rev. 6/2023) National Park Service OMB Control No. 1024-0009

☐ NPS Comments Attached

## HISTORIC PRESERVATION CERTIFICATION APPLICATION 2 7 2023 PART 1 - EVALUATION OF SIGNIFICANCE



Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other,

1.	Historic Property Name	514 W Mars	shall St 127	7-0237; 1	27-0237-0	065					
	Street 514 W Marshal	1 St									
	City Richmond		County				State	VA	Zlp 2	23220-3938	
	Name of Historic District or Na	tional Register pr	operty Jackso	n Ward H	istoric Di	strict					
	National Register district		led state or local dis		potential distric		Valuation	Register pro	perty		STA.
2.	Nature of Request (check	ling contributes to ling contributes to ling does not con n for Individual lis n that a building li	the significance of tribute to the significating in the National occated within a pote	the above-nar cance of the ab Register. antial historic di	ned historic distri pove-named distri strict contributes	lct for a ch lct or Nati to the sig	neritable con onal Registe	tribution for our property.	conservation		
3.	Project Contact (If differen	t from applicant)									
	Name John W. Colli	er III			Company	John	W. Coll	ier III			
	Street 310 Sleepy Ho		AL WATER	Clhy	Richmond	-				State V	Δ
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NPS Form 10-168a (Rev. 2019) National Park Service OMB Control No. 1024-0009

NPS conditions or comments attached

AUG 0 4 2023

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## HISTORIC PRESERVATION CERTIFICATION APPLICATION ENTIVE PROGRAM PART 2 - DESCRIPTION OF REHABILITATION

Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.

**NPS Project Number** 30ETT 46745

Nam	Richmond	County		Cinta	VA Zip 23	220
TVall	ne of Historic District or National Register property		Wand Distanta Distant	- Comment	VA Zip 23	3220
- CSS-				CL		
	Listed individually in the National Register of Hist	5.0			07.077	
M	Located in a Registered Historic District; name of	district Ja	ckson Ward Historic I	77754757		V
M	Part 1 – Evaluation of Significance submitted?	Dat	te submitted 3/9/2018	Date o	f certification 3/15	/18 & 5/30/1
Pro	ject Data (for phased projects, data entered	in this section	on must be totals for entire proje	ect)		
Date	of building Circa 1870		Estimated total rehabilitation cost	s (QRE) \$225	,000	
Num	ber of buildings in project 1		Floor area before / after rehabilita	tion 2,880	/ 3,21	5 sqft
	date (estimated) 05/01/2019	Printed the second second second second	Use(s) before / after rehabilitation	The second second	ly / 2-Fa	
	pletion date (estimated) 10/01/2024		Number of housing units before /			
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	Intend to elect IRS 60-month phased rehabilitatio	*CONTRACTOR CONTRACTOR		odding dring belor	o, and rendomeson	
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NPS Form 10-168b (Rev. 2019) National Park Service OMB Control No. 1024-0009 AUG 0 4 2023

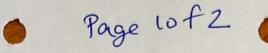
# HISTORIC PRESERVATION CERTIFICATION APPRICATION PARK SERVICE AMENDMENT / ADVISORY DETERMINATION INCENTIVE PROGRAM



NPS Project Number

Street 514 W Marshall St  Street 514 W Marshall St  County	Zip 23220
This form I includes additional information requested by NPS for an application currently on hold.    updates applicant or contact information.   amends a previously submitted   Part 1   Part 2   Part 3 application.   requests an advisory determination that the completed phaseof phases of this rehabilitation metals.	
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	of phase (QRE)
Summarize information here; continue on following page if necessary.  MENDMENT ISSUE #1: Front Porch Roof  OHR Reviewer Comment from 4/16/2019 letter: "The written text states that tooof will be replaced in kind, but the plans note that the new membrane roof installed on the front porch roof. As described, the front porch roof match installed on the front porch roof."	ing will be
Project Contact (if different from applicant)	
ame David Herring, Consultant for the Owner Company DLH Consulting, LL	С
treet 2306 E. Marshall Street City Richmond	State VA
ip 23223 Telephone (804) 690-0662 Email Address davidherringrva@gmail.co	om
objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorpreviously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011).  or purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsifinits application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for lame John W. Collier III Signature (Sign in ink)	ication of factual representations
201 227 27 5400	The second
	200
treet 310 Sleepy Hollow Rd City Richmond	State VA
Telephone (804) 928-4804 Email Address jwcollier@mac.com	
Applicant, SSN, or TIN has changed since previously submitted application.	
Official Use Only tional Park Service has reviewed this amendment to the Historic Preservation Certification Application and has determined that the	amendment:
neets the Secretary of the Interior's Standards for Rehabilitation.  fill meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met.  oes not meet the Secretary of the Interior's Standards for Rehabilitation.  podates the information on file and does not affect the certification.	
neets the Secretary of the Interior's Standards for Rehabilitation. fill meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met. to so not meet the Secretary of the Interior's Standards for Rehabilitation. potates the information on file and does not affect the certification.  The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards for Rehabilitation is advisory only. A formal certification of rehabilitation can be issued only after all rehabilitation work and any associate are been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards for Rehabilitation for R	ed site work or new construction
neets the Secretary of the Interior's Standards for Rehabilitation.  fill meet the Secretary of the Interior's Standard for Rehabilitation if the attached conditions are met.  toes not meet the Secretary of the Interior's Standards for Rehabilitation.  pudates the information on file and does not affect the certification.  The Verminations:  The National Park Service has determined that the work completed in this phase is consistent with the Secretary of the Interior's Standards only after all rehabilitation work and any associate are been completed. This approval could be superseded if it is found that the overall rehabilitation does not meet the Secretary's Standards.	ed site work or new construction

NPS Form 10-168e (Rev. 2019) National Park Service OMB Control No. 1024-0009





# HISTORIC PRESERVATION CERTIFICATION APPLICATION NATIONAL PARK SERVICE CONDITIONS

Historic Property Name	514 West Marshall Street	Project Number	39576	46	745
Property Address, City, State	514 West Marshall Street, Richmond, VA				

The rehabilitation of this property as described in the Historic Preservation Certification Application will meet the Secretary of the Interior's Standards for Rehabilitation provided that the following condition(s) is/are met:

#### 1. Windows:

- Although the Amendment #1 text proposes their replacement, we understand from a 7/24/23 email that the three, historic wood 1/1 windows on the second floor of the structure's façade are in good condition and will be retained and repaired as part of this rehabilitation. We thank you for confirming the appropriate treatment of these historic windows.
- Detailed, dimensioned cut sheets or drawings of the proposed replacement windows must be submitted for review and approval prior to window purchase and installation. Please note that dimensioned section and elevation drawings of the historic windows must also be submitted for comparison, so that we may confirm that the replacement units will be a close visual and physical match to the historic windows.
- 2. **Cornice:** If any portion of the cornice frieze boards must be replaced during this project, the replacement detailing must match that which is evident in Amendment Photo #1.

#### 3. Exterior Doors:

- On Page 5-6, the applicant notes that the rear doors on the building's main and upper levels will be retained and fixed in place to preserve the appearance of the rear elevation. However, on Page 2 of the Amendment application—"Window Clarification #2"—the applicant alternatively notes that the existing doors will be removed from these openings, which will then receive infill comprised of 1/1 windows surmounting simple wood panels to mark the original door size. This treatment also is depicted in the proposed elevation drawing (Sheet #4). It is our understanding that the accurate scope of proposed work will entail the installation of the aluminum clad 1/1 window units and wood panels in these 2 rear door openings. As proposed, this treatment is acceptable.
- On Page 6, the applicant notes that a historic basement window opening will be converted to an entryway and fitted with a 4-panel door. To comply with the guidance of *Standard* #9, this modified opening must instead receive a 2-panel door—as is depicted in the proposed elevation drawing—as a physical marker that the opening is a new entry and not historic.

Photographs documenting that the conditions have been met must be submitted with the Request for Certification of Completed Work.

Any substantive change in the work as described in the application should be brought to the attention of the State Historic Preservation Office and the National Park Service in writing, using the Amendment/Advisory Determination form, prior to execution to ensure that the proposed project continues to meet the Standards.

7/24/23

C-Zee:

Date

State Historic Preservation Office Signature

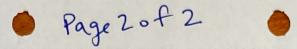
The National Park Service has determined that this project will meet the Secretary of the Interior Standards for Rehabilitation if the condition(s) listed above are met.

10 20 2023

Renel Novak

National Park Service Signature

NPS Form 10-168e (Rev. 2019) National Park Service OMB Control No. 1024-0009





## HISTORIC PRESERVATION CERTIFICATION APPLICATION NATIONAL PARK SERVICE CONDITIONS

Historic Property Name	514 West Marshall Street	Project Number	38576	46748
Property Address, City, State	514 West Marshall Street, Richmond, VA			

The rehabilitation of this property as described in the Historic Preservation Certification Application will meet the Secretary of the Interior's Standards for Rehabilitation provided that the following condition(s) is/are met:

- 4. Interior Door- Bedroom #1, 2nd Floor: Although the Amendment text (on Page 4) indicates that a new doorway will be constructed to access Bedroom #1 on the second floor, Part 2 Photo #36 shows that a historic wall and door already align with the rear wall of the second-floor bathroom in this location. The retained historic door opening must receive the historic 4-panel style of door, and not a 2-panel door as is described in the Amendment #1 text.
- 5. Utility Closet: The utility closet in the second floor corridor may be slightly expanded southward, understanding that the closet's height will be held 6" below the ceiling, and the walls clad in beadboard, to better mark this plan feature as modern. Please note that this approval does not serve as precedent for future projects.

However, we further note that – as is indicated on the existing and proposed floorplans—the expanded utility closet must **not** impact the historic entryway to the front room on the second floor (future bathroom). The historic door opening that is documented in Photo #49 must be retained in its original location/size.

**6. Solar Panels** (*Recommendation*): We recommend that the applicant construct a mockup of the proposed solar panels and submit pictures, taken from a variety of locations surrounding the building, showing that the proposed features will not be visible from the public right of way. Alternatively, you may provide pictures with the Part 3 application showing that the new solar panels are not visible.

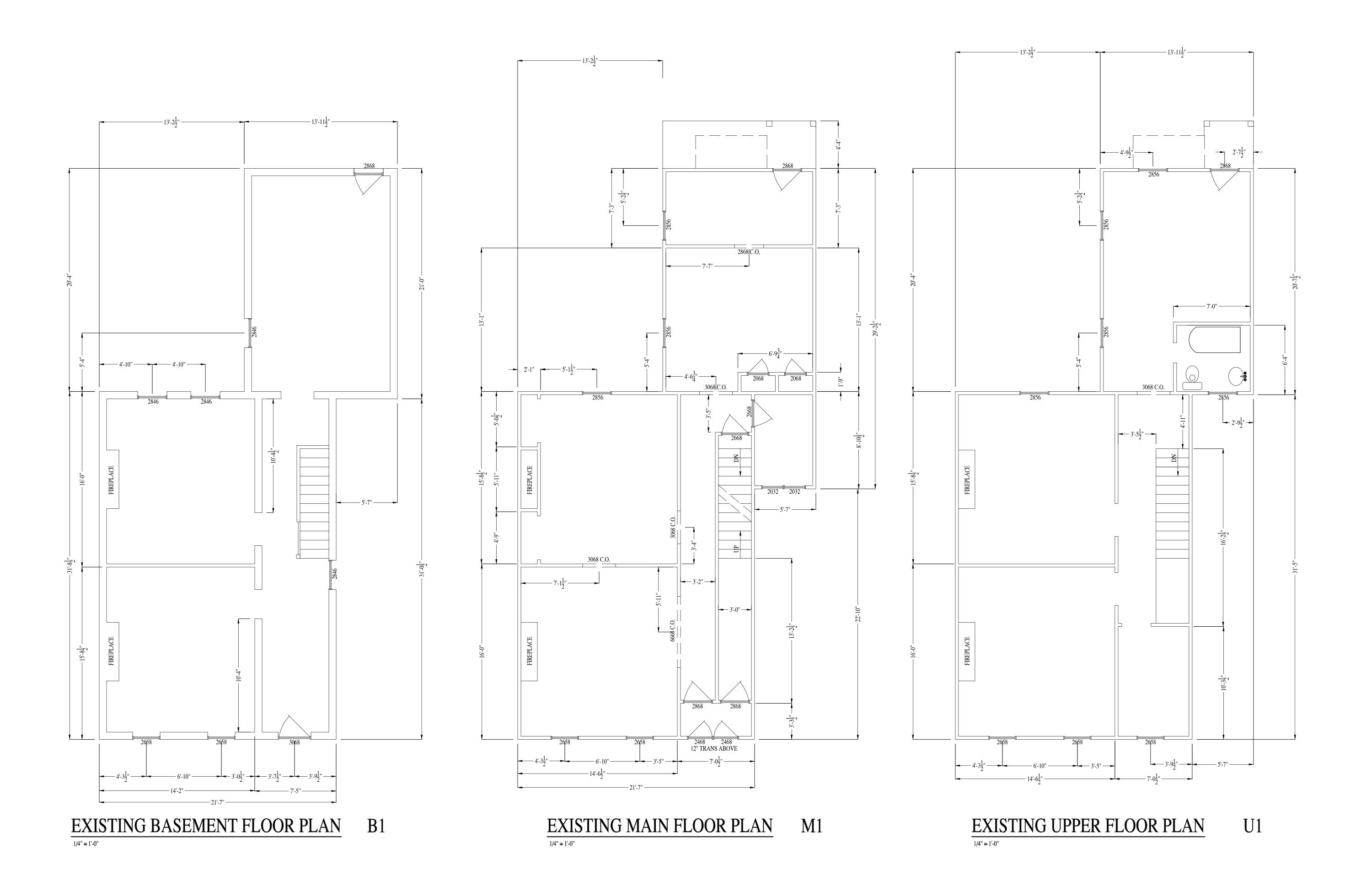
Photographs documenting that the conditions have been met must be submitted with the Request for Certification of Completed Work.

Any substantive change in the work as described in the application should be brought to the attention of the State Historic Preservation Office and the National Park Service in writing, using the Amendment/Advisory Determination form, prior to execution to ensure that the proposed project continues to meet the Standards.

7/24/23	C-70-0
Date	State Historic Preservation Office Signature

The National Park Service has determined that this project will meet the Secretary of the Interior Standards for Rehabilitation if the condition(s) listed above are met.

10 20 2023



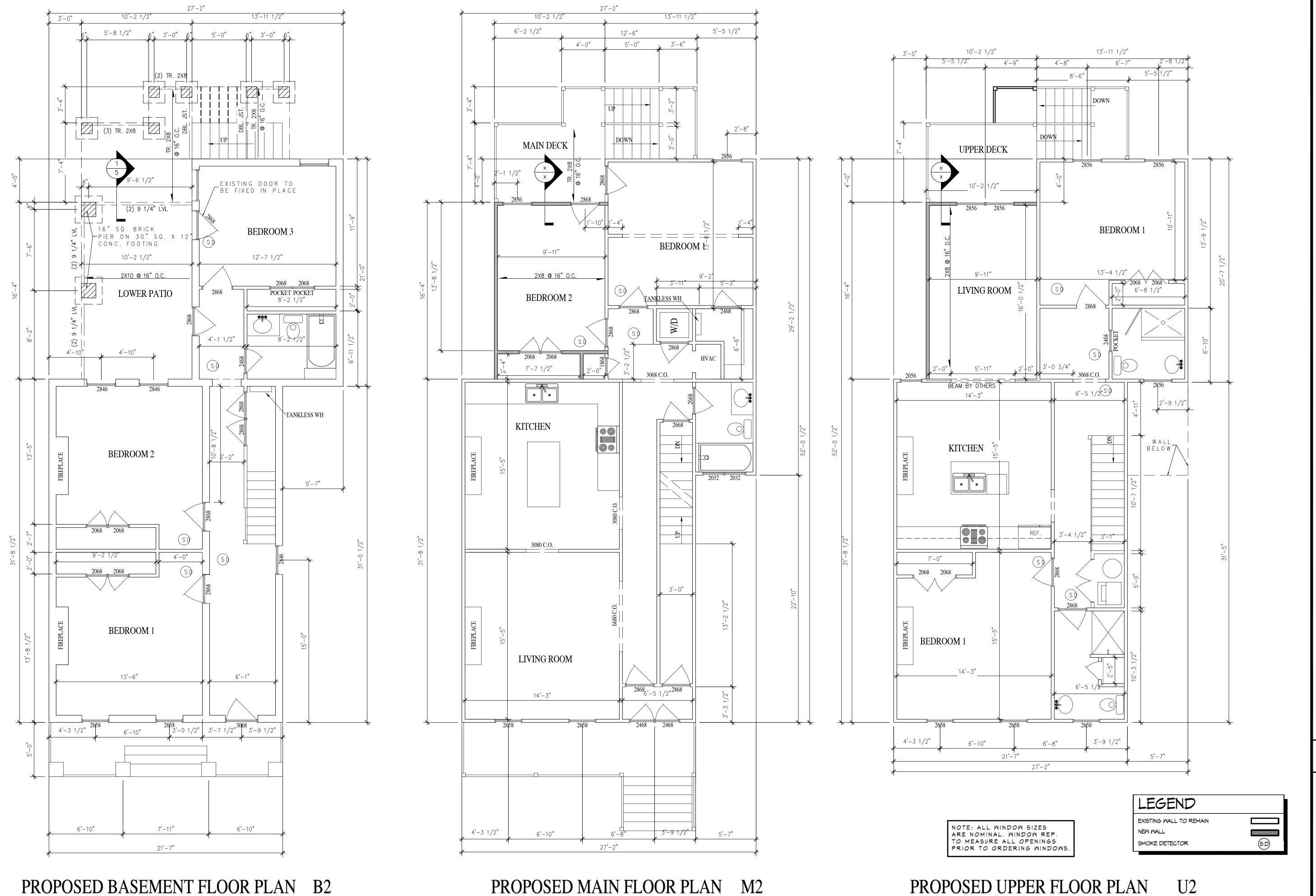
Proposed Addition Renovation to: 514 W. Marshall Street Richmond, Virginia

Revised: 7.6.2022

Issued: 2.25.2019

Sheet:

1



514 W. Marshall Street
Richmond, Virginia

Revised: 7.6.2022

Issued: 2.25.2019

Sheet:

2





