



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: 606 N 1st St Richmond VA Current Zoning: R63
Historic District: Jackson Ward

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

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

Applicant/Contact Person: [REDACTED]
Company: Decem Design Build LLC
Mailing Address: [REDACTED]
City: Oilville State: VA Zip Code: 23129
Telephone: [REDACTED]
Email: [REDACTED]
Billing Contact? Yes Applicant Type (owner, architect, etc.): Owner

Property Owner: same
If Business Entity, name and title of authorized signee: [REDACTED]
Mailing Address: [REDACTED]
City: Oilville State: VA Zip Code: 23129
Telephone: [REDACTED]
Email: [REDACTED]
Billing Contact? Yes
****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: [Signature] Date: 5/28/26

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: 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 5th 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.

606 N 1st Street proposal for CAR

Description of work summary

Rear of home

1. Remove existing structurally unsound stairs in rear
2. Add composite decked stairs and landing on rear to proposed dining entry (see plan for location) - color Trex Saddle
3. Convert existing window opening to an exterior door to provide access from the back yard to the dining space as shown on plans. New back door to be a wood door in the same sized opening.
4. Frame in and add a single aluminum clad window centered on the rear of existing 2nd story storage space.
5. Install a new aluminum clad window on the first floor rear facade in the center, frame in and stucco in kind over the left and right window openings.
6. Frame in and install stucco over previous doors and windows on the right side of the bump out on the first floor.
7. Remove existing door and window on side of 2nd floor rear bump out leading to existing stairs (stairs proposed to be removed). Replace/cover with in kind stucco

Front of home

8. Replace broken front door with wood front door - color and style TBD and approved by Alex
9. Repaint front brick facade - color to be approved by Alex

Entire home

10. replace/install new aluminum clad windows - white, no grids - Harvey Majesty windows. Windows to remain the same size as current openings except for the windows mentioned above.

Existing front



Proposed front windows to match others on the street.





Existing rear







Opening for proposed door into dining space on the proposed plan



Proposed renderings





Window manufacturer

[Home](#) > [Windows](#) > [Double Hung](#) > [Majesty Wood Double Hung Window](#)



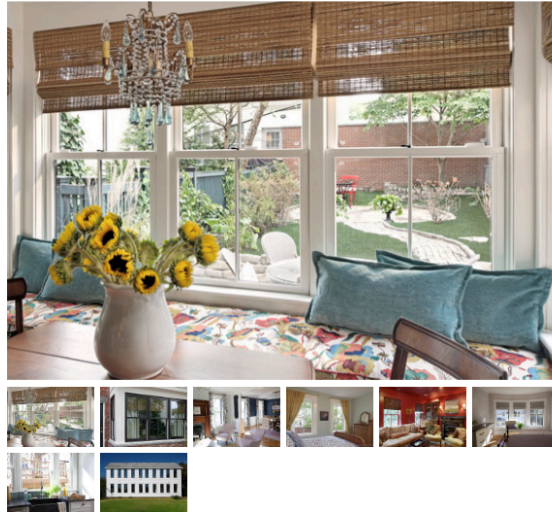
Majesty Double Hung

When the look of genuine wood is preferred, Majesty is your best choice.

The Majesty wood double hung window offers many design options – grids, hardware, and exterior colors – to fit in beautifully with your remodeling or new construction plans.

Because Majesty windows are custom made, that means no additional carpentry is required (unlike with other wood windows!) allowing for a more efficient installation and just the right fit.

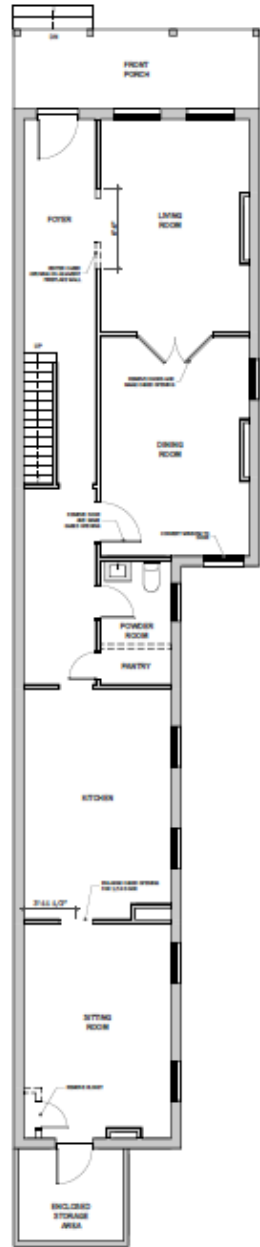
[GET HOMEOWNER GUIDE](#)



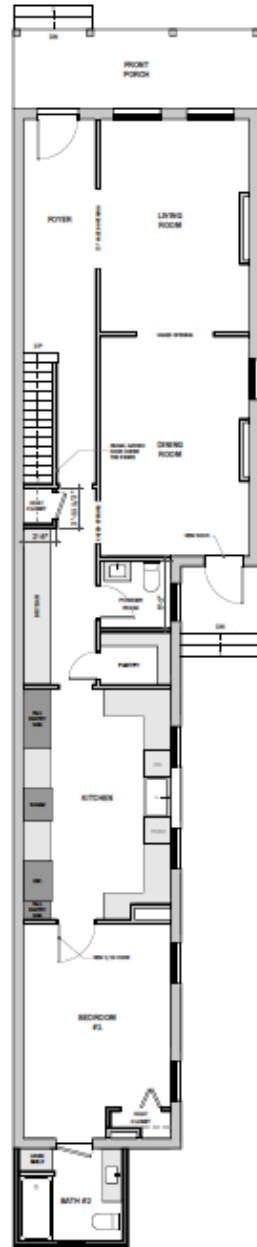
<https://harveywindows.com/windows/double-hung/majesty-wood-double-hung-window>

WALL LEGEND:
 - - - - - NEW WALL
 - - - - - EXISTING WALL TO REMAIN
 - - - - - WALL TO BE REMOVED

SQUARE FOOTAGE:
 FIRST FLOOR - 1,248 SF
 SECOND FLOOR - 1,248 SF
 NEW TOTAL FINISHED - 2,496 SF

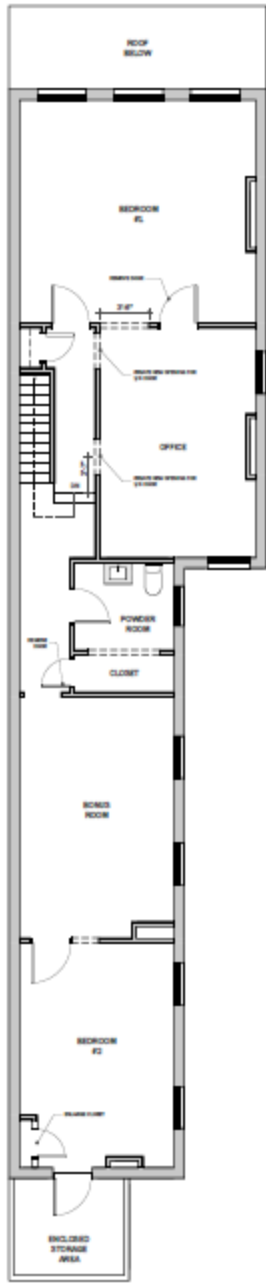


EXISTING FLOOR PLAN - 08/26/2016

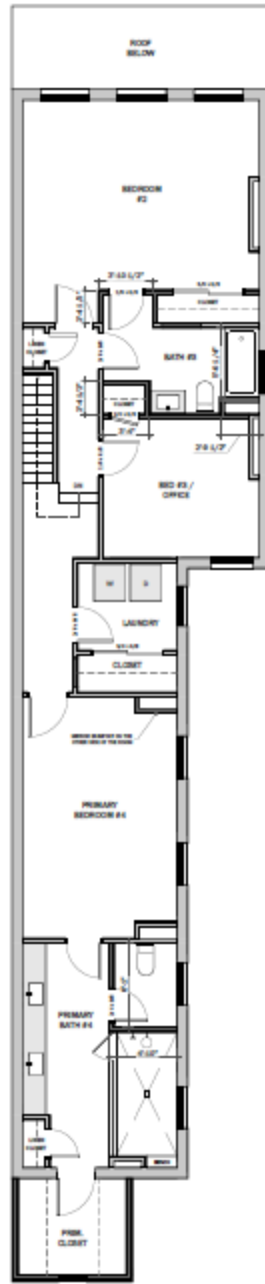


PROPOSED FLOOR PLAN - 08/26/2016

SECOND FLOOR - 1,348 SF
 NEW TOTAL FLOOR - 3,443 SF



SECOND FLOOR PLAN - DEMOLITION

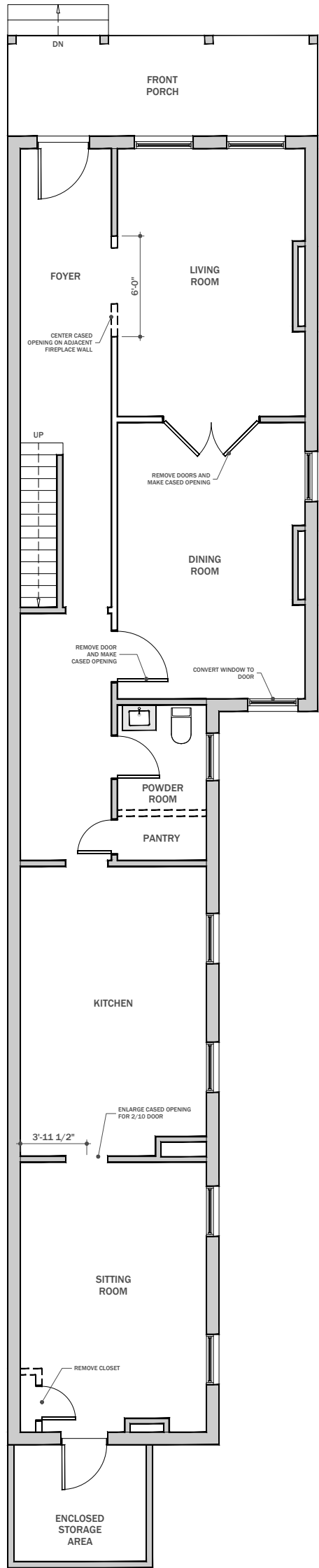


SECOND FLOOR PLAN - PROPOSED

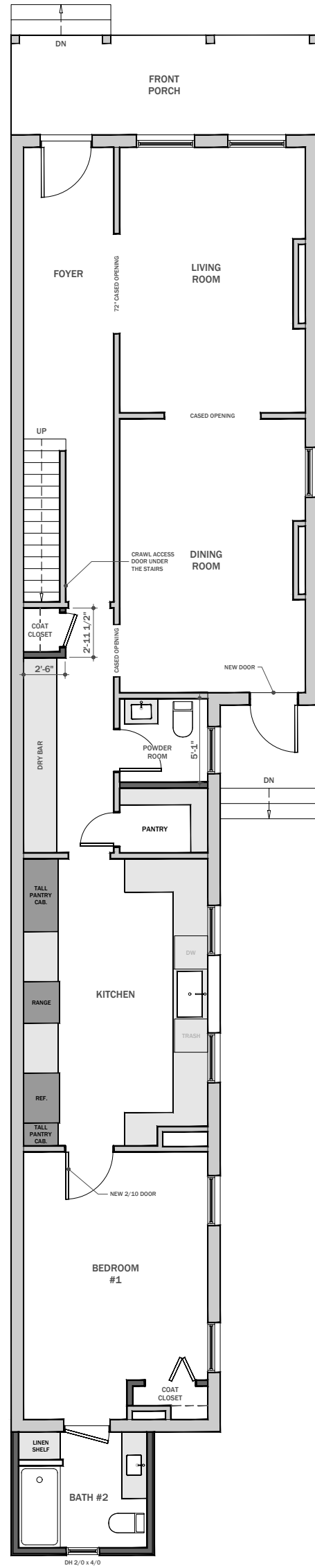


WALL LEGEND:	
	NEW WALL
	EXISTING WALL TO REMAIN
	WALL TO BE REMOVED

SQUARE FOOTAGE:	
FIRST FLOOR	- 1,246 SF
SECOND FLOOR	- 1,246 SF
NEW TOTAL FINISHED	- 2,492 SF



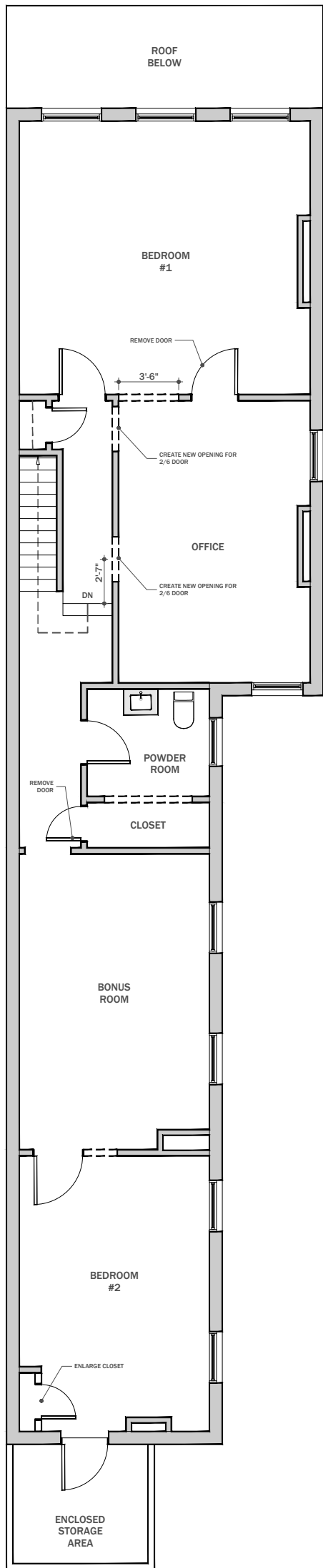
1 FIRST FLOOR PLAN - DEMOLITION
SCALE: 1/8" = 1'-0"



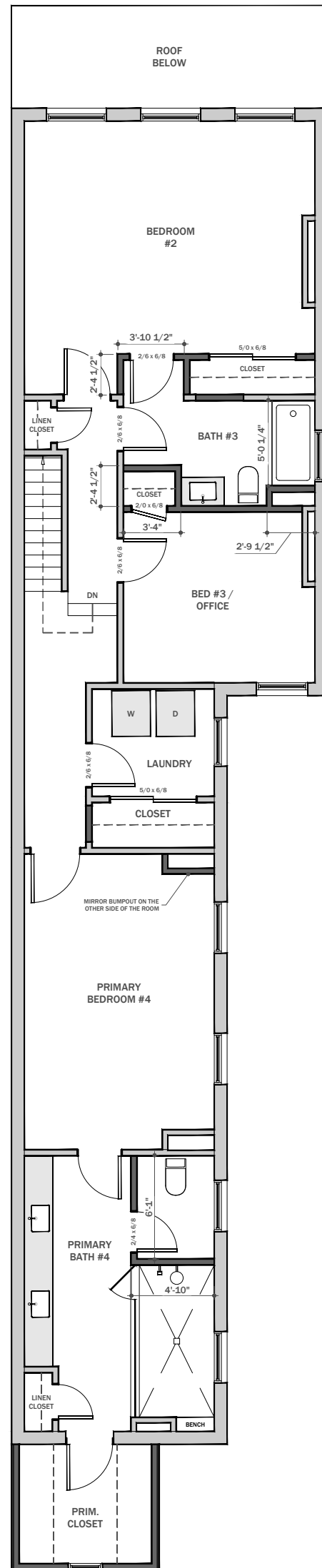
2 FIRST FLOOR PLAN - PROPOSED
SCALE: 1/8" = 1'-0"

WALL LEGEND:	
	NEW WALL
	EXISTING WALL TO REMAIN
	WALL TO BE REMOVED

SQUARE FOOTAGE:	
FIRST FLOOR	- 1,246 SF
SECOND FLOOR	- 1,246 SF
NEW TOTAL FINISHED	- 2,492 SF



1 SECOND FLOOR PLAN - DEMOLITION
SCALE: 1/8" = 1'-0"



2 SECOND FLOOR PLAN - PROPOSED
SCALE: 1/8" = 1'-0"