



**Property** (location of work)

Property Address: 2614 W Grace St Current **Zoning**: R-48  
Historic District: Fan Area

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

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

Remove old wooden fence in poor shape and replace with 7 ft brick wall with cement block footing.

**Applicant/Contact Person:** Lou Marmo

Company: Owner  
Mailing Address: 2614 W Grace St  
City: Richmond State: VA Zip Code: 23220  
Telephone: (732) 616-2716  
Email: loumarmo@gmail.com  
Billing Contact? Yes Applicant Type (owner, architect, etc.):

**Property Owner:** Same as above

If Business Entity, name and title of authorized signee: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_  
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:  Date: 9/4/25

# 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:

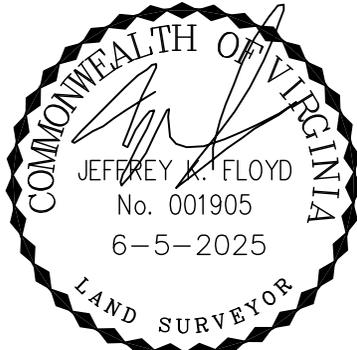
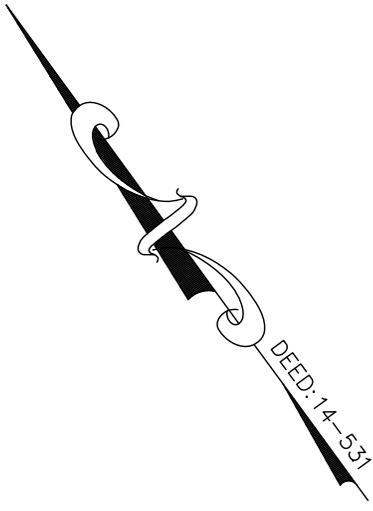
- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received 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.

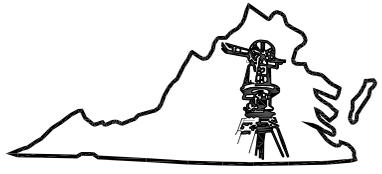
## Meeting Information and Application Due Dates

- 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.

This is to certify to the PURCHASER/OWNER shown hereon, and his TITLE INSURER and Lender, that on 6-5-2025 I made an Accurate survey of the premises shown hereon and that there are no easements or encroachments visible on the ground other than those shown hereon. This survey has been made without the benefit of a title search and is subject to any uses recorded and unrecorded and other pertinent facts in which a title search may disclose. Copies of this plat without the certifying surveyor's seal with an original signature are INVALID.

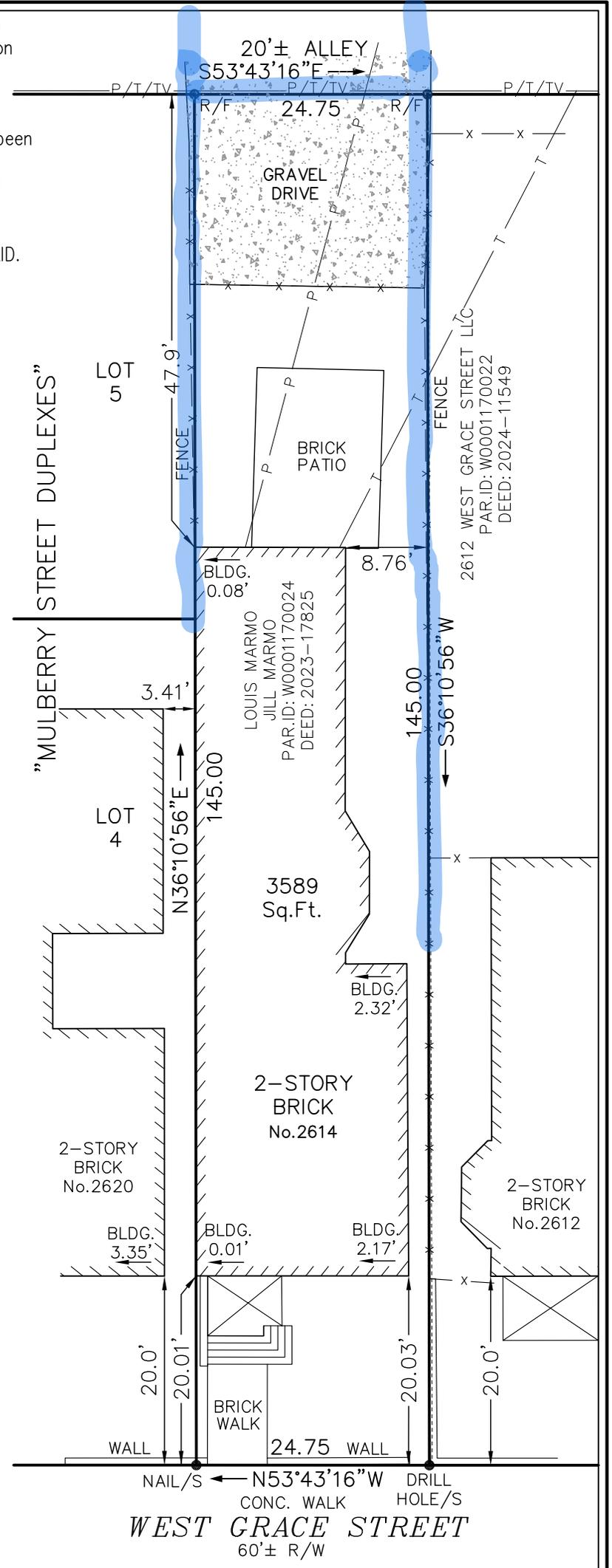


MAP SHOWING THE IMPROVEMENTS ON No. 2614 WEST GRACE ST. IN THE CITY OF RICHMOND, VA.



**Virginia Surveys**  
 P.O. BOX 118  
 CHESTERFIELD, VA 23832  
 (804) 748-9481  
 COPYRIGHT © VIRGINIA SURVEYS  
 All rights reserved.

DATE: 6-5-2025  
 DATE: 3-24-2025  
 CERTIFIED BY JEFFREY K. FLOYD  
 VIRGINIA CERTIFICATE NO. 001905  
 SCALE: 1"=15'  
 JOB NO. 250316691



**Commission of Architectural Review  
Certificate of Appropriateness Application Detail for  
2614 West Grace Street, Richmond, Virginia 23220**

**PROPERTY DESCRIPTION**

As the homeowners of 2614 West Grace Street, Richmond, Virginia 23220, are requesting the commission's approval for the replacement of the existing wood fence that is not in good shape and is visually not appealing. This alteration includes removal of part of the wood fence between 2614 and 2612 West Grace Street from middle of the house where the side gate is to the back driveway, along with fencing on the opposite side and back of the property.

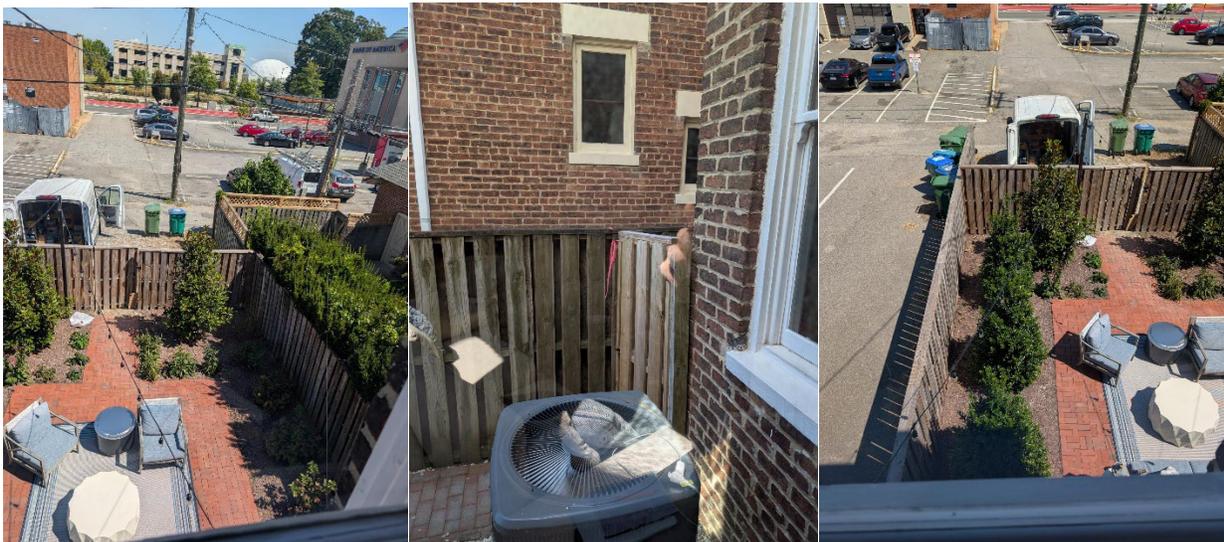
**PROPERTY DESCRIPTION**

Removal of the existing wood fence as noted on the attached plat.

The new masonry fence will start at the same location as the existing fence areas being replaced.

The owner at 2612 West Grace Street does not object to this alteration.

Views of the existing fence are as follows:



PROPOSED NEW MATERIALS



The proposed brick that comes closest to the brick along the side of the house are these two samples (the mortar color would closely match the existing mortar).

The footing for the project will be concrete with reinforcing steel and it will be below grade.