

Certificate of Appropriateness Application Instructions

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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.



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: 2019 W. Grace Street

BUILDING TYPE

- | | |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage |
| <input type="checkbox"/> multi-family residence | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building | <input type="checkbox"/> other |
| <input type="checkbox"/> mixed use building | |
| <input type="checkbox"/> institutional building | |

ALTERATION TYPE

- | | |
|--|---|
| <input type="checkbox"/> addition | <input checked="" type="checkbox"/> roof |
| <input type="checkbox"/> foundation | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign |
| <input type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift |
| <input type="checkbox"/> porch or balcony | <input type="checkbox"/> 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 ½ 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)

- | | | |
|---|--|---|
| <input type="checkbox"/> current site plan | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides) |
| <input type="checkbox"/> proposed site plan | <input type="checkbox"/> list of proposed window and door | <input type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> current floor plans | <input checked="" type="checkbox"/> current roof plan | <input type="checkbox"/> demolition plan |
| <input type="checkbox"/> proposed floor plans | <input checked="" type="checkbox"/> proposed roof plan | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey" | | |

The slate used on this house is of a variety called "semi-weathering" Which means that they are not as strong and durable as something like the unfading black Buckingham slate. The Buckingham slate does not change color from weathering and will not get soft over the decades. The slate on your home is a variety from either Vermont, New York or Pennsylvania and at the time was likely a cost savings or more readily available. The semi-weathering slate will degrade over time, becoming softer and brittle from acid rain, ultraviolet light and time. You can see in the photos how many are currently damaged and how many have already been replaced, some with the unfading black. (I stopped circling tiles after I saw how many there were) The Buckingham slate quarry is no longer quarrying slate roof tiles, it has been an on/off process for them over the last several hundred years when they are producing.

We have had numerous homes around town that have been forced to remove the slate like yours and replace it with F Wave Synthetic.

Another issue we find frequently is that when these roofs were first installed, they didn't have waterproof membranes to be used as underlayment like are available now with the ice and water shields and the synthetic felts under the slate. Some used newspaper and some used nothing. And, many were installed using 1" or 3/4" nails that corrode over the decades and allow the tiles start to slide out. Today, longer nails are used and are non-corrosive.

In addition to the slate, I believe that the caps are cut from something called Aquia Sandstone. Aquia sandstone is a light gray to tan freestone from the Aquia Creek Formation in Stafford County, Virginia, used in the construction of early Washington, D.C. landmarks like the White House and the U.S. Capitol. It is a fine-grained, easily carved stone from the Cretaceous period that is known for its ability to be shaped without shattering, though its durability has been a challenge over time due to its soft nature. The joints between pieces used to be filled with mortar but have been repaired over the years with multiple products it appears. The metal "cramps" are what hold the pieces together end to end. These are usually made from lead or iron because it is malleable and shapeable. What was used on yours seems to be a round type of bar similar to re-bar. They have been covered over in the past to try and protect them but rust is the enemy and if they lose their strength, and the mortar bond should come loose, these are huge pieces of stone to be slipping and sliding off. I am recommending that we cover the original caps with 16 oz cold rolled copper to protect them from more rust, spalling, cracking and still look in character for the Richmond area. Your flashings will also be copper because they last the longest and your front built in gutters are all copper as well.

I hope this helps explain the intentions. (I worked at Luck Stone for 28 years so I'm pretty familiar with stone products.)

Best regards,
Jeff Stanley
Saunders Roofing



Slate area in yellow to be replaced with F-Wave Synthetic slate in black.



F-Wave Synthetic slate in both classic black and grey. Black is recommended to match Buckingham Slate aesthetic.

Premium Synthetic Roofing Shingles with a Class 4 Hail Warranty



Ultra-dimensional premium appearance



Class 4 hail impact resistant (with warranted coverage) FM4473 and UL2218 approved



Tough singlepiece construction



Class A fire rated



Resistant to cracking and fading (with warranted coverage)



150-mph wind rated (with a 130-mph wind warranty)



No granules to fall off



No asphalt to become brittle

10 SHINGLES PER BUNDLE

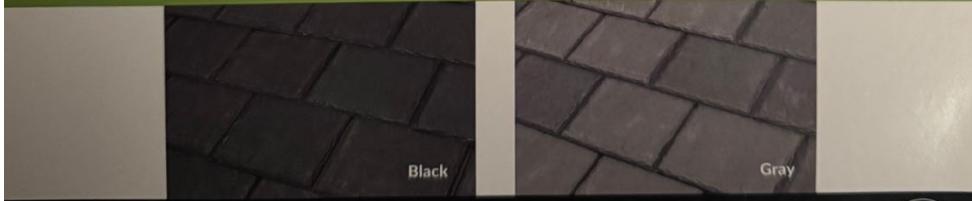
60 SHINGLES PER SQUARE

6.1" EXPOSURE

6 NAILS PER SHINGLE



Beautiful Roofing with Superior Performance



More details on F-Wave synthetic slate.

Pictures of current condition of the slate roof. Mixed and matched slate types, soft and brittle condition, and several missing or broken tiles.











Stone caps to be covered with copper to match front of house, preserve original stone, and prevent further damage.



Photos showing more detail of the eroding stone caps.





Details showing water damage from inside the house. Multiple locations are leaking.





