



# Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510  
Richmond, VA 23219 | (804)-646-7550  
[www.rva.gov/planning-development-review/commission-architectural-review](http://www.rva.gov/planning-development-review/commission-architectural-review)



## Property (location of work)

Address: \_\_\_\_\_

Historic District: \_\_\_\_\_

### Applicant Information

### Billing Contact

### Owner Information

### Billing Contact

Name: \_\_\_\_\_

Same as Applicant

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Type:  Owner

Agent  Lessee

Architect  Contractor  Other (specify): \_\_\_\_\_

**\*\*Owner must sign at the bottom of this page\*\***

## Project Information

Project Type:  Alteration  Demolition

New Construction (Conceptual Review Required)

Description (attach additional sheets if needed):

## 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 an application. 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 and application materials should be prepared in compliance with zoning.

Signature of Owner

Date

\_\_\_\_\_

# Certificate of Appropriateness Application Instructions

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)

**Staff Contact: (804)-646-7550 | [Emily.Routman@richmondgov.com](mailto:Emily.Routman@richmondgov.com)**

## Submission Instructions

**Certain exterior work can be administratively approved by Staff. Please contact 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's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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 Schedule and Application Due Dates

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- 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.
- Exception: 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.

## Fees

- Full Demolition: **\$1,500**
- New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments: **\$500**
- New construction/addition to a single- or two-family dwelling, or accessory building: **\$250**
- Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans: **\$150**
- Extension of a certificate of appropriateness (COA): **\$25**



# Building Permit – Owner Statement

Department of Planning & Development Review, Bureau of Permits and Inspections  
900 East Broad Street, Room 108  
Richmond, Virginia 23219  
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

Owner's Name: Joe Quisenberry  
Property Address: 506 N. 29th St  
Daytime Phone Number: 434-465-0654  
Email Address: joequisenberry@gmail.com

## § 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

Any person applying to the building official or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such official or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

## § 54.1-1101 Exemptions; failure to obtain certificate of occupancy; penalties.

A. The provisions of this chapter shall not apply to:

Please choose one of the following below, and you are required to submit proof (in a PDF document(s)) for the item you choose:

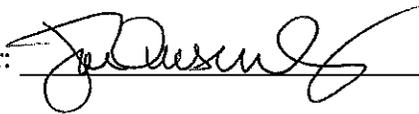
- Any governmental agency performing work with its own forces;
- Any person who performs or supervises the construction, removal, repair or improvement of no more than one primary residence owned by him and for his own use during any 24-month period;
- Any person who performs or supervises the construction, removal, repair or improvement of a house upon his own real property as a bona fide gift to a member of his immediate family provided such member lives in the house. For purposes of this section, "immediate family" includes one's mother, father, son, daughter, brother, sister, grandchild, grandparent, mother-in-law and father-in-law;
- Any person who performs or supervises the repair or improvement of industrial or manufacturing facilities, or a commercial or retail building, for his own use;
- Any person who performs or supervises the repair or improvement of residential dwelling units owned by him that are subject to the Virginia Residential Landlord and Tenant Act (§ 55.1-1200 et seq.)

- B. Any person who is exempt from the provisions of this chapter as a result of subdivision A 7, 10, 11, or 12 shall obtain a certificate of occupancy for any building constructed, repaired or improved by him prior to conveying such property to a third-party purchaser, unless such purchaser has acknowledged in writing that no certificate of occupancy has been issued and that such purchaser consents to acquire the property without a certificate of occupancy.
- C. Any person who is exempt from the provisions of this chapter as a result of subdivision 7, 8, 9, 10, 11, 12, or 14 of subsection A shall comply with the provisions of the Uniform Statewide Building Code (§ 36-97 et seq.).
- D. Any person who violates the provisions of subsection B or C shall be guilty of a Class 1 misdemeanor. The third or any subsequent conviction of violating subsection B or C during a 36-month period shall constitute a Class 6 felony.

Signing this affidavit acknowledges that you, as the owner or lessee of the property, are familiar with the licensure requirements of §54.1-1111 of the Code of Virginia and that you are not conducting activities as a contractor, subcontractor or owner developer.

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 statement, and the submission of required proof document(s), 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.

Signature of Owner:



Date:

8/24/22

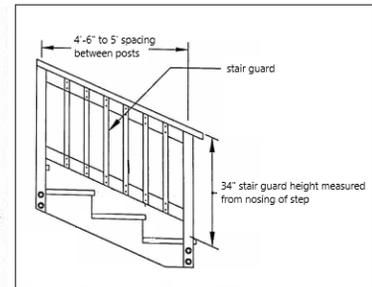
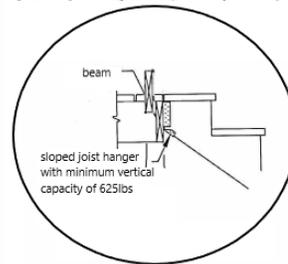
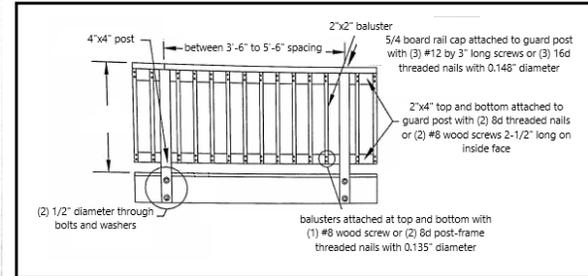
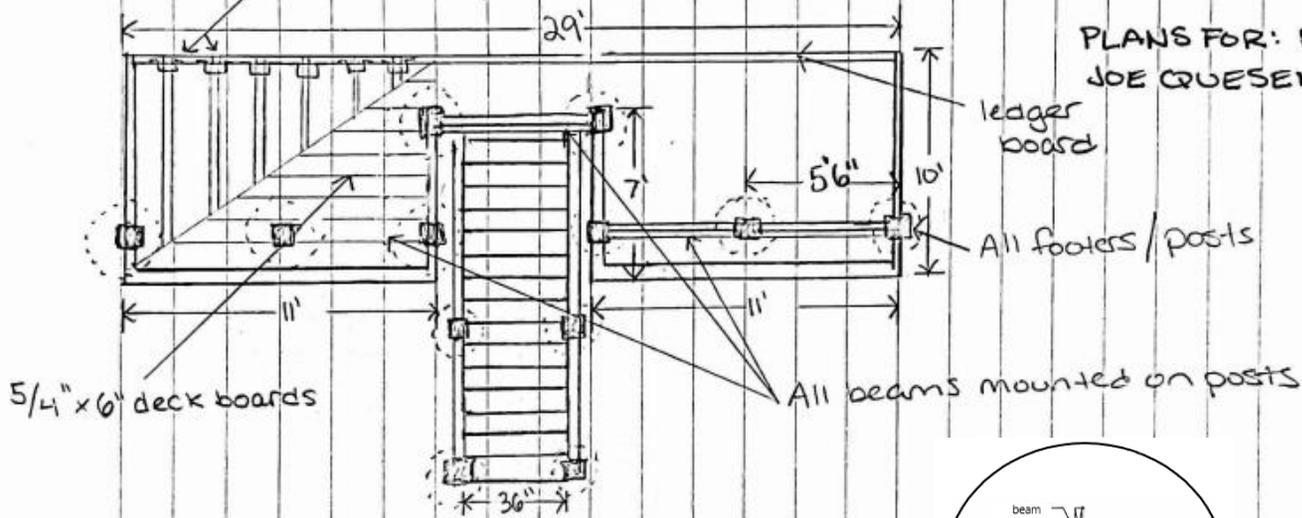
## Materials List

<b>Item</b>	<b>Quantity</b>
2x8x12, pressure-treated	33
2x12x16, pressure-treated	3
5/4 x6x16, pressure-treated	51
6x6x12, pressure-treated	8
4x4x12, pressure-treated	9
2x4x8, pressure-treated	25
2x2x36", balusters, pressure-treated	258
Concealed Flange 2x8 Joist Hangers, galvanized	2
2x8 Joist Hangers, galvanized	28
Hurricane Ties, galvanized	20
½" x 3" hex-nut-head concrete wedge anchors, galvanized	15
Sloped joist hangers, galvanized	3
6x6 post cap fastener, galvanized	2
6x6 column base, galvanized	12
#9 1-1/2" 1/4 -Hex Drive Lag Screws, galvanized	48
½"x6" through-bolts with washers, galvanized	56
#8 2-1/2"long wood screws, galvanized	1032
10d threaded nails x 3"	Boxes
Walnut semi-transparent Exterior Stain	5 gallons
80 lb concrete mix bag	214
#57 gravel aggregate	644 cubic feet or approx. 36 tons
Sand	322 cubic feet or approx. 17 tons

# BUILDING PLANS

PLANS FOR: 506 N. 27th St. Richmond, VA 23223  
 JOE QUESENBERY, OWNER/DESIGNER

All joists 12" on center  
 and on joist hangers  
**TOP**



ALL beams are comprised of  
 2-2" x 8"s  
**FRONT**

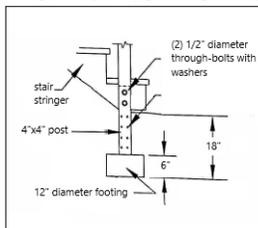
Guardrail 20" high  
 rail spacing 4"

**SIDE**

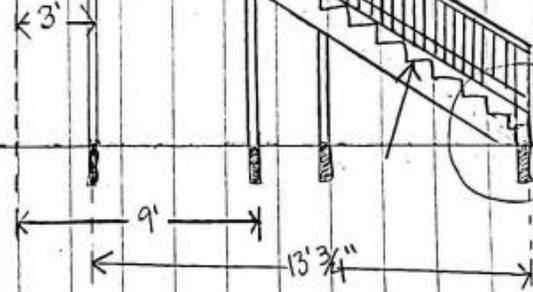
All floor joists are 2" x 8"

12" overhang of joists on  
 beam

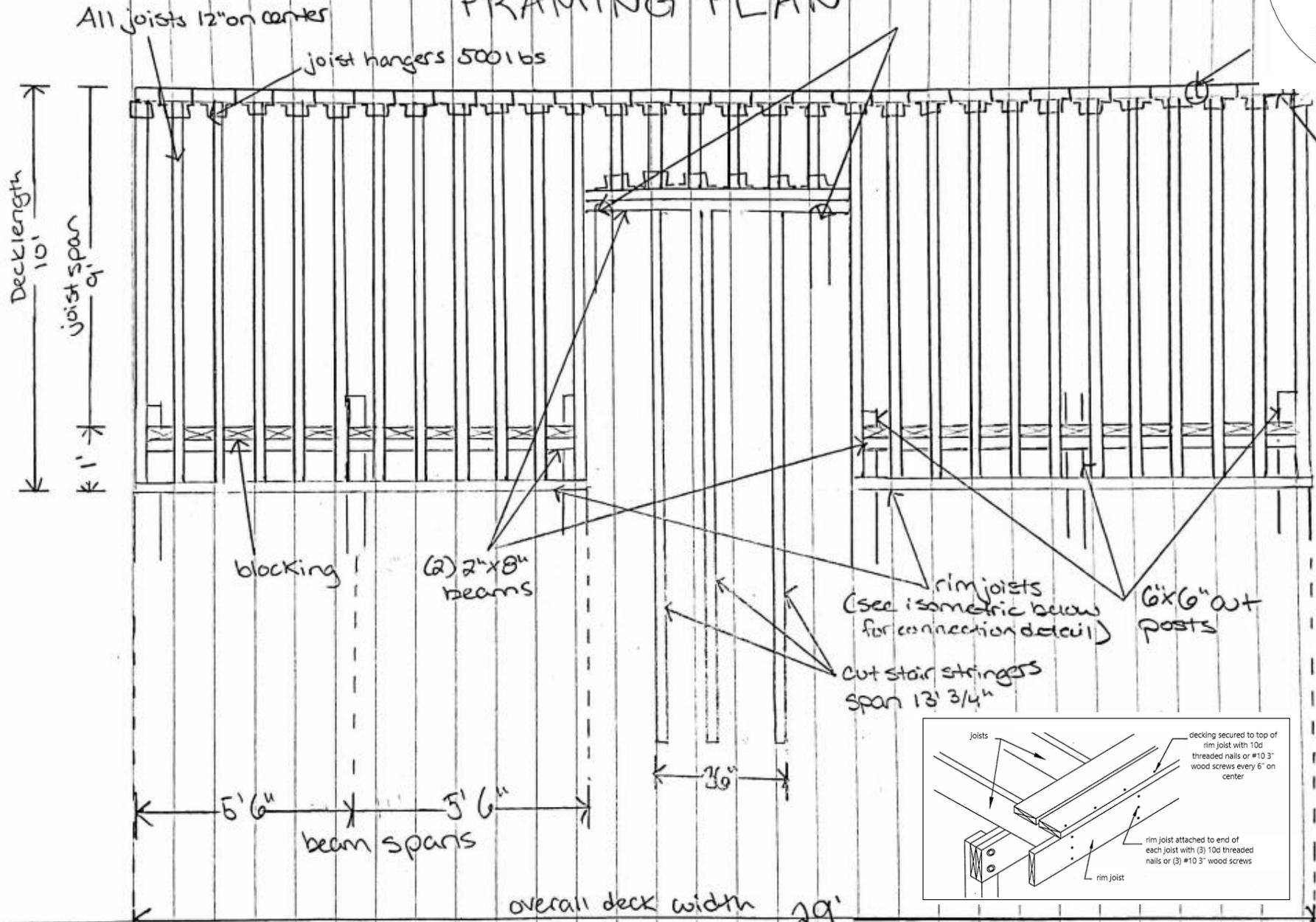
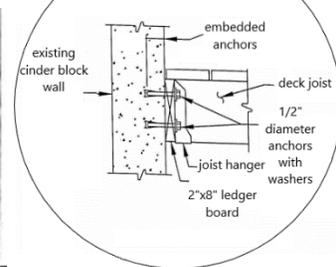
All footers 18" deep + all posts  
 mounted on post bases w/  
 post anchors



15 steps, 11" tread,  
 7 1/4" rise

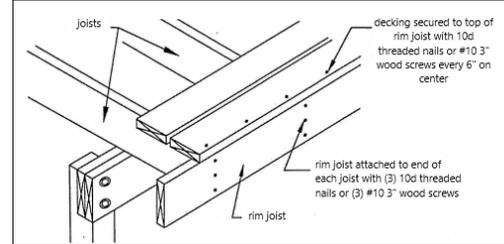


# FRAMING PLAN



2" x 8" ledger board w/ 1/2" dia. anchors + bolts

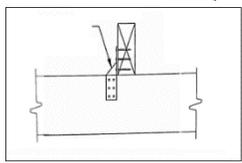
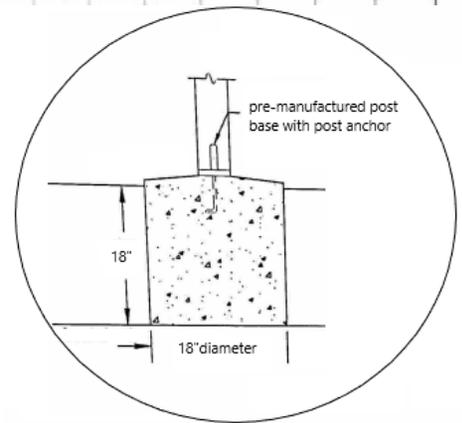
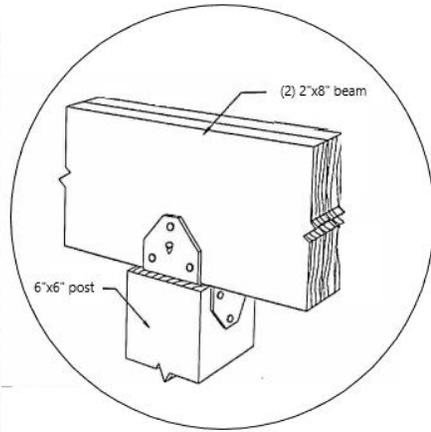
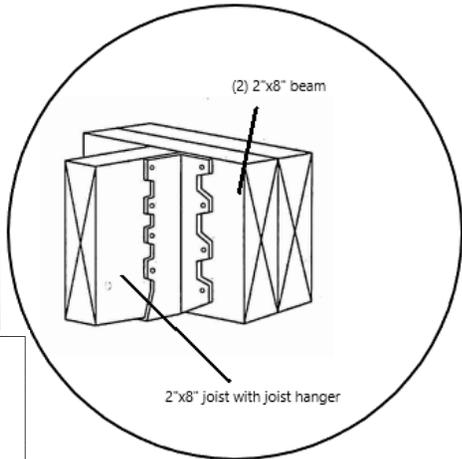
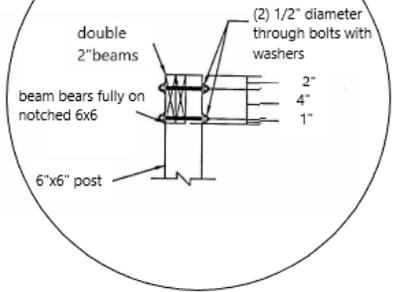
rim joists (see isometric below for connection detail)  
6" x 6" out posts  
cut stair stringers span 13' 3/4"



beam spans 5' 6" 5' 6"  
overall deck width 29'  
Lumber species for all deck framing: Southern Pine

PLANS FOR: 506 N. 27th St, Richmond, VA  
JOE QUESENBERRY, OWNER, DESIGNER

PLANS FOR: 506 N. 29th St. Richmond, VA  
 JOE QUESENBERRY, OWNER/DESIGNER



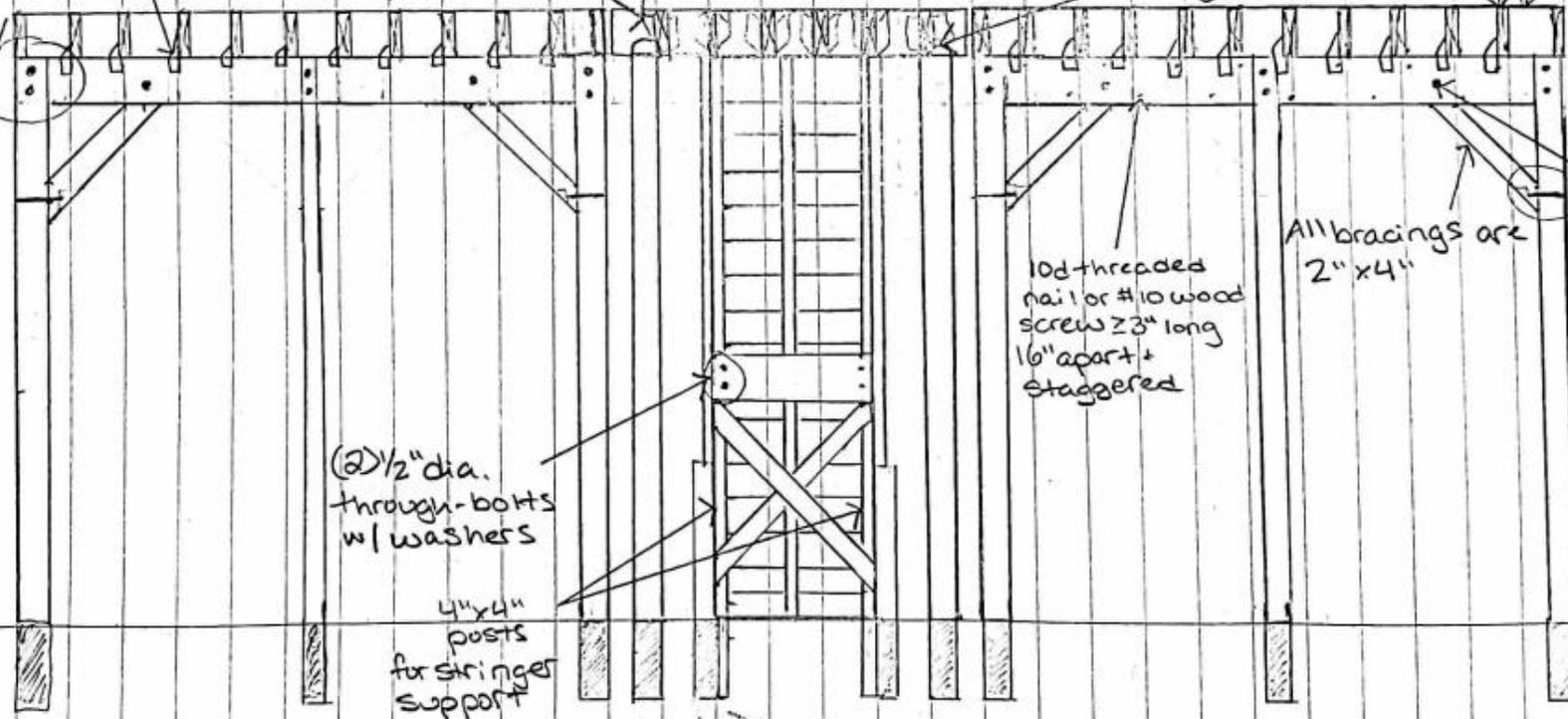
joist hangers (see isometric above)

hurricane clips attached to all joists at ends (see isometric above)

FRONT FACING OUT

post-to-beam cap attachment (see detail above)

deck joists  
 blocking at overhanging joists



10d threaded nail or #10 wood screw 2 3/4" long 16" apart + staggered

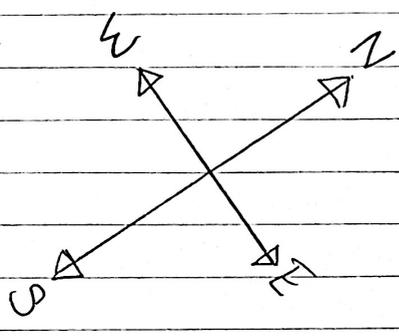
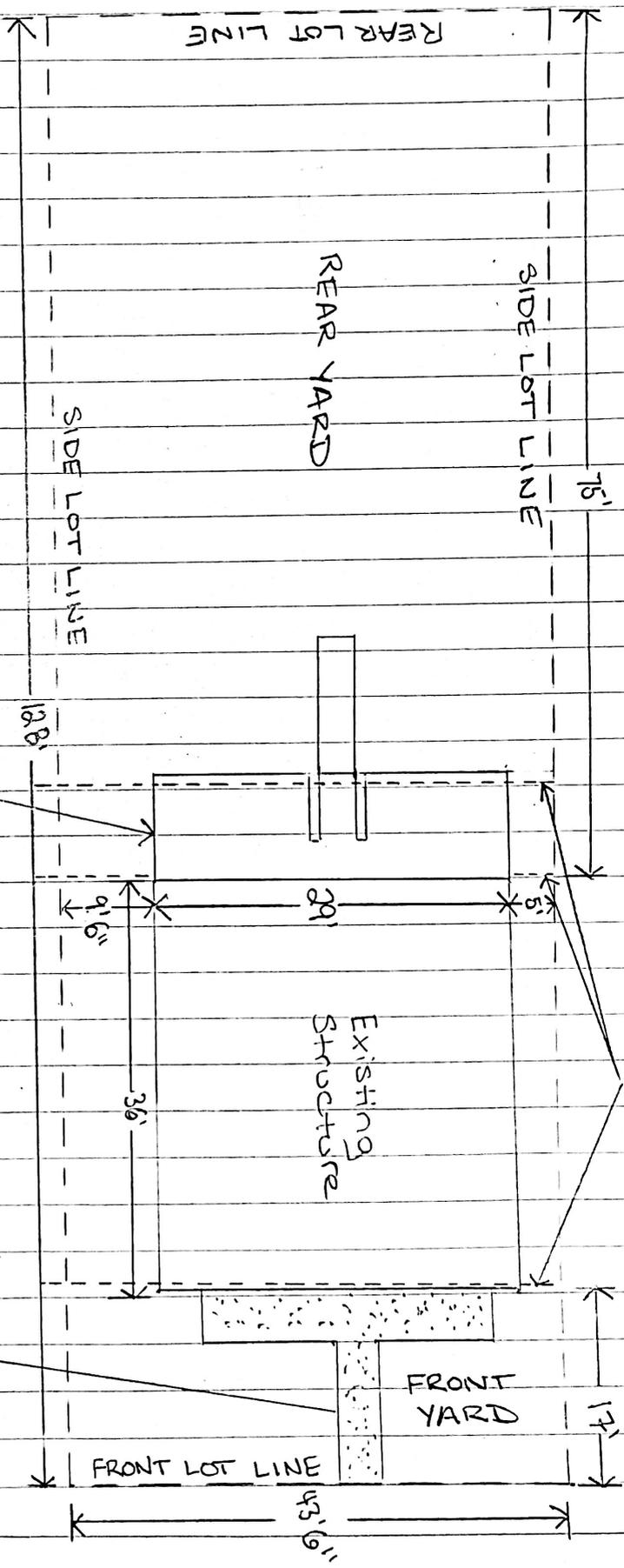
All bracing are 2" x 4"  
 All bracing fasteners are 1/2" dia. lag screws

(2) 1/2" dia. through-bolts w/ washers

4" x 4" posts for stringer support



# SITE PLAN



SITE PLAN FOR: 606 N 34th St, Richmond, VA 23223  
JOE OUSENBERRY, OWNER / DESIGNER

