

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

Staff Contact: (804)-646-7550 | 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 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**



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: 1839 Monument Avenue, Richmond VA 23230

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 checked="" type="checkbox"/> addition | <input 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 checked="" 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 **See elevations**
- proposed new material description: attach specification sheets if necessary **See elevations**

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)

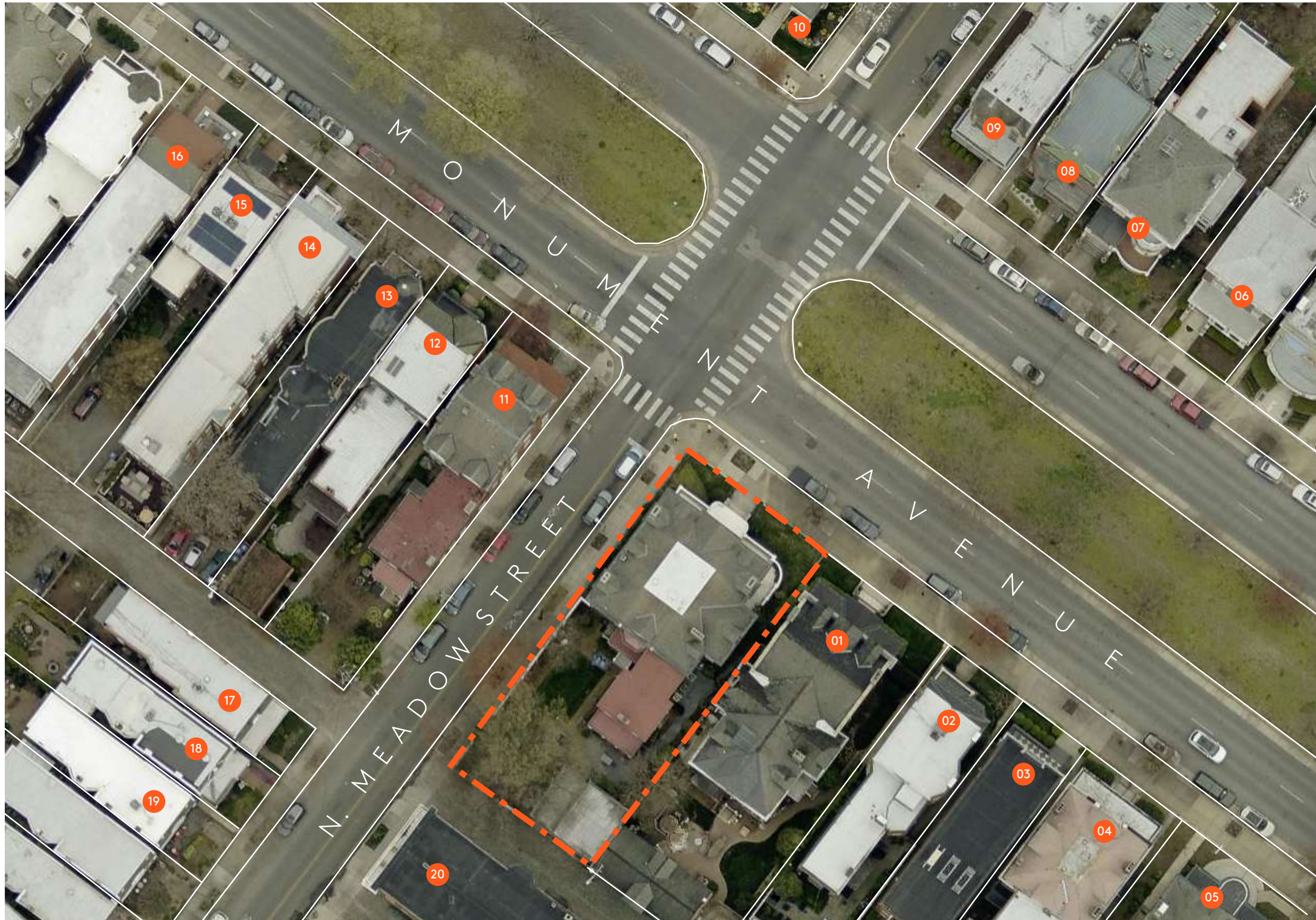
- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> current site plan | <input type="checkbox"/> list of current windows and doors | <input checked="" type="checkbox"/> current elevations (all sides) |
| <input checked="" type="checkbox"/> proposed site plan | <input type="checkbox"/> list of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

MORRIS RESIDENCE CAR REVIEW

1839 MONUMENT AVENUE

MORRIS RESIDENCE | CAR REVIEW PACKAGE | 06 JULY 2021





KEY NOTES

- 01 1837 MONUMENT AVE.
PASCAL & JENNIFER FERNANDEZ
- 02 1835 MONUMENT AVE.
RICHARD & MAURA GAENZLE
- 03 1833 MONUMENT AVE.
EVAN MORGAN MASSEY
- 04 1831 MONUMENT AVE.
KEYSTONE REAL ESTATE
- 05 1825 MONUMENT AVE.
JAMES & COBBS LUDWIG
- 06 1832 MONUMENT AVE.
KATHERINE GATES TEASLEY
- 07 1834 MONUMENT AVE.
MICHAEL & MARY WRAY
- 08 1840 MONUMENT AVE.
KO CAPITAL VA LLC
- 09 1842 MONUMENT AVE.
DICKSON BROTHERS LLC
- 10 2000 MONUMENT AVE.
MARK CROSSLEY & WHITNEY KRAMER
- 11 2001 MONUMENT AVE.
JORDAN CHOUTEAU & THOMAS NAUGHTON
- 12 2003 MONUMENT AVE.
2003 MONUMENT LLC
- 13 2005 MONUMENT AVE.
STORMY ENTERPRISES LLC
- 14 2007 MONUMENT AVE.
BOYD BROOKE WARNER
- 15 2009 MONUMENT AVE.
REID & JAIME PIERCE
- 16 2011 MONUMENT AVE.
ROSE MARIE & NEVILLE DADEN
- 17 510 NORTH MEADOW STREET
MICHAEL & KRISTIN PENNY
- 18 508 NORTH MEADOW STREET
PATRICIA BASSLER
- 19 506 NORTH MEADOW STREET
NEIL & HOPE NORMAN
- 20 509 NORTH MEADOW STREET
509 N MEADOW LLC

EXISTING NEIGHBORING PROPERTIES





EXISTING AERIAL VIEW FROM WEST

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EXISTING AERIAL VIEW FROM NORTH

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EXISTING AERIAL VIEW FROM EAST

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EXISTING AERIAL VIEW FROM SOUTH

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EXISTING PHOTOGRAPHS

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EXISTING



PROPOSED

EXISTING PORCH TO REMAIN WITH
NEW STEEL DOOR AND WINDOW
ENCLOSURE. STEEL TO BE PAINTED
TO MATCH TRIM

PROPOSED PERSPECTIVES

MORRIS RESIDENCE | CAR REVIEW PACKAGE | 04 AUGUST 2021



NEW BRICK WALLS AT ADDITION

NEW WOOD TRIM TO MATCH
EXISTING REAR WING CORNICE,
PAINTED



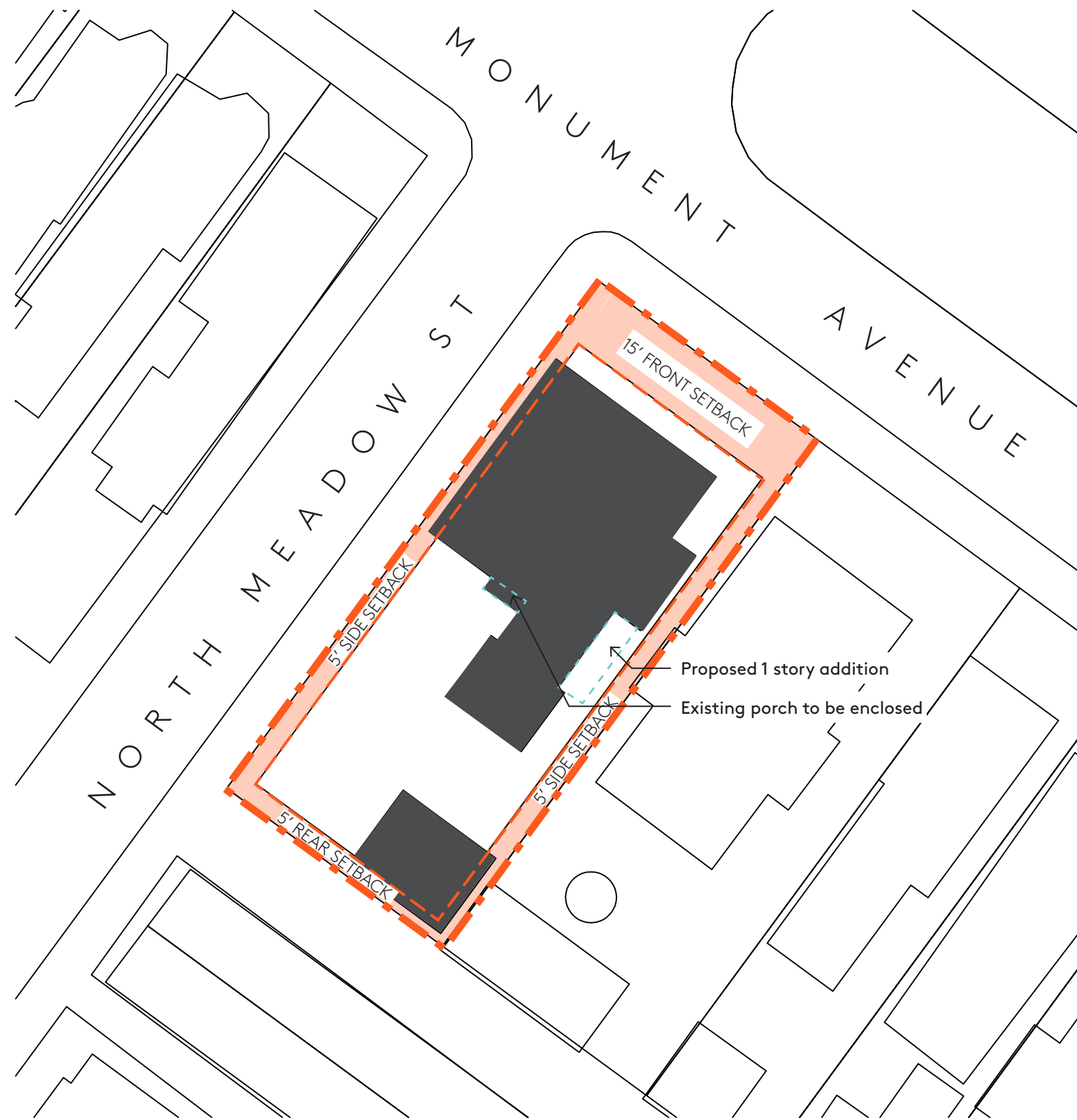
EXISTING






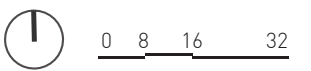
PROPOSED

NEW LIMESTONE HEADERS WITH
LIMESTONE SILLS AT NEW WINDOWS
AND BRICK RELIEF

PROPOSED PERSPECTIVES



-  Property Boundary
-  Property Setbacks
-  Proposed Exterior Changes



PROPOSED EXTERIOR CHANGES

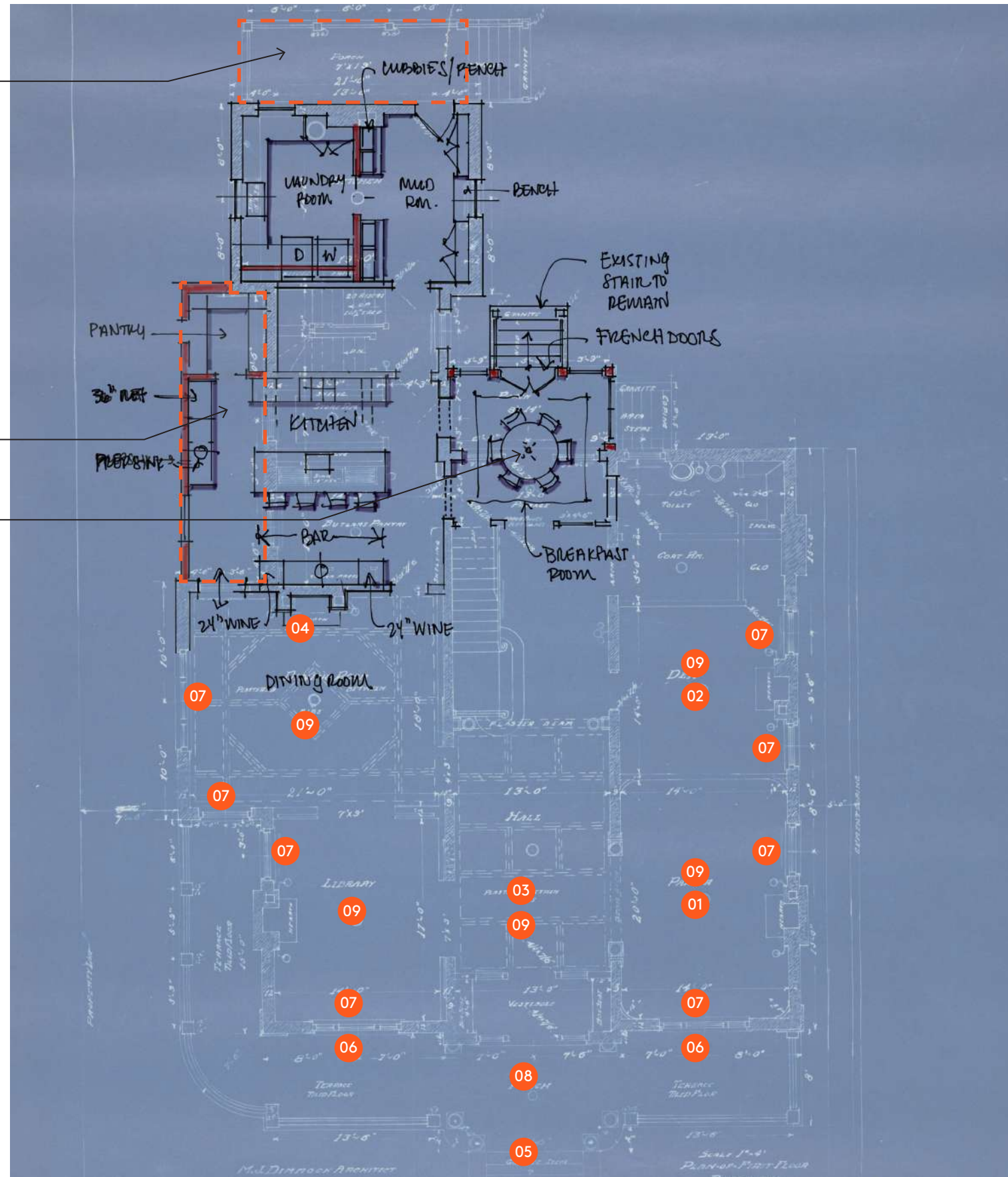
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Existing porch to be enclosed (option in lieu of shown sketched breakfast room)

Proposed 2 story addition

Existing porch to be enclosed



KEY NOTES:

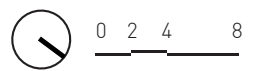
- 01 FAMILY ROOM
- 02 OFFICE
- 03 REPAINT ALL EXISTING TRIM WORK & REPLACE WALLPAPER
- 04 COSMETIC UPDATES TO EXISTING FIREPLACE
- 05 POWER WASH/CLEAN FRONT STEPS
- 06 CLEAN EXTERIOR LIMESTONE ABOVE WINDOWS
- 07 NEW CUSTOM STORM WINDOWS
- 08 NEW GAS LANTERNS
- 09 NEW LIGHT FIXTURES
- 10 NEW ART LIGHTING

GENERAL NOTES:

- 01 UPGRADE SECURITY SYSTEM, REMOVE EXISTING WINDOW RIBBONS
- 02 UPGRADE AV TO INCLUDE THERMOSTATS, LIGHTING, AND SPEAKERS
- 03 UPDATE RADIATORS THROUGHOUT
- 04 TRANSITION FURNACE FROM OIL TO GAS
- 05 NEW WINDOW TREATMENTS
- 06 INSTALL NEW GENERATOR
- 07 ELECTRICAL UPGRADES TO INCLUDE ADDITIONAL OUTLETS

PROPOSED 1ST FLOOR PLAN

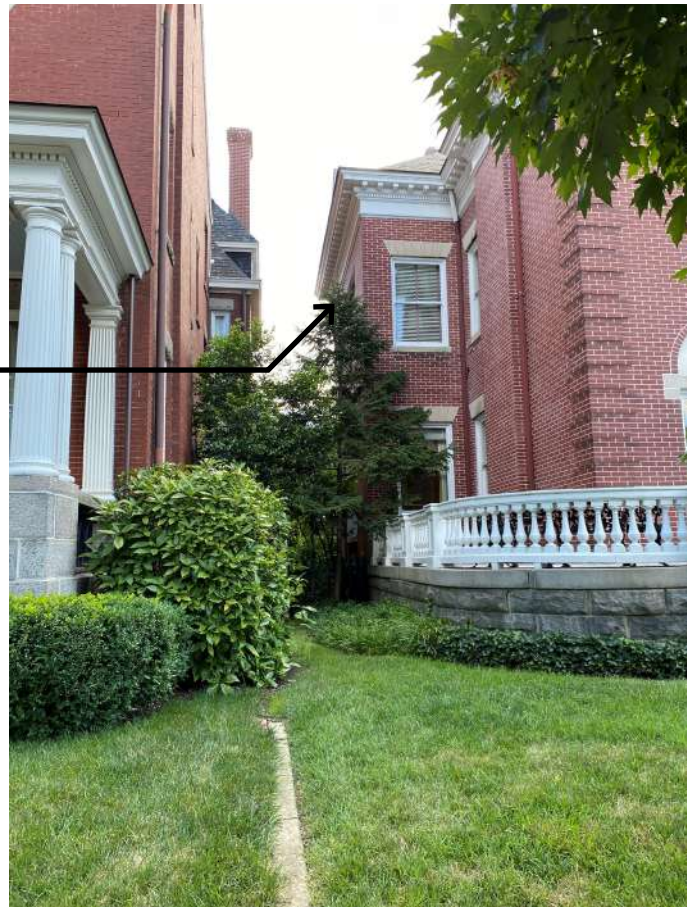
MORRIS RESIDENCE | CAR REVIEW PACKAGE | 06 JULY 2021





EXISTING FRONT VIEW

PROP. ADDITION IS BEHIND THIS MASS & HIDDEN FROM PUBLIC RIGHT OF WAY



EXISTING FRONT VIEW



EXISTING SIDE VIEW

PROP. ADDITION IS NOT VISIBLE DUE TO EXISTING GARAGE



EXISTING REAR VIEW



EXISTING REAR VIEW



EXISTING REAR VIEW

EXISTING RIGHT OF WAY PHOTOGRAPHS