



Commission of Architectural Review SUBMISSION APPLICATION

City of Richmond, Room 510 – City Hall
900 East Broad Street, Richmond, Virginia 23219
PHONE: (804) 646-6335 FAX: (804) 646-5789

12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION

LOCATION OF WORK: 2316 West Grace

DATE: 9/20/15

OWNER'S NAME: Faye Dale Browning

TEL NO.: 703 216 2803

AND ADDRESS: (Cabore)

EMAIL: collisala@gmail.com

CITY, STATE AND ZIP CODE: _____

ARCHITECT/CONTRACTOR'S NAME: Former owners, Mr + Mrs Brian Woody

TEL NO.: _____
EMAIL: _____

AND ADDRESS: unknown

CITY, STATE AND ZIP CODE: _____

Would you like to receive your staff report via email? Yes No

REQUEST FOR CONCEPTUAL REVIEW

I hereby request Conceptual Review under the provisions of Chapter 114, Article IX, Division 4, Section 114-930.6(d) of the Richmond City Code for the proposal outlined below in accordance with materials accompanying this application. I understand that conceptual review is advisory only.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

I hereby make application for the issuance of a certificate under the provisions of Chapter 114, Article IX, Division 4 (Old and Historic Districts) of the Richmond City Code for the proposal outlined below in accordance with plans and specifications accompanying this application.

DETAILED DESCRIPTION OF PROPOSED WORK (Required):
STATE HOW THE DESIGN REVIEW GUIDELINES INFORM THE DESIGN OF THE WORK PROPOSED. (Include additional sheets of description if necessary, and 12 copies of artwork helpful in describing the project. The 12 copies are not required if the project is being reviewed for an administrative approval. See instruction sheet for requirements.)

Please see attached letter

Signature of Owner or Authorized Agent: *Faye Dale Browning*
Name of Owner or Authorized Agent (please print legibly): FAYE DALE BROWNING

(Space below for staff use only) _____

Received by Commission Secretary
DATE 9/20/15

APPLICATION NO. _____
SCHEDULED FOR _____

Note: CAR reviews all applications on a case-by-case basis.

September 20, 2015

Secretary, C.A.R.
City of Richmond, Room 510 – City Hall
900 East Broad Street
Richmond, VA. 23219

RE: 2316 West Grace Street Notice of Violation

To Whom It May Concern:

On July 23, the City of Richmond issued a notice of violation to Brian and Jennifer Woody, the owners of 2316 West Grace Street, for Replacing Windows without Review and Approval. Specifically, the windows in question are two on the upper story bedroom facing West Grace Street. The downstairs windows remain the original.

On August 10, I purchased the home from the Woody family and was not made aware of this violation until the day of closing. We did proceed and the Woodys rented the home for a week, ending August 18.

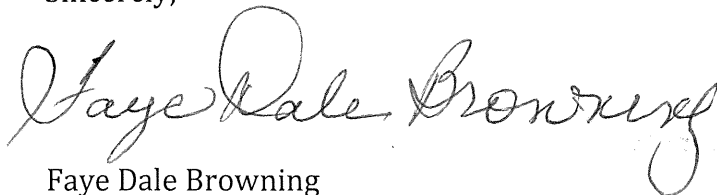
I apologize for not contacting the Commission in a timely manner; however, on August 24 I had a surgical procedure and only now am able to attend to the house.

I would be grateful if I could appear before the Commission on October 27 to discuss this matter. As the windows are already in place I do not have any artwork or supporting material to complete the application.

I can be reached by telephone at (703) 216-2803 or by email at collisala@gmail.com

Thank you for your attention to my request.

Sincerely,


Faye Dale Browning