

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | 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.

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

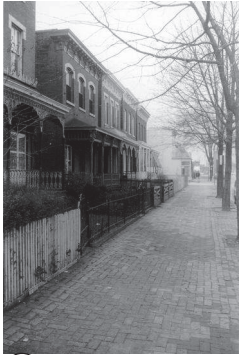
Please submit applications to staff via email with the project address in the subject line. Submit the following items via email to staff:

- 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.



1 1965 PHOTO



2 1978 PHOTO



3 2012 PHOTO



4 2012 PHOTO



5 2012 PHOTO



6 PROPOSED BRICK FENCE RENDERING



7 2026-02 PHOTO



8 2026-02 PHOTO



9 2026-02 PHOTO

Scope of work:
407 W Marshall St is a single family attached dwelling circa 1885 with a fenced front yard in Jackson Ward. It is a brick structure with a wood framed front porch. There have been multiple variations of fencing on the property - please refer to the photos. The existing front yard fencing has three distinct types that include two different styled wooden fences with a wooden gate and a welded wire fence. The proposed work is to replace the front yard fencing with a new cohesive brick fence design. In the neighborhood, brick and masonry are common materials to delineate the front yards of brick structures and each of those fences are unique. This proposed brick fence is designed to add to that architectural diversity with an efficient use of materiality. The depth of the fence is a single brick that is stabilized by utilizing an elongated herringbone pattern and capped with a rowlock course. The result will be a distinct compatible site improvement.



Wheeler Residence
407 West Marshall Street
Richmond, VA

DATE: 3/6/26

PHOTOS

A.1



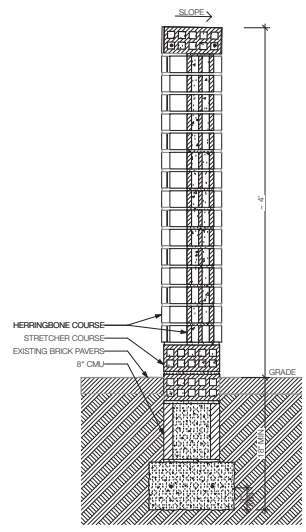
Wheeler Residence

407 West Marshall Street
Richmond, VA

DATE: 3/6/26
BRICK FENCE
A.2



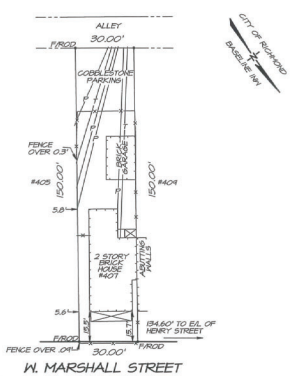
4 STUDY MODELS



2 BRICK FENCE SECTION
SCALE: 1 1/2" = 1'-0"



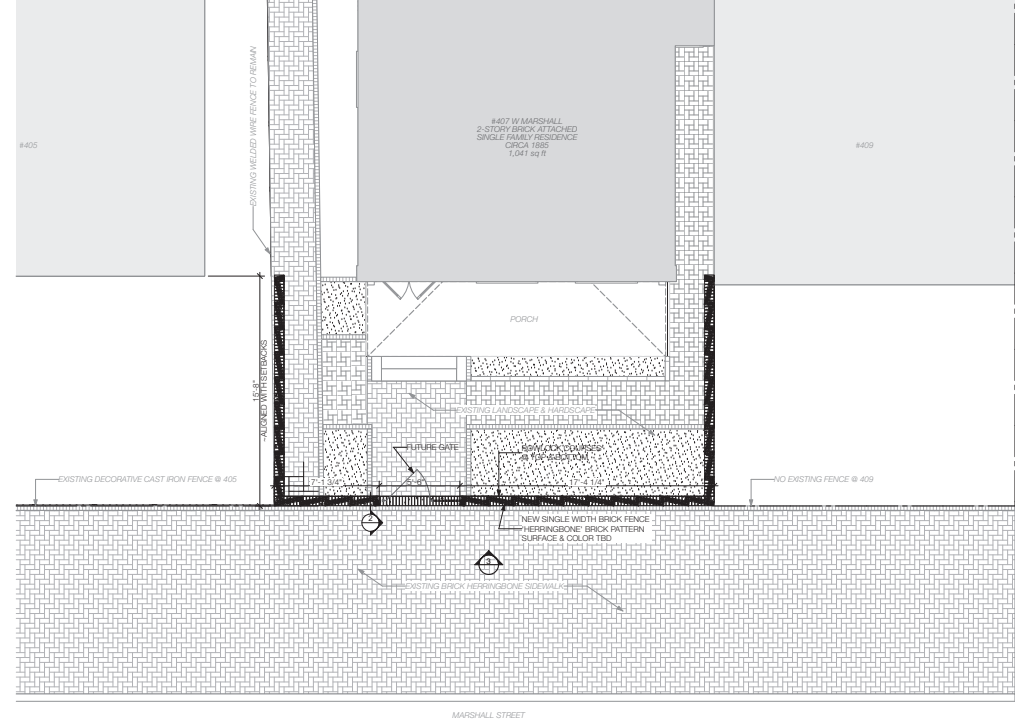
3 MARSHALL STREET FENCE - NORTH ELEVATION
SCALE: 1/4" = 1'-0"



IMPROVEMENTS ON PREMISES KNOWN AS
407 N. MARSHALL STREET IN RICHMOND, VA
DATE: 9/17/12
SCALE: 1" = 30'
FILE: RICH-11W
BY: DEB
BOOK NO: 491-001

JOLLIFFE & ASSOCIATES, INC.
CERTIFIED LAND SURVEYORS
RICHMOND, VIRGINIA
804-292-6954

THIS PLAN WAS MADE WITHOUT BENEFIT OF A TITLE SURVEY OR REPORT



1 SITE PLAN
SCALE: 1/4" = 1'-0"

