



# Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | [alex.dandridge@rva.gov](mailto: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](http://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 5<sup>th</sup> 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](http://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

## NEW CONSTRUCTION CHECKLIST

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**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 in the office or on site.**

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 New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 2120 M Street Richmond VA 23223 United States (ADU BUILD)

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### NEW BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

### DRAWINGS (refer to required drawing guidelines)

- floor plans
- elevations (all sides)
- roof plan
- list of windows and doors, including size, material, design
- context drawing showing adjacent buildings
- perspective
- site plan
- legal plat of survey

### WRITTEN DESCRIPTION

- describe new structure including levels, foundation, siding, windows, doors, roof and details
- state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- 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)

- site as seen from street, from front and corners, include neighboring properties

AUGUST 21, 2024



## 2120 M ST. CAR APPLICATION

ADU BUILD

OWNER  
SARA KOENIG  
R A JOSEPH HOUSE LLC

SARA KOENIG

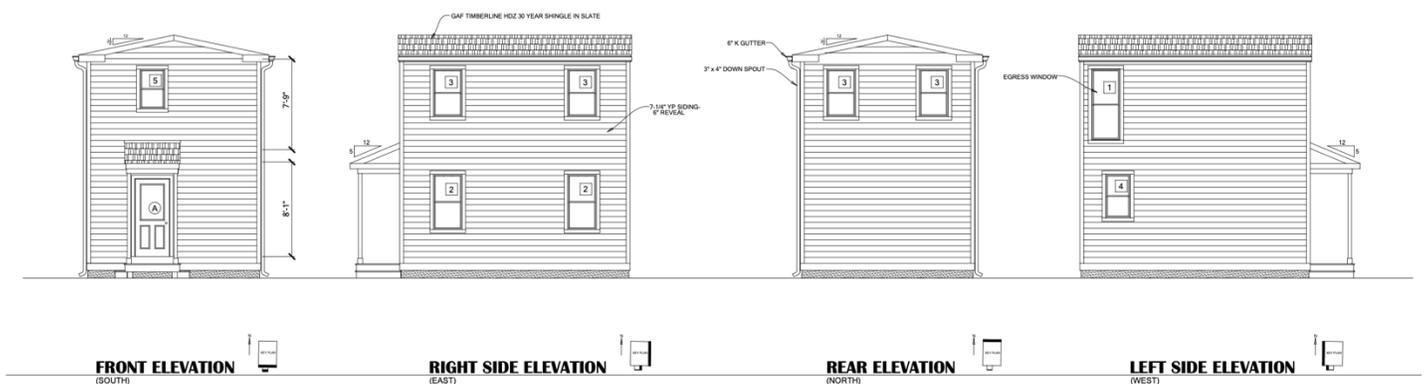
R A JOSEPH HOUSE LLC

2120 M STREET, RICHMOND VA, 23223

## 2120 M STREET\_CAR APPLICATION: ADU\_NEW CONSTRUCTION

### Summary:

ADU APPLICATION: The main residence is a Single-Family Dwelling in a Multifamily Urban Residential District (R-63). DESCRIPTION: Single-Family Detached Dwelling Unit. The ADU will be 572 square feet with a 19' -6" x 14' -8" footprint. It will be a 2-Story structure on a concrete foundation. The building will be clad in Yellow Pine board siding. There will be 9 aluminum clad windows. The exterior door will be constructed of fiberglass. The roof will be a Gable type which matches the roof type and pitch of the roof over the rear of the main dwelling. Retaining wall and fence along N. 22<sup>nd</sup> Street to be extended. New stair and gate to be constructed to match existing. Exterior finishes to match main dwelling.



SARA KOENIG

R A JOSEPH HOUSE LLC

2120 M STREET, RICHMOND VA, 23223

## **2120 M STREET\_CAR APPLICATION: ADU BUILD**

### **Material & Finishes Exterior:**

- A. Footing – 16” wide by 10” thick continuous concrete, 2 rows of #4 rebar
- B. Crawl Space – 2 foot deep
- C. Roof – Main roof, Gable type (matching main rear dwelling roof). Covered with 30-year fiberglass shingle. 2.5/12 pitch (12 degrees). Entry roof, 5/12 pitch
- D. Shingle - Manufacturer: GAF, Product: Timberline High-Definition fiberglass, Color: Slate
- E. (1) Door - Manufacturer: Therma -Tru, Product: Smooth Star, Half Lite 2 Panel, Fiberglass Exterior Door, Size: 36” x 80”, Model: S132, Finish: Painted, Color: Sherwin Williams Tricorn Black (SW 6258)
- F. (9) Windows – Jeld Wen, Product: Siteline® Clad-Wood Window: Double Hung Pocket, Color: White
  - (1) Size: 2’-5 3/8” x 6’-0” Model: SCD 2972, Tempered Glass, Egress Window
  - (2) Size: 2’-5 3/8” x 4’-8” Model: SCD 2956
  - (4) Size: 2’-5 3/8” x 4’-0 Model: SCD 2948
  - (1) Size: 2’-1 3/8” x 3’-8” Model: SCD 2544
- G. (1) Size: 2’-1 3/8” x 3’-4” Model: SCD 2540 Siding – Size: 7 ¼”, Material: Yellow Pine, Finish: Painted, Color: Sherwin Williams Sage Green (SW 2860) (to match the main dwelling)
- H. Trim – Window and Door exterior constructed of pine, Finish: Painted, Color; Sherwin Williams Alabaster (SW 7008)
- I. Gutters & Down Spouts: 4” Smooth Round Aluminum Downspout, 4” K Style Aluminum Gutter, Color: White

Appendix 1: Paint color

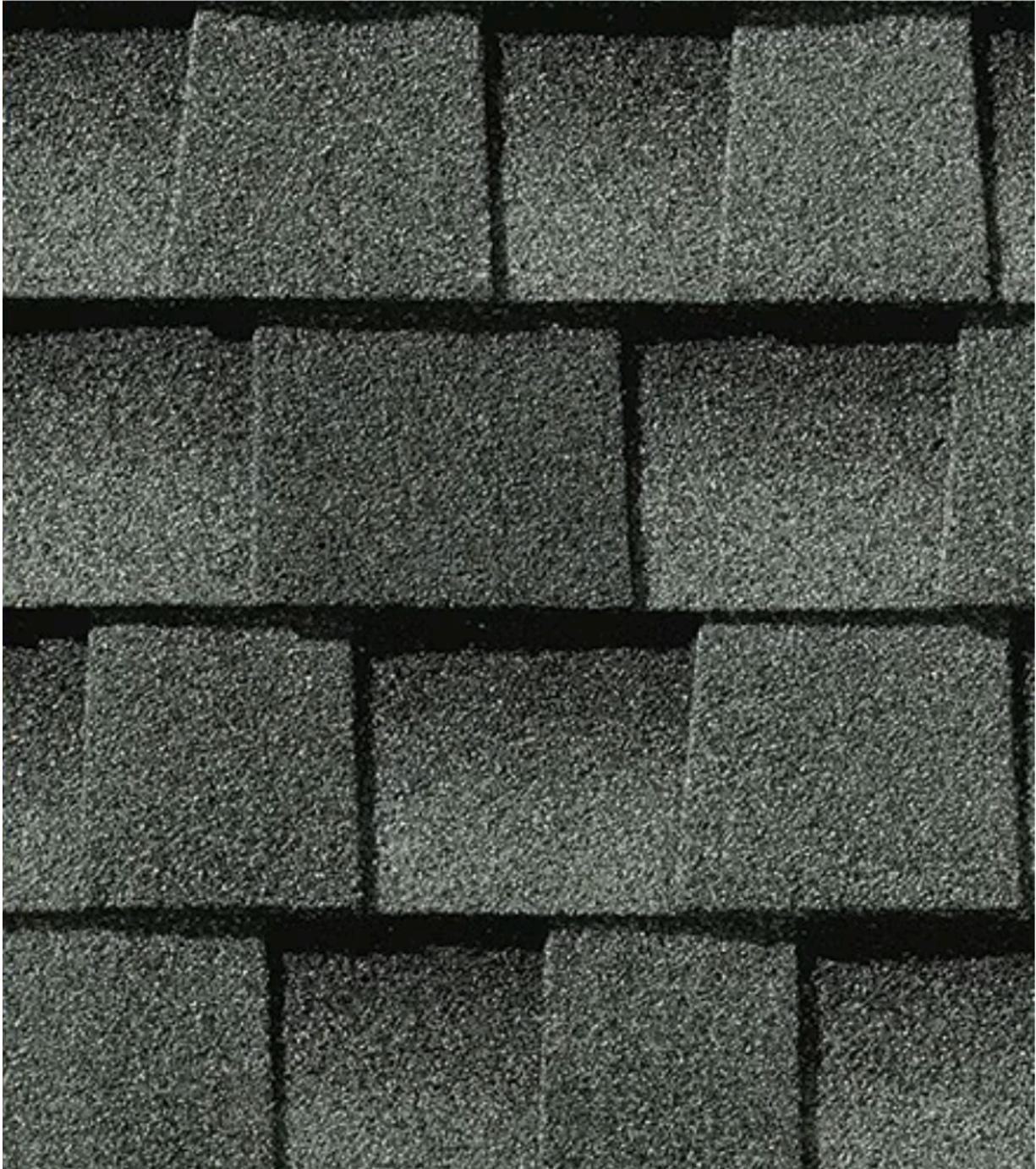
Appendix 4: Pictures

Appendix 2: Site Plan

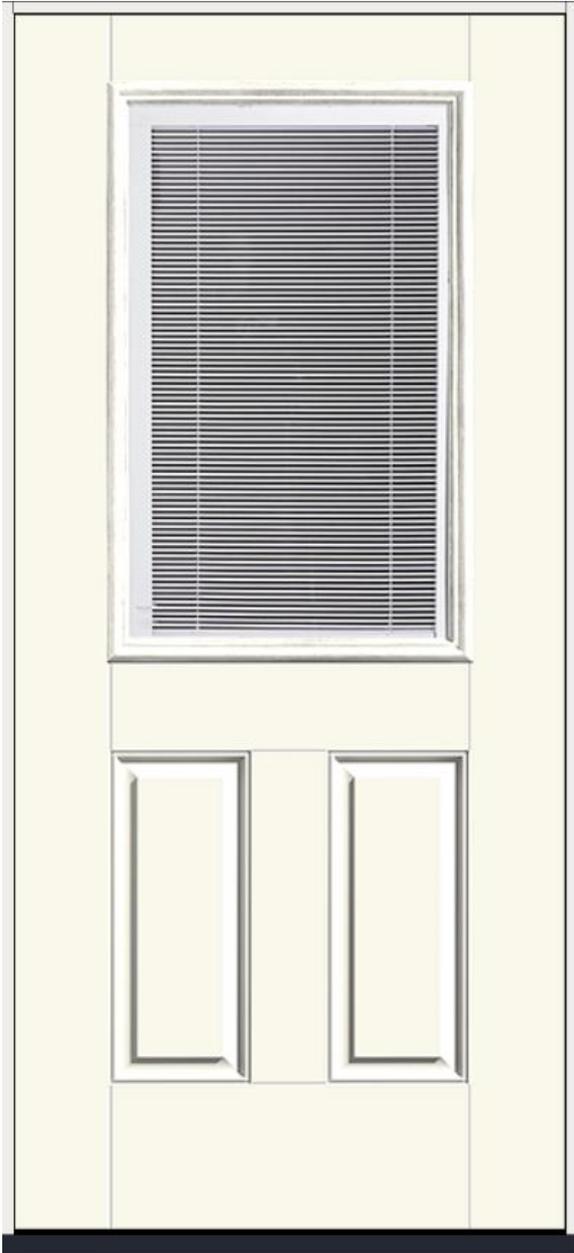
Appendix 5: Comparable Neighborhood ADU

Appendix 3: Legal Plat of Survey

**D. Shingle - Manufacturer: GAF, Product: Timberline High-Definition fiberglass, Color: Slate**



E. (1) Door - Manufacturer: Therma -Tru, Product: Smooth-Star Fiberglass Exterior Door, Size: 36" x 80", Model: S132, Finish: Painted, Color: Sherwin Williams Tricorn Blac (SW 6258)



**Trim Color**

SW 7008

**Alabaster**

[View Details](#)

**Door Color**

SW 6258

**Tricorn Black**

[View Details](#)

**F. (9) Windows – Manufacturer: Jeld-Wen, Product: Siteline® Clad-Wood Window: Double Hung Pocket Exterior, Color: White**



**Siteline® Clad-Wood Window: Double Hung Pocket**

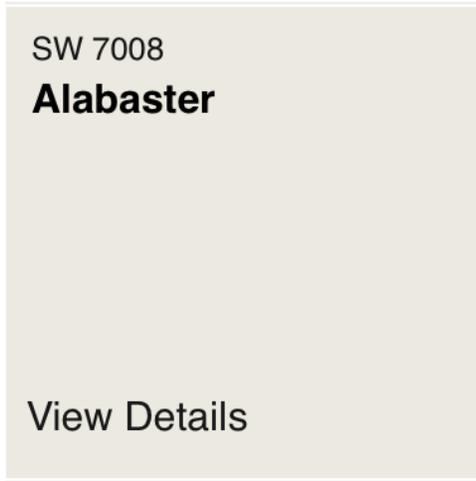


**Existing Window on Main Dwelling**

**Window QTY, Size, & Model:**

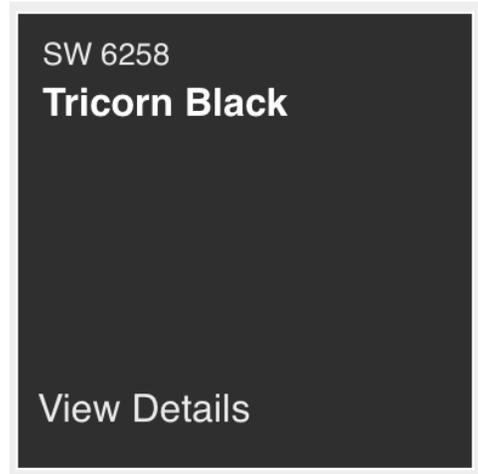
- (1) Size: 2'-5 3/8" x 6'-0" Model: SCD 2972, Tempered Glass, Egress Window
- (2) Size: 2'-5 3/8" x 4'-8" Model: SCD 2956
- (4) Size: 2'-5 3/8" x 4'-0" Model: SCD 2948
- (1) Size: 2'-1 3/8" x 3'-8" Model: SCD 2544
- (1) Size: 2'-1 3/8" x 3'-4" Model: SCD 2540

**Appendix 1: Paint colors – Chosen from the CAR Guidelines. Matches main dwelling color scheme.**



**Trim Color**

Sherwin Williams: Alabaster SW 7008



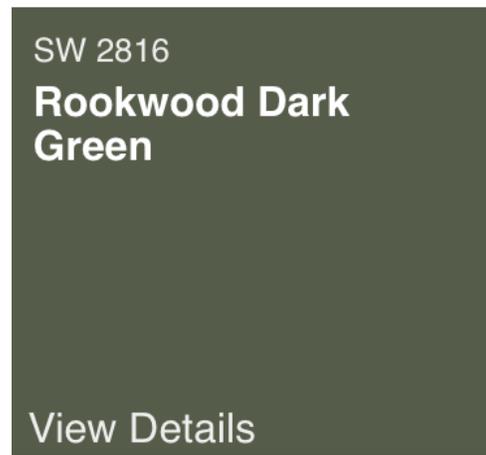
**Door Color**

Sherwin Williams: Tricorn Black SW 6258



**Siding**

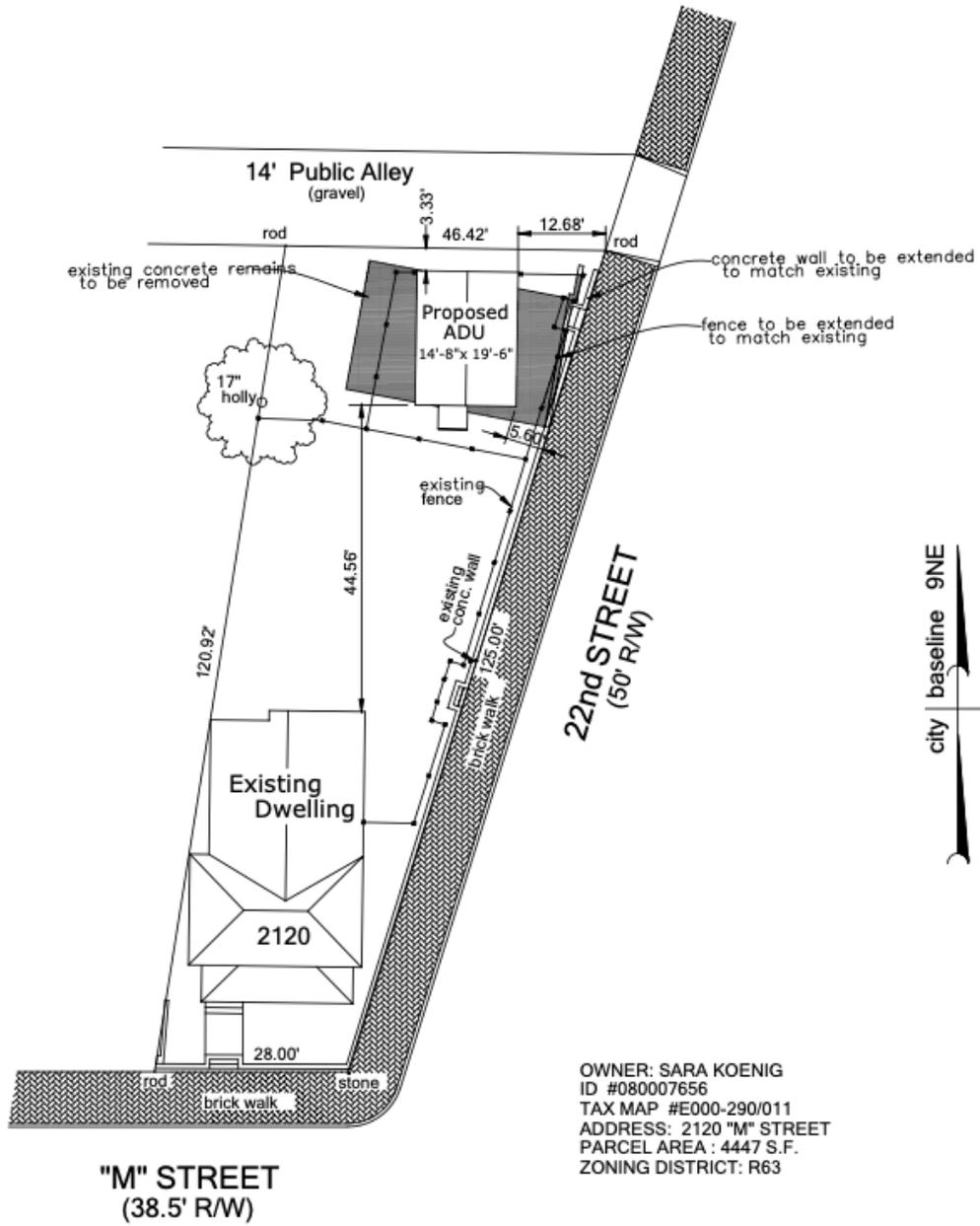
Sherwin Williams: Sage SW 2860



**Window Sash**

Sherwin Williams: Rookwood Dark Green SW 2816

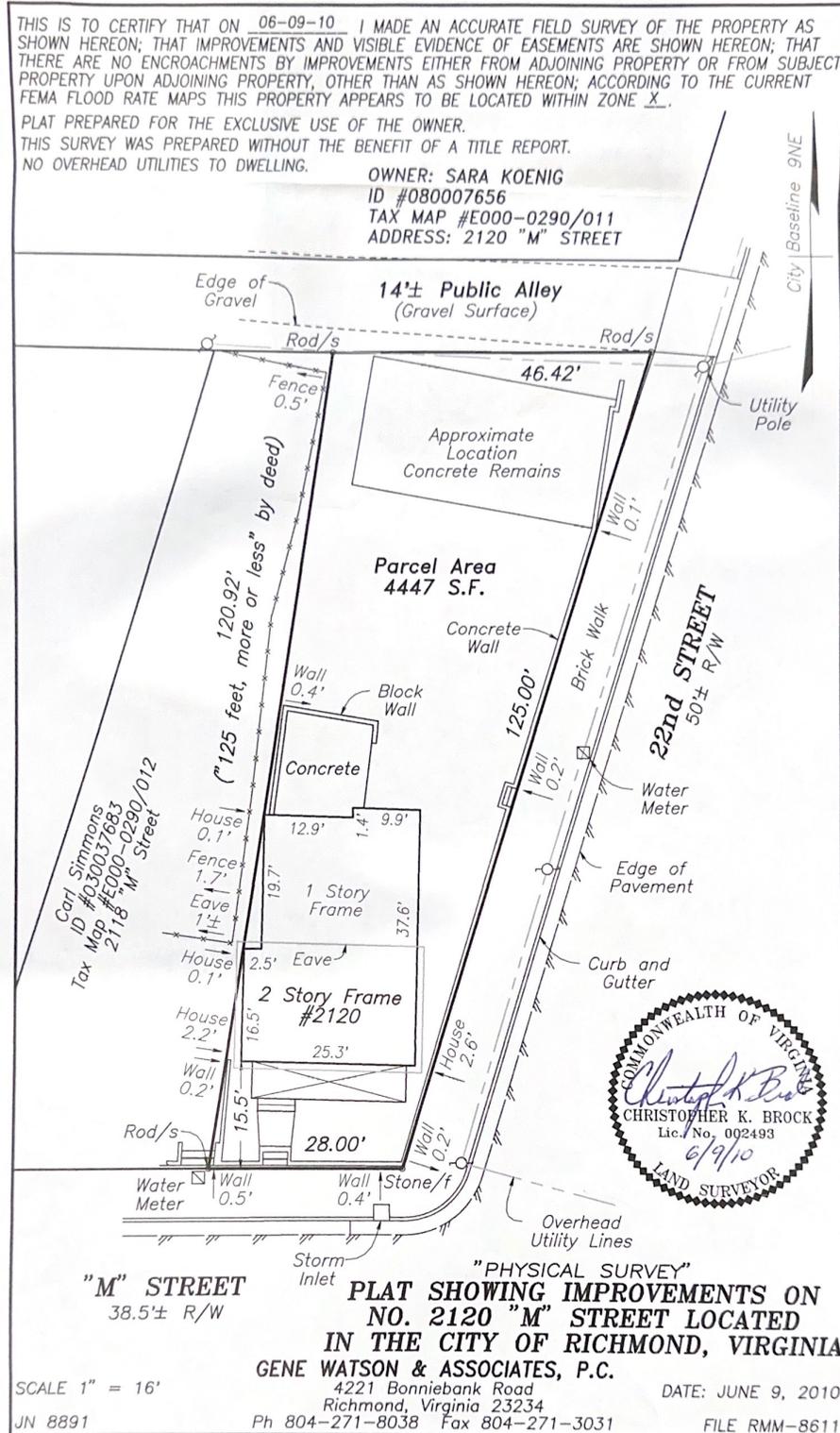
# Appendix 2: Site Plan



## Plot Plan

Scale: 1"=20.0'

### Appendix 3: Legal Plat of Survey



## Appendix 4 : Pictures



View from intersection of N. 22<sup>nd</sup> Street and M Street along the 2100 block of M street.



View from intersection of N. 22<sup>nd</sup> Street and M Street along the 700 block of N. 22<sup>nd</sup> Street.



View from intersection of N. 22<sup>nd</sup> Street and M Street along the 600 block of N. 22<sup>nd</sup> Street.



Rear view of main dwelling to illustrate roof slope 2.5/12 (12 degrees). ADU roof slope to match.

**Appendix 4 : Pictures (continued)**



Existing side stair, fence, and gate.



Existing side stair, fence, and gate.

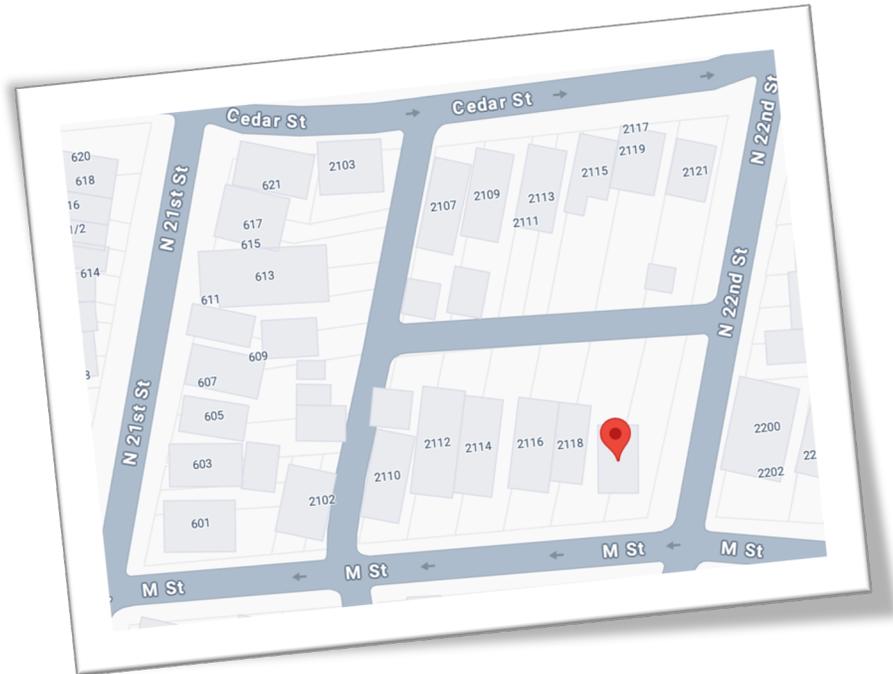


Fence line to be extended. Retaining wall to be repaired. New stair and fence (match existing) to be constructed.

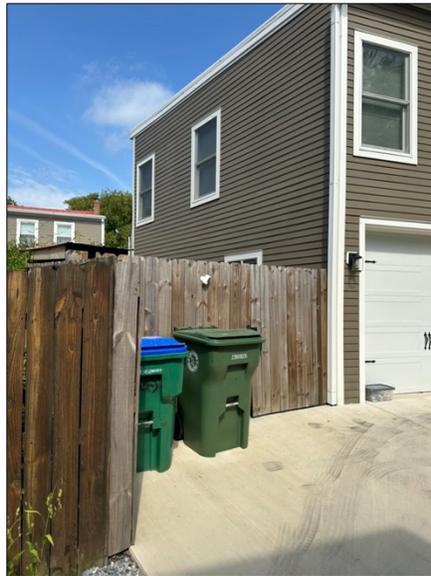


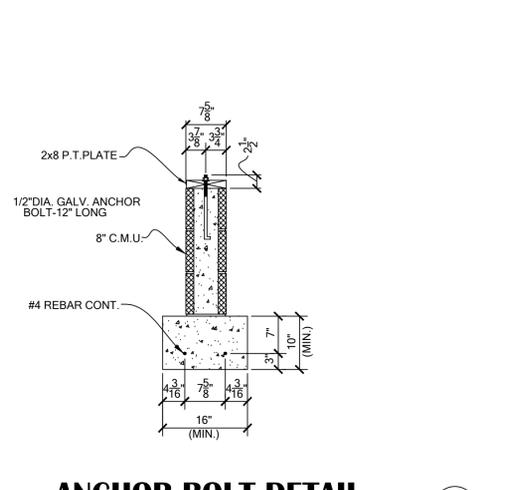
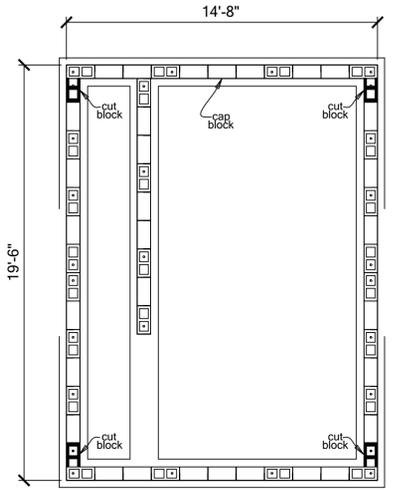
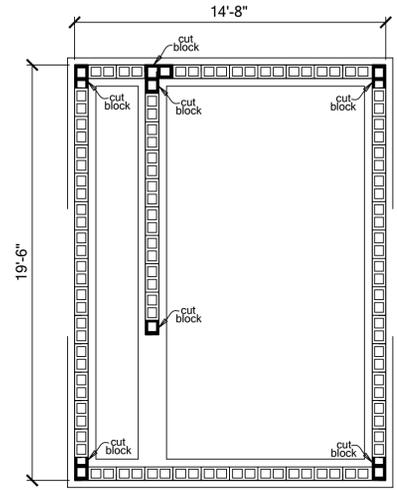
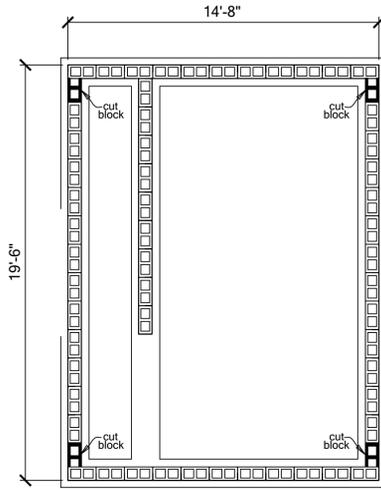
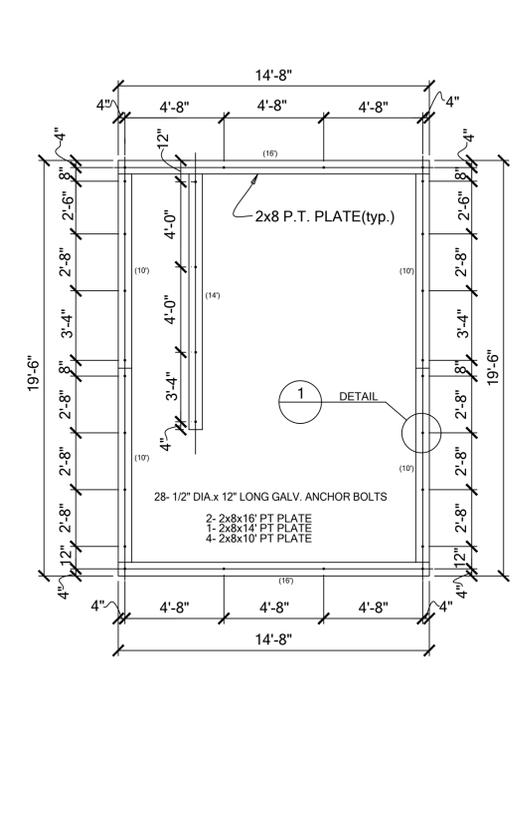
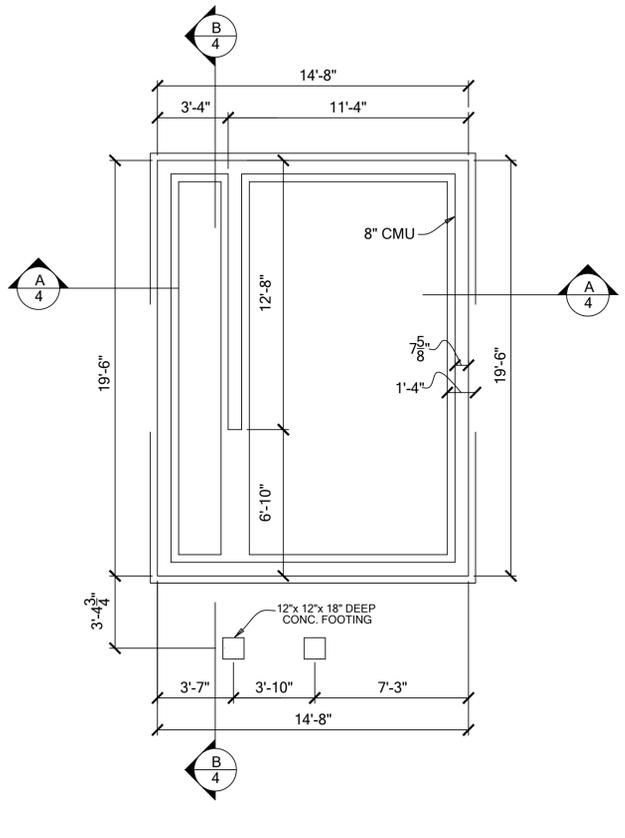
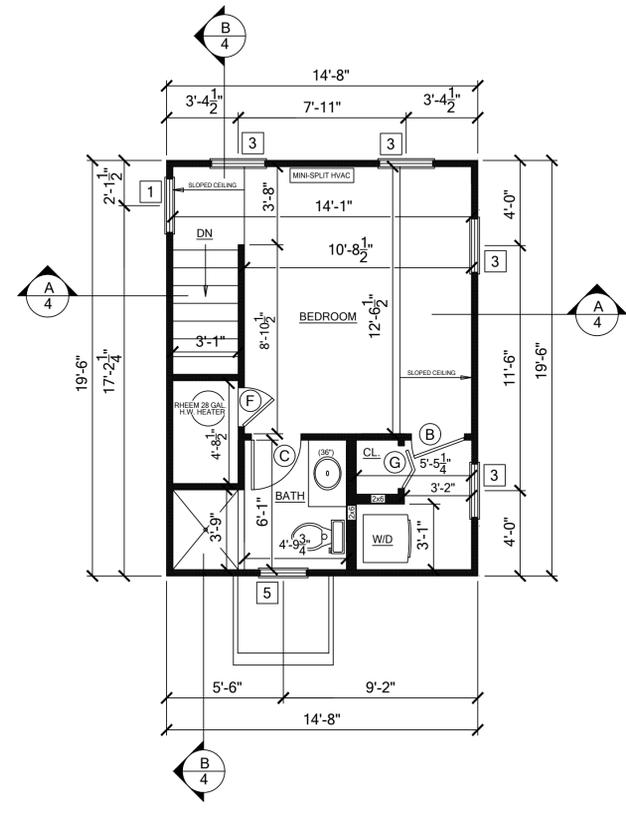
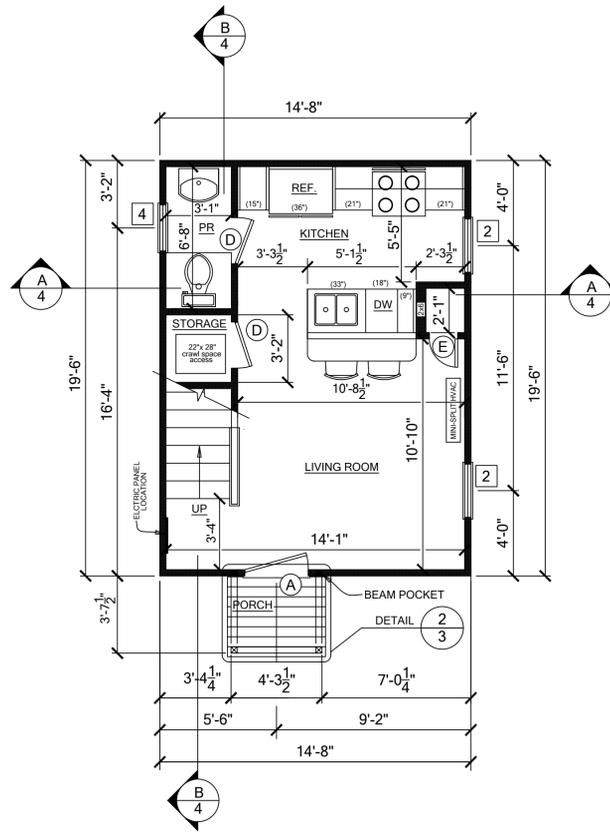
Birds Eye view of the property.

## Appendix 5 : Comparable Neighborhood ADU



Comparable ADU located at 605 N. 21<sup>st</sup> Street.





**BLOCK LAYOUT PLAN**  
(1st COURSE)

**BLOCK LAYOUT PLAN**  
(2nd COURSE)

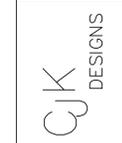
**BLOCK LAYOUT PLAN**  
(TOP COURSE)

**ANCHOR BOLT DETAIL**  
SCALE: 3/4"=1'-0"

**NOTES:**  
1/ALL DIMENSIONS TO BE VERIFIED IN FIELD.  
2/ALL DIMENSIONS ARE SUBJECT TO CHANGE.

NO.	REVISION	DATE

<b>CLIENT:</b>	SARA KOENIG
<b>TITLE:</b>	FLOOR PLANS & FOUNDATION PLANS
<b>PROJECT:</b>	2120 M STREET, RICHMOND, VA. 23223
<b>DRAWN BY:</b>	CJK
<b>DATE:</b>	AUGUST 18, 2024
<b>SCALE:</b>	1/4"=1'-0"
<b>DWG. NO.:</b>	1

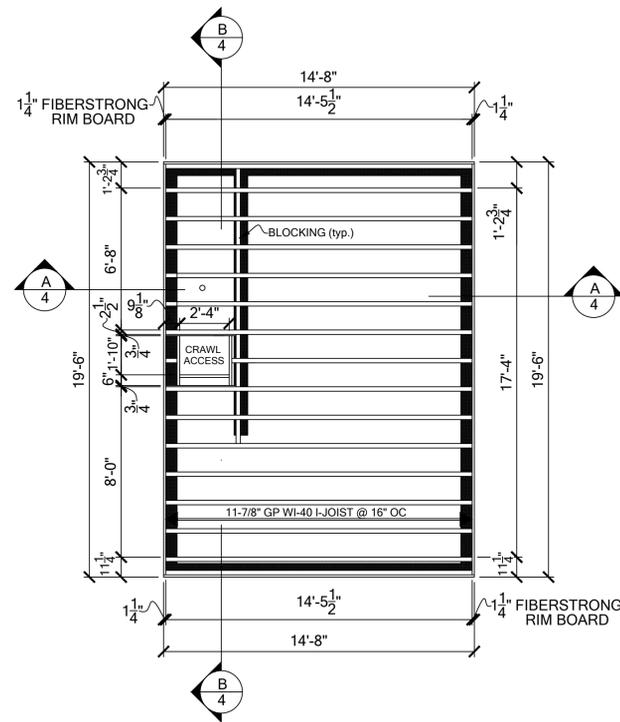


**FILE NUMBER:**  
A-86-1.3

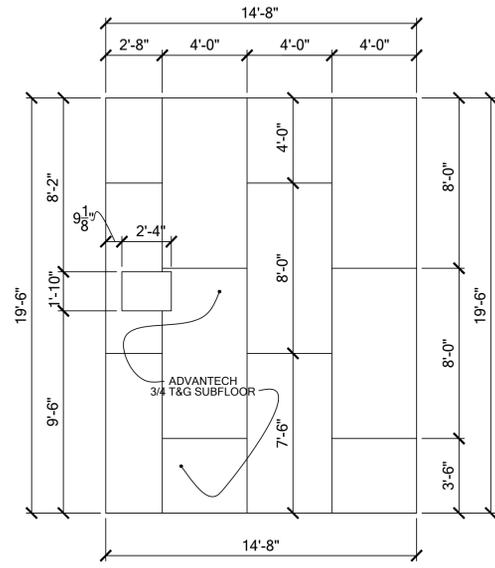
These plans have been drawn according to high-quality standards and practices and local building codes, regulations, and standards. They may require changes and modifications to meet specific site conditions, and the contractor is responsible for obtaining all necessary permits and approvals from the appropriate authorities. The client is responsible for the verification of all dimensions and conditions on the site. The client is responsible for the verification of all dimensions and conditions on the site. The client is responsible for the verification of all dimensions and conditions on the site.

These drawings are the sole property of Christopher J. Koenig Designs. They are to be used only for the project and site specified. Christopher J. Koenig Designs is not responsible for any errors or omissions. The client is responsible for the verification of all dimensions and conditions on the site. The client is responsible for the verification of all dimensions and conditions on the site. The client is responsible for the verification of all dimensions and conditions on the site.

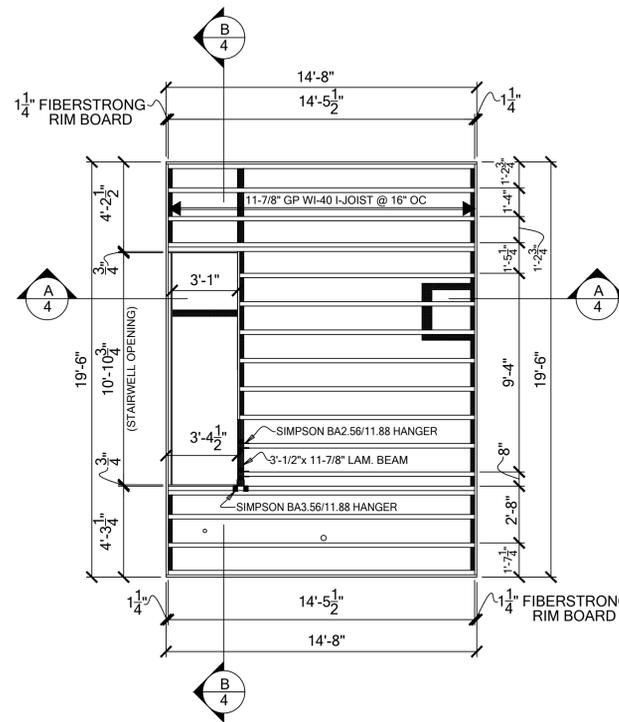




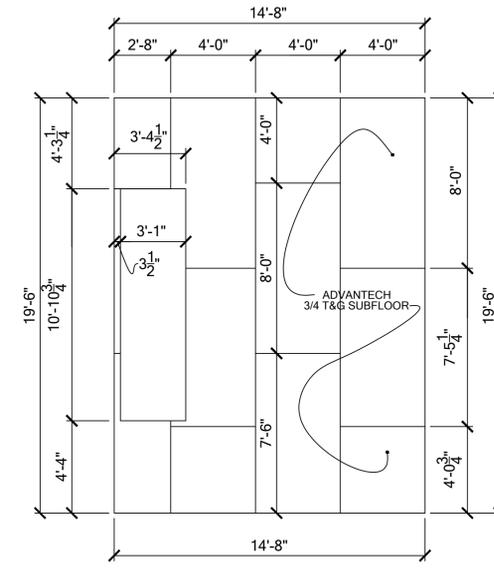
**FIRST FLOOR FRAMING PLAN**



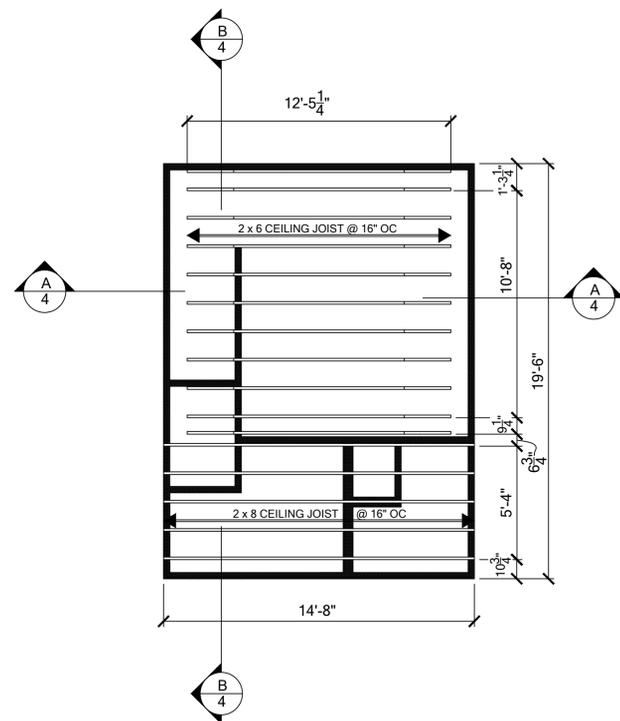
**FIRST FLOOR SUBFLOOR LAYOUT**



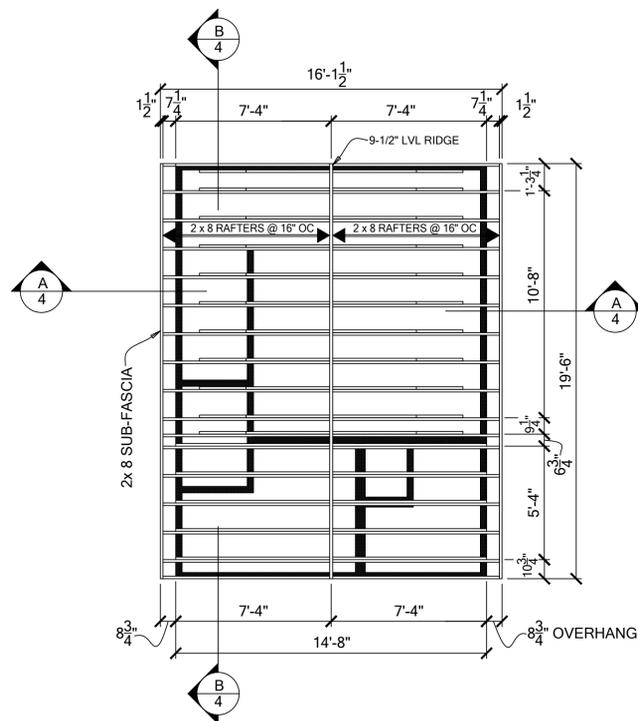
**SECOND FLOOR FRAMING PLAN**



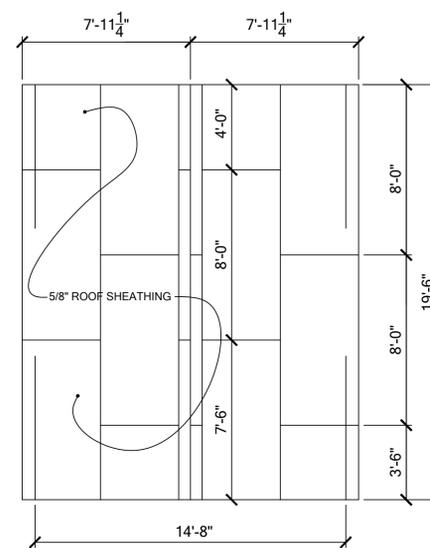
**SECOND FLOOR SUBFLOOR LAYOUT**



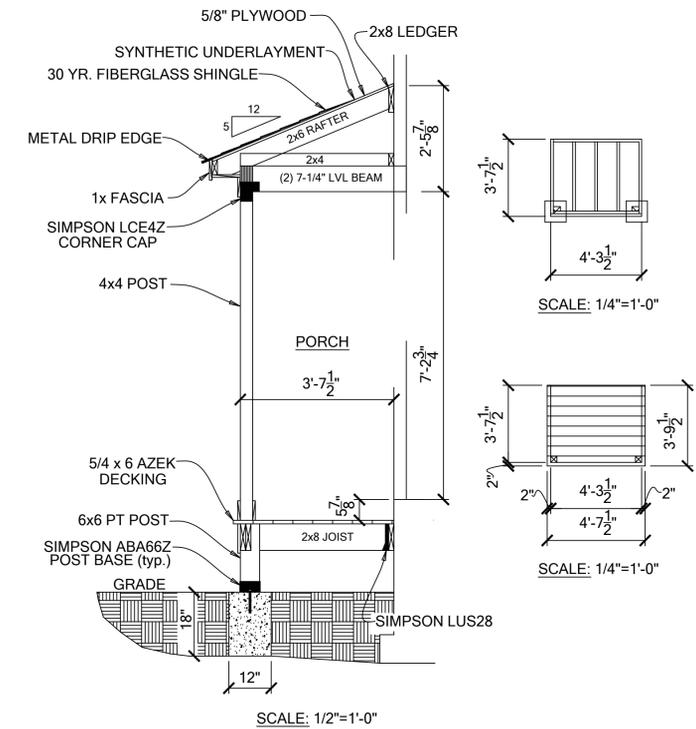
**CEILING FRAMING PLAN**



**ROOF FRAMING PLAN**



**ROOF SHEATHING LAYOUT**



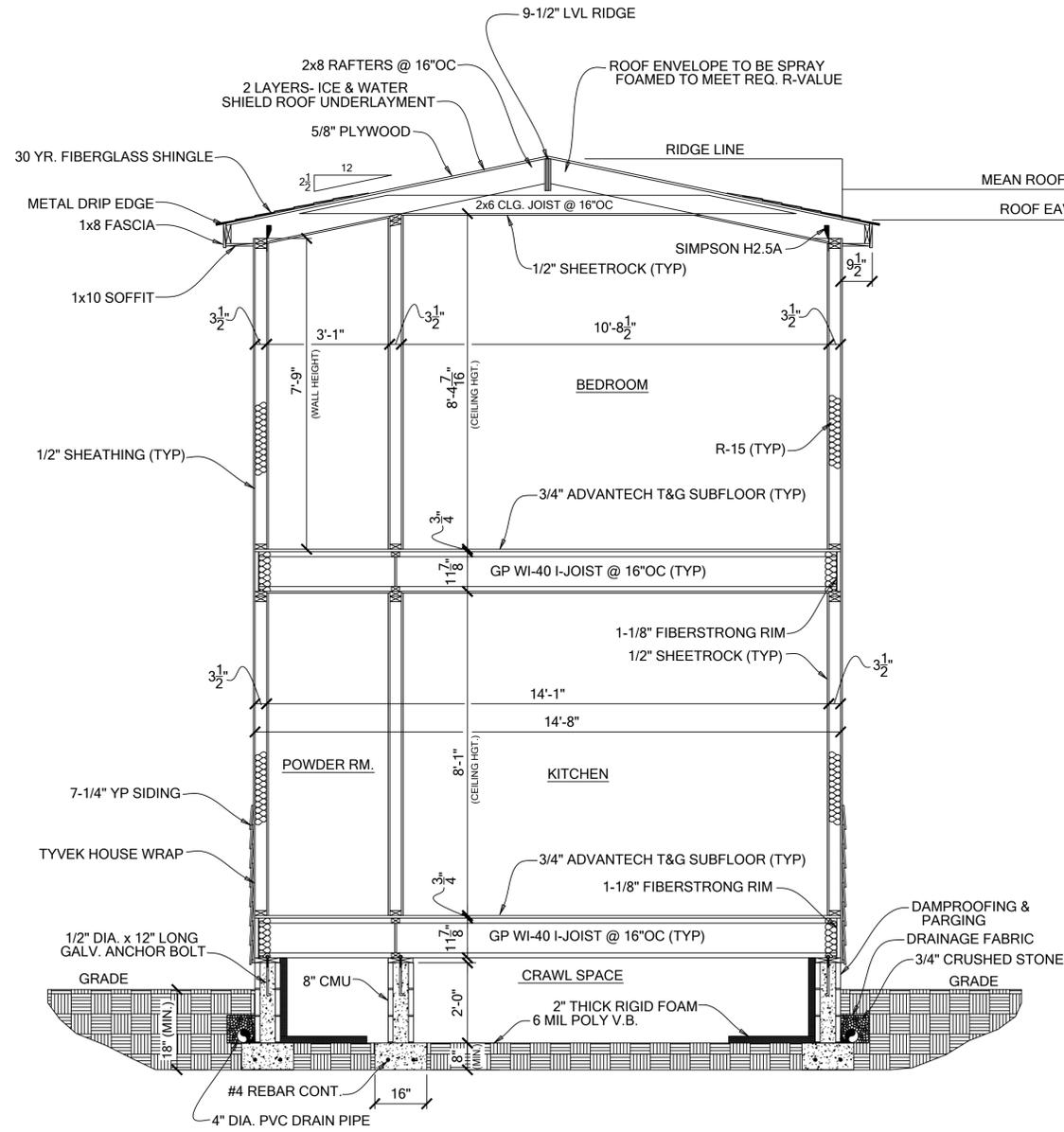
**FRONT PORCH DETAILS**

These drawings have been drawn according to high-quality standards and practices and are an accurate guide to building construction. However, local regulations and codes may vary. The contractor must review and conform with the applicable local regulations and codes. The author of these plans, will not assume liability for mistakes, during or after the use of these plans for construction.

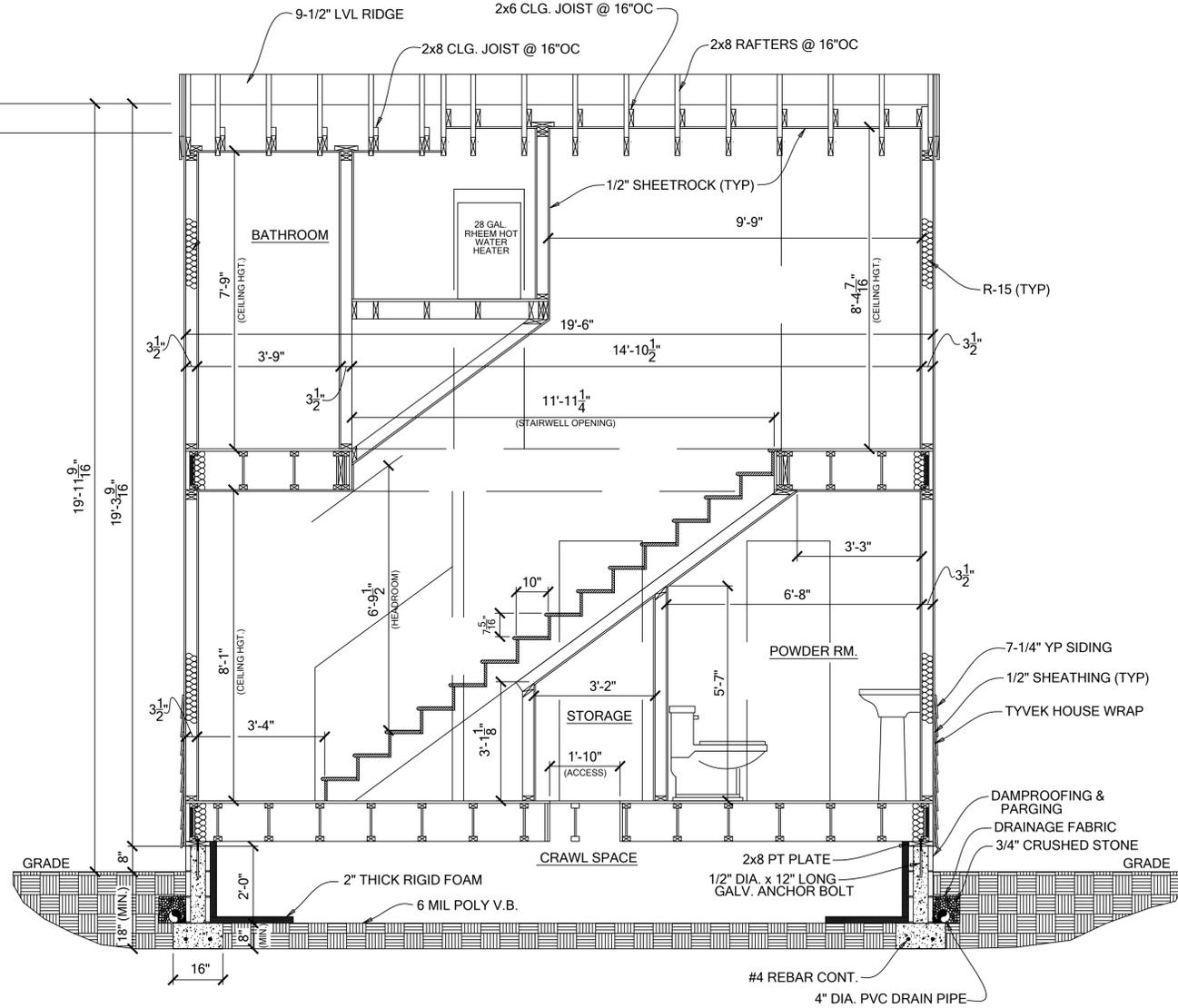
**NOTES:**  
 1) ALL DIMENSIONS TO BE VERIFIED IN FIELD.  
 2) ALL DIMENSIONS ARE SUBJECT TO CHANGE.

NO.	REVISION	DATE

<b>CLIENT:</b>	SARA KOENIG
<b>TITLE:</b>	FRAMING PLANS
<b>PROJECT:</b>	2120 M STREET, RICHMOND, VA. 23223
<b>DRAWN BY:</b>	CJK
<b>DATE:</b>	AUGUST 18, 2024
<b>SCALE:</b>	1/4"=1'-0"
<b>DWG. NO.</b>	3



**BUILDING SECTION A-A**



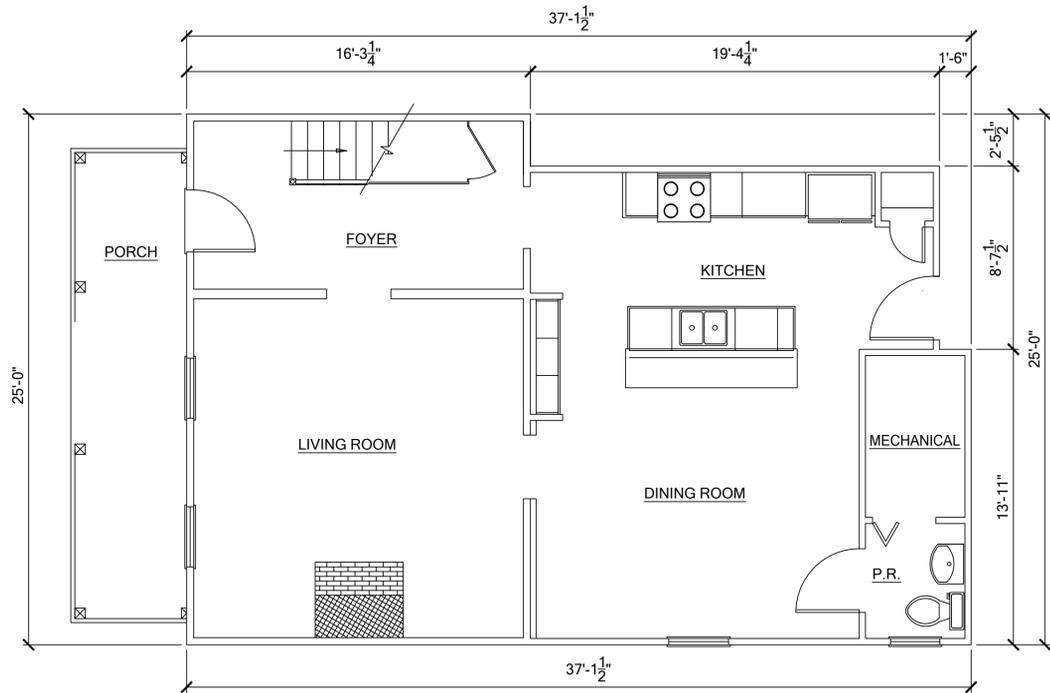
**BUILDING SECTION B-B**

These plans have been drawn according to high-quality standards and practices. The building contractor is responsible for providing the materials and labor. The building contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for verifying the accuracy of the information provided on these plans. The contractor shall be responsible for ensuring that the work is completed in accordance with the plans and specifications. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for ensuring that the work is completed in accordance with the plans and specifications.

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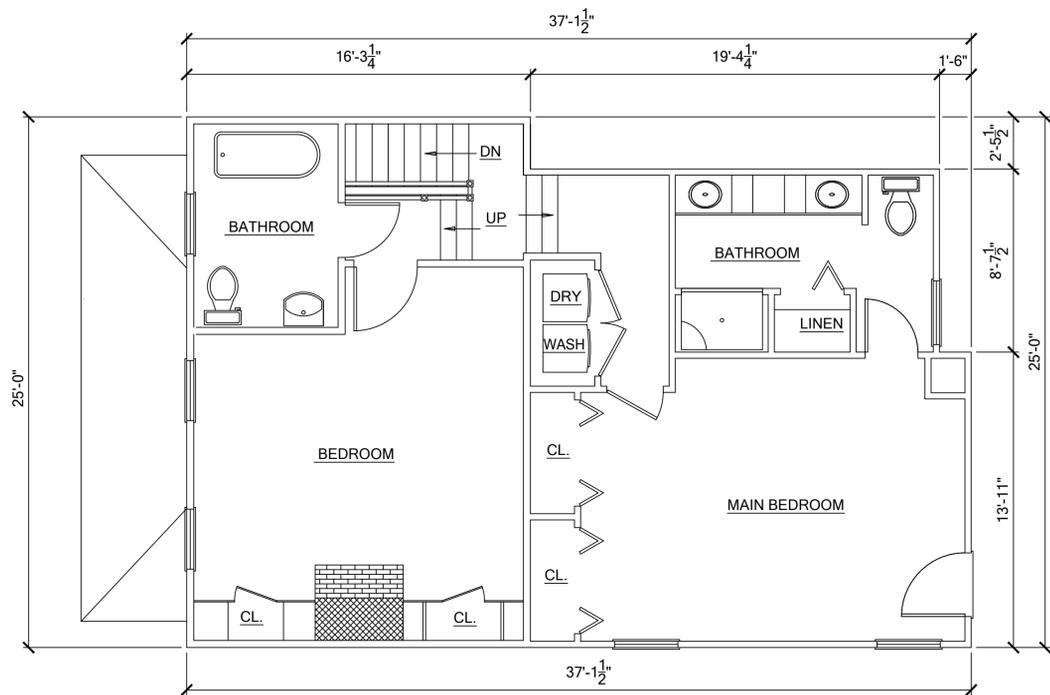
NO.	REVISION	DATE

<b>CLIENT:</b>	SARA KOENIG
<b>TITLE:</b>	BUILDING SECTIONS
<b>PROJECT:</b>	2120 M STREET, RICHMOND, VA. 23223
<b>DRAWN BY:</b>	CJK
<b>DATE:</b>	AUGUST 18, 2024
<b>SCALE:</b>	1/2"=1'-0"
<b>DWG. NO.</b>	4



EXISTING DWELLING SQ. FOOTAGE:  
 FIRST FLOOR: 864 SQ. FT.  
 SECOND FLOOR: 864 SQ. FT.  
 TOTAL: 1728 SQ. FT.

**EXISTING DWELLING FIRST FLOOR PLAN**



**EXISTING DWELLING SECOND FLOOR PLAN**



FILE NUMBER :  
A-86-5.3

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NO.	REVISION	DATE

<b>CLIENT:</b>	SARA KOENIG
<b>TITLE:</b>	EXISTING DWELLING FLOOR PLANS
<b>PROJECT:</b>	2120 M STREET, RICHMOND, VA 23223
<b>DRAWN BY:</b>	CJK
<b>DATE:</b>	AUGUST 18, 2024
<b>SCALE:</b>	1/4"=1'-0"
<b>DWG. NO.:</b>	5

