



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-6569
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)

Project 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 an 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

Staff Contact: (804)-646-6569 | alex.dandrige@rva.gov | alyson.oliver@rva.gov

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



Custom Ornamental Iron

10412 Knotty Pine Lane
 Glen Allen, VA 23059
 Voice: (804) 798-1991
 Fax: (804) 752-7610



www.customornamentaliron.com

Proposal Submitted to:

Work to be Performed At:

Quote

JAY PETERSEN
 1826 MONUMENT AVE
 RICHMOND, VA 23220
 564-3867
 jpetersen3@gmail.com

SAME

Salesman: STEPHEN CALL

Quote Number: 026519

Date: 2/3/2022

Email:

Job Number: _____

The work to be done in this proposal shall begin on _____.
 The estimated date for completion of the work, excluding changes in the scope of the work is, _____.

Line Number	Part Number	Description	Price	Qty	Extend
		FABRICATE AND INSTALL 36" TALL FENCE AND DOUBLE GATE FOR THE FRONT YARD AREA. INCLUDES A STANDARD 2 LINE FENCE WITH VERTICAL PICKETS AND SQUARE POST. ALL WITH A BLACK POWDER COATED FINISH. MATERIALS INCLUDE ALL STEEL: 2" SQ POST WITH BALL CAP MOLDED TOP RAIL	\$5,585.00		

The total cost for this contract is \$0.00

ALL Contracts -50% deposit is due at contract signing & balance due upon installation.

If deposit is paid with a credit card, the remaining balance, upon completion, will be paid using the same credit card information on file.

Sub-Total	\$0.00
Tax	
Total	\$0.00

The work to be performed under this contract and any special materials to be used are shown on this and all attached pages.

The parties agree that certain events occur from time to time beyond the control of the contractor. When such events occur (such as weather, strikes, accidents, delays in manufacturing) their occurrence shall not constitute an abandonment of the job by the contractor and shall not be included in the calculating the time for performance or payment under this agreement.

The contractor agrees it will comply with all local requirements for building permits, inspections and zoning.

In the event of any material breach in this agreement by either party, the other party shall have the right to terminate this agreement and exercise such rights as may be available by law.

The work to be performed under this agreement will be done by Custom Ornamental Iron, Inc. P.O. Box 1583, Glen Allen, Virginia 23060, Virginia Class A Licensee No. 2705 007805A. The license expiration date of Custom Ornamental Iron, Inc. is 3-31-2022.

Any alteration or deviation from the scope of the work or specifications referenced on this and any attached pages involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate.

In compliance with the specifications on this job, Custom Ornamental Iron, Inc. hereby guarantees all work performed to be free from defect in workmanship and material (including all paint products) for a period of Two Years from date of acceptance of this project by the Owner and as stated in said specifications; and Custom Ornamental Iron, Inc. agree to remedy, at its expense, any faulty material or work, or both, resulting from defective materials or workmanship which may arise during the period mentioned above. All metal rails to conform to existing site conditions. The fitting and attachment of any wood top rail to any metal rails is the responsibility of the owner.

Custom Ornamental Iron, Inc. (Contractor)

by: _____

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted by the undersigned. Custom Ornamental Iron, Inc. is hereby authorized to perform the work as specified. The undersigned agrees to make payment as set forth above. A service charge of 1 1/2 % per month (18% Per Annum) will be added to each invoice for which there is any unpaid balance 30 days after the billing date. The undersigned further agrees that it will exonerate, hold harmless, and indemnify Custom Ornamental Iron, Inc. from and against any/all costs, expenses, interests, and attorneys' fees which Custom Ornamental Iron, Inc. may incur in connection with the enforcement of any of the terms or conditions of this agreement. The undersigned further agrees, in the event of legal enforcement, the venue will be in Hanover County District Court, Hanover VA.

Customer Signature(s): _____ Date: _____

Line Number	Part Number	Description	Price	Qty	Extend
		<p>5/8" SQ VERTICAL PICKETS</p> <p>GATE WILL INLCUDES A DOUBLE LOCK BOX WITH LEVER HANDLE AND DEAD BOTH. HINGES WILL BE SELF CLOSING</p> <p>EXCLUDES ANY CONCRETE OR BRICK REPAIRS</p> <p>REVISIED DESIGN OPTION INCLUDES THE ADDITIONAL HORIZONTAL BAR AND HALF INTERMIDATE PICKETS AS SHOWN IN THE PHOTO PROVIDED ON 2-10-22</p> <p>INCLUDES FLAT GATE TOP DESIGN (NO ARCH), 2" SQ POST WITH BALLS FOR THE FENCING AND 3" SQ POST WITH BALL CAPS AT THE GATE</p>	\$6,100.00		

Sub-Total	\$0.00
Tax	
Total	\$0.00