



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**PROPERTY** (location of work)

Address \_\_\_\_\_

Historic district \_\_\_\_\_

|                        |
|------------------------|
| Date/time rec'd: _____ |
| Rec'd by: _____        |
| Application #: _____   |
| Hearing date: _____    |

**APPLICANT INFORMATION**

Check if Billing Contact

Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Applicant Type:  Owner  Agent  
 Lessee  Architect  Contractor  
 Other (please specify): \_\_\_\_\_

**OWNER INFORMATION** (if different from above)

Check if Billing Contact

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

**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 payment of the application fee. Applicants 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 and 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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

|   |
|---|
| Staff Contact: 804.646.6335 Carey.Jones@Richmondgov.com |
|---|

## SUBMISSION INSTRUCTIONS

**Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.**

Submit the following items to the Division of Planning and Preservation, 900 E. Broad Street, Rm. 510:

- One (1) signed and completed application – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, submitted via email or OneDrive.
- Application fee, as required, will be invoiced. 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 the 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 in December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. 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: <http://www.richmondgov.com/CommissionArchitecturalReview> or contact staff.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission 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.



# 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:** \_\_\_\_\_

### BUILDING TYPE

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

### ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- 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
- proposed new 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)

- 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)

- current site plan
- proposed site plan
- current floor plans
- proposed floor plans
- legal "plat of survey"
- list of current windows and doors
- list of proposed window and door
- current roof plan
- proposed roof plan
- current elevations (all sides)
- proposed elevations (all sides)
- demolition plan
- perspective and/or line of sight

## 520 N. 25<sup>th</sup> St. Certificate of Appropriateness Application

Written by:

Zoe York

Project Manager

February 26, 2021

520 N. 25<sup>th</sup> St. is currently vacant. Until recently, it has been home to the Richmond Association of Masonic Lodges. It was primarily used as a meeting space.

Ninety Three LLC intends to convert this property into a small brewery and restaurant that offers retail for on-site consumption and take-home beer. The first floor will be used as the food preparation kitchen, dining area, and office operations area for the business. The second floor, which was used as meeting space, will become a flex space for special events. The basement will be used for storage and as the production/blending area for beer. There will be an outdoor seating area established in the greenspace adjacent to the building along E. Leigh St. A small shed will be erected on the opposite side of the building, adjacent to the existing HVAC equipment.

The outdoor seating area is currently a graded surface. It will be designed to accommodate 8 picnic tables and is proposed to have a stone or gravel surface. This is outlined on our proposed site plan.

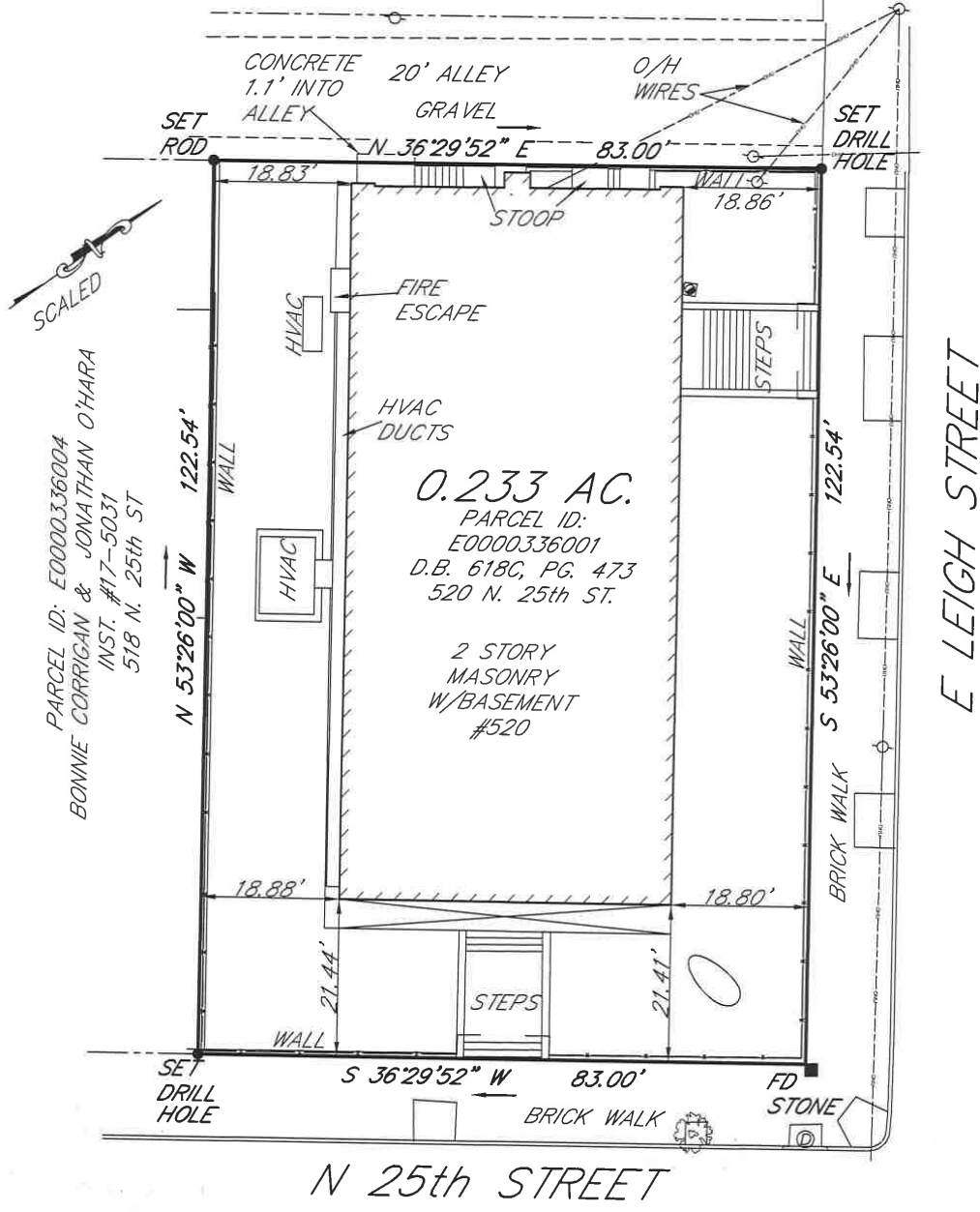
The site originally had a chain link fence, which we removed while addressing drainage problems. We will replace the fence with a historically appropriate wrought iron fence. It is our goal to use a reclaimed or salvaged fence with simple design. Photographic examples of the fence are included in this application.

The storage shed that will be located on the opposite side of the property to the outdoor seating area will measure 12' x 16' and will be constructed of wood siding material in alignment with the design standards of the Old & Historic District. A photographic example of the shed is also included in our proposed site plan included in this application.

Ninety Three LLC has no intention of making any significant changes to the structure because this building is already extremely well-suited for the use of a brewery and small restaurant. It has large open spaces that will be easily converted into a dining room, event space, and blending area. It also has an existing commercial kitchen, and restroom facilities.

THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE "X" AS SHOWN ON FLOOD INSURANCE RATE MAP (F.I.R.M.) PANEL NUMBER: 5101290041E EFFECTIVE DATE: 7-16-14.


THIS IS TO CERTIFY THAT ON SEPTEMBER 14, 2020 I MADE AN ACCURATE SURVEY OF THE PREMISES SHOWN HEREON AND THAT THERE ARE NO EASEMENTS OR ENCROACHMENTS VISIBLE ON THE GROUND OTHER THAN THOSE SHOWN HEREON.



PLAT SHOWING SURVEY OF 0.233 ACRE OF LAND KNOWN AS 520 N. 25th STREET CITY OF RICHMOND, VIRGINIA

THIS SURVEY IS SUBJECT TO ANY EASEMENTS OF RECORD AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.



|  |               |   |
|--|---------------|---|
| <br><b>HALDER SURVEYS PC</b> |               | 12108 WERTH STREET<br>CHESTER, VA. 23831<br>PHONE: 804-748-8707 |
| DATE: OCTOBER 1, 2020  | SCALE: 1"=20' |   |
| DRAWN BY: RLL  |               |   |
| CHECKED BY: RLL  |               |   |
| DWG NAME: 520 N 25TH ST  |               |   |

Site Plan:  
520 N. 25th St.,  
Richmond, VA 23223

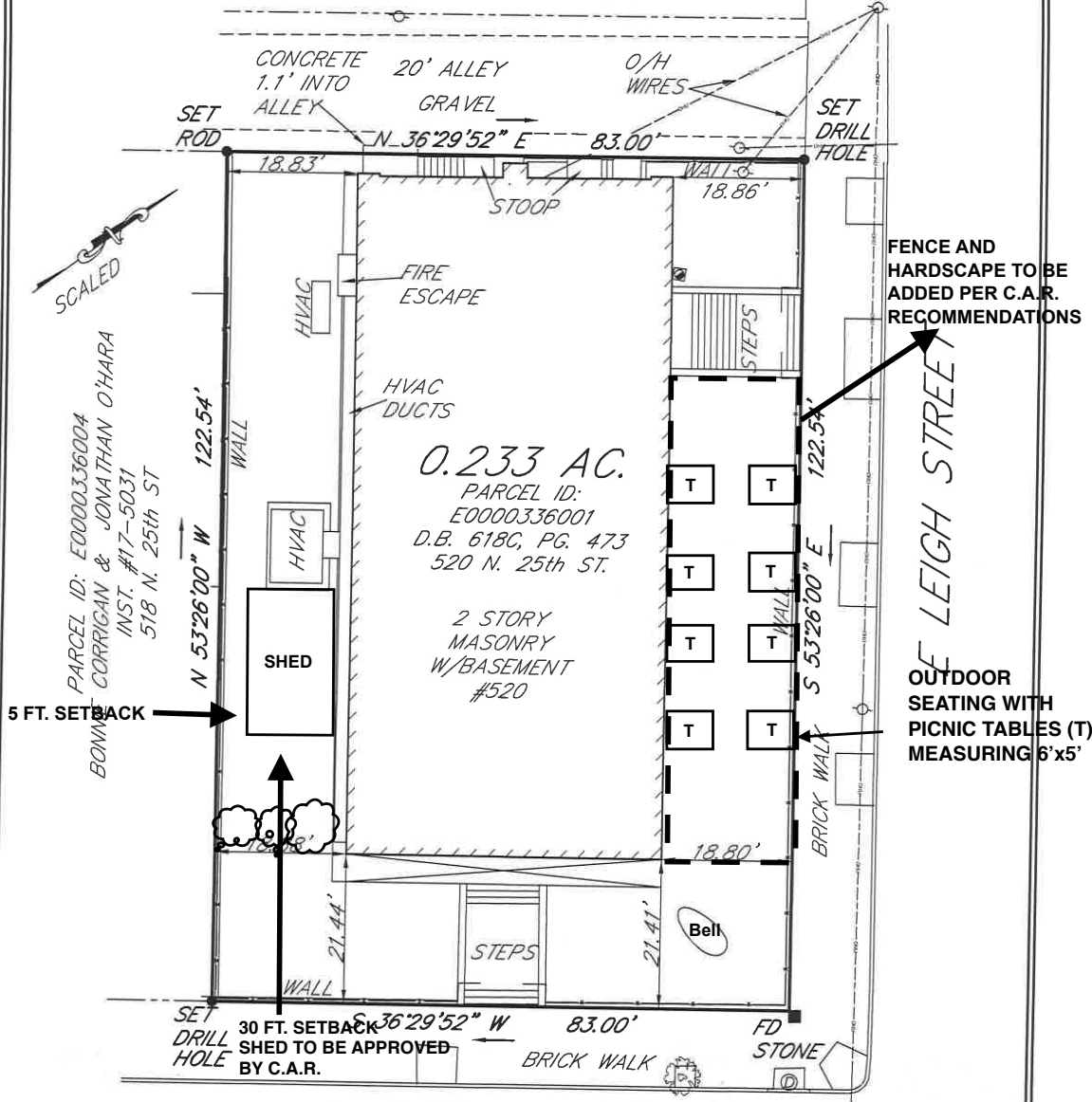
Drawn By: Zoe York

Title: Project Manager

Date: February 25, 2021

THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE "X" AS SHOWN ON FLOOD INSURANCE RATE MAP (F.I.R.M.) PANEL NUMBER: 5101290041E EFFECTIVE DATE: 7-16-14.

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**HALDER SURVEYS PC**  
12108 WERTH STREET  
CHESTER, VA. 23831  
PHONE: 804-748-8707

DATE: OCTOBER 1, 2020 SCALE: 1"=20'  
DRAWN BY: RLL  
CHECKED BY: RLL  
DWG NAME: 520 N 25TH ST

**Proposed outdoor seating location (outlined in red), located on the side yard at the E. Leigh St. side of the property. Area will accommodate 8 picnic tables on a gravel or stone surface. The chainlink pictured here has been removed and will be replaced with a 3 ft. tall wrought iron fence.**

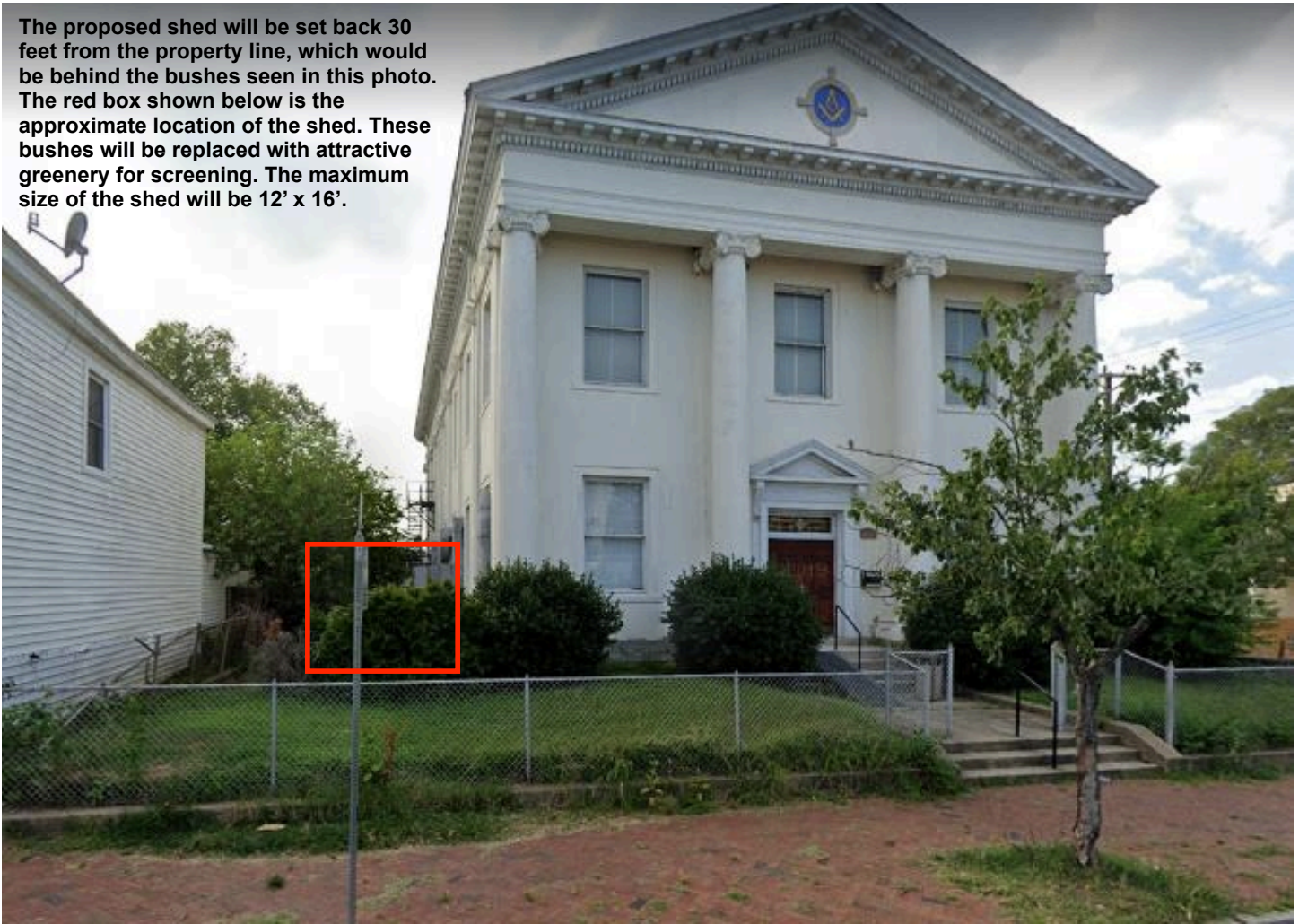


The proposed shed will be located to the left of the building (marked by a red X below) and will be screened on the 25th St. side of the property with tall greenery. The outdoor seating area will be located to the right of the building (marked by the turquoise X below) and will be enclosed with a period-style wrought iron fence.





The proposed shed will be set back 30 feet from the property line, which would be behind the bushes seen in this photo. The red box shown below is the approximate location of the shed. These bushes will be replaced with attractive greenery for screening. The maximum size of the shed will be 12' x 16'.



**This fence is an example of the kind of wrought iron fence we plan to use to enclose the patio area. We intend to ensure that the fence is of an appropriate size in relation to the building (likely 3 ft.) and is simple in design, excluding ornate scrolling, etc.**



**This is an example of the 12' x 16' shed we intend to construct on the left side of the property.**

