DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW

Commission of Architectural Review
Certificate of Appropriateness Application
900 E. Broad Street, Room 510
Richmond, VA 23219
804-646-6569

Property *(location of work)*
Property Address: 15 W Leigh Street Richmond VA Current Zoning: R-63
Historic District: Jackson Ward

Application is submitted for: *(check one)*

- ☒ **Alteration**
- ☐ **Demolition**
- ☐ **New Construction**

Project Description *(attach additional sheets if needed):*
1-Request to add 25 feet addition in the back.
2- Request to add one more story (third story) The new addition will have hardy plank exterior of color matching with existing bricks (red).

Applicant/Contact Person: Firoz N Khan
Company:
Mailing Address: 5929 Herrick PL
City: Glen Allen State: VA Zip Code: 23059
Telephone: (804) 364.9590
Email: firoznkhan@gmail.com
Billing Contact? Yes Applicant Type (*owner, architect, etc.*): Owner

Property Owner: Firoz N Khan
If Business Entity, name and title of authorized signee:
Mailing Address: 5929 Herrick PL
City: Glen Allen State: V A Zip Code: 23059
Telephone: (804) 364.9590
Email: firoznkhan@gmail.com
Billing Contact? Yes
Owner must sign at the bottom of this page*

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. 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. Application materials should be prepared in compliance with zoning.

Property Owner Signature: firoznkhan **Date:** 5/31/2024

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: 15 W Leigh St Richmond VA

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

Firoz N Khan
5929 Herrick PL
Glen Allen, VA 23059
804.364.9590

Ref – Commission of Architectural Review (CAR) for Property located at 15 W. Leigh St. Richmond VA.

Members of the commission:

Request you to consider the application herewith attached for addition and renovation of the property mentioned in the subject line.

Background:

The existing dwelling is two story building with two rooms on each floor. The current condition of the house does not have any bathroom and kitchen as such. It is in Jackson ward historic district which has a combination on modern and historical architecture.

Current Building Structure:

- **Exterior Walls** - The exiting building at present is vacant and is not in habitable condition. There is no bathroom or kitchen as such. The exterior walls are constructed with brick with one side has a party wall whereas the other side of the building is a vacant lot.
- **Windows –** The existing windows are wood frame and not in good condition.
- **Interior –** the interior is very rough condition. All walls and ceiling needs to demolished put new drywall.
- **Floor Plan –** the current house has two story and two rooms at each of the stories

Proposed addition:

The lot size is 15x81 feet. The current lot used for the building is 15x30 with a 5 feel front porch.

Addition in the back year - I am requesting the planning and CAR to review and approve an addition of 25 additional feet in the back side of the building. The new addition will be used for adding an additional bedroom with a fully attached bathroom.

In addition to the backyard addition, I am also requesting you to review and approve an additional story (the third floor).

Front Façade – The third story addition will have a similar façade that that of current construction. All effort will be made so that it blends with surroundings. The windows will be like the current second floor windows to maintain the architectural façade

Cornice – the third floor will have cornice similar to what the current building has to offer similar look and feel of the surrounding architecture.

Sidings – the addition in the back and the additional third floor will have hardy planks. The color of the hardy plank will match with the current brick wall or the closed possible color.

The typical floor plan is part of the design I am submitting with this narrative.

Proposed floor plan description - the renovation of the subject property is intended to rent, most likely to VCU students. Each floor plan will have two bedrooms with fully attached bathrooms and a common area. The common area will have a fully functional kitchen, washer and dryer. The access to the second floor will be via the staircase from the kitchen.

Rear Exit – Each floor will have a door to the rear side of the building. There will be an outside staircase from the third floor to the first floor. This exit will also be used as an emergency exit.

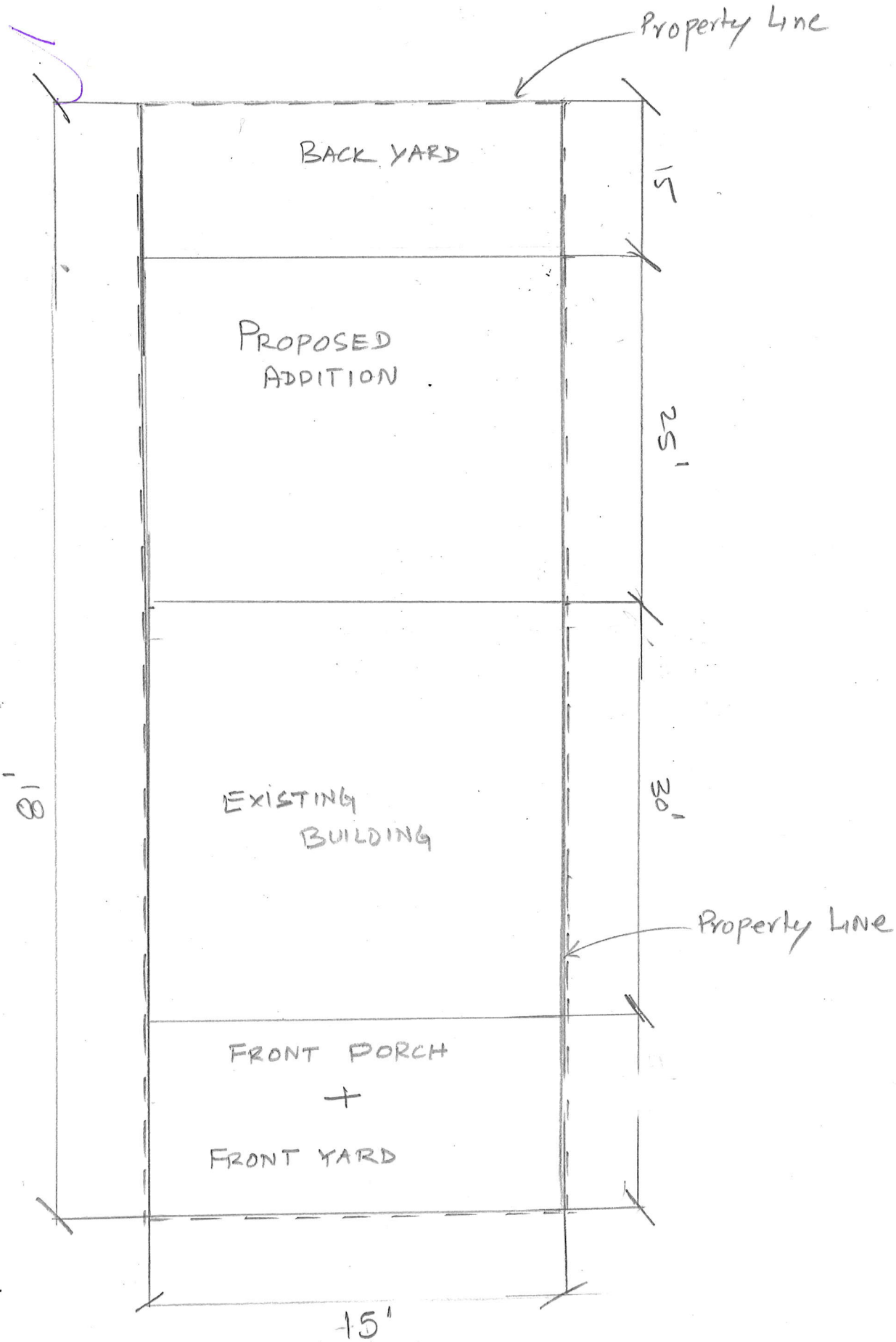
Repairs and replacements – all efforts will be made to repair the existing windows, door and font porch columns. But in case a replacement is much, it will same or similar to the current structure.

I thank you all for your time and effort to review this application. If you have any questions or need any further information, please contact me at 804.364.9590 or email me firoznkhan@gmail.com

Firoz N Khan

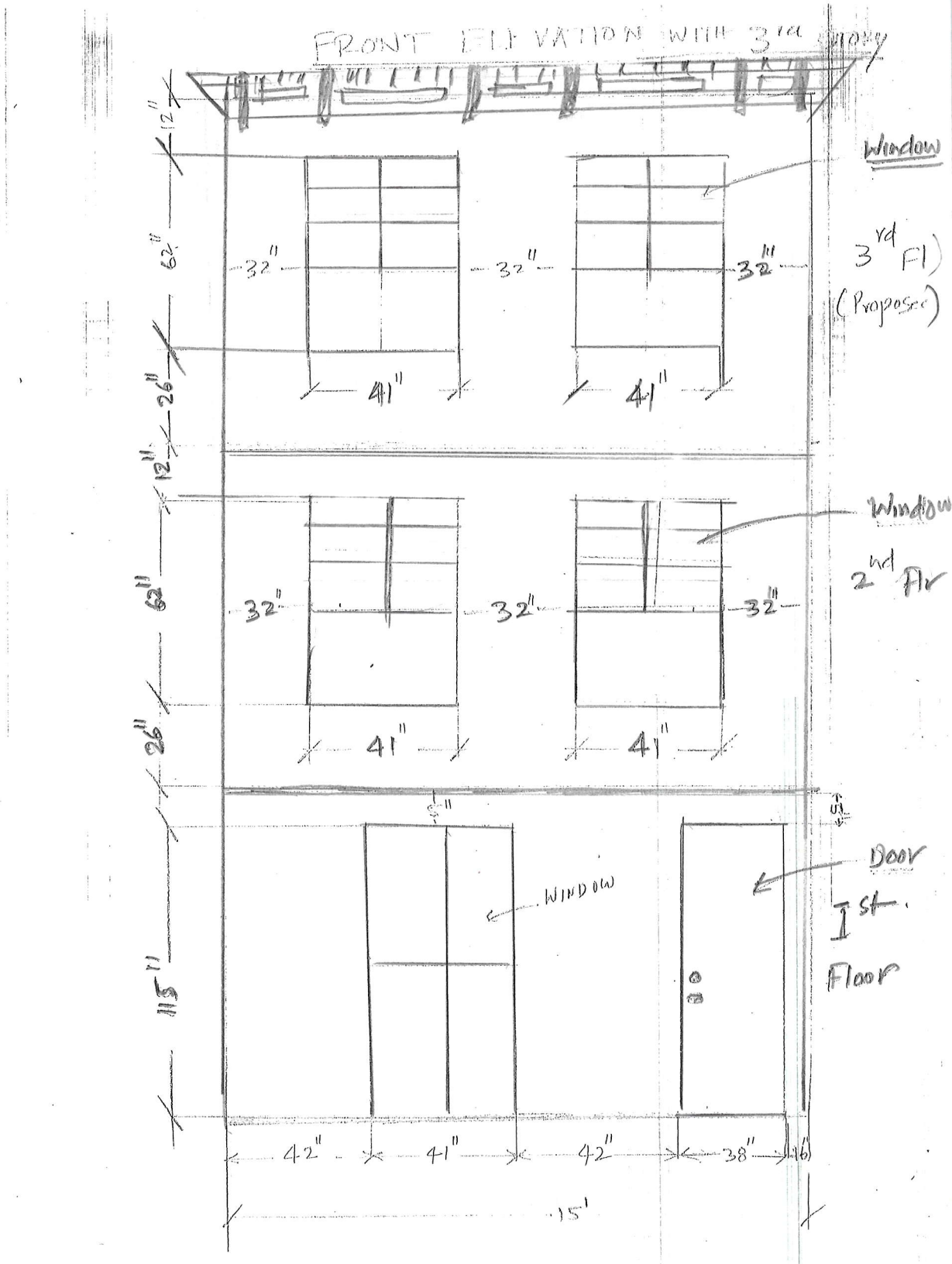
firoznkhan 6/10/2024

Owner


Property Line
BACK YARD
5'
PROPOSED ADDITION
25'
EXISTING BUILDING
80'
30'
Property Line
FRONT PORCH
+
FRONT YARD
15'

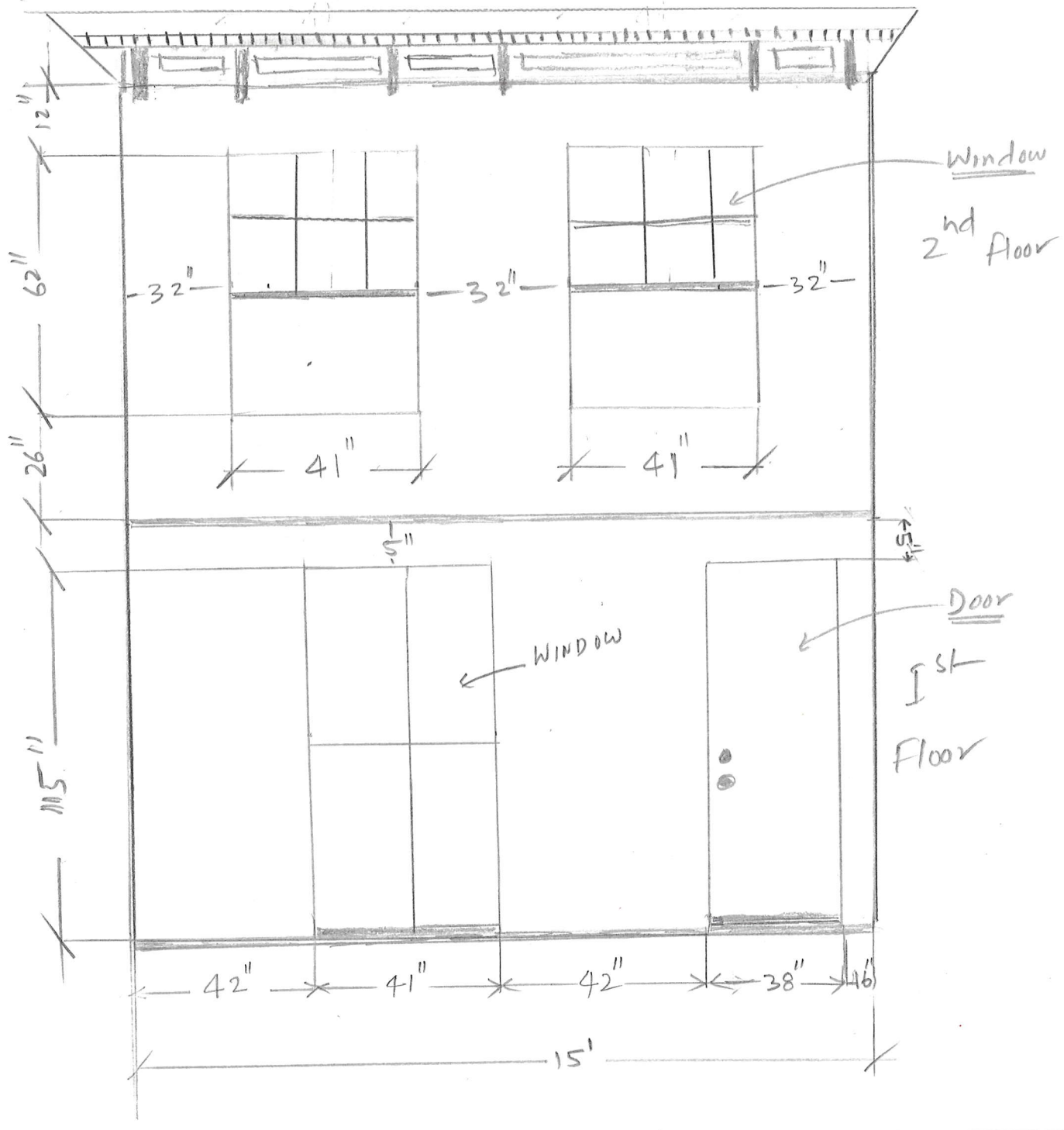
FRONT ELEVATION WITH THIRD FLOOR

OPTION #1



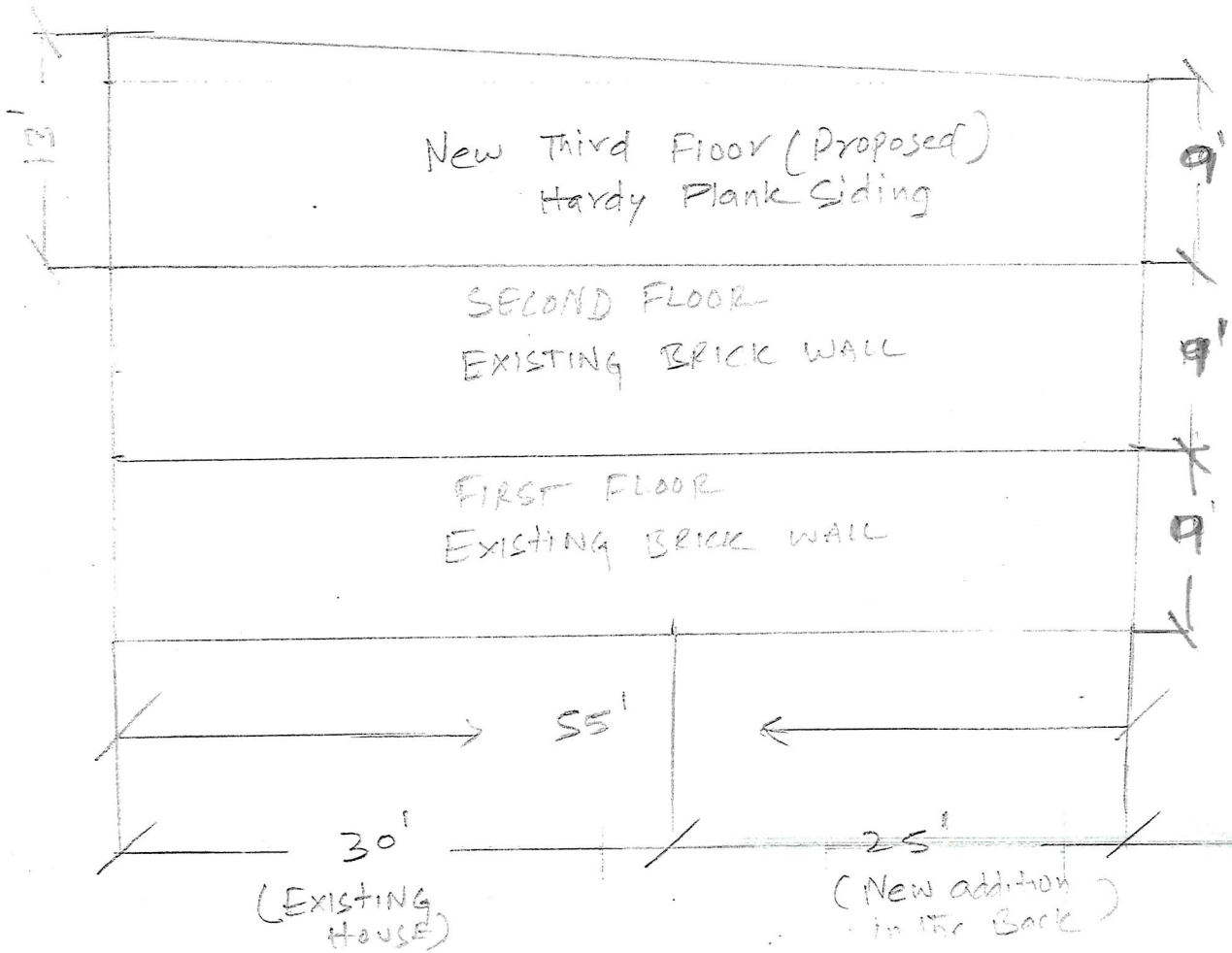
FRONT ELEVATION WITH THIRD STORY IN BACK

OPTION #2

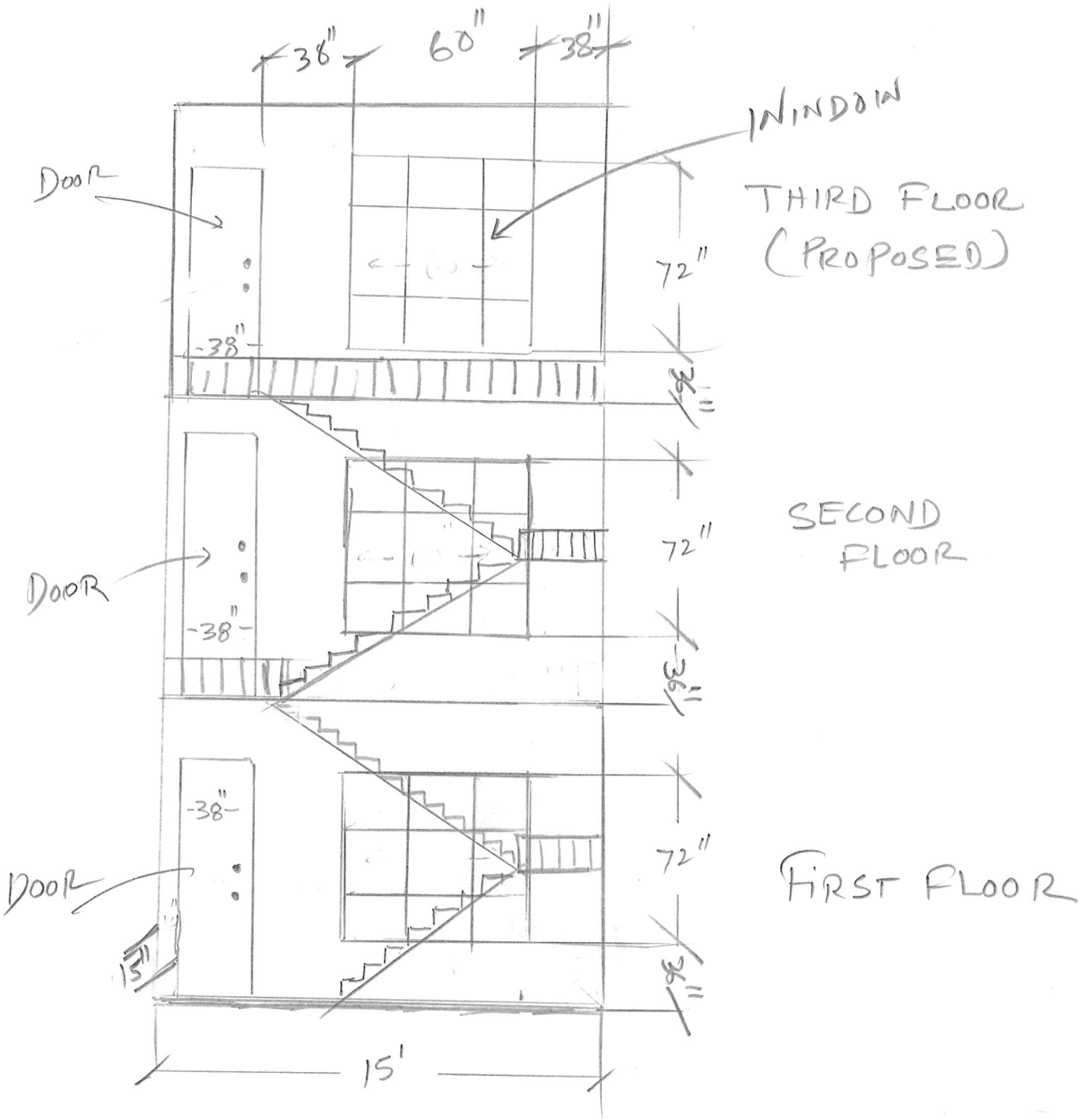


SIDE ELEVATION DIMENSION

OPTION #1

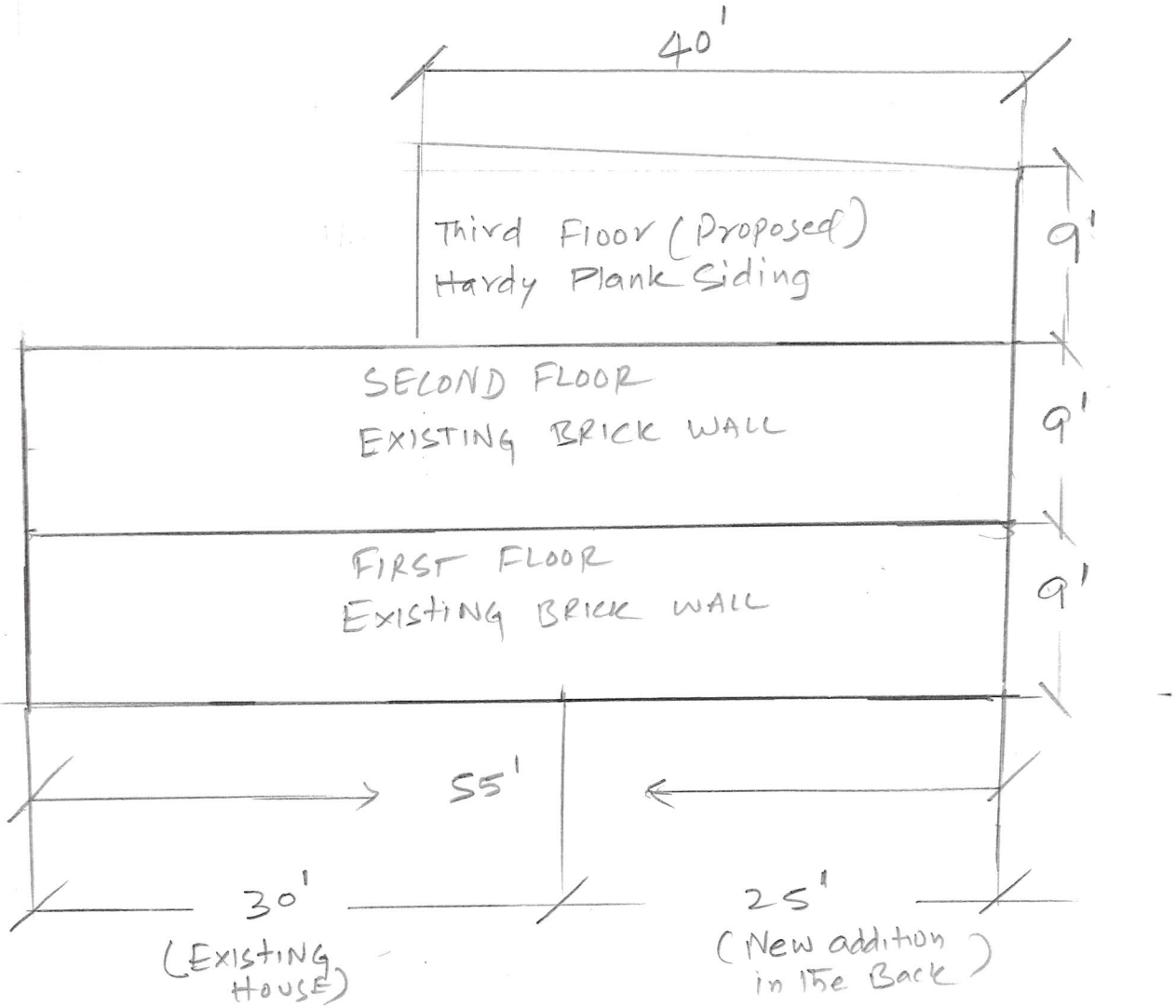


REAR ELEVATION



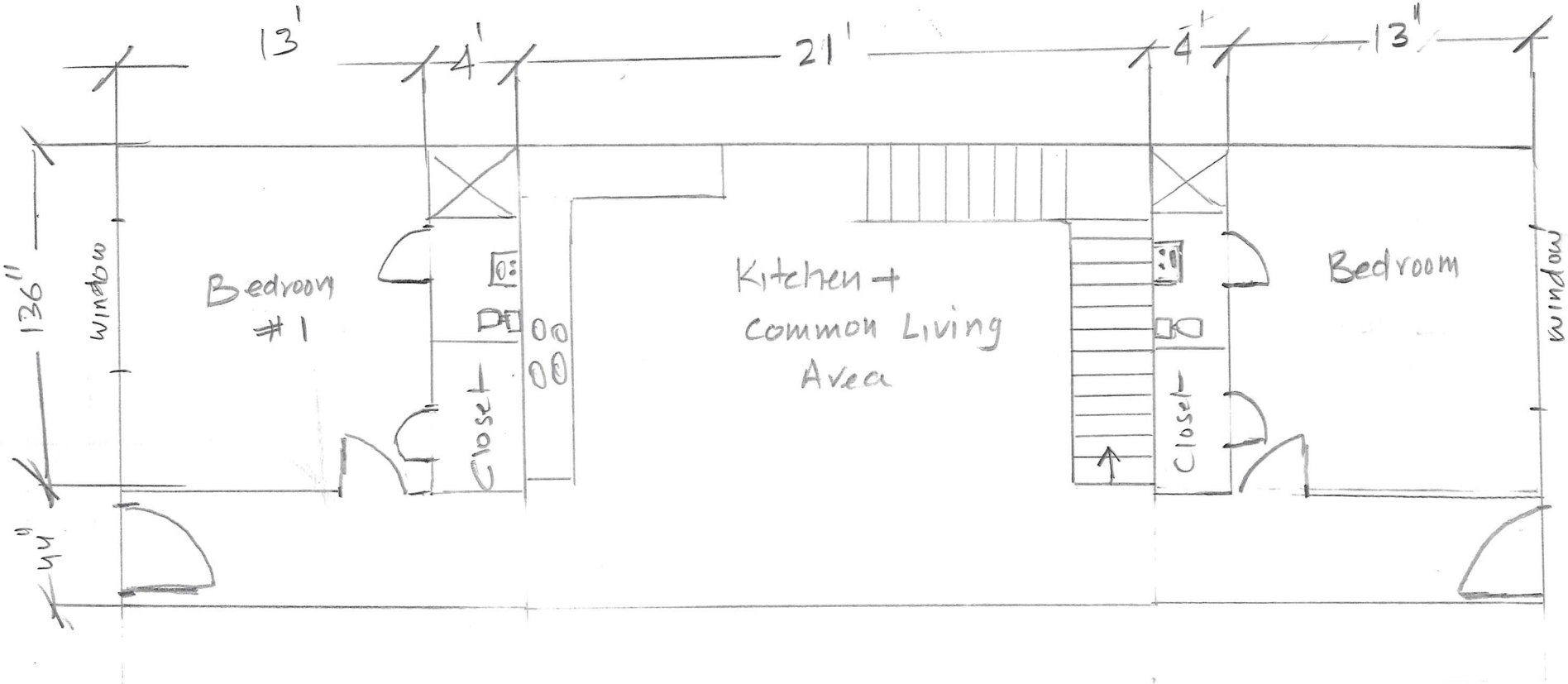
SIDE ELEVATION DIMENSION

OPTION #2



First Floor Plan

(Typical)




14 WEST









