



# 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 (SHED)

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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

SHED BUILD

OWNER  
SARA KOENIG  
R A JOSEPH HOUSE LLC



SARA KOENIG

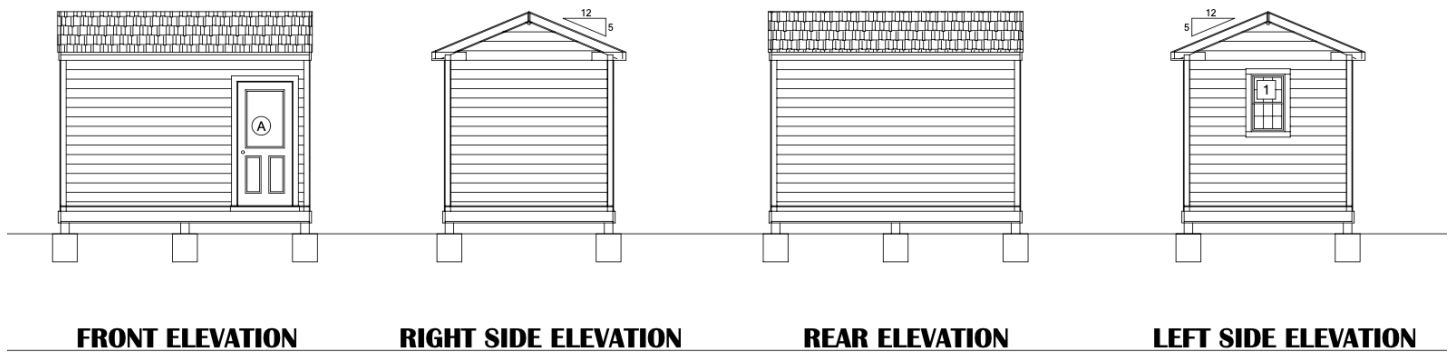
R A JOSEPH HOUSE LLC

2120 M STREET, RICHMOND VA, 23223

**2120 M STREET\_CAR APPLICATION: SHED**

**Summary:**

SHED APPLICATION: Constructing a 11' high, 120 square foot shed with a 9'-0" x 13'-4" footprint. The shed will have a single door and window. It will be a one-story, wood framed structure, on a concrete pier foundation. The building will be clad in Yellow Pine board siding. Located in the back yard area at 21' feet from back of main dwelling and 3.33' off fence at the left property line. Entry door will be constructed of fiberglass and will be located on the east façade of the structure, facing the fence line along N. 22<sup>nd</sup> street. Window on the south façade of the structure, facing the main dwelling (See Appendix 2: plot plan), will be wooden (aluminum clad). The roof will be a Gable type which matches the roof type of the roof over the rear of the main dwelling. Exterior finishes to match main dwelling.



SARA KOENIG

R A JOSEPH HOUSE LLC

2120 M STREET, RICHMOND VA, 23223

**2120 M STREET\_CAR APPLICATION: SHED BUILD**

**Material & Finishes Exterior:**

- A. Footing – (6) 16” x 16” x 18” concrete piers.
- B. Roof - Gable profile (matching rear main dwelling roof). Covered with 30-year fiberglass shingle. 5/12 pitch.
- C. Shingle - Manufacturer: GAF, Product: Timberline High-Definition fiberglass, Color: Slate
- D. (1) Door - Manufacturer: Therma -Tru, Product: Smooth Star Fiberglass Exterior Door, Size: 36” x 80”, Model: S132, Finish: Painted, Color: Sherwin Williams Tricorn Black (SW 6258)
- E. Window – Jeld Wen, Product: Sitrine® Clad-Wood Window: Double Hung Pocket, Color: White
- F. Siding – Size: 7 ¼”, Material: Yellow Pine, Finish: Painted, Color: Sherwin Williams Sage Green (SW 2860) (to match the main dwelling)
- G. Trim – Window and Door exterior constructed of pine, Finish: Painted, Color; Sherwin Williams Alabaster (SW 7008)

Appendix 1: Paint color

Appendix 2: Site Plan

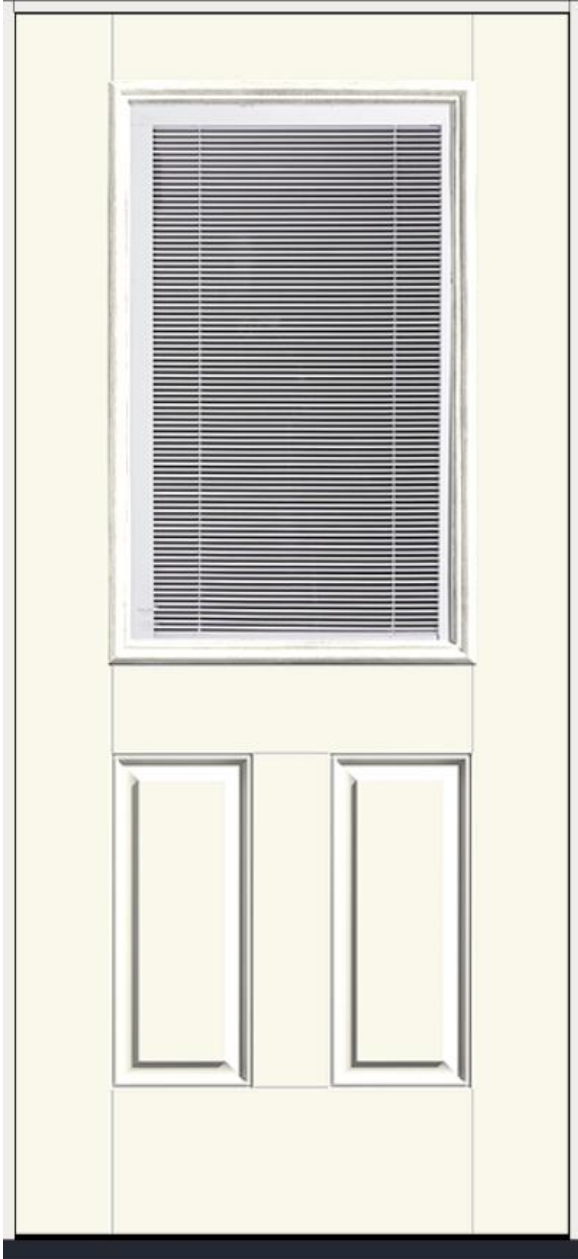
Appendix 3: Legal Plat of Survey

Appendix 4: Pictures

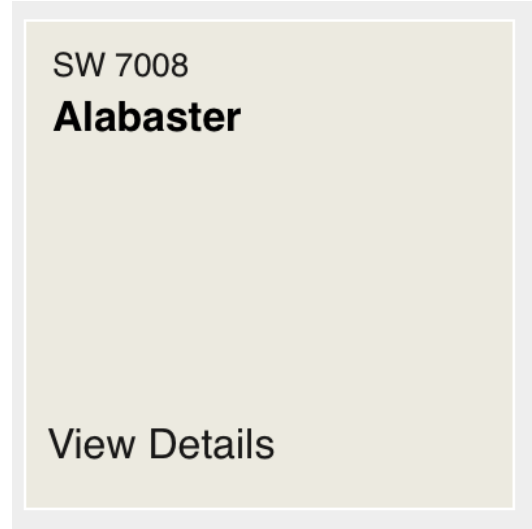
**C. Shingle - Manufacturer: GAF, Product: Timberline High-Definition fiberglass, Color: Slate**



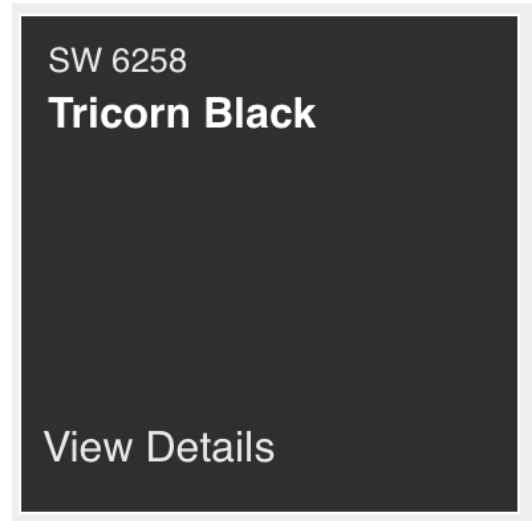
**D. (1) Door - Manufacturer: Therma -Tru, Product: Smooth-Star Fiberglass Exterior Door, Size: 36" x 80", Model: S132, Color: Sherwin Williams Tricorn Black (SW 6258)**



**Trim Color**



**Door Color**





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



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



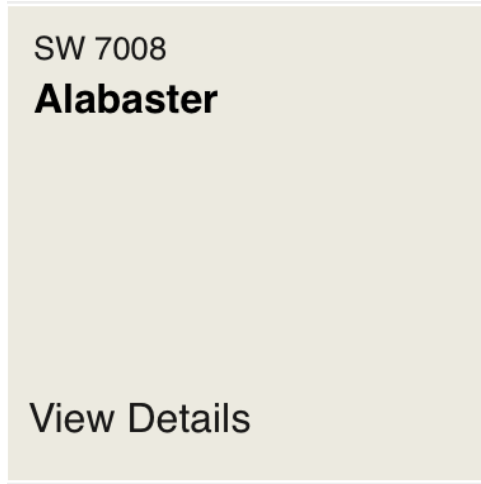
**Existing Window on Main Dwelling**

**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

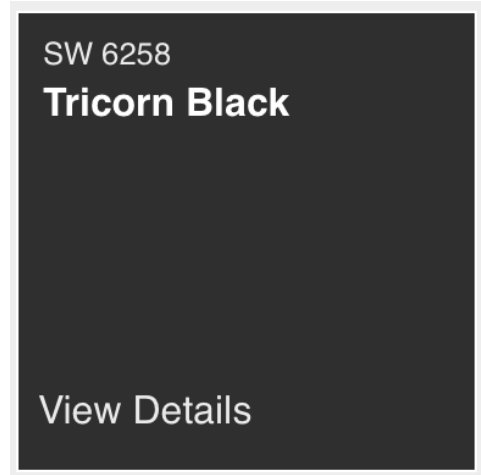


**Appendix 1: Paint colors – Chosen from the CAR Guidelines. Matches main dwelling color scheme.**



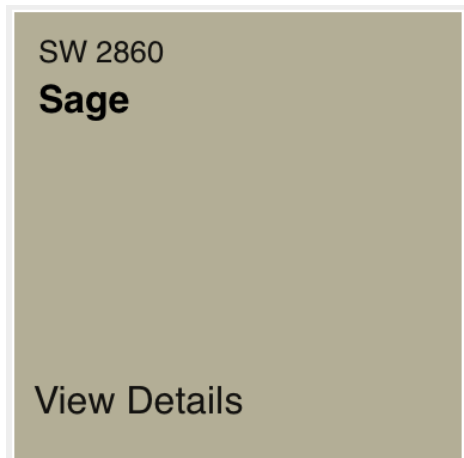
**Trim Color**

Sherwin Williams: Alabaster SW 7008



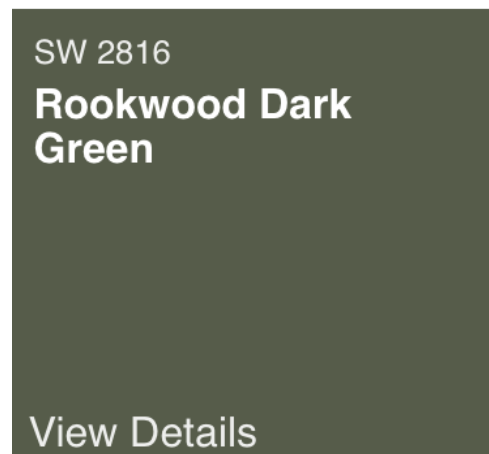
**Door Color**

Sherwin Williams: Tricorn Black SW 6258



**Siding**

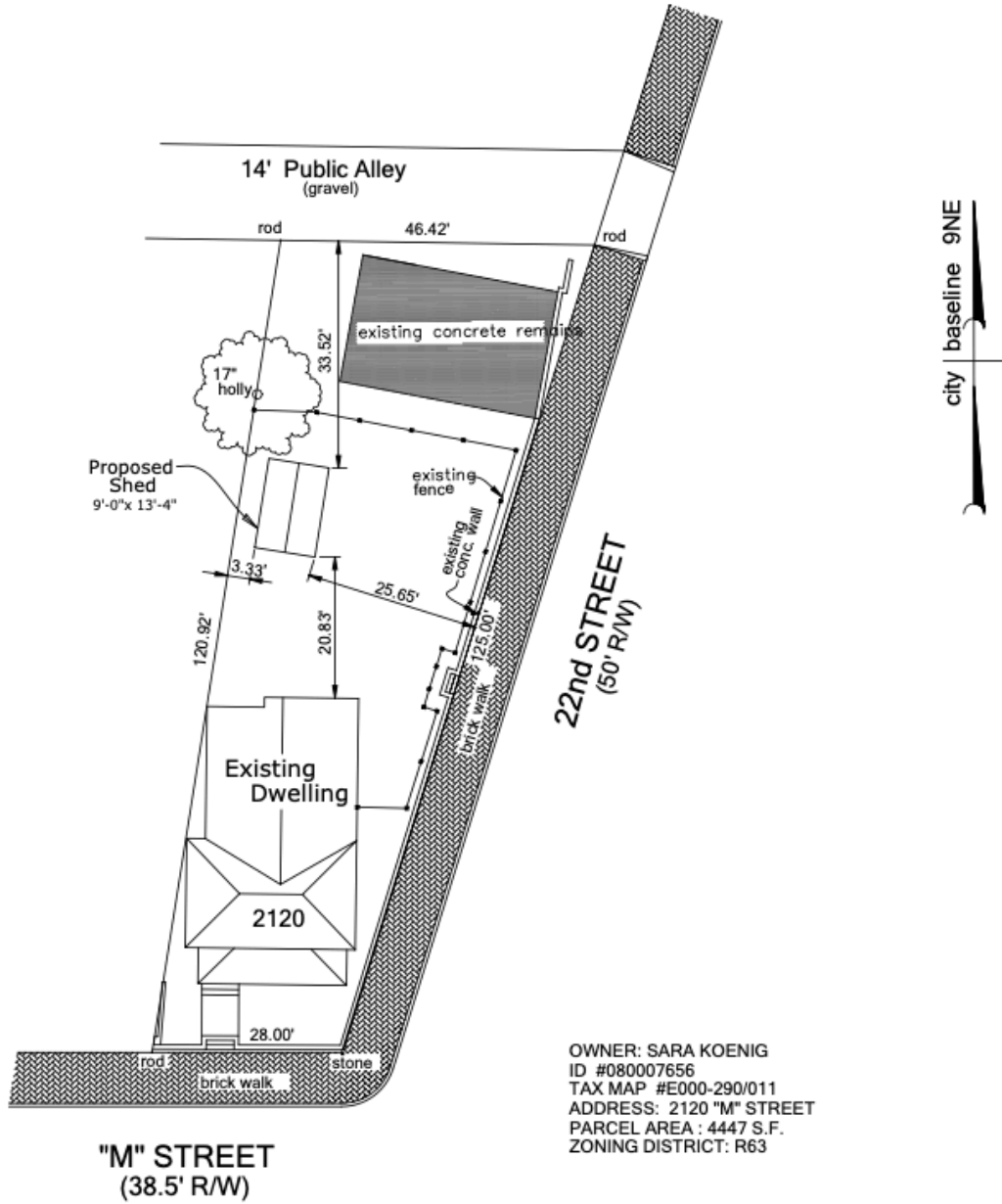
Sherwin Williams: Sage SW 2860



**Window Sash**

Sherwin Williams: Rookwood Dark Green SW 2816

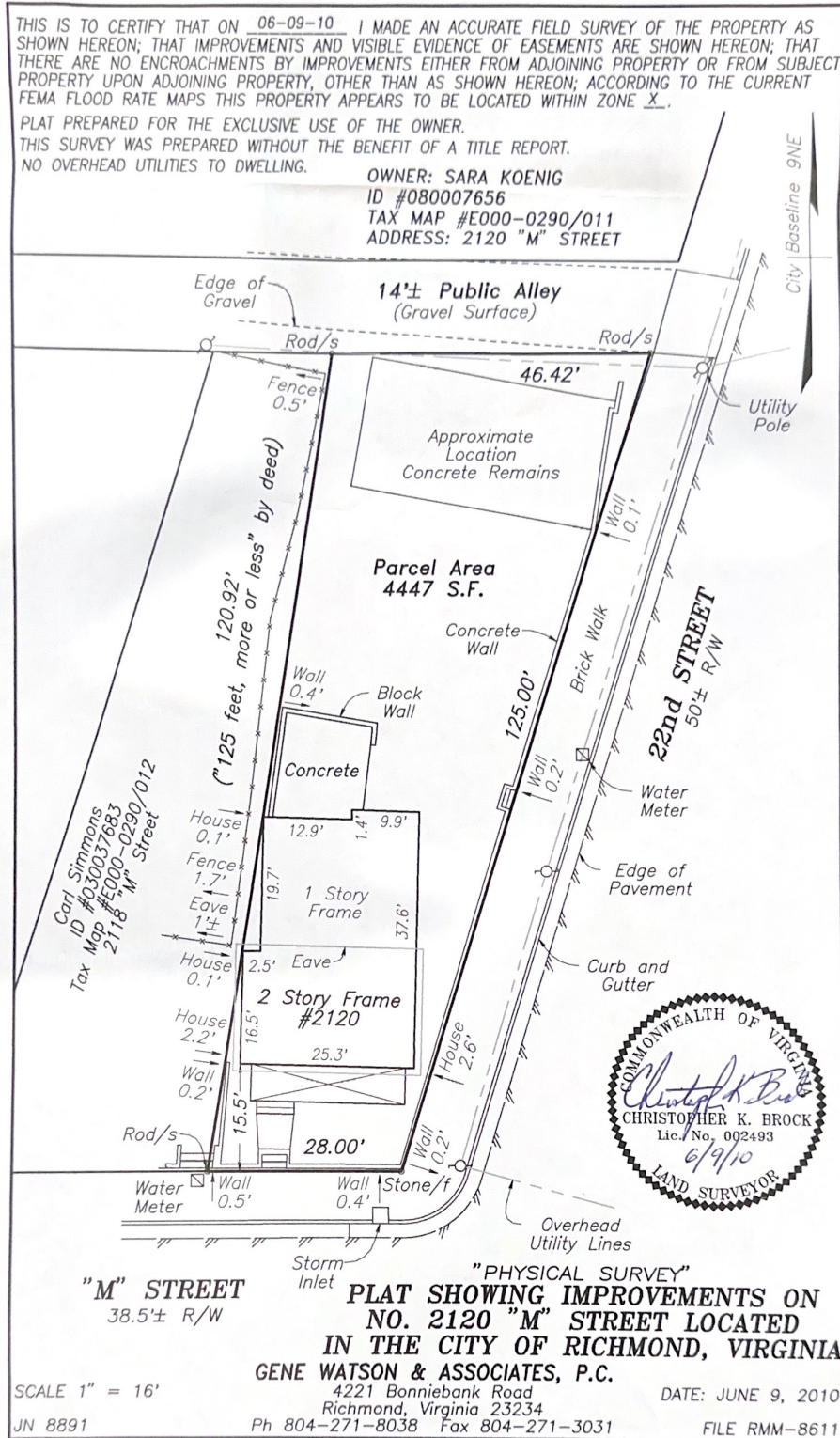
# Appendix 2: Site Plan



## Plot Plan

Scale: 1"=20.0'

### Appendix 3: Legal Plat of Survey



## Appendix 4 : Pictures



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



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



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



View of proposed location of the shed.

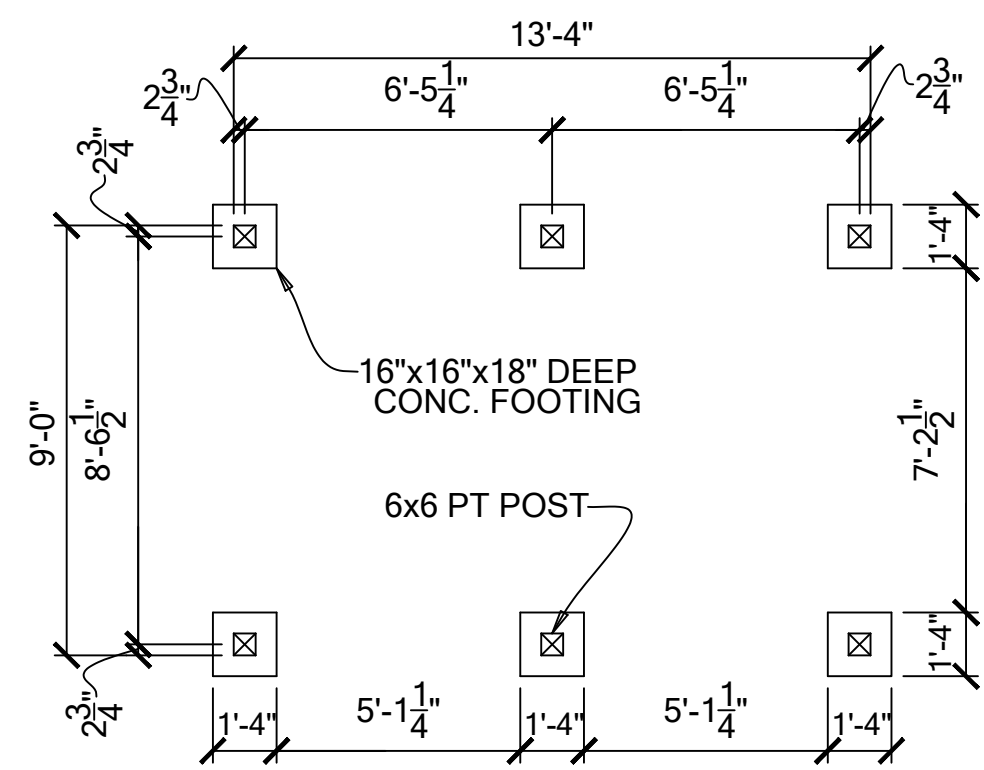


**Appendix 4 : Pictures (continued)**

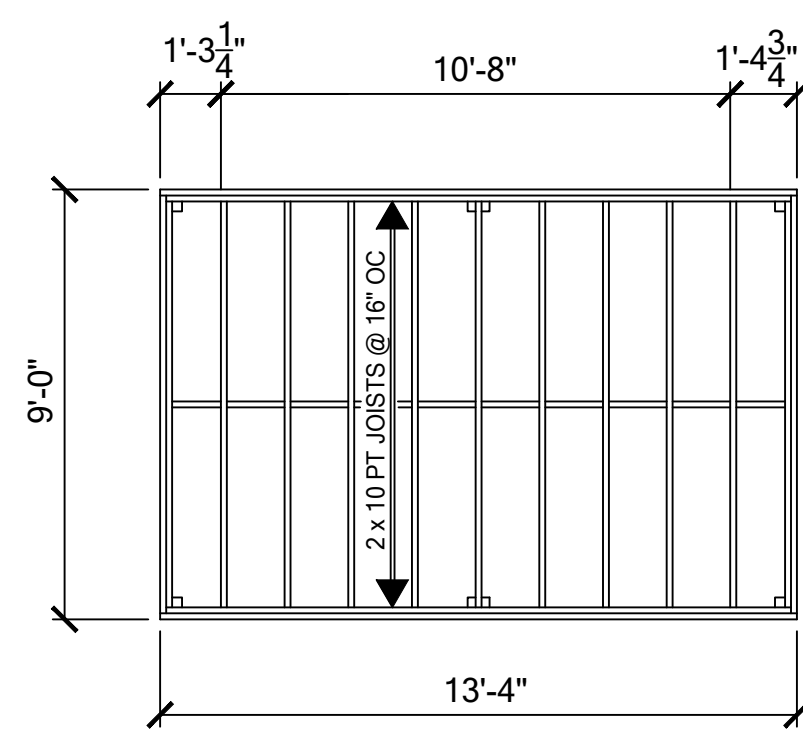


Birds Eye view of the property.

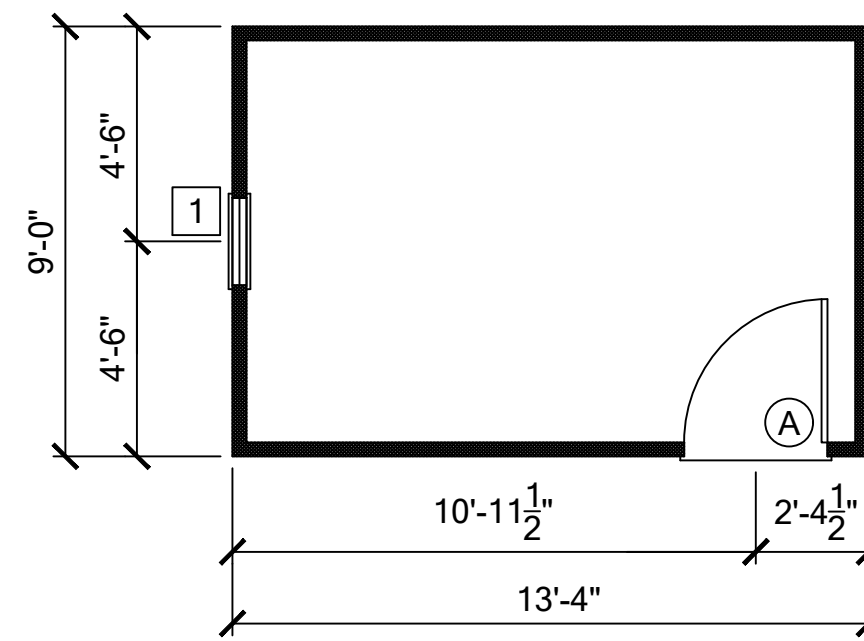




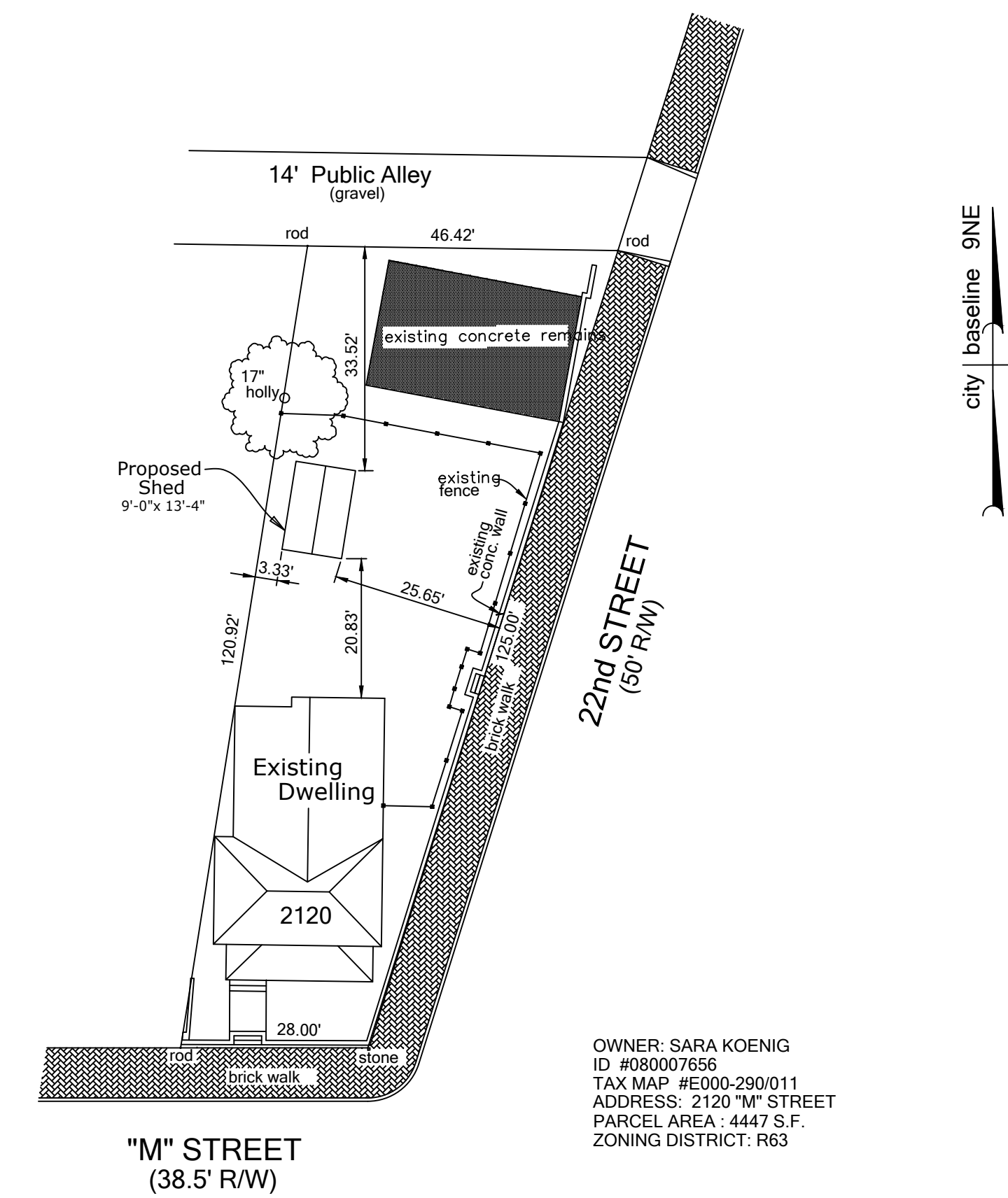
**FOUNDATION PLAN**



**FRAMING PLAN**

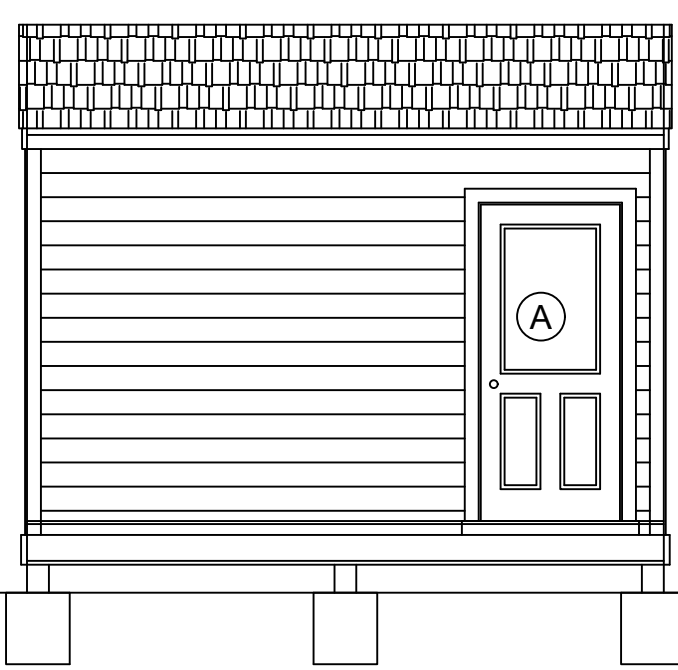


**FIRST FLOOR PLAN**

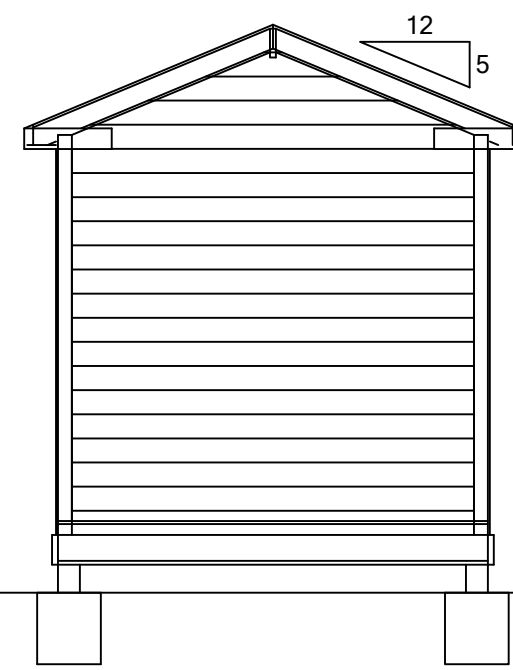


**Plot Plan**  
Scale: 1"=20.0'

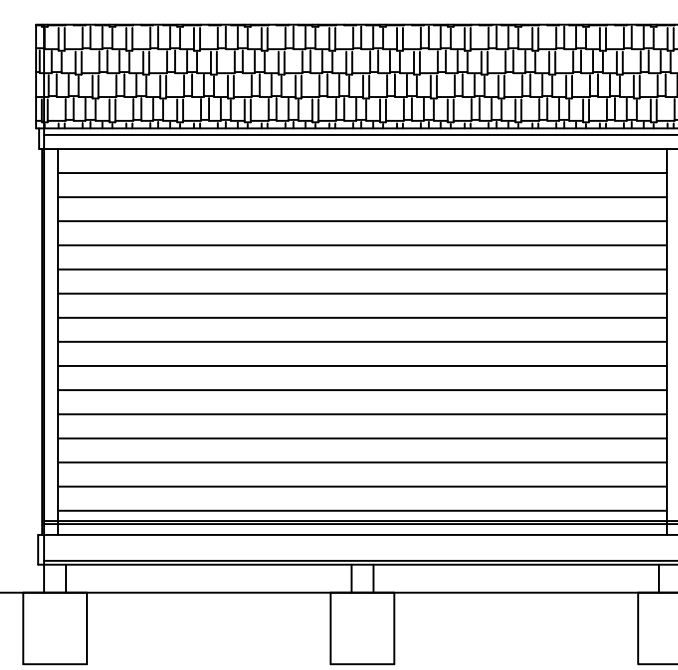
OWNER: SARA KOENIG  
ID #080007656  
TAX MAP #E000-290/011  
ADDRESS: 2120 "M" STREET  
PARCEL AREA: 4447 S.F.  
ZONING DISTRICT: R63



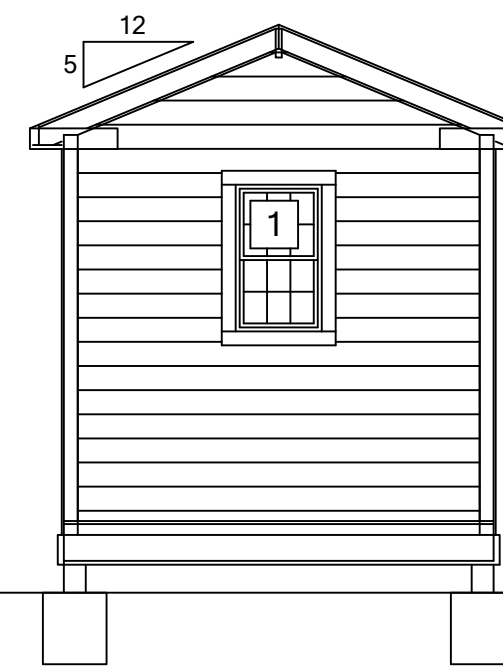
**FRONT ELEVATION**



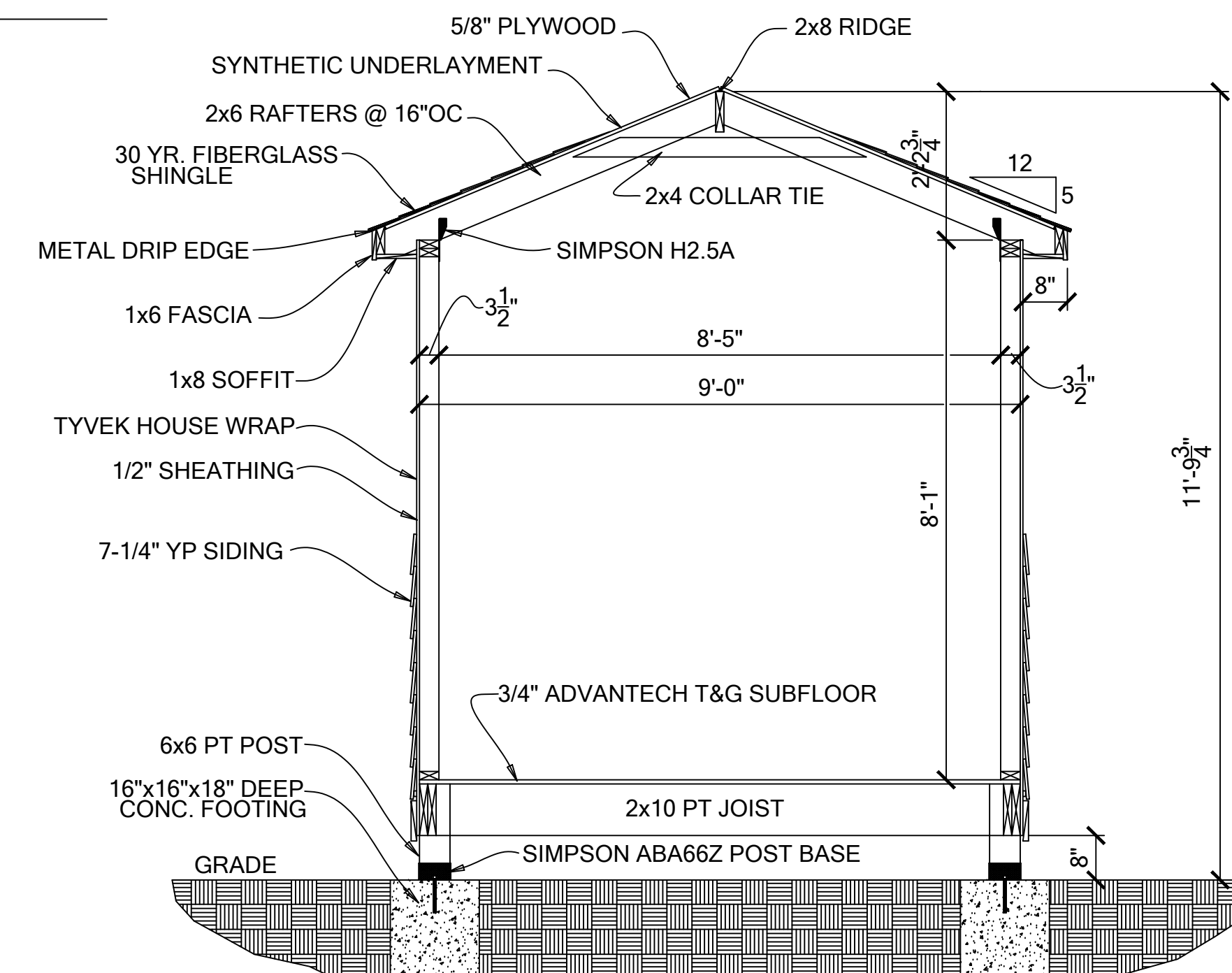
**RIGHT SIDE ELEVATION**



**REAR ELEVATION**



**LEFT SIDE ELEVATION**



**BUILDING SECTION**  
Scale: 1/2"=1'-0"

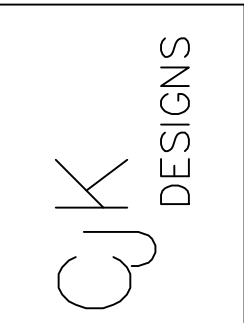
WINDOW SCHEDULE								
NO.	CATALOG NO.	UNIT DIMENSION	ROUGH OPENING	TYPE	QTY.	MANUFACTURER	MATERIAL	REMARKS
1	SCD 2136	1'-9-3/8" x 3'-0"	1'-10-1/8" x 3'-0-3/4"	DOUBLE HUNG	1	JELD WEN	ALUMINUM CLAD EXT.	

DOOR SCHEDULE								
LETTER	WIDTH	HEIGHT	ROUGH OPENING	TYPE	LOCATION	HAND	MANUFACTURER	REMARKS
A	3'-0"	6'-8"	38-3/8"x82-1/2"	FIBERGLASS EXTERIOR	ENTRANCE	RHS	THERMA-TRU	S132

**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>	SHED PLANS
<b>PROJECT:</b>	2120 M STREET, RICHMOND, VA. 23223
<b>DRAWN BY:</b>	CJK
<b>DATE:</b>	JULY 5, 2024
<b>SCALE:</b>	1/4"=1'-0"
<b>DWG. NO.</b>	1



**FILE NUMBER:**  
A-85-1

These plans have been drawn according to high-quality standards and practices and local building code requirements, and each detail is drawn to conform to the current code requirements. The designer is not responsible for the construction of the project. The designer is not responsible for the construction of the project. The designer is not responsible for the construction of the project.

I hereby certify that the use of these plans is limited to the project and location specified on these plans. Any use of these plans for any other project or location without the expressed written consent of Christopher J. Koenig Designs is prohibited.