



Property (location of work)

Property Address: _____ Current **Zoning**: _____
Historic District: _____

Application is submitted for: (check one)

- Alteration**
- Demolition**
- New Construction**

Project Description (attach additional sheets if needed):

Applicant/Contact Person: _____

Company: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: (____) _____
Email: _____
Billing Contact? Applicant Type (owner, architect, etc.):

Property Owner: _____

If Business Entity, name and title of authorized signee: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: (____) _____
Email: _____
Billing Contact?

****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:  _____ **Date:** _____

Certificate of Appropriateness Application Instructions

Staff Contact: (804)-646-6569 | 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.

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 5th 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 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.



COMMONWEALTH of VIRGINIA

Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Stefanie K. Taillon
Acting Secretary of Natural and
Historic Resources

Julie V. Langan
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
www.dhr.virginia.gov

February 24, 2025

Casey White
Whale Bay LLC
1715 South Meadow Street
Richmond, Virginia 23220

Re: 803 North 21st Street
Part 2 Response
DHR # 2025-005

Dear Mr. White,

Thank you for submitting the State and Federal Rehabilitation Tax Credit Application, Part 2, "Description of Rehabilitation," for the property located at 803 North 21st Street in Richmond, Virginia. We are also in receipt of the necessary State application fee and appreciate its timely submission. Based on the materials provided, the proposed scope of work is consistent with the Secretary of the Interior's *Standards for Rehabilitation* and the project is approved provided the below conditions are met.

CONDITIONS:

The following conditions should be met for the project to receive approval. If additional information is requested, please submit the materials as an Amendment to the Part 2 application. Otherwise, evidence of the completed, compliant work must be submitted with the Part 3 application.

Masonry: New mortar should match the historic mortar in strength, color, and composition and the joints should replicate the size and tooling of the original joints. Please provide good quality "before" and "after" photographs showing representative locations of repointing with the Part 3 application. If it is determined that you must repoint more than 5% of the building, we recommend submitting a text patch to our office to review before undertaking full repointing work.

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

Windows: If it is determined that any windows must be replaced the new windows must match the historic windows in dimensions, design, material, and other visual qualities to comply with *Standard #6*. Please provide detailed, dimensioned “existing” and “proposed” elevation and section drawings for any replacement windows so that we may confirm that the replacement units will match the historic windows.

#6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Roof: The work described in the application for the roof does not appear to match the work shown on Plan Sheets A-2.70, A-3.00, and A-3.10. The plans appear to show the historic roof being altered from a low sloped gable roof with end parapets to a hip on gable roof with the rear parapet removed and the hip roof extended over the new addition. The historic roof form and the rear parapet should be retained in their existing configuration. The new addition roof should not be combined into the existing roof line as proposed.

Interior Doors: While the application notes that the interior doors are wood six panel doors the photos show that the unit entry doors are fifteen light glass doors. Please note that the appropriate historic door type should be retained at each historic opening. Where existing doors are damaged beyond repair, they should be replaced in kind in compliance with *Standard #6*.

Hallway Features: Please ensure that in each unit the archway at the beginning of the hallway and the doorway at the end of the hallway are retained in compliance with *Standard #2*. These features are not clearly indicated on the proposed plans.

#2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Interior Woodwork: Where historic woodwork is missing or deteriorated beyond repair, it must be replicated in kind to match the historic trim profile per the guidance of *Standard #6*. However, to comply with *Standard #9*, new walls and openings must receive contemporary and compatible woodwork, differentiated in design from the historic woodwork as a marker of these features’ modernity. In this way, a careful observer would be able to distinguish modern walls and openings from the historic plan.

#9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Floors: Where historic floorboards are deteriorated beyond repair, they must be replaced in kind to match the width, length, color, and overall visual character of the historic flooring to meet *Standard #6*.

Administrative Services
10 Courthouse Ave.
Petersburg, VA 23803
Tel: (804) 862-6408
Fax: (804) 862-6196

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

Written Application Takes Precedence: In accordance with the regulations governing the tax incentives program, the written application takes precedence over all other submitted documentation (drawings, photographs, etc.). Therefore, it must be comprehensive and include *all* treatments proposed for the historic building and site. All work will be evaluated for compliance with the *Secretary of the Interior's Standards for Rehabilitation*. Undescribed work that does not meet the *Standards* may result in completed work that must be remediated, or a project that ultimately cannot be certified as a completed rehabilitation.

This conditional approval is for the Part 2 application as submitted. All new information should be sent for review and approval to the Virginia Department of Historic Resources (DHR) as an Amendment to the original application; you can find the appropriate form through the National Park Service's website at <https://www.nps.gov/subjects/taxincentives/historic-preservation-certification-application.htm>. Please be sure to use the new amendment application form labeled (Rev. 6/23 v2) as NPS will not accept the older forms.

DHR's review recommendation and the electronic copy of the federal application materials have been transferred to NPS via their secure website. NPS will communicate with you directly regarding their review. In the interim, please feel free to contact me with any questions at 804-482-6453 or Summer.Louthan@dhr.virginia.gov.

Sincerely,



Summer Louthan
Tax Credit Reviewer
Office of Preservation Incentives

Cc: Bryan Townes, Claremont Preservation Consulting

Administrative Services
10 Courthouse Ave.
Petersburg, VA 23803
Tel: (804) 862-6408
Fax: (804) 862-6196

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

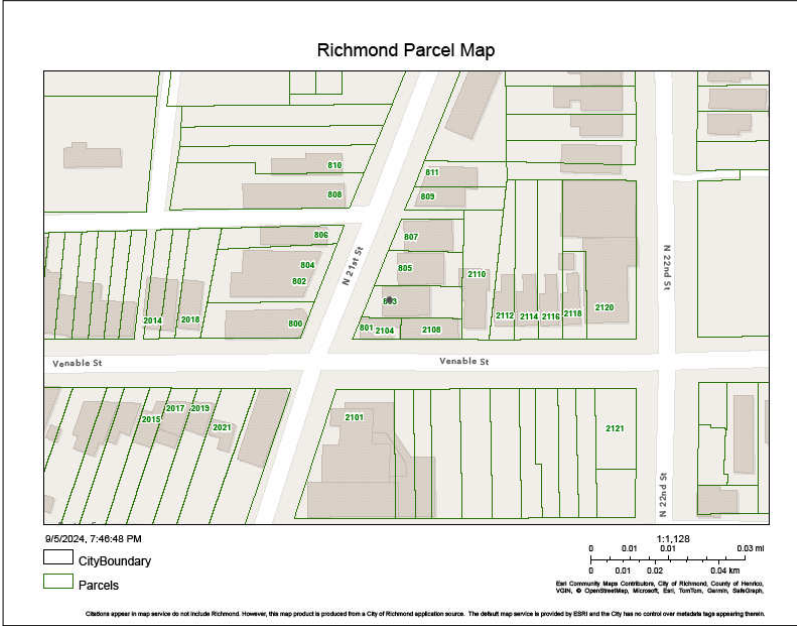
C&M PROPERTIES

AREA CALCULATIONS

Heated Area	
1st Floor Livable	1740 SF
2nd Floor Livable	1740 SF
	3480 SF
Unheated Area	
Front Porch 1 st Floor	211 SF
Front Porch 2 nd Floor	211 SF
	421 SF
Total	3902 SF

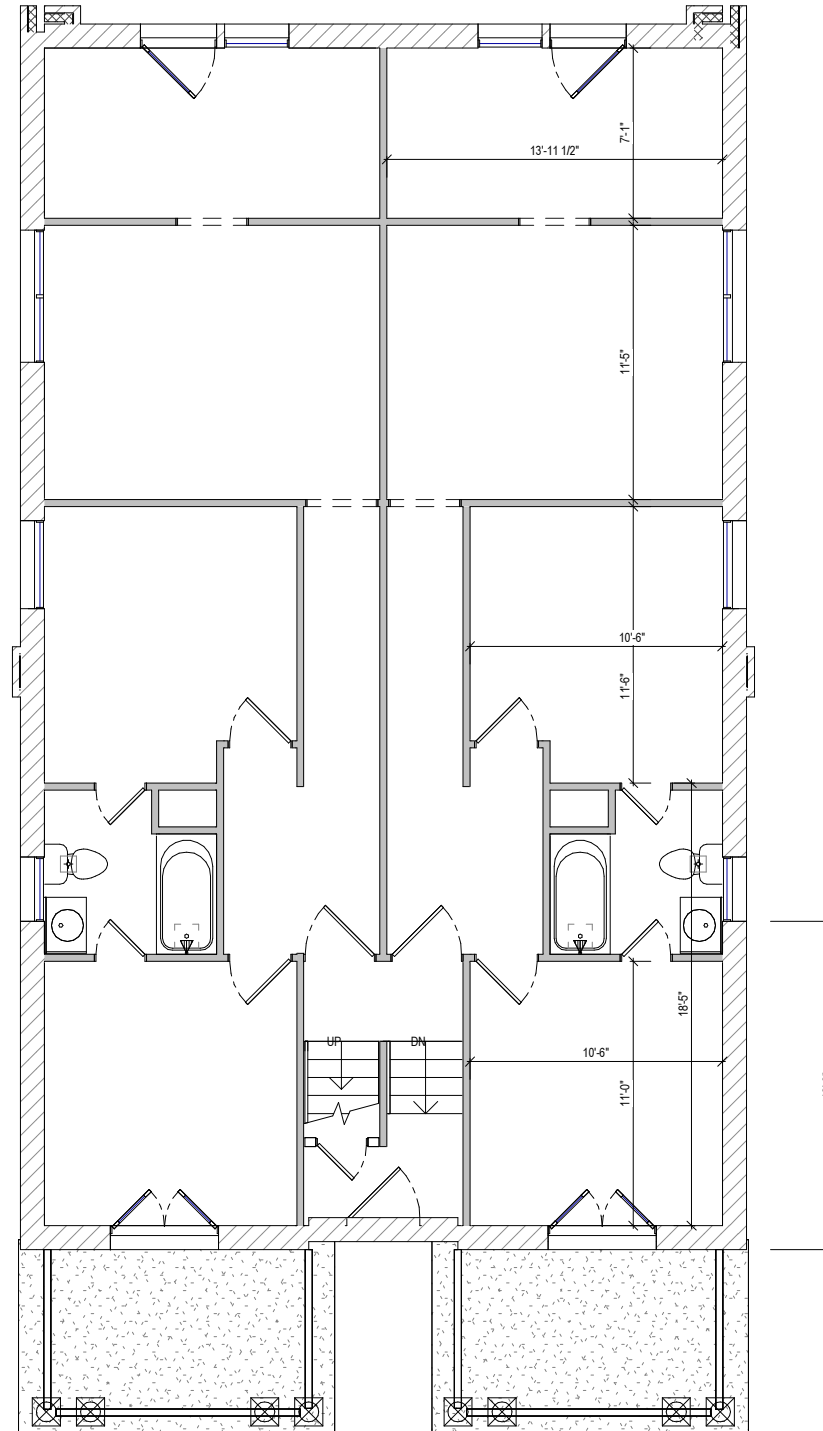


803 N 21ST



NOTE:

1. ALL DIMENSIONS ARE FROM OUTSIDE EDGE OF EXTERIOR WALL SHEATHING OR FACE OF STUD, U.N.O.
2. ALL DOOR & WINDOW HEADERS IN EXTERIOR WALLS TO BE (2) 2X8 U.N.O.
3. ALL INTERIOR DOOR HEADERS TO BE (2) 2X4, U.N.O.
4. PROVIDE PRESSURE TREATED LUMBER @ HOUSE BAND WHERE ALL DECK, PORCH & APPURTENANCES ARE CONNECTED.



1 EXISTING 1ST FLOOR PLAN
A-2.00 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

© Copyright 2024
This Drawings and Design in-
whole or in-part shall not be
reproduced or copied

CLIENT	C&M PROPERTIES
PROJECT	RENOVATION

ADDRESS	803 N 21ST
SHEET	Existing 1st Floor Plan

ISSUE DATE	3/7/2025 8:58:21 AM
DRAWN BY	PINNACLE DESIGN
SHEET NUMBER	A-2.00

NOTE:

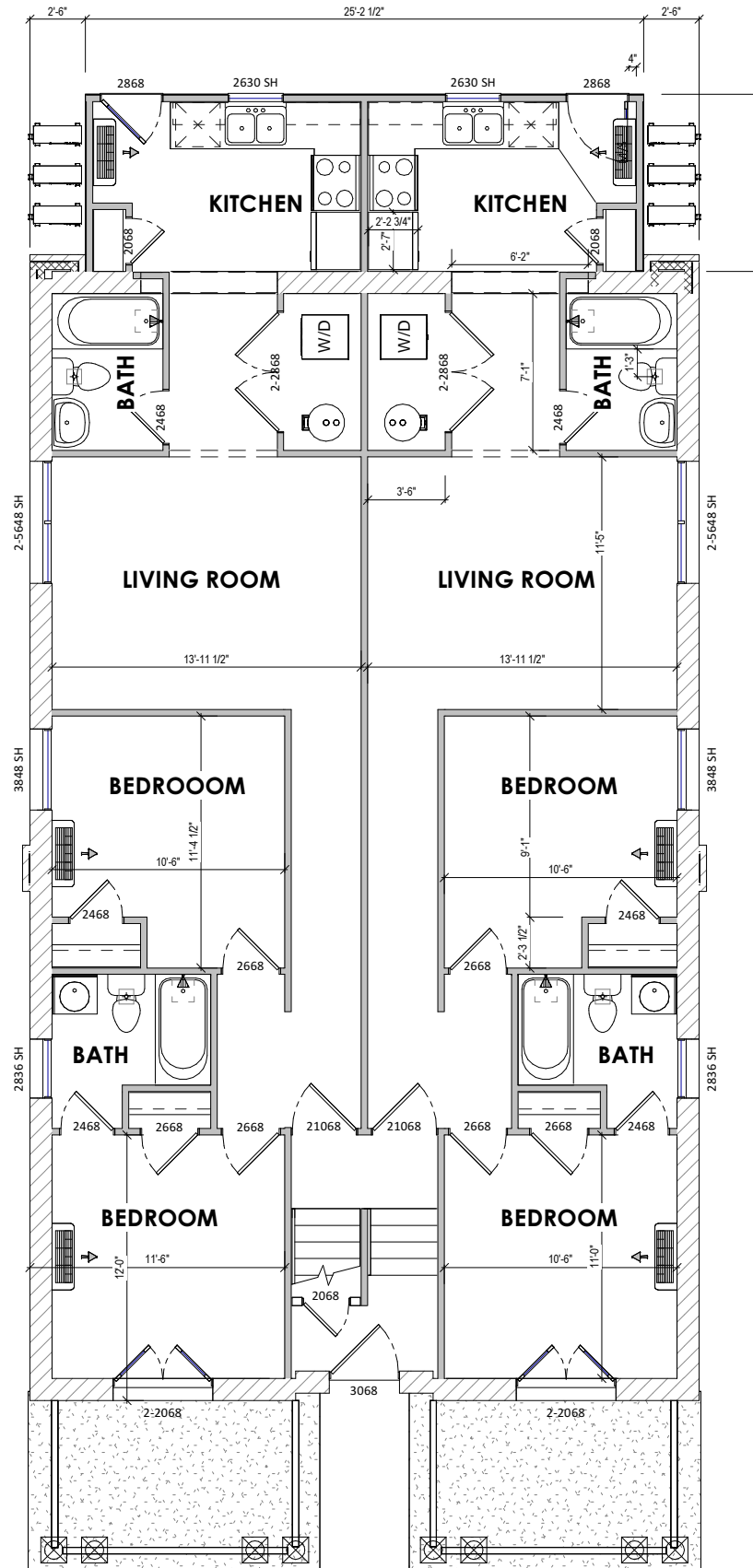
- 1. ALL DIMENSIONS ARE FROM OUTSIDE EDGE OF EXTERIOR WALL SHEATHING OR FACE OF STUD, U.N.O.
- 2. ALL DOOR & WINDOW HEADERS IN EXTERIOR WALLS TO BE (2) 2X8 U.N.O.
- 3. ALL INTERIOR DOOR HEADERS TO BE (2) 2X4, U.N.O.
- 4. PROVIDE PRESSURE TREATED LUMBER @ HOUSE BAND WHERE ALL DECK, PORCH & APPURTENANCES ARE CONNECTED.

NOTE:

THE FINISHED GRADE SHALL BE SLOPED AWAY FROM THE FOUNDATION WALLS A MINIMUM OF 5% WITHIN THE FIRST 10 FT FROM THE FOUNDATION [R401.3 VRC]

NOTE:

EXTERIOR RISER HEIGHT MAX 8 1/4" AND MIN TREAD DEPTH 9" [R311.7.5 VRC]



1 PROPOSED 1ST FLOOR PLAN
A-2.20 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

© Copyright 2024

This Drawings and Design in whole or in-part shall not be reproduced or copied

CLIENT	C&M PROPERTIES
PROJECT	RENOVATION

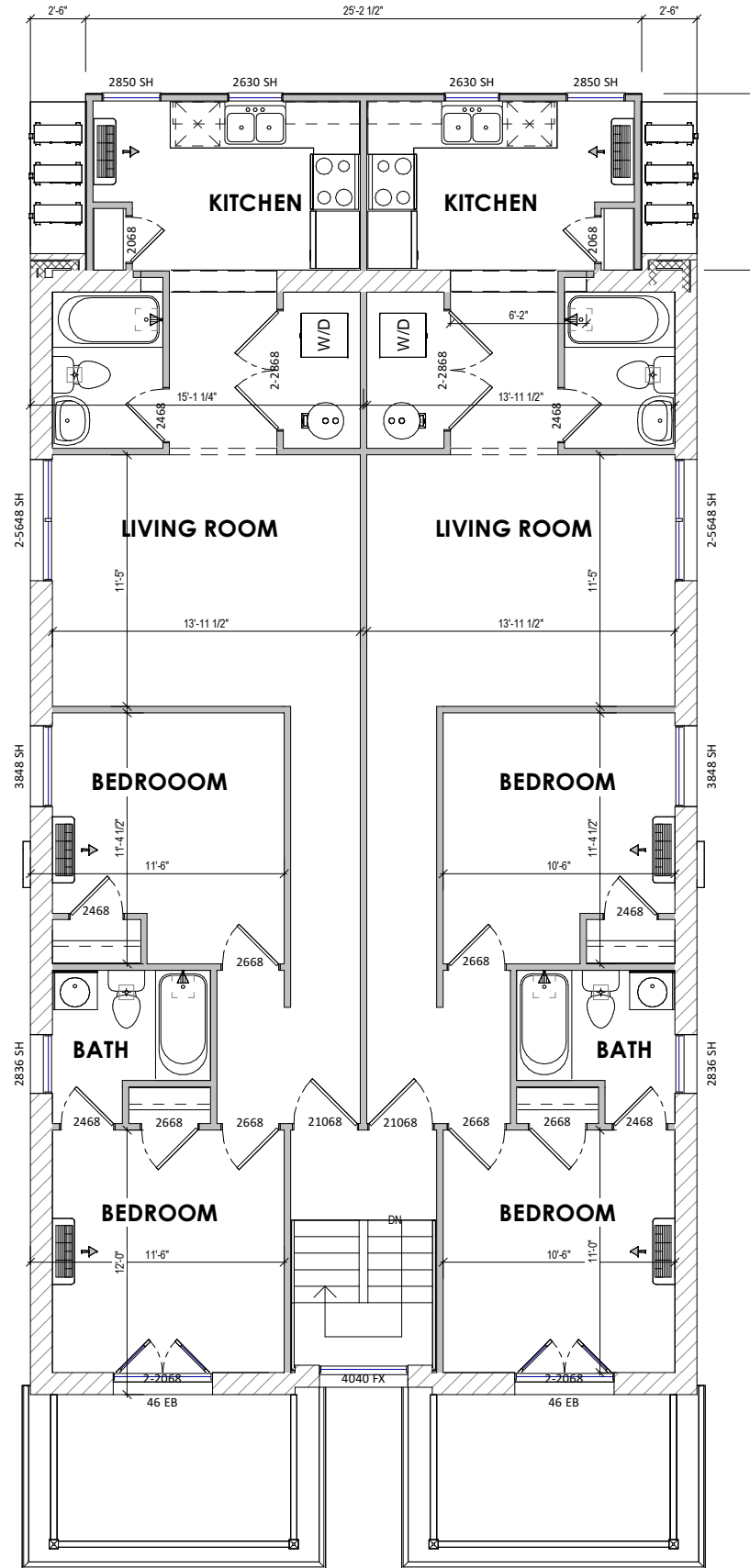
ADDRESS	803 N 21ST
SHEET	Proposed First Floor

ISSUE DATE	3/7/2025 8:58:22 AM
DRAWN BY	PINNACLE DESIGN
SHEET NUMBER	A-2.20

NOTE:

1. ALL DIMENSIONS ARE FROM OUTSIDE EDGE OF EXTERIOR WALL SHEATHING OR FACE OF STUD, U.N.O.
2. ALL DOOR & WINDOW HEADERS IN EXTERIOR WALLS TO BE (2) 2X8 U.N.O.
3. ALL INTERIOR DOOR HEADERS TO BE (2) 2X4, U.N.O.
4. PROVIDE PRESSURE TREATED LUMBER @ HOUSE BAND WHERE ALL DECK, PORCH & APPURTENANCES ARE CONNECTED.

Per Section R310 of the 2018 VA Residential Code, basements, habitable attics, and every sleeping room must have at least one operable emergency escape and rescue opening. The sill height shall be not more than 44" to the bottom of the clear opening. Openings not on grade level shall have a min. net clear opening of 5.7sf. The min clear opening height shall be 24". The min clear opening width shall be 20".



© Copyright 2024

This Drawings and Design in-whole or in-part shall not be reproduced or copied

1 2ND FLOOR PLAN
A-2.60 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

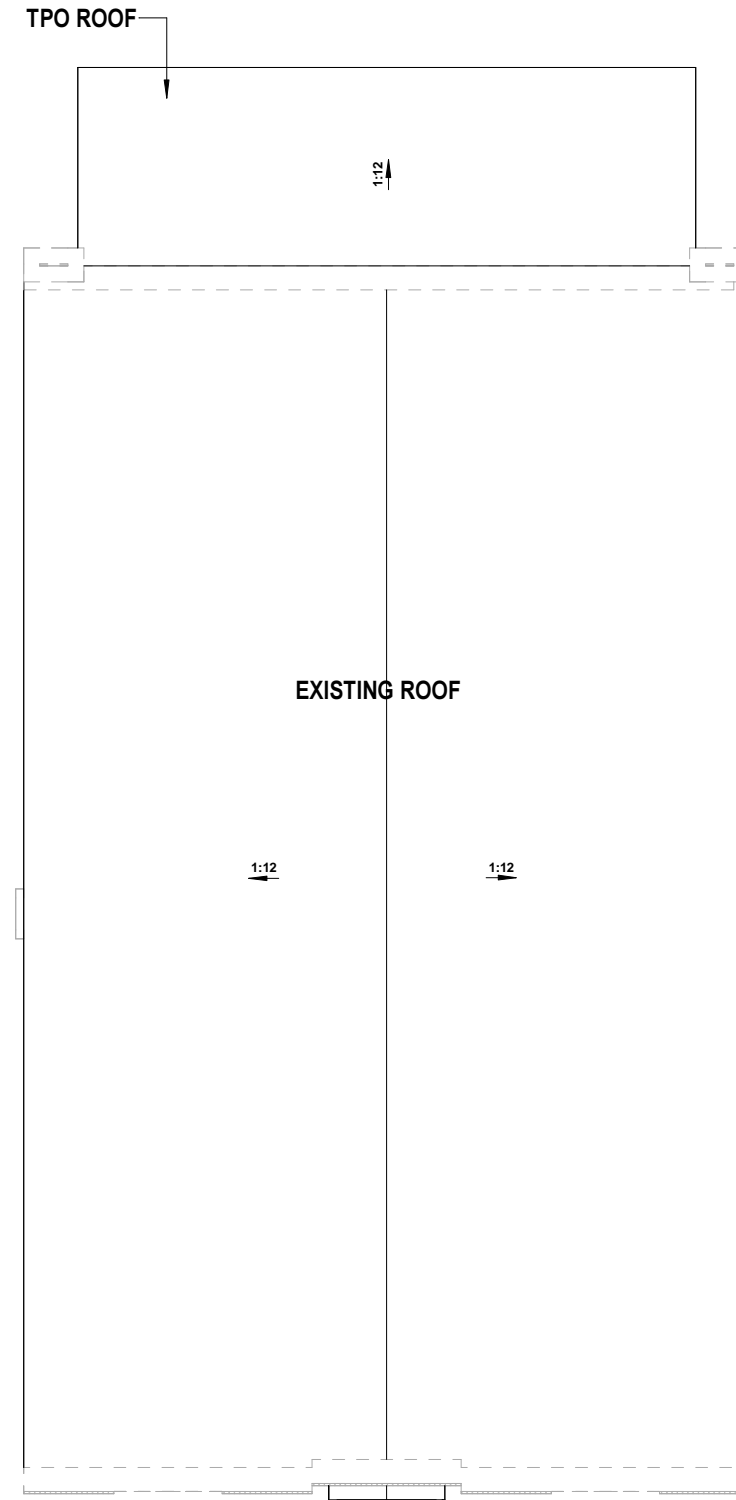
CLIENT	C&M PROPERTIES
PROJECT	RENOVATION

ADDRESS	803 N 21ST
SHEET	2nd Floor Plan

ISSUE DATE	3/7/2025 8:58:23 AM
DRAWN BY	PINNACLE DESIGN
SHEET NUMBER	A-2.60

GENERAL ROOF PLAN NOTES:

- 1) FINISHED OVERHANG TO BE 1'-0" PAST EXTERIOR WALL SHEATHING, U.N.O.. TRUSS FRAMING TO BE 10 1/2" PAST WALL SHEATHING TO ACCOMMODATE BLOCKING AND FINISH TRIM. SEE "TYPICAL WALL SECTION".
- 2) ROOF SLOPE ARROWS POINT IN THE DIRECTION IN WHICH WATER WILL FLOW.
- 3) DO NOT CUT OR ALTER ENGINEERED ROOF TRUSSES. IF A TRUSS IS BROKEN OR CUT, NOTIFY FIELD MANAGER.
- 4) BRACE TRUSSES PER MANUFACTURERS SPECIFICATIONS. BRACING DIAGRAMS TO BE PROVIDED BY TRUSS MANUFACTURER. FRAMER TO VERIFY THAT TRUSS BEARING POINTS ALIGN W/ SUPPORTING MEMBERS.
- 5) ALL TRUSS HANGERS TO BE INSTALLED PER HANGER MANUFACTURERS SPECIFICATIONS.



1 ROOF PLAN
A-2.70 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

© Copyright 2024
This Drawings and Design in-
whole or in-part shall not be
reproduced or copied

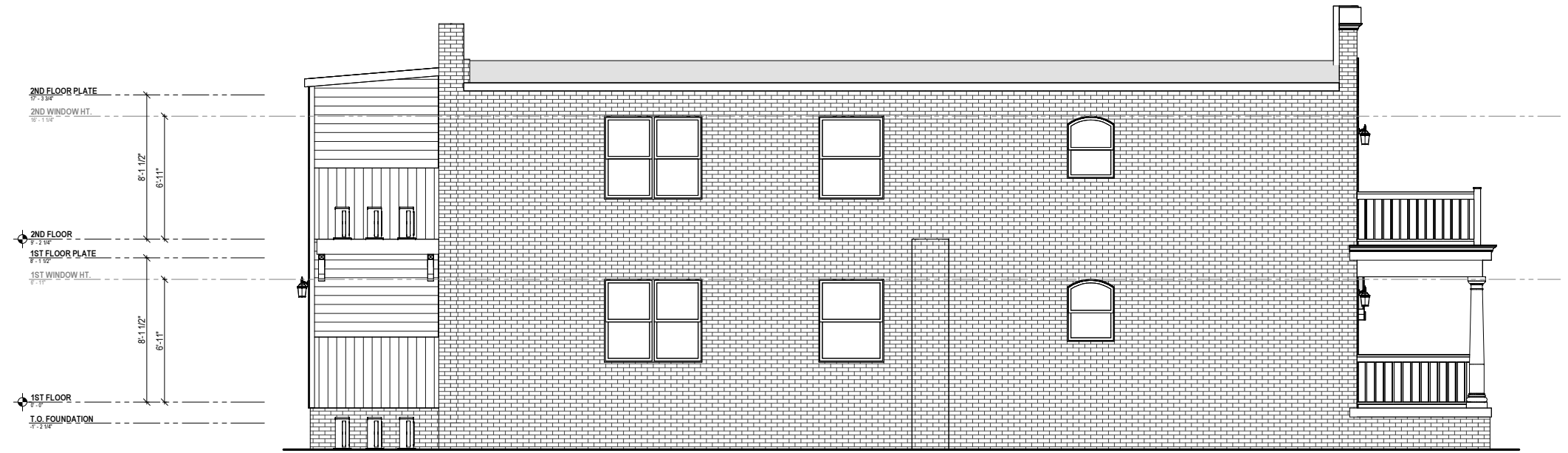
CLIENT	C&M PROPERTIES
PROJECT	RENOVATION

ADDRESS	803 N 21ST
SHEET	Roof Plan

ISSUE DATE	3/7/2025 8:58:23 AM
DRAWN BY	PINNACLE DESIGN
SHEET NUMBER	A-2.70



1 FRONT VIEW
A-3.00 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



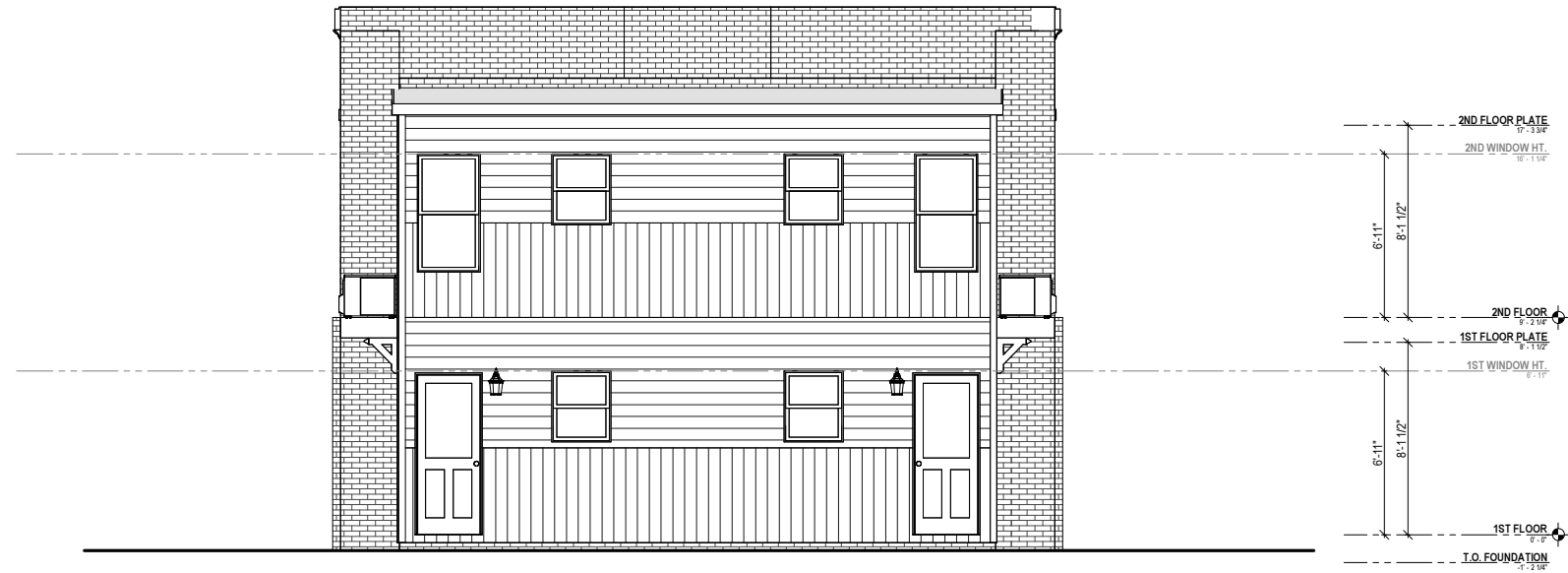
2 LEFT VIEW
A-3.00 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

© Copyright 2024
This Drawings and Design in-
whole or in-part shall not be
reproduced or copied

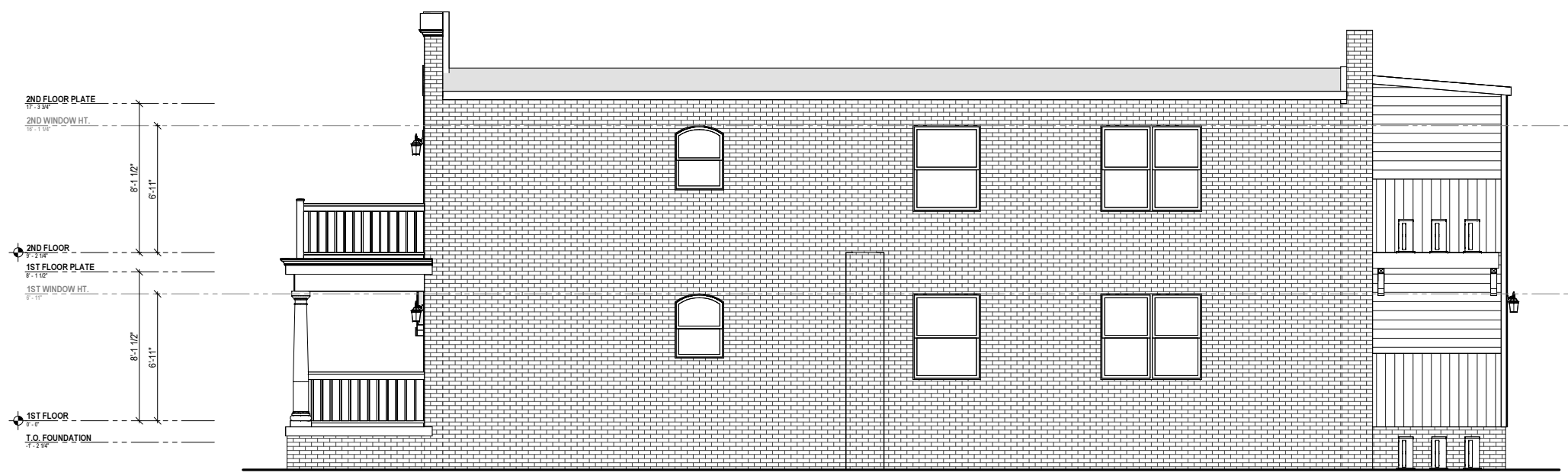
CLIENT	C&M PROPERTIES
PROJECT	RENOVATION

ADDRESS	803 N 21ST
SHEET	Elevations

ISSUE DATE	3/7/2025 8:58:24 AM
DRAWN BY	PINNACLE DESIGN
SHEET NUMBER	A-3.00



1 REAR VIEW
A-3.10 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE



2 RIGHT VIEW
A-3.10 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

© Copyright 2024
This Drawings and Design in-
whole or in-part shall not be
reproduced or copied

CLIENT	C&M PROPERTIES
PROJECT	RENOVATION
ADDRESS	803 N 21ST
SHEET	Elevations
ISSUE DATE	3/7/2025 8:58:25 AM
DRAWN BY	PINNACLE DESIGN
SHEET NUMBER	A-3.10

DOOR SCHEDULE		
Type	Count	Comments

Door_Exterior Double Swing Full Lite 2068	4	(4) EXISTING
Door_Exterior Single Swing 1/2 Lite 2868	2	(2) NEW
Door_Exterior Single Swing 3068	1	(1) EXISTING
Door_Interior Double Swing 2868	4	(4) NEW
Door_Interior Single Swing 2068	5	(5) NEW
Door_Interior Single Swing 2468	12	(12) NEW
Door_Interior Single Swing 2668	12	(12) NEW
Door_Interior Single Swing 21068	4	(4) NEW

Grand total: 44

WINDOW SCHEDULE		
Type	Count	Comments

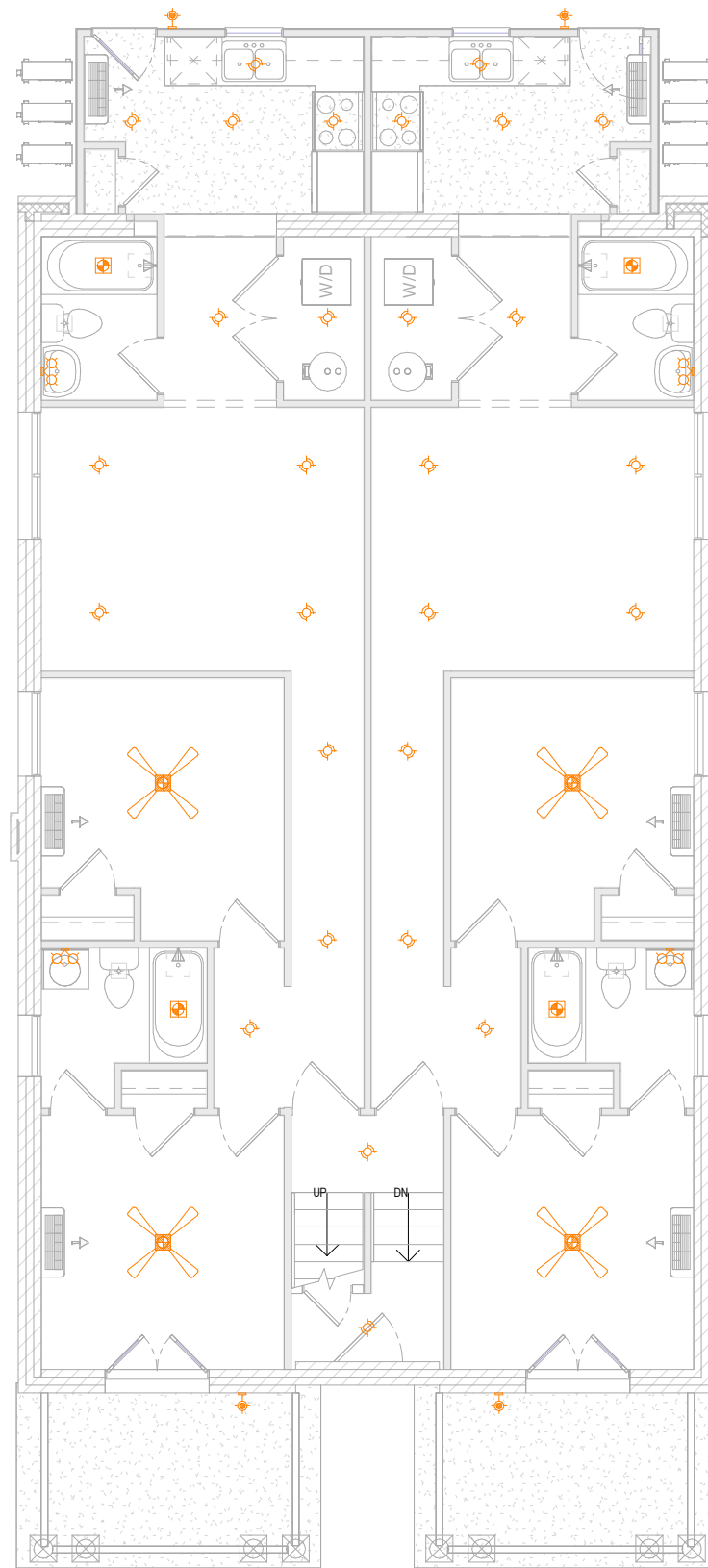
Window_Eyebrow 46	2	(2) EXISTING
Window_Fixed 4040	1	(1) EXISTING
Window_Single Hung 2630	4	(4) NEW
Window_Single Hung 2850	2	(2) NEW
Window_Single Hung 3848	4	(4) EXISTING
Window_Single Hung Arch Top 2836	4	(4) EXISTING
Window_Twin Single Hung 5648	4	(4) EXISTING

Grand total: 21

<small>CLIENT</small> C&M PROPERTIES	<small>PROJECT</small> RENOVATION
--	---

<small>ADDRESS</small> 803 N 21ST	<small>SHEET</small> Door and Window Schedule
---	---

<small>ISSUE DATE</small> 3/7/2025 8:58:26 AM	<small>DRAWN BY</small> PINNACLE DESIGN
<small>SHEET NUMBER</small> A-6.00	



ELECTRICAL LEGEND			
	SINGLE POLE SWITCH		DOOR BELL BUTTON
	3-WAY SWITCH		DOOR BELL CHIME
	4-WAY SWITCH		GARAGE DOOR BUTTON
	DIMMER SWITCH		GARAGE DOOR OPENER
	220 VOLT OUTLET		WEATHERPROOF OUTLET
	DUPLEX OUTLET		CEILING OUTLET
	GROUND FAULT OUTLET		FLOOR OUTLET
	SMOKE DETECTOR		CARBON MONOXIDE & SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR		DATA OUTLET
	TELEVISION OUTLET		TELEPHONE OUTLET
	SERVICE PANEL		GARBAGE DISPOSAL
	SERVICE METER		ACCENT LIGHT
	WALL MOUNT LIGHT		SINGLE SCONCE
	FLOOD LIGHT		DOUBLE SCONCE
	STRIP LIGHT		STAIR LIGHT
	BATH FAN & LIGHT		BATH FAN
	COMBO CLOSET CASTER LIGHT		UNDER CABINET LIGHT
	PULL CHAIN LIGHT		KEYLESS LIGHT
	FLUSH MOUNT LIGHT		HANGING LIGHT
	HANGING PENDANT LIGHT		MINIATURE PUCK
	RECESSED CAN LIGHT		RECESSED EYEBALL
	FLUORESCENT LIGHT RECTANGULAR		FLUORESCENT LIGHT ROUND
	CEILING FAN		LIGHT w/ FAN ROUGH
	LIGHTED CEILING FAN		LIGHT & FAN ROUGH

ELECTRICAL NOTES
TYPICAL ELECTRICAL NOTES HERE...

CLIENT: **C&M PROPERTIES**
PROJECT: **RENOVATION**

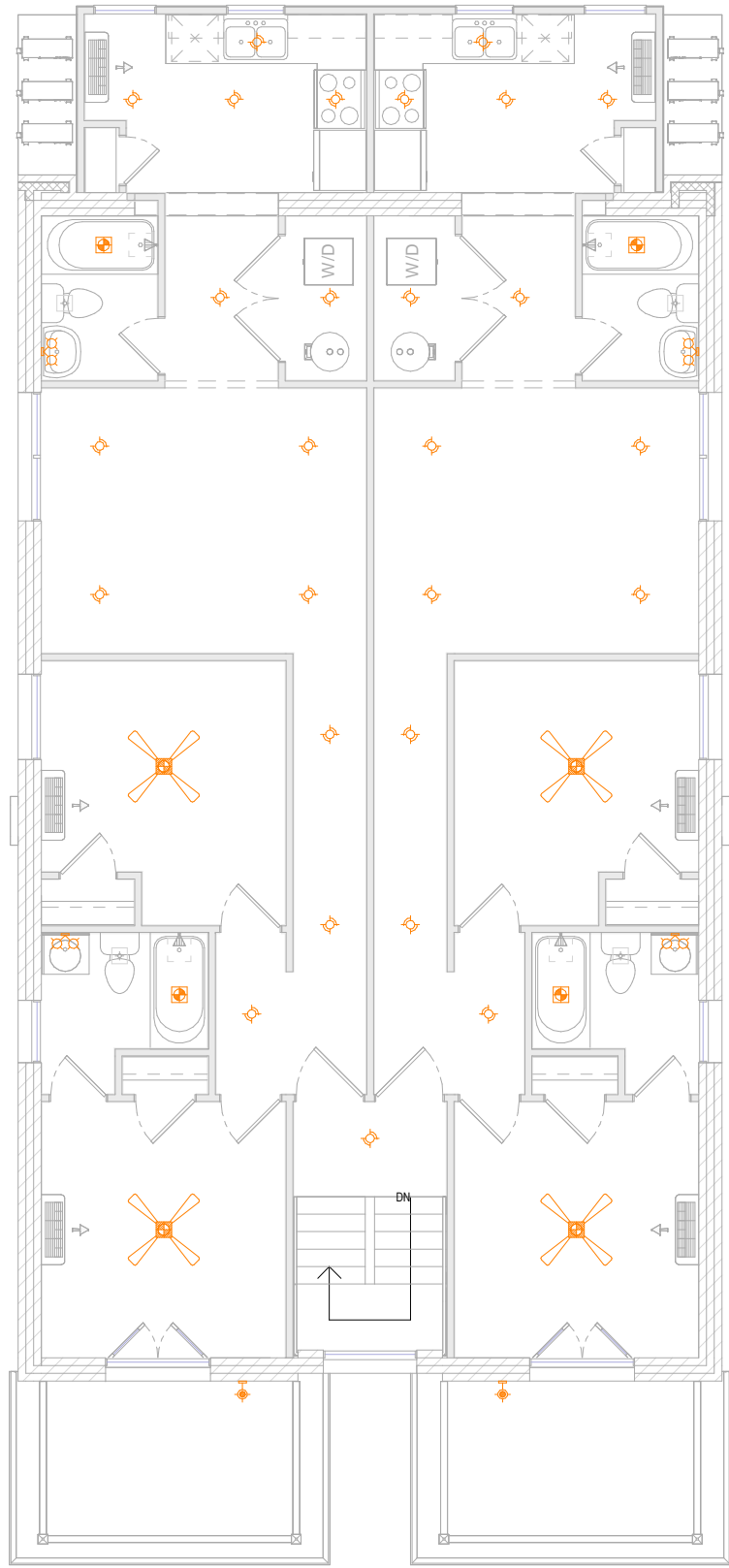
ADDRESS: **803 N 21ST**
SHEET: **1st Floor Electrical Plan**

ISSUE DATE: 3/7/2025 8:58:26 AM
DRAWN BY: **PINNACLE DESIGN**
SHEET NUMBER: **E-2.10**

© Copyright 2024
This Drawings and Design in-whole or in-part shall not be reproduced or copied

1 1ST FLOOR ELECTRICAL PLAN
E-2.10 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

ELECTRICAL LEGEND			
	SINGLE POLE SWITCH		DOOR BELL BUTTON
	3-WAY SWITCH		DOOR BELL CHIME
	4-WAY SWITCH		GARAGE DOOR BUTTON
	DIMMER SWITCH		GARAGE DOOR OPENER
	220 VOLT OUTLET		WEATHERPROOF OUTLET
	DUPLEX OUTLET		CEILING OUTLET
	GROUND FAULT OUTLET		FLOOR OUTLET
	SMOKE DETECTOR		CARBON MONOXIDE & SMOKE DETECTOR
	CARBON MONOXIDE DETECTOR		DATA OUTLET
	TELEVISION OUTLET		TELEPHONE OUTLET
	SERVICE PANEL		GARBAGE DISPOSAL
	SERVICE METER		ACCENT LIGHT
	WALL MOUNT LIGHT		SINGLE SCONCE
	FLOOD LIGHT		DOUBLE SCONCE
	STRIP LIGHT		STAIR LIGHT
	BATH FAN & LIGHT		BATH FAN
	COMBO CLOSET CASTER LIGHT		UNDER CABINET LIGHT
	PULL CHAIN LIGHT		KEYLESS LIGHT
	FLUSH MOUNT LIGHT		HANGING LIGHT
	HANGING PENDANT LIGHT		MINIATURE PUCK LIGHT
	RECESSED CAN LIGHT		RECESSED EYEBALL LIGHT
	FLUORESCENT LIGHT RECTANGULAR		FLUORESCENT LIGHT ROUND
	CEILING FAN		LIGHT w/ FAN ROUGH
	LIGHTED CEILING FAN		LIGHT & FAN ROUGH



1 2ND FLOOR ELECTRICAL PLAN
E-2.20 1/8" = 1'-0" WHEN PRINTED ON 11"x17" / ANSI B PAPER SIZE

© Copyright 2024
This Drawings and Design in-
whole or in-part shall not be
reproduced or copied

CLIENT
C&M PROPERTIES
PROJECT
RENOVATION

ADDRESS
803 N 21ST
SHEET
2nd Floor Electrical Plan

ISSUE DATE
3/7/2025 8:58:27 AM
DRAWN BY
PINNACLE DESIGN
SHEET NUMBER
E-2.20