



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.



June 25, 2026

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: Commission of Architectural Review: 215 N 29th Street (E000/1369-016)

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of two new single family attached dwellings on the currently vacant property known as 215 N 29th Street (the "Property").

The Property is located on the eastern side of N 29th Street between E. Broad and E. Grace Street and lies in Richmond's St. John's Church Old and Historic District. Existing structures in the district are known for a variety of architectural styles and materials as well as a range of land uses. While dwellings in the St. John's Church Old and Historic District offer excellent examples of 19th and early 20th century architecture and most properties in the immediate vicinity are developed in a variety of architectural styles.

The Property owner is proposing to construct two new single-family attached dwellings on the Property. Each single-family dwelling would contain four bedrooms and three and a half bathrooms in around 2,700 square feet of finished floor area. Each new dwelling has been designed with floorplans which offer a modern and open living area on the first floor.

Siting:

The two two-story single family attached dwellings would front onto North 29th Street. The dwellings would be set back from the street consistent with the requirements of the underlying zoning. The siting of the new dwellings is compatible with others within the area and will continue the existing lot pattern found within the immediate vicinity.

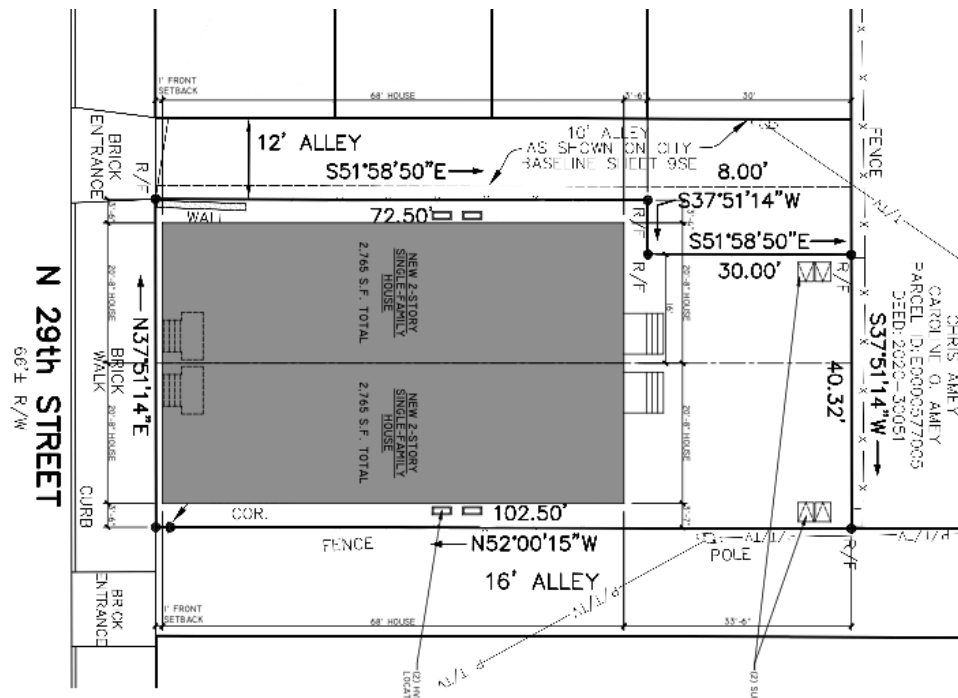


Figure 1: Site plan of proposed two new single-family attached dwellings

Form:

The dwellings have been designed in a manner which is consistent with the form of other existing structures in the neighborhood and those which have been approved by CAR while also contemplating the underlying R-6 zoning requirements.



Figure 2: Proposed two new single-family attached dwellings.

Single-family attached dwellings can be found within the block and throughout the St. John's Church Old and Historic district. The proposed design acknowledges the needs of the modern homebuyer while remaining sensitive to the historic fabric of the neighborhood.



Figure 3: CAR approved dwelling at 2908 E Franklin Street

Scale:

The proposed construction of the two single-family dwellings is consistent with the scale and character of the existing neighborhood and will appear appropriate from street level.



Figure 4: Similar existing dwellings in the vicinity at 204 N 29th and 2911 E Broad Street.

Height, Width, Proportion, & Massing

The proposed single-family attached dwellings are comparable in height with other structures on the block. Existing structures nearby range from two to three stories. Single-family dwellings in the area range in height from one to three stories though two-story dwellings, both detached and attached, are predominant.

Exterior Cladding/Doors and Windows/Materials

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. These items were selected to be consistent with CAR requirements and nearby dwellings which have been recently approved by CAR. A finish schedule including doors and windows is provided for the proposed dwellings.

In conclusion, the proposed design would maintain compatibility with the historical fabric of the neighborhood as it recognizes the siting, scale, form, and massing of the contributing structures in the neighborhood. It would also be compatible with the newly approved dwelling in the area by retaining similar design, features, and materials. As noted by the CAR's *Handbook and Design Review Guidelines*, the St. John's Church Old and Historic District is characterized by a wide variety of architectural styles. The proposed dwellings provide contextually similar architectural style, consistent with the fabric of the historic district, while also offering variations in the types of housing provided in the neighborhood in accordance with the award winning, Richmond 300 Master Plan. Furthermore, many of the design elements of the proposed dwelling can be found on historically significant dwellings throughout the St. John's Church district. The proposed two single-family attached dwellings address the unique considerations of the lot size, shape, and underlying zoning while also acknowledging the historical characteristics of the St. John's Church Neighborhood.

We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at markbaker@bakerdevelopmentresources.com or (804)874-6275.

Sincerely,



Mark R. Baker

Baker Development Resources, LLC



PROJECT CONTACTS:
DEVELOPER:
KEEL CUSTOM HOMES
CONTACT: CASEY WHITE
804-869-8600

ARCHITECT:
CHRISTOPHER WOLF
CHRIS WOLF ARCHITECTURE, PLLC
804-514-7644

TWO NEW ATTACHED SINGLE-FAMILY HOUSES
IN RICHMOND'S HISTORIC CHURCH HILL NEIGHBORHOOD

215 N. 29TH ST. HOUSES

215 N. 29TH ST.
RICHMOND, VIRGINIA 23223

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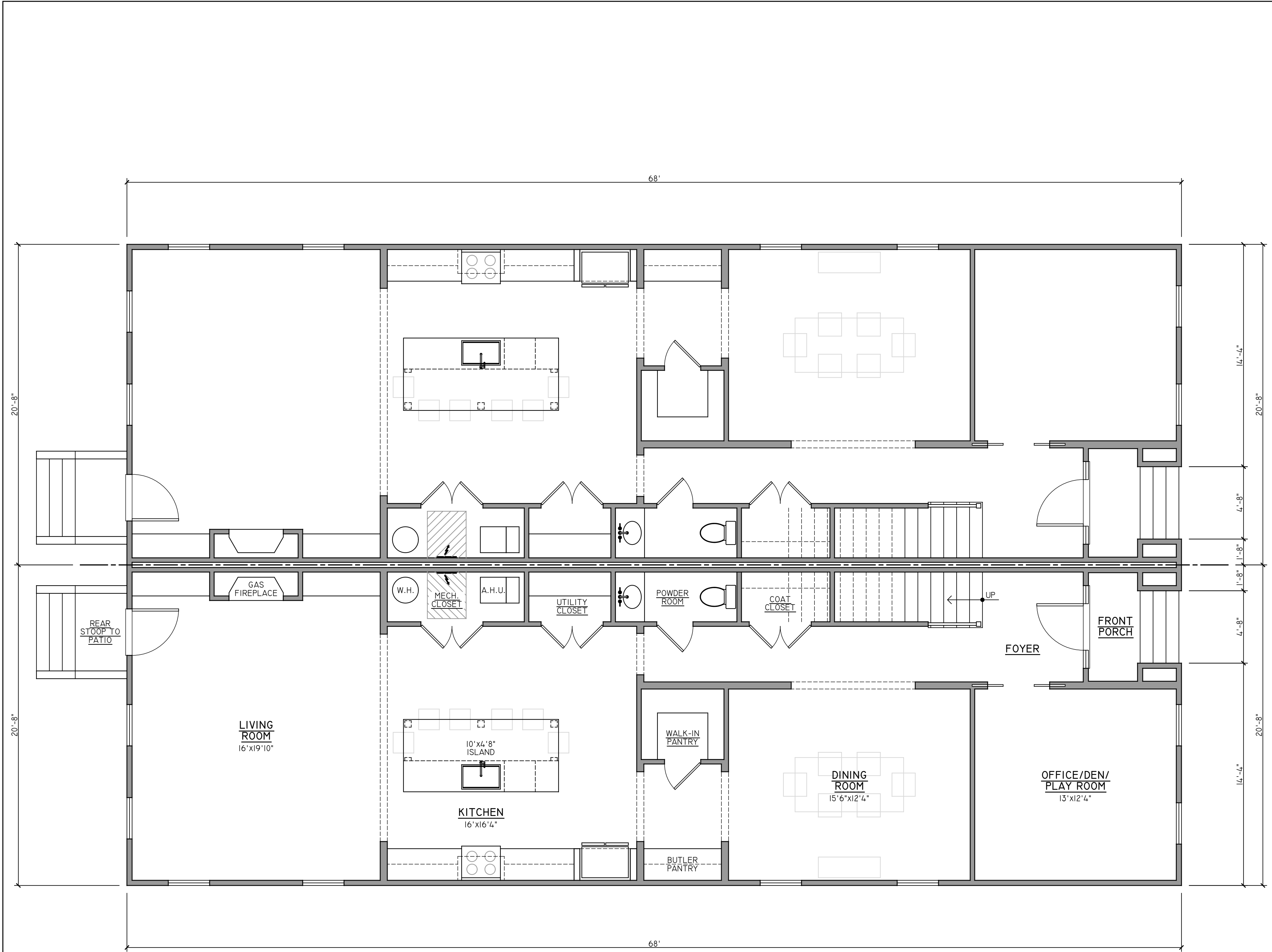
DRAWING INDEX	
DRAWINGS	
NO.	SHEET TITLE
CS	COVER SHEET
SP.1	ARCHITECTURAL SITE PLAN
A1.1	FIRST FLOOR PLANS
A1.2	SECOND FLOOR PLANS
A2.1	FRONT & REAR EXTERIOR ELEVATIONS & EXTERIOR FINISH SCHEDULE
A2.2	SIDE EXTERIOR ELEVATIONS



SET/REVISION:
DEVELOPER REVIEW

DATE/MARK:
06.23.2026

COVER SHEET
CS

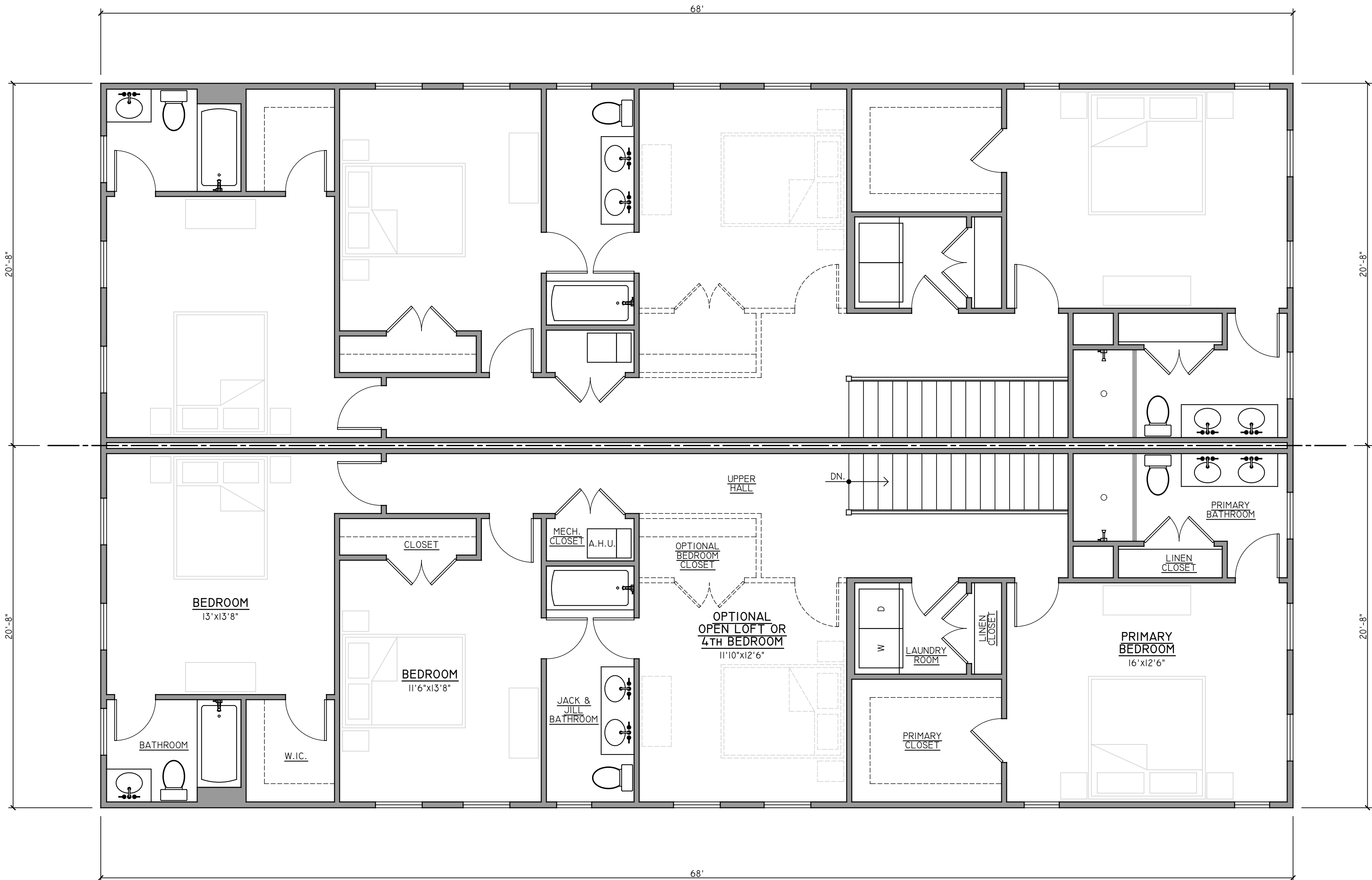


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NOT FOR
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01 | FRONT ELEVATION
1/4" = 1'

EXTERIOR FINISH SCHEDULE		
NO.	COMPONENT/MATERIAL	COLOR/FINISH
01	PARGED FOUNDATION	GRAY/TAN
02	HARDIE 7" EXPOSURE LAP SIDING	PAINTED ARCTIC WHITE
03	COMPOSITE/HARDIE TRIM	PAINTED ARCTIC WHITE
04	COMPOSITE/HARDIE SOFFITS	PAINTED ARCTIC WHITE
05	WOOD DOORS	PAINTED COLOR T.B.D.
06	C.A.R.-COMPLIANT WINDOWS (S.D.L. ALUM-CLAD WOOD)	PREFINISHED WHITE OR BLACK
07	FRONT PORCH FRAMING WRAPPED IN TRIM	PAINTED ARCTIC WHITE
08	FRONT PORCH T&G DECKING - SYNTHETIC OR WOOD	PREFINISHED SYNTHETIC OR PAINTED
09	FRONT PORCH BEADBOARD CEILING	PAINTED COLOR T.B.D.
10	ITALIANATE CORNICE/FRIEZE WITH BRACKETS	PAINTED ARCTIC WHITE
11	MAIN ROOF FRONT - T.P.O.	FACTORY WHITE
12	ALUMINUM GUTTER & DOWNSPOUTS	PREFINISHED WHITE OR BLACK
13	REAR DECK/RAILINGS - P.T. WOOD	NATURAL TREATED WOOD
14	WALL-MOUNTED LANTERNS AT DOORS	PREFINISHED BLACK

1. ALL MATERIALS & COLORS MUST MEET GENERAL C.A.R. REQUIREMENTS.
2. EXTERIOR ELEVATION NOTES ARE TYPICAL ACROSS ALL EXTERIOR ELEVATIONS UNLESS NOTED OTHERWISE.
3. GRADES SHOWN APPROXIMATE. V.I.F.



02 | REAR ELEVATION
1/4" = 1'

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FRONT & REAR ELEVS. &
EXT. FINISH SCHEDULE

A2.1



01 LEFT SIDE ELEVATION

1/4" = 1'



02 RIGHT SIDE ELEVATION

1/4" = 1'

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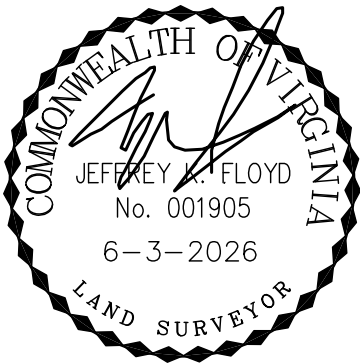
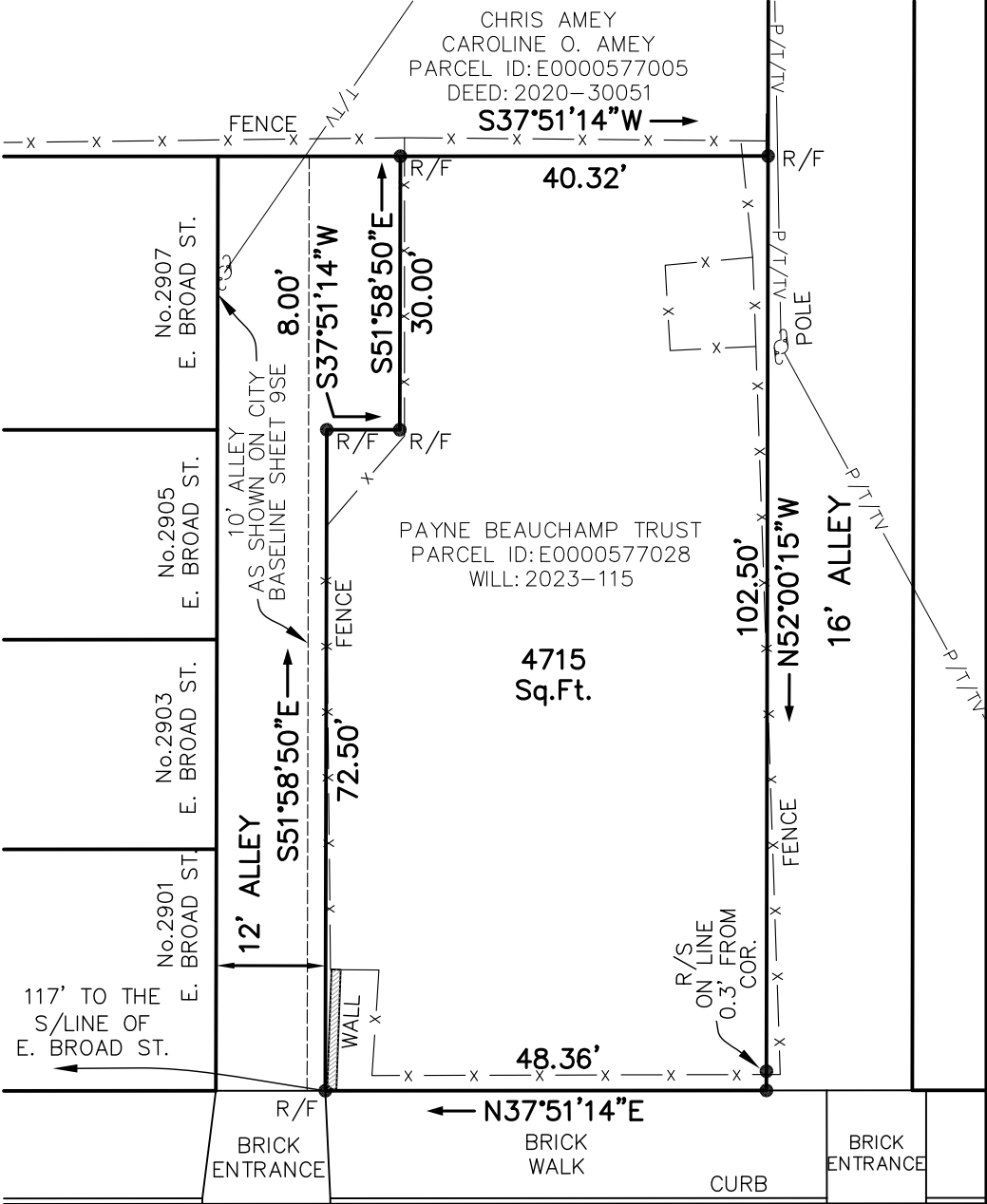
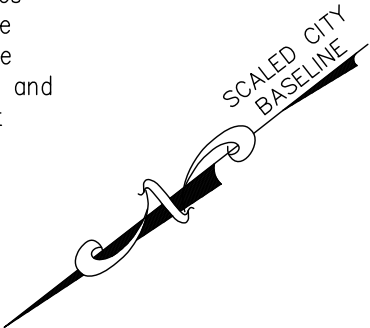
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SIDE EXTERIOR
ELEVATIONS

A2.2

This is to certify to the PURCHASER/OWNER shown hereon, and his TITLE INSURER and Lender, that on 6-3-2026 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. This survey has been made without the benefit of a title search and is subject to any uses recorded and unrecorded and other pertinent facts in which a title search may disclose. Copies of this plat without the certifying surveyor's seal with an original signature are INVALID.



P.O. BOX 118
CHESTERFIELD, VA 23832
(804) 748-9481
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MAP SHOWING THE IMPROVEMENTS
ON No.215 N 29th STREET
IN THE CITY OF RICHMOND, VA.

DATE: 6-3-2026

CERTIFIED BY JEFFREY K. FLOYD

VIRGINIA CERTIFICATE NO. 001905

SCALE: 1"=20'

JOB NO. 260517325

215 N 29th Street (COA-187606-2026)

Site Photographs



View 1



View 2



View 3



Contextual elevation

