



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.

303 W. Clay St., Richmond, VA – dentil moulding

From: Mark Hays

Email: MarkAllenHays@Gmail.com (best bet)

Cell: 508.661.9733

Date: 25 June, 2026 v1a

Home: 303 W. Clay St.
Richmond, VA 23223

Mail/Billing: 82 County Road, #68
Mattapoisett, MA 02739

Summary: We own the home at 303 W. Clay St. in Richmond and recently discovered that the existing front porch roof is thoroughly rotten and must be replaced.

We believe this home was built ~1870 and are proud to know that it is part of the Jackson Ward National Landmark Historic District. We support Richmond's Historic Preservation Plan and the efforts of the Commission of Architectural Review to preserve this history.

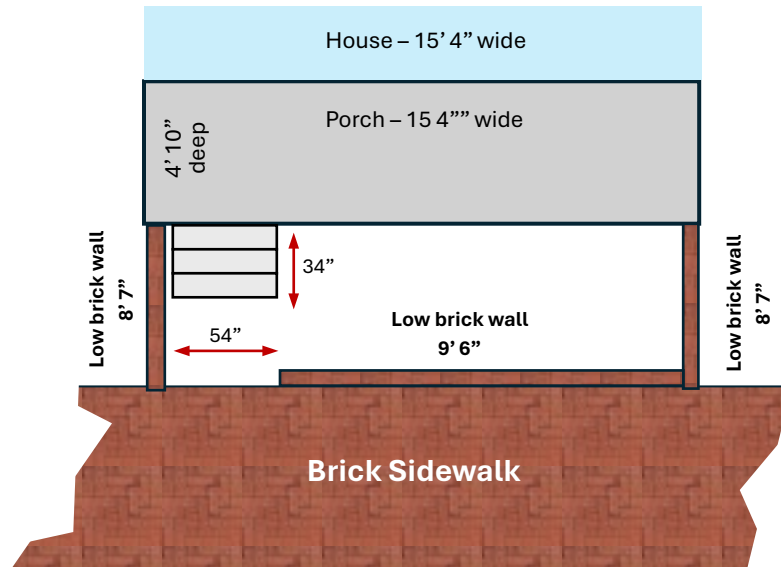
Now we would like to petition the CAR Commission to approve one additional step in our repair plan:

1. Add dentil moulding, PVC based, on the new porch roof fascia, to match our neighbors: 301 W. Clay – which is the oldest home on this block – and 305 W. Clay. This moulding would be painted like the rest of the fascia, and the difference in materials would be undetectable – even on close inspection with a ladder.

I plan to bring samples of wood and PVC dentil moulding to the July CAR meeting for you to examine. We would not propose the use of PVC if it did not match the appearance of wood exactly, to preserve the historic character of this house and the Jackson Ward Historic District.

Details and photos are included on the following pages.

Site diagram: 303 W. Clay is a narrow house similar to others on this street, built ~1870 to 1890. The new porch roof *will include curved rafters* like the originals. This added to the cost of the project, but we believe this will be the last porch roof with curved rafters on this block. All of the others have been converted to straight rafters and flat porch ceilings – to save money.



New dentil moulding for the new porch roof:

We would like to install new PVC dentil moulding along the top edge of fascia on the new porch roof, similar to what is there today and on adjoining porch roofs at 301 and 305 W. Clay.

301 dentil

303 dentil



We are appealing to the Commission because wood is no longer used for exterior dentil moulding products; *all* of the suppliers we could find switched to PVC and/or polyurethane – because modern wood will quickly rot, particularly with the many nooks and crannies in the dentil profile. Wood is now used only for *interior* dentil moulding products.

For example see:

- Elite Trimworks: https://elitetrimworks.com/collections/headers-friezes?filter.p.m.custom.product_category=Dentil%20Strips
- Ekena Millwork: <https://www.ekenamillwork.com/dentil-trim>
- Architectural Depot: www.architecturaldepot.com/exterior-dentil-trim.html
- Decoro Building Products: <https://decoro.com/products/cornice-and-mouldings/>

It may be possible to find a custom mill that would make custom dentil moulding from durable hardwood, but this would be too costly. We are already paying to recreate the curved beams in the porch roof.

Dentil moulding is common in the 300 block of West Clay St.

301 and 303 W. Clay:

301 has dentil moulding along the cornice and around the top of the porch roof fascia.

303 has dentil moulding along the cornice and around the top of the porch roof fascia, similar to 301.



304 W. Clay: Dentil moulding along the cornice and around the top of the porch roof fascia.



305 W. Clay: Dentil moulding along the cornice and around the top of the porch roof fascia.



311 W. Clay: Clearly in need of major repairs – but dentil moulding is visible along the cornice and around the porch roof fascia.



313 W. Clay: Dentil moulding runs along the cornice and around the top of the porch roof fascia.



Chronology: Here are records of homes on this block from ‘Surveyor’ cards and photos in VCU’s archive with the age, style and porch trim. Houses built in the same ~1880 era as 303 have simple, dentil and Eastlake trim on the porch roof:

Address	Built	Date	Style	Porch trim
301	1833	actual	Greek/Italianate	Dentil



302	1842-43	actual	Greek Revival	None (removed)
	No 1975 photo			



303

1890

estimate

Italianate

Simple



Today:



304

1875

estimate

Italianate

Dentil

(no 1975 photo)



305

1846

actual

Italianate – Greek
- Federal?

Simple



Today:



306

1880

estimate

Italianate

Simple with
wrought iron

No 1975 photo



307

1845-46

actual

Greek

Simple



308

1880

estimate

Italianate

Simple

No 1975 photo



309

1845-46

actual

Greek/Italianate

Greek motif



310

1880

estimate

Simple

No 1975 photo



311

1845-6

actual

Dentil



312

1880

estimate

Italianate

Simple

No 1975 photo



313

1885

estimate

Italianate

Dentil

No 1975 photo



314 / 316

1885 estimate Italianate Eastlake
No 1975 photo



315, 317, 319, 321

1885 estimate Italianate Eastlake



Application for review by the Richmond CAR

Site: 303 W. Clay St. Richmond, VA 23220
Jackson Ward National Historic District

Description:

Add PVC moulding on rehabilitated front porch roof at 303 W. Clay, to make the roof consistent with adjoining properties and other porch roofs on this block from the same era.

By: Mark Hays (owner)
Email: MarkAllenHays@Gmail.com
Cell: 508.661.9733

Signed:



Signature

30 June, 2026
Date