



Property (location of work)

Property Address: 3322 Monument Avenue Current Zoning: R-6
Historic District: Monument Avenue

Application is submitted for: (check one)

- Alteration
- Demolition
- New Construction

Project Description (attach additional sheets if needed):

Add a new detached screened in porch in the back yard.

Applicant/Contact Person: [REDACTED]

Company: _____

Mailing Address: [REDACTED]

City: Richmond State: VA Zip Code: 23221

Telephone: [REDACTED]

Email: [REDACTED]

Billing Contact? Yes Applicant Type (owner, architect, etc.): Owner

Property Owner [REDACTED]

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: [Signature] Date: 2/26/2026

3322 Monument Ave – Screened in Porch

Written Description & Photographs – 2/26/26

We are proposing to add a screened porch in the backyard. Portions of the structure will be visible from Monument Ave. The Structure will be one level, set on the existing patio floor. Siding for the gable facing the street will be hardy plank painted to match the existing sunroom gable with color SW 2834. The structural posts are cedar wrapped. The roof is standing seemed copper with copper gutters.

How the Richmond Old and Historic Districts Handbook and design Review Guidelines informed the process:

New Construction RESIDENTIAL OUTBUILDINGS (page 51)

1. *Outbuildings, including garages, sheds, gazebos and other auxiliary structures, should be compatible with the design of the primary building on the site, including roof slope and materials selection.*

For the portion of the porch that is visible from the public right of way, the gable has been designed to replicate the slope and color of the existing covered sun porch.

2. *Newly constructed outbuildings such as detached garages or tool sheds should respect the siting, massing, roof profiles, materials and colors of existing outbuildings in the neighborhood.*

The siting, massing, roof profiles, materials, and colors of the proposed structure are in kind with the existing neighborhood outbuildings.

3. *New outbuildings should be smaller than the main residence and be located to the rear and/or side of the property to emphasize that they are secondary structures.*

The new screened-in porch's square footage will be less than 10% of the floor area of the house, measuring 18'x16' (288sf). The new structure will be located in the backyard on the right-hand side of the house.

4. *Prefabricated yard structures are discouraged. Screening will be considered as a mitigating factor for the installation of these structures. However, prefabricated structures will still be reviewed for compatibility using the criteria developed in this section.*

No prefabricated structures are proposed. The porch will be hand-built by 13ten Construction.

Existing view from sidewalk:



Existing view from the front yard:



Existing view from the backyard:





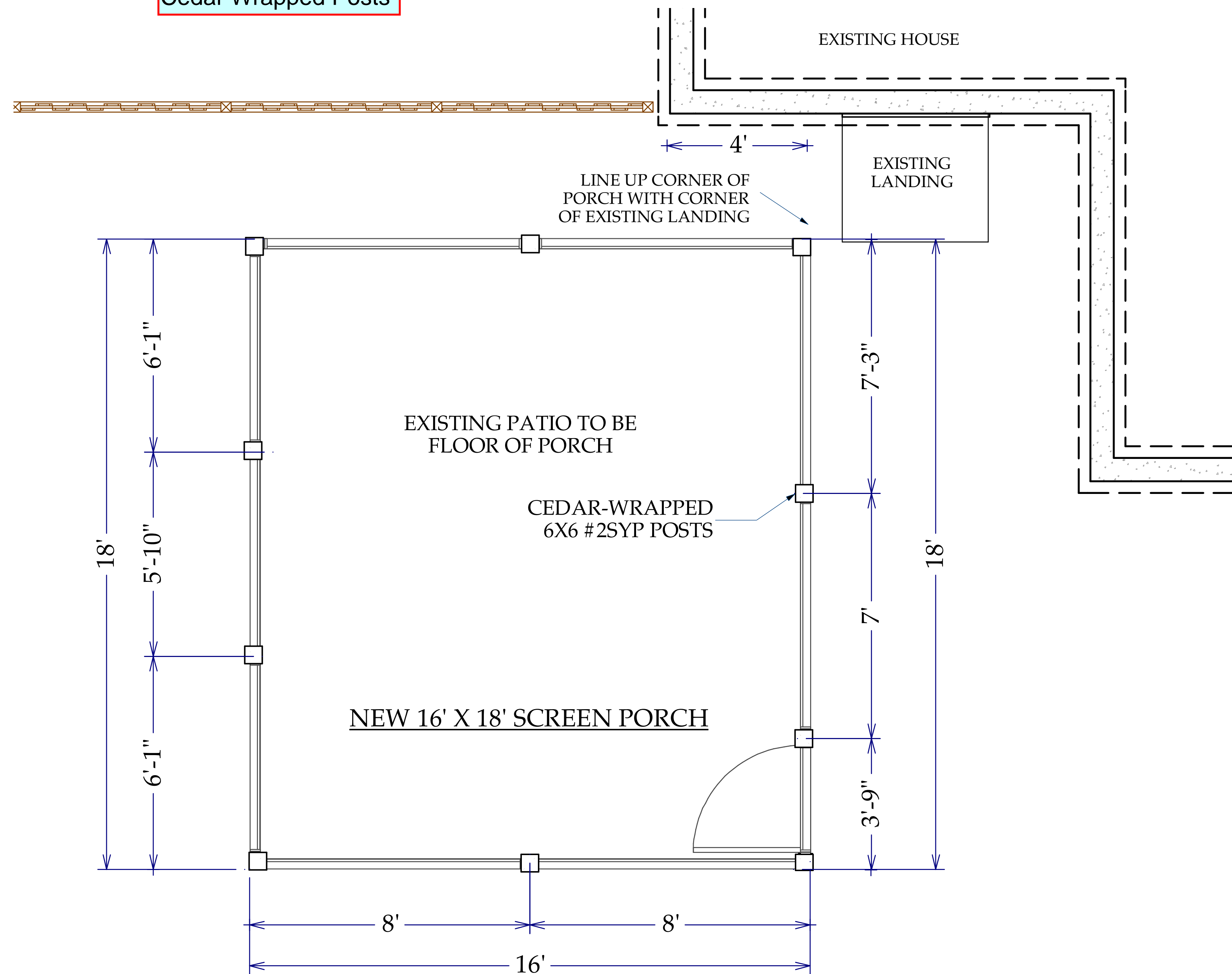
Match Existing Gable.
Hardwood with Paint
Color SW2834



Cedar Wrapped Posts



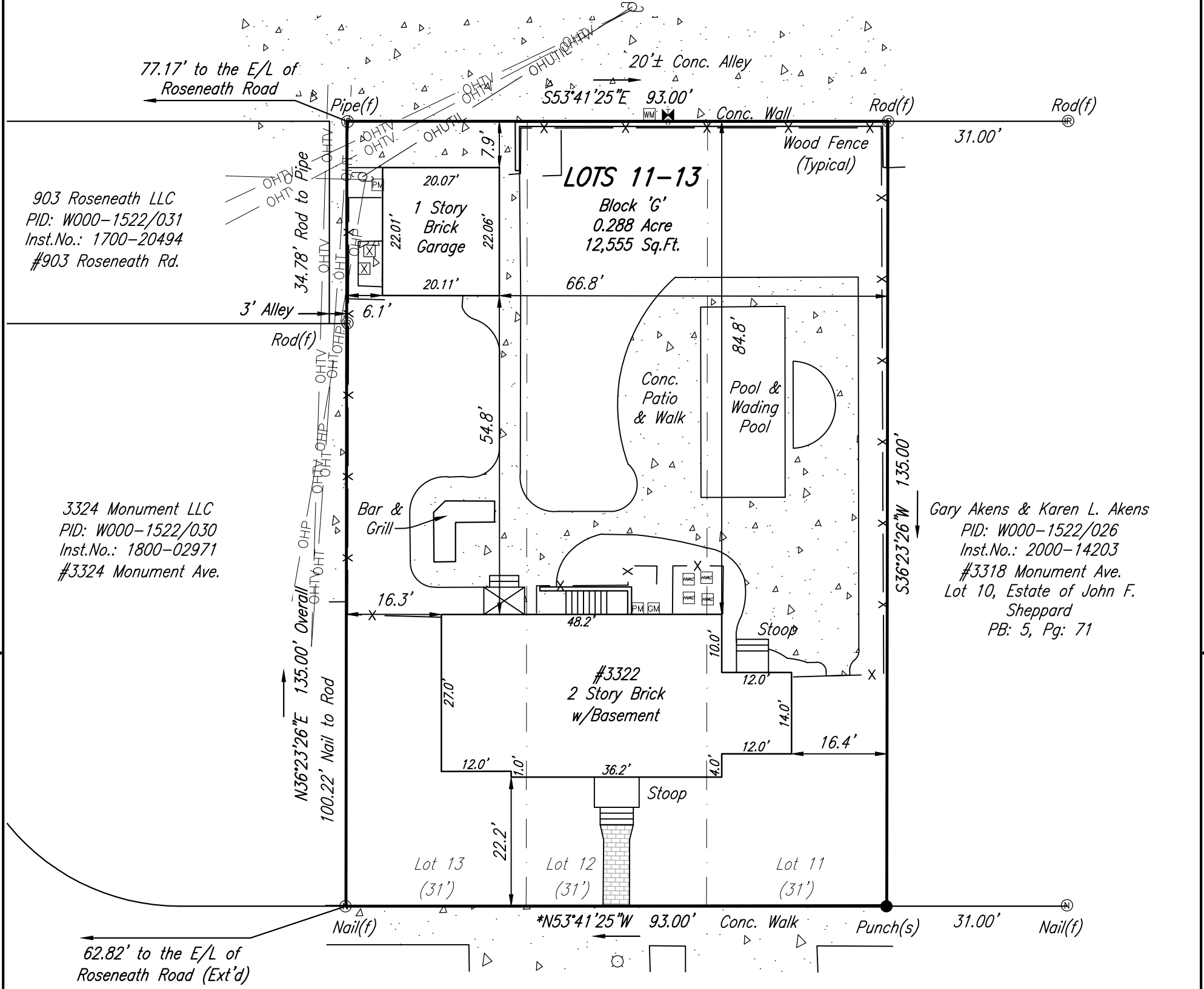
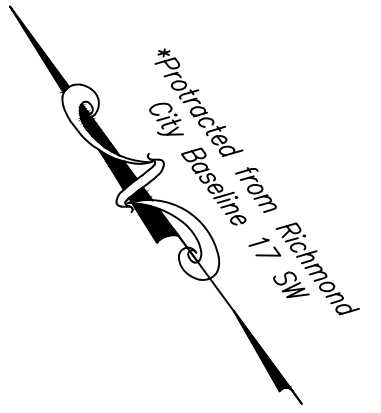
Standing Seem
Copper Roof



SCREEN PORCH LAYOUT

SCALE 1/2" = 1'

This is to certify that this plat or map was prepared under my direction from an actual field survey without the benefit of a title report. Unless otherwise noted, to the best of my knowledge and belief all visible evidence of improvements, easements and apparent encroachments are shown hereon. Not all easements may be shown. This property lies in FEMA defined Flood Zone 'X' per FIRM No.: 5101290028D, effective date 04/02/2009.



903 Roseneath LLC
PID: W000-1522/031
Inst.No.: 1700-20494
#903 Roseneath Rd.

3324 Monument LLC
PID: W000-1522/030
Inst.No.: 1800-02971
#3324 Monument Ave.

Gary Akens & Karen L. Akens
PID: W000-1522/026
Inst.No.: 2000-14203
#3318 Monument Ave.
Lot 10, Estate of John F. Sheppard
PB: 5, Pg: 71

LEGEND

- Utility Pole
- Water Meter
- Gas Valve
- Power Meter
- Pool Pumps
- HVAC
- Gas Meter
- Light Pole

Current Owner(s):
Rebecca H. Buchanan & Pamela E Janney,
Trustees under the BJ Trust Dated October 28, 2019
PID: W000-1522/028
Inst.No.: 1900-23538

Purchaser(s):
Frederick T. Chalmers & Anne Garst Miller

DATE: 04/14/2025
SCALE: 1"=20'
JOB NO.: R0068006.00
DRAWN BY: NWD
CHECKED BY: JAB

MONUMENT AVENUE
140' R/W

IMPROVEMENTS ON
LOTS 11-13, BLOCK 'G',
SUBDIVISION OF A PORTION OF
THE ESTATE OF JOHN F. SHEPPARD
CITY OF RICHMOND, VIRGINIA

