



**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](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

## ALTERATION AND ADDITION 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.**

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 Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 806 jessamine street

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### BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building                 |  |
| <input type="checkbox"/> institutional building             |  |

### ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                    | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation                  | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding     | <input type="checkbox"/> commercial sign  |
| <input checked="" type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift     |
| <input checked="" type="checkbox"/> porch or balcony | <input type="checkbox"/> other            |

### WRITTEN DESCRIPTION

- ☐ property description, current conditions and any prior alterations or additions
- ☐ proposed work: plans to change any exterior features, and/or addition description
- ☐ current building material conditions and originality of any materials proposed to be repaired or replaced
- ☐ proposed new 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)

- ☐ elevations of all sides
- ☐ detail photos of exterior elements subject to proposed work
- ☐ historical photos as evidence for restoration work

**DRAWINGS** (refer to required drawing guidelines)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> current site plan      | <input type="checkbox"/> list of current windows and doors | <input type="checkbox"/> current elevations (all sides)   |
| <input type="checkbox"/> proposed site plan     | <input type="checkbox"/> list of proposed window and door  | <input type="checkbox"/> proposed elevations (all sides)  |
| <input type="checkbox"/> current floor plans    | <input type="checkbox"/> current roof plan                 | <input type="checkbox"/> demolition plan                  |
| <input type="checkbox"/> proposed floor plans   | <input type="checkbox"/> proposed roof plan                | <input type="checkbox"/> perspective and/or line of sight |
| <input type="checkbox"/> legal "plat of survey" |  |   |

## Certificate of Appropriateness Supporting Document

Property Address: 806 Jessamine Street

Building Type: Single-Family Residence

Alteration Type: Wall Siding, Porch or Balcony, Windows or Doors, Trim, and Painting

### WRITTEN DESCRIPTION

#### Property Description and Current Conditions

806 Jessamine Street is a single-family residence situated within the Richmond Old and Historic District. The property is presently characterized by exterior paint in mismatched and non-cohesive colors, inconsistent with historical standards and aesthetics of the district. The current porch railings are deteriorated and constructed in the "Richmond rail" style, which is not historically accurate for this specific home.

Historical reference materials and district guidelines indicate that homes of this era and style were traditionally painted in lighter shades, and featured "X" style balustrades rather than the Richmond rail system.

#### Proposed Work

##### 1. Window Replacement

To maintain historical integrity and replace deteriorating elements, three windows on the front façade will be replaced. The living room window (33" x 60") and two upstairs bedroom windows (each 36" x 53") currently consist of white vinyl 6-over-6 simulated divided lite (SDL) double-hung windows. These will be replaced with wood double-hung windows from the Pella Lifestyle Series, as specified in the following product link: <https://www.pella.com/shop/windows/lifestyle-series/double-hung-windows/>.

This upgrade ensures compatibility with the historic materials mandated by the Richmond Old and Historic District. Additionally, the upstairs windows are being replaced due to existing damage. The use of wood aligns with historical materials, while the updated windows will improve energy efficiency and maintain architectural consistency with the original design.

##### 2. Porch Railing Restoration

Existing porch railings, currently in the Richmond rail style and in poor, rotting condition, will be fully replaced. Replacement railings will be constructed from southern yellow pine, fabricated, and installed by a local craftsman. The new railings will reflect the historically accurate "X" baluster pattern originally present on the home, in compliance with district design guidelines.

### 3. Siding Repainting

All existing siding will be uniformly repainted using Sherwin Williams Historic Collection shade Rose Dust (SW0025). This shade aligns with the district's requirement for historically accurate colors and reflects the property's original light-toned paintwork.

### 4. Front Door Painting

The main entry door will be painted in Sherwin Williams Dutch Tile Blue (SW0031), part of the historical color palette, to complement the overall exterior while differentiating the entrance.

#### Current Material Conditions

The current paint layers are mismatched and deteriorating, contributing to the loss of historic character. The existing railings are not only stylistically incorrect but are also structurally compromised due to rot.

#### Proposed New Materials

All paints specified are from the Sherwin Williams Historic Collection, meeting Richmond's historical district requirements. Southern yellow pine is selected for the porch railings for its historical authenticity and durability. Railings will be custom-fabricated and installed by a certified local craftsman.

### PHOTOGRAPHS

- Current elevation photographs (all sides)
- Detailed photos of the current exterior showing mismatched paint conditions
- Photographs of deteriorating Richmond rail-style porch railings
- Historical photographs or archival references indicating previous lighter color schemes and "X" baluster railings (if available, should be included in submission)

### DRAWINGS

- Proposed elevation drawings showing new paint scheme and porch railing design
- Detailed rendering or schematic of the proposed "X" baluster railing
- Current site plan (optional if no structural change)
- Photographs annotated with proposed changes (as per photograph guidelines)

### Summary of Compliance

This proposed work complies fully with:

- City of Richmond Section 30.930.7(b)
- Richmond Old and Historic Districts Handbook and Design Review Guidelines
- Required use of Sherwin Williams Historical Color Palette
- Restoration of historically appropriate porch railing design



Front elevation showing broken windows and rotting porch railings.





Side elevation showing mismatched siding colors.



Document provided by the CAR indicating historical design differences, including window trim and diagonal porch railings.

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Historic photo shows a thinner window trim



Historic photo shows that railing was in a diagonal cross style, as opposed to the current Richmond Rail design

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Proposed rendering of the property with restored historical features: 6/6 white SDL windows, white porch and trim, and Dutch Tile Blue front door.

