



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-7550
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: _____

Historic District: _____

Applicant Information

Billing Contact

Name: _____

Email: _____

Phone: _____

Company: _____

Mailing Address: _____

Applicant Type: Owner Agent Lessee

Architect Contractor Other (specify): _____

Owner Information

Billing Contact

Same as Applicant

Name: _____

Email: _____

Phone: _____

Company: _____

Mailing Address: _____

****Owner must sign at the bottom of this page****

Project Information

Project Type: Alteration Demolition New Construction (Conceptual Review Required)

Description (attach additional sheets if needed): _____

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 an application. 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 and application materials should be prepared in compliance with zoning.

Signature of Owner _____

Date _____

Certificate of Appropriateness

Application Instructions

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

Staff Contact: (804)-646-7550 | Emily.Routman@richmondgov.com

Submission Instructions

Certain exterior work can be administratively approved by Staff. Please contact staff via email with the project address in the subject line. Submit the following items via email to staff:

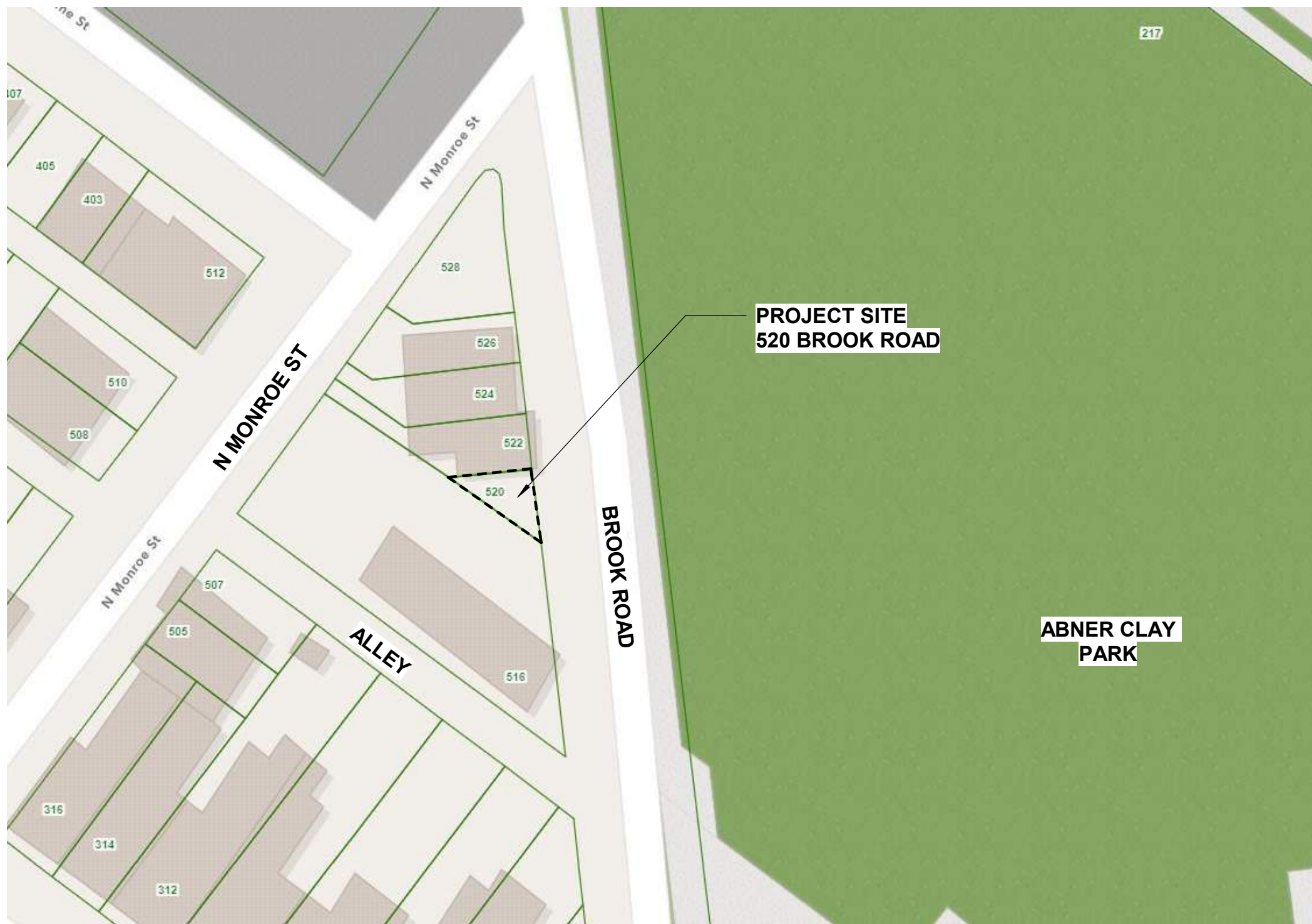
- One (1) signed and completed application (PDF) – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before the application will be scheduled. Please see fee schedule brochure available on the CAR website for additional information.
- **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.
- A complete application includes a signed application form, related checklist, legible plans, drawings, elevations, material specifications, and payment of the required fee as described in 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 Schedule and Application Due Dates

- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- 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.
- Exception: 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.

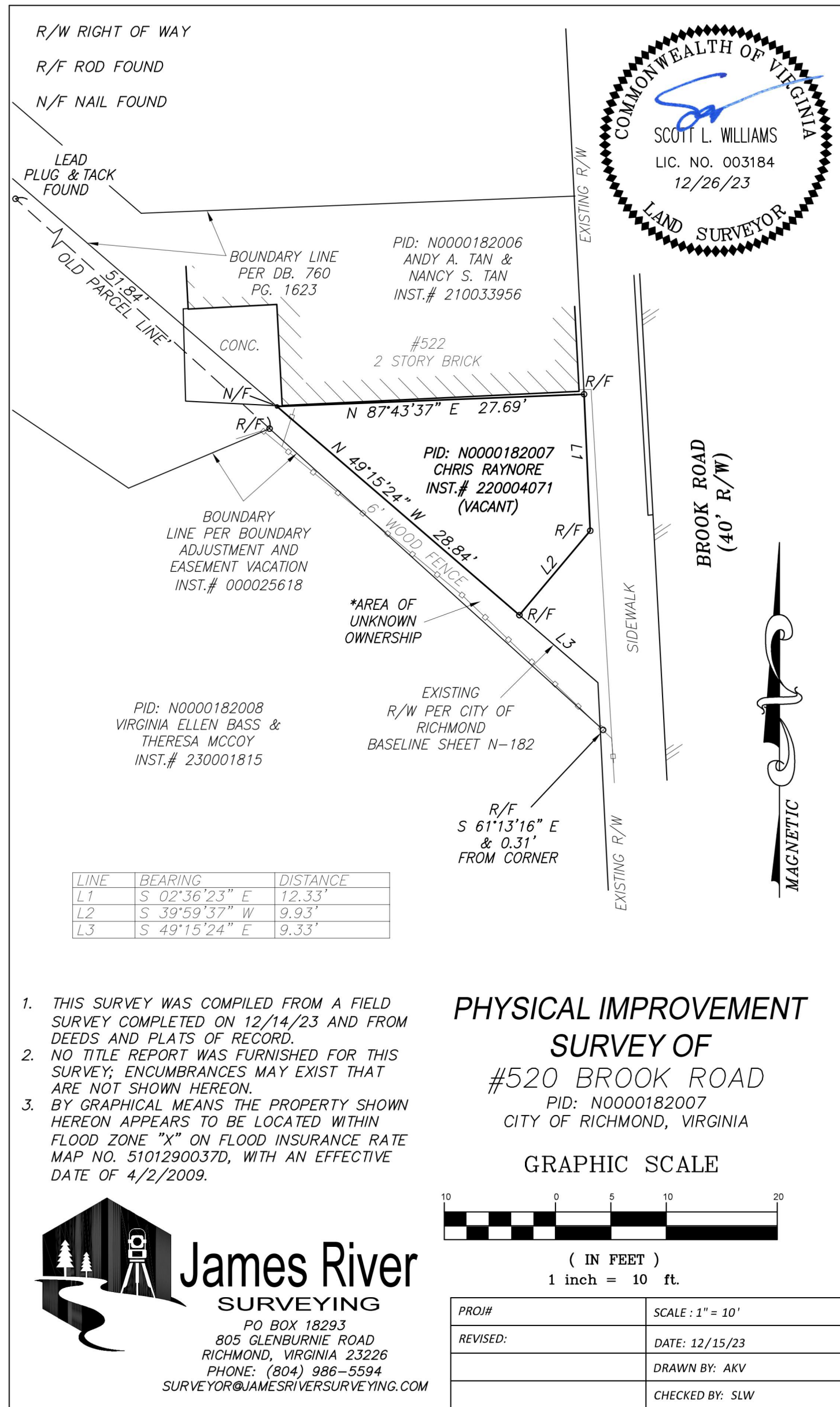
Fees

- Full Demolition: **\$1,500**
- New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments: **\$500**
- New construction/addition to a single- or two-family dwelling, or accessory building: **\$250**
- Amendments to previous certificates of appropriateness (COAs) concerning non-structural alterations, changes to signage, and changes to plans: **\$150**
- Extension of a certificate of appropriateness (COA): **\$25**



4 VICINITY MAP

1" = 20'-0"



2 SURVEY - 520 BROOK ROAD

1" = 10'-0"

PROJECT DESCRIPTION

THIS PROJECT PROPOSES TO BUILD AN APPROXIMATELY 490 SQUARE FOOT (INSIDE FACE OF EXTERIOR WALL) SINGLE-FAMILY RESIDENCE ON A SMALL, TRIANGULAR SHAPED LOT.

THE LOT IS WITHIN THE JACKSON WARD CITY OLD AND HISTORIC DISTRICT AND THE JACKSON WARD NATIONAL HISTORIC DISTRICT AND AS SUCH IS SUBJECT TO APPROVAL BY THE COMMISSION OF ARCHITECTURAL REVIEW. CARE HAS BEEN TAKEN TO NOT MERELY MIMIC THE STYLE OF EXISTING STRUCTURES, BUT TO DESIGN A HOUSE THAT RESPECTS THOSE STRUCTURES WITHOUT REPLICATING THEM.

THE NEW STRUCTURE:

- PROPOSES A MASSING AND SCALE SIMILAR TO SURROUNDING CONSTRUCTION.
- PROPOSES A SIMILAR SETBACK AS THE ADJACENT CONSTRUCTION.
- UTILIZES A SIMPLE PALLETTE OF BRICK (LIGHT BROWN) AND DOUBLE-HUNG PUNCHED WINDOWS.
- PROPOSES AN ENTRY AT A SIMILAR HEIGHT FROM THE STREET AS SURROUNDING CONSTRUCTION.
- PROPOSES A TOTAL HEIGHT COMPATIBLE WITH ADJACENT CONSTRUCTION.

REFERENCE SHEET A-2 FOR A MORE DETAILED PROJECT DESCRIPTION.

THE SIZE OF THE LOT IS SMALL AND IS UNBUILDABLE PER LOT SIZE AND SETBACK REQUIREMENTS. A SPECIAL USE PERMIT WILL BE APPLIED FOR TO BUILD ON THE LOT, IN TURN PROVIDING AN ADDITIONAL HOUSING UNIT TO THE AREA, IMPROVING AN OTHERWISE EMPTY LOT ACROSS THE STREET FROM ABNER CLAY PARK, AND ADDING DENSITY TO AN AREA WITHIN A 15 MINUTE WALK OF A GRTC PULSE STATION.

UPDATE 6/29/2026
UPON FURTHER STUDY OF THE PROPOSED STRUCTURE IT HAS BEEN DETERMINED THAT A BASEMENT IS NOT FEASIBLE DUE TO THE CLOSE PROXIMITY TO THE ADJACENT HOUSE AT 522 BROOK ROAD. EXCAVATION OF A BASEMENT WOULD UNDERMINE THE ADJACENT PROPERTY'S FOUNDATION WITHOUT EXTENSIVE UNDERPINNING OF ITS FOUNDATION.

DUE TO THIS, THE PROPOSED FOUNDATION WILL CHANGE TO A CRAWL SPACE. THIS REQUIRES THE FORMER PROPOSED BASEMENT KITCHEN TO BE RELOCATED TO THE 2ND LEVEL AND THE FORMER 2ND LEVEL BEDROOM TO BE RELOCATED TO A 3RD LEVEL. THE REVISED PROPOSED OVERALL BUILDING HEIGHT IS APPROXIMATELY 33'-0", BELOW THE 35' MAX FOR ZONE R-6.

ZONING INFO

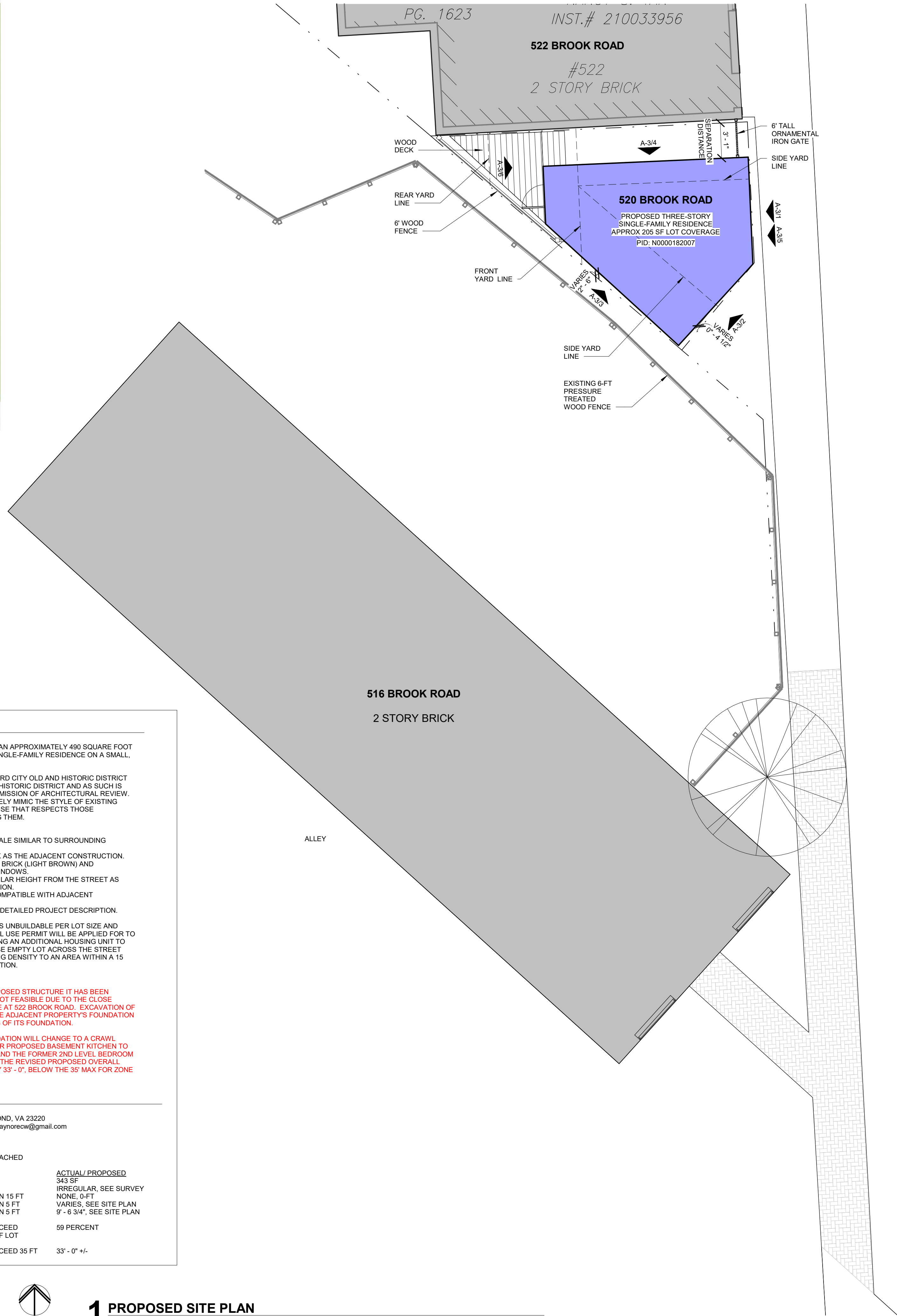
ADDRESS: 520 BROOK ROAD, RICHMOND, VA 23220
OWNER CONTACT: CHRIS RAYNORE raynorecw@gmail.com
TAX PARCEL ID: N0000182007
ZONING: R-6 (SINGLE FAMILY)

PROPOSED USE: SINGLE FAMILY DETACHED	REQUIRED	ACTUAL/PROPOSED
LOT INFO		
LOT AREA	5,000 SF	343 SF
LOT WIDTH	50 FT	IRREGULAR, SEE SURVEY
FRONT YARD	NOT LESS THAN 15 FT	NONE, 0-FT
SIDE YARD	NOT LESS THAN 5 FT	VARIES, SEE SITE PLAN
REAR YARD	NOT LESS THAN 5 FT	9'-6 3/4", SEE SITE PLAN
LOT COVERAGE:	SHALL NOT EXCEED 55 PERCENT OF LOT	59 PERCENT
HEIGHT:	SHALL NOT EXCEED 35 FT	33'-0" +/-



1 PROPOSED SITE PLAN

3/16" = 1'-0"



FULL SCALE STUDIO LLC
Richmond, VA
804.335.5189

520 BROOK ROAD

SINGLE-FAMILY HOUSE

C.A.R. SUBMISSION

Project Address:
520 BROOK ROAD
RICHMOND, VA 23220

No.	Description	Date

Project Number	24-103
Date	6/29/2026
Drawn By	BAC
Scale	As indicated

SITE PLAN & SURVEY

A-1

PROJECT DESCRIPTION

ADDRESS: 520 BROOK ROAD, RICHMOND, VA 23220
OWNER CONTACT: CHRIS RAYNORE, raynorecw@gmail.com
TAX PARCEL ID: N0000182007
ZONING: R-6 (SINGLE FAMILY)

THE OWNER OF THIS VACANT, TRIANGULAR PARCEL PROPOSES TO BUILD A SMALL, SINGLE-FAMILY HOUSE AND IS SEEKING A CERTIFICATE OF APPROPRIATENESS. THE LOCATION IS WITHIN THE JACKSON WARD NATIONAL HISTORIC DISTRICT AND THE JACKSON WARD CITY OLD AND HISTORIC DISTRICT.

GIVEN THE SMALL PARCEL SIZE AND CLOSE PROXIMITY TO AN ADJACENT STRUCTURE, THE DESIGN CALLS FOR THREE LEVELS ABOVE GRADE. A SPIRAL STAIR IS PROPOSED TO ACCESS THE GREEN ROOF.

SITING

THE BLOCK CONTAINING THE SITE IS COMPOSED PRIMARILY OF TWO-STORY, BRICK, RESIDENTIAL BUILDINGS WITH ONE BUSINESS OCCUPANCY LOCATED AT 300 W CLAY ST. THE NEW DWELLING WILL HAVE A SIMILAR SETBACK TO ITS IMMEDIATE NEIGHBOR, 522 BROOK ROAD TO MAINTAIN THE STREET WALL. THE HOUSE AT THE OPPOSITE SIDE, 516 BROOK ROAD, SITS AT AN APPROXIMATE 45 DEGREE ANGLE TO BROOK ROAD, SO THE PROPOSED FLOOR PLAN OF 520 BROOK ROAD SEEKS TO RELATE TO BOTH ITS NEIGHBORS IN ITS FLOOR PLAN SHAPE AND TO ALSO RELATE TO ITS TRIANGULAR-SHAPED LOT.

GENERALLY, THE FRONT FACADES ALONG BROOK ROAD AND N MONROE ST OCCUR AT THE PROPERTY LINE AND DO NOT HAVE FRONT PORCHES. FACADES ALONG W CLAY STREET ARE SET BACK ABOUT 10 FEET AND HAVE COVERED PORCHES. 520 BROOK ROAD PROPOSES A FACADE AT THE PROPERTY LINE AND A RECESSED FRONT ENTRY THAT WILL PROVIDE COVER FROM THE ELEMENTS.

THE SIDEWALKS AROUND THE BLOCK ARE A MIXTURE OF BRICK AND CONCRETE.

PERHAPS THE DEFINING FEATURE OF THE AREA IS ABNER CLAY PARK, WHICH IS SITUATED DIRECTLY ACROSS BROOK ROAD. THE PARK IS LARGELY AN OPEN FIELD WITH A PAVILION AND PLAYGROUND AT ITS SOUTH END AND BASKETBALL COURT AT ITS EAST END. AS SUCH, 520 BROOK ROAD IS HIGHLY VISIBLE FROM BOTH THE PARK AND W LEIGH ST.

THE OWNER HAS HAD MULTIPLE DISCUSSIONS WITH THE ZONING DEPARTMENT AND IT APPEARS THEY ARE ON BOARD WITH THE PROPOSED PROJECT. IT ALSO APPEARS THE PROJECT WILL NOT REQUIRE A SPECIAL USE PERMIT.

FORM

AS MENTIONED PREVIOUSLY, THE BUILDINGS ON THE BLOCK ARE TWO-STORY BRICK STRUCTURES. MOVING OUTWARD, BUILDINGS ON NEARBY W LEIGH ST. (300 BLOCK) ARE A MIX OF WOOD FRAME/ WOOD SIDING AND BRICK. THE REMAINDER OF THE BUILDINGS LOCATED ON THE BLOCKS SURROUNDING THE SITE ARE PREDOMINANTLY BRICK, WITH SOME WOOD FRAME/ WOOD SIDED HOUSES INTERSPERSED (E.G. SEVERAL HOMES ON THE 400 BLOCK OF W MARSHALL ST - 402, 404, 406, 410, AND 411/413 CATHERINE ST)

HEIGHT
THE HOUSES IMMEDIATELY ADJACENT TO THE SUBJECT PROPERTY ARE APPROXIMATELY 20-FT (522 BROOK RD) AND 27-FT (516 BROOK RD). 520 BROOK ROAD IS PROPOSED TO BE APPROXIMATELY 33-FT 0-IN TO THE TOP OF THE PARAPET.

WIDTH
AS WITH MOST OF THE BUILDINGS IN JACKSON WARD, 520 BROOK ROAD HAS A VERTICAL ORIENTATION.

MATERIALS
THE CLADDING IS PROPOSED TO BE BRICK, STANDARD SIZE, RUNNING BOND PATTERN. E.G. GLEN GERY CREAM WHITE WIRECUT.

RAILINGS
A HABITABLE, VEGETATIVE ROOF IS PROPOSED TO PROVIDE A PRIVATE OUTDOOR SPACE FOR THE OWNER SINCE THE SMALL SITE CANNOT ACCOMMODATE ONE. THE PARAPET WILL EXTEND TO PROVIDE THE REQUIRED GUARD. A SPIRAL STAIR IS PROPOSED TO PROVIDE ACCESS FROM THE 2ND FLOOR BATH UP TO THE GREEN ROOF. THE STAIR WILL BE AS NARROW AS POSSIBLE TO PROVIDE MAINTENANCE ACCESS FOR THE EXTERIOR WALL OF THE ADJACENT NEIGHBOR AT 522 BROOK ROAD.

DOORS AND WINDOWS
WINDOWS WILL ALL BE VERTICAL ORIENTATION IN A SIMILAR PROPORTION (1:2). SIZE, AND SPACING TO EXISTING, SURROUNDING HOUSES, ESPECIALLY ALONG THE FACADE FACING BROOK ROAD. THE FUNCTION OF THE WINDOWS IS PROPOSED TO BE DOUBLE-HUNG WITH NO GRILLES.

THE FRONT ENTRY DOOR IS PROPOSED TWO STEPS ABOVE STREET LEVEL WHICH IS SIMILAR TO BOTH ADJACENT HOUSES (516 AND 522 BROOK RD). THE CONSTRUCTION OF THE DOOR IS PROPOSED AS SOLID WOOD WITH A HALF GLASS LITE - SEE ELEVATION FOR PANELS BELOW GLASS LITE.

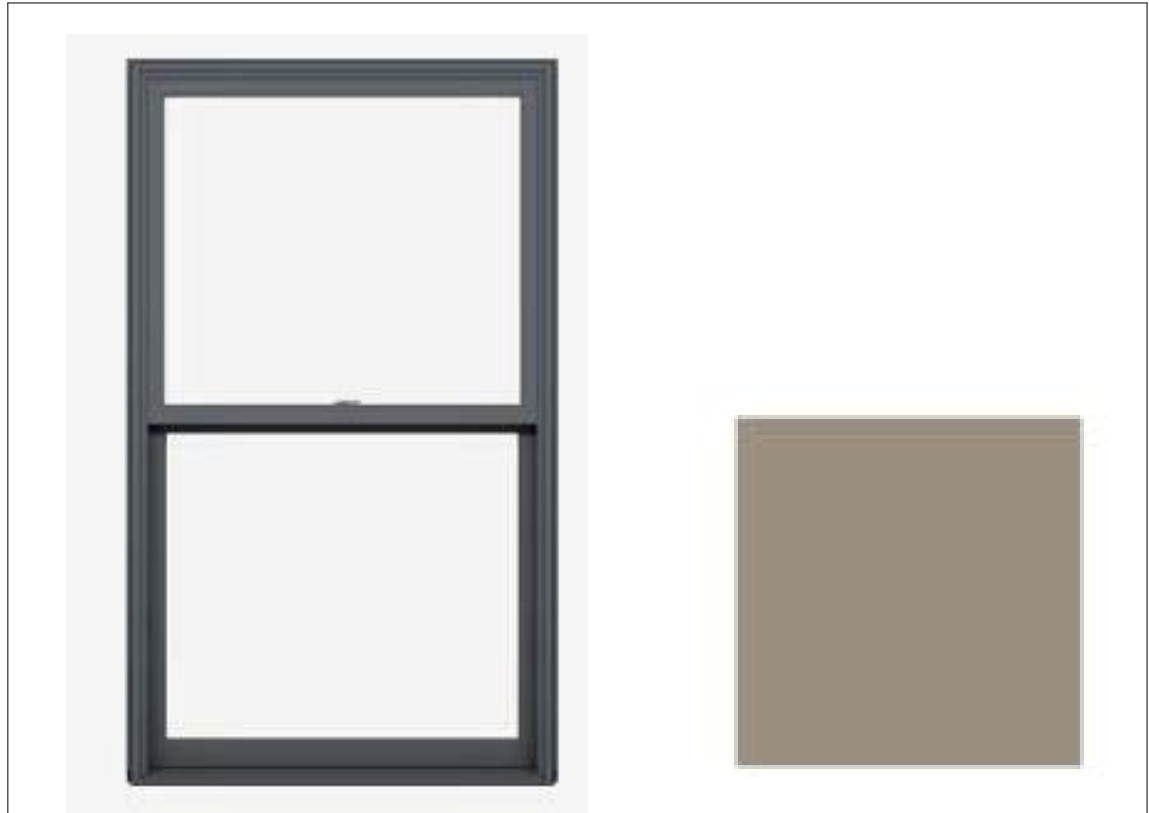
THE DOOR ON THE WEST FACADE WILL PROVIDE ACCESS TO A SMALL REAR DECK, BE HIDDEN FROM VIEW FROM PUBLIC WAYS, AND WILL CONTAIN A FULL GLASS LITE.

THE 3RD LEVEL DOOR AT THE BATHROOM WILL ALSO HAVE A FULL GLASS LITE.

MATERIALS

BRICK

GLEN GERY, CREAM WHITE, WIRE CUT



TYPICAL WINDOWS
MARVIN (ESSENTIAL LINE) OR SIM DOUBLE HUNG
COLOR: PEBBLE GRAY
GRILLES: NONE

TO THE RIGHT IS AN EXAMPLE OF A THREE STORY HOUSE THAT IS DIRECTLY ADJACENT TO A TWO STORY HOUSE, WITHIN THE JACKSON WARD CITY OLD & HISTORIC DISTRICT.

3 E CLAY ST



AN EXAMPLE OF A THREE STORY STRUCTURE WITHIN THE JACKSON WARD CITY OLD & HISTORIC DISTRICT. THE CLADDING IS BRICK IN A CREAM COLOR.

520 BROOK ROAD IS PROPOSED WITH A SIMILAR BRICK COLOR AND WILL SHOW AS A SIMILAR-SIZED VOLUME (WIDTH & HEIGHT)

20 W LEIGH ST



516 BROOK ROAD

516 BROOK ROAD - FRONT FACADE AT ANGLE SIMILAR TO PROPOSED SOUTHEAST FACADE OF 520 BROOK



520 BROOK ROAD LOT

522 BROOK ROAD - FRONT FACADE AT PROPERTY LINE
PROPOSED DWELLING AT THIS LOT



520 BROOK ROAD LOT

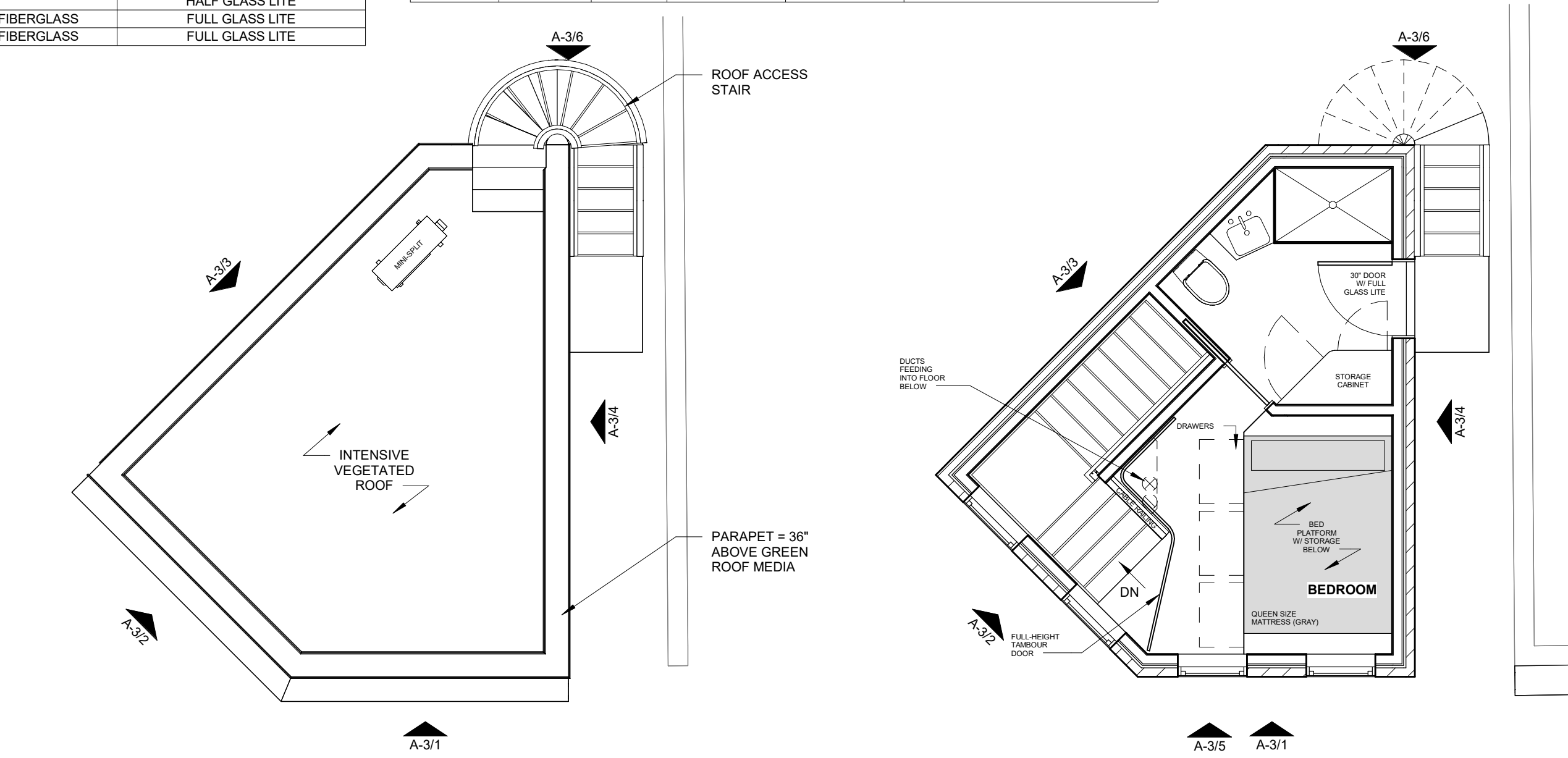
PROPOSED DWELLING AT THIS LOT



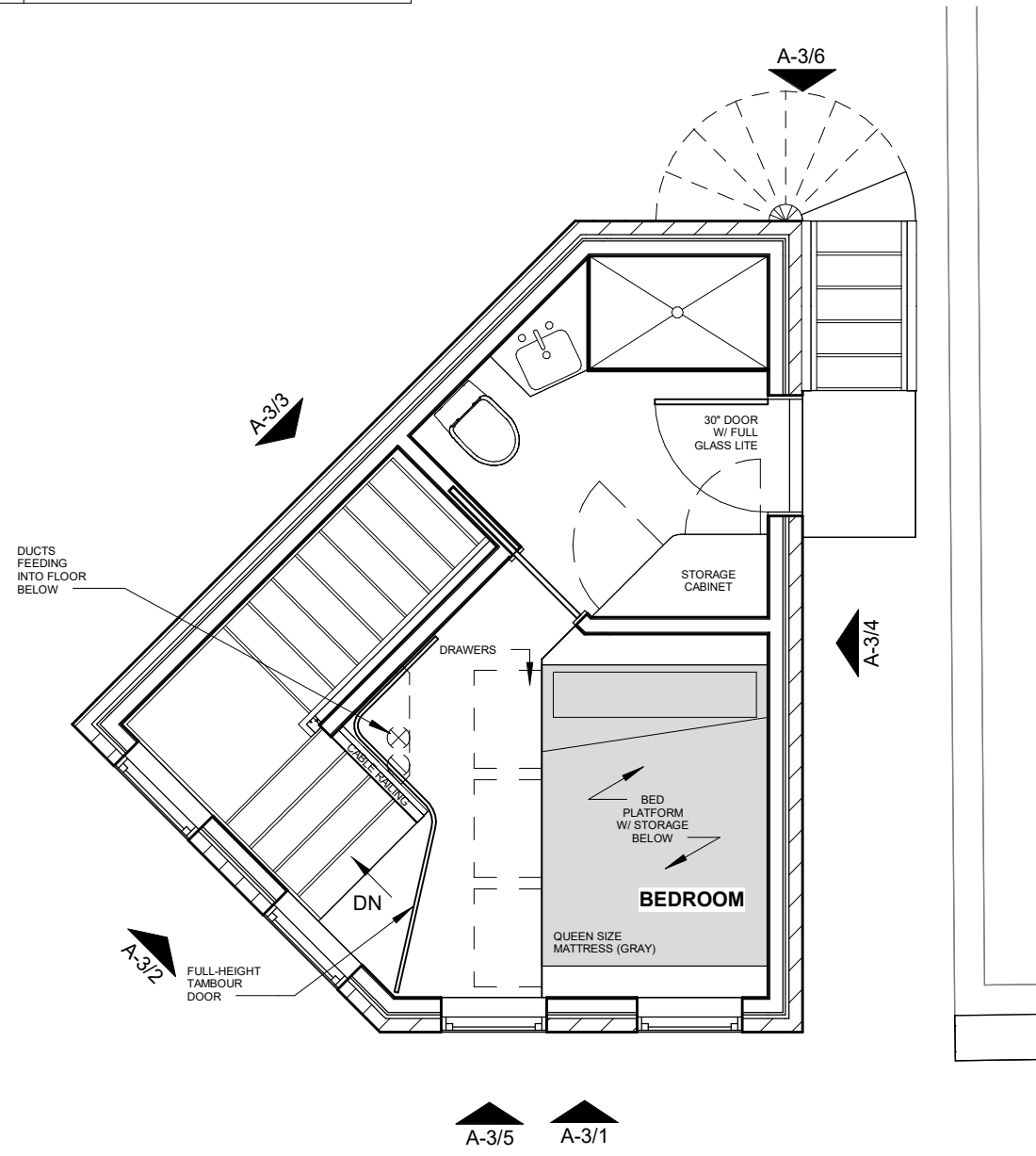
522 BROOK ROAD

DOOR SCHEDULE				
NUMBER	WIDTH	HEIGHT	DOOR MATERIAL	COMMENTS
D3	3'-0"	7'-0"	FIBERGLASS	HALF GLASS LITE
D8	2'-6"	6'-8"	FIBERGLASS	FULL GLASS LITE
D9	2'-0"	6'-8"	FIBERGLASS	FULL GLASS LITE

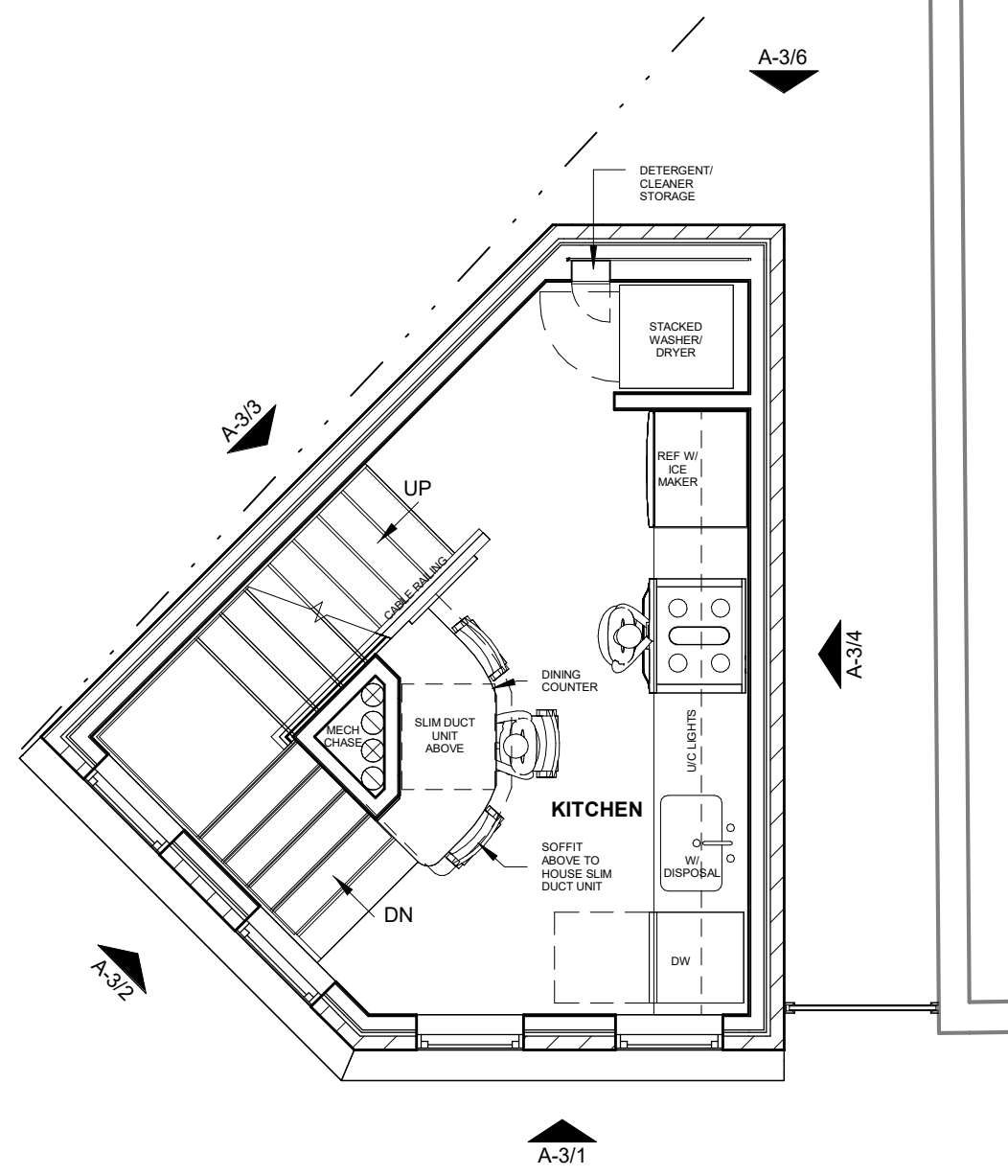
WINDOW SCHEDULE					
NUMBER	WIDTH	HEIGHT	WINDOW MATERIAL	OPERATION TYPE	COMMENTS
W1	2'-4"	5'-4"			
W57	2'-4"	6'-0"			



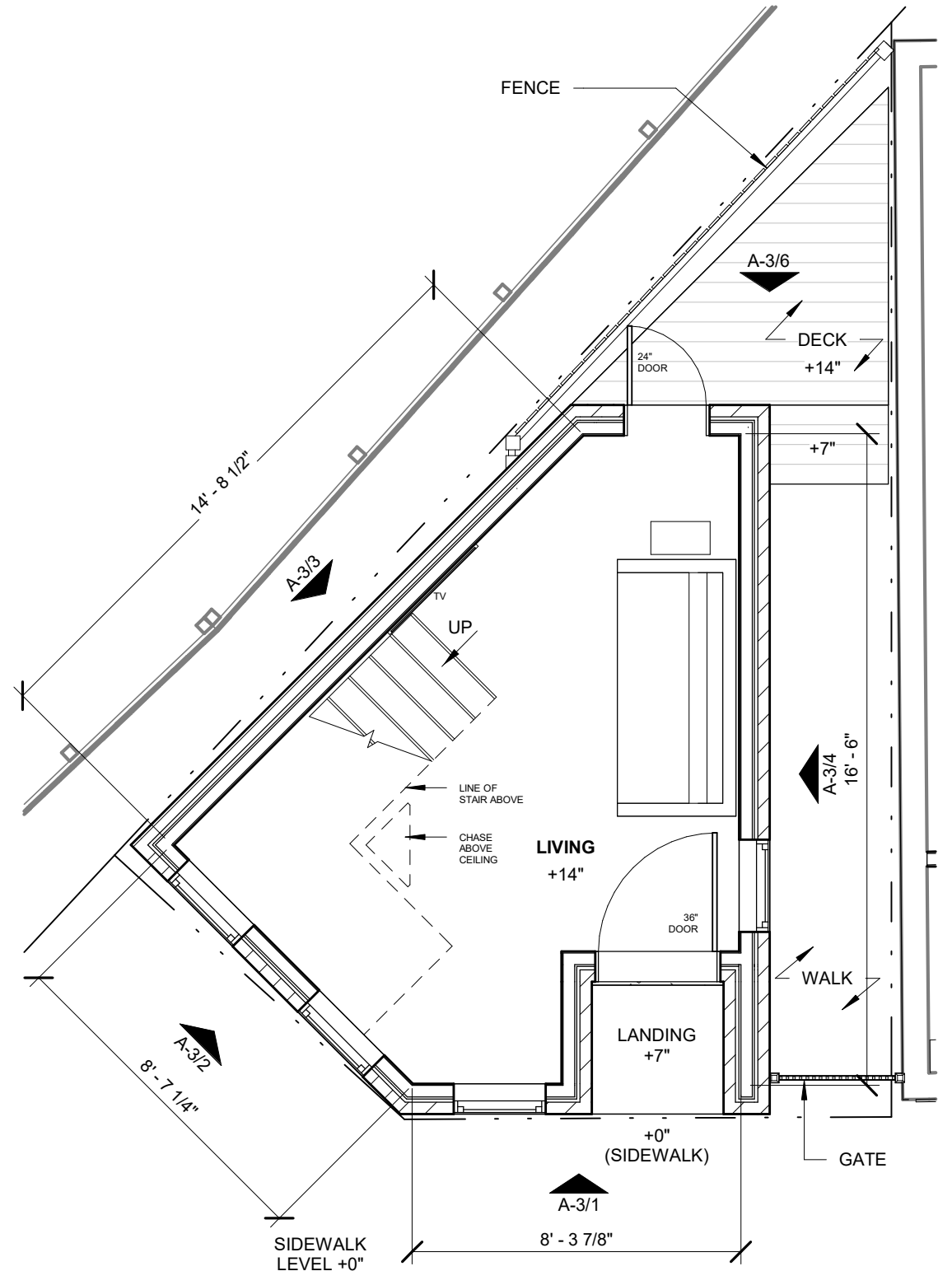
4 ROOF PLAN (GREEN ROOF)
1/4" = 1'-0"



6 THIRD FLOOR PLAN
1/4" = 1'-0"



3 SECOND FLOOR PLAN
1/4" = 1'-0"



2 FIRST FLOOR PLAN
1/4" = 1'-0"



FULL SCALE STUDIO LLC
Richmond, VA
804.335.5189

520 BROOK ROAD

SINGLE-FAMILY HOUSE

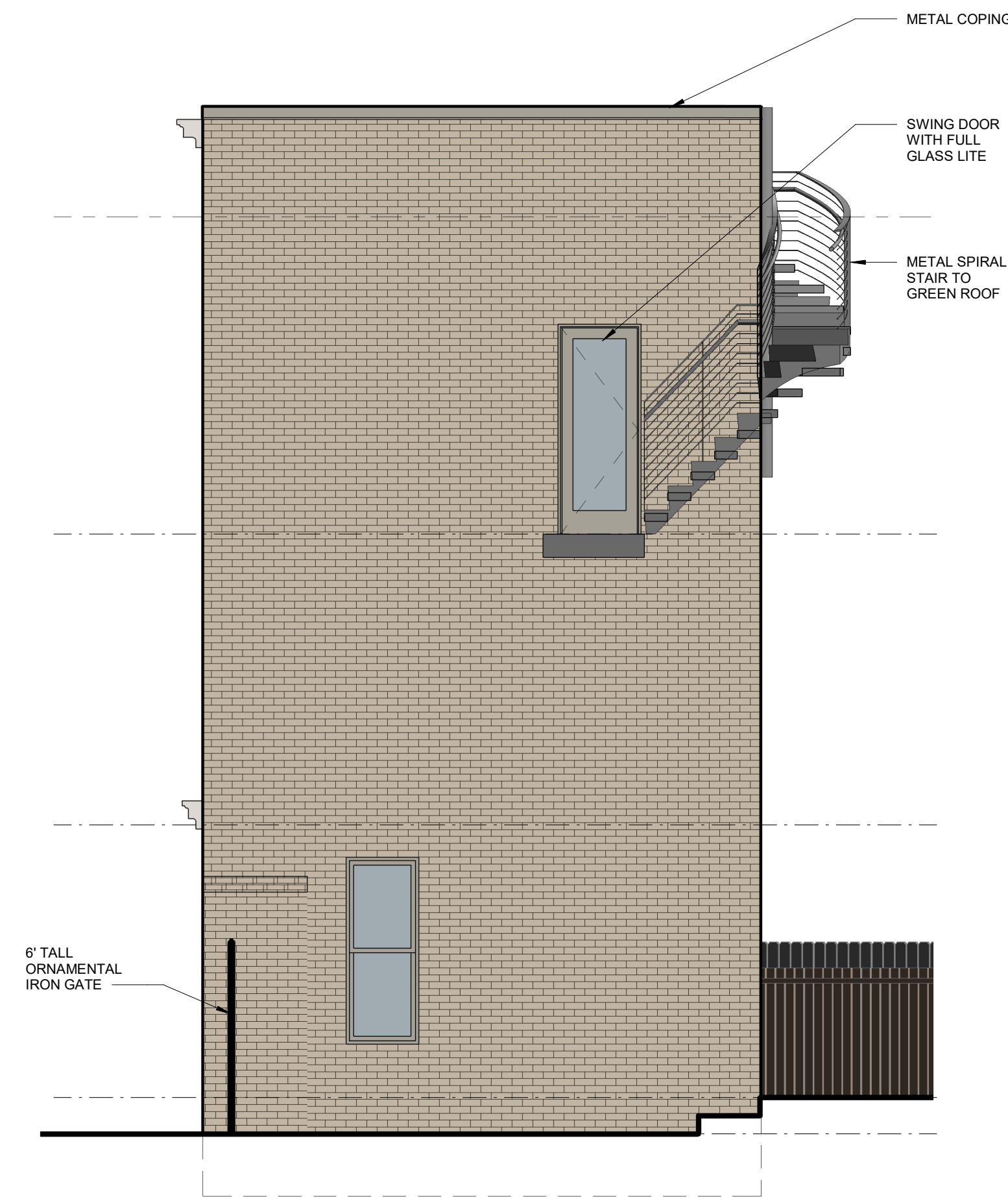
C.A.R. SUBMISSION

Project Address:
520 BROOK ROAD
RICHMOND, VA 23220

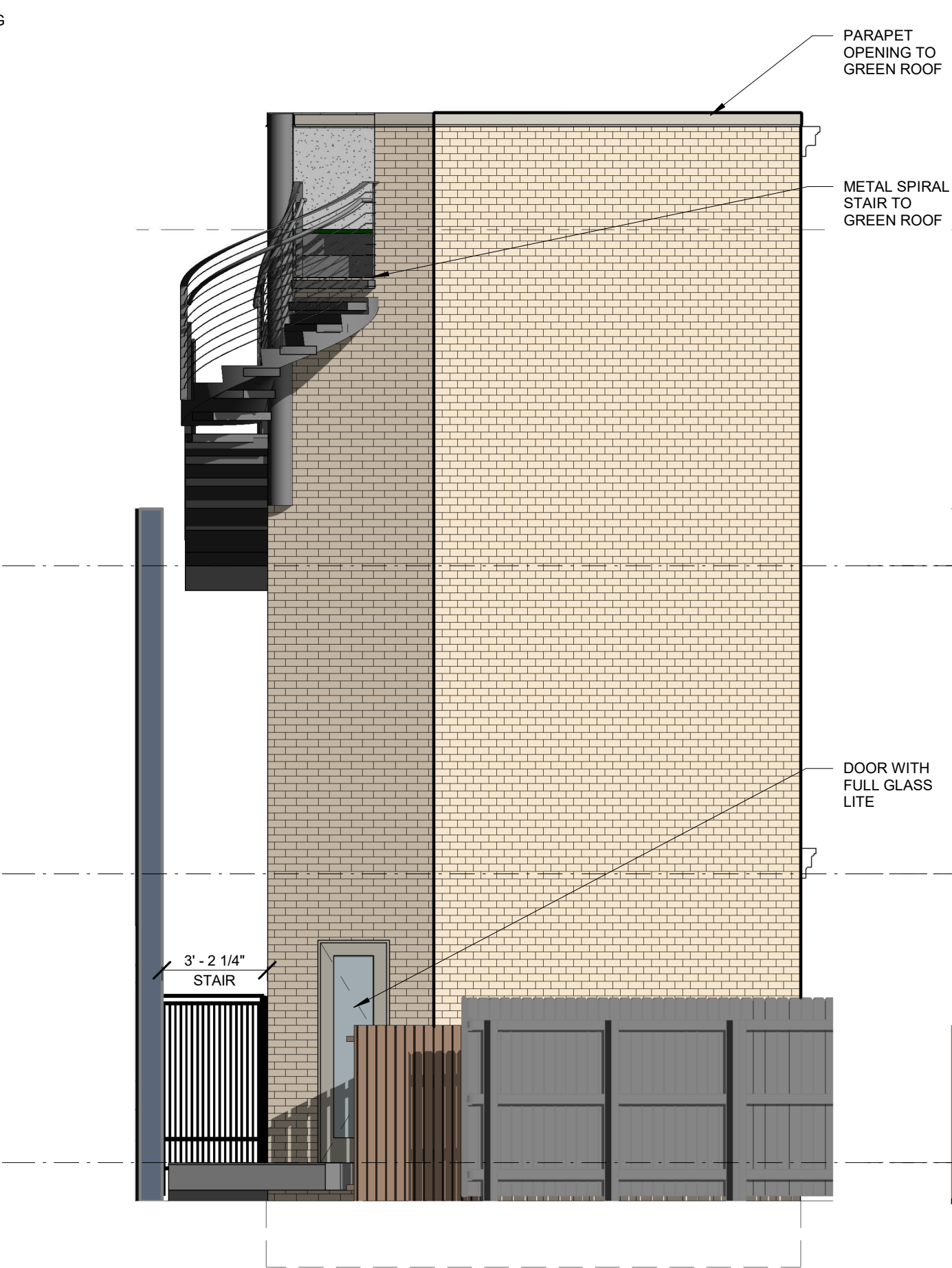
No.	Description	Date

Project Number	24-103
Date	6/29/2026
Drawn By	BAC
Scale	As indicated

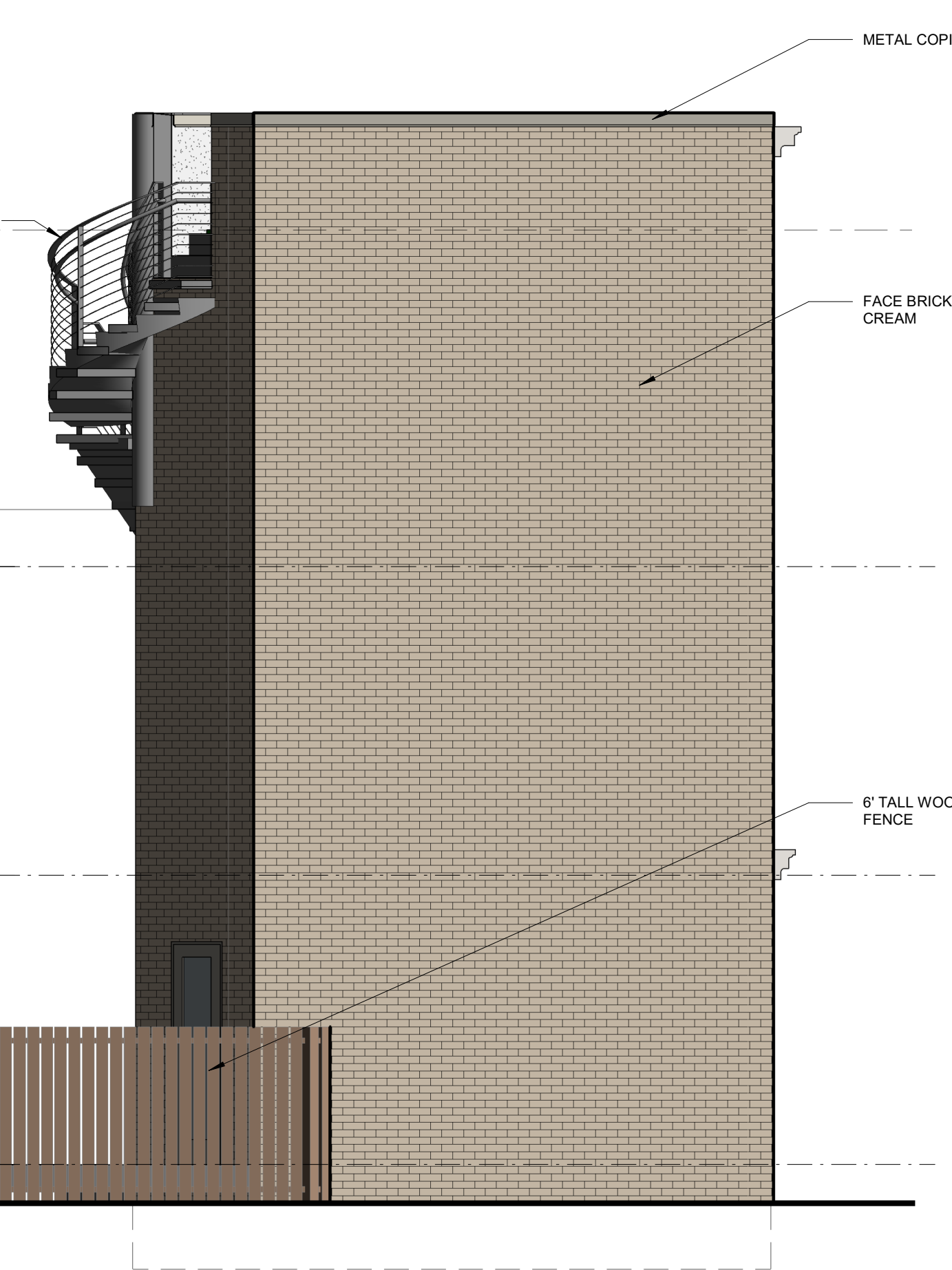
PROPOSED FLOOR PLANS



4 NORTH ELEVATION
1/4" = 1'-0"



6 WEST ELEVATION
1/4" = 1'-0"



3 SOUTHWEST ELEVATION
1/4" = 1'-0"



2 SOUTHEAST ELEVATION
1/4" = 1'-0"



1 EAST ELEVATION
1/4" = 1'-0"



FULL SCALE STUDIO LLC
Richmond, VA
804.335.5189

520 BROOK
ROAD

SINGLE-FAMILY
HOUSE

C.A.R.
SUBMISSION

Project Address:
520 BROOK ROAD
RICHMOND, VA 23220

No.	Description	Date

Project Number	24-103
Date	6/29/2026
Drawn By	BAC
Scale	1/4" = 1'-0"

PROPOSED
ELEVATIONS



FULL SCALE STUDIO LLC
Richmond, VA
804.335.5189

520 BROOK
ROAD

SINGLE-FAMILY
HOUSE

C.A.R.
SUBMISSION

Project Address:
520 BROOK ROAD
RICHMOND, VA 23220

No.	Description	Date

Project Number	24-103
Date	6/29/2026
Drawn By	BAC
Scale	1/4" = 1'-0"

PERSPECTIVE



1 PERSPECTIVE FROM BROOK ROAD LOOKING WEST