



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION / CERTIFICATE OF APPROPRIATENESS

### PROPERTY (Location of Work)

Address 2623 WEST GRACE STREET 23220

Historic District WEST GRACE STREET

### PROPOSED ACTION

- Alteration (including paint colors)
- Addition
- Rehabilitation
- New Construction (Conceptual Review required)
- Demolition
- Conceptual Review
- Final Review

### OWNER

(Nicole Montalto)

Name Piperbear Holdings, LLC

Company \_\_\_\_\_

Mailing Address 822 West 28<sup>th</sup> St  
Richmond 23225

Phone 804 517 0897

Email NICOLE @ Piperbear Properties.com

Signature Nicole Montalto, Manager

Date 3/17/17

### APPLICANT (if other than owner)

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### ACKNOWLEDGEMENT OF RESPONSIBILITY

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Zoning Requirements:** Prior to CAR 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.

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

(Space below for staff use only) \_\_\_\_\_

Application received: **RECEIVED**  
Date/Time \_\_\_\_\_  
By MAR 17 2017

10:48 am  
Complete  Yes  No



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION CHECKLIST

**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: 2023 WEST GRACE ST 23220

### BUILDING TYPE

- single-family residence
- multi-family residence
- commercial building
- mixed use building
- institutional building
- garage
- accessory structure
- other

### ALTERATION TYPE

- addition
- foundation
- wall siding or cladding
- windows or doors
- porch or balcony
- roof
- awning or canopy
- commercial sign
- ramp or lift
- 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 *① replace front porch light fixture*
- current building material conditions and originality of any materials proposed to be repaired or replaced *② repair front steps and add brick kneewalls in*
- proposed new material description: attach specification sheets if necessary

**PHOTOGRAPHS** place on 8 1/2 x 11 page, label photos with description and location (refer to photograph guidelines) *keeping with surrounding homes.*

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

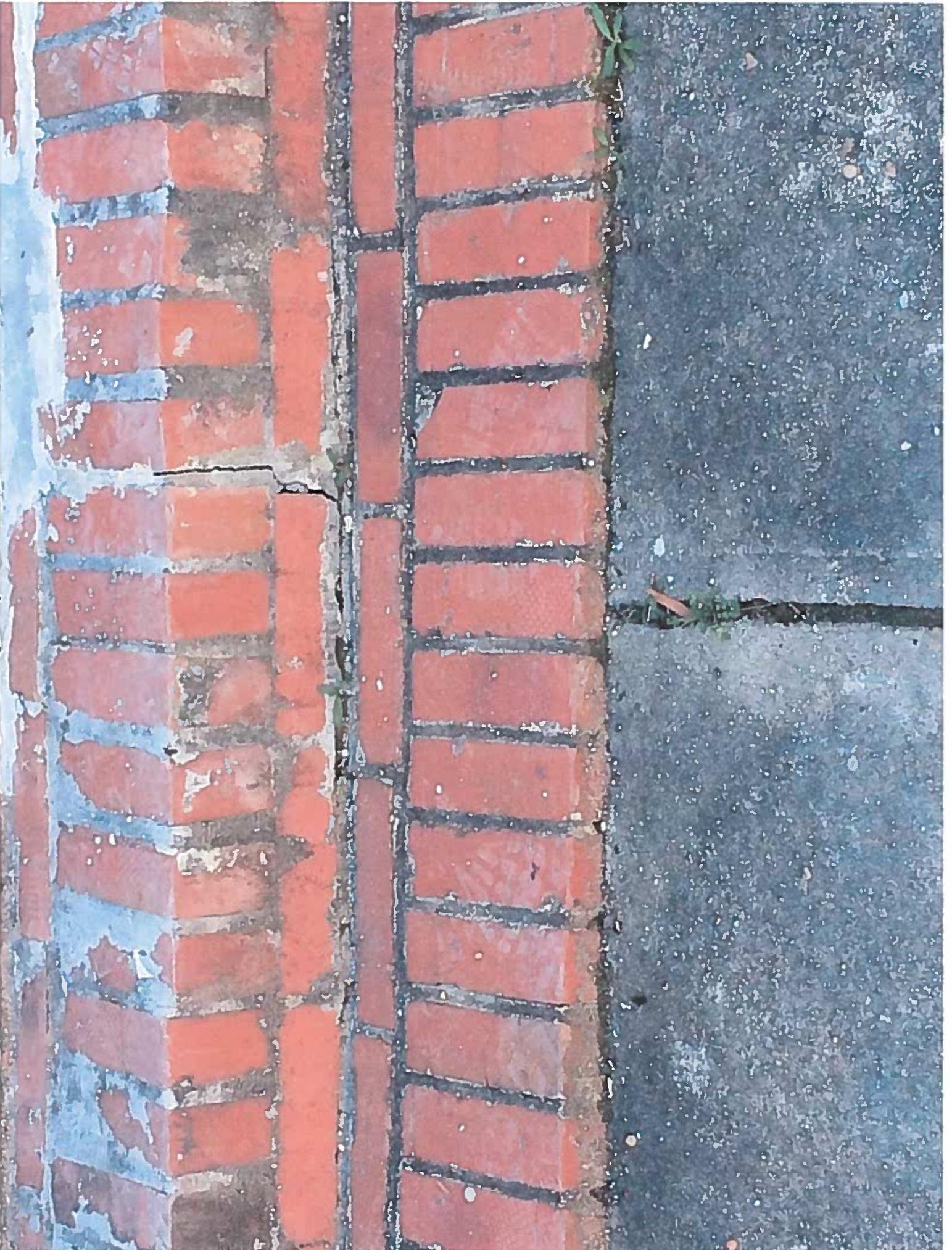
### DRAWINGS (refer to required drawing guidelines)

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

2023 W Graue St · existing steps



2023 W. Grace. close up of existing strips



Handwritten text, likely a date or location, oriented vertically on the left side of the page.



# Proposed elevation for 2023 W Grace

