



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

**Commission of Architectural Review**  
**Certificate of Appropriateness Application**  
900 E. Broad Street, Room 510  
Richmond, VA 23219  
804-646-6569

**Property** (location of work)

Property Address: 2614 West Grace Street

Current Zoning: R-48

Historic District: Fan Area

Residential (Multi-Family)

Application is submitted for: (check one)

- ☒ **Alteration**  
☐ **Demolition**  
☐ **New Construction**

**Project Description** (attach additional sheets if needed):

Remove existing wood fence that is on poor shape and construct a masonry fence composed of brick exterior and filled with concrete or structural grout, top and ends of fence will be brick

**Applicant/Contact Person:** John Waters

Company: Biringer Builders, Inc.

Mailing Address: 1210 Sycamore Square, Suite 100

City: Midlothian

State: Virginia

Zip Code: 23113

Telephone: (804) 387-7581

Email: jwaters@biringerbuilders.com

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

**Property Owner:** Louis and Jill Marmo

If Business Entity, name and title of authorized signee:

Mailing Address: 2614 West Grace Street

City: Richmond

State: Virginia

Zip Code: 23220

Telephone: (732) 616-2716

Email: loumarmo@gmail.com

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: 7/28/25

# 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:

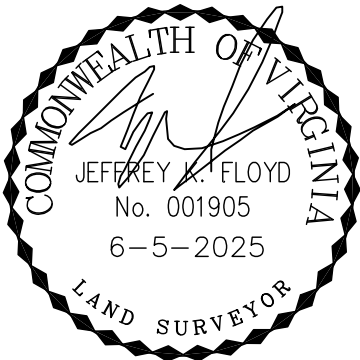
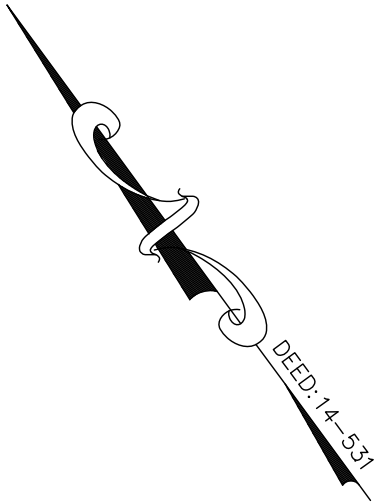
- One (1) signed and completed application (PDF) – property owner signature required.
- Supporting documentation, as indicated on the [checklist](#), which can be found under the 'Application Information' tab on the website.
- Payment of application fee, if required. Payment of the fee must be received 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.

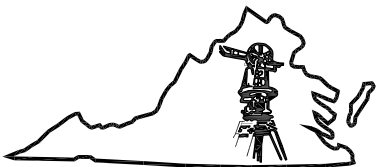
## Meeting Information and Application Due Dates

- 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.

This is to certify to the PURCHASER/OWNER shown hereon, and his TITLE INSURER and Lender, that on 6-5-2025 I made an Accurate survey of the premises shown hereon and that there are no easements or encroachments visible on the ground other than those shown hereon. This survey has been made without the benefit of a title search and is subject to any uses recorded and unrecorded and other pertinent facts in which a title search may disclose. Copies of this plat without the certifying surveyor's seal with an original signature are INVALID.



MAP SHOWING THE  
IMPROVEMENTS ON  
No.2614 WEST GRACE ST.  
IN THE CITY OF  
RICHMOND, VA.



Virginia Surveys

P.O. BOX 118  
CHESTERFIELD, VA 23832

(804) 748-9481  
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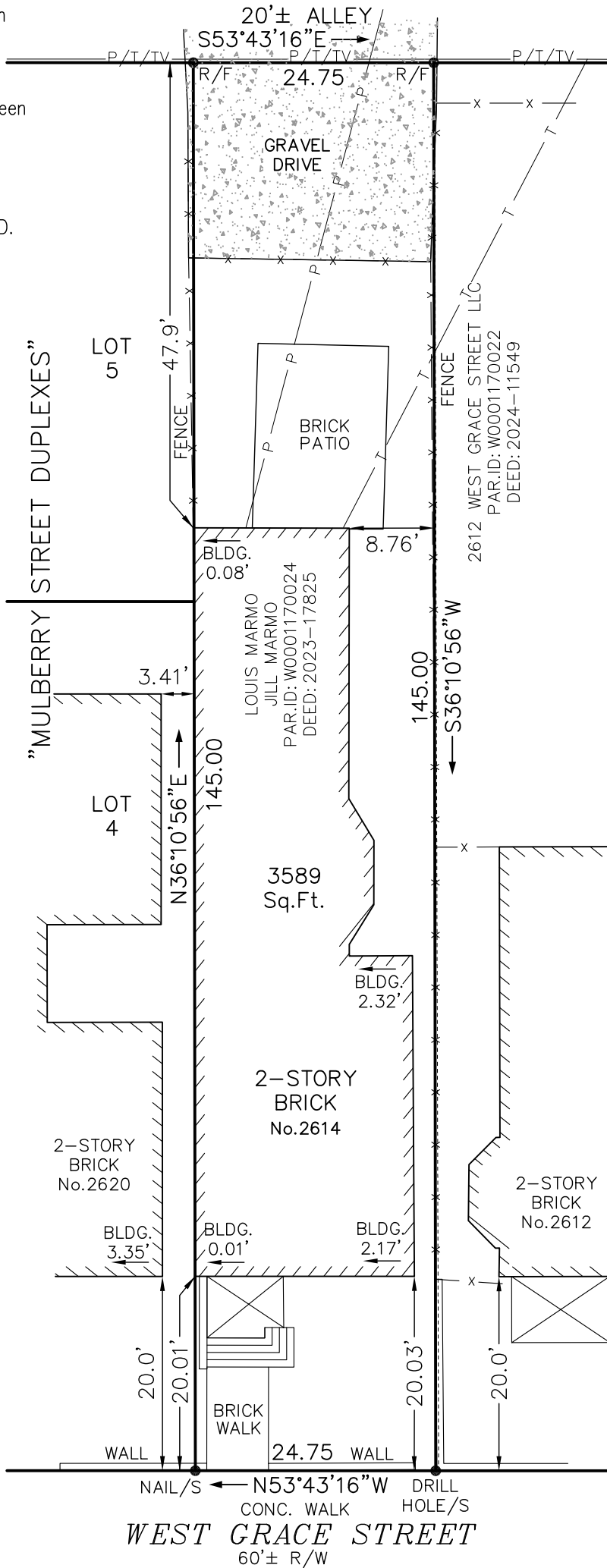
DATE: 6-5-2025  
DATE: 3-24-2025

CERTIFIED BY JEFFREY K. FLOYD

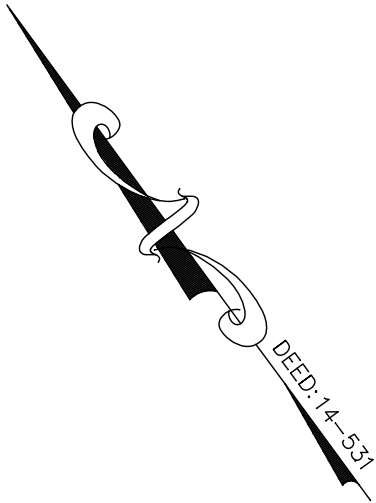
VIRGINIA CERTIFICATE NO. 001905

SCALE: 1"=15'

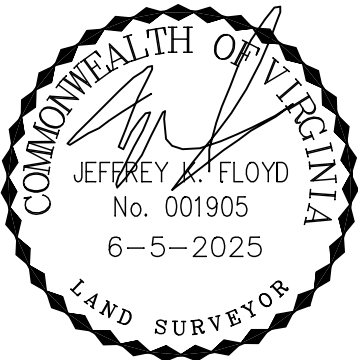
JOB NO. 250316691



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Proposed Masonry Fence



MAP SHOWING THE  
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Reconstructed Concrete or Masonry low Wall



Virginia Surveys

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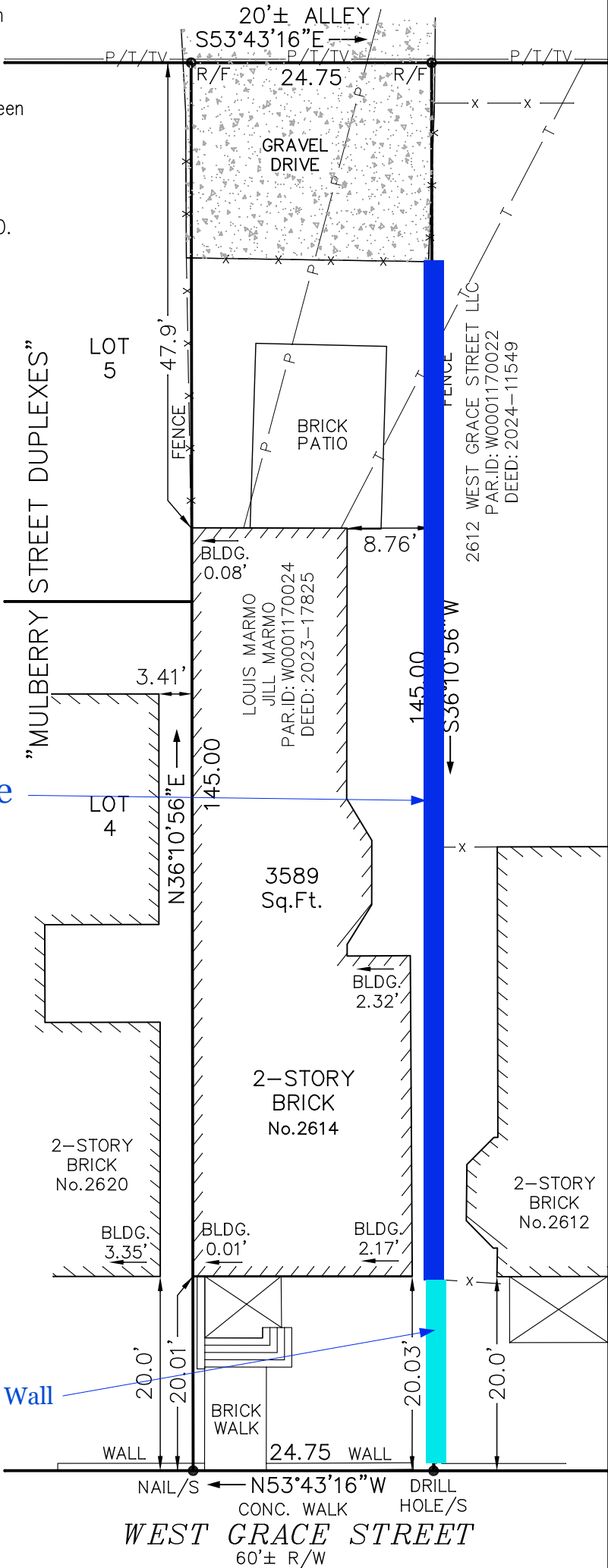
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VIRGINIA CERTIFICATE NO. 001905

SCALE: 1"=15'

JOB NO. 250316691



**Commission of Architectural Review  
Certificate of Appropriateness Application Detail for  
2614 West Grace Street, Richmond, Virginia 23220**

**PROPERTY DESCRIPTION**

As the homeowners of 2614 West Grace Street, Richmond, Virginia 23220, are requesting the commission's approval for the replacement of the existing wood fence that is not in good shape and is visually not appealing. This alteration includes removal of the wood fence between 2614 and 2612 West Grace Street from the front to the rear intersection of the fence across the rear of the property in front of the parking spaces on the property.

Our intension is to improve the the view of the fence from the street.



Current Street View



## **PROPERTY DESCRIPTION**

Removal of the existing wood fence as noted on the attached plat and removal of the failing concrete wall.

The new masonry fence will start at the same location as the existing fence and the short wall that is failing can also be constructed with brick abutting the concrete wall along the sidewalk.

The concrete wall and the wall along the sidewalk are in front of 2612 West Grace Street.

The owner at 2612 West Grace Street does not object to this alteration.

Views of the existing fence are as follows:



## PROPOSED NEW MATERIALS



The proposed brick that comes closest to the brick along the side of the house are these two samples (the mortar color would closely match the existing mortar).

The footing for the project will be concrete with reinforcing steel and it will be below grade.