



COMMISSION OF ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)

Address _____

Historic district _____

| |
|------------------------|
| Date/time rec'd: _____ |
| Rec'd by: _____ |
| Application #: _____ |
| Hearing date: _____ |

APPLICANT INFORMATION

Name _____

Phone _____

Company _____

Email _____

Mailing Address _____

Applicant Type: Owner Agent
 Lessee Architect Contractor
 Other (please specify): _____

OWNER INFORMATION (if different from above)

Name _____

Company _____

Mailing Address _____

Phone _____

Email _____

PROJECT INFORMATION

Review Type: Conceptual Review Final Review

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

Project 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 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.

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Applicants 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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>

Division of Planning and Preservation 804.646.6335 Carey.Jones@Richmondgov.com

SUBMISSION INSTRUCTIONS

Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.

Submit the following items to the Division of Planning and Preservation, 900 E. Broad Street, Rm. 510:

- Eleven (11) signed and completed applications – property owners signature required
- Eleven (11) copies of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, depending on size emailed to staff or saved to a thumb drive or CD and delivered with the application materials.
- **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 the agenda.
- 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

- Commission meetings start at 4:00 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. The owner and/or applicant is *encouraged to attend* the meeting.
- All applications are due at 12 noon the Friday on the deadline date. See table below.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission meeting can be submitted nine (9) calendar days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.

| 2020 Meeting Dates | Application Deadlines (Fridays unless noted otherwise) |
|-----------------------------|--|
| Tuesday, January 28, 2020 | <u>Monday, December 30, 2019</u> |
| Tuesday, February 25, 2020 | Friday, January 31, 2020 |
| Tuesday, March 24, 2020 | Friday, February 28, 2020 |
| Tuesday, April 28, 2020 | Friday, March 27, 2020 |
| Tuesday, May 26, 2020 | Friday, May 1, 2020 |
| Tuesday, June 23, 2020 | Friday, May 29, 2020 |
| Tuesday, July 28, 2020 | Friday, June 26, 2020 |
| Tuesday, August 25, 2020 | Friday, July 31, 2020 |
| Tuesday, September 22, 2020 | Friday, August 28, 2020 |
| Tuesday, October 27, 2020 | Friday, September 25, 2020 |
| Tuesday, November 24, 2020 | Friday, October 30, 2020 |
| Tuesday, December 15, 2020 | Friday, November 20, 2020 |



CERTIFICATE OF APPROPRIATENESS

NEW CONSTRUCTION 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 in the office or on site.

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

PROPERTY ADDRESS: _____

NEW BUILDING TYPE

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

DRAWINGS (refer to required drawing guidelines)

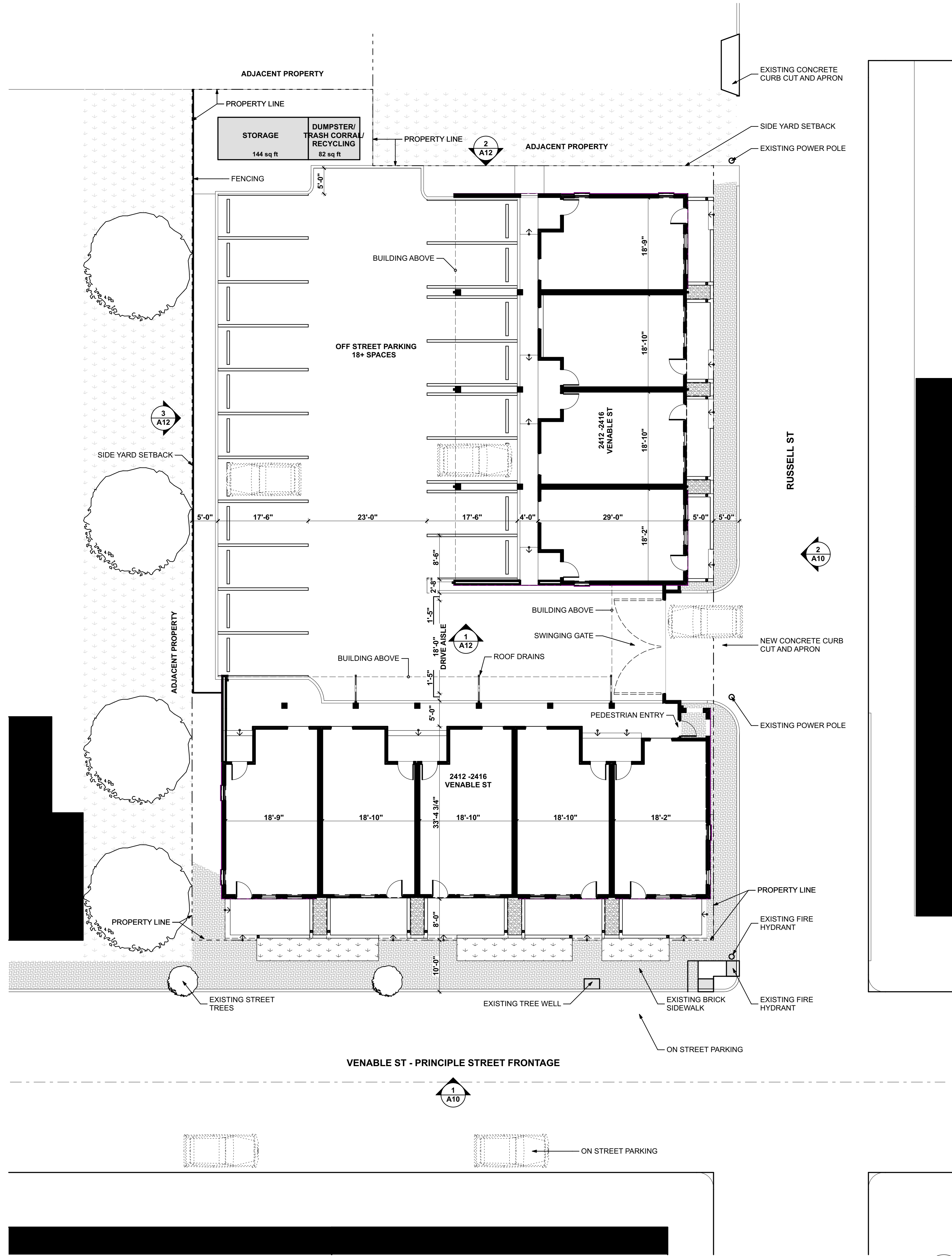
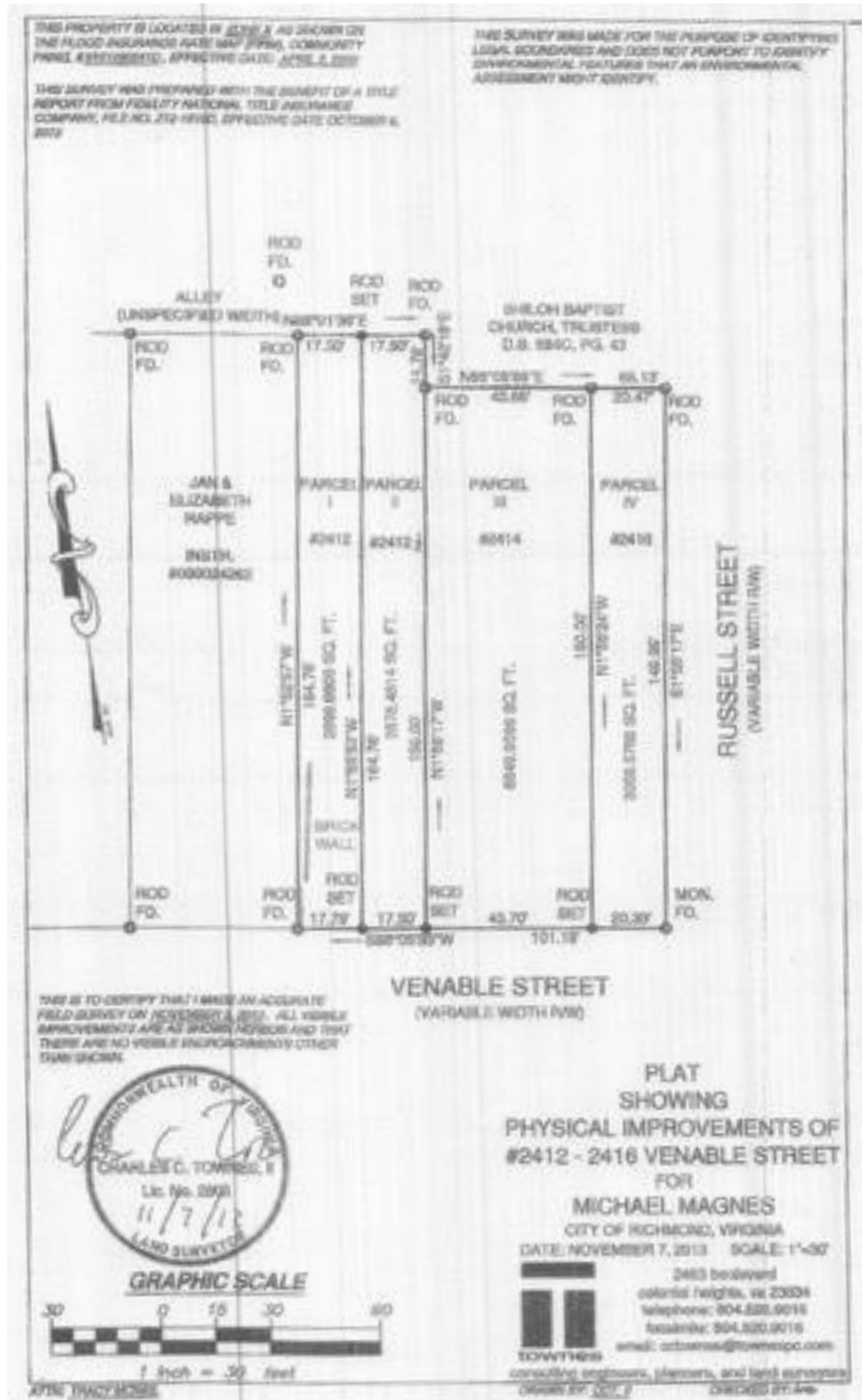
- floor plans
- elevations (all sides)
- roof plan
- list of windows and doors, including size, material, design
- context drawing showing adjacent buildings
- perspective
- site plan
- legal plat of survey

WRITTEN DESCRIPTION

- describe new structure including levels, foundation, siding, windows, doors, roof and details
- state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- 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)

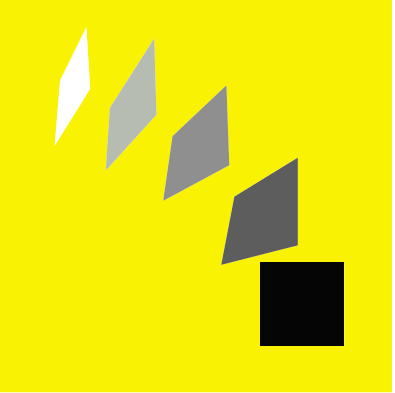
- site as seen from street, from front and corners, include neighboring properties



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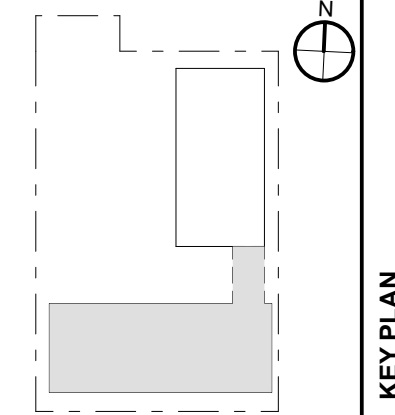
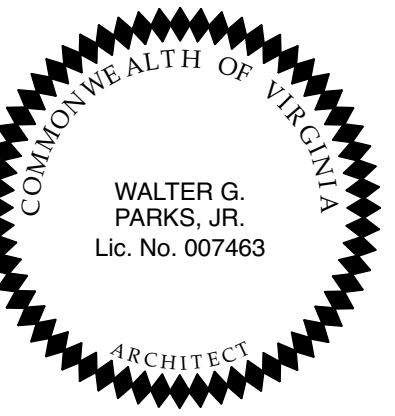
ARCHITECTURAL SITE PLAN AND SURVEY



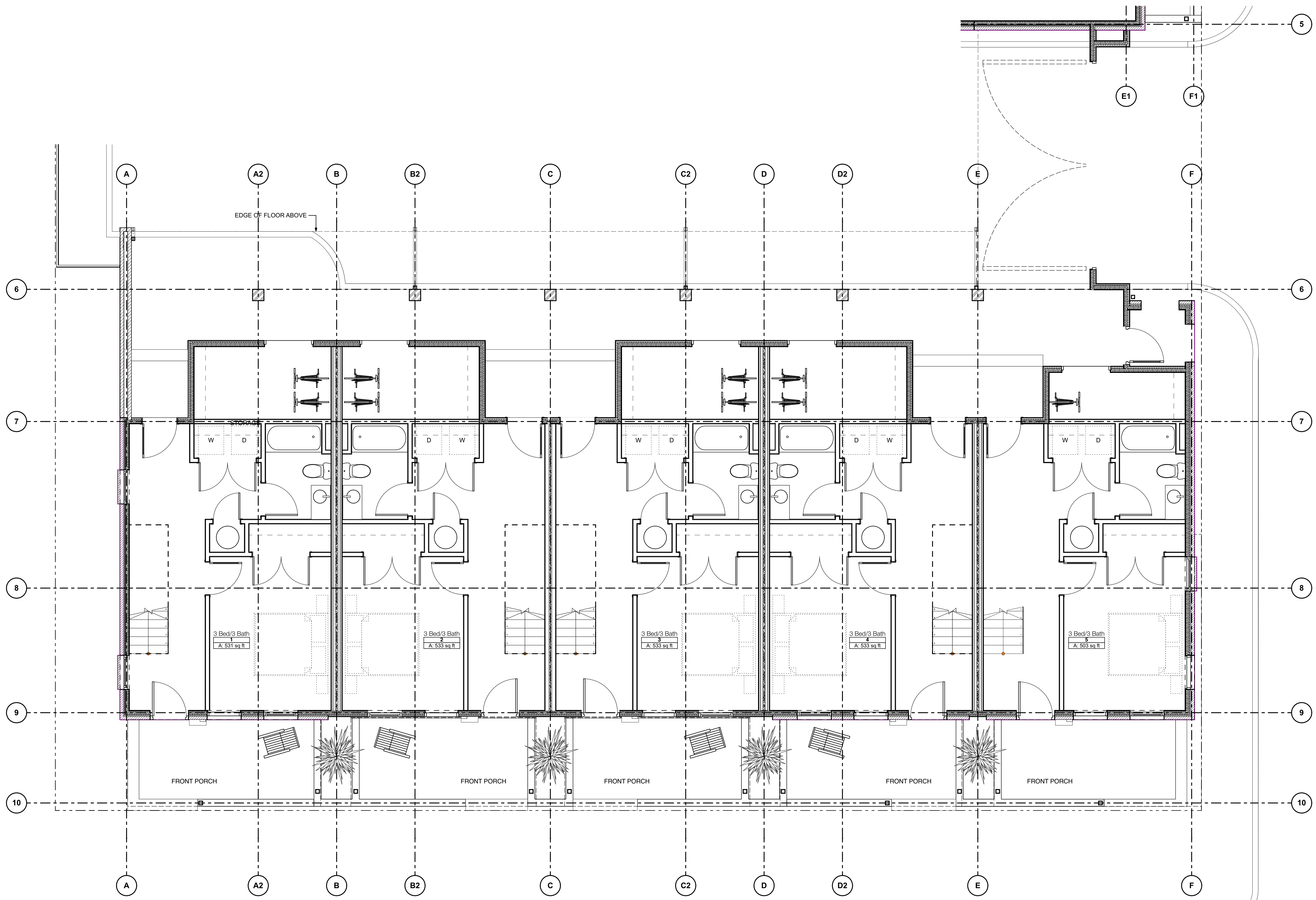
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ARCHITECTURE + INTERIOR DESIGN

313 N. ADAMS STREET
RICHMOND, VIRGINIA 23220
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F: 804-644-4763
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KEY PLAN



2412 - 2416 Venable Street
Richmond, Virginia 23223
CAR SET

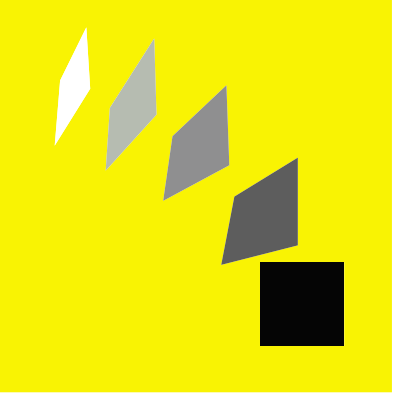
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SOUTH BUILDING - FIRST FLOOR PLAN

A2

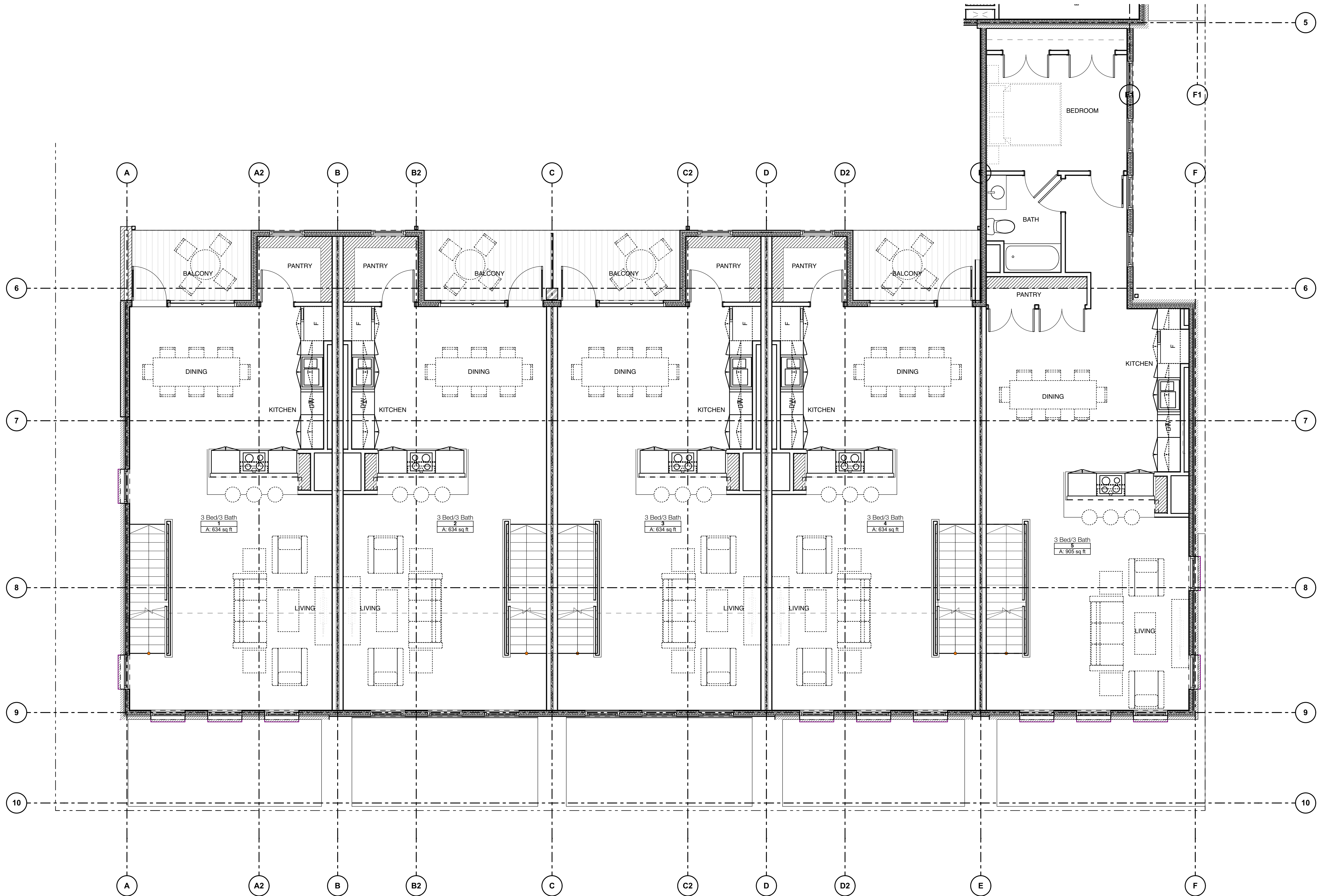
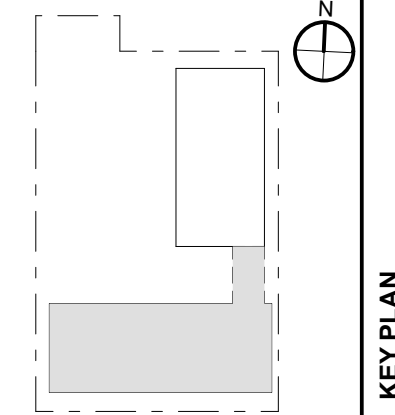
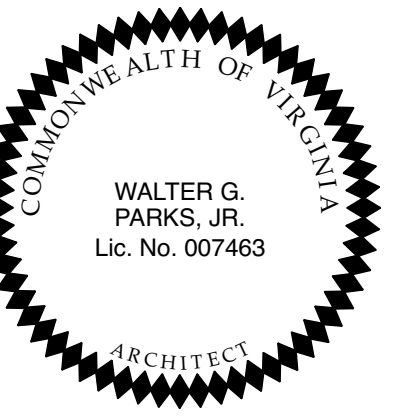
FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



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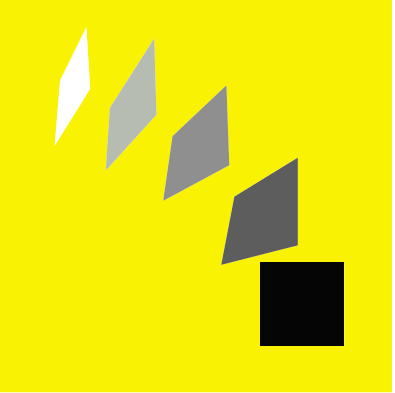
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**SOUTH BUILDING -
SECOND FLOOR
PLAN**

A3

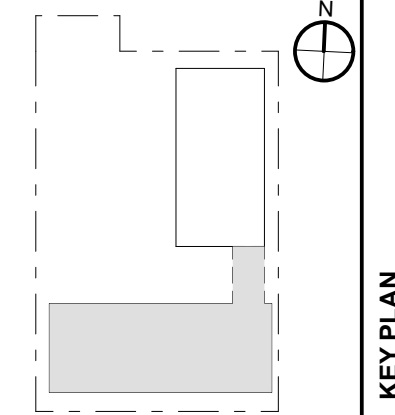
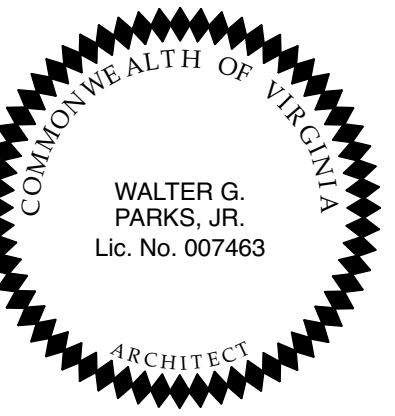
SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"



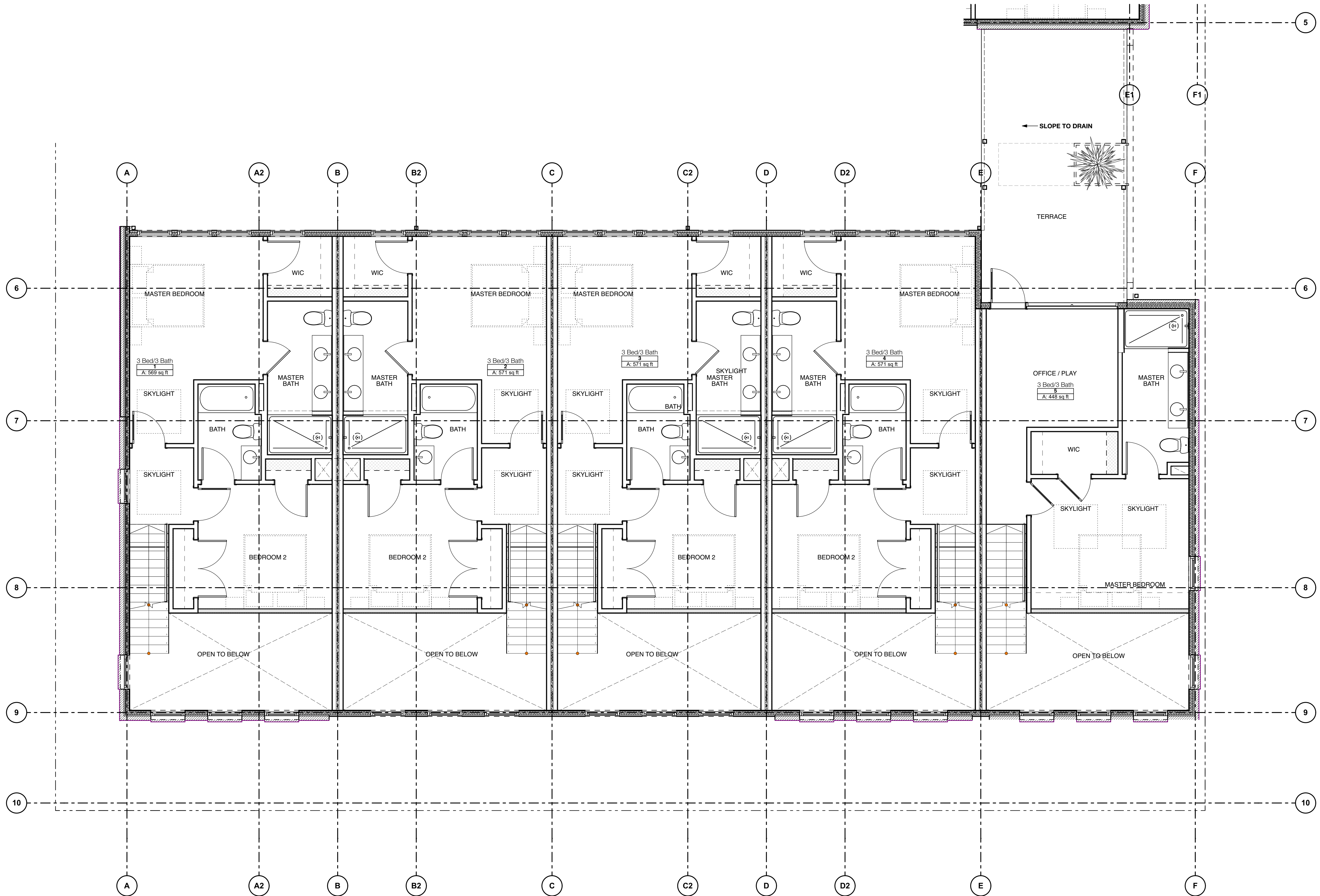
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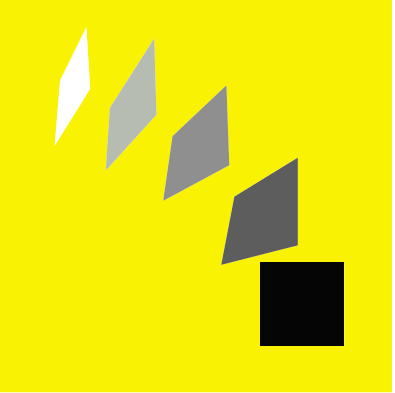
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SOUTH BUILDING -
THIRD FLOOR
PLAN

A4

THIRD FLOOR PLAN
SCALE: 1/4" = 1'-0"

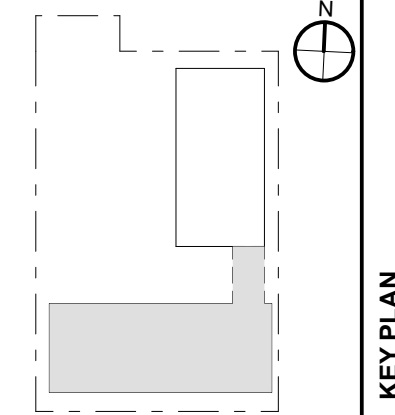
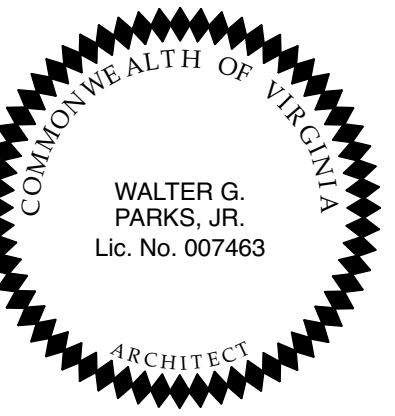
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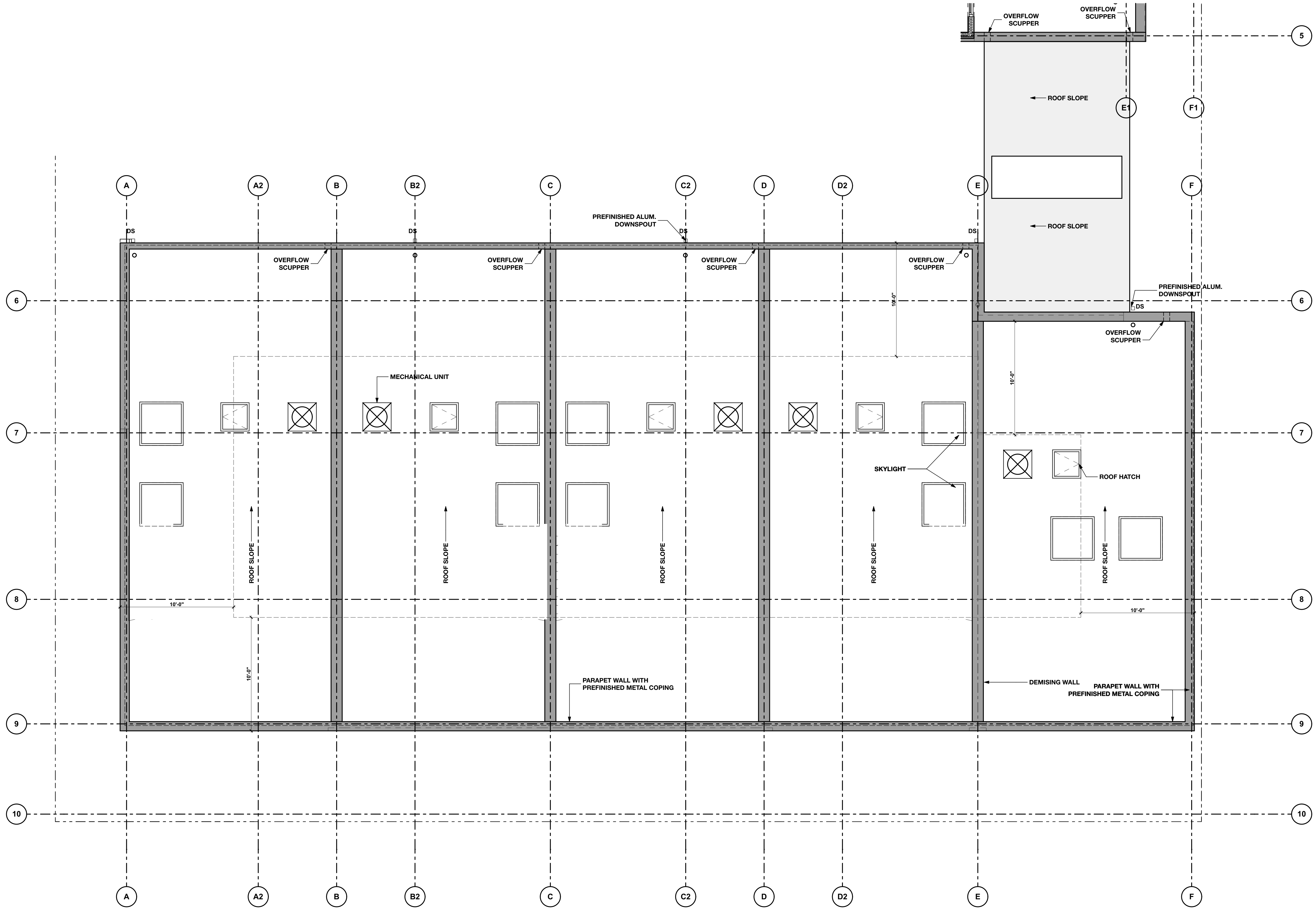
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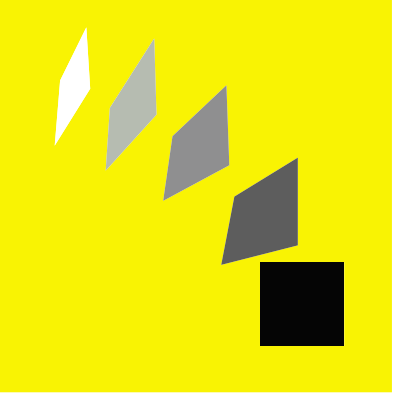
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SOUTH BUILDING -
ROOF PLAN

A5

ROOF PLAN
SCALE: 1/4" = 1'-0"

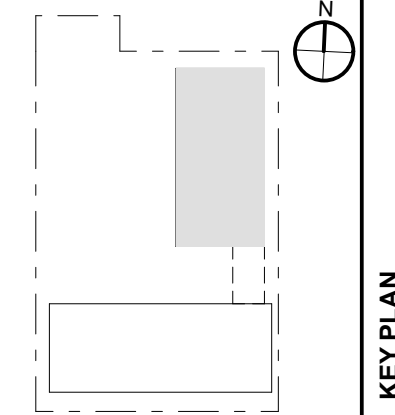
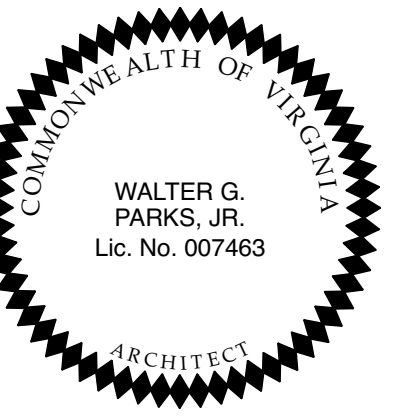
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KEY PLAN

2412 - 2416 Venable Street

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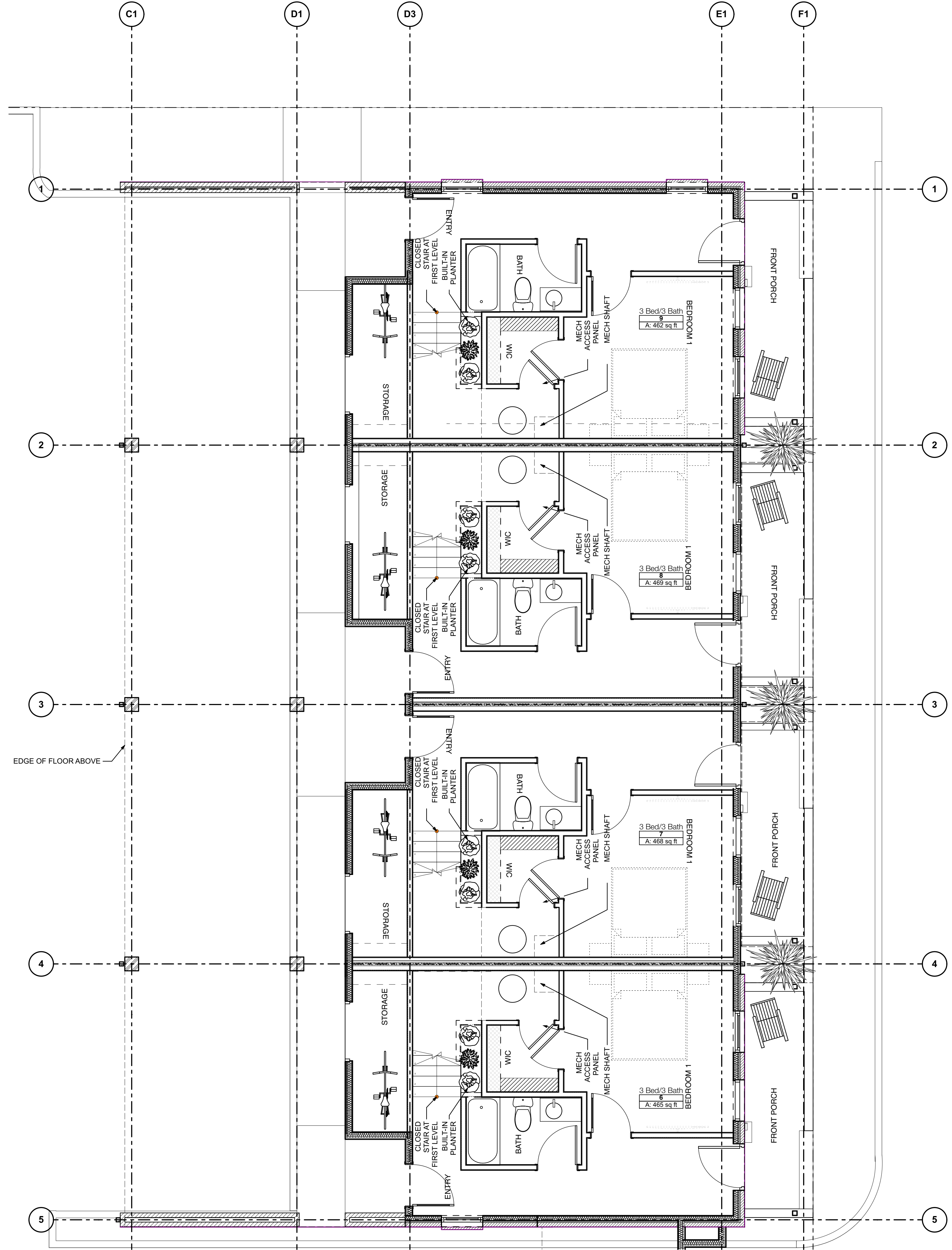
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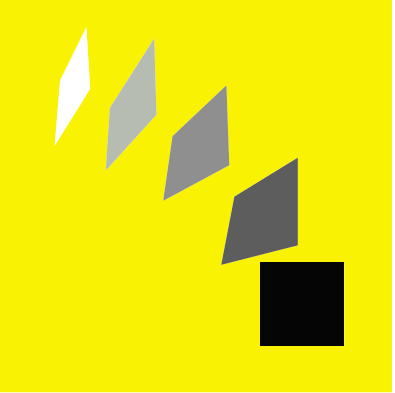
NORTH BUILDING - FIRST FLOOR PLAN

A6



FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

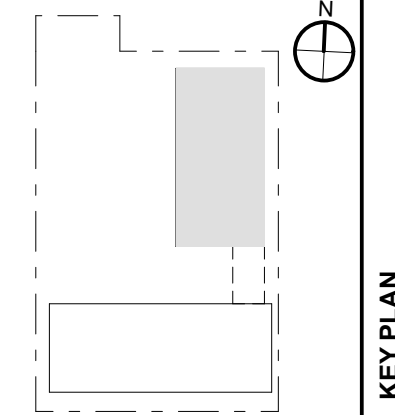
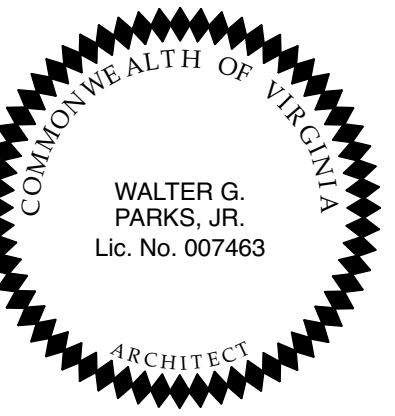
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KEY PLAN

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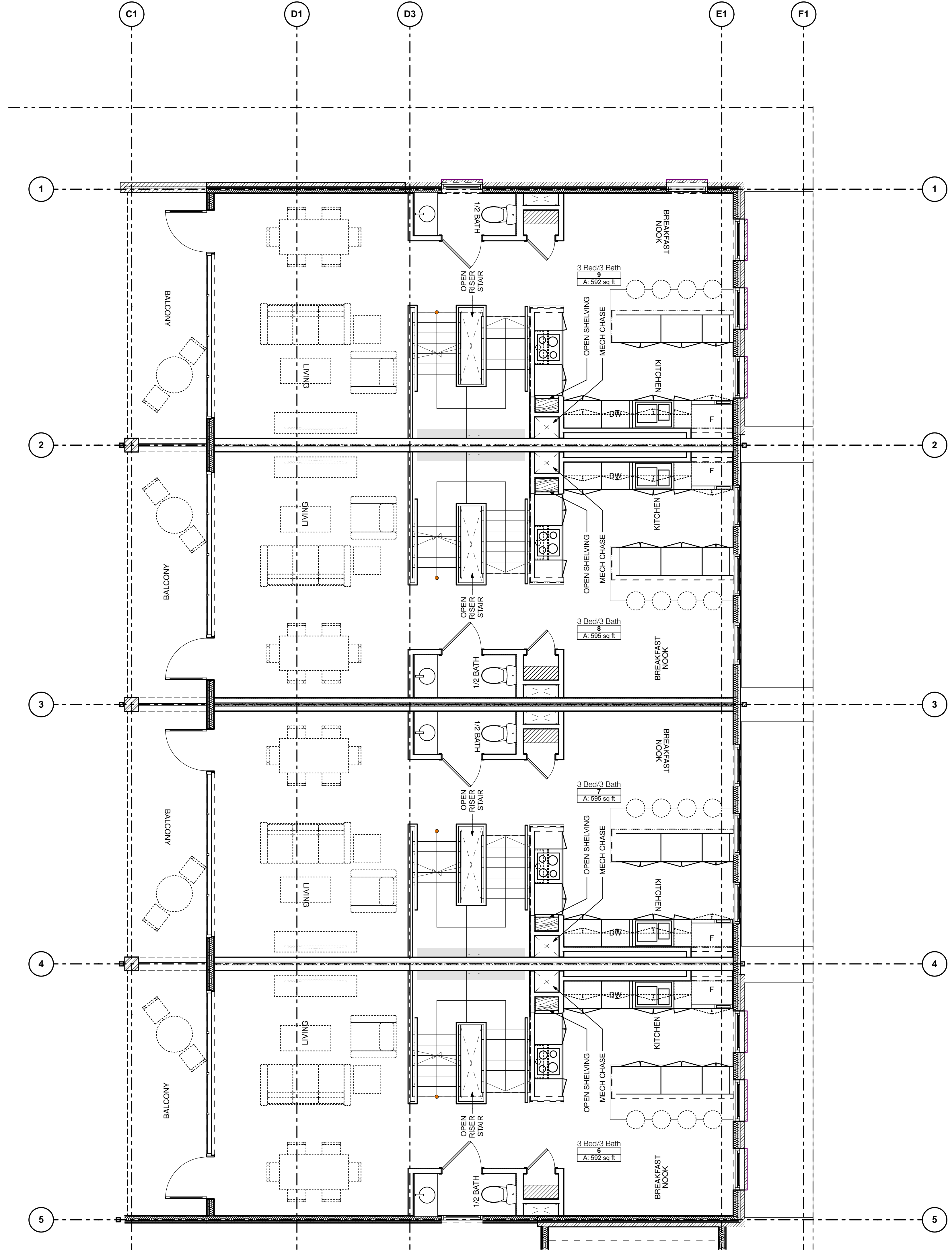
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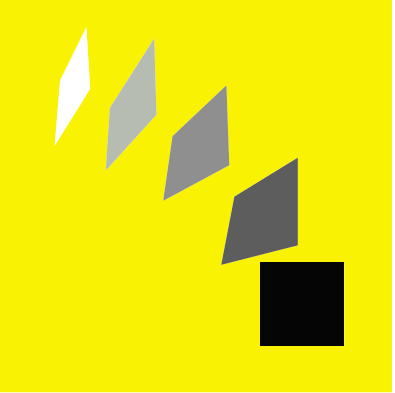
NORTH BUILDING -
SECOND FLOOR
PLAN

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SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

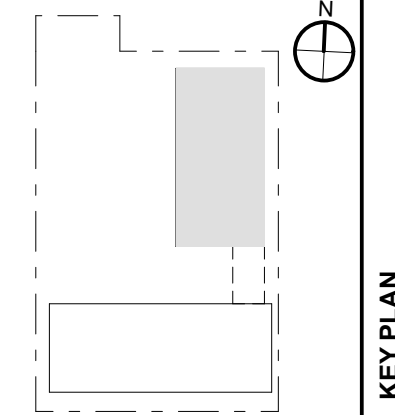
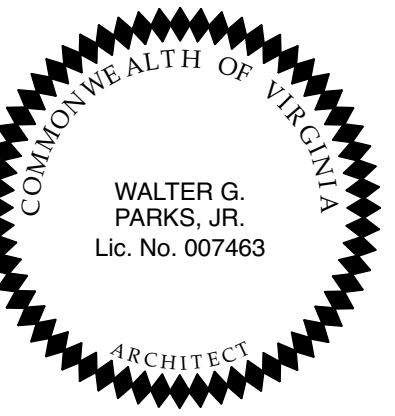
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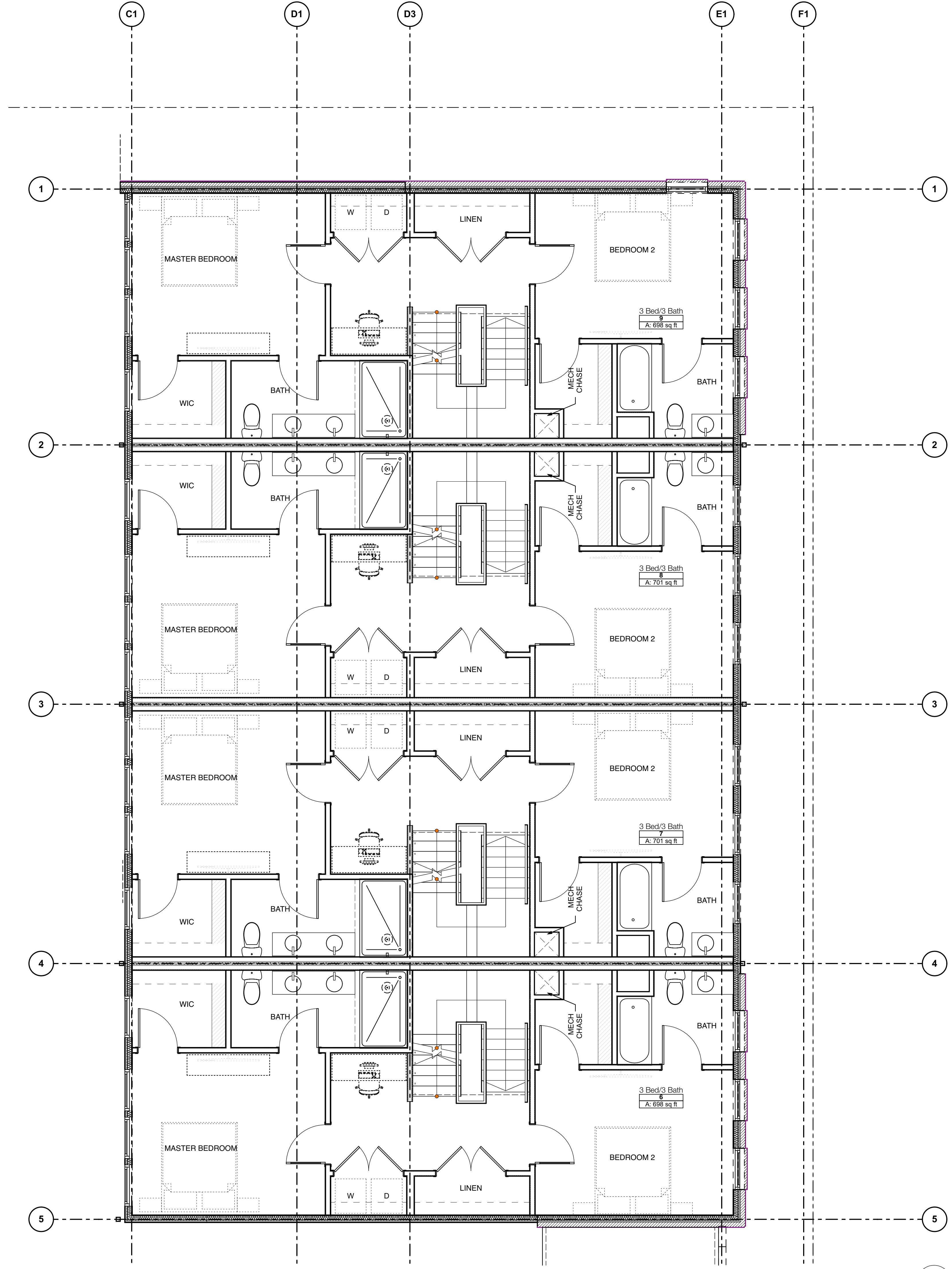
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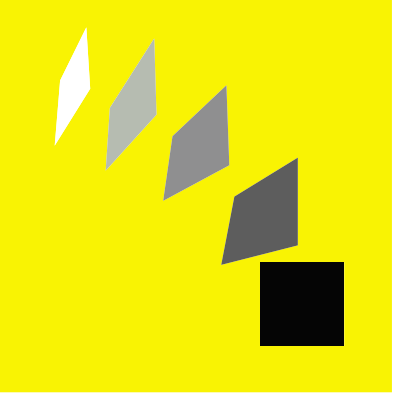
THIRD FLOOR PLAN
SCALE: 1/4" = 1'-0"

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NORTH BUILDING -
THIRD FLOOR
PLAN

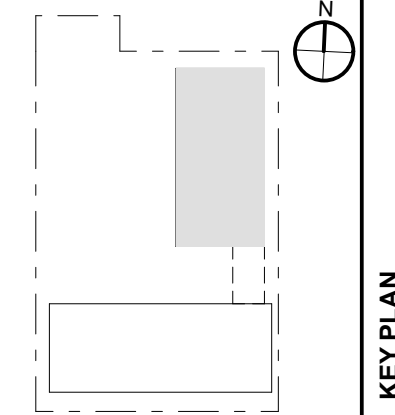
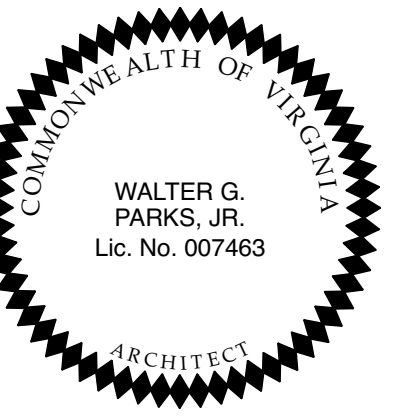
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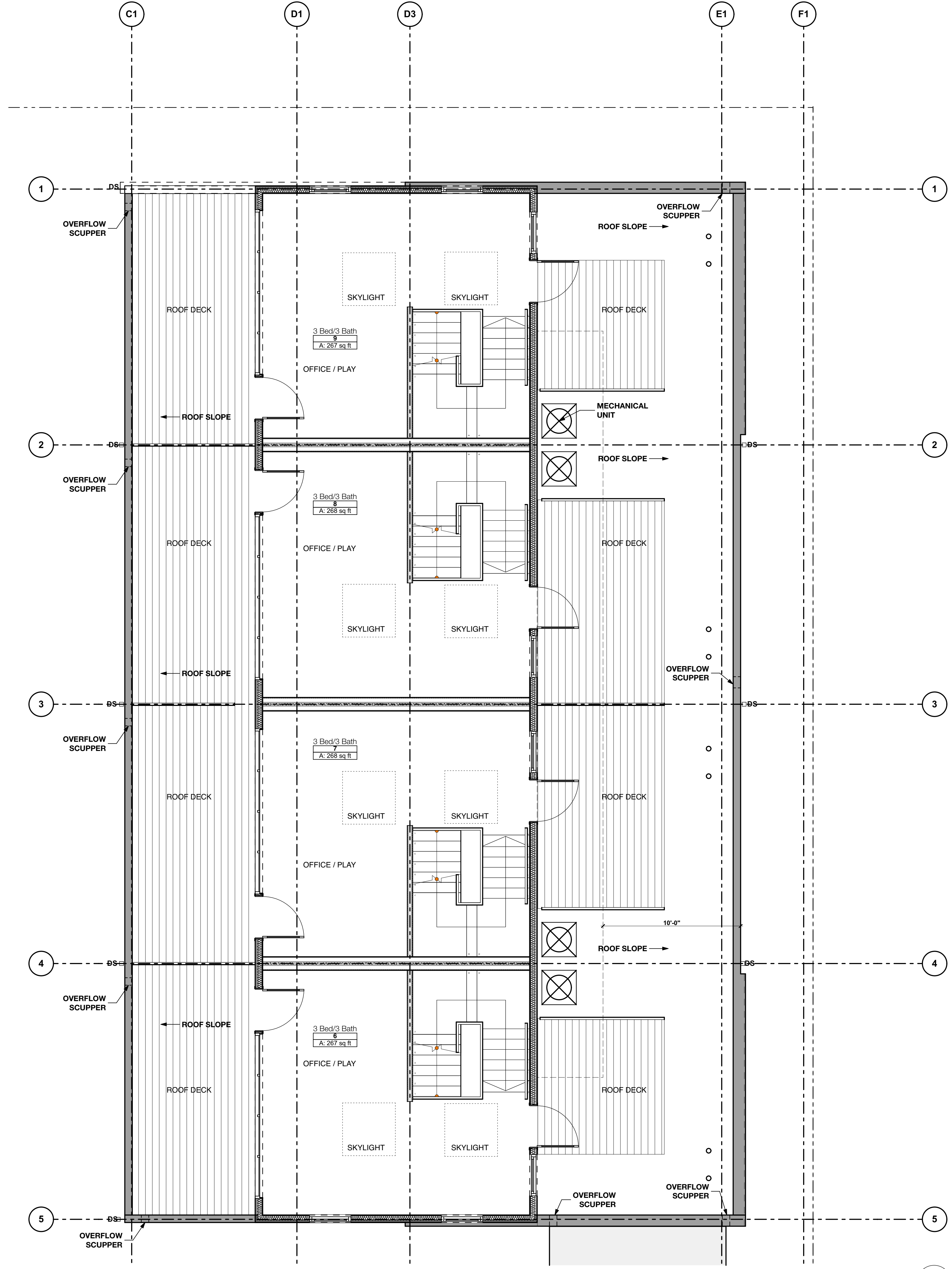
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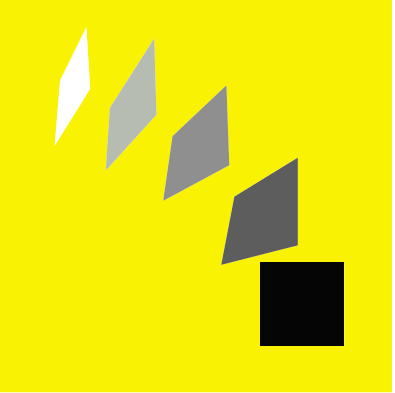
**NORTH BUILDING -
FOURTH FLOOR
PLAN**

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ROOF PLAN
SCALE: 1/4" = 1'-0"

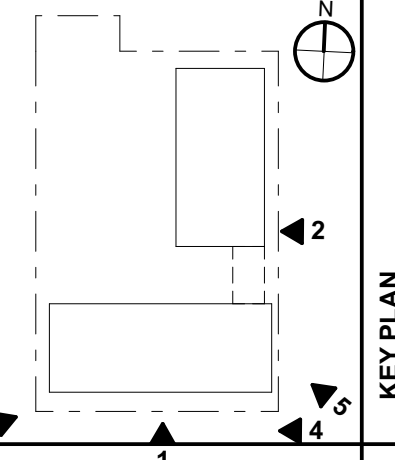
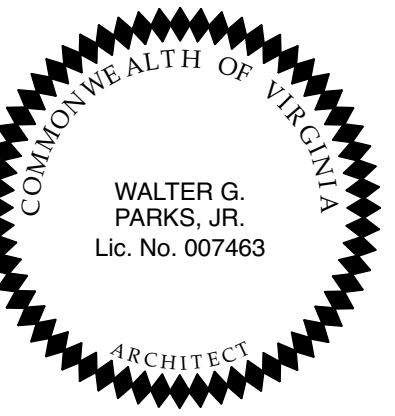
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MASSING DIAGRAM 5



MASSING DIAGRAM 4



MASSING DIAGRAM 3



EAST ELEVATION - RUSSELL ST
SCALE: 1/16" = 1'-0" 2



SOUTH ELEVATION - VENABLE ST
SCALE: 1/16" = 1'-0" 1

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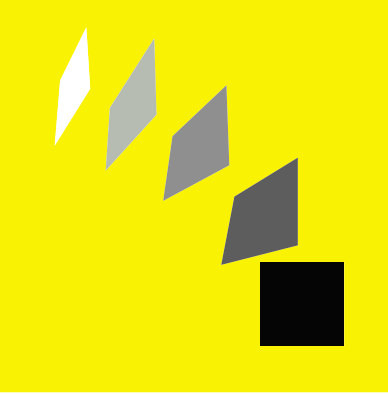
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STREET ELEVATIONS

A10

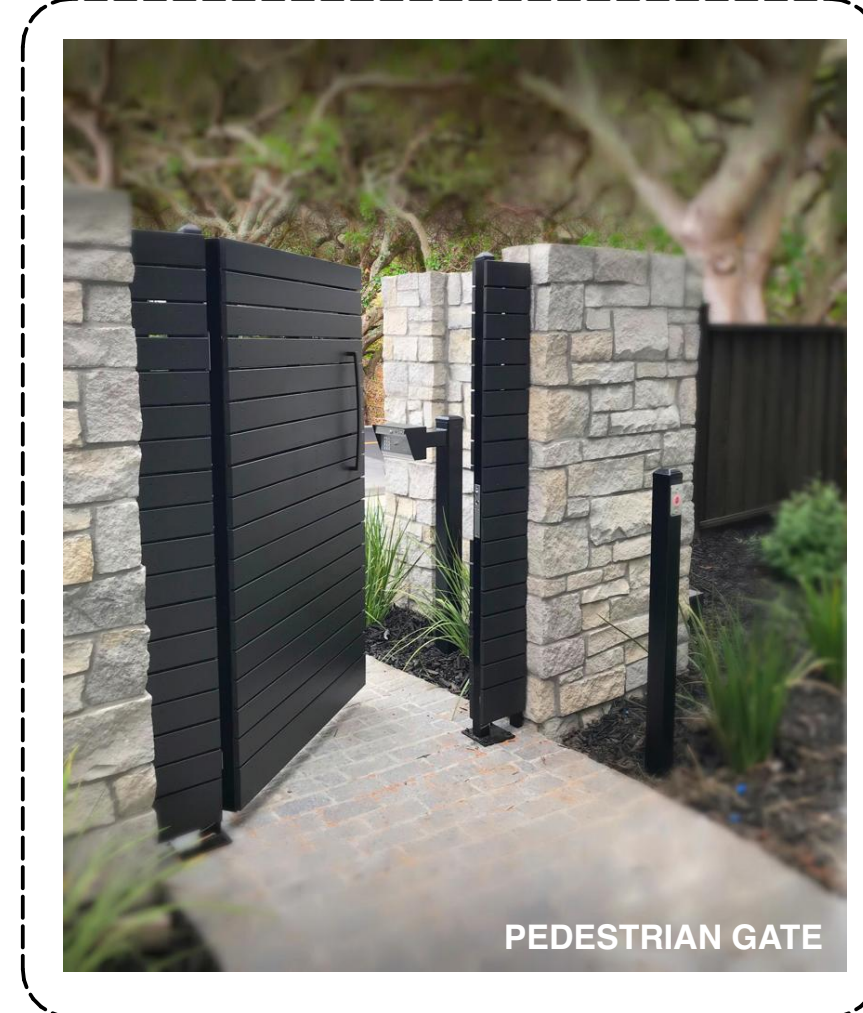
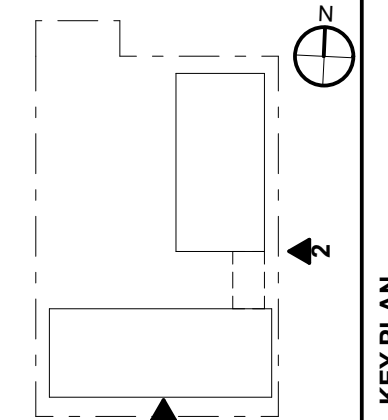
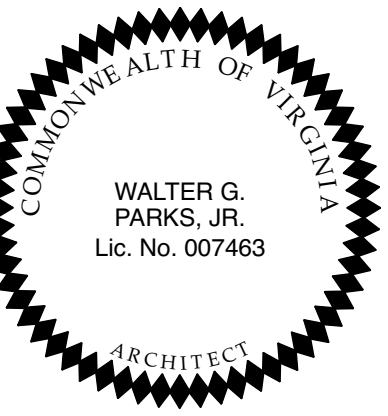
Printed on File, March 6, 2020



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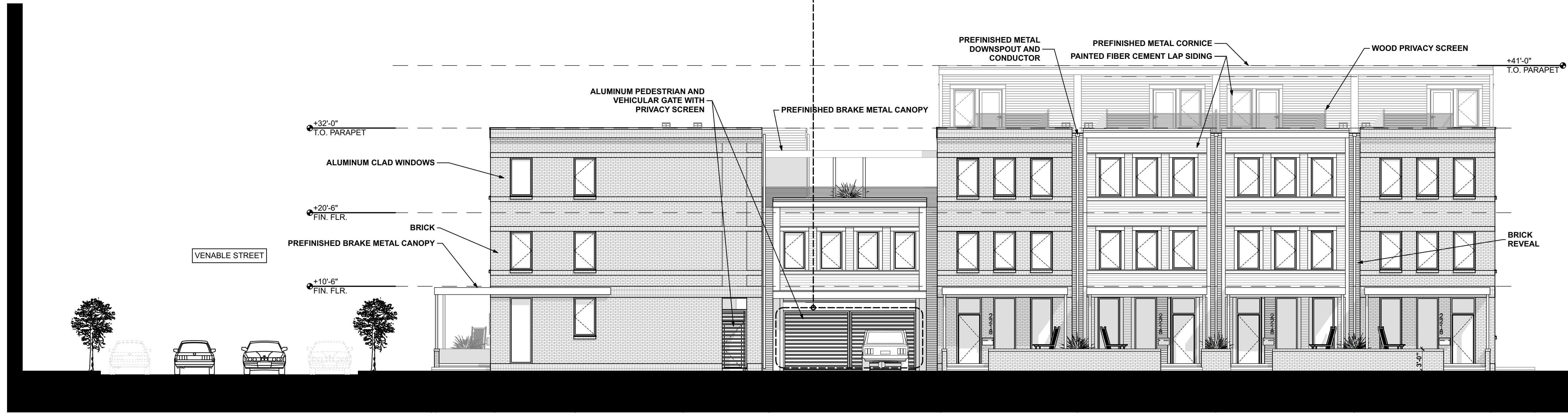
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PEDESTRIAN GATE



VEHICULAR GATE



EAST ELEVATION - RUSSELL ST
SCALE: 1/8" = 1'-0"

2



SOUTH ELEVATION - VENABLE ST
SCALE: 1/8" = 1'-0"

1

KEY PLAN

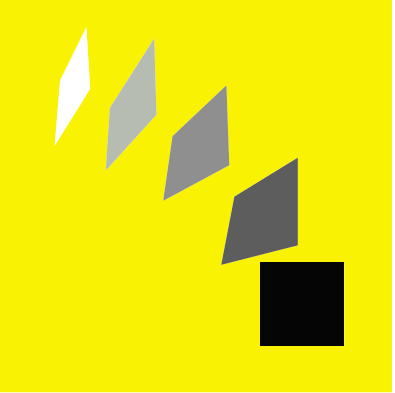
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ENLARGED ELEVATIONS

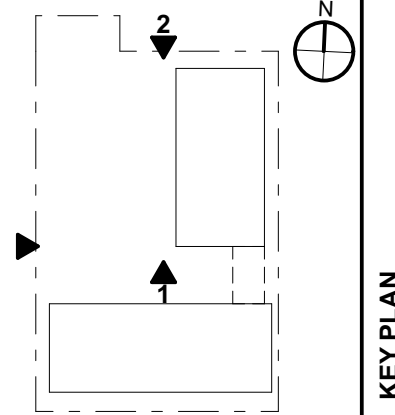
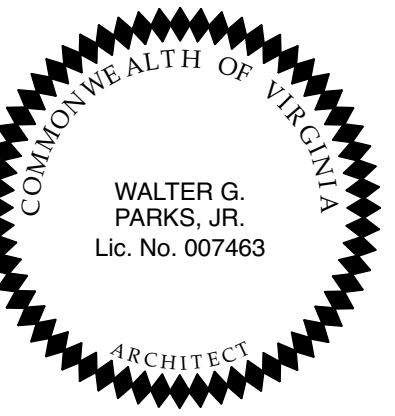
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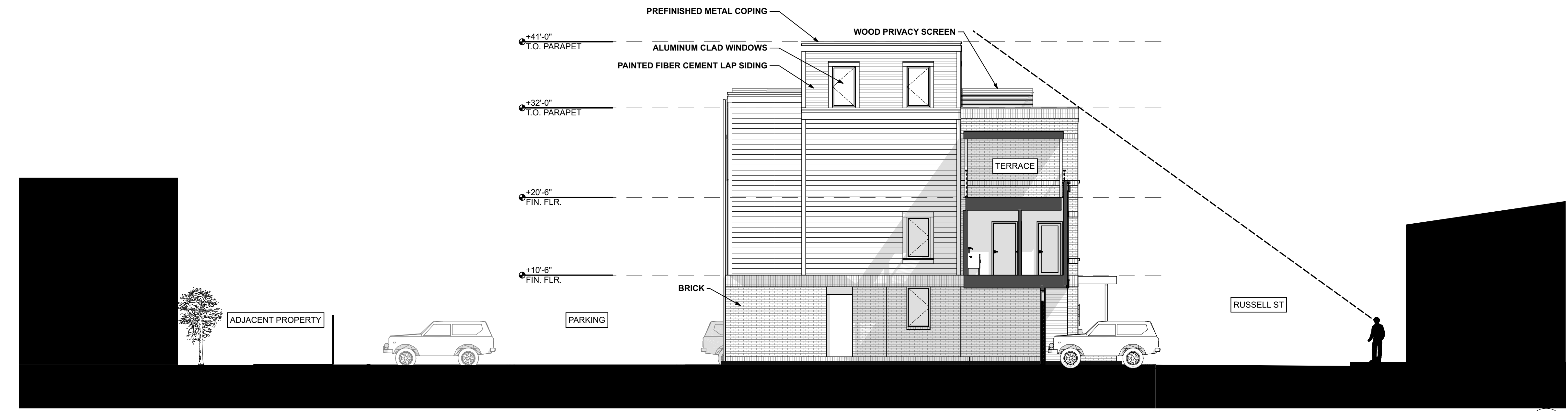
KEY PLAN



WEST ELEVATION
SCALE: 1/8" = 1'-0" 3



NORTH ELEVATION - ALLEY
SCALE: 1/8" = 1'-0" 2



SOUTH SECTION
SCALE: 1/8" = 1'-0" 1

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ENLARGED ELEVATIONS

A12