



# Commission of Architectural Review SUBMISSION APPLICATION

City of Richmond, Room 510 – City Hall  
900 East Broad Street, Richmond, Virginia 23219  
PHONE: (804) 646-6335 FAX: (804) 646-5789

### 12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION

LOCATION OF WORK: 3100 E. Marshall St #3, Richmond VA 23223 DATE: 6/23/15

OWNER'S NAME: Marie B. Assouan TEL NO.: (804) 647-1427

AND ADDRESS: 1700 Timberly Way EMAIL: marybe.assouan@gmail.com

CITY, STATE AND ZIPCODE: Richmond, VA 23238

ARCHITECT/CONTRACTOR'S NAME: TBD TEL. NO.: \_\_\_\_\_

AND ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY, STATE AND ZIPCODE: \_\_\_\_\_

Would you like to receive your staff report via email? Yes  No

### REQUEST FOR CONCEPTUAL REVIEW

I hereby request Conceptual Review under the provisions of Chapter 114, Article IX, Division 4, Section 114-930.6(d) of the Richmond City Code for the proposal outlined below in accordance with materials accompanying this application. I understand that conceptual review is advisory only.

### APPLICATION FOR CERTIFICATE OF APPROPRIATENESS


I hereby make application for the issuance of a certificate under the provisions of Chapter 114, Article IX, Division 4 (Old and Historic Districts) of the Richmond City Code for the proposal outlined below in accordance with plans and specifications accompanying this application.

### DETAILED DESCRIPTION OF PROPOSED WORK (Required):

#### STATE HOW THE DESIGN REVIEW GUIDELINES INFORM THE DESIGN OF THE WORK

**PROPOSED.** (Include additional sheets of description if necessary, and **12 copies** of artwork helpful in describing the project. The 12 copies are not required if the project is being reviewed for an administrative approval. See *instruction sheet for requirements.*)

See attached statement.

Signature of Owner or Authorized Agent: X 

Name of Owner or Authorized Agent (please print legibly): Marie B. Assouan

**(Space below for staff use only)**

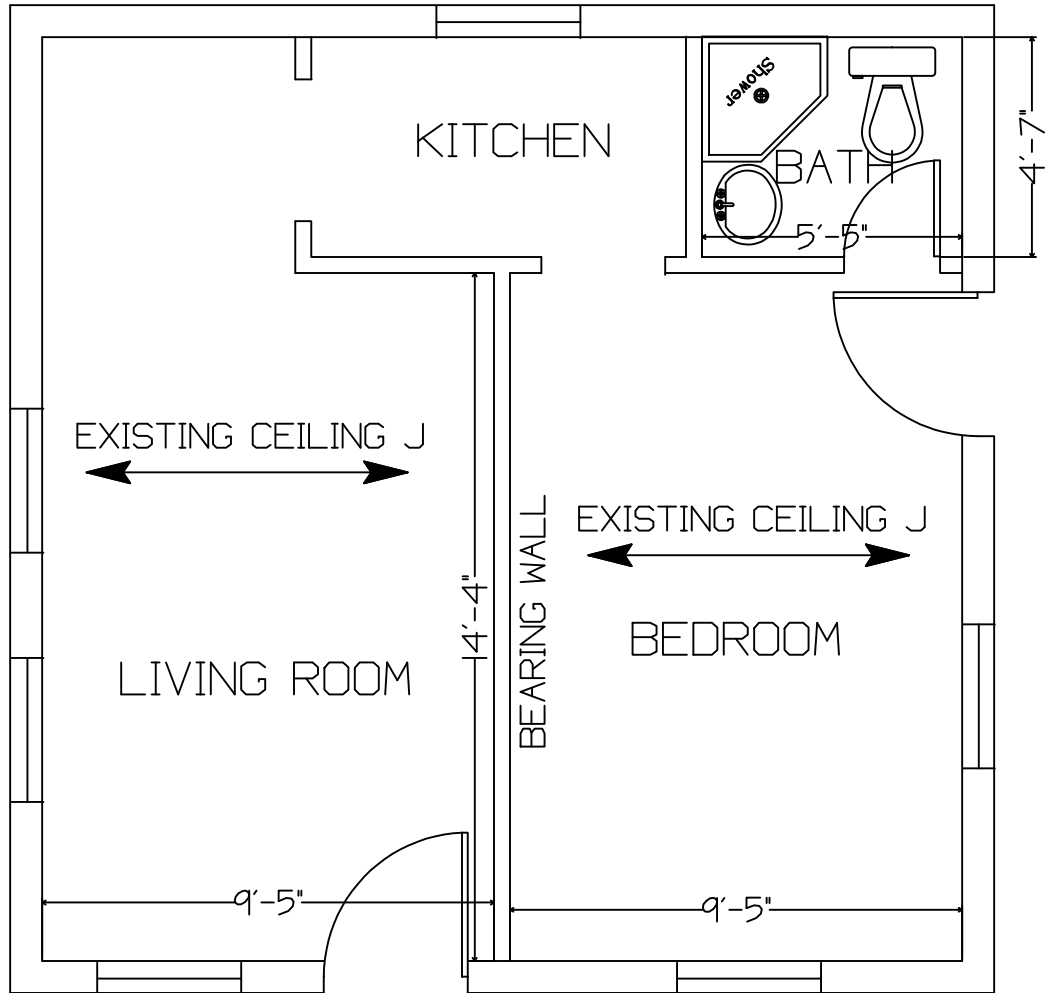
Received by Commission Secretary

APPLICATION NO. \_\_\_\_\_

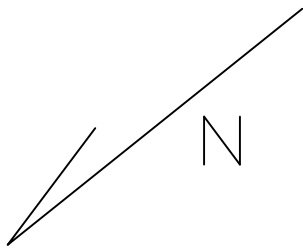
DATE \_\_\_\_\_

SCHEDULED FOR \_\_\_\_\_

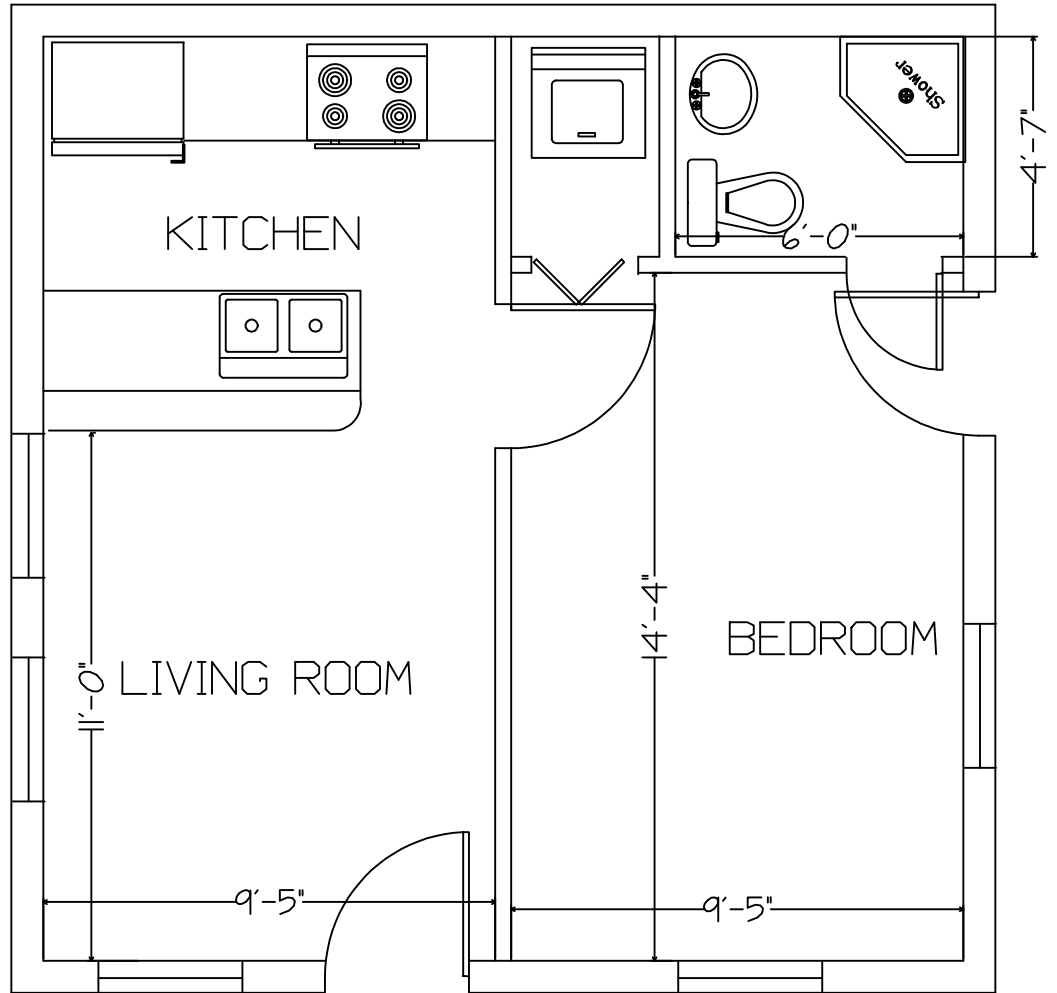
**Note: CAR reviews all applications on a case-by-case basis.**



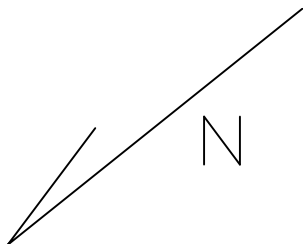
3100 E MARSHALL ST #3  
 RICHMOND, VA  
 FIRST FLOOR / EXISTING  
 DRAWING #1  
 SCALE 1/4"=1'



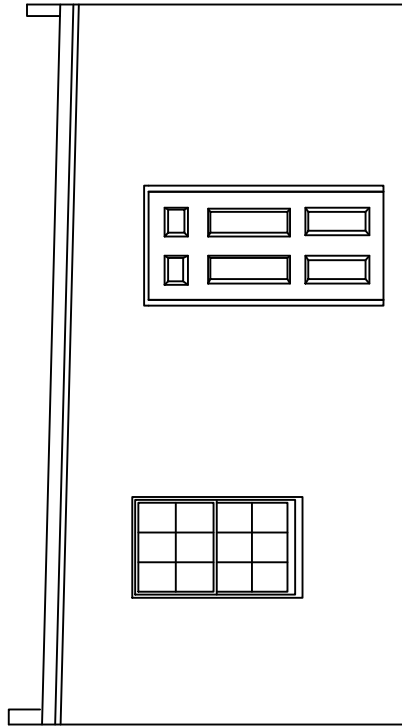
|           |   |  |                              |
|-----------|---|--|------------------------------|
| 1<br>OF 3 | THIS PLAN WAS DESIGNED FOR<br>3100 E MARSHALL ST #3<br>RICHMOND, VA | NetCadDrafting.com<br>RESIDENTIAL HOUSE PLAN<br>SERVICES<br>804-640-0791 | DATE OF PLANS<br>5/5/15      |
|           |   |  | PLANS DRAWN BY<br>BRAD PRICE |



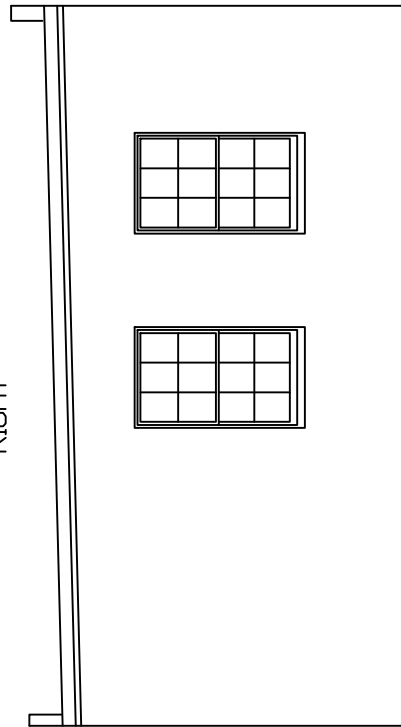
3100 E MARSHALL ST #3  
 RICHMOND, VA  
 FIRST FLOOR / PROPOSED  
 DRAWING #2  
 SCALE 1/4"=1'



|              |   |  |                              |
|--------------|---|--|------------------------------|
| 2<br>OF<br>3 | THIS PLAN WAS DESIGNED FOR<br>3100 E MARSHALL ST #3<br>RICHMOND, VA | NetCadDrafting.com<br>RESIDENTIAL HOUSE PLAN<br>SERVICES<br>804-640-0791 | DATE OF PLANS<br>5/5/15      |
|              |   |  | PLANS DRAWN BY<br>BRAD PRICE |

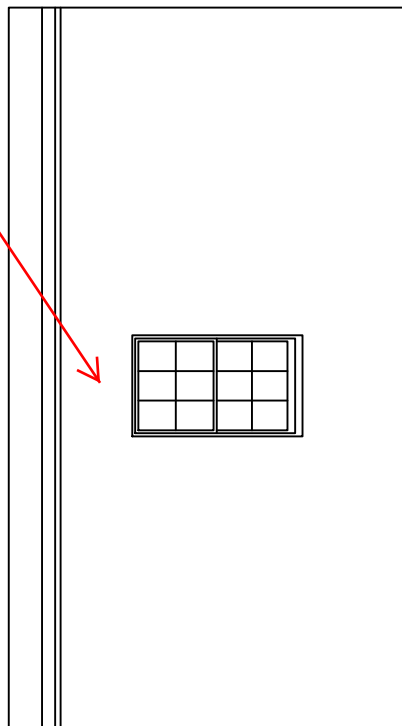


RIGHT

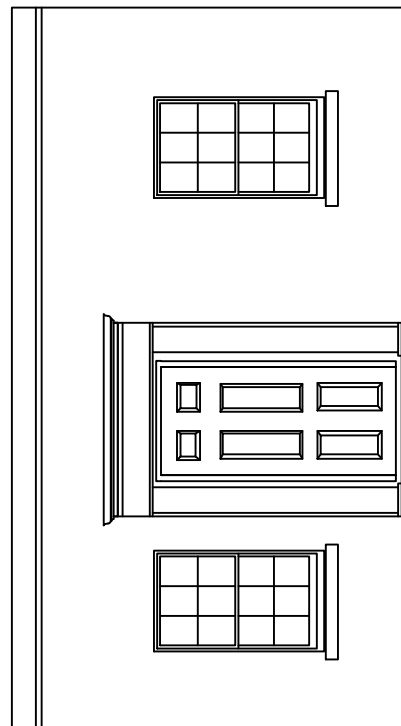


LEFT

2 x 1 Window to be removed. Cannot be seen from the alley, blocked by the neighbor's fence.



REAR



FRONT

3100 E MARSHALL ST #3  
RICHMOND, VA  
ELEVATIONS / EXISTING & PROPOSED  
DRAWING #3  
SCALE 3/16"=1'

3  
OF 3

THIS PLAN WAS DESIGNED FOR  
3100 E MARSHALL ST #3  
RICHMOND, VA

NetCadDrafting.com  
RESIDENTIAL HOUSE PLAN  
SERVICES  
804-640-0791

DATE OF PLANS  
5/5/15  
PLANS DRAWN BY  
BRAD PRICE

**Commission of Architectural Review**  
**Application for Certificate of Appropriateness**  
**3100 East Marshall Street #3**  
**Richmond, VA 23223**

I am applying for a certificate of appropriateness to support my plans of converting the rear garage unit #3 at 3100 East Marshall Street into a one bedroom dwelling. The property is located in the Oakwood-Chimborazo Historic District. The garage unit already has its own electric meter, as can be seen on the attached pictures and Dominion bill.

**1- Colors**

I plan to keep the original colors of the building and trim, and color match any touch ups required.

**2- Rehabilitation**

Plans of the current and proposed interior layout are attached. All outside doors and windows will remain in place, with the exception of one window at the rear of the building that I plan on closing because it's located in the middle of an existing bearing wall. The window cannot be seen from any public place, including the back alley, as the view of that wall is completely blocked by the neighbor's fence (see attached picture).

• **Windows**

The existing structure currently exhibits five double hung six by six wood windows, and one double hung two by one window at the rear of the building that I plan on closing in.

The windows are currently boarded up from the outside, some from the inside as well, as can be seen on the attached pictures. The glass is missing on some, and it's unclear if any of the windows are operational.

To the extent the existing windows can be refurbished and restored, they will be. Otherwise, pictures of replacement double hung six by six wood windows are attached for approval. Once installed, the windows will be stained to match the color of the existing windows.

• **Exterior Doors**

The existing structure currently features one front door facing 31<sup>st</sup> Street, and another door on the right side of the building that looks into the courtyard of the property and is partially hidden from the outside by the wood fence and gate.

The door openings are currently boarded up. I plan on installing six wood panel doors consistent with the residential doors guidelines found in the Old and Historic Districts Handbook.

The frame around the front door on 31<sup>st</sup> Street will be kept as is, and repaired as needed.

The front step will be kept as is and repaired as needed.

- **Lighting**

I'm attaching a picture of the exterior light I plan on using by the front door on 31<sup>st</sup> Street. The traditional lantern design is compatible with the historical district. The white color matches the white trim color around the door and windows. The built-in photocell will turn the lamp on at dusk and off again at dawn, which will provide safety right across from Chimborazo Elementary School.

For the door opening to the inside courtyard which is not viewed from the road, I will use a light fixture that matches the existing light fixture outside of the kitchen door on the main building. It's currently a white motion sensor floodlight, as can be seen on the picture. I'm open to any other suggestion if this doesn't meet the committee's criteria.

- **HVAC**

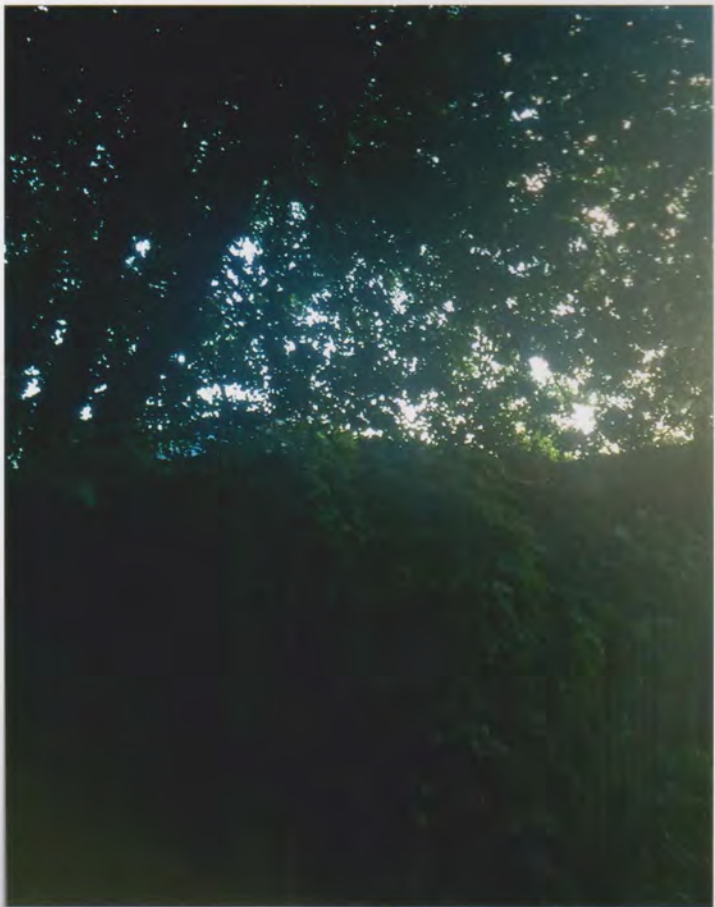
The unit will need its own HVAC system. The HVAC systems for the main building units #1 and #2 are located on the roof of the main building.

My plan is to place the HVAC on the garage unit on the roof as well, in the corner that is the furthest away from the road. If this doesn't meet the committee's criteria, I'm open to the possibility of placing it on the floor in the courtyard.



















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More doing.

Your Store: **Intown (richmond) #4632**  
Use **Current Location** or [find store](#)

Andersen | Model # 9117172 | Internet # 204763575 | Store SKU # 1000039075

## 400 Series Tilt-Wash Double-Hung Wood Window

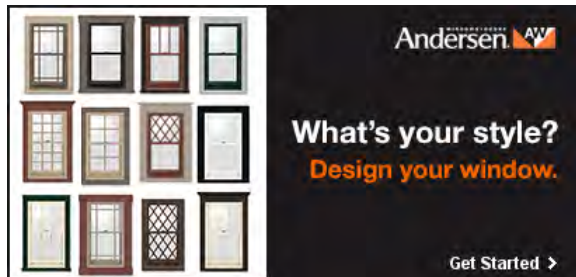
★ ★ ★ ★ ★ (1) | [Write a Review](#) | [Questions & Answers \(1\)](#)



### PRODUCT OVERVIEW | Model # 9117172 | Internet # 204763575 | Store SKU # 1000039075

The Andersen 400 Series Tilt-Wash Window is Andersen's best-selling double-hung window and for good reason. This window provides a classic blend of engineering and craftsmanship. Extremely energy efficient, it gives you a wide array of decorative and performance options. This model features a natural pine interior with stone hardware, Low-E4 glass and simulated divided light grilles in a classic colonial pattern. Additional options are available. This window is available at your local Home Depot Store as a Special Order. Get started by building your own completely customized Andersen Special Order Window now.

- Natural, stain grade pine interior ready for finishing
- White exterior
- Low-maintenance, durable Perma-Shield exterior never needs painting
- Energy efficient high-performance LowE4 glass helps save on heating and cooling bills
- Tilt-to-clean design makes cleaning easy
- Simulated divided light grilles are permanently applied to the interior and exterior sides of the glass for a more authentic look
- Colonial grille pattern provides a classic look for your home
- Additional colors, options and accessories available
- Rough opening dimensions may need to be increased to allow for use of building wraps, flashing, sill panning, brackets, fasteners or other items
- The possibilities are endless



**SPECIFICATIONS****DIMENSIONS**

|                        |           |                      |        |
|------------------------|-----------|----------------------|--------|
| Assembled Depth (in.)  | 6.13 in   | Product Depth (in.)  | 6.13   |
| Assembled Height (in.) | 56.875 in | Product Height (in.) | 56.875 |
| Assembled Width (in.)  | 37.625 in | Product Width (in.)  | 37.625 |
| Grid Width (in.)       | 3/4       | Rough Opening Height | 56.875 |
| Jamb Depth (in.)       | 4.5       | Rough Opening Width  | 37.625 |

**DETAILS**

|                              |   |                             |                              |
|------------------------------|---|-----------------------------|------------------------------|
| Exterior Color/Finish Family | White   | Lock Type                   | Lock and Keeper/Spoon        |
| Features                     | Grid Included,Hardware Included,LowE Glass,Paintable/Stainable,Screen Included,Tilt-In Cleaning | Number of Locks             | 1                            |
| Frame Material               | Wood  | Product Weight (lb.)        | 72.0 lb                      |
| Glazing Type                 | Double-Pane   | Solar Heat Gain Coefficient | 0.31                         |
| Grid Pattern                 | Colonial  | U-Factor                    | 0.29                         |
| Hardware Color/Finish Family | Gray  | Window Type                 | Double Hung                  |
| Interior Color/Finish Family | Unfinished Wood   | Window Use Type             | New Construction,Replacement |

**WARRANTY / CERTIFICATIONS**

|                       |                                      |                       |                                     |
|-----------------------|--------------------------------------|-----------------------|-------------------------------------|
| Energy Star Qualified | North-Central,Northern,South-Central | Manufacturer Warranty | 20 year glass, 10 year transferable |
|-----------------------|--------------------------------------|-----------------------|-------------------------------------|

**SHIPPING AND DELIVERY OPTIONS**

Store Exclusive. This item is available for purchase in select stores only.





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Your Store: **Intown (richmond) #4632**  
Use **Current Location** or [find store](#)

Masonite | Model # 87292 | Internet # 100013778 | Store SKU # 378571

## 36 in. x 80 in. 6-Panel Unfinished Fir Front Door Slab

★★★★★ | [Write the First Review](#) | [Questions & Answers \(1\)](#)



[Open Expanded View](#)

[Click to Zoom](#)



### IN STOCK AT YOUR SELECTED STORE

**Intown (richmond) #4632**  
Richmond, VA 23230

**4 In Stock**  
Aisle 26, Bay 010

### PRODUCT OVERVIEW

Model # 87292 | Internet # 100013778 | Store SKU # 378571

Create an inviting entry way with the warmth and beauty of wood - ideal for any budget. The Masonite 6-Panel Unfinished Fir Slab Entry Door offers exceptional quality and features natural fir wood - responsibly selected from well-managed forests. The handcrafted stile and rail construction offer exceptional strength and stability. Practical yet functional, fir entry doors with wood panels are the ideal choice for any budget.

California residents: see [Proposition 65 information](#) »

- 1-3/4 in. thick slab door constructed using wood from well-managed forests
- Engineered stiles and rails help prevent warping
- Unfinished, can be primed and stained, varnished or painted as you choose
- 6-panel design is practical yet functional
- Hardware to install slab sold separately
- Available in standard sizes only
- 1-Year limited warranty
- 3-hinges recommended on door slabs up to 84 in. in height and 4 hinges for door slabs over 84 in. up to 96 in. height - hinges for door slab not included
- Minimum clearance between door edges and door frame is 1/16 in. on the hinge edge - door frame not included
- Reversible door can be mounted to either side of opening for flexible installation options
- Note: Product may vary by store

### SPECIFICATIONS

#### DIMENSIONS

|                     |         |                      |         |
|---------------------|---------|----------------------|---------|
| Door Size (WxH) in. | 36 x 80 | Door Thickness (in.) | 1.75 in |
|---------------------|---------|----------------------|---------|

**DETAILS**

|                    |                      |                      |   |
|--------------------|----------------------|----------------------|---|
| Color Family       | Unfinished Wood      | Features             | No Additional Features                      |
| Color/Finish       | Unfinished           | Finish Type          | Unfinished                                  |
| Commercial         | No                   | Included             | No additional items or accessories included |
| Door Configuration | Single Door          | Material             | Wood  |
| Door Handing       | Universal/Reversible | Panel Type           | 6 Panel                                     |
| Door Style         | Classic              | Product Weight (lb.) | 60 lb                                       |
| Door Type          | Exterior Slab        |                      |   |

**WARRANTY / CERTIFICATIONS**

|                       |               |                       |                         |
|-----------------------|---------------|-----------------------|-------------------------|
| Energy Star Qualified | Not Qualified | Manufacturer Warranty | 1 Year Limited Warranty |
| Fire rating           | None          |                       |                         |

**SHIPPING AND DELIVERY OPTIONS**

Store Exclusive. This item is available for purchase in select stores only.



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Use [Current Location](#) or [find store](#)

Hampton Bay | Model # BPP1611-WHT | Internet # 100580735 | Store SKU # 240339

## 1-Light White Outdoor Dusk-to-Dawn Wall Lantern

★★★★☆ (40) | [Write a Review](#) | [Questions & Answers \(2\)](#)



### IN STOCK AT YOUR SELECTED STORE

**Intown (richmond) #4632**  
Richmond, VA 23230

**5 In Stock**  
Aisle BW, Bay 013

[Open Expanded View](#)

[Click to Zoom](#)



### PRODUCT OVERVIEW | Model # BPP1611-WHT | Internet # 100580735 | Store SKU # 240339

The Hampton Bay 1-Light Outdoor White Dusk-to-Dawn Wall Lantern with Photocell combines a detailed, traditional design with a contemporary white finish. This lantern is made with clear beveled glass and contoured, hexagonal housing, offering a look that will complement a variety of home styles. It features energy-saving dusk-to-dawn technology, which automatically turns the light on at dusk and off again at dawn. Uses 1-100-Watt maximum light bulb (not included).

- Durable cast-aluminum construction with a white, weather-resistant finish
- Clear, beveled-glass panels
- Traditional lantern design with contemporary elements
- Built-in photocell turns the lamp on at dusk and off again at dawn
- Uses 1-100-Watt maximum light bulb (not included)
- UL listed for safety
- Home Depot Protection Plan:



**Protect your investment!**  
Add a Protection Plan to your purchase.  
[Learn more >](#)

HOME ELECTRICS

## SPECIFICATIONS

### DIMENSIONS

|                      |         |                      |         |
|----------------------|---------|----------------------|---------|
| Product Depth (in.)  | 7.75    | Product Length (in.) | 7.75 in |
| Product Height (in.) | 14.5 in | Product Width (in.)  | 6.5 in  |

## DETAILS

|                                |                  |                           |                                 |
|--------------------------------|------------------|---------------------------|---------------------------------|
| Bulb Type                      | Incandescent     | Outdoor Lighting Features | Dusk to Dawn, Weather Resistant |
| Bulb(s) Included               | No               | Power Type                | Hardwired                       |
| Dusk to Dawn                   | Yes              | Product Weight (lb.)      | 1.89 lb                         |
| Exterior Lighting Product Type | Outdoor Lanterns | Returnable                | 90-Day                          |
| Fixture Color/Finish           | White            | Size                      | Medium                          |
| Glass/Lens Type                | Clear            | Style                     | Transitional                    |
| Light Source                   | Incandescent     | UL Listing                | 1-UL Listed                     |
| Motion Sensor                  | No               | Wattage (watts)           | 100 W                           |
| Number of Bulbs Required       | 1                | Weather Resistant         | Yes                             |

## WARRANTY / CERTIFICATIONS

|                             |             |                       |                             |
|-----------------------------|-------------|-----------------------|-----------------------------|
| Certifications and Listings | 1-UL Listed | Manufacturer Warranty | Three Year Limited Warranty |
| ENERGY STAR Certified       | No          |                       |                             |

## SHIPPING AND DELIVERY OPTIONS

**Standard Shipping** includes delivery by small parcel service. Processing time varies by product.

Orders for this item may be expedited for an additional fee.

Other Delivery Options:

**Express** and **Expedited** shipping options are also available. Estimated arrival times are available in checkout.

If product is eligible for shipping to AK, HI and US Territories additional transit time and remote surcharges may apply.





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Your Store: **Intown (richmond) #4632**  
Use [Current Location](#) or [find store](#)

**Defiant** | Model # DFI-5412-WH | Internet # 203766735 | Store SKU # 463837

## 180° Outdoor White Motion Security Light

★★★★☆ (60) | [Write a Review](#) | [Questions & Answers \(1\)](#)



### IN STOCK AT YOUR SELECTED STORE

**Intown (richmond) #4632**  
Richmond, VA 23230

**11 In Stock**  
Aisle 44, Bay 021

[Open Expanded View](#)

[Click to Zoom](#)



### PRODUCT OVERVIEW

Model # DFI-5412-WH | Internet # 203766735 | Store SKU # 463837

The 180° Outdoor Motion Security Light is perfect for driveway and garage areas. Motion security light with basic motion activated technology. The light has easy installation and consumer-friendly adjustable settings for proper light direction and sensor detection areas. This light offers features that promote energy saving usage and durable construction for long lasting operation.

- 180° motion activated sensor with adjustable 70 ft. range
- Wall or eave mountable
- Selectable motion timer of (1, 5, 10 minutes) to optimize energy usage when motion is detected
- Durable metal base construction for long lasting performance
- Adjustable lamp heads and motion sensor for directional aiming capability
- Photo cell ensures night time operation only for efficient energy usage
- Manual override option allows light to operate constantly for selected period of time
- Light shields provide bulb protection for long life bulb
- Uses 2-120-Watt PAR 38 bulbs (not included)
- White finish

### SPECIFICATIONS

#### DIMENSIONS

|                      |      |                      |       |
|----------------------|------|----------------------|-------|
| Product Depth (in.)  | 8.5  | Product Length (in.) | 15.00 |
| Product Height (in.) | 5.12 | Product Width (in.)  | 9.45  |

**DETAILS**

|                                  |                           |                           |   |
|----------------------------------|---------------------------|---------------------------|---|
| Adjustable Detection Sensitivity | Yes                       | Light Source              | Halogen   |
| Adjustable Lamp Head             | Yes                       | Motion Sensing            | Yes   |
| Bulb Type                        | Halogen                   | Number of Bulbs Required  | 2   |
| Bulb(s) Included                 | No                        | Outdoor Lighting Features | Adjustable Detection Sensitivity,Adjustable Lamp Head,Timer,Weather Resistant |
| Detection Range (ft.)            | 70                        | Power Type                | Hardwired   |
| Dusk to Dawn                     | No                        | Product Weight (lb.)      | 1.47 lb   |
| Exterior Lighting Accessory Type | Flood/Spot Security Light | Range of Motion           | 180   |
| Exterior Lighting Product Type   | Flood and Spot Lights     | Returnable                | 90-Day  |
| Fixture Color/Finish             | White                     | Timer Included            | Yes   |
| Glass/Lens Type                  | No glass/lens             | UL Listing                | 1-UL Listed   |
| Light Bulb Base Code             | Medium                    | Weather Resistant         | Yes   |

**WARRANTY / CERTIFICATIONS**

|                             |             |                       |         |
|-----------------------------|-------------|-----------------------|---------|
| Certifications and Listings | 1-UL Listed | Manufacturer Warranty | 2 Years |
| ENERGY STAR Certified       | No          |                       |         |

**SHIPPING AND DELIVERY OPTIONS**

Store Exclusive. This item is available for purchase in select stores only.

Oct 31, 2012

Customer Bill

MARIE ASSOUAN

3100 E MARSHALL ST #3  
RICHMOND , VA 23223

Billing and Payment Summary

Account # 5166854835

Due Date: Nov 27, 2012

Total Amount Due: \$ 23.40

To avoid a Late Payment Charge of 1.5% please pay by Nov 27, 2012.

Previous Amount Due: \$ 0.00  
Payments as of Oct 31: \$ 0.00

For service emergencies and power outages please call  
1-866-DOM-HELP (1-866-366-4357). Visit us at www.dom.com.

Meter and Usage

Current Billing Days: 34

Billable Usage

Schedule 1 09/26-10/30  
Total kWh 0

Measured Usage

Meter: 0106238095 09/26-09/28  
Current Reading 109  
Previous Reading 109  
Total kWh 0

Meter: 0106238095 09/28-10/30  
Current Reading 109  
Previous Reading 109  
Total kWh 0

Usage History

| Mo  | Yr | kWh |
|-----|----|-----|
| Oct | 12 | 0   |
| Nov | 12 | 0   |

Explanation of Bill Detail

Customer Service 1-866-DOM-HELP (1-866-366-4357)

Previous Balance 0.00  
Payment Received 0.00  
Balance Forward 0.00

Residential Service (Schedule 1) 09/26-10/30  
Distribution Service 7.00

RICHMOND Utility Tax 1.40  
Service Initiation Chg 15.00  
Total Current Charges 23.40

Total Account Balance 23.40

View payment options, request service changes and enroll in eBill at  
www.dom.com, search: Manage Your Account

Important Customer Information from Dominion Virginia Power

Welcome to Dominion Virginia Power. Join our Budget Billing and Automatic Bank Draft Plans. They are free services. Visit 'Manage Your Account' on  
www.dom.com to enroll online, or call us for additional information.

Help EnergyShare - add \$1,2,5,10,20,25 or 35 to your payment or mail a separate check payable to EnergyShare to PO Box 91717, Richmond, VA 23230-1717.

Mailed on Nov 01, 2012

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power . Please see reverse side for mailing address change instructions.

Payment Coupon

Bill Date Oct 31 12

Please Pay by 11/27  
\$ 23.40

Amount Enclosed

[Empty box for amount enclosed]

Account No. 5166854835

031005 1 AT 0.371 T#000108  
MARIE ASSOUAN  
1700 TIMBERLY WAYE  
RICHMOND VA 23238-3447

Send Payment to:

DOMINION VIRGINIA POWER  
P O BOX 26543  
RICHMOND VA 23290-0001

888 5166854835 8000002340 8000002340 91

**Notice of Special Use Permit Application**  
**3100 East Marshall Street**  
**Richmond, VA 23223**

I, the undersigned, resident of Church Hill, certify having been informed of the plans to turn the garage unit at 3100 East Marshall Street into a one-bedroom dwelling unit.

I acknowledge having been given the opportunity to ask questions.

I agree that the project will contribute to the betterment and enhancement of the community, and express my full and unconditional support.

Name: Bryan Stogdale

Owner  Tenant \_\_\_\_\_ (check one field)

Property Address: 409 N 31<sup>st</sup> ST

Richmond, VA 23223

Signature: 

Date: 6/23/15



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**3100 East Marshall Street**  
**Richmond, VA 23223**

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Name: Daniel Grest

Owner  Tenant  (check one field)

Property Address: 411 N. 31<sup>st</sup> St.

Richmond Va 23223

Signature: 

Date: 6/23/15

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**3100 East Marshall Street**  
**Richmond, VA 23223**

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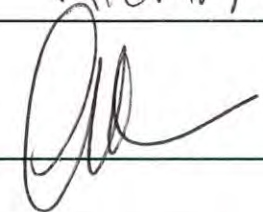
I agree that the project will contribute to the betterment and enhancement of the community, and express my full and unconditional support.

Name: Anna Johnson

Owner  Tenant  (check one field)

Property Address: 413 N. 31st St.

Richmond, VA 23223

Signature: 

Date: 6/23/15

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**3100 East Marshall Street**  
**Richmond, VA 23223**

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I agree that the project will contribute to the betterment and enhancement of the community, and express my full and unconditional support.

Name: Susan Oliver

Owner  Tenant  (check one field)

Property Address: 415 N. 31st St

Richmond, VA 23223

Signature: Susan Oliver

Date: June 23, 2015

**Notice of Special Use Permit Application**  
**3100 East Marshall Street**  
**Richmond, VA 23223**

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Name: James Hufycutt

Owner  Tenant \_\_\_\_\_ (check one field)

Property Address: 425 N. 31<sup>st</sup> Street

Richmond, VA 23223

Signature: 

Date: 6/24/15

**Notice of Special Use Permit Application**  
**3100 East Marshall Street**  
**Richmond, VA 23223**

I, the undersigned, resident of Church Hill, certify having been informed of the plans to turn the garage unit at 3100 East Marshall Street into a one-bedroom dwelling unit.

I acknowledge having been given the opportunity to ask questions.

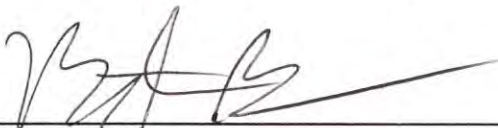
I agree that the project will contribute to the betterment and enhancement of the community, and express my full and unconditional support.

Name: Matthew Barber

Owner \_\_\_\_\_ Tenant  (check one field)

Property Address: 3108 E. Marshall St.

Richmond, VA 23223

Signature: 

Date: 6-23-15



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Name: Weldon Chafe

Owner  Tenant  (check one field)

Property Address: 3110 E Marshall St

Richmond

Signature: Weldon Chafe

Date: 6/23/15