



Commission for Architectural Review Application for Certificate of Appropriateness

900 E. Broad Street, Room 510
Richmond, VA 23219 | (804)-646-6569
www.rva.gov/planning-development-review/commission-architectural-review



Property (location of work)

Address: _____

Historic District: _____

Applicant Information

Billing Contact

Owner Information

Billing Contact

Name: _____

Same as Applicant

Email: _____

Name: _____

Phone: _____

Email: _____

Company: _____

Phone: _____

Mailing Address: _____

Company: _____

Mailing Address: _____

Applicant Type: Owner Agent Lessee

Architect Contractor

Other (specify): _____

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

Project Information

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 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 an 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)-646-6569 | alex.dandrige@rva.gov | alyson.oliver@rva.gov

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



July 27th, 2023

City of Richmond Department of Planning and Development Review
Commission of Architectural Review
City Hall, 900 East Broad Street
Richmond, VA 23219

RE: Commission of Architectural Review: 618 W 20th Street (E0000-362/002)

Members of the Commission,

I represent the property owner in an application for review by the Commission of Architectural Review of the proposed construction of a new single-family detached dwelling on the property known as 618 W 20th Street (the "Property").

The Property is located on the east side of N 28th Street between Stonewall and Springhill Avenues and lies in the Springhill Old and Historic District which is an early 20th Century working-class suburb of Manchester. Located mid-block, the Property is currently developed with a single-family detached dwelling on the northern portion of the lot and is vacant on the southern portion of the parcel. Access is provided at the rear by a north-south alley. The buildings on this block consist primarily of one and two-family single-family detached dwellings. At 7,440 square feet in lot area, the Property is large compared to other lots in the block in terms of area as reflected by the fact that this was two original lots from the Bellevue Subdivision (Lots 12 and 13, Block 8).

The Property owner is proposing to construct a two-story single-family detached dwelling on the Property. The dwelling will be of a traditional with a full-width front porch and front gable roof to remain compatible with the character of the existing dwellings in the neighborhood. Consisting of roughly 2,000 square feet of floor area, the dwelling would contain 3 bedrooms and 2 ½ baths. A modern and desirable floor plan is proposed including open living and kitchen area and a primary bedroom with en suite bathroom. Quality building materials, including cementitious lap siding, are proposed. Care has been taken in the design and siting of the dwelling to ensure consistency with the existing dwellings in the block.

The proposed design of the dwelling would be compatible with the historical fabric of the block as it recognizes the siting, scale, form and massing of the contributing structures. The traditional urban single-family detached design of the dwelling is intended to be consistent with the historic character of the neighborhood. The siting of the dwelling takes into account the zoning requirements and existing development pattern on the site.

We thank you for the care and assistance in reviewing our application. Should you have any questions after reviewing this request, please feel free to contact me at will@bakerdevelopmentresources.com or (864)377-9140.

Sincerely,

A handwritten signature in blue ink, appearing to read "William W. Gillette". The signature is written in a cursive style with a large initial "W".

William W. Gillette, AICP
Baker Development Resources, LLC



PROJECT CONTACTS:

DEVELOPER:
KEEL CUSTOM HOMES
CONTACT: CASEY WHITE
804-869-8600

ARCHITECT:
CHRISTOPHER WOLF
CHRIS WOLF ARCHITECTURE, PLLC
804-514-7644

NEW 2-STORY, SINGLE-FAMILY DETACHED HOUSE
IN RICHMOND'S WOODLAND HEIGHTS NEIGHBORHOOD

616 W. 20TH ST. HOUSE

NEW LOT AT 618 W. 20TH STREET
RICHMOND, VIRGINIA 23225

NEW 2-STORY, SINGLE-FAMILY DETACHED HOUSE
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DRAWING INDEX

| DRAWINGS | |
|----------|---|
| NO. | SHEET TITLE |
| CS | COVER SHEET |
| CI.1 | ARCHITECTURAL SITE PLAN |
| AI.1 | FIRST & SECOND FLOOR PLANS |
| A2.0 | FRONT CONTEXT ELEVATION |
| A2.1 | FRONT EXTERIOR ELEVATION & EXTERIOR FINISH SCHEDULE |
| A2.2 | REAR & SIDE EXTERIOR ELEVATIONS |
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| | |

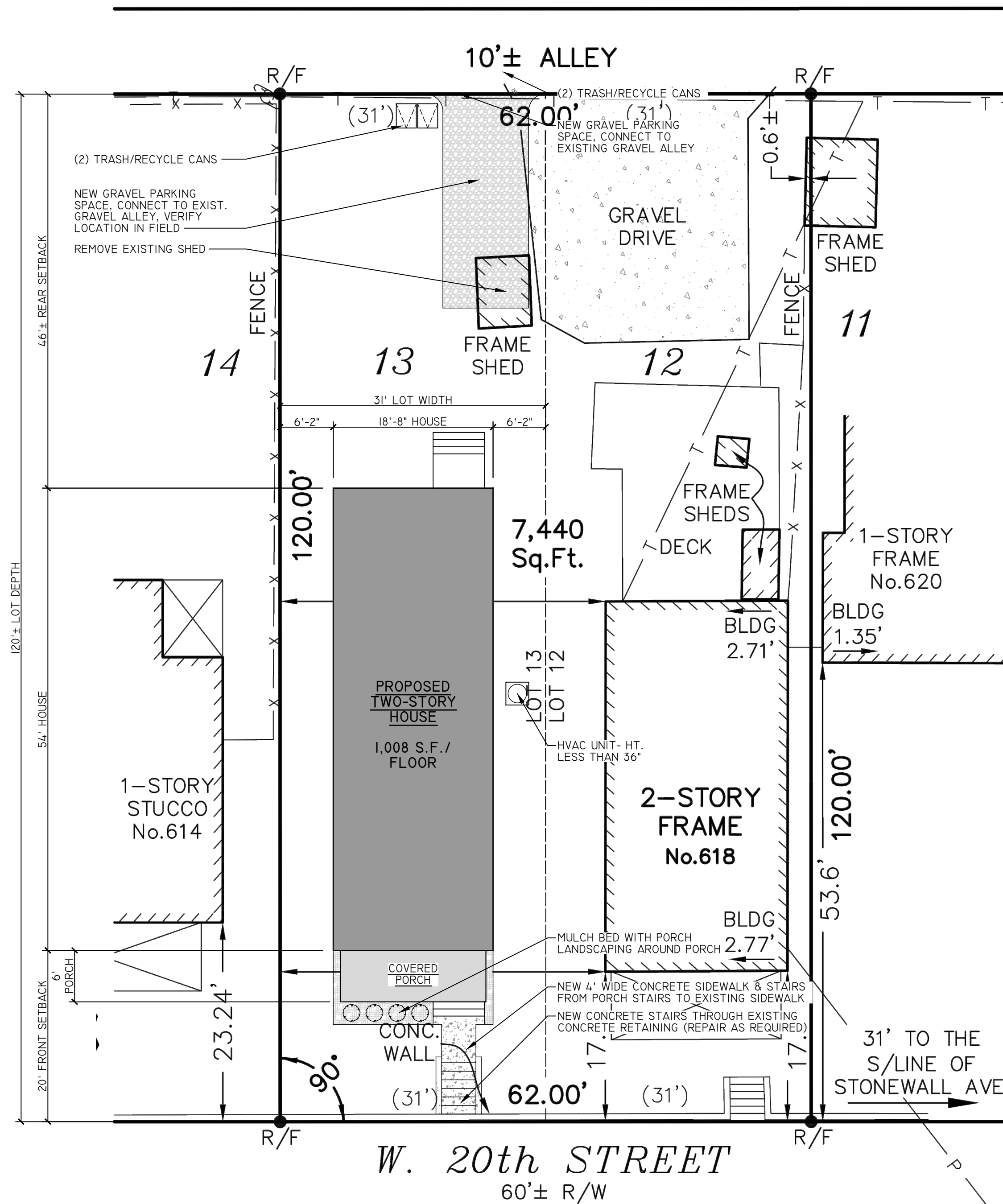


SET/REVISION:
C.A.R. INITIAL
CONCEPTUAL REVIEW SET

DATE/MARK:
07.26.2023

COVER SHEET

CS



PROJECT CONTACTS:
 DEVELOPER:
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 CONTACT: CASEY WHITE
 804-869-8600
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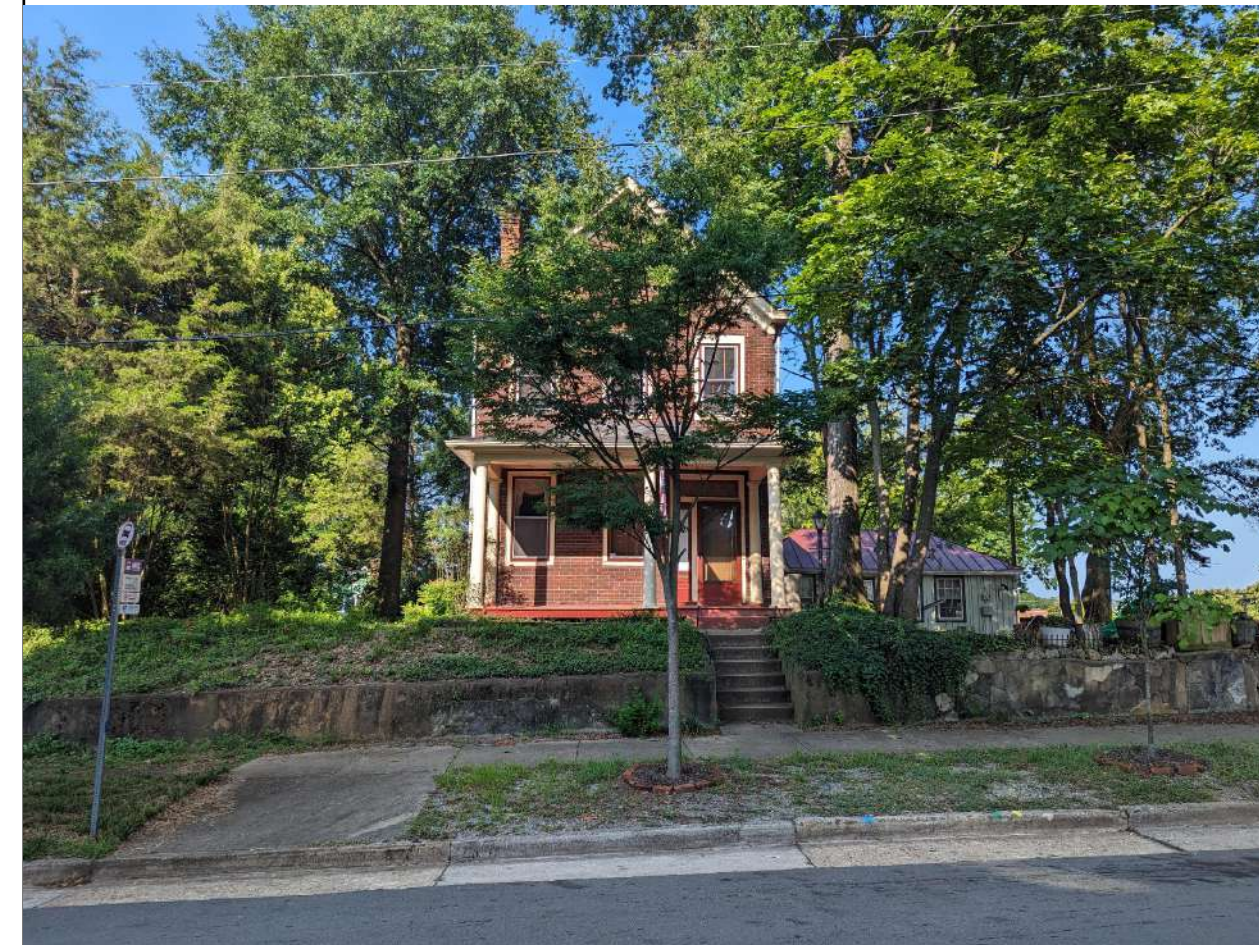
ARCHITECTURAL
 SITE PLAN
CI.I



614 W. 20TH STREET - NEIGHBORING HOUSE



614-618 W. 20TH STREET - STREET VIEW OF LOT



618 W. 20TH STREET - NEIGHBORING HOUSE

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SOUTH END OF W. 20TH PROJECT BLOCK



618-620 W. 20TH STREET



620 W. 20TH STREET

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BUILDING DIRECTLY ACROSS W. 20TH STREET



VIEW FROM ALLEY OF PROJECT LOT

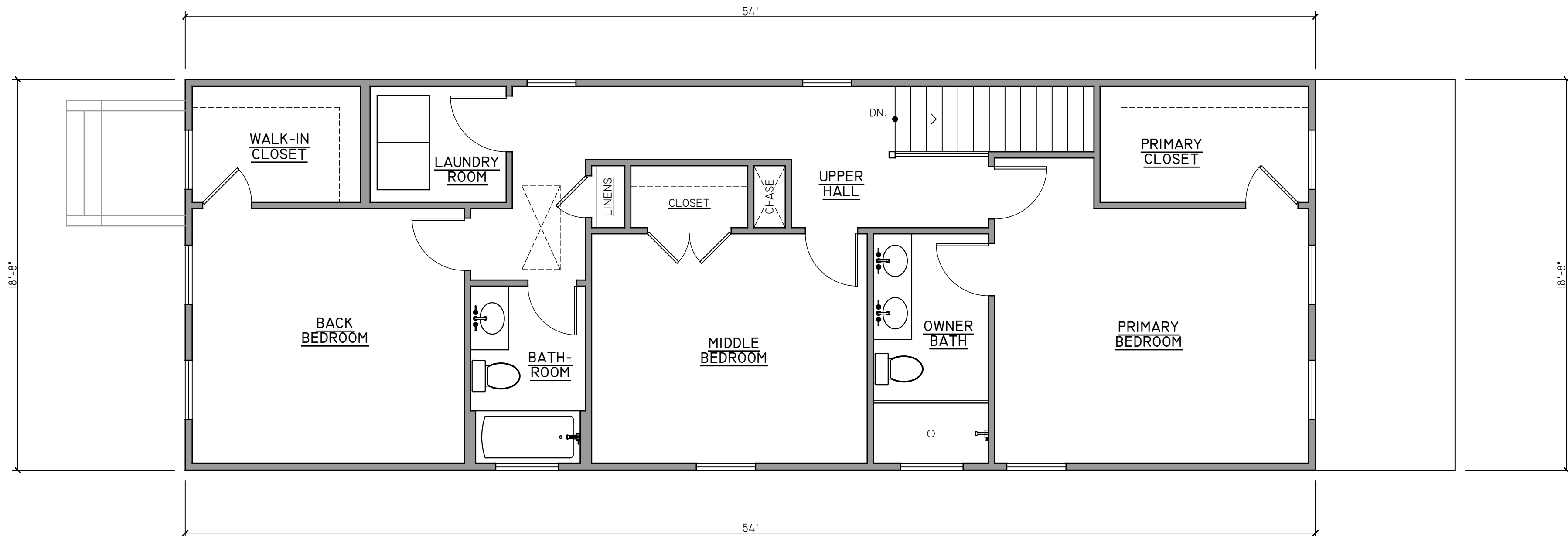


2000 RIVERSIDE DRIVE APARTMENT TOWER

NOT FOR
CONSTRUCTION

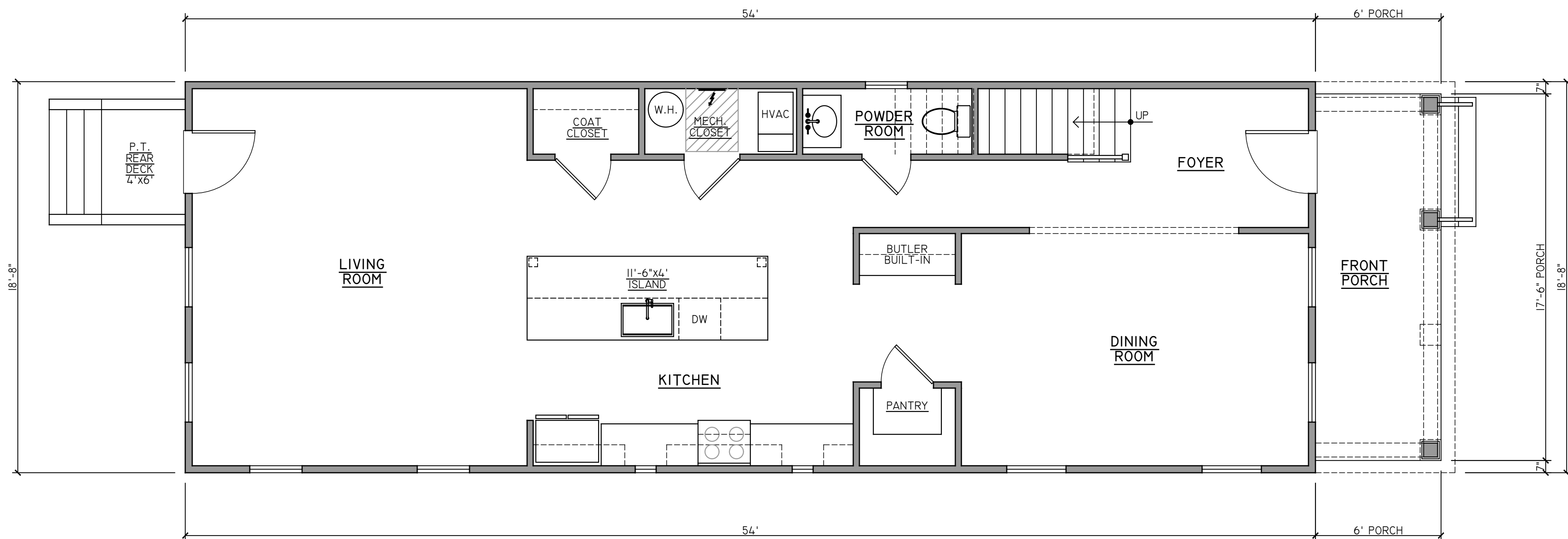
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SITE PHOTOS
XI.1



02 | 2ND FLOOR PLAN

1/4" = 1'



01 | 1ST FLOOR PLAN

1/4" = 1'

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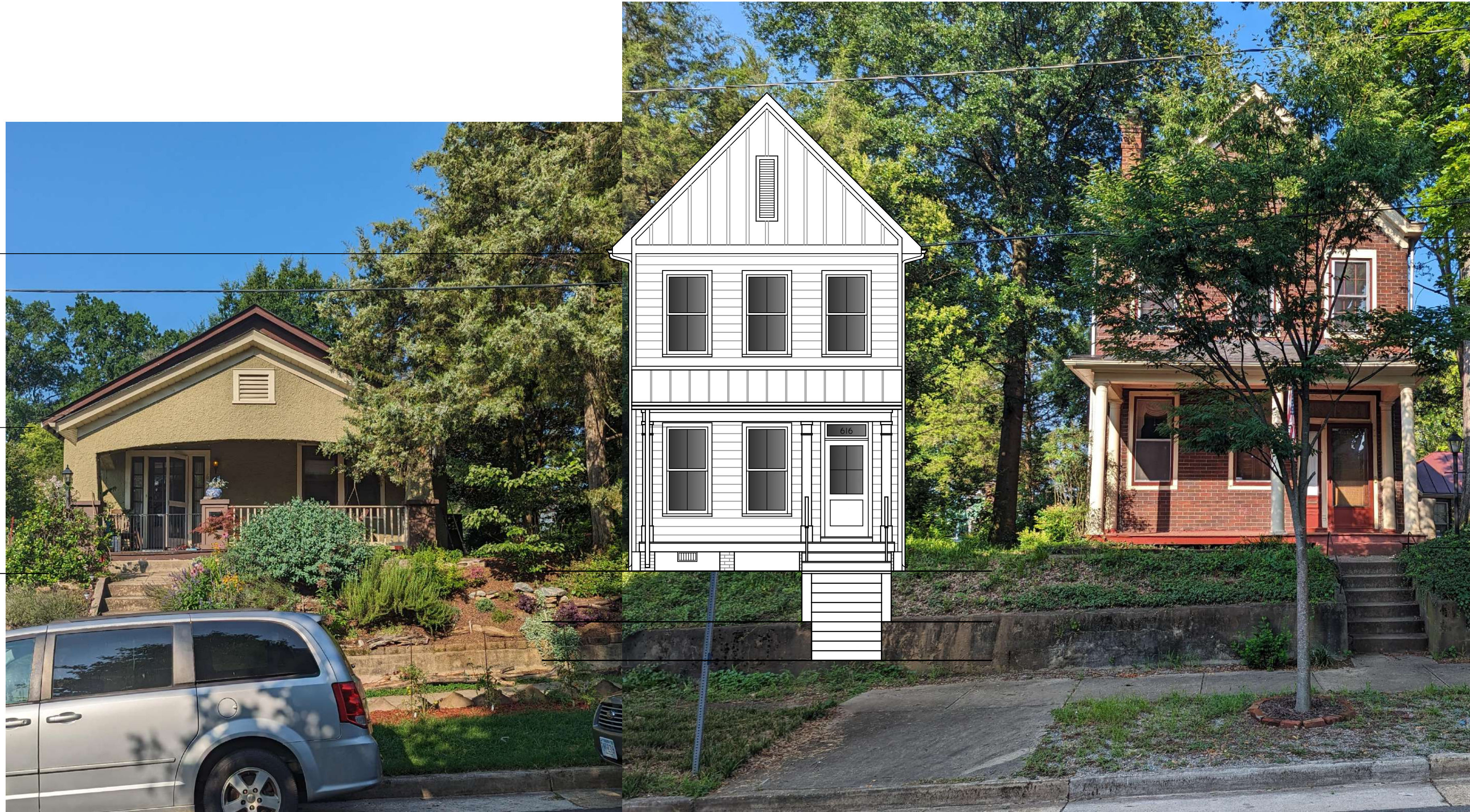
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FIRST & SECOND
FLOOR PLANS

AI.I



PROPOSED 616: 22' ± GRADE TO SOFFIT
614: 10' ± GRADE TO SOFFIT

618: 22' ± GRADE TO SOFFIT

01 | CONTEXT ELEVATION
3/16" = 1' ±

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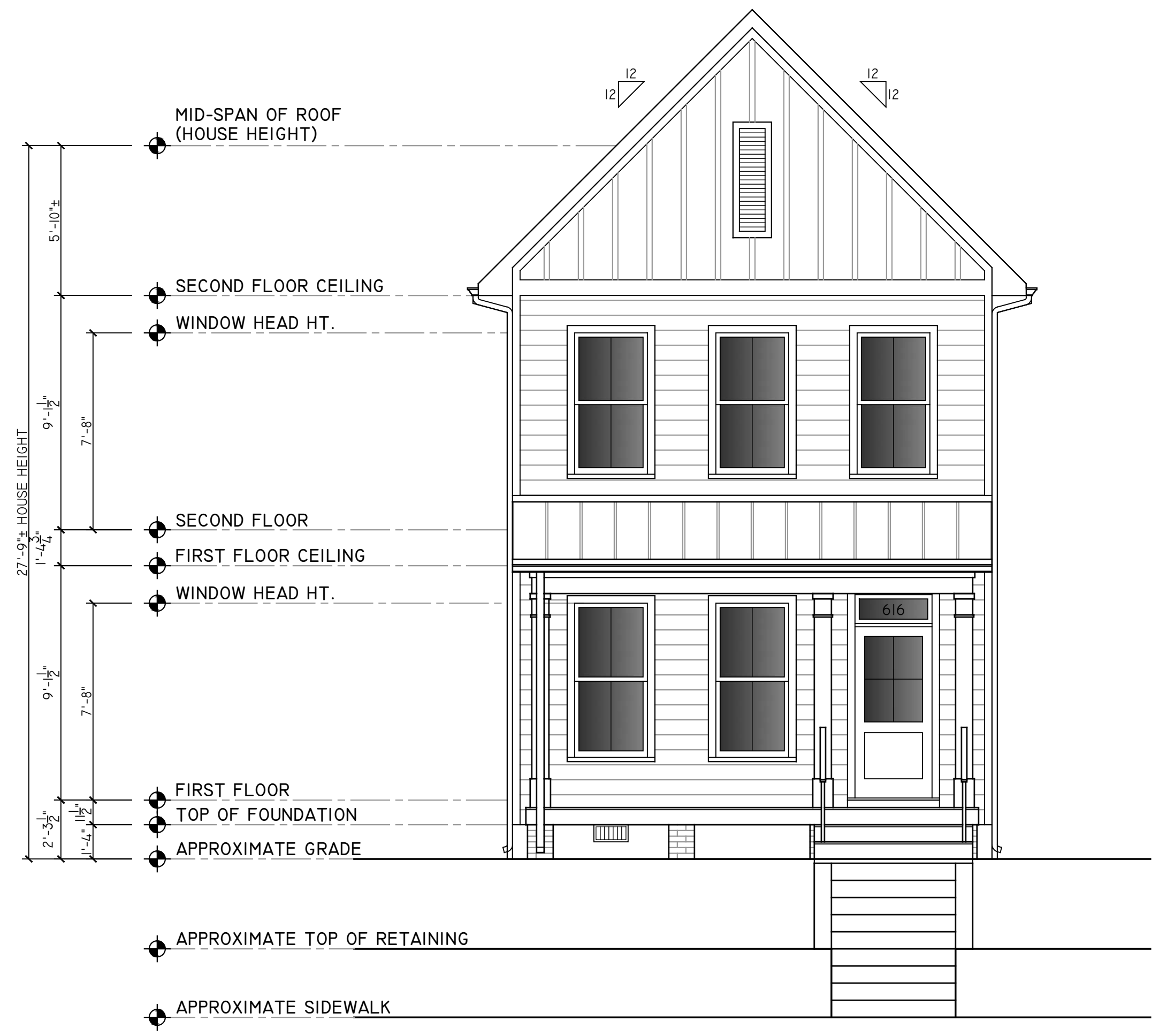
CONTEXT ELEVATION
A2.0

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| EXTERIOR FINISH SCHEDULE | | |
|--------------------------|--|----------------------------|
| NO. | COMPONENT/MATERIAL | COLOR/FINISH |
| 01 | BRICK PIERS | T.B.D. |
| 02 | PARGED FOUNDATION | THRU-COLOR |
| 03 | FIBER-CEMENT LAP SIDING (HARDIE OR EQUAL) | PAINTED |
| 04 | FIBER-CEMENT BOARD & BATTEN GABLES | PAINTED |
| 05 | COMPOSITE TRIM- SEE WALL SECTION | PAINTED |
| 06 | VINYL SOFFITS | FACTORY FINISH |
| 07 | VINYL BEADBOARD PORCH CEILING | NON-VENTED, FACTORY FINISH |
| 08 | ENTRY DOOR | PAINTED, COLOR T.B.D. |
| 09 | 5/4x4 COMPOSITE DOOR/WINDOW TRIM | PAINTED |
| 10 | ALUM. CLAD WOOD WINDOWS - S.D.L - SEE WINDOW SCHEDULE | PREFINISHED |
| 11 | 8" SQUARE DECORATIVE PORCH COLUMN | PAINTED |
| 12 | COMPOSITE STAIRS/TRIM WITH P.T. WOOD DECKING | PAINTED FRAME |
| 13 | WOOD "RICHMOND RAIL" FRONT PORCH RAILING/ HANDRAIL (IF REQ.) | PAINTED |
| 14 | TREATED WOOD REAR DECK/STAIRS/RAILING | NATURAL TREATED WOOD |
| 15 | ALUMINUM GUTTER & DOWNSPOUTS | PREFINISHED |
| 16 | ASPHALT SHINGLE MAIN ROOF | T.B.D. |
| 17 | STANDING SEAM METAL PORCH ROOF | T.B.D. |
| 18 | ATTIC VENT | PAINTED |
| 19 | COMPOSITE FRIEZE TRIM- SEE WALL SECTION | PAINTED |

EXTERIOR FINISH NOTES:
 1. EXTERIOR ELEVATION NOTES ARE TYPICAL ACROSS ALL EXTERIOR ELEVATIONS U.N.O.
 2. GRADES SHOWN APPROXIMATE. V.I.F.
 3. SEE ADDITIONAL SPECIFICATIONS BY DEVELOPER
 4. G.C. VERIFY ALL MATERIAL & COLOR SELECTIONS WITH DEVELOPER PRIOR TO CONSTRUCTION
 5. ALL EXTERIOR MATERIALS & FINISHED SHALL BE APPROVED BY C.A.R..



01 FRONT ELEVATION
 1/4" = 1'

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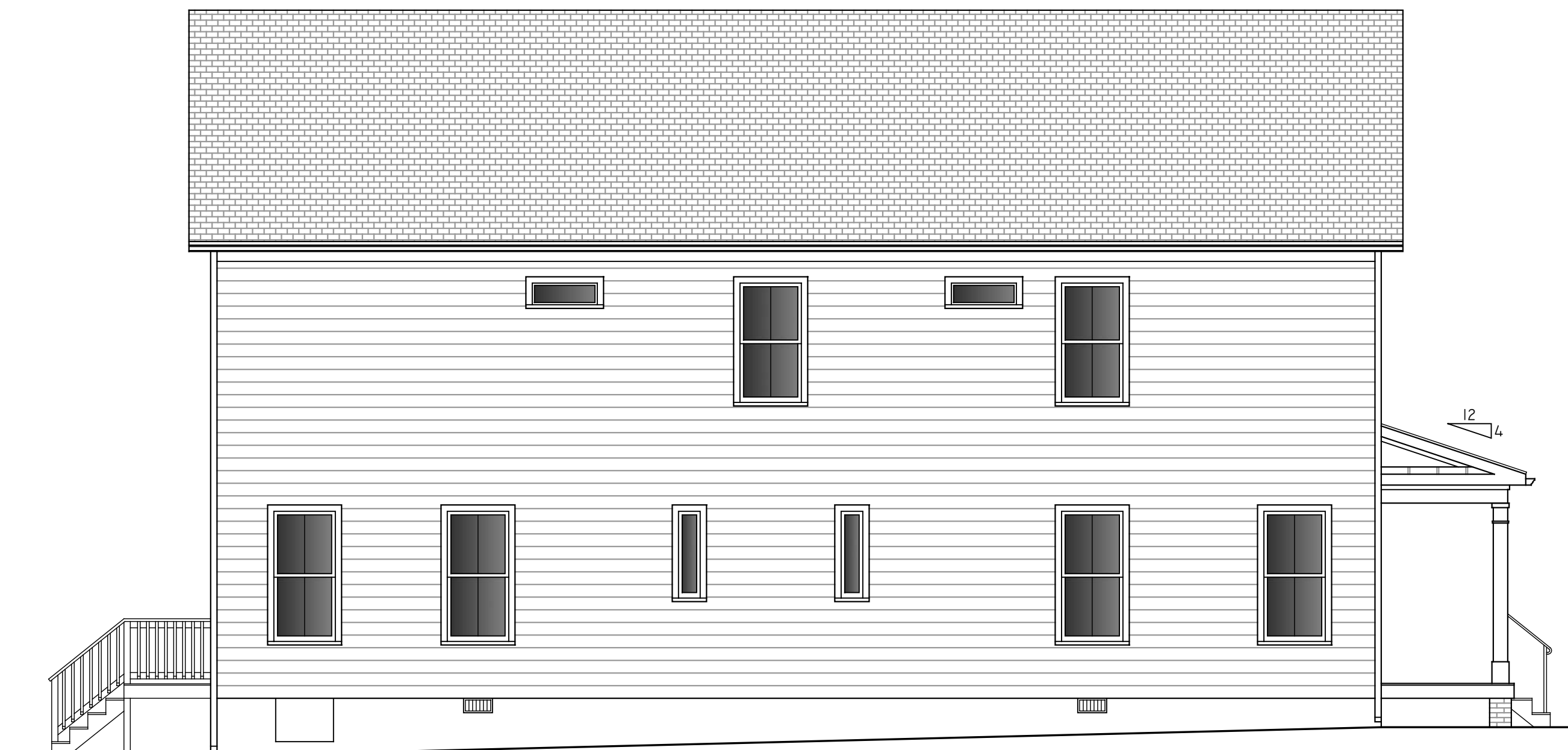
FRONT EXTERIOR
 ELEVATION
A2.1



03 | RIGHT SIDE ELEVATION
3/16" = 1"



01 | REAR ELEVATION
3/16" = 1"



02 | LEFT SIDE ELEVATION
3/16" = 1"

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REAR & SIDE
 EXTERIOR ELEVATIONS

A2.2