INTRODUCED: October 14, 2025

A RESOLUTION No. 2025-R044

To reverse in part the decision of the Commission of Architectural Review partially denying an application for a retroactive certificate of appropriateness for the property located at 510 West 20th Street in the city of Richmond, regarding replacement of main and front porch roofs, by fully approving such application.

Patron – Ms. Lynch

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: NOV 10 2025 AT 6 P.M.

WHEREAS, on May 27, 2025, the Commission of Architectural Review partially denied an application, identified as Certificate of Appropriateness Application No. COA-164459-2025, for retroactive approval of the replacement of main and front porch roofs on the property located at 510 West 20th Street, which is situated within the Springhill Old and Historic District, by deciding that replacement of standing seam metal with asphalt shingles on the main roof was an inappropriate choice for the historic structure in question; and

WHEREAS, on June 10, 2025, pursuant to section 30-930.8 of the Code of the City of Richmond (2020), as amended, the owner of the property located at 510 West 20th Street filed an appeal with the City Clerk asking that the Council reverse the Commission of Architectural

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

Review's decision partially denying approval of the application identified as Certificate of Appropriateness Application No. COA-164459-2025 to instead grant full approval of Certificate of Appropriateness Application No. COA-164459-2025; and

WHEREAS, pursuant to section 30-930.8 of the Code of the City of Richmond (2020), as amended, the Council may reverse or modify the decision appealed, in whole or in part, by resolution when it is satisfied that the decision of the Commission of Architectural Review is in error; and

WHEREAS, the Council, in accordance with Chapter 30, Article IX, Division 4 of the Code of the City of Richmond (2020), as amended, is satisfied, in consideration of the evidence before it and contrary to the decision of the Commission of Architectural Review, that the aforementioned replacement of the main roof on the property located at 510 West 20th Street is architecturally compatible with the buildings, structures, sites and general character of the Springhill Old and Historic District;

NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

That the Council hereby reverses in part the decision of the Commission of Architectural Review partially denying Certificate of Appropriateness Application No. COA-164459-2025, attached hereto and made a part hereof, for retroactive approval of the replacement of main and front porch roofs at the property located at 510 West 20th Street, by reversing the Commission of Architectural Review's denial of the request to replace standing seam metal with asphalt shingles on the main roof and thereby fully approving such application.

BE IT FURTHER RESOLVED:

That the Council hereby directs that a Certificate of Appropriateness sufficient to show the Council's full approval of Certificate of Appropriateness Application No. COA-164459-2025 be issued to the owner of the property located at 510 West 20th Street.

DATE: October 3, 2025

TO: The Honorable Members of City Council

THROUGH: Stephanie Lynch, 5th District Councilmember

THROUGH: RJ Warren, Council Chief of Staff

THROUGH: Will Perkins, Senior Legislative Services Manager

FROM: Steven Taylor, Council Policy Analyst

RE: **Reversing the Decision of the Commission of Architectural Review – regarding the property at 510 W 20th Street (CAR Application No. COA-164459-2025).**

CNL - 2025 - 0045

PURPOSE:

Reversing the May 27, 2025, decision by the Commission of Architectural Review (CAR) to deny a certificate of appropriateness for the property at 510 W 20th Street for the installation of a roof made of asphalt shingles on a detached, single-family dwelling unit.

BACKGROUND:

The owners of the property at 510 W 20th Street, has filed an appeal with City Council requesting that the denial of their request for a retroactive certificate of appropriateness to install asphalt roof shingles, by CAR be reversed. A timely appeal, with all necessary fees, was filed with the City Clerk on June 10, 2025. Appellant states that they relied on their contractor to obtain necessary permits for the roof repair only to learned after work had begun and a notice of violation was received informing them that their asphalt roof replacement may be a violation of CAR Guidelines. Appellants contend that there are several roofs in the neighborhood that have asphalt shingle roofs and that a replacement roof is cost prohibitive.

FISCAL IMPACT: None.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: October 14, 2025

CITY COUNCIL PUBLIC HEARING DATE: November 10, 2025

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Land Use, Housing, and Transportation

AFFECTED AGENCIES: City Council, PDR. CAR

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: CAR Decision, Appeal of Applicant

STAFF: Steven Taylor, Council Policy Analyst, (804) 646-2780

Staff Report
City of Richmond, Virginia

Commission of Architectural Review

8. COA-164459-2025	Final Review Meeting Date: 5/27/2025
Applicant/Petitioner	Austin Farrell
Project Description	Result of a violation: Replace original, deteriorated roofing with a new material.
Project Location Address: 510 West 20th Street Historic District: Springhill High-Level Details: The applicant requests retroactive approval to replace an original hand-seamed metal roof with asphalt shingles, and a front porch roof with a standing-seam metal roof. The existing building is a frame, Colonial Revival, American Foursquare with a hipped roof, full-width front porch, and bb-siding ca. 1925. This work was completed without first obtaining a Certificate of Appropriateness and a building permit.	
Staff Recommendation	Denial
Staff Contact	Alex Dandridge, alex.dandridge@rva.gov, (804) 646-6569
Previous Reviews	This application was scheduled for review by the Commission at the April 2025 meeting; however, was withdrawn due to an administrative error. A Notice of Violation and a Stop Work Order was posted to the property in March 2025 after the work had already been completed.
Staff Recommendations	Staff recommends denial of the proposed/installed roofing materials as the guidelines suggest that the roofs should be replaced with materials that match the original.

Staff Analysis

Guideline Reference	Reference Text	Analysis
Standards for Rehabilitation, Residential	*Retain original metal features such as cast iron porches and steps, metal cornices, roofs, roof cresting, window sash,*	The building originally featured a hand-seamed metal main roof, and a porch roof that was likely a terne coated

Construction, #3, pg. 59	*entablatures, columns, capitals, window hoods and hardware and the color and finish of all original materials.*	metal, but most recently appears to have been a rolled, or membrane roofing. Both roofs have been replaced. The main roof now features asphalt shingles, and the front porch roof, standing-seam metal.
Building Elements, Roofs, Roof Replacement/ Reconstruction, #3 pg. 6	*Substitute materials may be used if the same kind of material is not technically feasible because the material is no longer being made. Substitute materials should match the original style and form as much as possible.*	Asphalt shingles are not an appropriate substitute material for hand-seamed metal roofing as standing seam metal roofing is still produced today and asphalt shingles do not accurately portray the visual qualities of a standing-seam metal roof. Staff finds that the replacement of the original metal roof with asphalt shingles is not in-keeping with the guidelines and recommends denial of this alteration for the reasons stated above.
Building Elements, Roofs, Roof Repair, #'s 5 & 6 pg. 66	*5. The historic front and rear porches of many historic Richmond houses - particularly in the Jackson Ward and St. John's Church Old and Historic Districts- have shallow pitched metal roofs with flat seams (also called flat-lock seams). Flat seam metal roofs have a more homogenous appearance than the more typical standing seam metal roofs found on steeper slopes of the main roof.*	At appears that the front porch roof was replaced with a standing-seam metal roof. While the exact material of the original front porch roof is unknown, it appears that it had a flat/homogeneous appearance. The new metal roof that was installed creates shadow lines and a profile that was not previously present, and perhaps never present, on the front porch. Staff recommends denial of the replacement of the front porch roof with standing-seam metal. The roofs should be replaced with materials that match the original in design and material.

It is the assessment of staff that, with the conditions above, the application is consistent with the Standards for Rehabilitation and New Construction outlined in Section 30-930.7 (b) and (c) of the City Code, as well as with the Richmond Old and Historic Districts Handbook and Design Review Guidelines, specifically the pages cited above, adopted by the Commission for review of Certificates of Appropriateness under the same section of the code.

Figures

Figure 1. Previous condition of 510 W. 20th Street.

Figure 2. Existing condition of 510 West 20th Street.

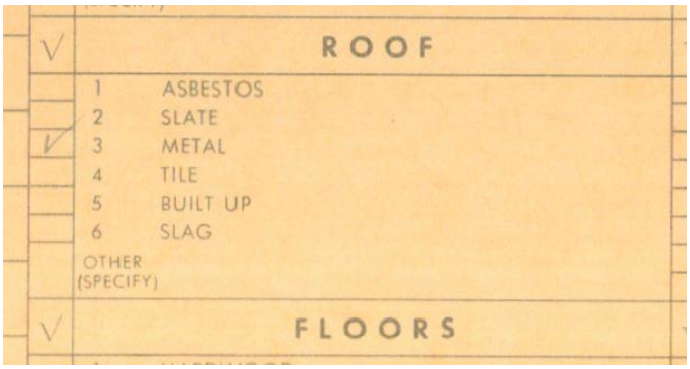


Figure 3. Assessor Card indicating metal roof.

Figure 4. 510 W. 20th Street, 1950s

Figure 5. Recently replaced metal roof in district.

Figure 6. Recently replaced metal roof, and an existing asphalt shingle roof installed pre district designation.

Andrew and Austin Farrell
510 W. 20th St.
Richmond VA, 23225
804-986-9097
thefarrells804@gmail.com
06/09/2025

To:
Richmond City Council
900 E. Broad Street
Richmond, VA 23219

RE: Appeal of Denial of Certificate of Appropriateness – 510 W. 20th St.
Owners: Andrew Farrell; Austin Farrell
CAR Application Number COA 164459-2025

Dear City Council Members:

We are writing to formally appeal the denial of a Certificate of Appropriateness (COA) issued by the Commission of Architectural Review (CAR) for the property located in the Spring Hill Old and Historic District of the City of Richmond.

This appeal is submitted pursuant to Section 30-930.7 of the Richmond City Code, which provides for the right to appeal a decision of the Commission to the City Council.

Background

In August 2024, we undertook necessary roof replacement work on our home, which involved removing an aged metal roof (Exhibit 1.A) and installing a new roof composed of asphalt shingles on the main structure and standing seam metal on the front porch roof (Exhibit 1.B). The roof replacement was urgently required due to structural concerns and weather-related deterioration. Prior to commencement, we notified our contractor that the home was within a CAR-governed historic district. Unfortunately, the contractor proceeded without first securing a COA. A stop work order was not issued until March 2025, six months after completion of the work.

Following the issuance of the stop work order, we filed a retroactive COA application. On review, the Commission approved the use of standing seam metal for the front porch roof but denied the use of asphalt shingles on the main roof. The denial was based on the grounds that asphalt shingles are a "modern material" and "an inappropriate choice for the majority of historic structures," as referenced in the Old and Historic District Guidelines (p. 96), and that the substitute materials "do not adequately resemble standing seam metal," failing to meet the requirement that "substitute materials should match the original in style and form as much as possible."

Grounds for Appeal

We respectfully submit that the Commission's denial should be reversed on the following grounds:

1. **Good Faith Effort by Homeowners to Comply With CAR Requirements**

   We clearly communicated to our contractor that the property was located within a CAR-regulated district. While the contractor failed to secure a COA in advance, we acted in good faith and with the belief that proper permitting would be obtained. We relied on the professional contractor's expertise and direction. Moreover, we have cooperated fully with city officials since the stop work order was issued.

2. **Delay in Stop Work Order and Lack of Notice**

   There was a six-month delay between the completion of the roof work (August 2024) and issuance of the stop work order (March 2025). This substantial delay resulted in the new roof becoming an established, visible feature of the neighborhood and raises serious concerns about estoppel and the fairness of requiring costly reversal of work that was neither secretive nor concealed.

3. **Precedent of Mixed Roof Materials in the District**

   It is important to note that the Spring Hill Old and Historic District includes numerous examples of homes with mixed-material roofs or asphalt shingle roofs. (Exhibit 2) The use of asphalt shingles, while not original, has become a visually and materially common substitute throughout the area. The installed shingles were selected in a color and form to resemble traditional roofing as closely as possible.

4. **Interpretation of "Inappropriate" Under the Guidelines**

   The Guidelines' language on page 96 states that asphalt shingles are "an inappropriate choice for the majority of historic structures," not *all*. The use of the word "majority" implies room for contextual exceptions. Additionally, the Guidelines state "Substitute materials should match the original in style and form as much as possible". The use of the phrase "as much as possible" further implies flexibility in the choice of material. The Commission has the authority to determine appropriateness based on the specific historic and visual context of each property. Given the slope, height, and low visibility of the main roof from the street, the replacement does not significantly alter the historical character of the property as perceived by the public. (Exhibit 3)

5. **Unreasonable Hardship and Lack of Feasible Alternatives**

   The cost of reinstalling a standing seam metal roof would impose an unreasonable financial hardship for us; we acted in good faith and already paid for the roof replacement under the belief that proper protocols were being followed. The cost to remove and

replace with new material would cost approximately $17,000 based on quote provided. (Exhibit 4) Requiring the removal and reinstallation of a compliant material would serve only a punitive purpose in this instance, rather than furthering historic preservation goals.

Conclusion

For the reasons outlined above, we respectfully request that the City Council reverse the denial of the Certificate of Appropriateness and approve the existing roof structure as installed.

Please see the included exhibits for more information. We thank you for your time and consideration in this matter.

Sincerely,

Andrew and Austin Farrell

Exhibit 1

1.A Before – Shown: deteriorated metal. Not shown: Hole in the back roof and water damage to roofing structure which was visible from inside attic.

1.B After

Exhibit 2

All photos from Google Maps. This is **not** an exhaustive list of homes with asphalt or mixed material roofs.

506 W. 19th St. - Asphalt and Metal

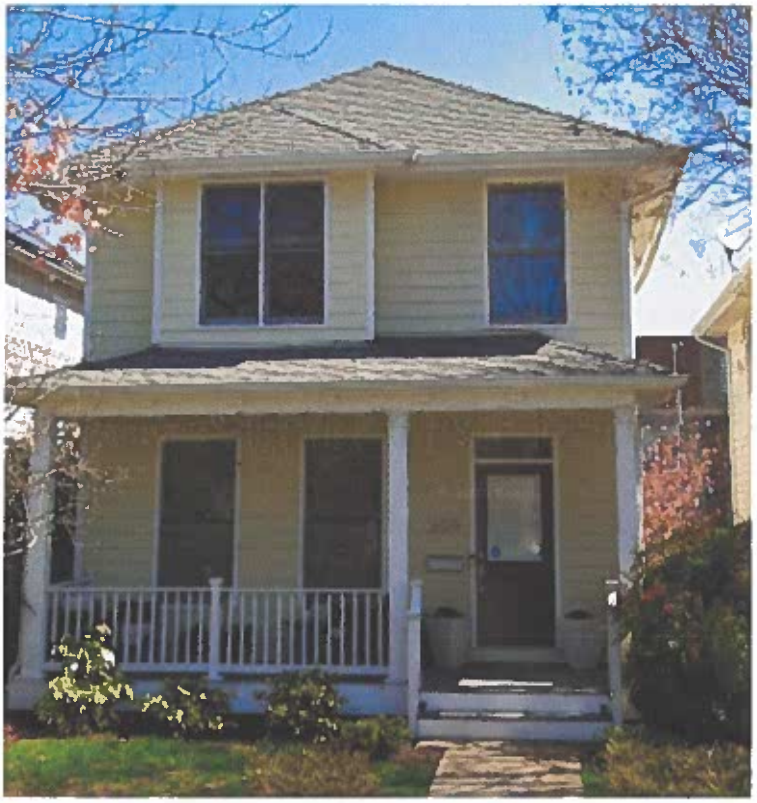
512 W. 19th St. - Asphalt

600 W. 19th St. - Asphalt and Metal

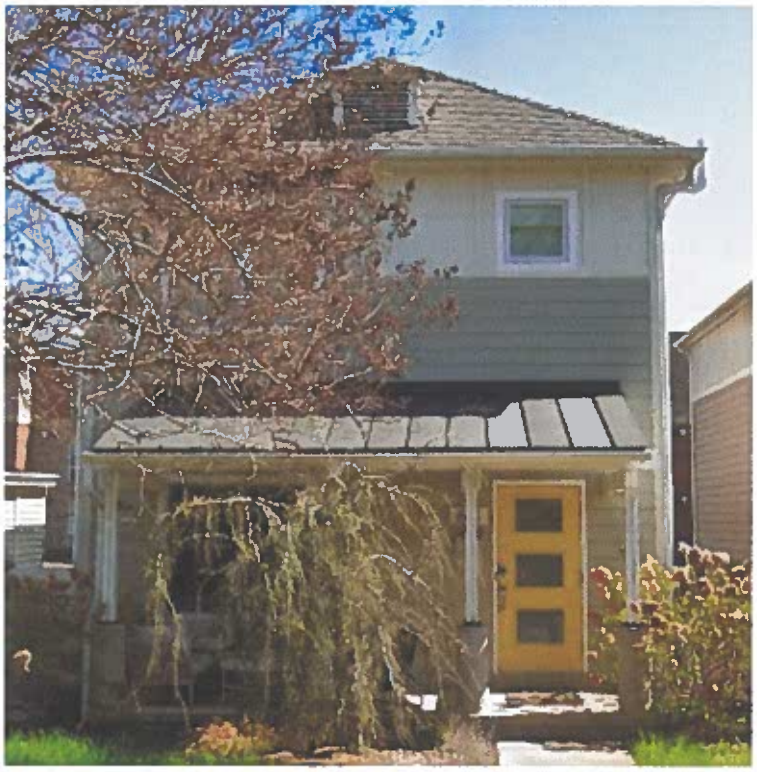
602 W. 19th St. - Asphalt

604 W. 19th St. – Asphalt and Metal

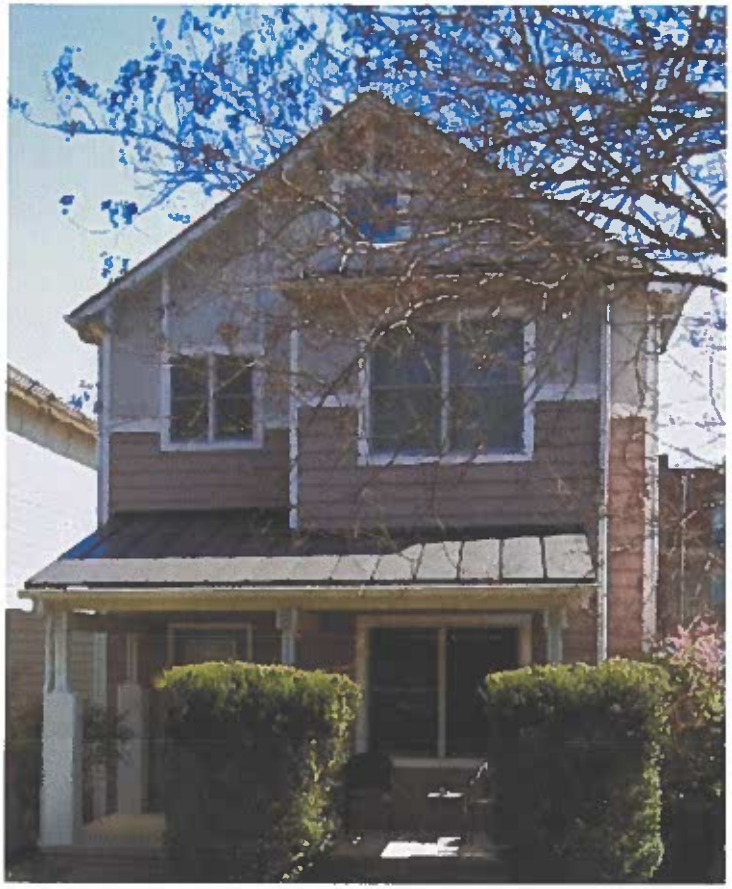
603 W. 19th St. - Asphalt



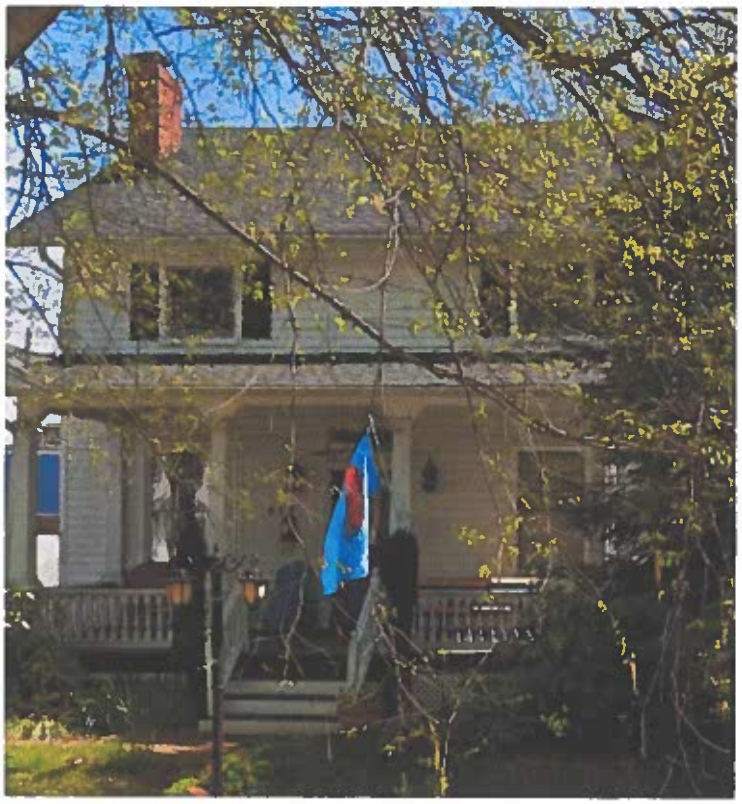
609 W. 19th St. - Asphalt



615 W. 19th St. – Asphalt and Metal



611 W. 19th St. – Asphalt and Metal



519 W 20th St. - Asphalt

612 W. 20th St. - Asphalt

618 W. 20th St. - Asphalt

617 W. 21st St. - Asphalt

601 W. 21st St. - Asphalt

508 W. 21st St. - Asphalt

512 W. 21st St. - Asphalt

Exhibit 3

Front from street view (Google maps)

Front from close sidewalk view

Front from far sidewalk view

Left side from street view (Google maps)

Right Side from street view

Exhibit 4

This was one of several quotes we received. Attaching to demonstrate cost difference in asphalt shingles and metal. Difference of ~$11,300.

RETEX
ROOFING + EXTERIORS

ESTIMATE #5998

SENT ON:
Jun 30, 2023

RECIPIENT:

Austin Stokes
510 West 20th Street
Richmond, Virginia 23225
Phone: 804-986-9097

SENDER:

Retex Roofing & Exteriors
1601 Rayanne Drive
Richmond, Virginia 23235

Phone: 804.442.3314
Email: John@retexroofing.com
Website: retexroofing.com

Product/Service	Description	Total
Roof replacement with Owens Corning Duration	Roof replacement using Owens Corning Duration architectural shingles *Replacing Main Upper Metal Roof Only Prepare area for replacement Tear off existing shingles and underlayment Inspect decking for wood rot Place ice and water shield at eaves and valleys Install drip edge on eaves Install Owens Corning RhinoRoof underlayment Use Owens Corning high performance starter shingles Install Owens Corning Duration architectural shingles Use manufacturer recommended nailing pattern Replace all pipe collars/750 vents/bathroom vents (if applicable) Install hidden ridge vents if applicable Install Owens Corning ProEdge hip and ridge cap shingles to match shingle color Haul away and dispose of debris Magnetic rake yard to ensure no nails are left Retex gives a 25 year workmanship warranty Retex will register Platinum warranty (50 year material 25 year workmanship non-prorated warranty from Owens Corning)	$6,455.96

RETEX
ROOFING + EXTERIORS

ESTIMATE #5998

SENT ON:

Jun 30, 2023

Product/Service	Description	Total
		Not included
Roof replacement with 24 gauge standing seam (standard)	*Roof replacement using 24 gauge snap-lock standing seam metal roofing panels on a roof with a standard structure *Upper Roof Only Prepare area for work to begin Tear off existing roofing material Inspect decking for decay or rot Install ice/water shield at the eaves and valleys Install synthetic underlayment to serve as a vapor barrier Fasten underlayment with manufacturer approved fasteners Install pre-fabricated 24 gauge drip edge to match the roof pitch Install rake drip edges for a finished look Install 24 gauge galvalume steel standing seam roofing panels with factory paint finish Use hidden fasteners to secure to deck Bend edges to lock to drip edges around perimeter Replace all pipe collars/750 vents/bathroom vents (if applicable) Install prefabricated ridge caps and hips Use Z metal to seal gap between metal panels and ridge caps Place sealant between valley metal and transitions as necessary Wrap edges/details/chimneys as necessary Magnetic rake yard to ensure no nails are left Clean up work area Haul away debris Retex gives a lifetime workmanship warranty	$17,759.98

ANDREW FARRELL
MARGARET STOKES
510 W 20TH ST.
RICHMOND, VA 23225

62-133/311

115

DATE 6/10/25

PAY TO THE ORDER OF City of Richmond $ 400.00

Four Hundred DOLLARS

SoFi Bank, N.A.

MEMO CAT Appeal

A. Farrell

⑈031101334⑈ 411016485028⑈ 0115

City Of Richmond, Virginia
Office of the City Clerk

Candice D. Reid
City Clerk

CERTIFIED MAIL & EMAIL

June 12, 2025

Andrew and Austin Farrell
510 W. 20th Street
Richmond, Virginia 23225

Re: **Commission of Architectural Review Appeal**
(2201 Venable Street - Application No. COA-164459-2025)

Mr. Andrew Farrell and Mr. Austin Farrell:

This letter is to acknowledge receipt of your petition, appealing a decision made by the Commission of Architectural Review (CAR) on May 27, 2025, concerning an application for a Certificate of Appropriateness for the property located at 510 W. 20th Street. This letter also acknowledges receipt of your check #115 on June 10, 2025, for four hundred dollars ($400.00) to process the appeal, as required by Section 30-930.6(b)(2)(h) of the *Code of the City of Richmond, Virginia, 2020.*

Pursuant to Section 30-930.8(a) of the City Code, a copy of your appeal petition has been forwarded to members of City Council and Alex Dandridge, CAR Secretary. The Code requires CAR to file certified or sworn copies of the record of its action and documents considered by CAR in making the decision being appealed to this office within fifteen (15) days. This information, along with any affidavit providing supplemental information, will be forwarded to all members of Council.

Upon receipt of this communication, you are encouraged to contact your Council representative or any City Council member directly to discuss your appeal or share information related to the appeal process. Contact information for all members of the City Council is enclosed with this letter.

Either the mayor or a member of Council may introduce a resolution to modify or reverse CAR's decision considering your appeal. If the Council has not adopted such a resolution within 75 days, excluding city holidays and days on which the city government is closed due to a local emergency properly declared, from the date on which you filed your petition with my office, CAR's decision will be deemed to have been affirmed, unless both you and CAR agree in writing to extend this 75-day period.

If you need additional information, I may be reached at 646-7955, option 3.

Sincerely,

Candice D. Reid
City Clerk

Encl.

c: The Honorable Richmond City Council
Alex Dandridge, Secretary, Commission of Architectural Review

City Of Richmond, Virginia
City Council

District 7
Cynthia I. Newbille, President
646-3012
cynthia.newbille@rva.gov

District 2
Katherine L. Jordan, Vice President
646-6532
katherine.jordan@rva.gov

District 1
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646-5935
andrew.breton@rva.gov

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646-6055
kenya.gibson@rva.gov

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646-5646
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stephanie.lynch@rva.gov

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ellen.robertson@rva.gov

District 8
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646-6591
reva.trammell@rva.gov

District 9
Nicole Jones
646-2779
nicole.jones@rva.gov

Addressing mail to City Council
The Honorable (Councilmember's Name)
Representative, District (Councilmember's District)
900 East Broad Street, Suite 305
Richmond, Virginia 23219

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: Current Zoning: Historic District:

Application is submitted for: *(check one)*

- ☑ ~~☐ Alteration~~
- ☐ **Demolition**
- ☐ **New Construction**

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

Replacement of dilapidated, failed roof. Original roof was metal. Replacement materials are both shingle (main) and metal (porch). Main roof had significant damage and exposure to the elements, causing leaking and potential water damage.

Applicant/Contact Person: Austin Farrell
Company: N/A
Mailing Address: 510 W 20th Street
City: Richmond State: VA Zip Code: 25225 Telephone: (804) 986-9097
Email: AustinFarrell424@gmail.com
Billing Contact? Owner Applicant Type (*owner, architect, etc.)*:

Property Owner: Austin Farrell & Andrew Farrell
If Business Entity, name and title of authorized signee:
Mailing Address: same as above
City:
Telephone: (804) 380-9474
Email: afarrell89@gmail.com
Billing Contact?
Owner must sign at the bottom of this page*

Acknowledgement of Responsibility

State: Zip Code:

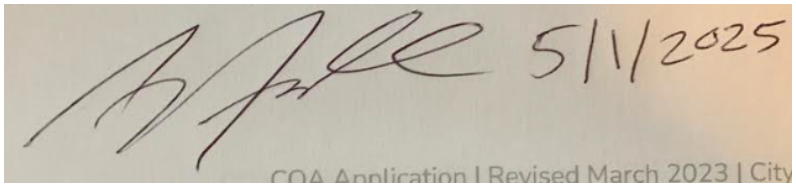
Compliance: If granted, you agree to comply with all conditions of the certificate of appropriateness (COA). Revisions to approved work require staff review and may require a new application and approval from the Commission of Architectural Review (CAR). Failure to comply with the conditions of the COA 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:



Certificate of Appropriateness
Application Instructions

Staff Contact: (804)-646-6569 | 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.

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 5th 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 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.

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: 510 W 20th st.

BUILDING TYPE ALTERATION TYPE

☑ single-family residence ☐ garage ☐ addition ☐ roof ☐ multi-family residence ☐ accessory structure ☐ foundation ☐ awning or canopy ☐ commercial building ☐ other ☐ wall siding or cladding ☐ commercial sign ☐ mixed use building ☐ windows or doors ☐ ramp or lift ☐ institutional building ☐ porch or balcony ☐ 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

☐ current building material conditions and originality of any materials proposed to be repaired or replaced ☐ proposed new 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) ☐ 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 ☐ list of current windows and doors ☐ current elevations (all sides) ☐ proposed site plan

☐ list of proposed window and door ☐ proposed elevations (all sides) ☐ current floor plans ☐ current roof

plan ☐ demolition plan ☐ proposed floor plans ☐ proposed roof plan ☐ perspective and/or line of sight ☐
legal “plat of survey”

Created 7/2016

OLD

New

Project Description

Replace main and porch roof. They both had significant damage and were causing other issues with the property.

Propose Work

Replacement of main and porch roof

Current material condition

Not good. Both were metal.

New materials

Asphalt shingle on the main roof, metal the porch roof

Drawings

N/A