



# Commission for Architectural Review

## Application for Certificate of Appropriateness

900 E. Broad Street, Room 510  
Richmond, VA 23219 | (804)-646-7550

[www.rva.gov/planning-development-review/commission-architectural-review](http://www.rva.gov/planning-development-review/commission-architectural-review)

RICHMOND PLANNING &  
DEVELOPMENT REVIEW



### Property (location of work)

Address: \_\_\_\_\_

Historic District: \_\_\_\_\_

### Applicant Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant Type:  Owner  Agent  Lessee

Architect  Contractor  Other (specify): \_\_\_\_\_

### Billing Contact

### Owner Information

Same as Applicant

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### Project Information

Project Type:  Alteration  Demolition

New Construction (Conceptual Review Required)

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 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. The CAR website has additional project guidance and required checklists: [www.rva.gov/planning-development-review/commission-architectural-review](http://www.rva.gov/planning-development-review/commission-architectural-review)

**Staff Contact: (804)-646-7550 | [Emily.Routman@richmondgov.com](mailto:Emily.Routman@richmondgov.com)**

### **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](http://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.

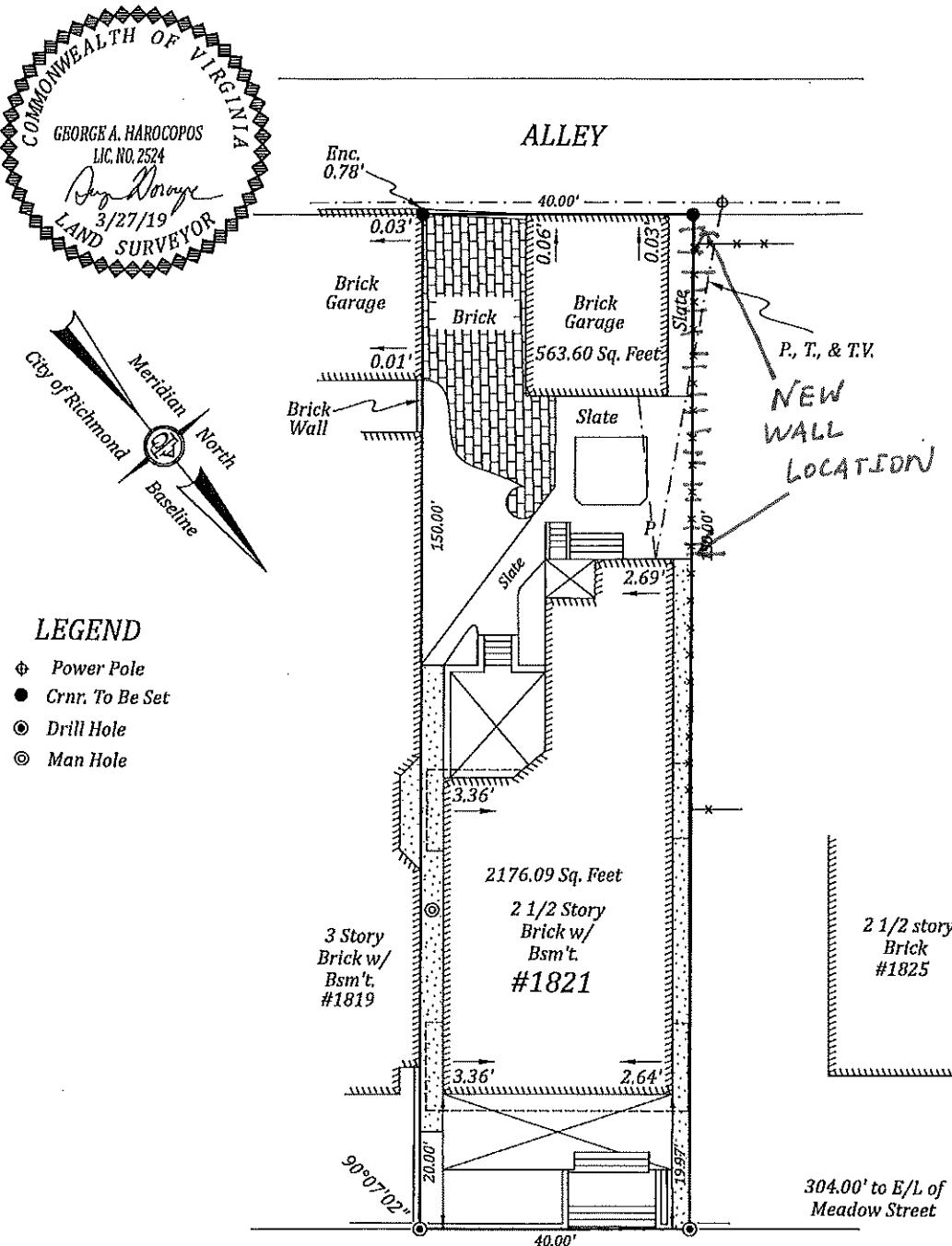
### **Fees**

- 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**

This is to certify that on 3/27/19  
 I made an accurate field survey of the known premises  
 shown hereon; that all improvements known or visible  
 are shown hereon; that there are no encroachments by  
 improvements either from adjoining premises, or from  
 subject premises upon adjoining premises, other than  
 shown hereon.

NOTE: THIS LOT APPEARS  
 TO BE IN FEMA FLOOD ZONE  
 AS SHOWN ON HUD  
 COMMUNITY PANEL NUMBERS  
5101290037D

NOTE:  
 This survey has been prepared without  
 the benefit of a title report and does  
 not therefore necessarily indicate all  
 encumbrances on the property.



**SURVEY OF**  
**LOT & IMPROVEMENTS LOCATED THEREON**  
**#1821 MONUMENT AVENUE**  
**RICHMOND CITY, VIRGINIA**

**JN 48344**  
**A. G. HAROCOPOS & ASSOCIATES, P.C.**  
**CERTIFIED LAND SURVEYOR AND CONSULTANT**  
**4920 E. MILLRIDGE PKWY. SUITE 200 MIDLOTHIAN VA. 23112**  
**Office 804 744 2630 FAX 804 744 2632**  
**E-MAIL AGHAROCOPOS72@GMAIL.COM**  
**Scale 1"=20' Date 3/27/19 Drawn by AGH**

**From:** [Reid, Joseph K. III](#)  
**To:** [Reid, Joseph K. III](#)  
**Date:** Tuesday, August 3, 2021 3:56:14 PM

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STREET VIEW

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ALLEY VIEW - EAST

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ALLEY VIEW - WEST

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