



# 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)



## Property (location of work)

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

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

### Applicant Information

### Billing Contact

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

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

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

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

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

Applicant Type:    Owner        Agent        Lessee

Architect    Contractor    Other (specify):

\_\_\_\_\_

### Owner Information

### Billing Contact

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**





## 815-821 MOSBY STREET

MULTI-FAMILY  
RESIDENTIAL DEVELOPMENT  
Richmond, VA 23223  
UNION HILL OLD AND HISTORIC DISTRICT  
R-63 Zoning

### Contents

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**Project Description - Certificate of Appropriateness**

The project proposed herein was presented for conceptual review in February of this year. As stated in that application and remaining pertinent relative to the project's concept - 'the project site occupies three combined vacant parcels near the intersection of Mosby and E Leigh/O St. The parcels have a combined area totalling just over 9,500 sf and form a triangular shape, wider along Mosby and with a narrow connection to a mid-block alley. The Mosby block the project joins is characterized by a variety of structures including a large 3-story 19th century residence mid-block, a contemporary 2-story apartment block on the adjacent site to the south, and an historic mixed-use 2-story storefront in neglected condition on the corner to the north. The site itself is characterized by a steep rise along Mosby that rounds the north corner and tapers along its northern edge and slopes gradually back to the alley. As such, the existing building on the corner sits 5-6 feet lower than the level section of this site, proving a unique challenge to tuck in a new building of any size without overwhelming the corner structure. The multi-family building proposed contains nine apartment units, the maximum allowed on this site in the R-63 zone. The majority of apartments, five of the nine, are 2-bedroom/2-bathroom. Nine required parking spaces are situated behind the building along the eastern section of the site and are accessed via the mid-block alley. The massing represents the project's goal to provide much needed residential density in the neighborhood with a form that is decomposed and articulated to appear as two distinct structures materially and volumetrically. The massing strategy places a larger 3-story volume against the contemporary apartment block to the south and a reduced 2-story volume that steps the project's composition down the site's slope to meet the smaller-scale corner building. The building's form takes contextual clues from the surrounding neighborhood's historic inventory while also weaving in elements and materials suitable for contemporary residential occupancy. Midway along the site's Mosby frontage, a new walk and stair connect the building's recessed main entry and 1st floor apartment entries to the neighborhood.'

The conceptual review produced a valid and productive critique of the initial proposal and resulted in the following suggestions:

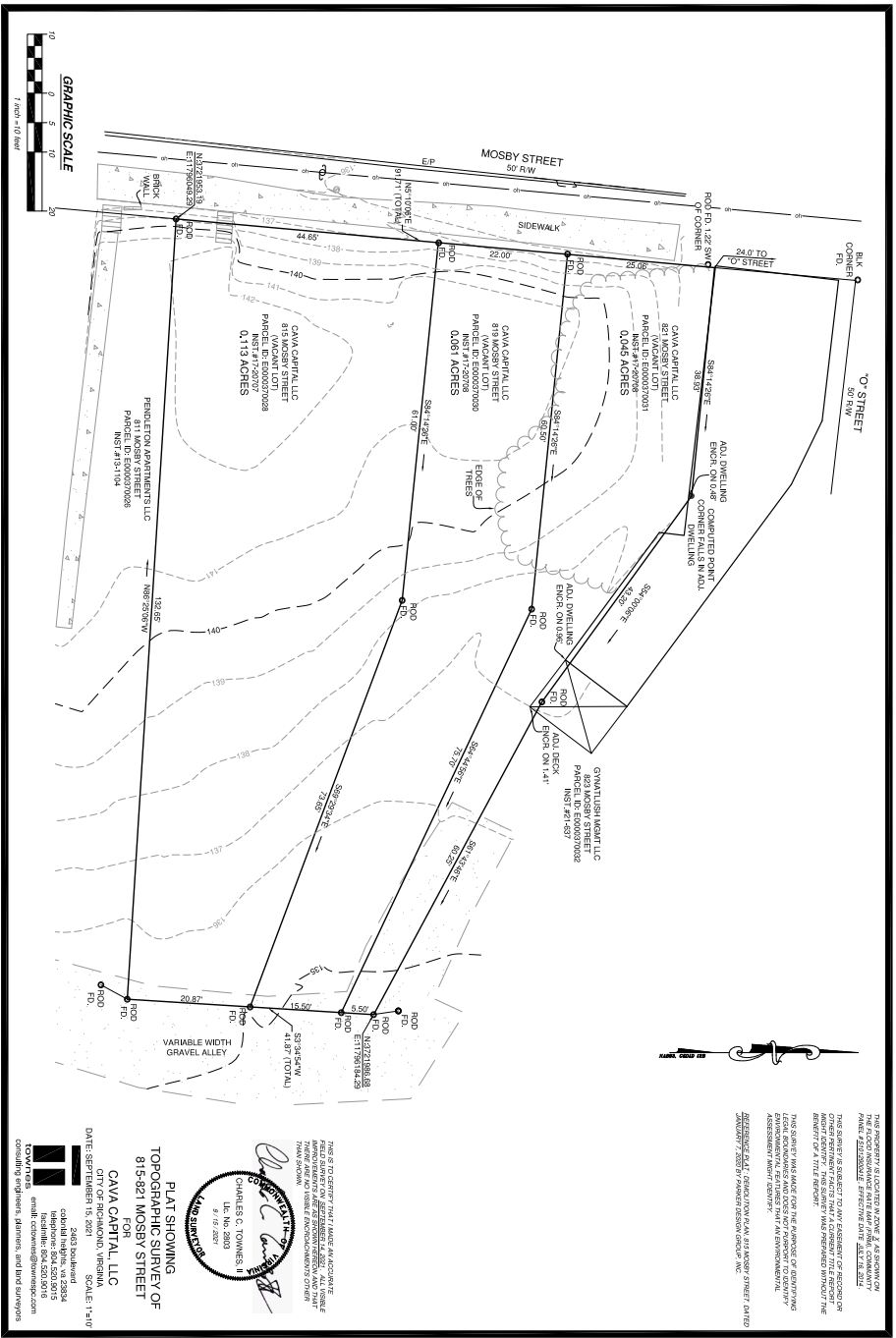
- 1/ Align the northern 2-story section facing Mosby St with the south 3-story section which parallels the street and adjacent structures to the south.
- 2/ Incorporate screen walls at the building's base in lieu of column structure to visually ground the building as seen from Mosby St where its 2nd level projects over the parking area.
- 3/ Revise the north 2-story brick section's balconies and parapet, from brick screen rails to open rails and roof in order to reduce the apparent weight of that section and unify the building's composition
- 4/ Consider extending the existing retaining wall running along the property's west/ Mosby St line from the south corner the remainder of the way across the street front, breaking only at an opening with steps to the building's main entry.
- 5/ Consider additional windows on the south elevation.

It is agreed that these listed suggestions enhance the project's contribution to its immediate context and all have been incorporated in the revised scheme outlined here.





View from corner of Mosby and Leigh Sts

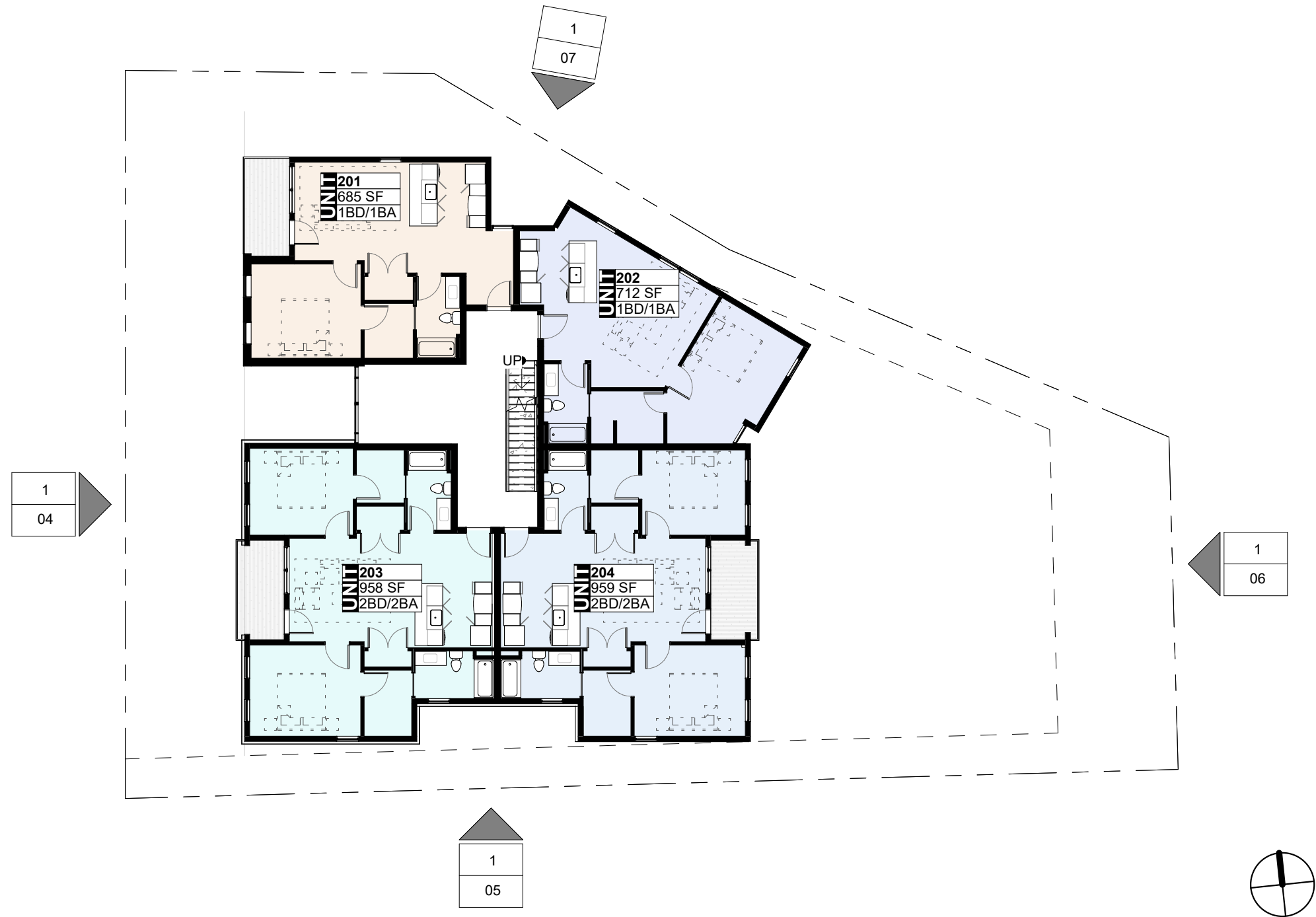


Property Survey by others



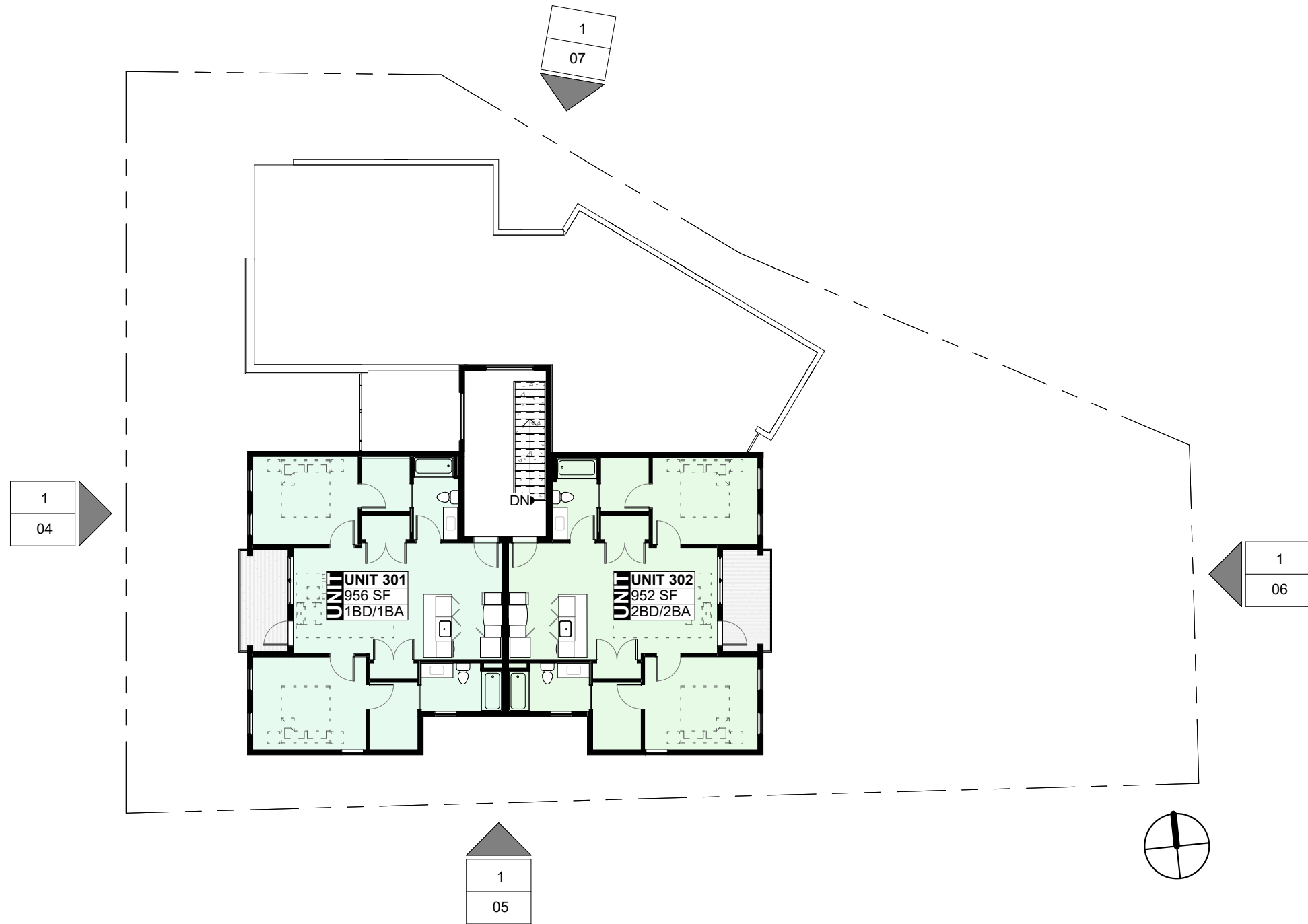






**1**  
**02** 2ND LEVEL FLOOR PLAN  
1/16" = 1'-0" 0 8 16 24 FT





**1**  
**03** 3RD LEVEL FLOOR PLAN  
1/16" = 1'-0" 0 8 16 24 FT



KEYNOTES - BUILDING...



MARK	DESCRIPTION
01	PREFINISHED FIBER CEMENT LAP SIDING, COLOR TBD
02	RUNNING BOND BRICK VENEER, COLOR TBD
03	METAL CLAD FULL LITE DOOR, COLOR TBD
04	METAL RAILING, COLOR TBD
05	WOOD FRAMED DECK, STAINED AND SEALED
06	TPO MEMBRANCE ROOF
07	PAINTED COMPOSITE PORCH FASCIA
08	COMPOSITE OR FIBER CEMENT CORNICE, PAINTED TO MATCH LAP SIDING WITH PREFINISHED METAL PARAPET CAP
09	METAL STOREFRONT OR CURTAIN WALL SYSTEM WITH SPANDREL PANEL AT FLOOR PLATES
10	METAL CLAD DOUBLE HUNG WINDOW, COLOR TBD
12	ASPHALT PAVED PARKING
13	EXISTING WALL TO BE CONTINUED ALONG PROPERTY LINE

WEST / MOSBY ST ELEVATION

KEYNOTES - BUILDING...



MARK	DESCRIPTION
01	PREFINISHED FIBER CEMENT LAP SIDING, COLOR TBD
02	RUNNING BOND BRICK VENEER, COLOR TBD
03	METAL CLAD FULL LITE DOOR, COLOR TBD
04	METAL RAILING, COLOR TBD
05	WOOD FRAMED DECK, STAINED AND SEALED
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09	METAL STOREFRONT OR CURTAIN WALL SYSTEM WITH SPANDREL PANEL AT FLOOR PLATES
10	METAL CLAD DOUBLE HUNG WINDOW, COLOR TBD
13	EXISTING WALL TO BE CONTINUED ALONG PROPERTY LINE

SOUTH ELEVATION



KEYNOTES - BUILDING...



EAST ELEVATION

MARK	DESCRIPTION
01	PREFINISHED FIBER CEMENT LAP SIDING, COLOR TBD
02	RUNNING BOND BRICK VENEER, COLOR TBD
03	METAL CLAD FULL LITE DOOR, COLOR TBD
04	METAL RAILING, COLOR TBD
05	WOOD FRAMED DECK, STAINED AND SEALED
06	TPO MEMBRANCE ROOF
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13	EXISTING WALL TO BE CONTINUED ALONG PROPERTY LINE



NORTH ELEVATION

KEYNOTES - BUILDING...

MARK	DESCRIPTION
01	PREFINISHED FIBER CEMENT LAP SIDING, COLOR TBD
02	RUNNING BOND BRICK VENEER, COLOR TBD
03	METAL CLAD FULL LITE DOOR, COLOR TBD
04	METAL RAILING, COLOR TBD
05	WOOD FRAMED DECK, STAINED AND SEALED
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**VIEW FROM SOUTHWEST**  
with Materials Index





VIEW - ELEVATION IN CONTEXT ON MOSBY ST





**VIEW** - VIEW FROM CORNER OF MOSBY AND E LEIGH STREETS