



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: 1606 WEST GRACE STREET

Historic District: WEST GRACE STREET

Applicant Information ☐ Billing Contact

Name: AARON OLSON

Email: aaron@dbao.design

Phone: (804) 960-4234

Company: DESIGNS BY AARON OLSON, INC.

Mailing Address: 3325 PINEBROOK DRIVE
RICHMOND, VA 23225

Applicant Type: ☐ Owner ☐ Agent ☐ Lessee

☒ Architect ☐ Contractor

Other (specify): DESIGNER

Owner Information ☐ Billing Contact

☐ Same as Applicant

Name: CHARLES BURTON

Email: CHARLES.M.BURTON.JR@GMAIL.COM

Phone: (757) 256-7777

Company: _____

Mailing Address: 1606 W. GRACE STREET
RICHMOND, VA 23220

****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):

- NEW FRAMED PORCH - EAST AND NORTH SIDES OF STRUCTURE
 - NEW BLACK METAL GATE TO REPLACE EXISTING ROTTEN PRESURE TREATED WOOD GATE FACING WEST GRACE STREET
 - NEW BLACK METAL GATES/BRICK PIERS TO SECURE PARKING ON NORTH W/ FENCE TO EAST.
- Acknowledgement of Responsibility - NEW RAISED PLANTER/HARDSCAPE PAVING

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 C. M. Burton Jr

Date 4.28.22

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:

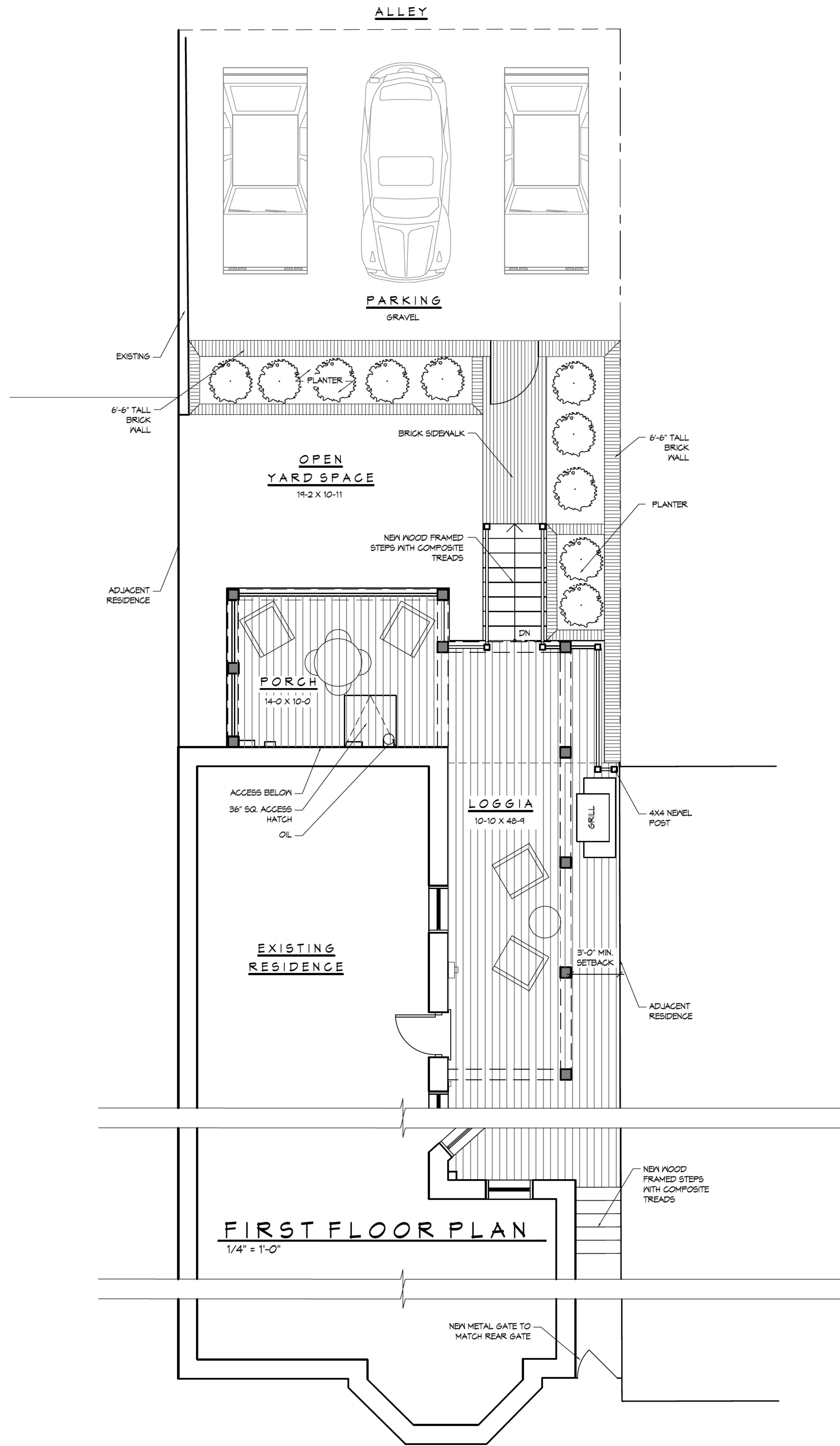
- One (1) signed and completed application (PDF) - property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before 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



Proposed Addition for:
Mitch Burton
1606 West Grace Street
Richmond, Virginia

Issued: 4.28.2022

Revised:

Sheet:



REAR ELEVATION

1/4" = 1'-0"

NOTE: NEW FRONT GATE TO MATCH
NEW METAL GATE IN REAR



RIGHT SIDE ELEVATION

1/4" = 1'-0"









1606

NO





