



# 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**



April 28<sup>th</sup>, 2022

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: 713 N 24<sup>th</sup> Street (E000-0333/026)**

Members of the Commission,

This memorandum shall serve as the applicant's statement for an application to be reviewed by the Commission of Architectural Review (the "CAR") for the proposed construction of a new single-family detached dwelling on the property known as 713 N 24<sup>th</sup> Street (the "Property").

The Property is located on the eastern line of N 24<sup>th</sup> Street between M and Cedar Streets and lies in Richmond's Union Hill City Old and Historic District. Existing structures in the district are noted as being known for a variety of architectural styles and materials as well as a range of land uses. The 700 Block of N 24<sup>th</sup> Street is anchored at its north end with the Cedar Street Baptist Church and its historic masonry building. The rest of the 700 Block consists primarily of two-story, single-family historic dwellings. These dwellings consist of a range of styles and forms with excellent examples of Greek Revival and Italianate dwellings with gabled, false mansard, and Italianate rooflines. Another notable feature of this block is the number of dwellings with two bays or windows instead of the more common three bays found on many historic dwellings within the City.

The Property owner is proposing to construct a two-story, single-family detached dwelling on the currently vacant Property. The dwelling would contain 2 bedrooms and 2 ½

bathrooms in roughly 1,500 square feet of finished floor area. The dwelling has been designed with a floorplan which reflects the realities of a 14' wide dwelling while retaining modern and desirable features expected by the current homeowner. Bedrooms with en suite baths would be located on the second floor. A full width covered front porch, similar to those found on the dwellings throughout the block, will provide additional outdoor living area and engage the street.

### Siting:

The Property is approximately 20 feet in width and contains roughly 2,721 square feet of lot area. The 20-foot lot width is consistent with the existing development pattern and can be found throughout the block including the parcels immediately adjacent to the north and across N 24<sup>th</sup> Street. In the front, the Property is elevated from the sidewalk and in the rear the Property can be access from the existing north-south alley.

Per City zoning standards, the proposed dwelling would be set back from the street to recognizes the siting of the adjacent dwellings which would result in a 16.25' front yard setback. The dwelling would be 14 feet in width to allow for sufficient side yard setback from the property line. The existing retaining wall and stairs would be replaced with a new, low wall and staircase to access the dwelling.

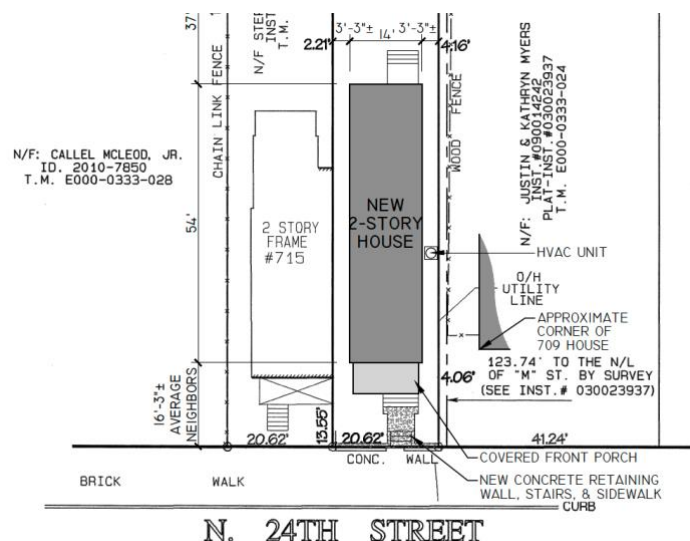
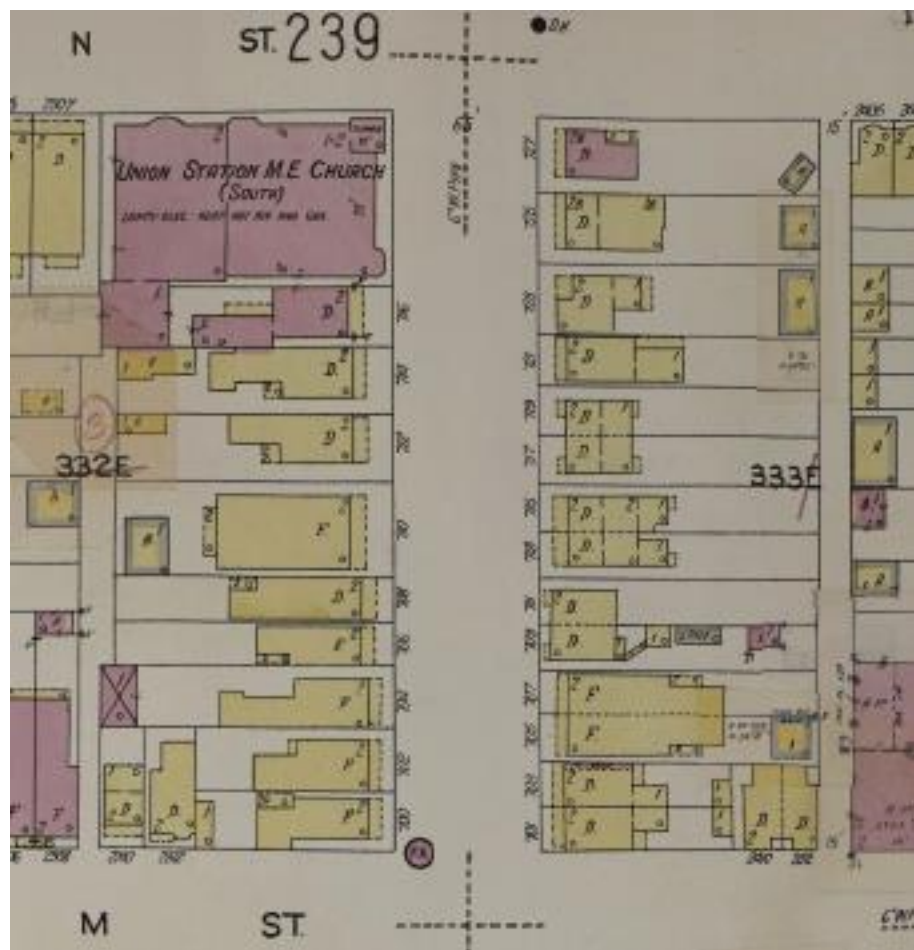


Figure 1: Site layout of the proposed dwelling

**Form:**

The proposed dwelling has been designed to be reflective of the existing lot configuration and to be consistent with the historic forms found in the area. The dwelling has been designed with a two-bay Italianate façade which offers appropriate transition from the three-bay Italianate dwelling to the south to the two-bay Greek Revival dwelling to the north. The full-width covered front porch, two-over-two windows, and transom over the front door are all features which can be found on other historic dwellings within the block. Furthermore, the caps and pedestals on the porch columns and corbels along the roofline add additional architectural interest and create a visually appealing design which is compatible with the existing dwellings in the neighborhood.



*Figure 2: 1925 Sanborn map showing original layout of dwellings along Pink Street.*

**Scale:**

As noted above, the proposed design of the new dwelling is consistent with the scale and character of the existing dwellings within the neighborhood and will appear appropriate from street level. The design features, transom, and roofline details add human-scale elements to the design while the full-width front porch address the street creates a pedestrian oriented street frontage.



*Figure 3: Existing dwellings adjacent to the subject parcels*

**Height, Width, Proportion, & Massing**

Existing residential structures within the block are predominantly two stories and constructed with lap siding. Both attached and detached single-family dwellings are found in the block as well. At two stories, and constructed of lap siding, the proposed dwelling is comparable in height with the other structures on the block.

**Exterior Cladding/Doors and Windows/Materials**

Exterior cladding, doors and windows, foundation, and roofing are as noted on the attached plans. Cementitious siding was chosen for its durability and desirable aesthetics. Materials were selected to be consistent with CAR requirements and with other dwellings



within the Union Hill Old and Historic District. A finish schedule including doors and windows is provided for the dwelling.

The proposed design would be compatible with the historical fabric of the neighborhood as it recognizes the siting, scale, form, and massing of the contributing structures in the neighborhood. As noted by the CAR's *Handbook and Design Review Guidelines*, the Union Hill City Old and Historic District is characterized by a wide variety of architectural styles. The proposed dwelling provides traditional architectural style offering desirable housing opportunities within the area while remaining consistent with the fabric of the historic district. Furthermore, many of the design elements of the proposed dwelling can be found on historically significant dwellings both throughout the Union Hill district and within the same block. The proposed single-family detached dwelling addresses the unique considerations of the lot size, shape, and underlying zoning while also acknowledging the historical characteristics of the Union Hill Neighborhood.

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 [markbaker@bakerdevelopmentresources.com](mailto:markbaker@bakerdevelopmentresources.com) or (804)874-6275.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Baker', with a stylized, cursive script.

Mark R. Baker

Baker Development Resources, LLC



PROJECT CONTACTS:

DEVELOPER:  
SEAN STILWELL  
804.698.9949

CONTRACTOR:  
KIWI DEVELOPMENT  
804-869-8600

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

# NEW 2-STORY, SINGLE-FAMILY DETACHED HOUSE IN RICHMOND'S UNION HILL NEIGHBORHOOD

713 N 24TH ST. HOUSE

713 NORTH 24TH STREET  
RICHMOND, VIRGINIA 23223

## DRAWING INDEX

## DRAWINGS

NO.	SHEET TITLE
CS	COVER SHEET
XI.I	SITE PHOTOS
CI.I	ARCHITECTURAL SITE PLAN
AI.I	FLOOR PLANS
A2.I	FRONT & LEFT SIDE EXTERIOR ELEVATIONS
A2.2	REAR & RIGHT SIDE EXTERIOR ELEVATIONS & EXTERIOR FINISH SCHEDULE

NEW 2-STORY, SINGLE-FAMILY DETACHED HOUSE  
IN RICHMOND'S UNION HILL NEIGHBORHOOD

713 N 24TH ST. HOUSE

715 NORTH 24TH STREET  
RICHMOND, VIRGINIA 23223

NOT FOR  
CONSTRUCTION



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

DATE/MARK:  
9.25.2020

COVER SHEET

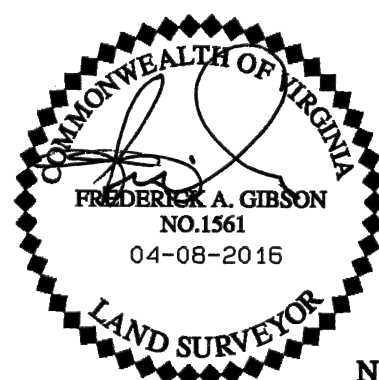
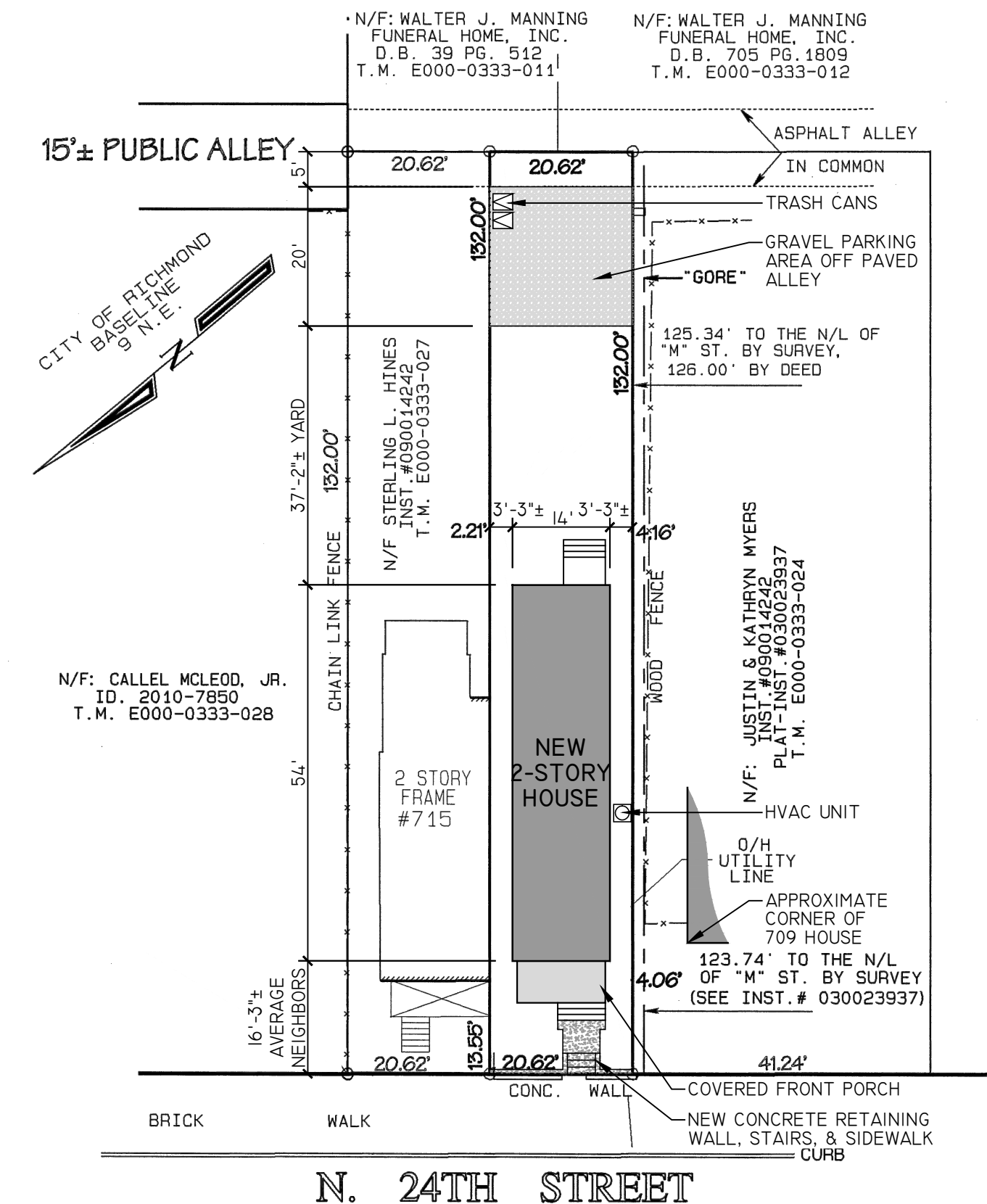
CS



			<p><b>PROJECT CONTACTS:</b></p> <p>DEVELOPER: SEAN STILWELL 804.698.9949</p> <p>CONTRACTOR: KIWI DEVELOPMENT 804-869-8600</p> <p>ARCHITECT: CHRISTOPHER WOLF CHRIS WOLF ARCHITECTURE, PLLC 804-514-7644</p>
<p>717-725 N. 24TH ST.</p>	<p>709-715 N. 24TH ST. - 713 PROJECT LOCATION</p>	<p>701-707 N. 24TH ST.</p>	<p>NEW 2-STORY, SINGLE-FAMILY DETACHED HOUSE IN RICHMOND'S UNION HILL NEIGHBORHOOD</p> <p><b>713 N 24TH ST. HOUSE</b></p> <p>713 NORTH 24TH STREET RICHMOND, VIRGINIA 23223</p>
			
<p>704 N. 24TH ST. - ACROSS STREET</p>	<p>708-710 N. 24TH ST. - ACROSS STREET</p>	<p>712 N. 24TH ST. - ACROSS STREET</p>	
			<p><b>NOT FOR CONSTRUCTION</b></p> <p>SET/REVISION: C.A.R. CONCEPTUAL REVIEW</p> <p>DATE/MARK: 09.25.2020</p> <p>SITE PHOTOS <b>XI.I</b></p>
		<p>CEDAR ST. BAPTIST CHURCH - CORNER OF N 24TH</p>	



NO WARRANTY IS HEREBY GIVEN OR IMPLIED AS TO THE EXISTENCE OR NON-EXISTENCE OF WETLANDS, RESOURCE PROTECTION AREAS, RESOURCE MANAGEMENT AREAS, TOXIC WASTE, GARBAGE OR WASTE DISPOSAL AREAS, LANDFILLS, UNDERGROUND STORAGE TANKS, CEMETERIES OR BURIAL SITES, SHRINK/SWELL SOILS, OR UNDERGROUND UTILITIES.  
CURRENT OWNER(S): N/F STEADFAST VENTURES, LLC INST 160005912 T.M. E000-0333-026



**FREDERICK A. GIBSON  
& ASSOCIATES, P.C.**  
PROFESSIONAL LAND SURVEYORS  
11521-G MIDLOTHIAN TURNPIKE  
N. CHESTERFIELD, VA. 23235 PHONE 804 378-4485

J.N. 8905-28

01 | ARCHITECTURAL SITE PLAN  
1" = 20'

PROPOSED CONSTRUCTION OVERLAID ON PLAT BY OTHERS;  
FORMAL LOT DIVISION PLAN SHALL BE PROVIDED BY OTHERS;  
PROFESSIONAL STAMP DOES NOT APPLY

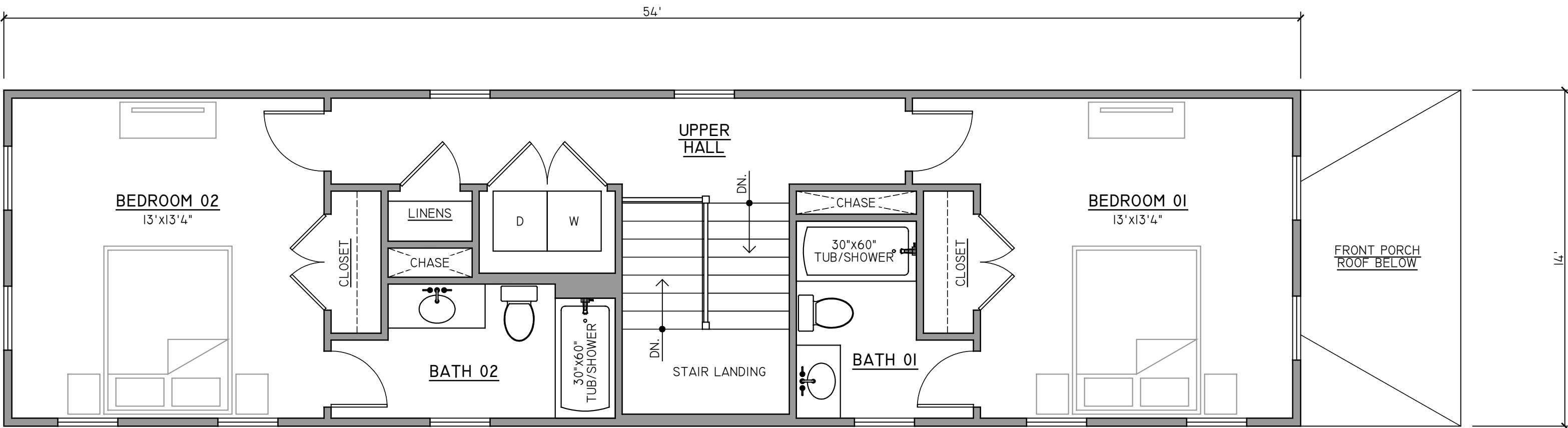
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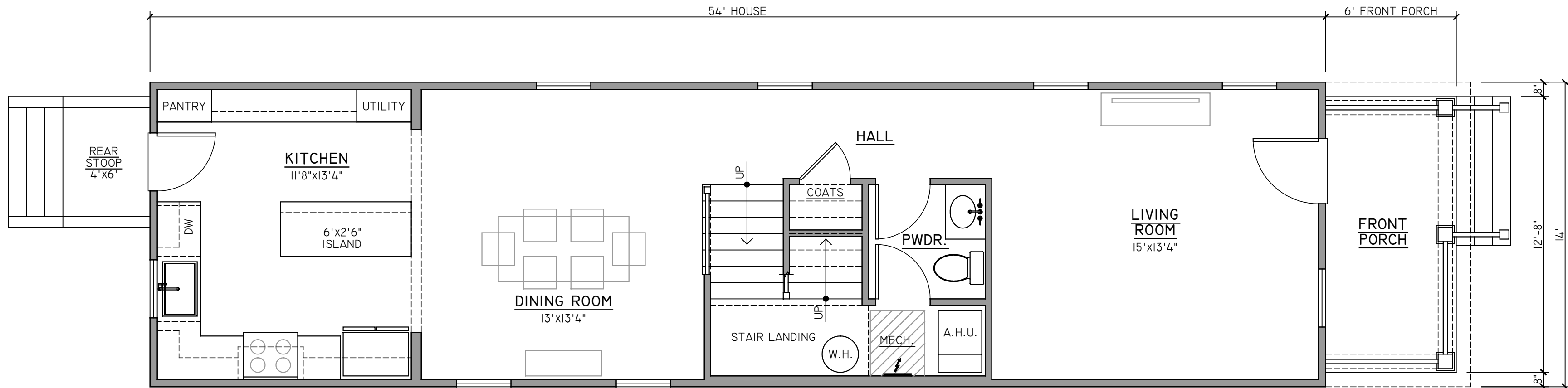
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ARCHITECTURAL  
SITE PLAN  
**CI.1**



01 | SECOND FLOOR PLAN  
1/4" = 1'



01 | FIRST FLOOR PLAN  
1/4" = 1'

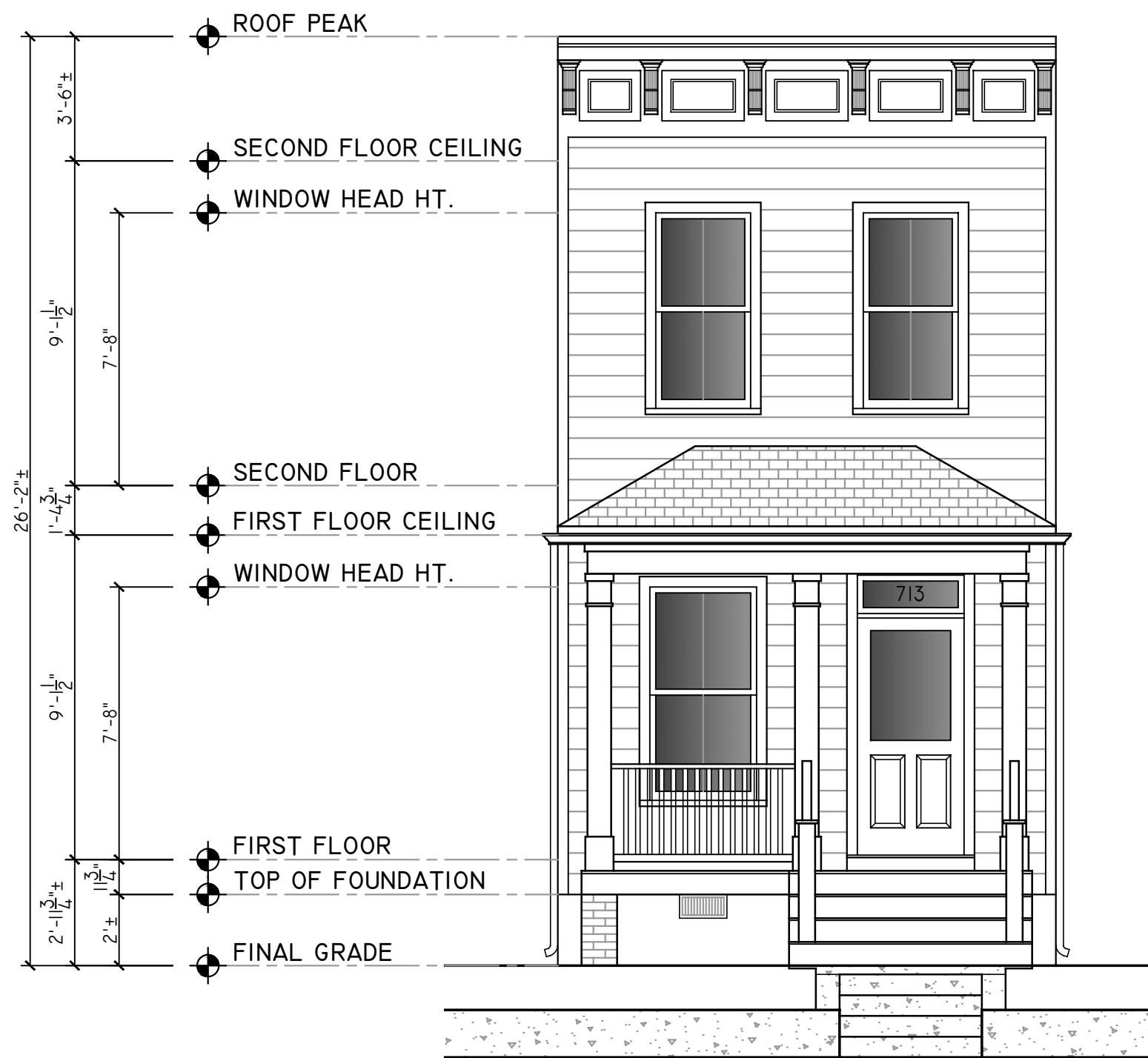
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IN RICHMOND'S UNION HILL NEIGHBORHOOD  
**713 N 24TH ST. HOUSE**  
713 NORTH 24TH STREET  
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FIRST & SECOND  
FLOOR PLANS  
**AI.1**



01 | FRONT ELEVATION  
1/4" = 1'



02 | LEFT SIDE ELEVATION  
1/4" = 1'

PROJECT CONTACTS:  
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SEAN STILWELL  
804.698.9949  
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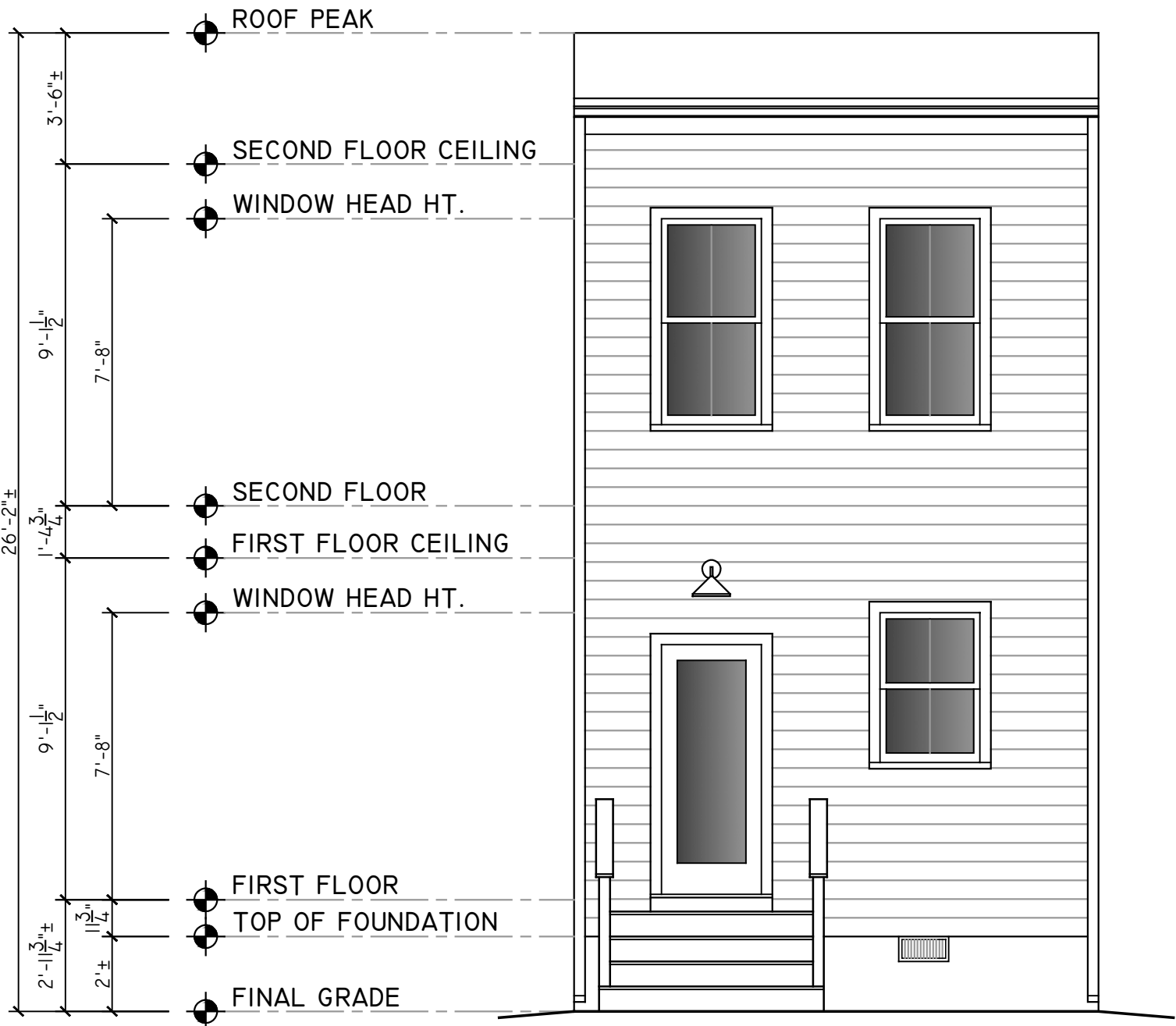
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FRONT & LEFT SIDE  
EXTERIOR ELEVATIONS  
**A2.1**

EXTERIOR FINISH SCHEDULE		
NO.	COMPONENT/MATERIAL	COLOR/FINISH
01	BRICK PORCH PIERS	"RICHMOND RED" BRICK
02	PARGED FOUNDATION	DARK GRAY
03	HARDIE 7" EXPOSURE LAP SIDING	PER DEVELOPER
04	COMPOSITE/HARDIE TRIM	ARCTIC WHITE
05	COMPOSITE/HARDIE SOFFITS	ARCTIC WHITE
06	DOORS - SOLID WOOD	PER SCHEDULE, PAINTED PER DEVELOPER
07	WOOD WINDOWS APPROVED BY C.A.R.	PER SCHEDULE, FACTORY WHITE
08	FRONT & PORCH ROOF	GRAY/BLACK 3-TAB SHINGLES
09	MAIN ROOF - TPO	FACTORY WHITE
10	ALUMINUM GUTTER & DOWNSPOUTS	PREFINISHED WHITE
11	FRONT PORCH: P.T. WOOD FRAMING WRAPPED IN COMPOSITE TRIM, T&G COMPOSITE DECKING	WHITE FRAMINGN WRAP WITH PEWTER GRAY DECKING
12	FRONT PORCH RAILING: WOOD "RICHMOND" RAIL	PAINTED WHITE
13	FRONT PORCH COLUMNS: 8" SQUARE ARCHITECTURAL	PAINTED WHITE
14	REAR DECK: P.T. WOOD FRAMING, DECKING, RAILING	NATURAL TREATED WOOD
15	WALL-MOUNTED LANTERNS AT DOORS	BLACK

1. ALL MATERIALS & COLORS MUST MEET GENERAL C.A.R. REQUIREMENTS.
2. EXTERIOR ELEVATION NOTES ARE TYPICAL ACROSS ALL EXTERIOR ELEVATIONS UNLESS NOTED OTHERWISE.
3. GRADES SHOWN APPROXIMATE. V.I.F.



01 | REAR ELEVATION

1/4" = 1'



02 | RIGHT SIDE ELEVATION

1/4" = 1'

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REAR & RIGHT SIDE  
EXTERIOR ELEVATIONS

A2.2