



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)

2618 E Clay Street Richmond VA 23223

Address: _____

Church Hill

Historic District: _____

Applicant Information ☐ Billing Contact

Maggie Lines and Jonathan Jones

Name: _____

maggielines@gmail.com

Email: _____

804-677-8213

Phone: _____

Company: _____

2618 E Clay Street

Mailing Address: _____

Richmond VA 23223

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)

Project Description (attach additional sheets if needed):

Build a screened in porch in the place of an existing 16'x10' deck on the back of the house. The roof will be grey metal, the same used on the front of the house. The other materials will be pressure treated lumber, composite deck board in a dark brown for the floor and stairs. Black screens for the sides. All trim will match the existing color of the trim on the house which is Sherwin Williams Roycroft Vellum.

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 an application materials should be prepared in compliance with zoning.

Signature of Owner

Maggie Lines

Date

4-19-22

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:

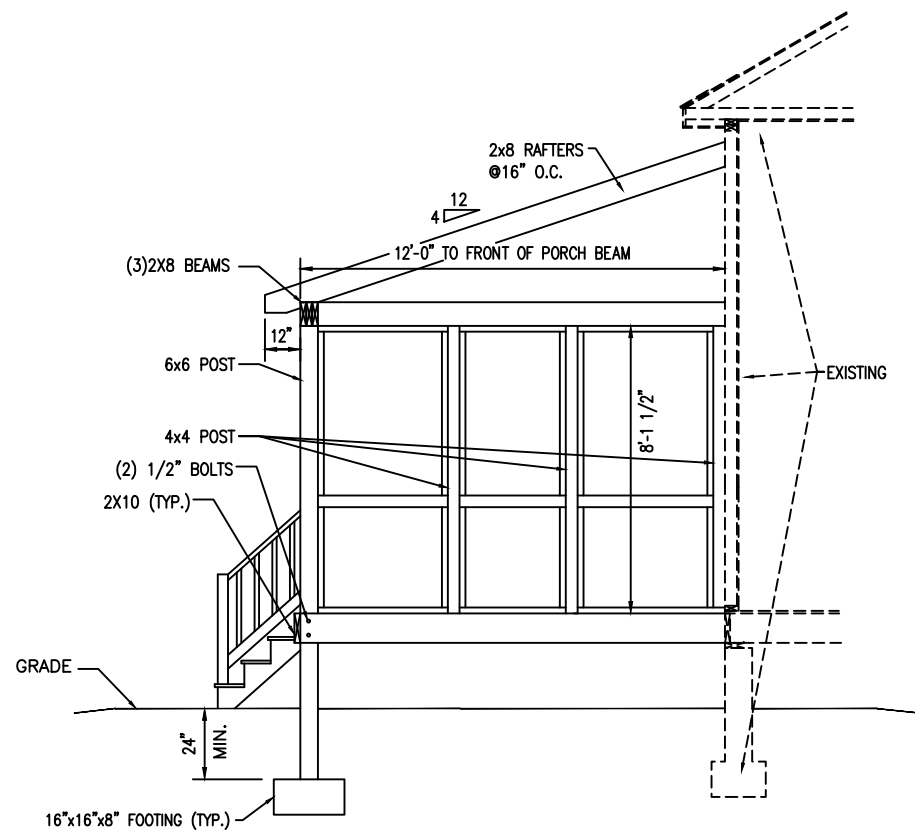
- One (1) signed and completed application (PDF) – property owner's signature required
- One (1) copy of supporting documentation, as indicated on appropriate checklist (PDF)
- Application fee, if required, will be invoiced via the City's Online Permit Portal. Payment of the fee must be received before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

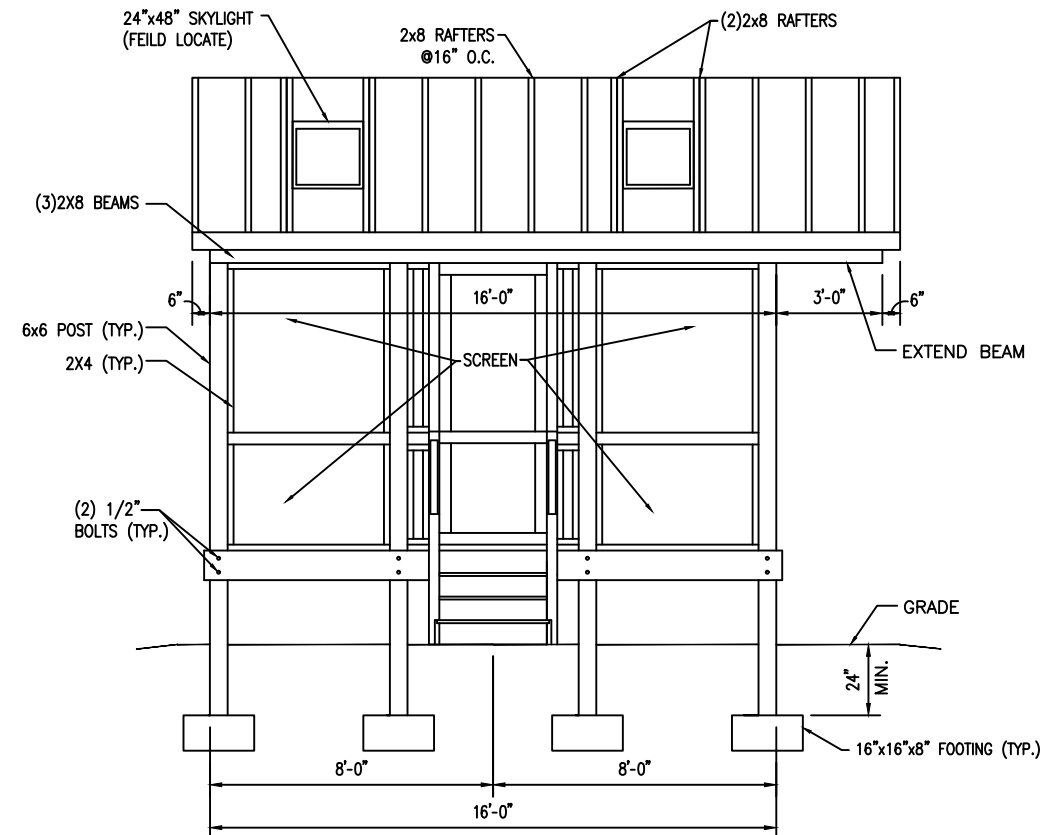
- The CAR meets on the fourth Tuesday of each month, except for December when it meets on the third Tuesday.
- The hearing of applications starts at 4:00pm via Microsoft Teams. The owner and/or applicant is encouraged to attend the meeting.
- All applications are due at 12 noon the Friday after the monthly 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

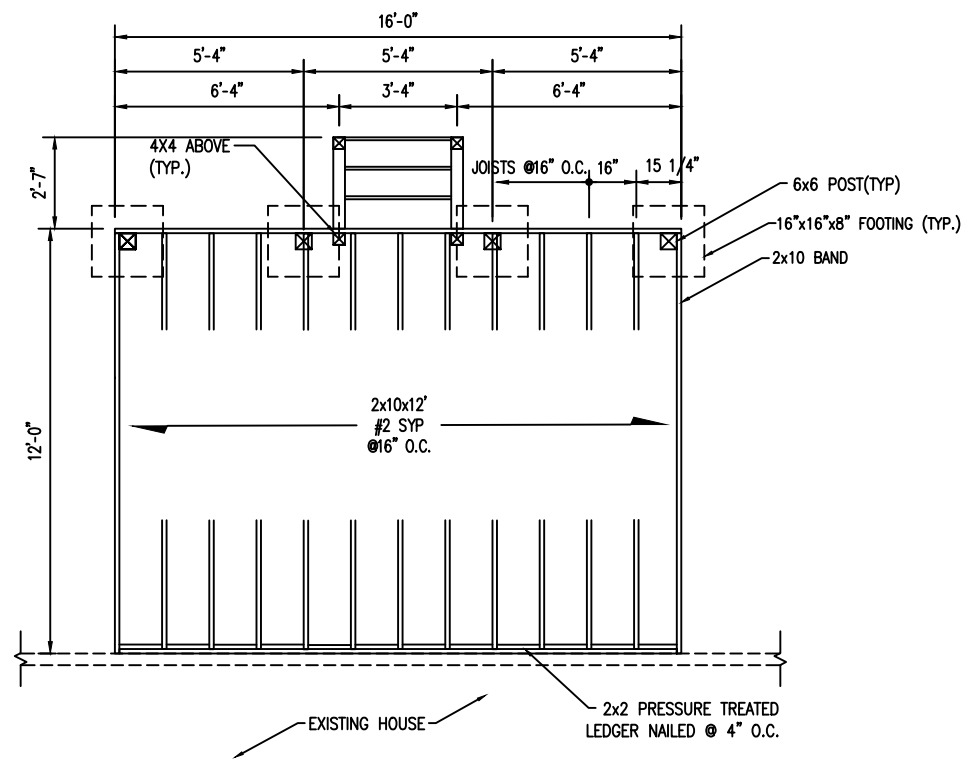
- **Full Demolition:** \$1,500
- **New construction/addition to a building other than for a single- or two-family dwelling or accessory building, including multi-family or mixed-use developments:** \$500
- **New construction/addition to a single- or two-family dwelling, or accessory building:** \$250
- **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



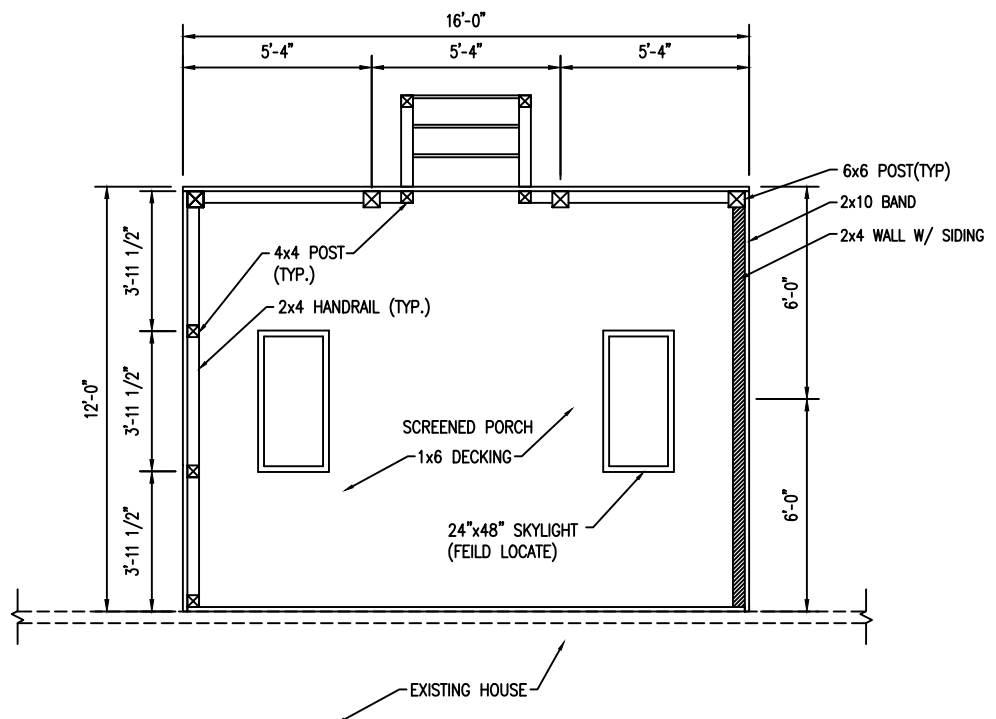
SIDE ELEVATION
SCALE: 3/16" = 1'-0"



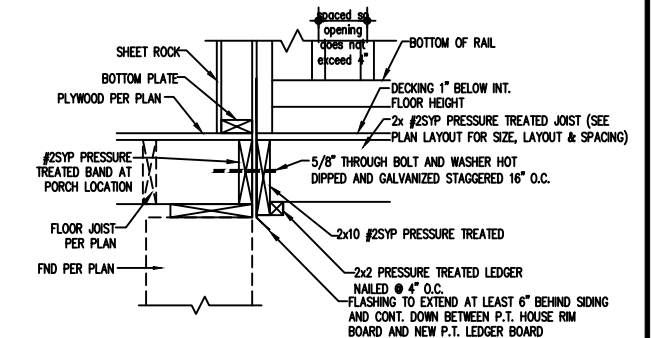
REAR ELEVATION
SCALE: 3/16" = 1'-0"



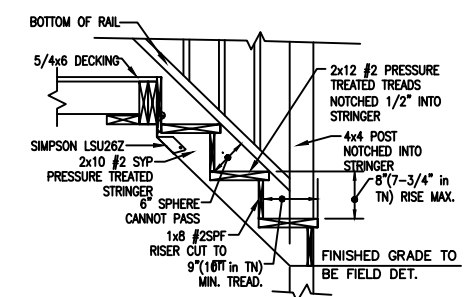
JOIST PLAN
SCALE: 3/16" = 1'-0"



FLOOR PLAN
SCALE: 3/16" = 1'-0"



TYPICAL CRAWL HOUSE/DECK CONNECTION DETAIL
NOT TO SCALE

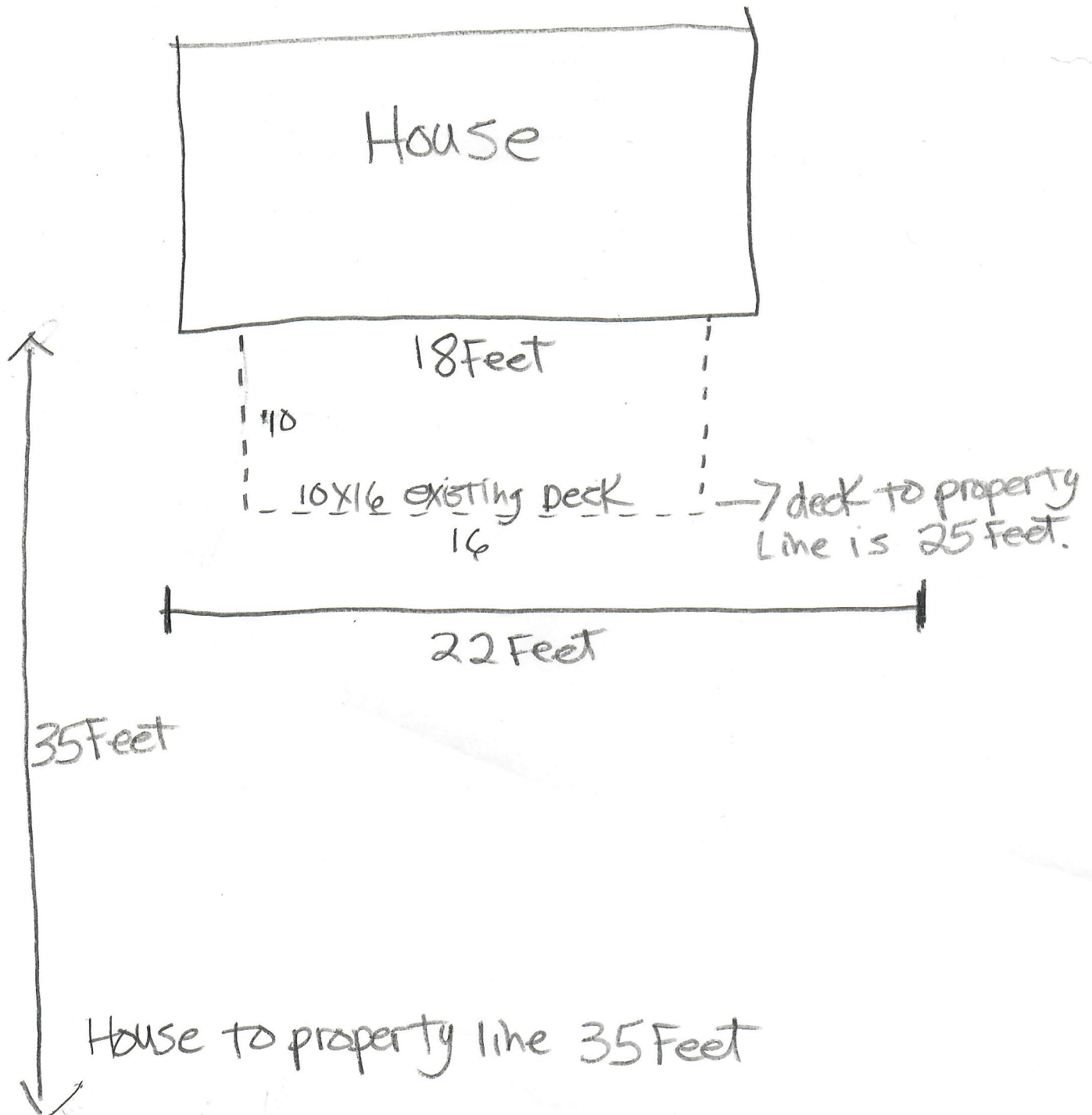


STAIR DETAIL
NOT TO SCALE

Professional Home Services
2403 Capehart rd
Richmond VA 23294
Mike Gundersen (804) 216-5924
ProHomeVA@aol.com

Property
2618 e clay st
Richmond VA
23223

View from back property line



4 Foot Ally not included





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