



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



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

Staff Contact: (804)-646-7550 | 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 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**



CERTIFICATE OF APPROPRIATENESS

NEW CONSTRUCTION CHECKLIST

Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on site.

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

PROPERTY ADDRESS: 1843 West Grace Street Richmond, Virginia 23220

NEW BUILDING TYPE

- ☐ single-family residence
- ☐ multi-family residence
- ☐ commercial building
- ☐ mixed use building
- ☐ institutional building
- ☐ garage
- ☒ accessory structure
- ☐ other

DRAWINGS (refer to required drawing guidelines)

- ☒ floor plans
- ☒ elevations (all sides)
- ☒ roof plan
- ☒ list of windows and doors, including size, material, design
- ☒ context drawing showing adjacent buildings
- ☒ perspective
- ☒ site plan
- ☒ legal plat of survey

WRITTEN DESCRIPTION

- ☒ describe new structure including levels, foundation, siding, windows, doors, roof and details
- ☒ state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- ☒ material description; attach specification sheets if necessary

PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- ☒ site as seen from street, from front and corners, include neighboring properties

1843 W Grace Street Richmond, Virginia 23220

NEW GARDEN SHED TO BE ADDED IN REAR COURTYARD

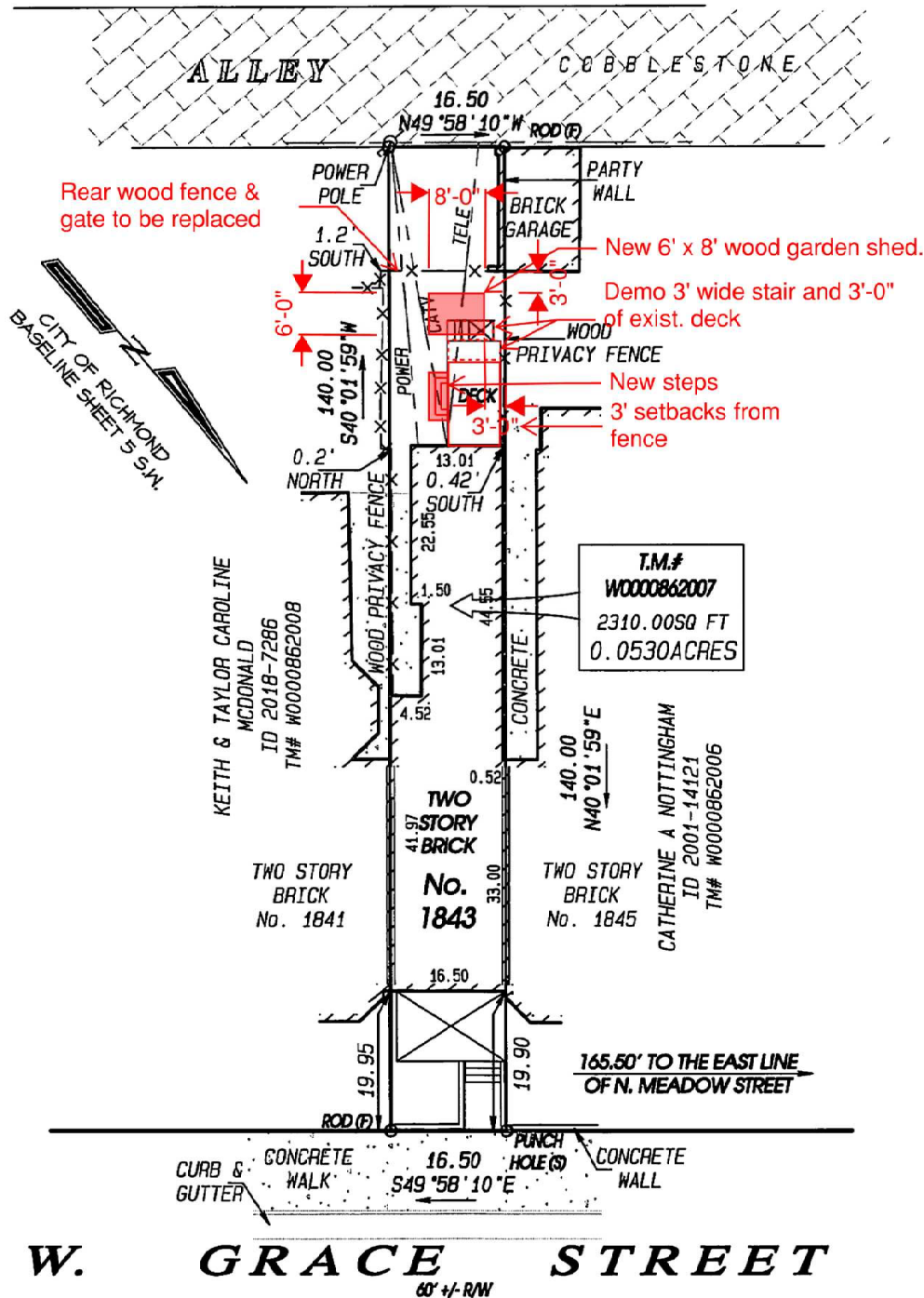
SUMMARY FOR CAR REVIEW SUBMITTAL

- EXISTING HOUSE IS A THREE STORY ITALIANATE STYLE BRICK ROW HOUSE WITH TWO APARTMENT UNITS A & B.
- NEW SHED TO BE LOCATED BEHIND EXISTING PRIVACY FENCE IN REAR COURTYARD. SHED WILL BE MOSTLY SCREENED FROM SIGHT EXCEPT TOP OF ROOF RIDGE SEEN FROM ALLEY.
- STRUCTURE IS A PREFABRICATED & PRIMED WOOD GARDEN SHED BY SHED LIQUIDATORS. FINAL PAINTING BY OWNER.
- SIZE 6'-0" WIDE X 8'-0" DEEP X 6'-0" HIGH WALLS - 8'-6" TO PEAK OF GABLE.
- STRUCTURE TO SIT ON A COMPACTED GRAVEL FOUNDATION.
- GALVALUME 6/12 PITCH 25 YEAR METAL ROOF.
- WOOD SIDING WILL BE CUSTOM PAINTED TO MATCH CAR COLOR SELECTIONS.
- TRANSOME GLASS LIGHTS IN DOORS AND ROUND VENT IN GABLE.
- PAIR OF 2'-0" DOORS WITH METAL HARDWARE
- MODIFYING EXISTING DECK TO MAKE SPACE FOR SHED.
- 3'-0" SETBACKS MAINTAINED AROUND SHED TO MEET ZONING.
- NEW PRESSURE TREATED WOOD REPLACEMENT FENCE.
- SITE SURVEY, EXISTING PHOTOS, DIMENSIONED PLANS, ELEVATIONS, PERSPECTIVES IMAGES AND SPECIFICATIONS ATTACHED.
- SHED DESIGN RESPECTS HISTORIC NEIGHBORHOOD CHARACTER.
- REFERENCED RICHMOND CAR PAINT GUIDLINES PAGES 1-20 AND COLOR PALETTE PAGES 8-11.

OWNER:

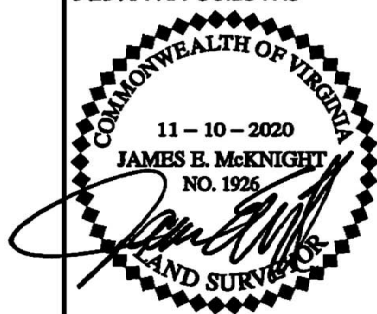
JAMES M POCILUYKO
1843 W GRACE STREET
RICHMOND, VIRGINIA 23220
816-399-7812

NOTES: THIS PROPERTY IS LOCATED IN F.E.M.A. FLOOD ZONE "X".
CURRENT OWNER: GREGORY & KRISTIN CRANDALL ID 98-29735



**PLAT SHOWING IMPROVEMENTS ON No. 1843 W. GRACE STREET,
IN THE CITY OF RICHMOND, VIRGINIA.**

PURCHASERS:
JAMES M POCILUYKO &
DEBRA K. POCILUYKO



THIS IS TO CERTIFY THAT ON **NOVEMBER 10, 2020**, I MADE AN ACCURATE FIELD SURVEY OF THE PREMISES SHOWN HEREON; THAT THERE ARE NO ENCROACHMENTS BY IMPROVEMENTS EITHER FROM ADJOINING PREMISES OR FROM SUBJECT PREMISES UPON ADJOINING PREMISES, OTHER THAN AS SHOWN HEREON. THIS SURVEY IS BEING FURNISHED WITHOUT BENEFIT OF A TITLE REPORT. PREMISES SHOWN HEREON IS SUBJECT TO EASEMENTS OF RECORD OR OTHERWISE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS PLAT COMPLIES WITH THE MINIMUM STANDARDS ESTABLISHED BY THE VIRGINIA STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, AND LAND SURVEYORS. SCALE: 1" = 30'



**McKNIGHT
& ASSOCIATES, P.C.**

LAND SURVEYORS PLANNERS

201 TWIN RIDGE LANE
RICHMOND, VIRGINIA 23235
TELEPHONE (804) 320-2646

JOB NUMBER: 89082843

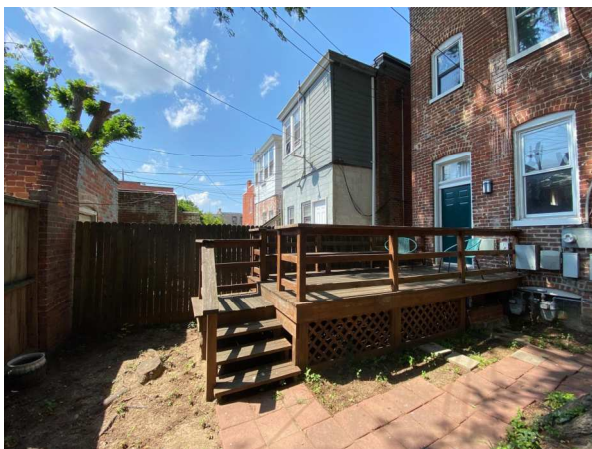


ALLEY PARKING SPACE

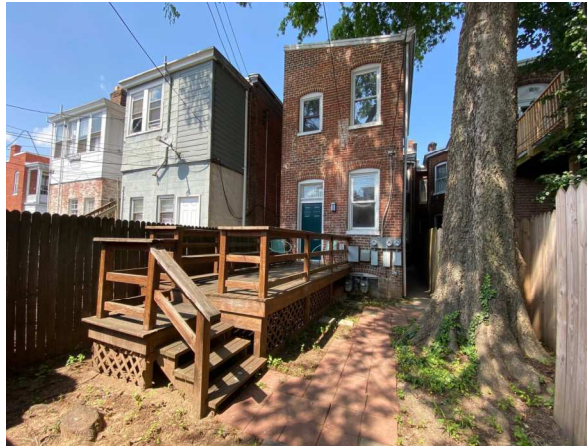
EXISTING REAR PROPERTY



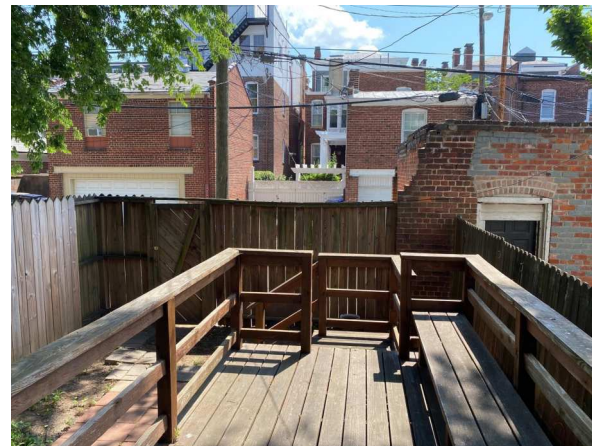
ALLEY PARKING SPACE



COURTYARD FACING NORTHWEST



COURTYARD FACING NORTH



COURTYARD FACING SOUTH

1843 WEST GRACE STREET
RICHMOND VIRGINIA 23220

PREFABRICATED SHED SPECIFICATIONS

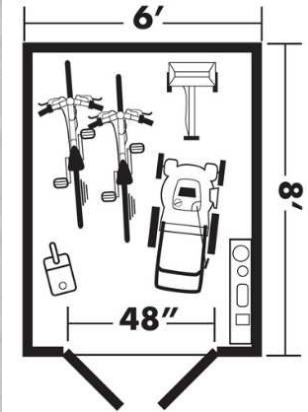
- **Installation options:** Professional on-site shed installation and delivery included - FREE installation within 50 miles of distribution center
- **Country of origin:** Hand-crafted in the U.S.A.
- **Dimensions:** 6' W x 8' D x 8'6" H
- **Actual floor size:** 6' w x 8' d
- **Cubic foot storage:** 329
- **Size Category:** Small
- **Sidewall height:** 6' - maximizes long-handled tool storage space
- **Peak height:** 8'6"
- **Double door opening:** 48" W | **Height:** 70"
- **Handle:** Heavy-duty locking-T handle
- **Door hinges:** Full-length galvanized steel hinges prevent door sagging. Decorative door hinges add extra charm
- **Construction:** Heavy-duty 2x4 frame stands up to heavy wind and snow loads
- **Metal Roof:** Galvalume roof system -
 - Roof warranty: 25-year warranty
- **Warranty:** 2-year top-to-bottom warranty
- **Transom window size:** 9"x20" (2)
- **Floor joist spacing:** 16" on center
- **Roof pitch:** 6/12
- **Maximum roof load** (lb./sq.ft): 30 psf
- **Maximum wind resistance:** 110 m.p.h.
- **Stud spacing:** 24"
- **Overhang length:** 1.375" front | 4.75" sides
- **Assembled weight:** 900 lbs.
- **Siding:** LP® siding - provides complete resistance against termites and fungal decay
- **Factory primed siding,** ready to paint (paint/painting not included)
- **Paint:** Trim: 1 qt. | Doors: 1 qt. | Siding: 2 gal. | Caulk: 1 tube
- **Uses:** Our small 6'x8' gardening sheds are designed to store garden tools, bicycles, lawn equipment, collectibles, wheel barrows, lawn mowers and much more.



GARDEN SHED IMAGE

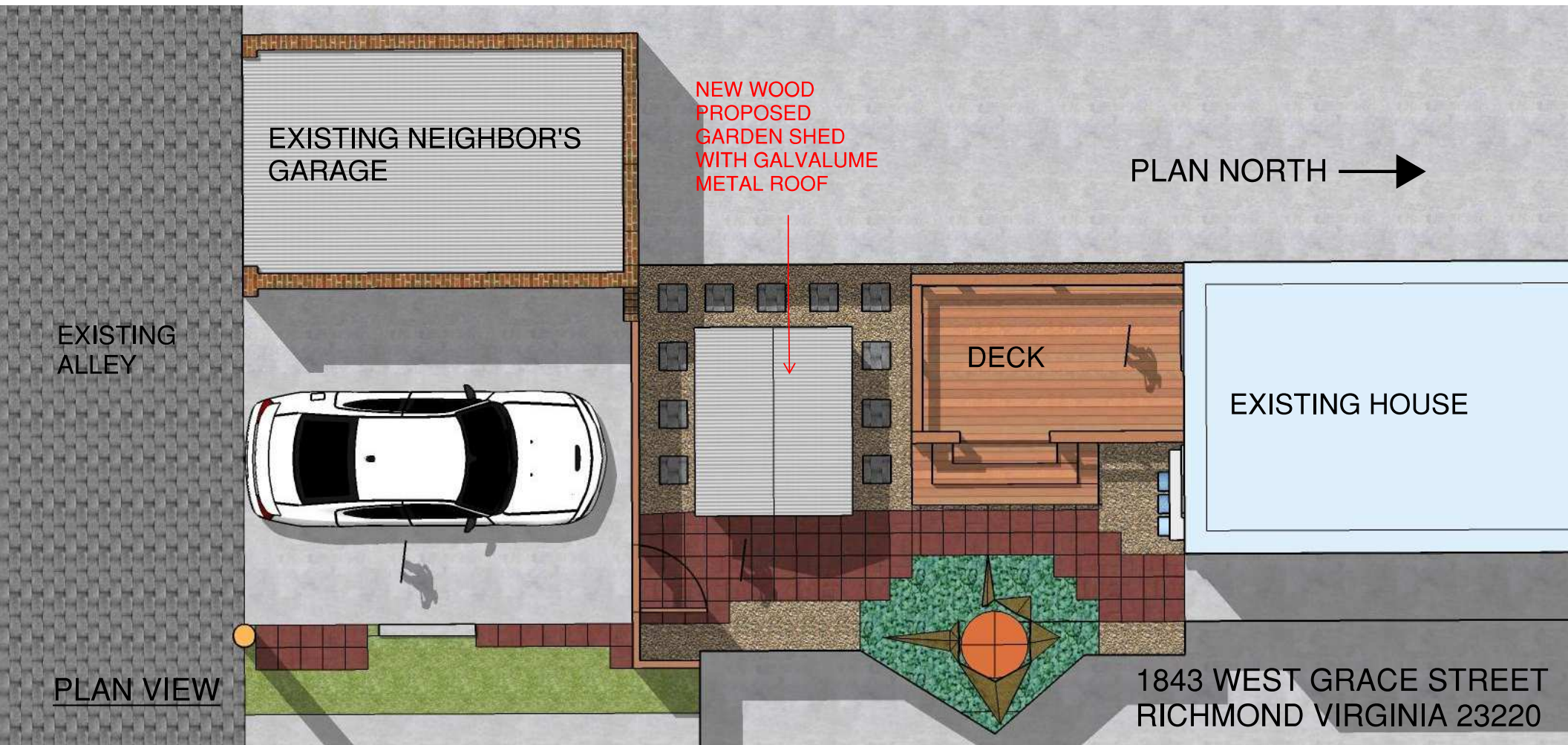


GARDEN SHED IMAGE



GARDEN SHED PLAN

1843 WEST GRACE STREET
RICHMOND VIRGINIA 23220





EXISTING ALLEY

AREAL VIEW

NEW PROPOSED 6' X 8'
WOOD SIDED GARDEN
SHED 8'-6" HIGH TO PEAK
AND SITS ON WD.
FOUNDATION ON STONE
BASE. CUSTOM PAINTED

7'-2" HIGH WOOD
REPLACEMENT
FENCE AND GATE

1843 WEST GRACE STREET
RICHMOND VIRGINIA 23220



EXISTING NEIGHBOR'S GARAGE

NEW PROPOSED 6' X 8'
WD. SIDED GARDEN
SHED 8'-6" HIGH TO PEAK
AND SITS ON WD.
FOUNDATION ON STONE
BASE. CUSTOM PAINTED

7'-2" HIGH WOOD
REPLACEMENT
FENCE

EXISTING ROW
HOUSE. ADJACENT
PROPERTIES NOT
SHOWN

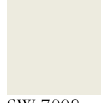
EXISTING POWER POLE

EXISTING ALLEY

1843 WEST GRACE STREET
RICHMOND VIRGINIA 23220

REAR PERSPECTIVE

TRIM



SW 7008

SIDING



SW 2816

DOOR



SW 2847

MTL. ROOF
SIM.



SW 6207

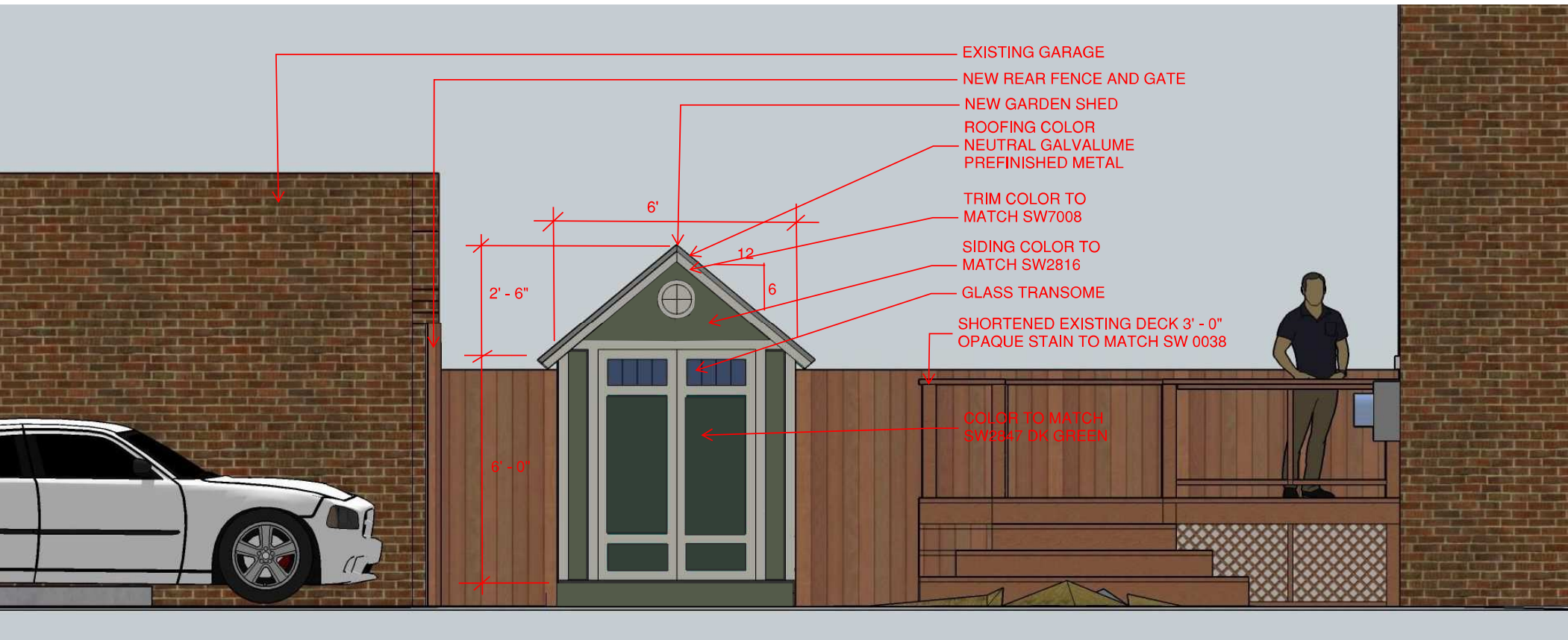
DECKING
STAIN



SW 0038

Italianate, Second Empire, and Queen Anne Styles

EXTERIOR COLOR SCHEDULE FROM "CAR COLOR PALETTE"



SOUTH ELEVATION

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