



# 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](http://www.rva.gov/planning-development-review/commission-architectural-review)



### Property (location of work)

Address: 615 N 25th St  
Historic District: Church Hill North

### Applicant Information ☒ Billing Contact

Name: Sam Tuttle  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Company: \_\_\_\_\_  
Mailing Address: 615 N 25th St, 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):

Please see attached description.


### 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 Samuel Tuttle

 Digitally signed by Samuel Tuttle  
Date: 2022.06.27 13:19:06 -04'00'

Date 06/27/2022

# 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)-646-6569 | [alex.dandridge@rva.gov](mailto:alex.dandridge@rva.gov) | [alyson.oliver@rva.gov](mailto: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](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

PROJECT DESCRIPTION

The proposed project scope is comprised of a one-story addition to the side of an existing two-story single-family residence. While located on the side of the house, the proposed addition will have minimal visibility from 25th Street, as shown in the schematic exterior perspectives.

To provide distinctness from the existing horizontal plank siding of the majority of the house, while still responding to the materiality of a previous addition, the proposed exterior cladding material is Hardie Panel siding, which is to be painted white.

Double-hung windows with simulated-divided-lites, and having the same muntin pattern of the existing windows, are proposed for the majority of the windows for the a new addition. Where a larger window is proposed along the southeast facade, the muntin proportion is proposed to be similar to the existing and proposed double-hung windows.

ZONING REVIEW

ZONING DISTRICT R-63 RESIDENTIAL (MULTI-FAMILY URBAN)

REQUIRED SETBACKS

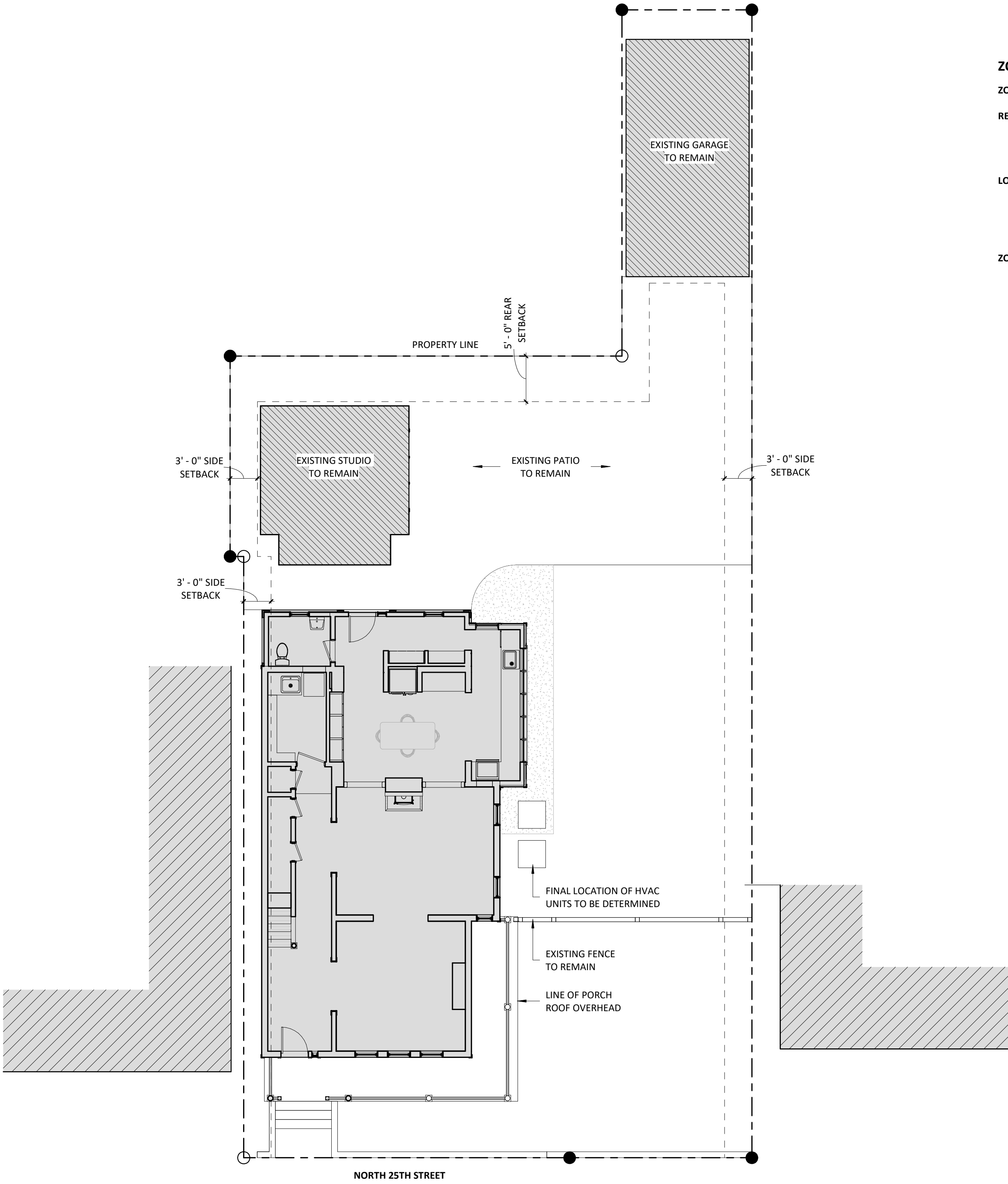
FRONT	NONE
SIDE (SINGLE-FAMILY)	3' - 0"
REAR (SINGLE-FAMILY)	5' - 0"

LOT COVERAGE

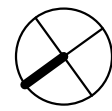
MAXIMUM ALLOWABLE	65%
PARCEL SQUARE FEET	2950.73 (PER CITY OF RICHMOND)
CURRENT COVERAGE	60.76 % (1793 BUILT SF/2950.73 LOT SF)
PROPOSED COVERAGE	64.19 % (1894 BUILT SF/2950.73 LOT SF)

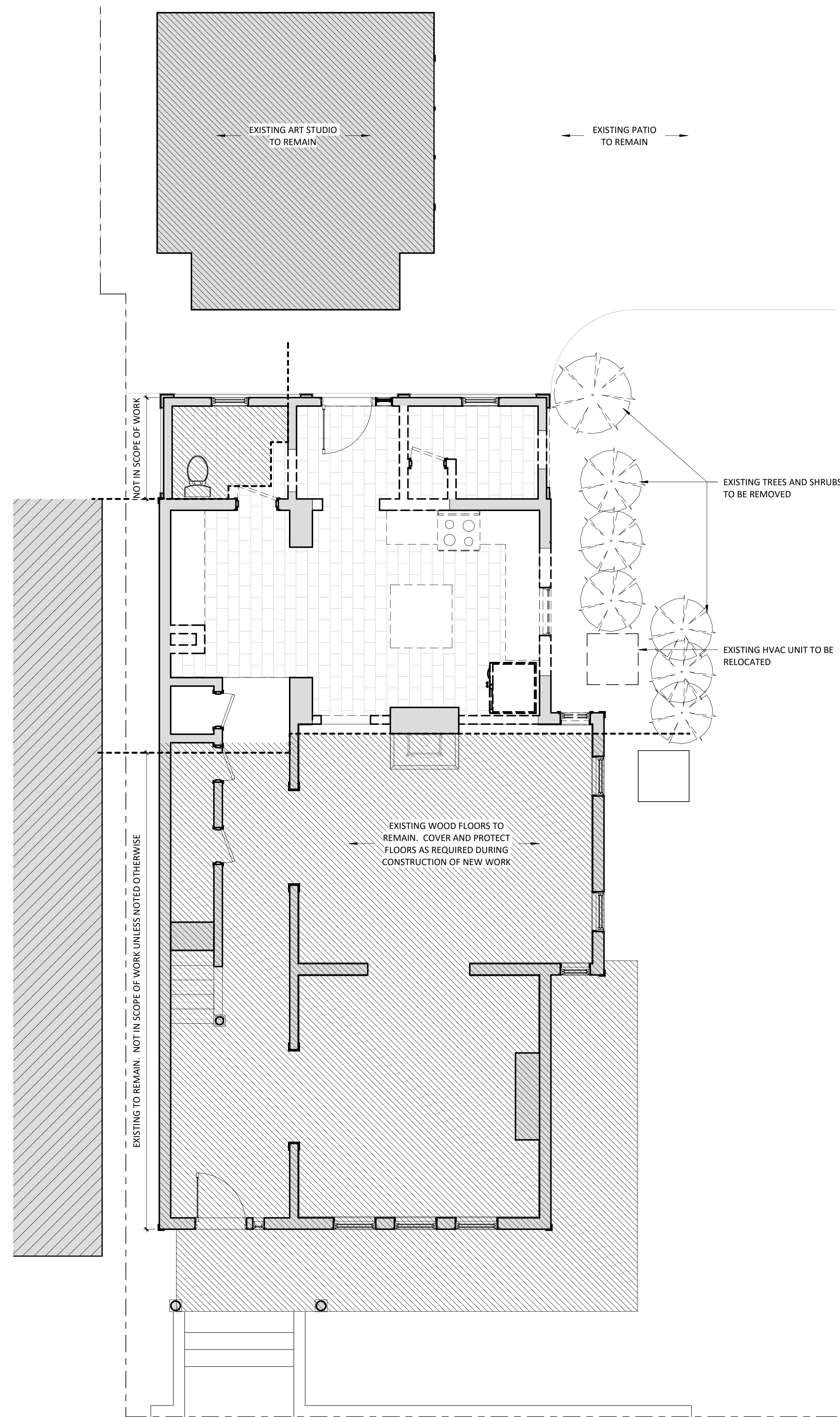
ZONING APPROVALS

THE PROPERTY IS LOCATED WITHIN THE HISTORIC DISTRICT OF CHURCH HILL. COMMISSION OF ARCHITECTURAL REVIEW (CAR) REVIEW AND APPROVAL OF THE PROPOSED DESIGN IS REQUIRED.

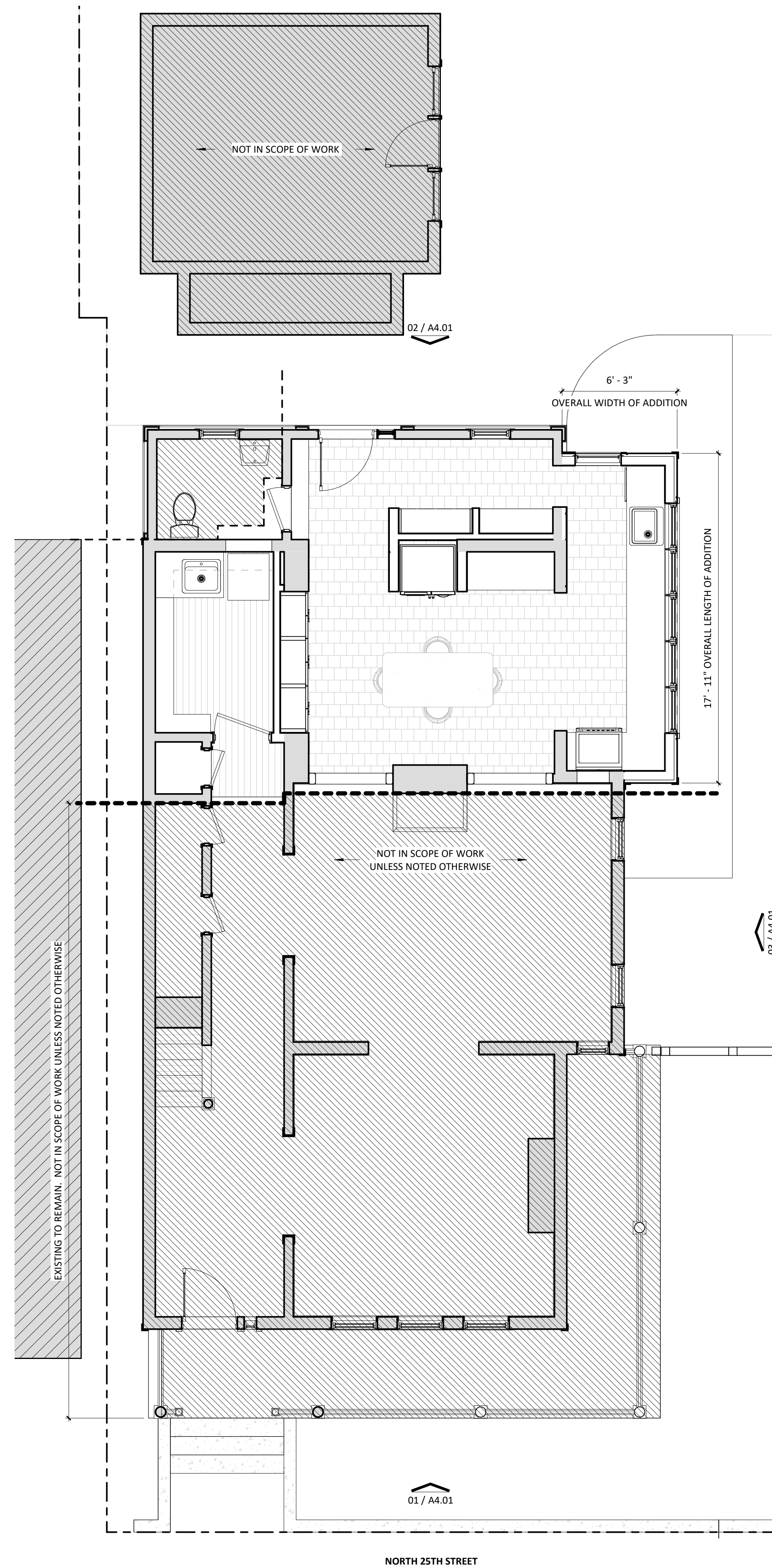


01 ARCHITECTURAL SITE PLAN  
1/8" = 1'-0"

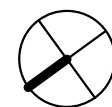


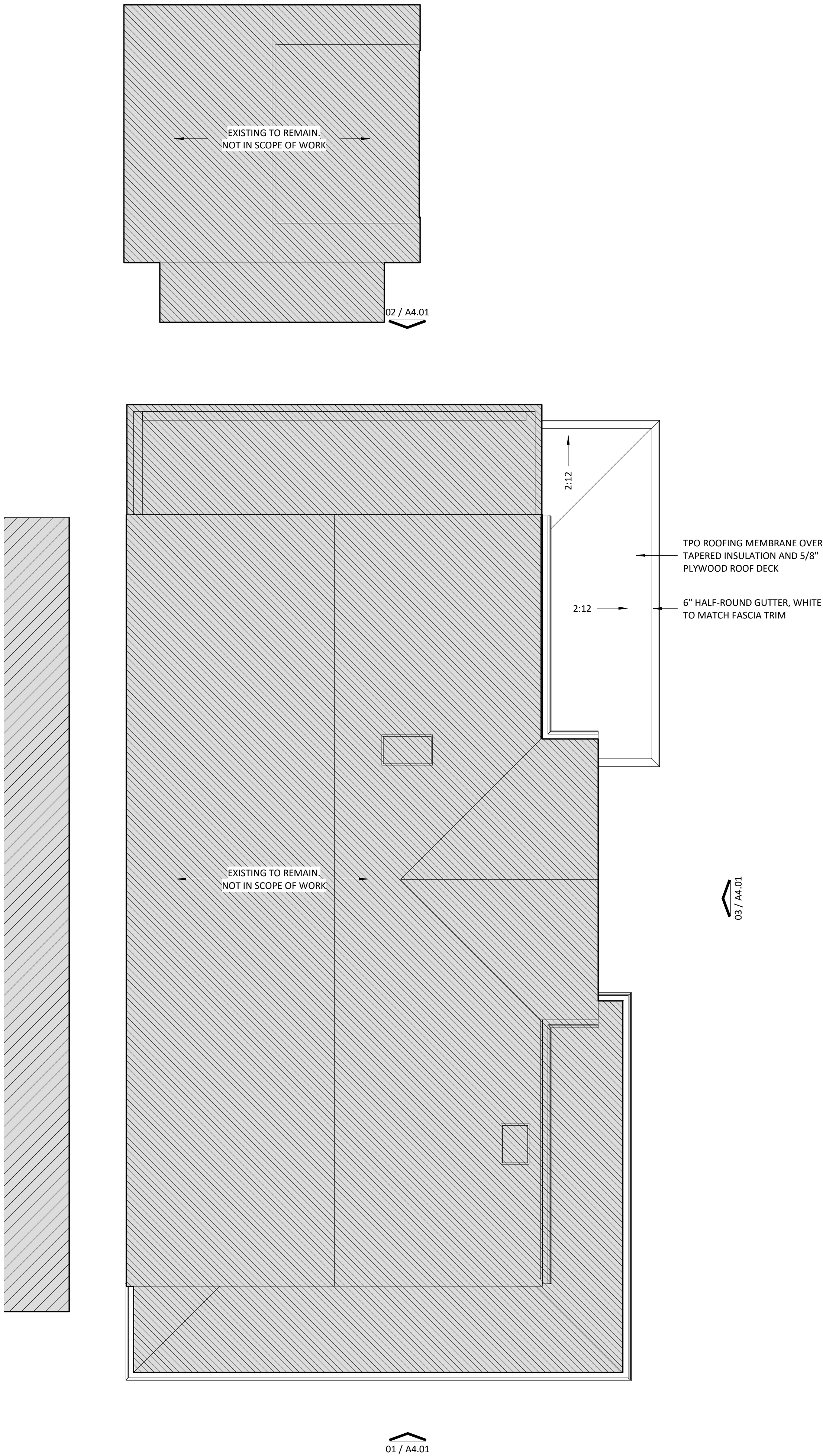


01 FIRST FLOOR DEMOLITION PLAN  
1/4" = 1'-0"



01 FIRST FLOOR PLAN  
1/4" = 1'-0"





01 ROOF PLAN  
1/4" = 1'-0"



Existing Perspective - 25th Street



Proposed Perspective - 25th Street



Existing Perspective - 25th Street



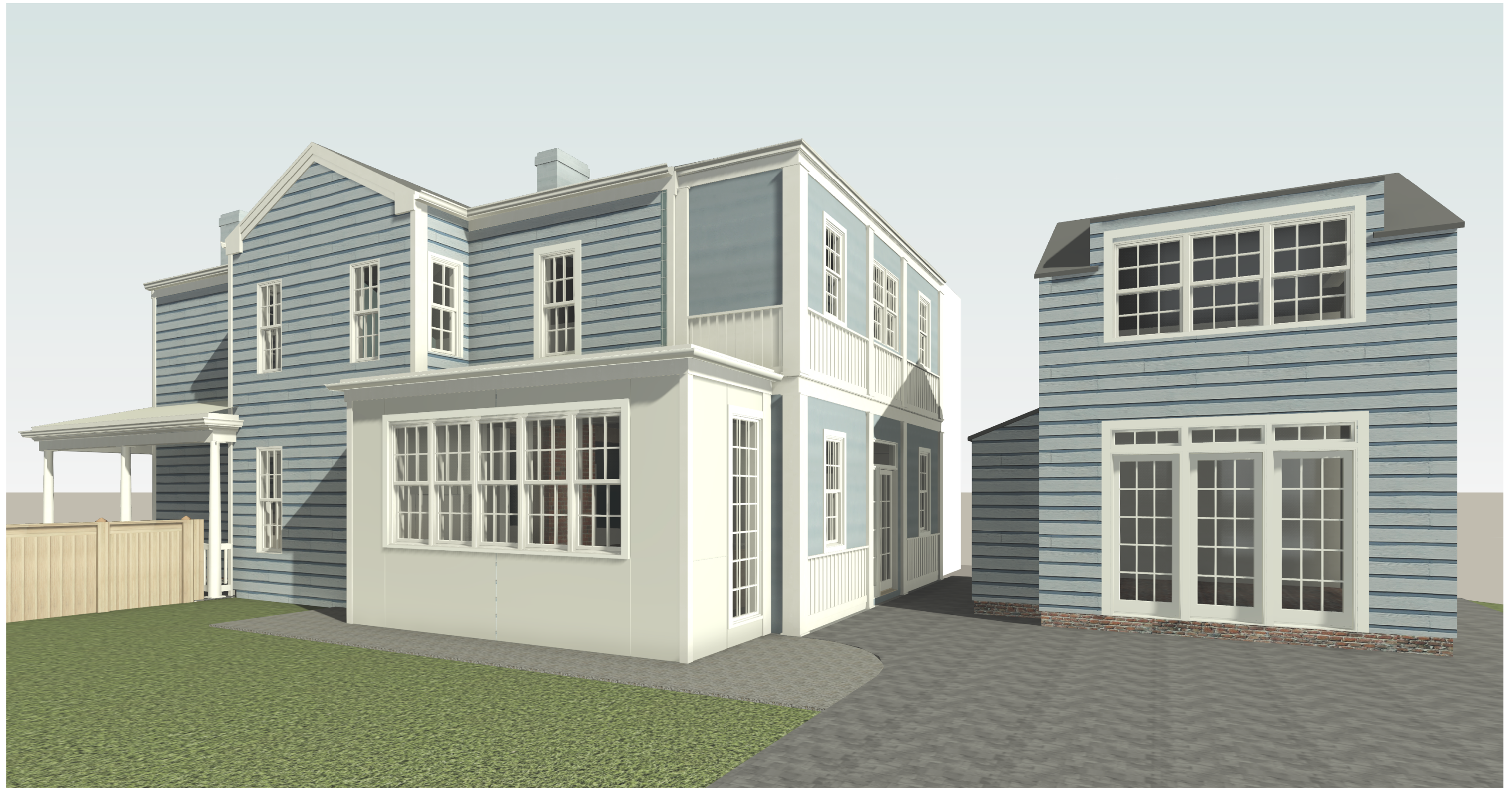
Proposed Perspective - 25th Street



Proposed Southeast Perspective



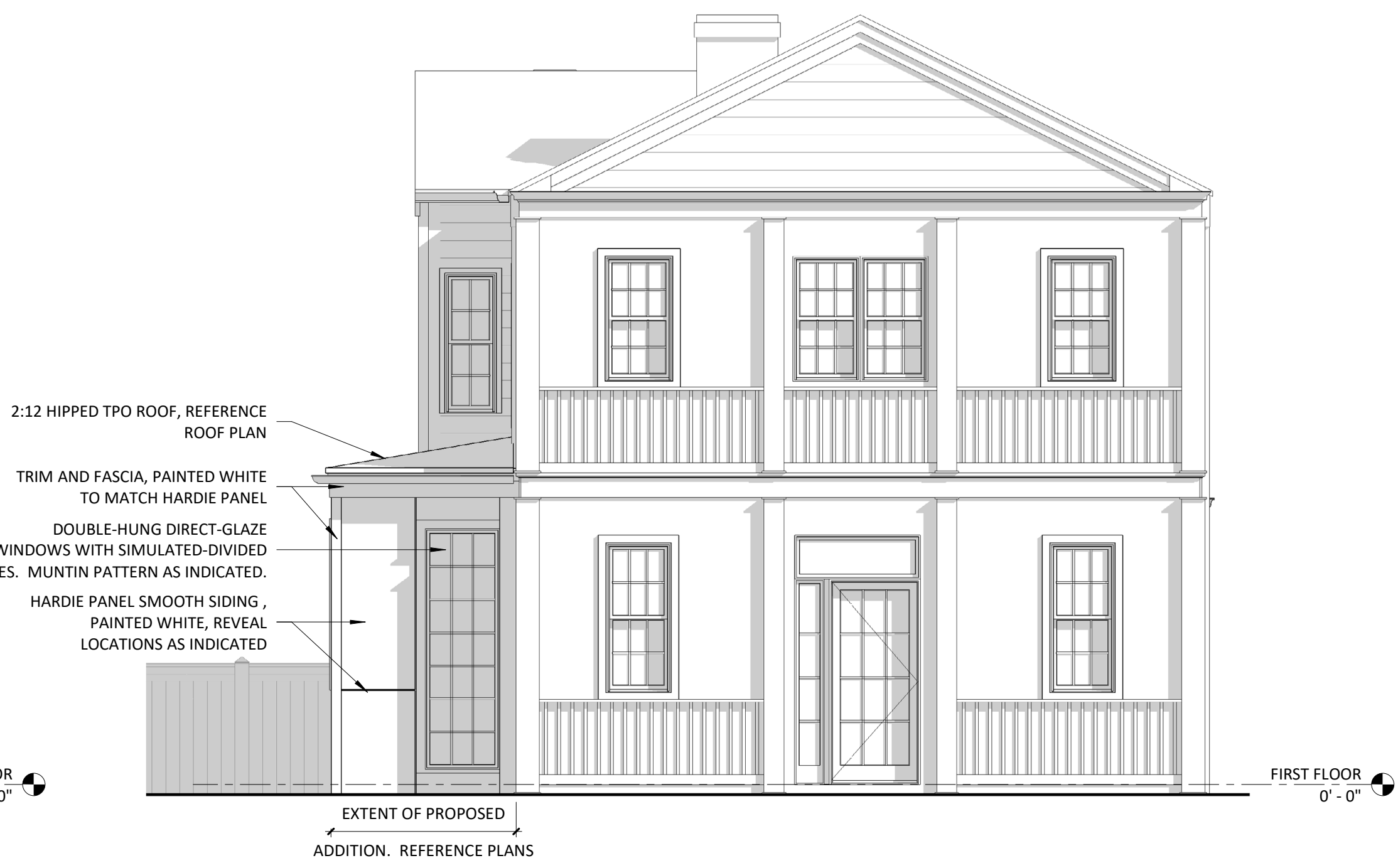
Proposed South Perspective



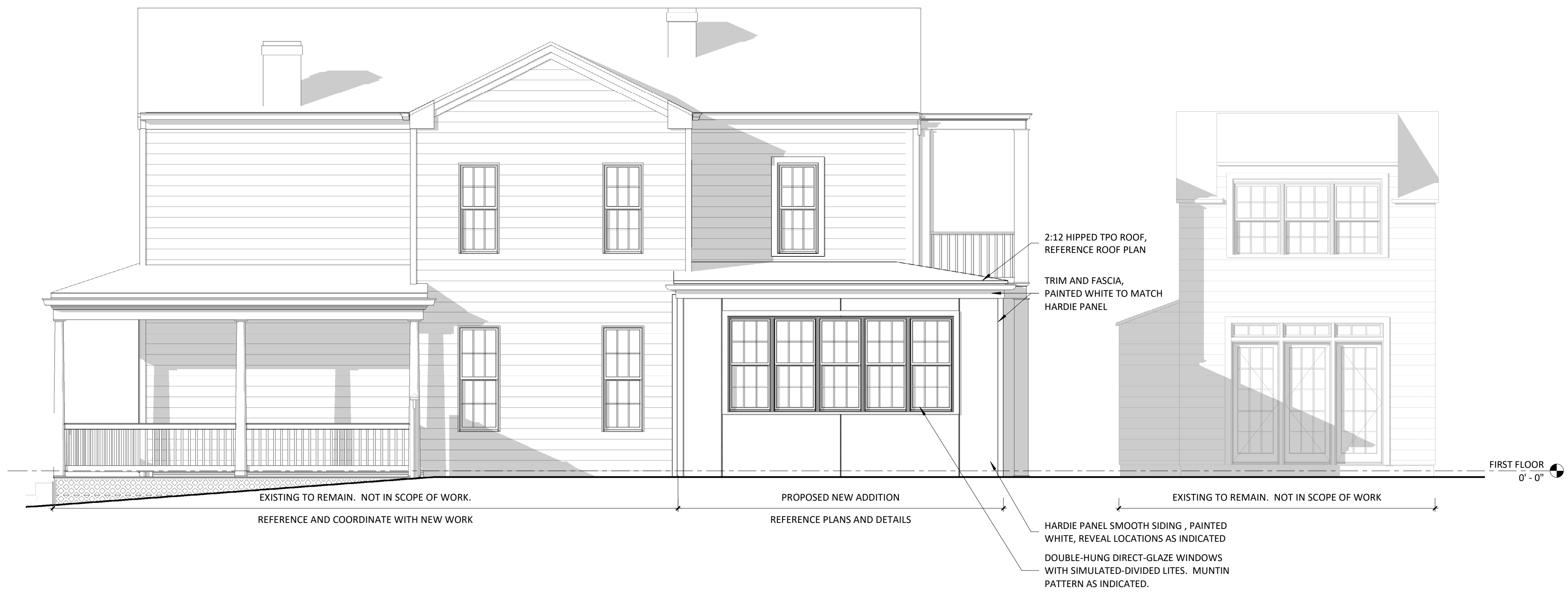
Proposed South Perspective



01 WEST ELEVATION  
1/4" = 1'-0"



02 EAST ELEVATION  
1/4" = 1'-0"



03 SOUTH ELEVATION  
1/4" = 1'-0"