



# 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: 605 N 21st St

Historic District: Union Hill

### Applicant Information ☒ Billing Contact

Name: Sarah Blackburn

Email: sarahblackburn820@gmail.com

Phone: 517-896-5097

Company: \_\_\_\_\_

Mailing Address: 605 N 21st

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):

Attached.

### 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

member: E4B5D855-6B29-4446-9620-1872636CBA60  
296895B4-430B-4B86-A3AE-1EA6D1E645A4

  
Digitally signed by member: E4B5D855-6B29-4446-9620-1872636CBA60  
Date: 2022.08.27 15:14:19 -0400

Date 10/26/22

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

**Staff Contact:** (804)-646-6569 | [alex.dandrige@rva.gov](mailto:alex.dandrige@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



# CERTIFICATE OF APPROPRIATENESS

## ALTERATION AND ADDITION 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.**

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 Rehabilitation outlined in Section 30.930.7(b) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** 605 N 21st St, Union Hill

### BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> other               |
| <input type="checkbox"/> mixed use building                 |  |
| <input type="checkbox"/> institutional building             |  |

### ALTERATION TYPE

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> addition                | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation                         | <input type="checkbox"/> awning or canopy |
| <input checked="" type="checkbox"/> wall siding or cladding | <input type="checkbox"/> commercial sign  |
| <input checked="" type="checkbox"/> windows or doors        | <input type="checkbox"/> ramp or lift     |
| <input type="checkbox"/> porch or balcony                   | <input type="checkbox"/> other            |

### WRITTEN DESCRIPTION

- ☒ property description, current conditions and any prior alterations or additions
- ☒ proposed work: plans to change any exterior features, and/or addition description
- ☒ current building material conditions and originality of any materials proposed to be repaired or replaced
- ☒ proposed new 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)

- ☒ elevations of all sides
- ☒ detail photos of exterior elements subject to proposed work
- ☐ historical photos as evidence for restoration work

**DRAWINGS** (refer to required drawing guidelines)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> current site plan      | <input type="checkbox"/> list of current windows and doors           | <input checked="" type="checkbox"/> current elevations (all sides)  |
| <input checked="" type="checkbox"/> proposed site plan     | <input checked="" type="checkbox"/> list of proposed window and door | <input checked="" type="checkbox"/> proposed elevations (all sides) |
| <input type="checkbox"/> current floor plans               | <input type="checkbox"/> current roof plan                           | <input type="checkbox"/> demolition plan                            |
| <input type="checkbox"/> proposed floor plans              | <input type="checkbox"/> proposed roof plan                          | <input type="checkbox"/> perspective and/or line of sight           |
| <input checked="" type="checkbox"/> legal "plat of survey" |  |   |

605 N 21<sup>st</sup> St, Union Hill Historic District

Project description:

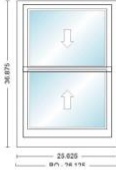
- (1) Proposed addition of two stairwell windows on the south elevation, two accessory windows on the north elevation, and one bedroom window on the east elevation. Details below.
- (2) Replacement of back slider from 6-foot to 8-foot. Details below.
- (3) Proposed ~50sqft single-story addition on the ground level at the back of the south elevation. Details below.

Property and materials description:

Two-story single-family Greek revival home. Proposed siding and roofing materials in keeping with guidelines and existing structure. Proposed window specs are attached.



Proposed addition of two stairwell windows on the south elevation. Andersen, wood, no divided lights. Same trim style/width as existing. Same sizes as existing windows.

	<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>				
	100	1	AA	None Assigned				
	RO Size = 26 1/8" x 36 7/8"		Unit Size = 25 5/8" x 36 7/8"					
	TW20210, Unit, 400 Series Double-Hung, Equal Sash, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 SmartSun Standard Argon Fill Stainless Glass / Grille Spacer, Traditional, 1 Sash Locks White (Factory Applied), WhiteJamb Liner, White, Full Screen, Aluminum Wrapping: 6 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jamb, Factory Applied							
								
	Insect Screen 1: 400 Series Double-Hung, TW20210 Full Screen Aluminum White PN:1610111							
Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)	Comments:
A1	0.29	0.2	YES	A1	21.8750	13.7500	2.10000	



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>
300	1	AA	None Assigned

RO Size = 34 1/8" x 64 7/8"

Unit Size = 33 5/8" x 64 7/8"

TW2852, Unit, 400 Series Double-Hung, Equal Sash, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 SmartSun Standard Argon Fill Stainless Glass / Grille Spacer, Traditional, 1 Sash Locks White (Factory Applied), WhiteJamb Liner, White, Full Screen, Aluminum Wrapping: 6 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jamb, Factory Applied

Insect Screen 1: 400 Series Double-Hung, TW2852 Full Screen Aluminum White PN:1610133

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)	Comments:
A1	0.29	0.2	YES	A1	29.8750	27.7500	5.77000	



Addition of two accessory windows on the north elevation, flanking the chimney. Andersen, wood, fixed, no divided lights. Same trim style/width as existing.



Item	Qty	Operation	Location
600	1	Stationary	None Assigned




RO Size = 36 1/2" x 17 1/2"      Unit Size = 35 15/16" x 17"

AR31, Unit, 400 Series Awning, Installation Flange, White Exterior Frame, Pine w/White - Painted Interior Frame, Stationary, Dual Pane Low-E4 SmartSun Standard Series Argon Fill Contemporary Trim Stop Profile Stainless Glass / Grille Spacer  
Wrapping: 6 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jambs, Factory Applied

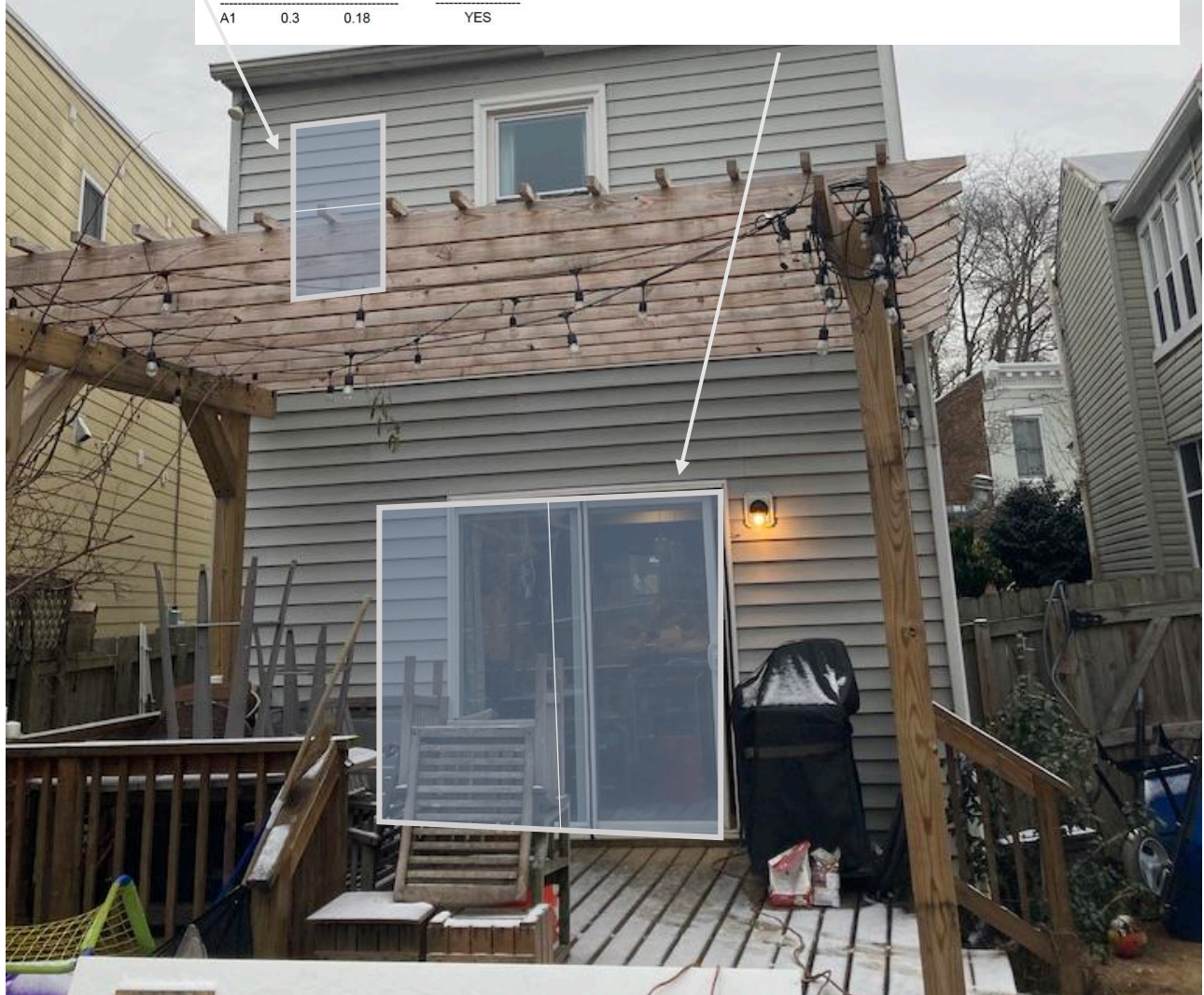
Unit #	U-Factor	SHGC	ENERGY STAR	Comments:
A1	0.27	0.21	YES	



Addition of one bedroom window on the east elevation. Andersen, wood, no divided lights. Same trim style/width as existing. Same size as existing window. Replacement slider from 6ft to 8ft. Andersen, wood, no divided lights. Same trim style/width as existing.

<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>					
200	1	AA	None Assigned					
								
<b>RO Size = 34 1/8" x 56 7/8"</b>		<b>Unit Size = 33 5/8" x 56 7/8"</b>						
TW2846, Unit, 400 Series Double-Hung, Equal Sash, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 SmartSun Standard Argon Fill Stainless Glass / Grille Spacer, Traditional, 1 Sash Locks White (Factory Applied), WhiteJamb Liner, White, Full Screen, Aluminum Wrapping: 6 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jamb, Factory Applied								
Insect Screen 1: 400 Series Double-Hung, TW2846 Full Screen Aluminum White PN:1610132								
Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)	Comments:
A1	0.29	0.2	YES	A1	29.8750	24.2500	5.05000	

Item		Qty	Operation	Location
700		1	Stationary-Right	Slider option
				
RO Size = 96" x 80"		Unit Size = 95 1/4" x 79 1/2"		
FWG8068, Unit, 400 Series Patio Doors 2 Panel-FWG, Factory Assembled, White Exterior Frame, White Exterior Sash/Panel, Pine w/White Interior Frame, Pine w/White Interior Sash/Panel, Stationary-Right, Dual Pane Low-E4 SmartSun Tempered Argon Fill Stainless Glass / Grille Spacer, Albany, Black, Black, White, Full Screen, Fiberglass, Gliding Wrapping: 6 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jamb, Job Site Applied				
Trim Set 1: FWG Stationary-Right Albany Black PN:9007541				
Auxiliary Foot Lock 1: FWG Black PN:9007625				
Insect Screen 1: 400 Series Patio Doors 2 Panel-FWG, 47 1/2" X 77 9/16" FWG8068 Full Screen Fiberglass Gliding White PN:2565316				
Extension Jamb 1: FWG8068 Interior Extension Jamb Standard Pine White - Painted 6 9/16" Head Job Site Applied PN:2567336				
Extension Jamb 2: FWG8068 Interior Extension Jamb Standard Pine White - Painted 6 9/16" Sides Job Site Applied PN:2567376				
Unit #	U-Factor	SHGC	ENERGY STAR	Comments:
A1	0.3	0.18	YES	





Proposed ~48sqft single-story addition on the ground level at the back of the south elevation. Utilizing an existing double window, and two new sidelight windows. Standing-seam metal roof in keeping with existing roofing material/color.



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>
400	2	AA	None Assigned

RO Size = 22 1/8" x 54"

Unit Size = 21 5/8" x 54"

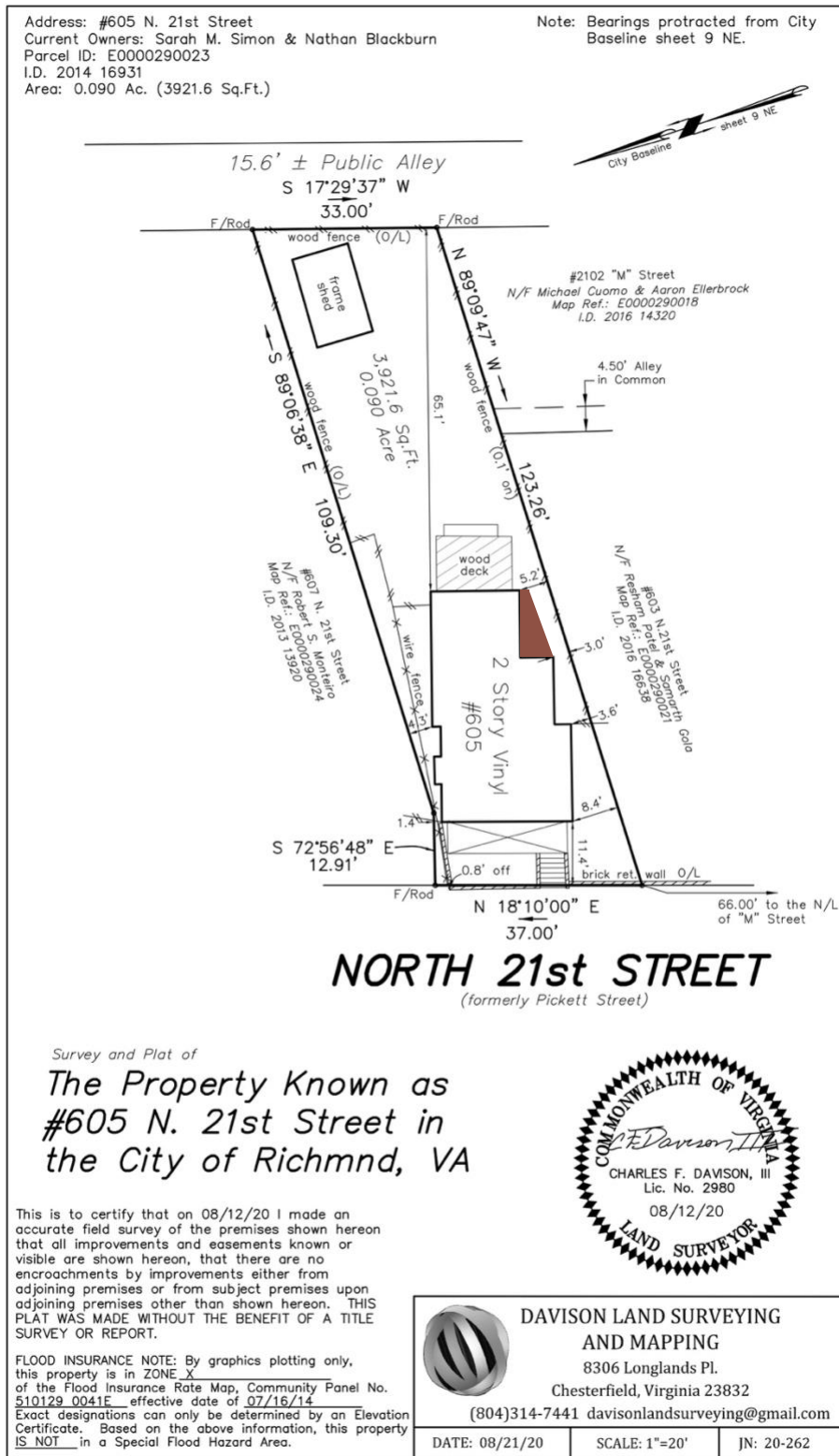
TW 1' 9 5/8"X4' 6", Unit, 400 Series Double-Hung, Equal Sash, Installation Flange, White Exterior Frame, White Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 SmartSun Standard Argon Fill Stainless Glass / Grille Spacer, Traditional, 1 Sash Locks White (Factory Applied), White Jamb Liner, White, Full Screen, Aluminum  
Wrapping: 6 9/16" Interior Extension Jamb Pine / White - Painted Standard Complete Unit Extension Jamb, Factory Applied

Insect Screen 1: 400 Series Double-Hung, TW 21.625 x 54 Full Screen Aluminum White

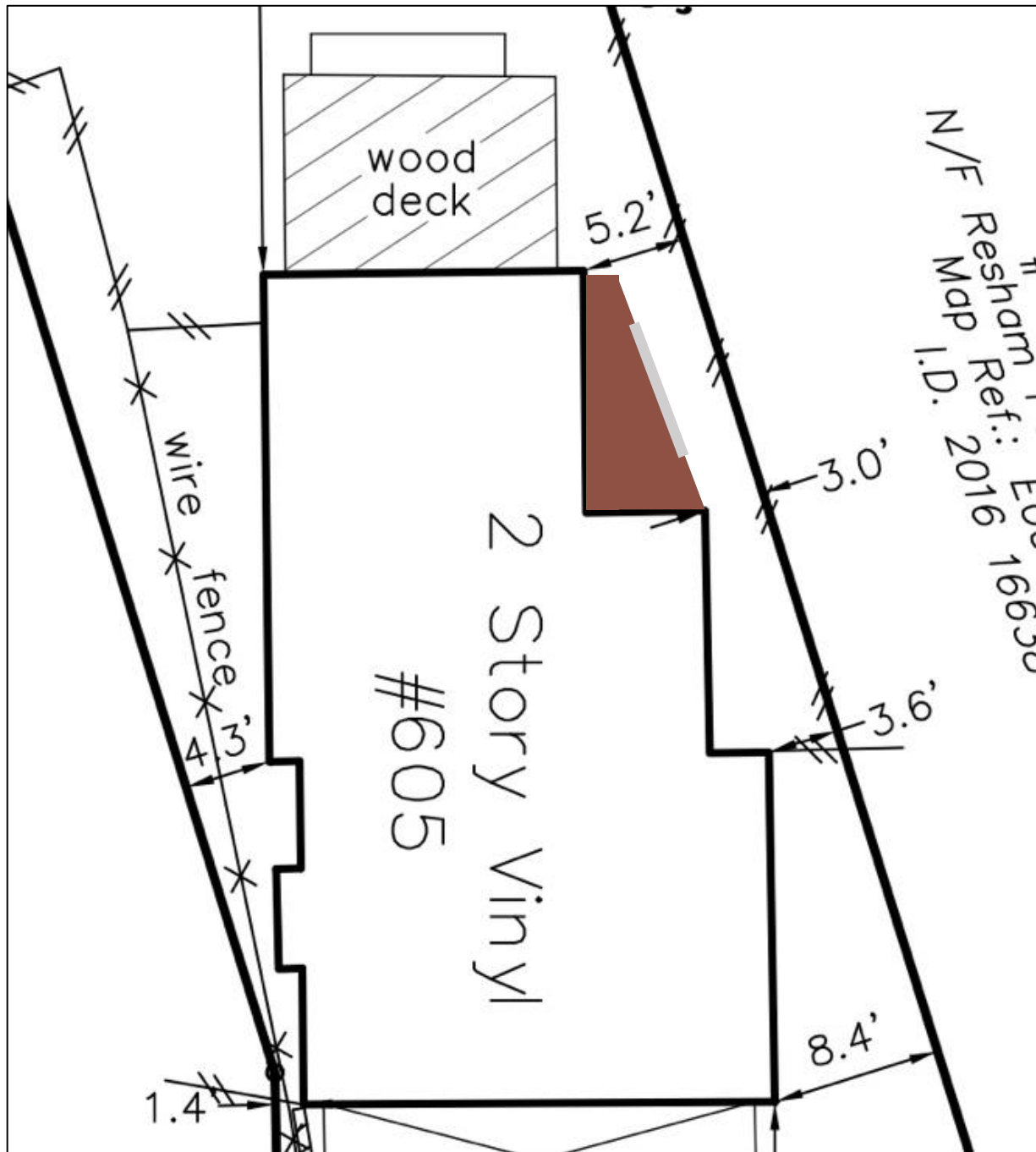
<u>Unit #</u>	<u>U-Factor</u>	<u>SHGC</u>	<u>ENERGY STAR</u>	<u>Clear Opening/Unit #</u>	<u>Width</u>	<u>Height</u>	<u>Area (Sq. Ft)</u>	<u>Comments:</u>
A1	0.29	0.2	YES	A1	17.9210	21.8940	2.72470	



Proposed single-story addition footprint.



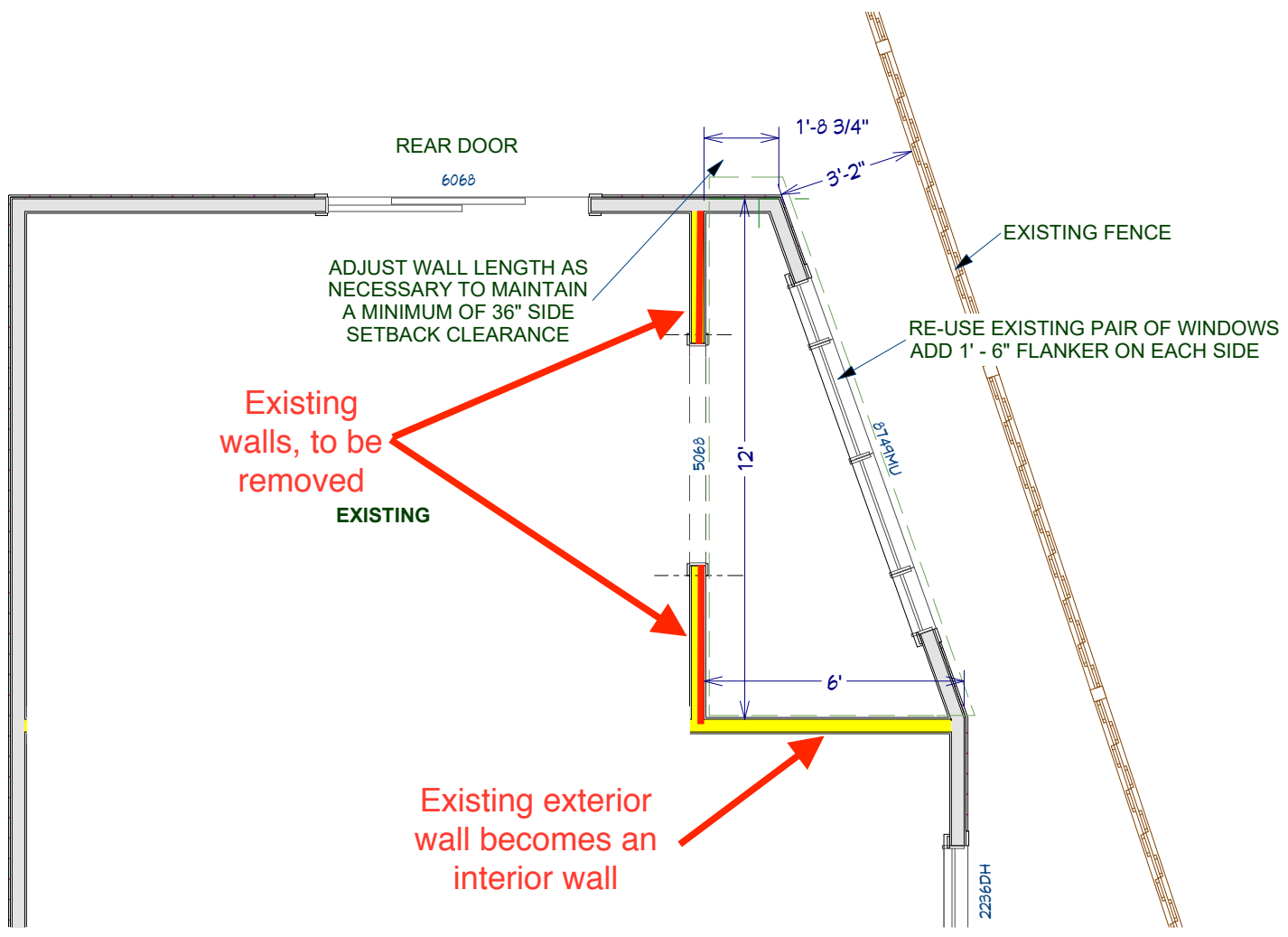
Proposed single-story addition footprint, zoom + window opening.





Drawn by: MAG  
Date: 10/20/22

THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF GLASGOW DESIGN SERVICES, LLC, DEVELOPED FOR THE EXCLUSIVE USE OF GLASGOW DESIGN SERVICES, LLC, AND THE CLIENTS FOR WHOM THEY WERE COMMISSIONED. ANY 3-D IMAGES AND RENDERINGS ARE INTENDED ONLY TO ILLUSTRATE THE DESIGNER'S CONCEPTS, AND THEIR ACCURACY IS NOT GUARANTEED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY MEASUREMENTS, SITE CONDITIONS AND CODE COMPLIANCE BEFORE PROCEEDING.



Scale: 1/4" = 1'

**PROJECT:**  
Blackburn Addition Preliminary #1

**PROJECT COORDINATOR:**

PO BOX 1441  
MIDLOTHIAN, VA 23113  
(804) 938-1196  
www.glasgowdesign.net





Drawn by: MAG  
Date: 10/20/22

THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF GLASGOW DESIGN SERVICES, LLC, DEVELOPED FOR THE EXCLUSIVE USE OF GLASGOW DESIGN SERVICES, LLC, AND THE CLIENTS FOR WHOM THEY WERE COMMISSIONED. ANY 3-D IMAGES AND RENDERINGS ARE INTENDED ONLY TO ILLUSTRATE THE DESIGNER'S CONCEPTS, AND THEIR ACCURACY IS NOT GUARANTEED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY MEASUREMENTS, SITE CONDITIONS AND CODE COMPLIANCE BEFORE PROCEEDING.

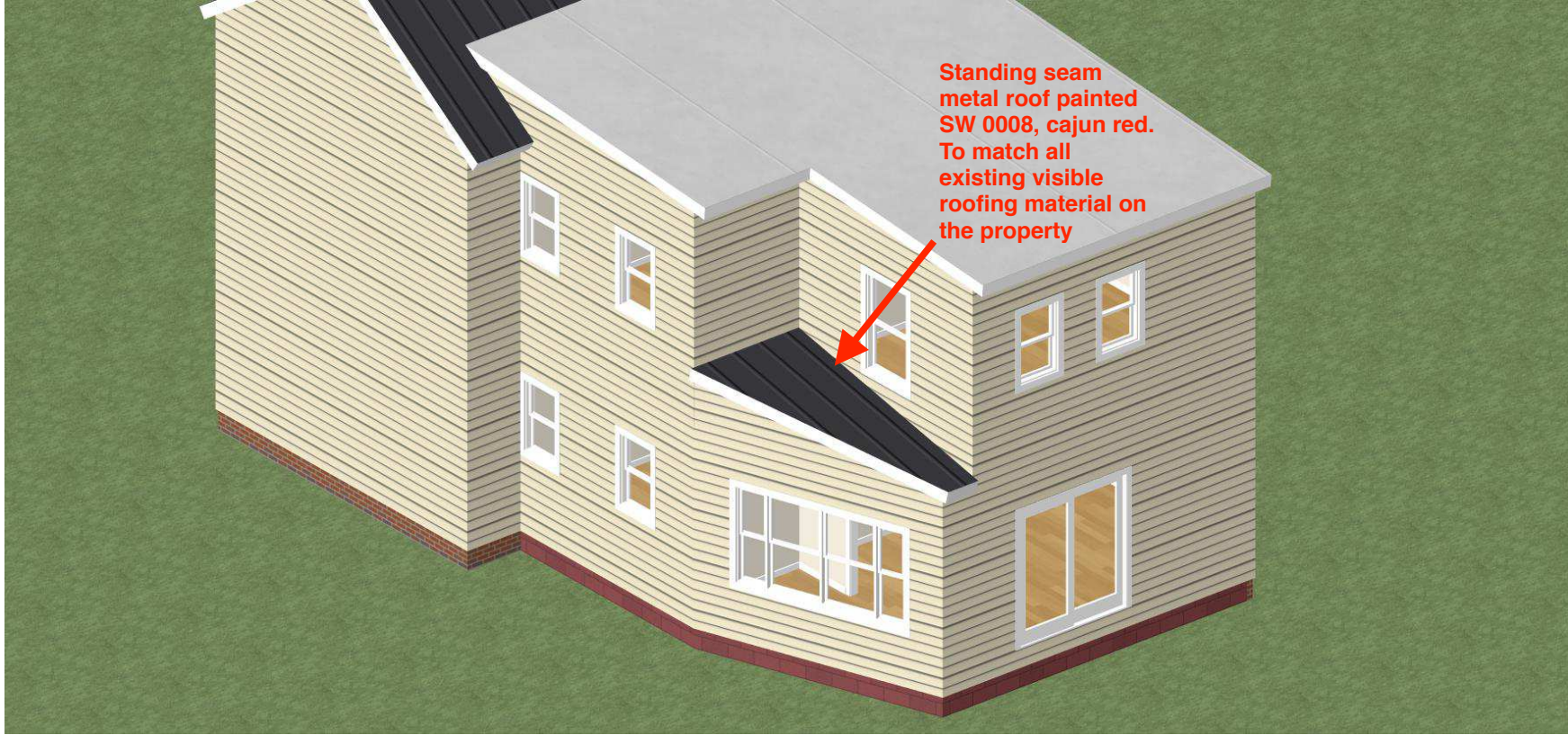
**PROJECT:**  
Blackburn Addition Preliminary #1

**PROJECT COORDINATOR:**

PO BOX 1441  
MIDLOTHIAN, VA 23113  
(804) 938-1196  
[www.glasgowdesign.net](http://www.glasgowdesign.net)







Standing seam  
metal roof painted  
SW 0008, cajun red.  
To match all  
existing visible  
roofing material on  
the property

Drawn by: MAG  
Date: 10/20/22

THESE DRAWINGS ARE THE PROPRIETARY WORK PRODUCT AND PROPERTY OF GLASGOW DESIGN SERVICES, LLC, DEVELOPED FOR THE EXCLUSIVE USE OF GLASGOW DESIGN SERVICES, LLC, AND THE CLIENTS FOR WHOM THEY WERE COMMISSIONED. ANY 3-D IMAGES AND RENDERINGS ARE INTENDED ONLY TO ILLUSTRATE THE DESIGNER'S CONCEPTS, AND THEIR ACCURACY IS NOT GUARANTEED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY MEASUREMENTS, SITE CONDITIONS AND CODE COMPLIANCE BEFORE PROCEEDING.

**PROJECT:**  
Blackburn Addition Preliminary #1

**PROJECT COORDINATOR:**

PO BOX 1441  
MIDLOTHIAN, VA 23113  
(804) 938-1196  
[www.glasgowdesign.net](http://www.glasgowdesign.net)

