

### **COMMISSION OF ARCHITECTURAL REVIEW**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROPERTY (location of work)  Address 106 SHOCK DE SAIP  Historic district	Date/time rec'd:  Rec'd by:  Application #: COR-037944-2018  Hearing date: 7/24/2018
APPLICANT INFORMATION	
Name ANDREW COLEMAN	Phone 804-335-8944
Company KJEUSTROM + LEE	Email ACOLEMAN & KJEUSTION ANDLEE.CO.
Mailing Address 1607 OwnBY LANE	Applicant Type: ☐ Owner ☐ Agent
RICHMOND, VA 23220	☐ Lessee ☐ Architect
OWNER INFORMATION (if different from above)	
Name HANK ROBERTSOND - HIGHWOODS	Company 1+361+ woods
Mailing Address 4501 HIGH WOODS PARKWAY	Phone 804-270-2160
SUITE 400, 64N ALLEN VA 73060	
PROJECT INFORMATION  Review Type:   Conceptual Review  Final Review	JUN 2 8 2018  12:14 KC
Project Type: Alteration	(Conceptual Review Required)
Project Description: (attach additional sheets if needed)  DEMOLISH (2) EXISTING WIND  (2) NEW DOUBLE DOORS. DOO  OTHER DOOBLE DOORS ON THE  3 SHEETS ATTACHED; DIO	PROJECT / BUJLDING.

### **ACKNOWLEDGEMENT OF RESPONSIBILITY**

Compliance: If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. Failure to comply with 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.

Requirements: A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Zoning Requirements:** Prior to CAR 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 6/28/18

### CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS

<u>Well in advance</u> of the COA application deadline contact staff to discuss your project, application requirements, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on-site. Visit the Commission of Architectural Review website for project guidance and forms:

http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx

Division of Planning and Preservation 804.646.6335 Marianne.Pitts@Richmondgov.com

### SUBMISSION INSTRUCTIONS

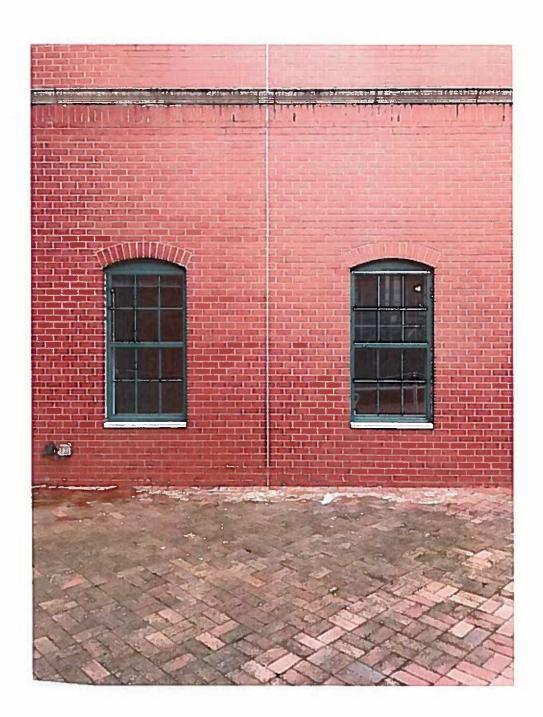
Submit applications to the Division of Planning and Preservation, Rm. 510, 900 E. Broad Street

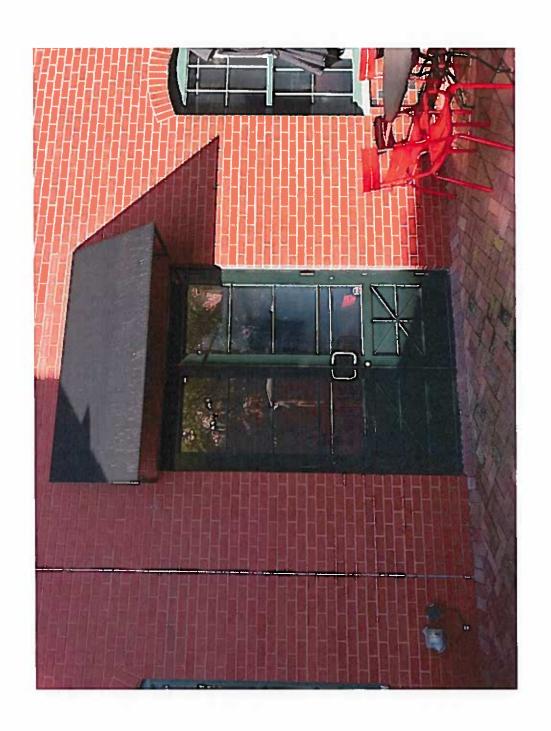
- One (1) signed and completed application property owners signature required
- Twelve (12) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled

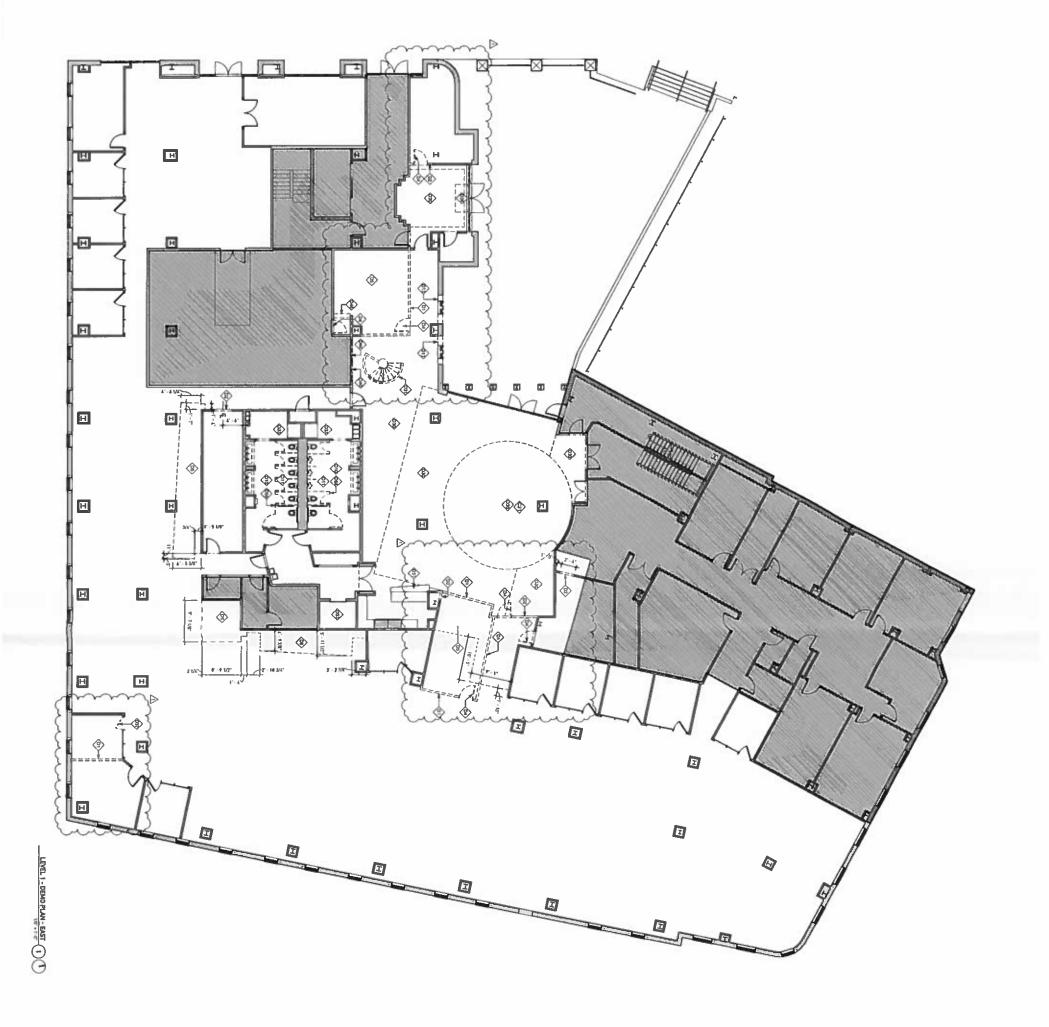
### MEETING SCHEDULE

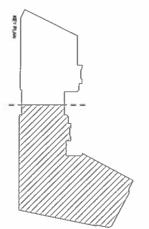
- Applications are due by 12 PM (noon) on the deadline date. Exception: revisions to items deferred, denied or presented conceptually at the previous CAR meeting are due 15 days in advance of the scheduled meeting.
- Application deadlines are firm. All materials must be submitted by the deadline to be considered at the
  following CAR 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 the agenda.
- CAR will <u>not</u> 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.
- CAR monthly meetings are held at 3:30 PM in the 5th floor conference room of City Hall, 900 E. Broad Street. The owner and/or applicant is *encouraged to attend* the meeting.

2018 Meeting Dates (Tuesdays unless noted otherwise)	Application Deadlines (Fridays unless noted otherwise)
January 23	December 22, 2017
February 27	January 26
March 27	March 2
April 24	March 30
May 22	April 27
June 26	May 25
July 24	June 29
August 28	July 27
September 25	August 24
October 23	September 28
November 27	October 26
December 18	November 26 (Monday)









# DEMOLITION KEY NOTES $\ \ \diamond$

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REVISIONS

**GENERAL NOTES** 

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FUTURE SCOPE

D101E LEVEL 1 DEMO PLAN - EAST 02018

THE MARTIN AGENCY 106 SHOCKOE SLIP RICHMOND VA 23219

**09 FEBRUARY 2018** 

PACKAGE II : PERMIT SET





# FLOOR PLAN KEYNOTES 🗇

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**GENERAL NOTES** 

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A101E LEVEL 1 FLOOR PLAN - EAST

THE MARTIN AGENCY 106 SHOCKOE SLIP **RICHMOND VA 23219** 

09 FEBRUARY 2018



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REVISIONS REDS TAN CO TO HUUDHOUGA

PACKAGE II : PERMIT SET

