



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
BOARD OF ZONING APPEALS

May 6, 2019

Fresh Start Property Solutions, LLC
15430 Pouncey Track Road
Rockville, Virginia 23146
Attn: Zach Mathews

To Whom It May Concern:

RE: BZA 16-2019 (RECONSIDERED FROM APRIL 3, 2019 MEETING)

You are hereby notified that the Board of Zoning Appeals will hold a public hearing on Wednesday, March 6, 2019 at 1:00 p.m. in the 5th floor conference room, City Hall, 900 East Broad Street, to consider an application for a building permit to construct a new single-family attached dwelling at 900 NORTON STREET (Tax Parcel Number N000-0573/021), located in an R-7 (Single- And Two-Family Urban Residential District).

Please be advised that the applicant or the applicant's representative must be present at the hearing. The Board of Zoning Appeals Rules of Procedure provides that in the case of an application for a variance or a special exception, the applicant, proponents or persons aggrieved under §15.2-2314 of the Code of Virginia, shall be permitted a total of six (6) minutes each to present their case. The Board of Zoning Appeals will withhold questions until the conclusion of the respective presentations.

Finally, when you submitted your application to the zoning office you were given an handout entitled, Suggestions for Presenting Your Case to the Board, which indicated that you should discuss your request with your neighbor(s) and neighborhood

May 6, 2019

association(s) prior to appearing before the Board of Zoning Appeals. Contact information for civic group(s) can be found by navigating to the Civic Group webpage of the City's website at <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasassociationgroupinformation.aspx>. Once there, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, simply scroll down the page to the appropriate group(s) to find the contact information for each.

Please be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting. Please note that the Board's Rules of Procedure require payment of a \$150.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbors and neighborhood association(s). Please contact your neighborhood association to determine their meeting schedule. Be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. For your convenience a list of the property owner(s) which have been identified based on the City Assessor's records as being located within a 150' radius of subject property is being provided to you (see attachment).

If you have any questions regarding the Board's procedures or any issue involving presentation of your case, please feel free to contact me.

Very truly yours,



Roy W. Benbow, Secretary

Phone: (804) 240-2124

Fax: (804) 646-5789

E-mail: Roy.Benbow@richmondgov.com

cc: Zoning Administrator

Notice of this meeting is being sent to the persons whom the Board of Zoning Appeals believes to be property owners in the immediate vicinity of the property concerned in this application. This notice is for their information only, and there is no need for them to appear unless they so desire. The Board will, however, welcome such views as any persons care to express during the hearing on this application.

114-120 W Brookland Park Blvd LLC
Po Box 14609
Richmond VA 23221

125-127 W Brookland Park Blvd LLC
P.o. Box 14609
Richmond VA 23221

126-128 W Brookland Park Blvd LLC
P.o. Box 14609
Richmond VA 23221

201 West Brookland Park LLC
1322 W Broad St Unit 3c
Richmond VA 23220

Al Awam Rana S & Silver Michael B
3011 Fendall Ave
Richmond VA 23222

Andre Properties LLC
3115 Lockport Pl
Richmond VA 23233

Brookland Partners LLC
513 Forest Ave Ste 207a
Richmond VA 23229

Burson Carolyn Y
3009 Hanes Ave
Richmond VA 23222

Coleman Reginal L Iii & Tiffany & Waters
Tariqa
1034 Fourqurean Ln
Richmond VA 23222

Fairfax Mortgage Investments Inc
3900 University Dr #300
Fairfax VA 22030

Ford Nerisa J
6301 Arbor Banks Ter
Chester VA 23831

Franklin Joyce E
3013 Fendall Ave
Richmond VA 23222

Jacksons Corner LLC
3800 Hawthorne Ave
Richmond VA 23222

Jones Nancy A D
3003 Fendall Ave
Richmond VA 23222

Lemon Kelli
9426 Hartford Oaks Dr
Mechanicsville VA 23116

Mann John B & Myers Carolyn M & Katz
Josephine R Residuary Trst
216 E Hillcrest Ave
Richmond VA 23230

Mccormick Molly L & Foley Michael
3005 Hanes Ave
Richmond VA 23222

Nest Builders LLC
2317 Carrington St
Richmond VA 23223

Nomad Deli & Catering Company LLC
400 S Providence Rd
N Chesterfield VA 23236

Rhyne Henry C Jr
P.o. Box 6061
Richmond VA 23222

Roberts Sarah N
3009 Fendall Ave
Richmond VA 23222

Seifu-beyene Inc
3000 Hanes Ave
Richmond VA 23222

Stratiou Vlasis
P O Box 70545
Richmond VA 23255

Tankersley Scott
3010 Hanes Ave
Richmond VA 23222

Taylor Charles M
3011 Hanes Ave
Richmond VA 23222

The Diradour LLC
2206 Monument Ave
Richmond VA 23220

Zukas Alicia M
3015 Hanes Ave
Richmond VA 23220

Property: 3004 Hanes Ave **Parcel ID:** N0000972008**Parcel**

Street Address: 3004 Hanes Ave Richmond, VA 23222-2621
Owner: FRESH START PROPERTY SOLUTIONS LLC
Mailing Address: 15450 POUNCEY TRACT RD, ROCKVILLE, VA 23146
Subdivision Name : BROOKLAND PARK
Parent Parcel ID:
Assessment Area: 304 - Providence Park
Property Class: 109 - R Single Family Shell
Zoning District: UB-PE7 -
Exemption Code: -

Current Assessment

Effective Date: 01/01/2019
Land Value: \$35,000
Improvement Value: \$69,000
Total Value: \$104,000
Area Tax: \$0
Special Assessment District: None

Land Description

Parcel Square Feet: 8100
Acreage: 0.186
Property Description 1: BROOKLAND PARK L3-4 B14
Property Description 2: 0060.00X0135.00 0000.000
State Plane Coords(?<#>): X= 11791450.500017 Y= 3733545.116283
Latitude: 37.57192428 , **Longitude:** -77.43523649

Description

Land Type: Residential Lot A
Topology: Level
Front Size: 60
Rear Size: 135
Parcel Square Feet: 8100
Acreage: 0.186
Property Description 1: BROOKLAND PARK L3-4 B14
Property Description 2: 0060.00X0135.00 0000.000
Subdivision Name : BROOKLAND PARK
State Plane Coords(?<#>): X= 11791450.500017 Y= 3733545.116283
Latitude: 37.57192428 , **Longitude:** -77.43523649

Other

Street improvement: Paved
Sidewalk: Yes

Assessments

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2019	\$35,000	\$69,000	\$104,000	Reassessment
2018	\$35,000	\$15,000	\$50,000	Reassessment
2017	\$25,000	\$15,000	\$40,000	Reassessment
2016	\$25,000	\$13,000	\$38,000	Reassessment
2015	\$24,000	\$14,000	\$38,000	Reassessment
2014	\$24,000	\$15,000	\$39,000	Reassessment
2013	\$22,000	\$14,000	\$36,000	BOR
2012	\$24,000	\$67,000	\$91,000	Reassessment
2011	\$24,000	\$73,000	\$97,000	CarryOver
2010	\$24,000	\$73,000	\$97,000	Reassessment
2009	\$24,100	\$73,200	\$97,300	Reassessment
2008	\$24,100	\$73,200	\$97,300	Reassessment
2007	\$23,000	\$73,200	\$96,200	Reassessment
2006	\$14,400	\$58,400	\$72,800	Reassessment
2005	\$11,000	\$52,600	\$63,600	Reassessment
2004	\$10,000	\$47,800	\$57,800	Reassessment
2003	\$10,000	\$57,300	\$67,300	Reassessment
2002	\$9,500	\$54,600	\$64,100	Reassessment
2000	\$9,000	\$51,500	\$60,500	Reassessment
1998	\$9,000	\$50,000	\$59,000	Not Available

Transfers

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
12/04/2018	\$35,000	BELFIELD ARLENE T TRUST	ID2018-24740	2 - INVALID SALE-Foreclosure, Forced Sale etc.
03/15/2012	\$0	BELFIELD ARLENE T	IW2012-200	2 - INVALID SALE-Relation Between Buyer/Seller
10/16/1987	\$29,000	Not Available	00144-1888	
12/12/1986	\$45,235	Not Available	000105-00633	
08/01/1983	\$39,500	Not Available	000815-01481	

Planning

Master Plan Future Land Use: SF-MD
Zoning District: UB-PE7 -
Planning District: North
Traffic Zone: 1017
City Neighborhood Code: BRKP
City Neighborhood Name: Brookland Park
Civic Code:
Civic Association Name:
Subdivision Name: BROOKLAND PARK
City Old and Historic District:
National historic District: Brookland Park
Neighborhoods in Bloom:
Redevelopment Conservation Area:

Economic Development

Care Area: -
Enterprise Zone:

Environment

100 YEAR Flood Plain Flag: Contact the Water Resources Division at 646-7586.
500 YEAR Flood Plain Flag: N
Resource Protection Flag: Contact the Water Resources Division at 646-7586.
Wetland Flag: N

Census

Census Year	Block	Block Group	Tr
2000	1019	0106001	010600
1990	104	0106001	010600

Schools

Elementary School: Barack Obama
Middle School: Henderson
High School: Marshall

Public Safety

Police Precinct: 4
Police Sector: 412
Fire District: 14
Dispatch Zone: 083A

Public Works Schedules

Street Sweep: TBD
Leaf Collection: TBD
Refuse Collection: Wednesday
Bulk Collection:

Government Districts

Council District: 3
Voter Precinct: 303
State House District: 71
State Senate District: 9
Congressional District: 4

Extension 1 Details

Extension Name: R01 - Residential record #01
Year Built: 1920
Stories: 2
Units: 0
Number Of Rooms: 7
Number Of Bed Rooms: 4
Number Of Full Baths: 1
Number Of Half Baths: 0
Condition: very poor for age
Foundation Type: 1/2 Bsmt, 1/2 Crawl
1st Predominant Exterior: Asbestos siding
2nd Predominant Exterior: N/A
Roof Style: Hip
Roof Material: Slate or tile
Interior Wall: Plaster
Floor Finish: Softwood-standard
Heating Type: No Heat
Central Air: N
Basement Garage Car #: 0
Fireplace: Y
Building Description (Out Building and Yard Items) :

Extension 1 Dimensions

Finished Living Area: 1806 Sqft
Attic: 0 Sqft
Finished Attic: 0 Sqft
Basement: 420 Sqft
Finished Basement: 0 Sqft
Attached Garage: 0 Sqft
Detached Garage: 0 Sqft
Attached Carport: 0 Sqft
Enclosed Porch: 0 Sqft
Open Porch: 434 Sqft
Deck: 0 Sqft

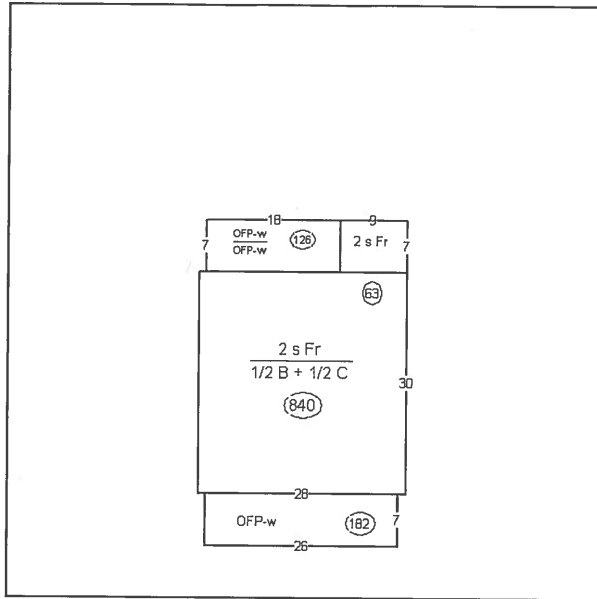
[<#>](#)**Property Images**

Name:N0000972008 Desc:R01

[Click here for Larger Image](#)

Sketch Images

Name:N0000972008 Desc:R01



RICHMOND BOARD OF ZONING APPEALS APPLICATION FORM



THE RICHMOND ZONING ADMINISTRATION OFFICE
ROOM 110, CITY HALL, 900 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
(804) 646-6340

TO BE COMPLETED BY THE APPLICANT

PROPERTY

OWNER: Fresh Start Property Solutions, LLC PHONE: (Home) () () (Mobile) (804) 662-0862
ADDRESS 15430 Pouncey Track Road FAX: () () (Work) (804) 662-0862
Rockville, Virginia 23146
Attn: Zach Mathews E-mail Address: zmk@freshstartgroupinc.com

PROPERTY OWNER'S

REPRESENTATIVE: () () () (Mobile) () ()
(Name/Address) () () () (Work) () ()
FAX: () () () () () ()

TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE

PROPERTY ADDRESS (ES): 3004 Hanes Avenue

TYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER

ZONING ORDINANCE SECTION NUMBERS(S): 30-300; 30-433.2, (8) & 30-800.4

APPLICATION REQUIRED FOR: A building permit to renovate a single-family detached dwelling

TAX PARCEL NUMBER(S): N000-0972/000 ZONING DISTRICT: UB-PE7 (Urban Business) Parking Exempt Overlay District
REQUEST DISAPPROVED FOR THE REASON THAT: The proposed use is not permitted as the commercial frontage and dwelling commercial use ratio requirements are not met. Dwelling units are permitted when contained within the same building as other principal uses, provided that such dwelling units shall be located above the ground floor of the building or to the rear of other permitted principal uses so as not to interrupt commercial frontage in the district, and provided further that the total floor area devoted to dwelling uses not to exceed three (3) times the area of the portion of the ground floor of the building devoted to other permitted uses. No commercial use is proposed as the entire building will be devoted to a residential (single-family dwelling) use. The proposed use is not permitted as the previous nonconforming use rights have expired. Whenever nonconforming uses of a building is discontinued for a period of two years or longer, any subsequent use of the premises shall conform to the regulations applicable in the district in which it is located.

DATE REQUEST DISAPPROVED: February 15, 2019

FEE WAIVER: YES ☐ NO: ☒

DATE FILED: February 15, 2019 TIME FILED: 3:38 pm PREPARED BY: Sandra Escorcia RECEIPT NO. BZAR-049476-2019

AS CERTIFIED BY: [Signature] (ZONING ADMINISTRATOR)

I BASE MY APPLICATION ON:

SECTION 17.20 PARAGRAPH(S) () OF THE CHARTER OF THE CITY OF RICHMOND

SECTION 15.2-2309.2 ☐ OF THE CODE OF VIRGINIA {OR}

SECTION 1040.3 PARAGRAPH(S) (5) OF THE ZONING ORDINANCE OF THE CITY OF RICHMOND

TO BE COMPLETED BY APPLICANT

I have received the handouts, Suggestions for Presenting Your Case to the Board & Excerpts from the City Charter ☐

I have been notified that I, or my representative, must be present at the hearing at which my request will be considered.

SIGNATURE OF OWNER OR AUTHORIZED AGENT: [Signature] DATE: 3-1-2019

*** TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS ***

CASE NUMBER: BZAR-049476-2019 HEARING DATE: April 5, 2019 AT 1:00 P.M.

BZA 16-2019

June 5, 2019

BOARD OF ZONING APPEALS CASE BZA 16-2019
(RECONSIDERED FROM APRIL 3, 2019 MEETING)
150' Buffer

APPLICANT(S): Fresh Start Property Solutions, LLC

PREMISES: 3004 Hanes Avenue

(Tax Parcel Number N000-0972/008)

SUBJECT: A building permit to renovate a single-family detached dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300, 30-433.2.(8) & 30-800.4
of the Zoning Ordinance for the reason that:

The proposed use is not permitted as the commercial frontage
and dwelling commercial use ratio requirements are not met.





BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

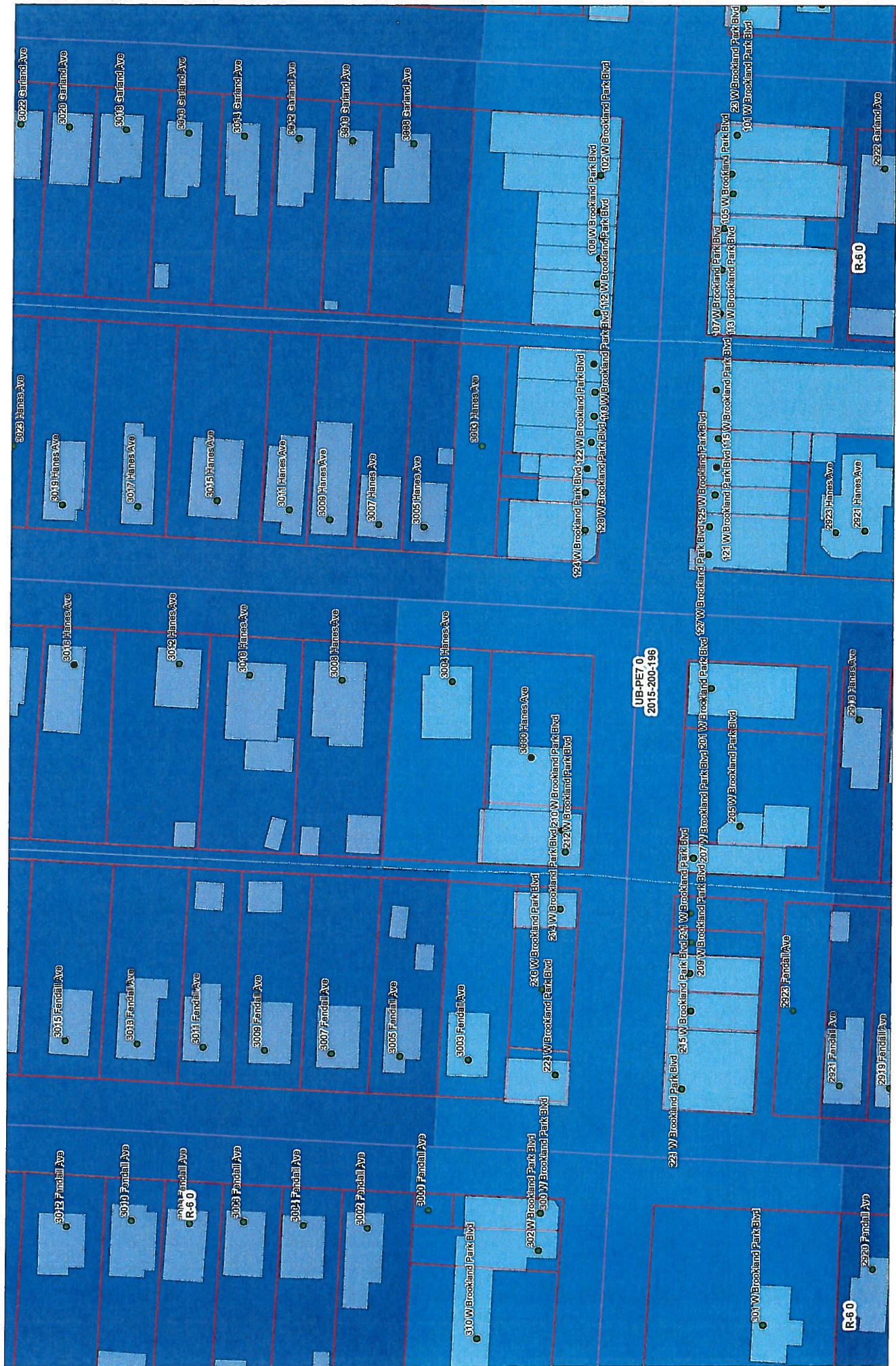
When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together with pertinent evidence, presented at its public hearing. It is essential that the Board receive thorough and complete information in order for it to adequately consider your case and make an informed decision.

1. The powers and duties of the Board of Zoning Appeals are specified in Section 17.20 of the City Charter and Article X, Division 5, of the Zoning Ordinance. The Zoning Office will assist you in identifying how your case should be filed. If you have questions regarding your case filing, please contact the Zoning Administration Office (646-6340/6701). Please review the applicable provisions of the City Charter or the Zoning Ordinance thoroughly and address them when presenting your case to the Board to show that the applicable requirements have been satisfied.
2. The Board of Zoning Appeals is a quasi-judicial board whose decisions are controlled by statutory law and also take into consideration applicable case law that has been handed down by the Richmond Circuit Court and the Virginia Supreme Court. The Board suggests that if you have any legal questions regarding statutory or case law as it may apply to your application, that those legal issues should be discussed with an attorney before you make your final decision to submit an application to the Board.
3. The Board considers it absolutely essential that you discuss your case with your neighbors (notification letters are sent to property owners within a 150-foot radius of your property) as well as your neighborhood association(s). Information regarding your neighborhood association(s) and/or contact person(s) may be obtained from the City's website at <http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasociationgroupinformation.aspx>. Once on the page, you can search for your property using the interactive map. A dialogue box will provide you with the names of all civic groups within which your property may lie. Once you have those group names, scroll down the page to the appropriate group(s) to find the contact information for each.
4. **Please be advised that if you fail to discuss your request with your neighbors and neighborhood association(s), you should anticipate that your case will be continued until the Board's next regularly scheduled meeting.** It is highly recommended that you contact your neighborhood association as soon as possible to determine their meeting schedule in order to be sure you allow yourself enough time to talk to all concerned parties prior to the hearing before the Board. The Board's Rules of Procedure require payment of a \$150.00 continuance fee if the applicant must request a continuance for the reason that the applicant failed to discuss their case with their neighbor(s) or neighborhood association(s).
4. You are also strongly encouraged to discuss your pending case with the Secretary of the Board, Roy Benbow (804-240-2124) well before the hearing. The Secretary can be helpful by explaining the BZA public hearing process.
5. Utilizing photographs, plans, maps, diagrams and such other written or graphic evidence as needed to fully explain your request can be a great help to the Board in understanding your request and thereby improve your chances for success. Remember a picture is worth a thousand words.
6. Note that, although the Board is not authorized to grant a waiver from the zoning regulations based on financial circumstances alone, it may be a factor to be taken into consideration along with other facts in a case. If your case involves such a factor, please provide the Board with complete and relevant financial information for its review.
7. The Board's hearings are informal, although all testimony is taken under oath. You are not required to be represented by an attorney in presenting your case. However, if you choose, you may have legal representation and/or may utilize such technical experts or other persons to testify on your behalf as you feel are needed to adequately explain your request to the Board.

Acknowledgement of Receipt by Applicant or Authorized Agent: _____

(Revised: 4/28/16)





ORDINANCE 2015-200-1900

ADOPTED Oct 12, 2015

Owner

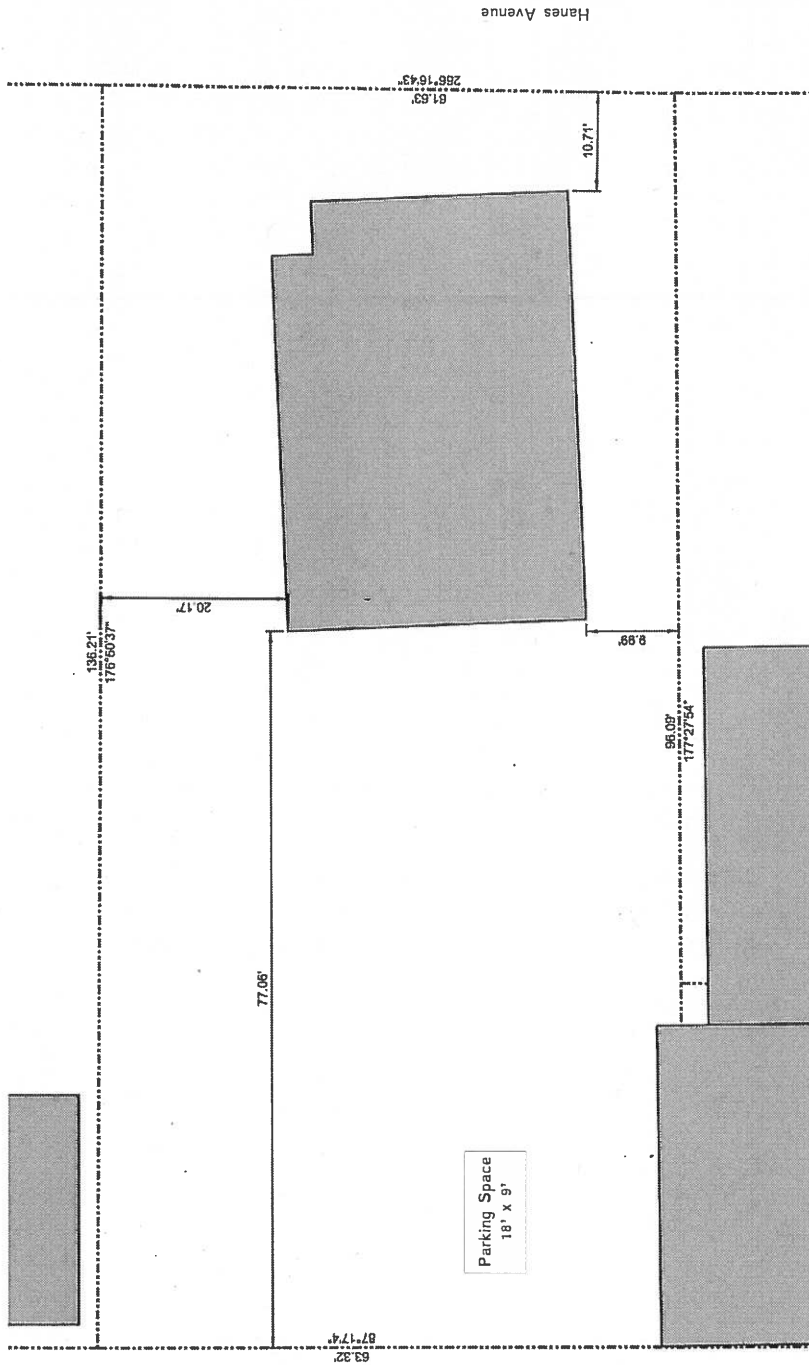
Fresh Start Property Solutions, LLC
15450 Pouncey Tract Rd.
Rockville, VA 23146

Engineer

Obsidian, Inc.
Charles R. Field, P.E.
515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

Property Information

Parcel ID N0000972008
Zoning UB-PE7
Use Residential
Setbacks Front Yard = 15 feet
Side Yard = 10 feet
Rear Yard = 20 feet
Lot Coverage



Survey based on city's GIS data.

Obsidian, Inc.
515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

Survey Plat
3004 Hanes Avenue
Fresh Start

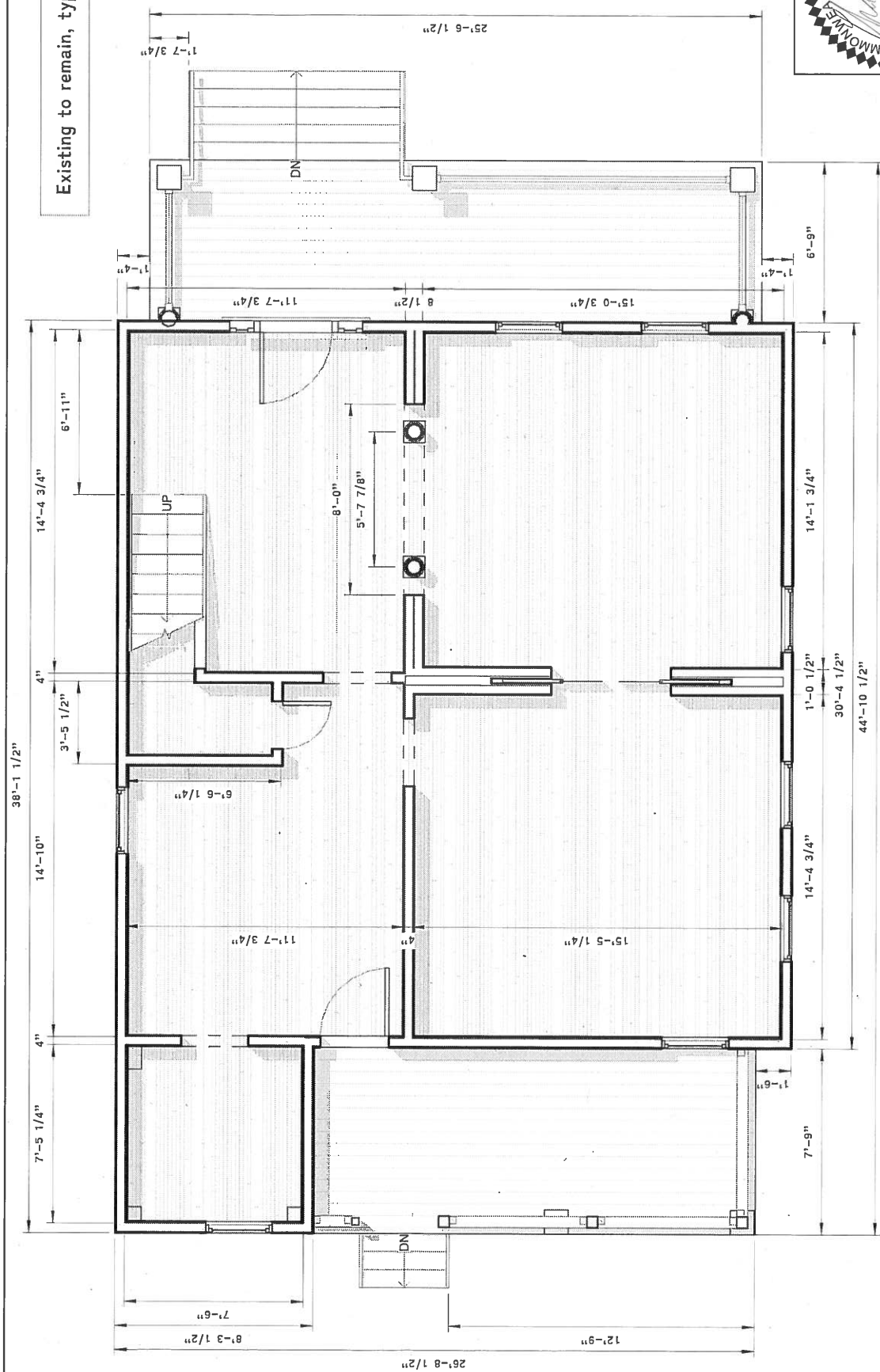
February 27, 2019

V1.1

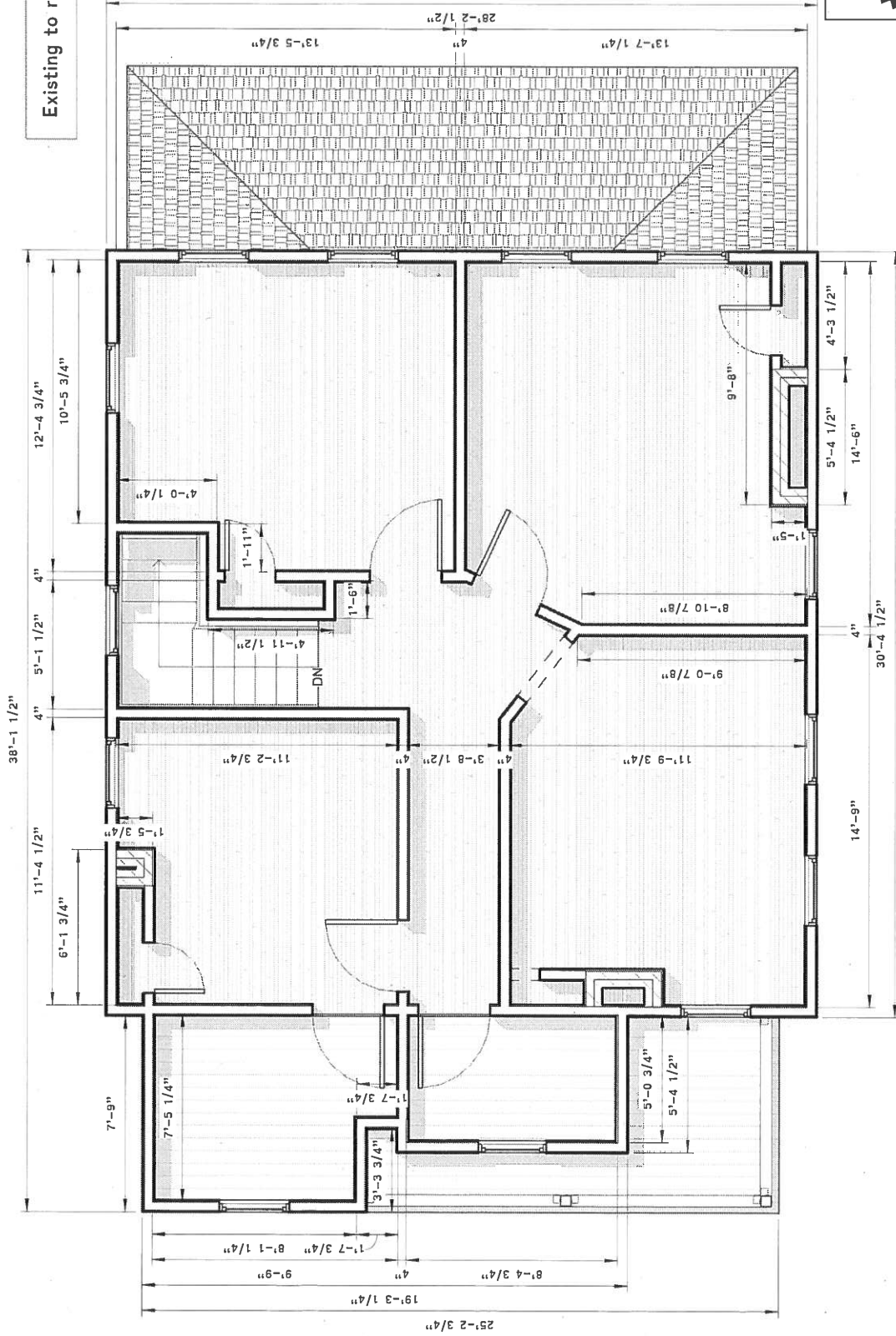


Rev.	Date	Description
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Rev.	Date
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Existing to remain, typ.



Second Floor - Existing
3004 Hanes Avenue
Fresh Start

A1.3

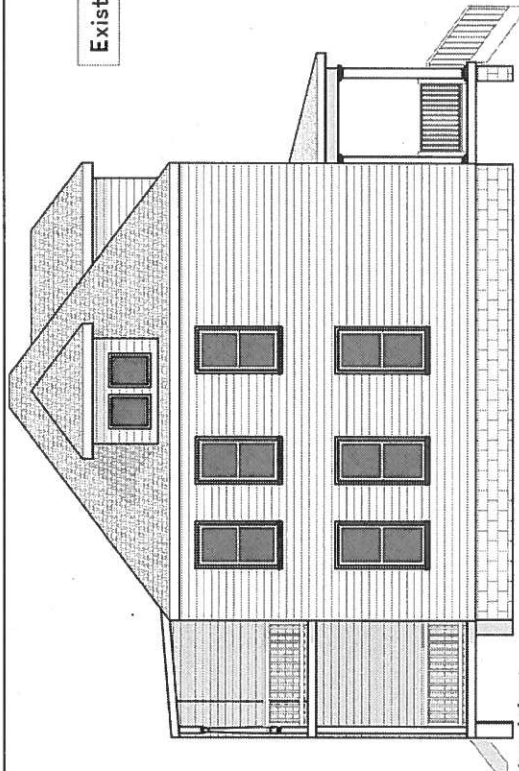
Obsidian, Inc.
515 North 22nd Street
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obsidianrva@gmail.com

February 27, 2019

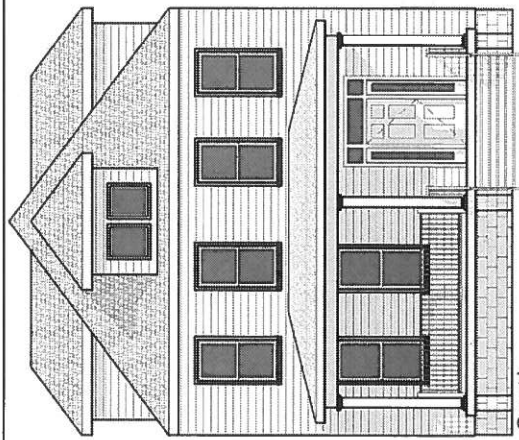


Rev.	Date	Description

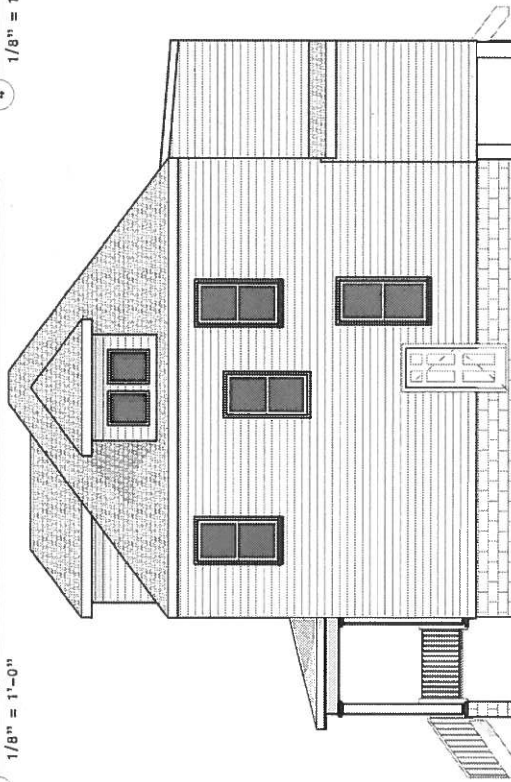
Existing to remain, typ.



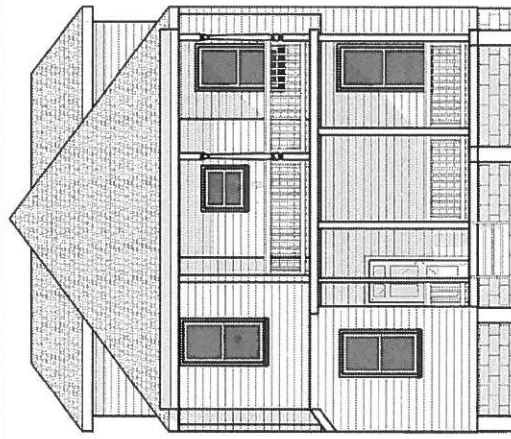
4 Existing West
1/8" = 1'-0"



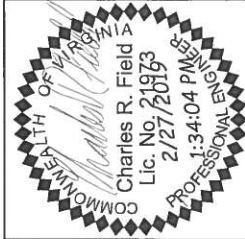
3 Existing South
1/8" = 1'-0"



1 Existing East
1/8" = 1'-0"



2 Existing North
1/8" = 1'-0"



Existing Elevations
3004 Hanes Avenue
Fresh Start

A2.1

Obsidian, Inc.
515 North 22nd Street
Richmond, VA 23223
804.647.1589
obsidianrva@gmail.com

February 27, 2019



Description

Date

Rev.

Escorcia, Sandra P. - PDR

From: Zak Mathews [zak@freshstartgroupllc.com]
Sent: Thursday, February 28, 2019 10:38 AM
To: Escorcia, Sandra P. - PDR
Cc: Julia Brouard; Charles Field
Subject: Re: 3004 Hanes Ave_BZA

The plan is to clean the existing siding and match to the best of our ability, any damaged siding. Vinyl windows are the likely solution for replacements on all windows, depending on what may be remaining once we are allowed to pull a permit and start work.

- Regards,

Zak Mathews

eXp Realty LLC

The Fresh Start Team

Realtor®, Licensed In Virginia

15430 Pouncey Tract Rd

Rockville, VA 23146

Fax: 804.212.1158

On Thu, Feb 28, 2019 at 7:37 AM Escorcia, Sandra P. - PDR <Sandra.Escorcia@richmondgov.com> wrote:

Thank You for the revised drawings.

Can you give us a description of the materials that you will be using for the exterior renovations/repairs (windows, siding, etc)?

Sincerely,

Sandra Escorcia

Zoning Officer

City of Richmond

Planning and Development Review

Bureau of Permits and Inspections

900 East Broad Street, Room 110

Richmond, Virginia 23219

804.646.6970 - Office 804.646.4169

Fax 804.646.6948

From: Julia Brouard [mailto:brouardjn@gmail.com]
Sent: Wednesday, February 27, 2019 4:36 PM
To: Charles Field; Escorcia, Sandra P. - PDR; Zak Mathews
Subject: Re: 3004 Hanes Ave_BZA

Attached are the update drawings.

On Tue, Feb 26, 2019 at 8:07 AM Charles Field <obsidianrva@gmail.com> wrote:

----- Forwarded message -----

From: Escorcia, Sandra P. - PDR <Sandra.Escorcia@richmondgov.com>
Date: Mon, Feb 25, 2019 at 1:53 PM
Subject: 3004 Hanes Ave_BZA
To: Charles Field <obsidianrva@gmail.com>, Zak Mathews <zak@freshstartgroupllc.com>

Zak,

We had the staff meeting this morning, the secretary of the Board of Zoning Appeals heard the case, his suggestion was to present the drawings for the case without the proposed enclosed porch. Once the residential use will be re-establish by the Board, then the proposed enclosure can be included by right within the building permit. The new drawings have to be submitted not later than Wednesday.

INSTRUCTIONS:
DO NOT
DETACH THIS STUB

COMPLETE ALL ITEMS ON THIS SIDE OF FORM
NOTE: FAILURE TO FOLLOW THESE INSTRUCTIONS
WILL VOID APPLICATION.



DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW
BUREAU OF PERMITS AND INSPECTION
ROOM 110 CITY HALL
900 E. BROAD STREET
RICHMOND, VIRGINIA 23219
PHONE (804) 646-4169
FAX (804) 646-1569

BUILDING
PERMIT/CERTIFICATE
APPLICATION

PERMIT NO.

B

TRACK 1 TRACK 2

THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK.
NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.

CONTRACTOR/OWNER INFORMATION	1 JOB/PROPERTY ADDRESS (STREET & NUMBER) 3004 HANES AVENUE				2 FLOOR/ROOM NO.	
	3 CONTRACTOR NAME		4 LICENSE TYPE	5 CLASS <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	6 STATE LICENSE NO.	
	7 CONTRACTOR STREET ADDRESS		8 CONTRACTOR TELEPHONE NO / EMAIL ADDRESS			
BUILDING INFORMATION	9 CITY		STATE	ZIP CODE	10 CONTRACTOR FAX NO. (804) 662-0862	
	11 PROPERTY OWNER NAME FRESH START PROPERTY SOLUTIONS LLC - 15430 PONCEY TRACK RD, ROCKVILLE, VA 23146		12 PROPERTY OWNER ADDRESS ZIP		13 OWNER DAYTIME TELEPHONE NO.	
	14 DESCRIBE CURRENT STRUCTURE USE VACANT STRUCTURE		15 DESCRIBE PROPOSED STRUCTURE USE SINGLE FAMILY DETACHED DWELLING			
OFFICE USE ONLY	16 NEW ACCESSORY BLDG. <input type="checkbox"/> ADD		17 ADDITION <input type="checkbox"/> ADD	18 RESIDENTIAL GARAGE <input type="checkbox"/> AD1	19 RESIDENTIAL DECK <input type="checkbox"/> AD2	20 OPEN PORCH <input type="checkbox"/> AD3
	21 ALTER/REMODEL LIGHT <input type="checkbox"/> AL1		22 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2	23 DEMOLITION <input type="checkbox"/> DEM	24 TENANT FITUP <input type="checkbox"/> FUP	25 FOUNDATION ONLY <input type="checkbox"/> FOU
	26 NEW BUILDING <input type="checkbox"/> NB		27 MOVING/RELOCATION <input type="checkbox"/> REL		28 REPAIR/REPLACEMENT <input type="checkbox"/> REP	
CONSTRUCTION COST	29 IF 1 OR 2 FAMILY <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY		30 IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE		31 CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LODGING HOUSE <input type="checkbox"/> 3. ADULT CARE RESIDENCE <input type="checkbox"/> 2. NURSING HOME	
	INSTRUCTIONS: ENTER APPROPRIATE AMOUNTS FOR A, B, C, D, E & F. TOTAL B, C, D, E & F. SUBTRACT THIS TOTAL FROM A TO OBTAIN G. COSTS ARE TO INCLUDE MATERIAL, LABOR, SUBCONTRACTS OVERHEAD & PROFIT.		A TOTAL CONST. COST OF ENTIRE JOB \$	C. MECH. COST \$	E. SPRINKLER COST \$	G. TOTAL CONSTRUCTION COST LESS TRADE PERMITS \$
	B. ELEC. COST \$		D. PLUMB. COST \$	F. ELEVATOR COST \$		
WORK DESCRIPTION	32 DESCRIBE SCOPE OF WORK INTERIOR AND EXTERIOR WORK TO RE-ESTABLISH SINGLE FAMILY DWELLING USE					
	33 LIEN AGENT NAME				34 PHONE NO.	
	35 ADDRESS				36 ZIP CODE	
CONTACT INFORMATION	37 CONTACT PERSON ZACH MATHEWS		38 CONTACT PHONE NO. (804) 662-0862		39 CONTACT FAX NO.	
	40 CONTACT ADDRESS 15430 PONCEY TRACK ROAD ROCKVILLE VA 23146		41 ZIP CODE		42 EMAIL	
	43 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO		44 NAME PHONE NO.			
READY TO BEGIN	45 ENGINEER/ARCHITECT NAME		46 ENGINEER/ARCHITECT PHONE NO.		47 ENGINEER/ARCHITECT FAX NO.	
	48 ENGINEER/ARCHITECT EMAIL		49 ROOF TYPE 1 (SEE BACK FOR LIST)		50 NO. OF SQUARES	
	51 ROOF TYPE 2 (SEE BACK FOR LIST)		52 NO. OF SQUARES		53 NO. OF SQUARES	
LOT & BUILDING SIZE	54 NOT REQUIRED FOR 1 & 2 FAMILY <input type="checkbox"/> YES <input type="checkbox"/> NO		55 AUTOMATIC SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO		56 FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO	
	57 BUILDING FINISHED AREA NEW OR ADDITION (SQ. FT.)		58 BUILDING UNFINISHED AREA NEW OR ADDITION (SQ. FT.)		59 GARAGE AREA (SQ. FT.)	
	60 DECK AREA (SQ. FT.)		61 BUILDING AREA EXISTING (SQ. FT.) (PER FLOOR)		62 TOTAL AREA AT COMPLETION (SQ. FT.) (PER FLOOR)	
PARKING	63 NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)		64 NO. OF SPACES AT ANOTHER LOCATION		65 LOCATION	
	66 WILL THERE BE A <input type="checkbox"/> NEW CURB <input type="checkbox"/> RELOCATED CURB <input type="checkbox"/> DRIVEWAY		67 WILL THERE BE ANY SITE GRADING OR LAND DISTURBING ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		68 TOTAL AREA TO BE DISTURBED (SQ. FT.)	
	69 IS SURVEY OR SITE PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO		70 LEASE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
OWNERS AFFIDAVIT	I HEREBY AFFIRM THAT UNDER THE PROVISIONS OF TITLE 54.1-1101 OF THE CODE OF VIRGINIA, I AM NOT SUBJECT TO LICENSURE AS A CONTRACTOR OR SUBCONTRACTOR. BY THIS AFFIDAVIT I ASSUME FULL RESPONSIBILITY FOR COMPLETION OF THE PROPOSED WORK IN ACCORDANCE WITH ALL APPLICABLE BUILDING CODES AND LAW. I ALSO UNDERSTAND IT IS A VIOLATION OF STATE LAW TO KNOWINGLY HIRE AN UNLICENSED CONTRACTOR.					
	PRINTED NAME		SIGNATURE		DATE	
ASBESTOS CERTIFICATION	A (NAME OF APPLICANT)		B CERTIFY THAT THE BUILDING AT (ADDRESS, FLOOR OR SUITE),			
	HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAP) AND OSHA STANDARDS FOR CONSTRUCTION WORKERS.					
	C SIGNATURE					
OFFICE USE ONLY	ARTS DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		HISTORICAL DISTRICT <input type="checkbox"/> YES <input type="checkbox"/> NO		VIOLATION ON PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO	
	DELINQUENT TAXES DUE? <input type="checkbox"/> YES <input type="checkbox"/> NO		ICC TYPE OF CONSTRUCTION		EXISTING USE GROUP	
	PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE	
FEE RECEIVED		RECEIPT NO.		<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD		
IS PROPERTY IN 100 YR FLOOD PLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO		FLOOD ELEV.		SITE ELEV.		
CHESAPEAKE BAY PROTECTION AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO		CHESAPEAKE BAY MANAGEMENT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO		APPLICATION APPROVED BY		
DATE		APPLICATION DISAPPROVED BY		DATE		

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.