



# COMMISSION OF ARCHITECTURAL REVIEW

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

**PROPERTY** (location of work)

Address \_\_\_\_\_

Historic district \_\_\_\_\_

Date/time rec'd: \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Application #: \_\_\_\_\_

Hearing date: \_\_\_\_\_

### APPLICANT INFORMATION

Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Applicant Type: ☐ Owner ☐ Agent

☐ Lessee ☐ Architect ☐ Contractor

☐ Other (please specify): \_\_\_\_\_

### OWNER INFORMATION (if different from above)

Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### PROJECT INFORMATION

Review Type: ☐ Conceptual Review ☐ Final Review

Project Type: ☐ Alteration ☐ Demolition ☐ New Construction  
(Conceptual Review Required)

Project 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 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. Applicants 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 in the office or on-site. The Commission of Architectural Review website has additional project guidance and required checklists:

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

Division of Planning and Preservation    804.646.6335    Carey.Jones@Richmondgov.com
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## SUBMISSION INSTRUCTIONS

**Certain exterior work can be administratively approved by Staff. Please contact staff for a preliminary determination of the level of review required prior to submitting an application.**

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

- Eleven (11) signed and completed applications – property owners signature required
- Eleven (11) copies of supporting documentation, as indicated on appropriate checklist, collated and stapled. All plans and elevations must be printed **11x17** and all text easily legible.
- One digital copy of the application and supporting documentation, depending on size emailed to staff or saved to a thumb drive or CD and delivered with the application materials.
- **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 the agenda.
- 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

- Commission meetings start at 4:00 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.
- All applications are due at 12 noon the Friday on the deadline date. See table below.
- **Exception:** Revisions to applications that have been deferred or conceptually reviewed at a Commission meeting can be submitted nine (9) calendar days after that meeting in order to be reviewed at the following meeting. Please contact staff to confirm this date.

2020 Meeting Dates	Application Deadlines (Fridays unless noted otherwise)
Tuesday, January 28, 2020	<u>Monday</u> , December 30, 2019
Tuesday, February 25, 2020	Friday, January 31, 2020
Tuesday, March 24, 2020	Friday, February 28, 2020
Tuesday, April 28, 2020	Friday, March 27, 2020
Tuesday, May 26, 2020	Friday, May 1, 2020
Tuesday, June 23, 2020	Friday, May 29, 2020
Tuesday, July 28, 2020	Friday, June 26, 2020
Tuesday, August 25, 2020	Friday, July 31, 2020
Tuesday, September 22, 2020	Friday, August 28, 2020
Tuesday, October 27, 2020	Friday, September 25, 2020
Tuesday, November 24, 2020	Friday, October 30, 2020
Tuesday, December 15, 2020	Friday, November 20, 2020



**3310 E BROAD ST**  
**CHIMBORAZO CARRIAGE HOUSE**

*SUBMISSION FOR CAR CERTIFICATE OF  
APPROPRIATENESS*

*PREPARED BY EVAN MACKENZIE, VIRGINIA ARCHITECT LICENSE NO 0401015465  
ON BEHALF OF CATHERINE YOUNG, OWNER  
MAY 29, 2020*



## SCOPE OF WORK

*The carriage house at 3310 E Broad Street is an unconditioned 500 SF two story brick structure currently in use as a residential shed in an R-8 Urban Residential zone. The building appears to have been altered multiple times - replacing the hip roof with a low-slope roof, adding a wood deck on the second story, and providing a covered patio beneath the deck. The carriage house has electrical service, but no plumbing. The overall building condition is fair.*

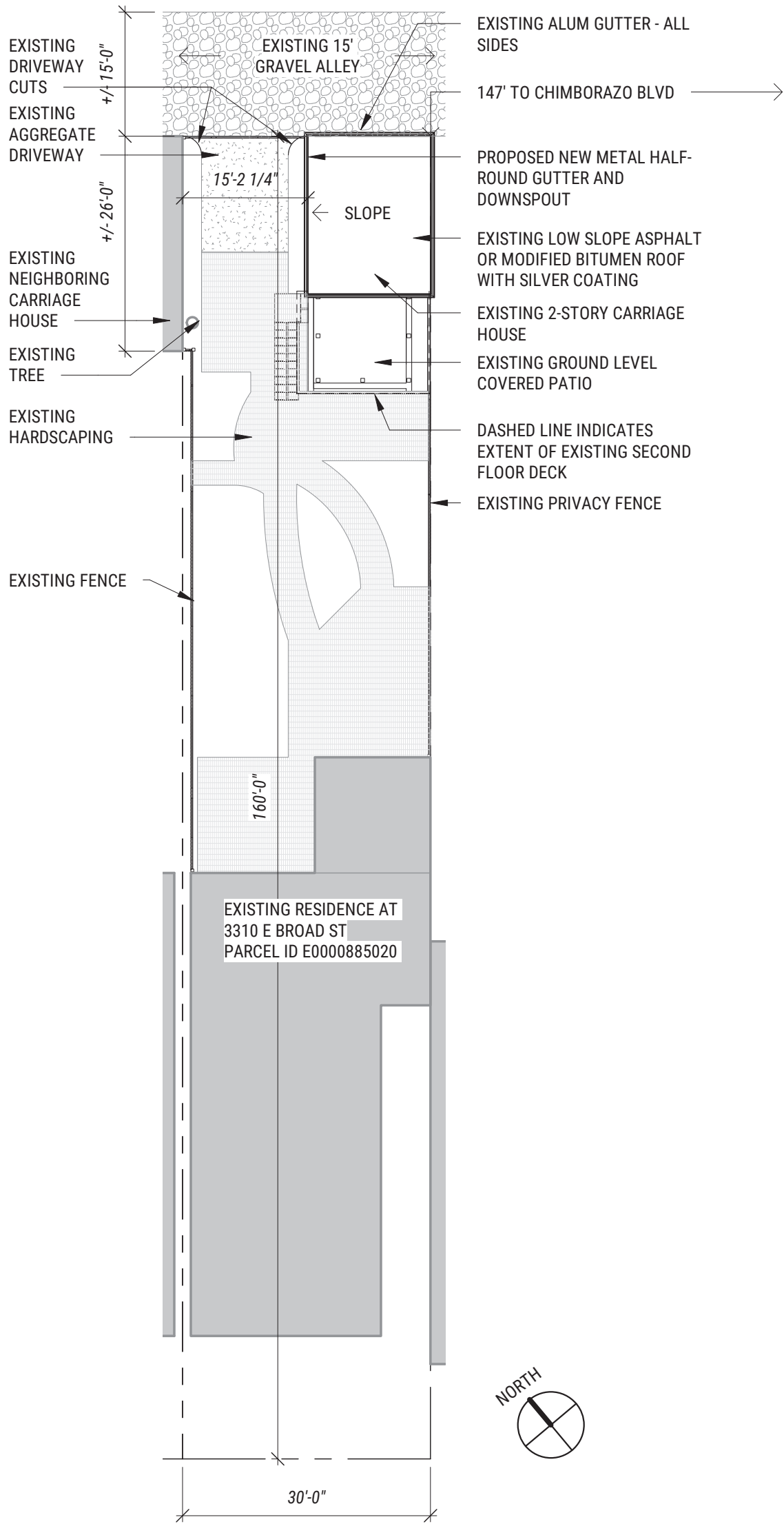
*The proposed scope is to convert the building into an efficiency apartment, including a kitchen, bathroom, laundry hookup, and mini-split heatpump. The stair will be remodeled to provide adequate head clearance, and the exterior walls will be furred and insulated. Previously blocked in openings for original windows and doors will be reopened and reconstructed to provide new windows and doors. No additional openings are proposed in the original structure. New skylighting is proposed in the low-slope roof above the stairs - this will be hidden from the ground view by a small parapet, constructed to control water at the roof. Additional work includes:*

- Original brickwork to be repointed as needed.*
- Repairs and update to the deck to provide structural integrity as well as privacy*
- Updates and repairs to the existing fencing*
- Addition of a metal half round gutter and downspout to address existing water runoff issues*
- Addition of exterior lighting to address a lack of adequate lighting in the alley*

*This project will also be under review for a Special Use Permit.*

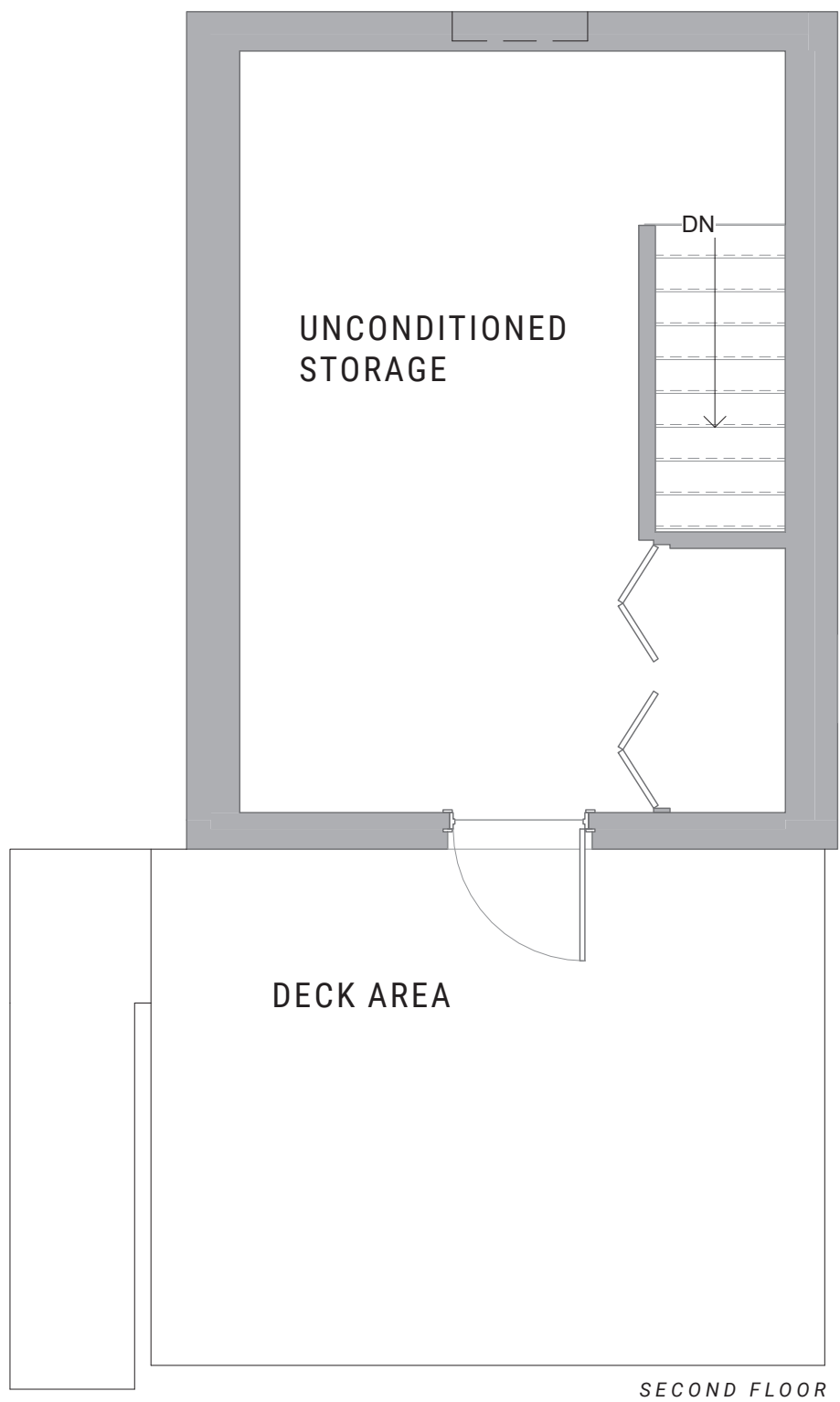


CHIMBORAZO CARRIAGE HOUSE  
EXISTING SITE PLAN - 1/16" = 1'-0"



E. BROAD STREET

CHIMBORAZO CARRIAGE HOUSE  
EXISTING CONDITION FLOOR PLANS - 1/4" = 1'-0"



EXISTING DOORS & WINDOWS

GROUND FLOOR:

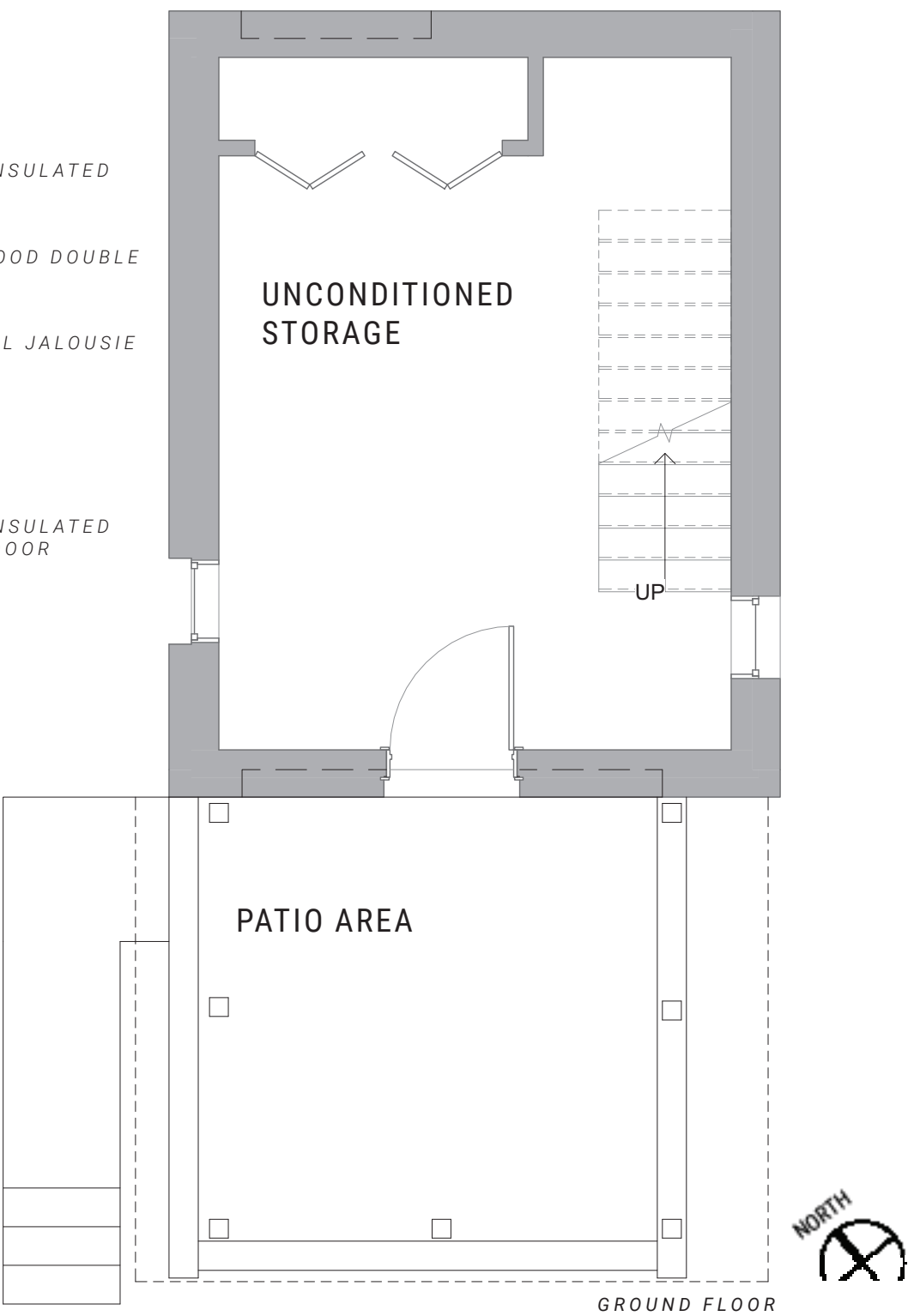
ENTRANCE DOOR: 3'-0" X 6'-8" INSULATED FIBERGLASS FRONT DOOR

KITCHEN WINDOW: 24" X 40" WOOD DOUBLE HUNG WINDOW

STAIR WINDOW: 24" X 24" METAL JALOUSIE WINDOW

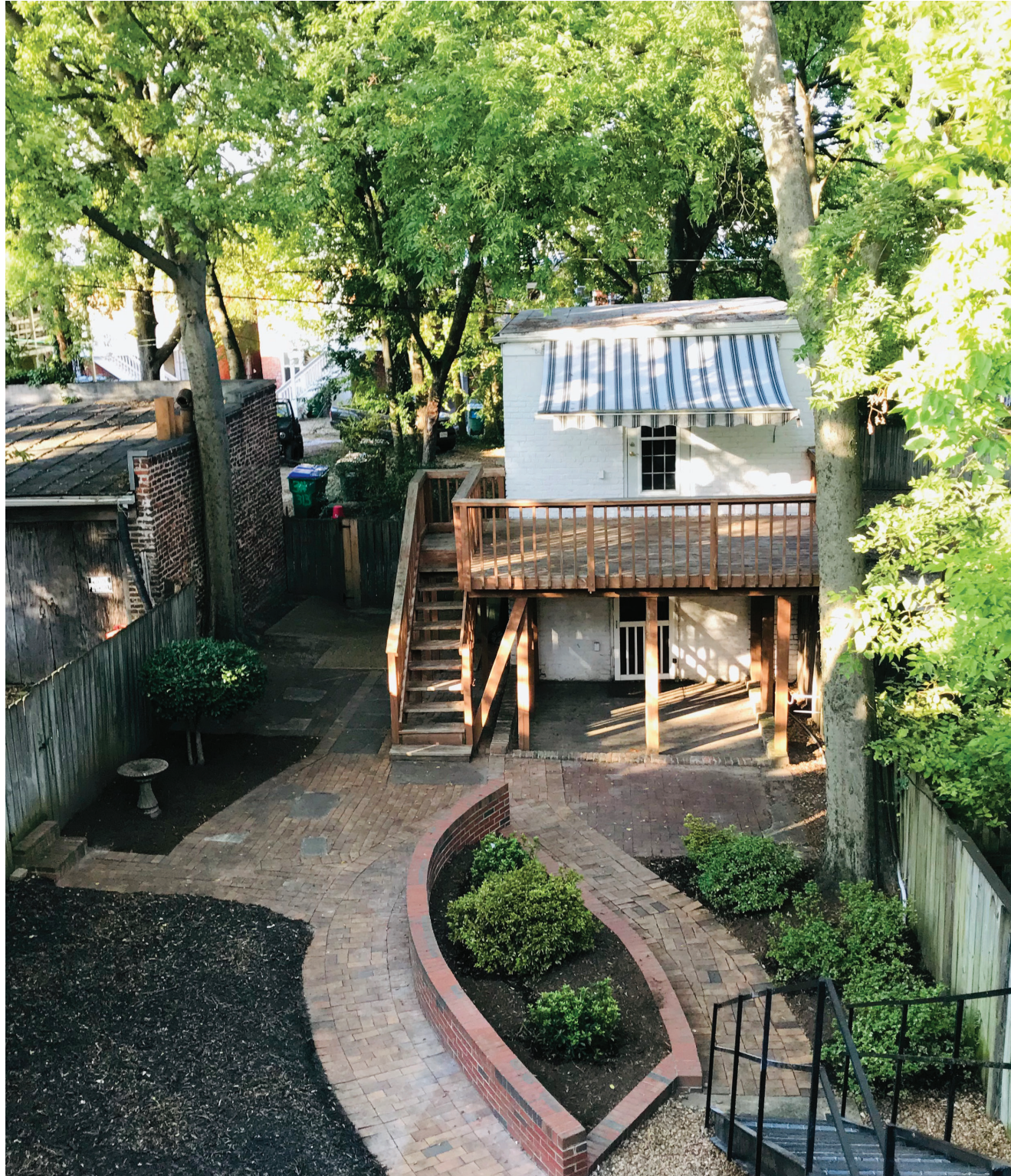
SECOND FLOOR:

EXTERIOR DOOR: 3'-0" X 6'-8" INSULATED FIBERGLASS FULL-LITE PATIO DOOR

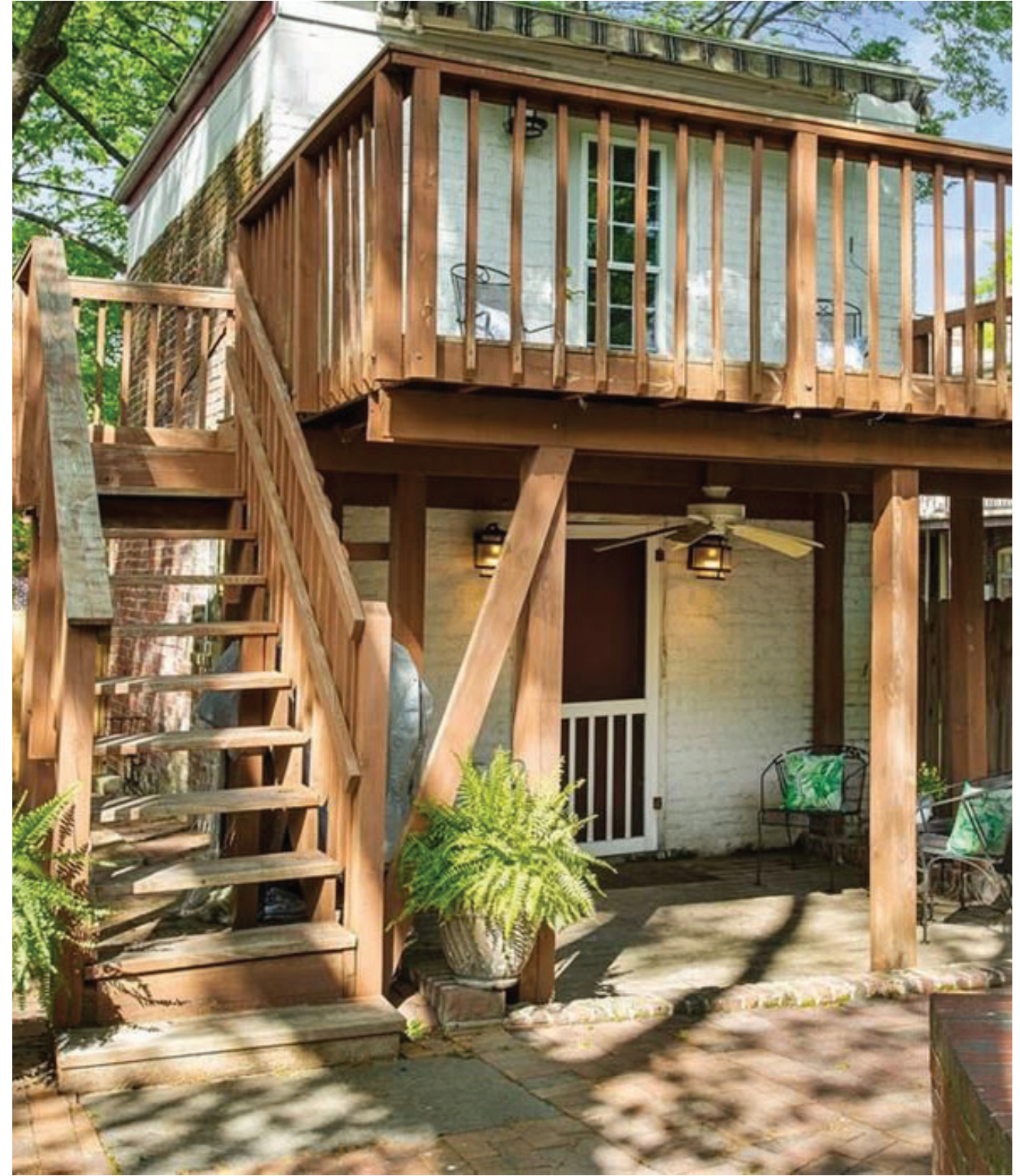




CHIMBORAZO CARRIAGE HOUSE  
EXISTING CONDITIONS PHOTOS



FIELD PART I





CHIMBORAZO CARRIAGE HOUSE  
ELEVATION PHOTOS



SOUTH ELEVATION



NORTH ELEVATION



CHIMBORAZO CARRIAGE HOUSE  
ELEVATION PHOTOS



EAST ELEVATION

FIELD PART I



WEST ELEVATION (COMPOSITE)



CHIMBORAZO CARRIAGE HOUSE  
RELEVANT CONTEXT PHOTOS

MAIN HOUSE  
3310 E BROAD ST



FRONT ELEVATION



REAR ELEVATIONS

FIELD PART I



# CHIMBORAZO CARRIAGE HOUSE RELEVANT CONTEXT PHOTOS

CARRIAGE HOUSE  
2720 E BROAD ST



We believe this carriage house located nearby - on 28th ST, at the back of the 2720 E Broad ST property - most closely resembles the original design of the carriage house at 3310 E Broad St. The roof appears to have been removed at some point, and the masonry walls built up with concrete block to form the structure for a flat roof. The brickwork indicates that the primary distinction at 3310 E Broad ST appears to be that the second story door opening above the carriage opening was part of a dormer assembly, while the roofline was lower. Our intent is to demarcate the original construction materially, and cover the concrete block in metal paneling.





# CHIMBORAZO CARRIAGE HOUSE RELEVANT CONTEXT PHOTOS

CARRIAGE HOUSES IN CHIMBORAZO  
OLD & HISTORIC DISTRICT



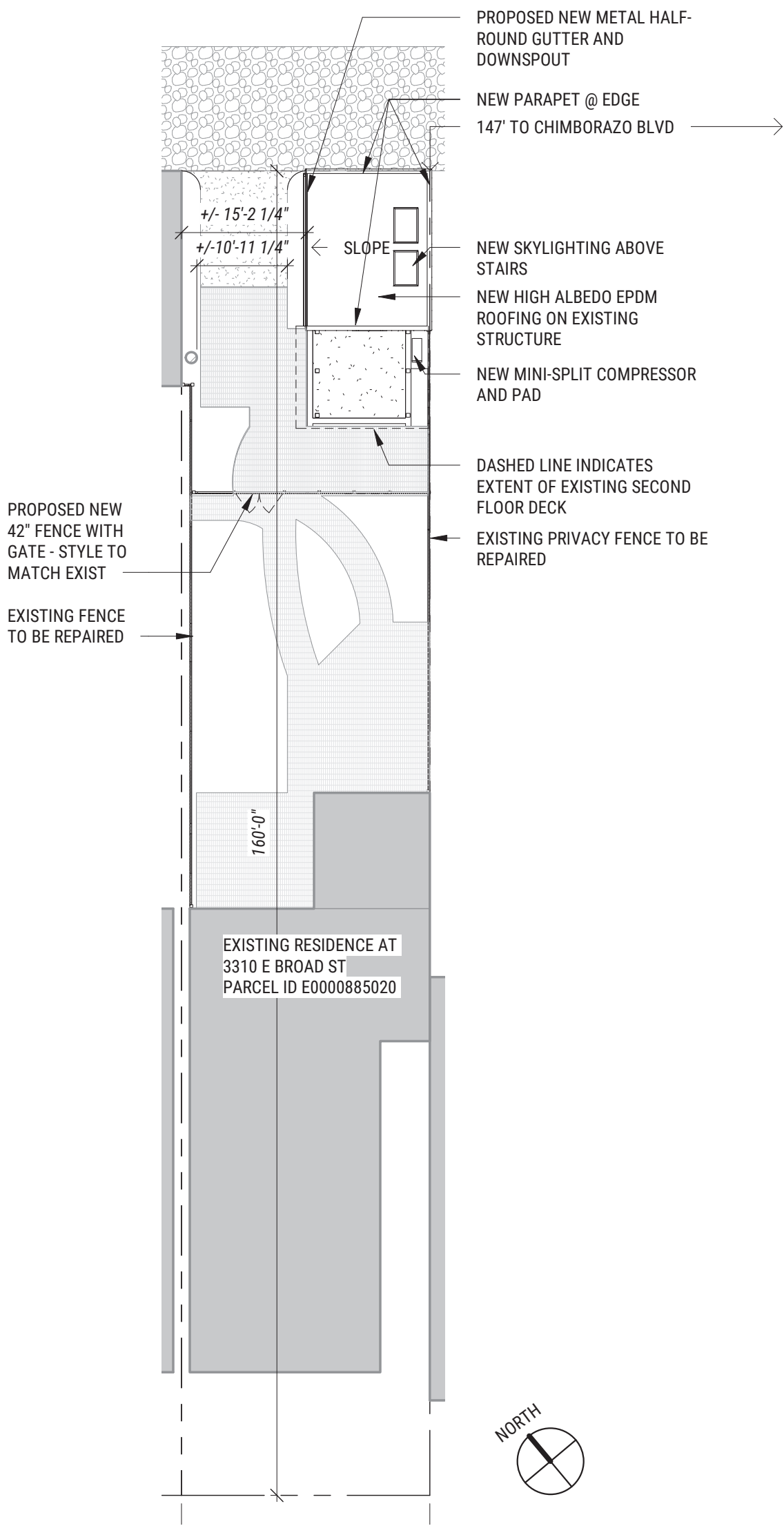
CARRIAGE HOUSE AT 3300 E BROAD ST



CARRIAGE HOUSES ON THE 3400 BLOCK OF E BROAD ST

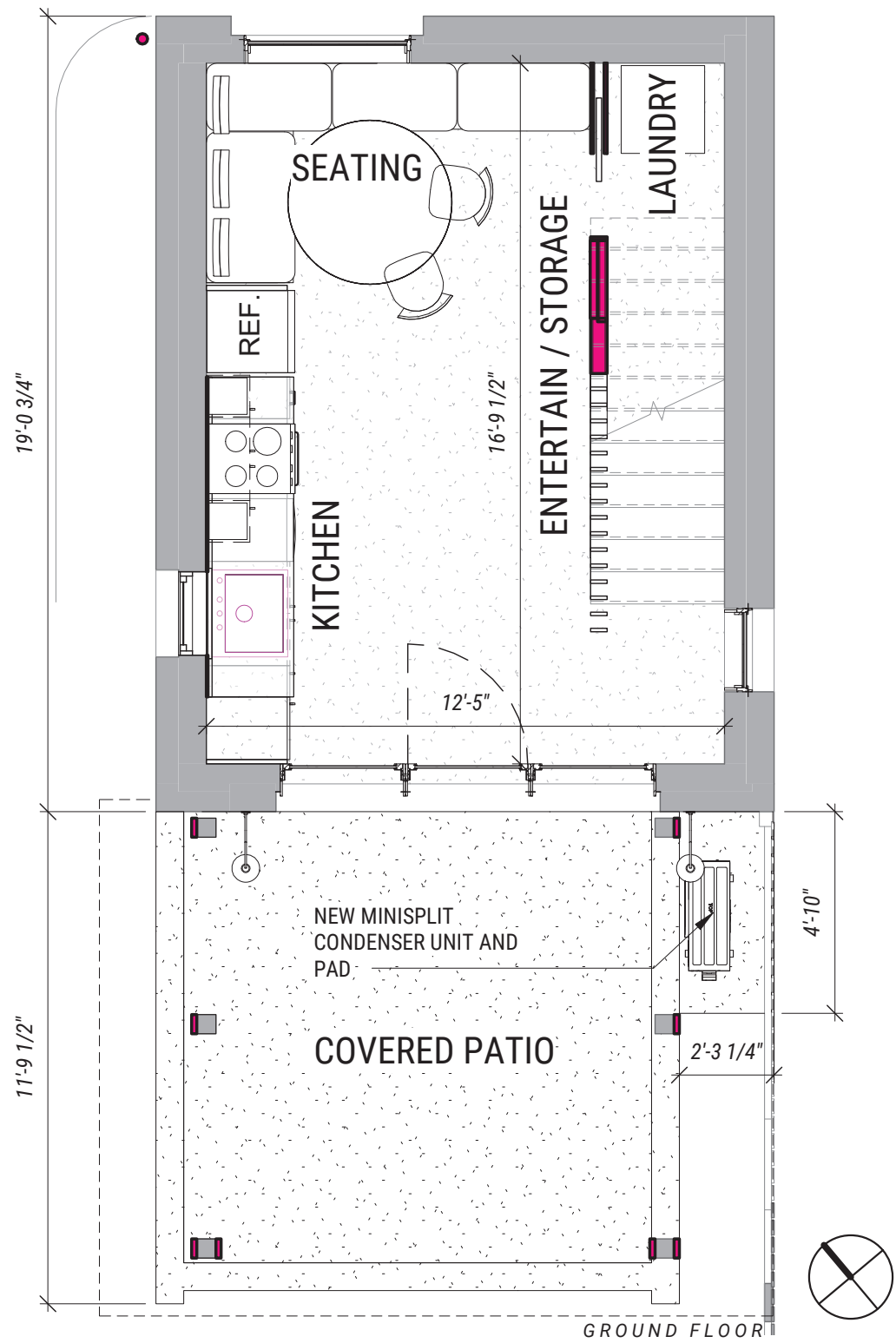
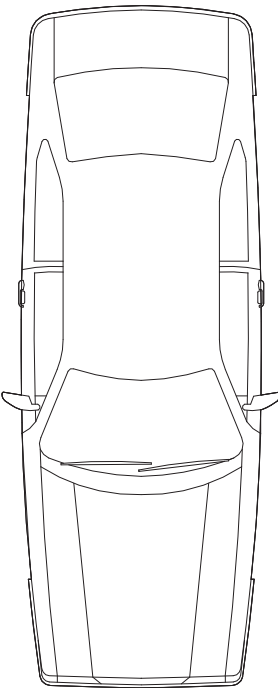
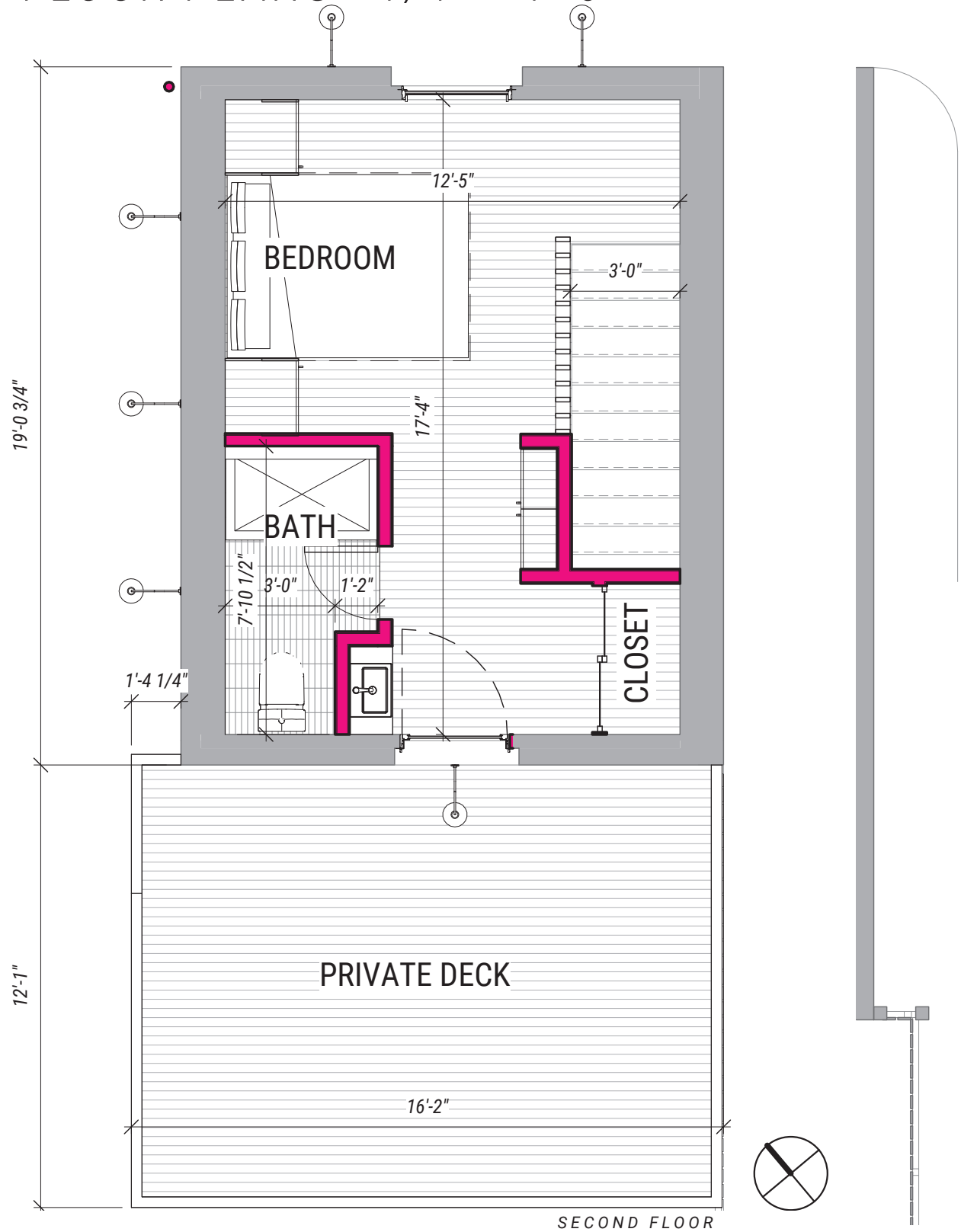


CHIMBORAZO CARRIAGE HOUSE  
PROPOSED SITE PLAN - 1/16" = 1'-0"



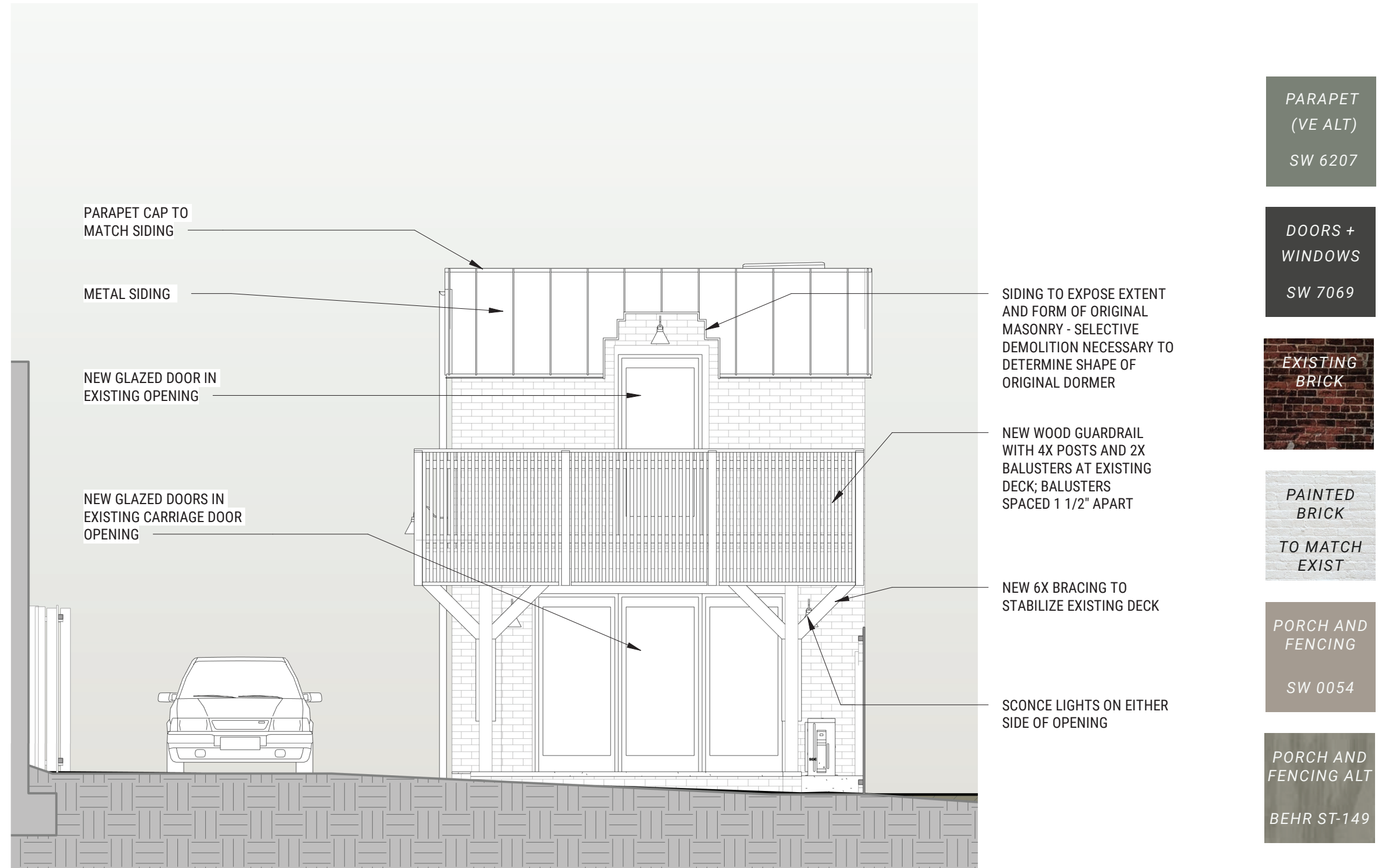
E. BROAD STREET

CHIMBORAZO CARRIAGE HOUSE  
FLOOR PLANS - 1/4" = 1'-0"



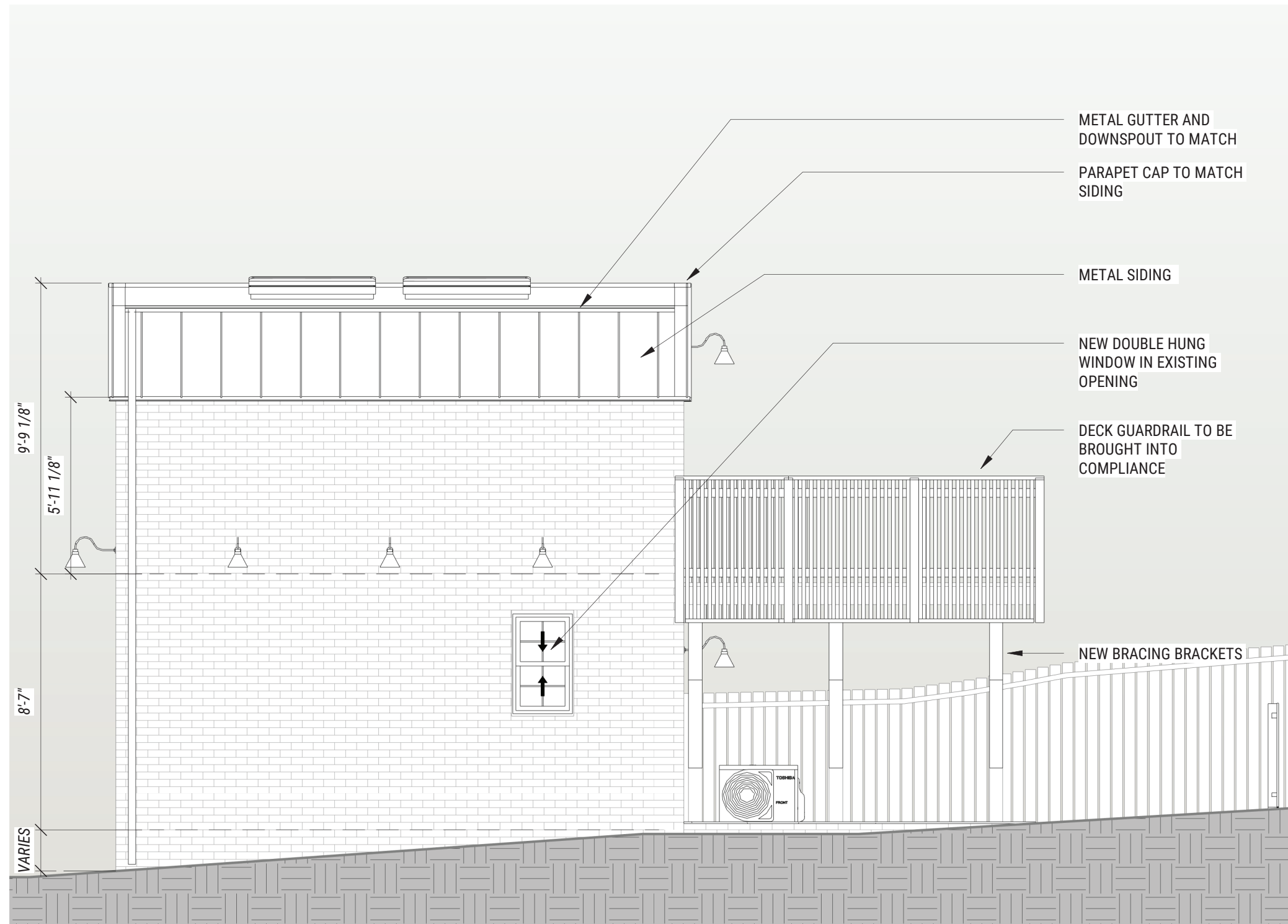
# CHIMBORAZO CARRIAGE HOUSE

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



# CHIMBORAZO CARRIAGE HOUSE

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



PARAPET  
(VE ALT)

SW 6207

DOORS +  
WINDOWS

SW 7069

EXISTING  
BRICK

PAINTED  
BRICK  
TO MATCH  
EXIST

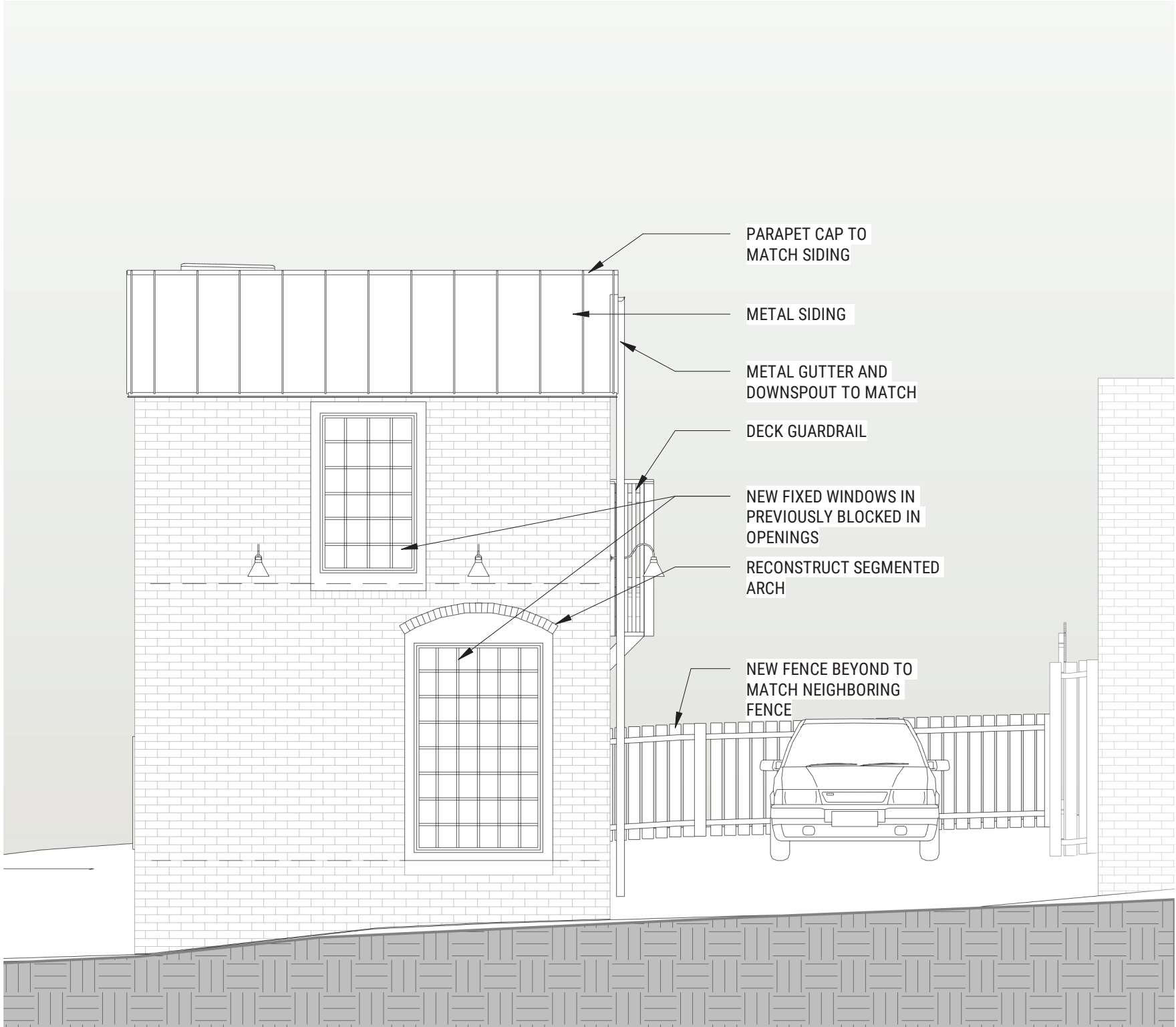
PORCH AND  
FENCING

SW 0054

PORCH AND  
FENCING ALT

BEHR ST-149

CHIMBORAZO CARRIAGE HOUSE  
NORTH ELEVATION - 1/4" = 1'-0"



PARAPET  
(VE ALT)  
SW 6207

DOORS +  
WINDOWS  
SW 7069

EXISTING  
BRICK

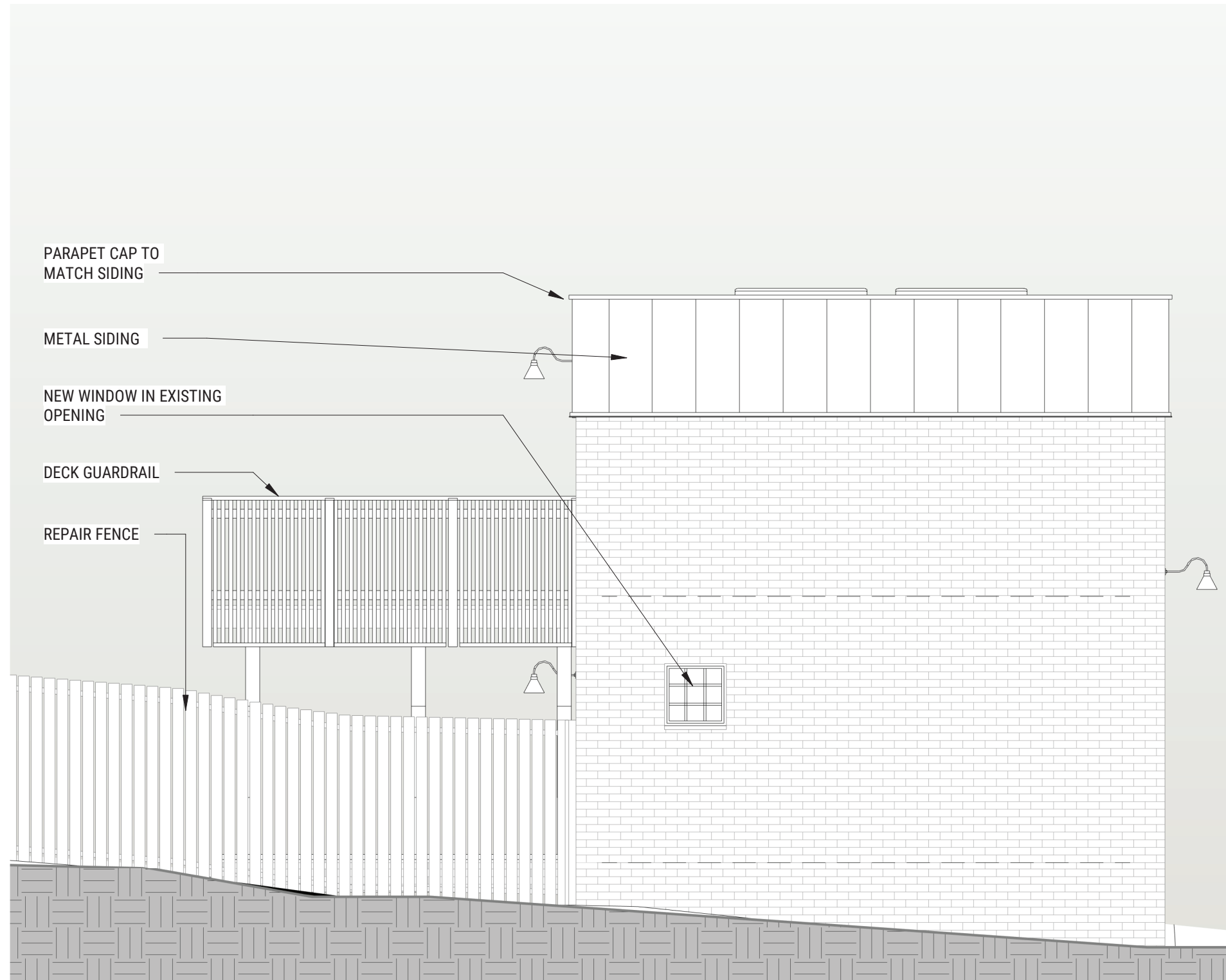
PAINTED  
BRICK  
TO MATCH  
EXIST

PORCH AND  
FENCING  
SW 0054

PORCH AND  
FENCING ALT  
BEHR ST-149

# CHIMBORAZO CARRIAGE HOUSE

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



PARAPET  
(VE ALT)  
SW 6207

DOORS +  
WINDOWS  
SW 7069

EXISTING  
BRICK

PAINTED  
BRICK  
TO MATCH  
EXIST

PORCH AND  
FENCING  
SW 0054

PORCH AND  
FENCING ALT  
BEHR ST-149



CHIMBORAZO CARRIAGE HOUSE  
EXTERIOR PERSPECTIVE (VE ALT)- 1/4" = 1'-0"



PARAPET  
(VE ALT)  
SW 6207

DOORS +  
WINDOWS  
SW 7069

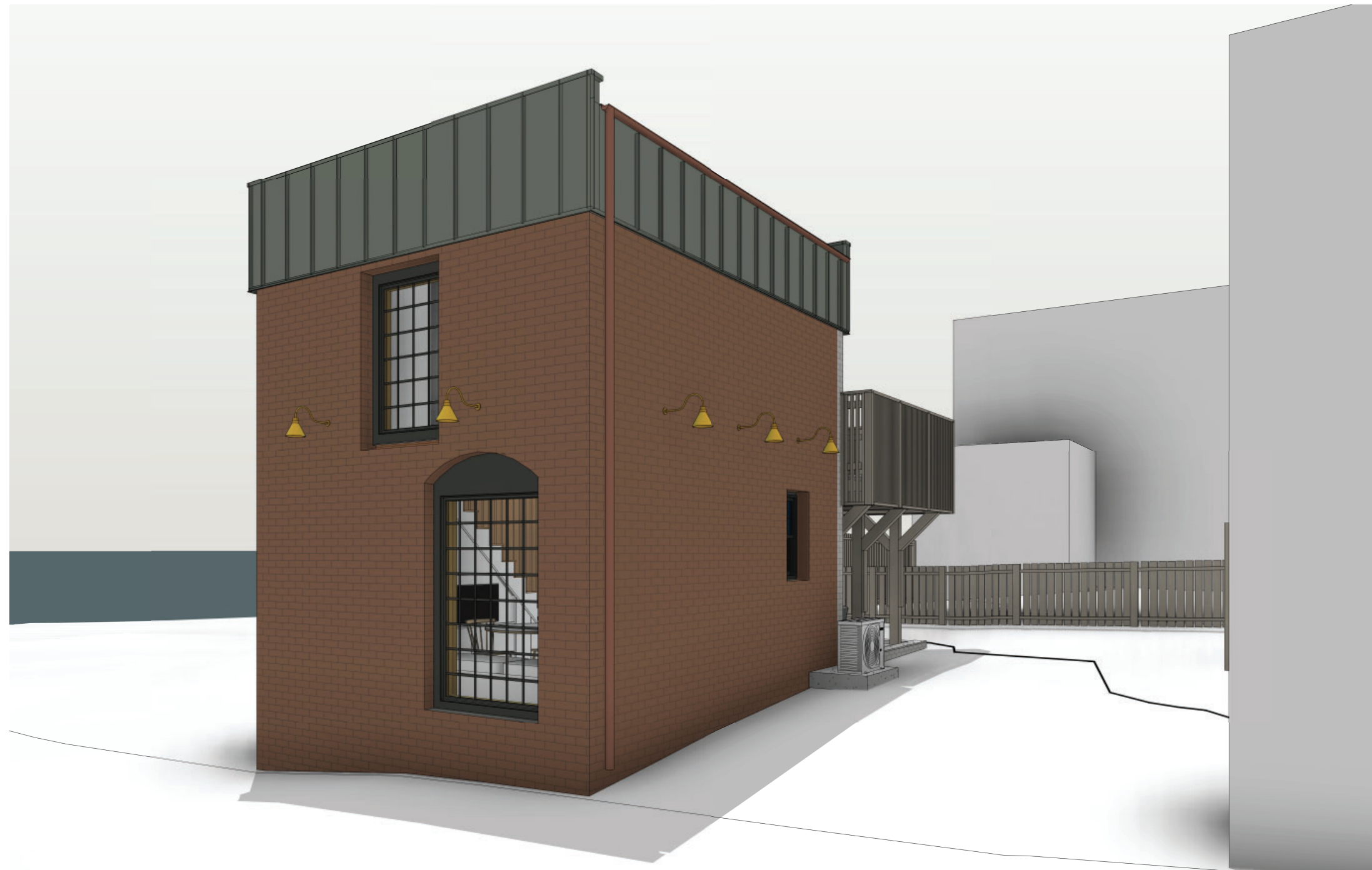
EXISTING  
BRICK

PAINTED  
BRICK  
TO MATCH  
EXIST

PORCH AND  
FENCING  
SW 0054

PORCH AND  
FENCING ALT  
BEHR ST-149

CHIMBORAZO CARRIAGE HOUSE  
EXTERIOR PERSPECTIVE - 1/4" = 1'-0"



PARAPET  
(VE ALT)  
SW 6207

DOORS +  
WINDOWS  
SW 7069

EXISTING  
BRICK

PAINTED  
BRICK  
TO MATCH  
EXIST

PORCH AND  
FENCING  
SW 0054

PORCH AND  
FENCING ALT  
BEHR ST-149



OUTLINE SPECIFICATIONS



PRIMARY OPTION  
COPPER GOOSENECK OUTDOOR  
UTILITY LIGHT

EXTERIOR LIGHTING



ALUMINUM CLAD WINDOWS WITH COLONIAL  
GRILLE - JELD WEN SITELINE OR SIMILAR

WINDOWS & DOORS

ALUMINUM CLAD WINDOWS WITH COLONIAL  
GRILLE - JELD WEN SITELINE OR SIMILAR

PARAPET  
METAL STANDING SEAM  
SW 6207 + COPPER GUTTER &  
DOWNSPOUT

DOORS + WINDOWS  
  
SW 7069

PAINTED BRICK  
  
TO MATCH EXIST

PORCH AND FENCING  
  
SW 0054

PORCH AND FENCING STAIN  
ALTERNATE  
  
BEHR LIGHT LEAD  
SEMI-TRANSPARENT STAIN

MATERIAL SELECTIONS