



## CITY OF RICHMOND

DEPARTMENT OF  
PLANNING AND DEVELOPMENT REVIEW  
BOARD OF ZONING APPEALS

August 7, 2020

John and Holly Martin  
5404 Matoaka Road  
Richmond, Virginia 23226

Designs by Aaron Olson  
3325 Pinebrook Drive  
Richmond, VA 23225  
Attn: Aaron Olson

To Whom It May Concern:

RE: **BZA 33-2020**

You are hereby notified that the Board of Zoning Appeals will hold an electronic public hearing on Wednesday, September 2, 2020 due to the state of emergency that exists as a result of the spread of COVID-19 pursuant to and in compliance with Ordinance 2020-093 to consider an application for a one-story and a two-story addition to a single-family (detached) dwelling at 5404 MATOAKA ROAD (Tax Parcel Number W020-0187/015), located in an R-4 (Single-Family Residential District).

Please be advised that the applicant or applicant's representative is required to participate in the electronic public hearing by calling 804-316-9457 and entering code 964 489 214# beginning at 1:00 p.m. For video access by computer, smart phone or tablet visit <https://richmondva.legistar.com/Calendar.aspx>. Select the Board of Zoning Appeals drop-down and 2020 drop-down, click meeting details for September 2, 2020 meeting and then click video access. In the event you have difficulty accessing a public hearing you may contact Mr. William Davidson at 804-396-5350 or by email at [William.Davidson@richmondgov.com](mailto:William.Davidson@richmondgov.com) for assistance. In accordance with Ordinance No. 2020-093, please be advised that an inability to access one of the enumerated public hearing through video means shall not be considered a prerequisite for participating in the subject public hearing. It will be necessary for you to stay on the line until such time as your case is called. 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. For the purposes of the record it also requested that before addressing the Board you identify yourself and spell your name.

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

BZA 33-2020  
Page 2  
August 7, 2020

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/civicasociationgroupinformation.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.

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,

A handwritten signature in dark ink, appearing to read "Roy W. Benbow". The signature is fluid and cursive, with the first name "Roy" being the most prominent.

Roy W. Benbow, Secretary  
Phone: (804) 240-2124  
Fax: (804) 646-5789  
E-mail: Roy.Benbow@richmondgov.com

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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.

Bosher Rosa E Revocable Trust Trustee  
103 Seneca Rd  
Richmond VA 23226

Bowles Aubrey R Iv  
5504 Matoaka Rd  
Richmond VA 23226

Carr Brandt R And Elizabeth H  
5403 Matoaka Ave  
Richmond VA 23226

Cashin Joseph P & Susan E  
105 Seneca Rd  
Richmond VA 23226

Daniel Joy Anne  
106 Seneca Rd  
Richmond VA 23226

Deskevich Duane A & Janet D C  
5400 Matoaka Rd  
Richmond VA 23226

Hudson Matthew B & Melisa D  
101 Seneca Rd  
Richmond VA 23226

Lanterman Bradley F  
5401 Matoaka Rd  
Richmond VA 23226

Muse James R And Leigh A  
108 Seneca Rd  
Richmond VA 23226

Newsom John F Iii Trustee & Newsom  
Fern D Trustee  
106 N Wilton Road  
Richmond VA 23226

Peaseley Family Revocable Trust  
Trustees  
5405 Matoaka Rd  
Richmond VA 23226

Purrington Charles M Jr & Dale O  
104 Seneca Rd  
Richmond VA 23226

Raggi Matthew John & Ashley Gibb  
5402 Matoaka Road  
Richmond VA 23226

Reynolds Lawrence J & Margaret H Trs  
Lawrence J & Margaret Reynolds Trust  
5500 Matoaka Rd  
Richmond VA 23226

Rose Timothy C And Emily  
104 N Wilton Rd  
Richmond VA 23226

Shannon James And Cari  
5501 Matoaka Road  
Richmond VA 23226

Temple Catherine C  
5503 Matoaka Rd  
Richmond VA 23226

Wright Laura Roberts Revocable Trust  
Trs  
5407 Matoaka Rd  
Richmond VA 23226

**Property:** 5404 Matoaka Road **Parcel ID:** W0200187015**Parcel**

**Street Address:** 5404 Matoaka Road Richmond, VA 23226-  
**Owner:** MARTIN JOHN L JR AND HOLLY C  
**Mailing Address:** 5404 MATOAKA RD, RICHMOND, VA 2322600000  
**Subdivision Name :** TUCKAHOE TERRACE  
**Parent Parcel ID:**  
**Assessment Area:** 106 - Glenburnie/Tuckahoe  
**Property Class:** 120 - R Two Story  
**Zoning District:** R-4 - Residential (Single Family)  
**Exemption Code:** -

**Current Assessment**

**Effective Date:** 01/01/2020  
**Land Value:** \$182,000  
**Improvement Value:** \$575,000  
**Total Value:** \$757,000  
**Area Tax:** \$0  
**Special Assessment District:** None

**Land Description**

**Parcel Square Feet:** 12804  
**Acreage:** 0.267  
**Property Description 1:** TUCKAHOE TERRACE BG  
**Property Description 2:** 0083.00X0140.01 0000.000  
**State Plane Coords( ?):** X= 11768006.499985 Y= 3732789.601035  
**Latitude:** 37.57053345 , **Longitude:** -77.51634368

**Description**

**Land Type:** Residential Lot B  
**Topology:**  
**Front Size:** 83  
**Rear Size:** 140  
**Parcel Square Feet:** 12804  
**Acreage:** 0.267  
**Property Description 1:** TUCKAHOE TERRACE BG  
**Property Description 2:** 0083.00X0140.01 0000.000  
**Subdivision Name :** TUCKAHOE TERRACE  
**State Plane Coords( ?):** X= 11768006.499985 Y= 3732789.601035  
**Latitude:** 37.57053345 , **Longitude:** -77.51634368

**Other**

**Street improvement:**  
**Sidewalk:**

**Assessments**

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2020	\$182,000	\$575,000	\$757,000	Reassessment
2019	\$182,000	\$529,000	\$711,000	Reassessment
2018	\$182,000	\$505,000	\$687,000	Reassessment
2017	\$158,000	\$505,000	\$663,000	Reassessment
2016	\$158,000	\$481,000	\$639,000	Reassessment
2015	\$158,000	\$468,000	\$626,000	Reassessment
2014	\$156,000	\$465,000	\$621,000	Reassessment
2013	\$156,000	\$465,000	\$621,000	Reassessment
2012	\$156,000	\$474,000	\$630,000	Reassessment
2011	\$156,000	\$484,000	\$640,000	CarryOver
2010	\$156,000	\$484,000	\$640,000	Reassessment
2009	\$156,000	\$483,600	\$639,600	Reassessment
2008	\$156,000	\$483,600	\$639,600	Reassessment
2007	\$144,000	\$469,500	\$613,500	Reassessment
2006	\$144,300	\$469,200	\$613,500	Reassessment
2005	\$134,900	\$446,900	\$581,800	Reassessment
2004	\$123,800	\$410,000	\$533,800	Reassessment
2003	\$123,800	\$410,000	\$533,800	Reassessment
2002	\$112,500	\$372,700	\$485,200	Reassessment
2001	\$99,600	\$329,800	\$429,400	Reassessment
2000	\$83,000	\$253,700	\$336,700	Reassessment
1998	\$83,000	\$230,600	\$313,600	Not Available

**Transfers**

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
02/01/2007	\$640,200	JOWAISAS JOSEPH P & BARBARA L	ID2007-3896	1 - VALID SALE-Valid, Use in Ratio Analysis
02/01/2007	\$640,200	JOWAISAS JOSEPH P & BARBARA L	ID2007-3896	1 - VALID SALE-V-Verified Valid Sale
05/05/1977	\$102,500	Not Available	00720-1502	
01/08/1977	\$0	Not Available	000114-00346	

**Planning**

**Master Plan Future Land Use:** SF-LD  
**Zoning District:** R-4 - Residential (Single Family)  
**Planning District:** Far West  
**Traffic Zone:** 1117  
**City Neighborhood Code:** WHMP  
**City Neighborhood Name:** Westhampton  
**Civic Code:**  
**Civic Association Name:** Tuckahoe Terrace Civic Association  
**Subdivision Name:** TUCKAHOE TERRACE  
**City Old and Historic District:**  
**National historic District:**  
**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	Tract
2000	2017	0504002	050400
1990	218	0504002	050400

**Schools**

**Elementary School:** Mary Munford  
**Middle School:** Hill  
**High School:** Jefferson

**Public Safety**

**Police Precinct:** 3  
**Police Sector:** 311  
**Fire District:** 19  
**Dispatch Zone:** 058A

**Public Works Schedules**

**Street Sweep:** TBD  
**Leaf Collection:** TBD  
**Refuse Collection:** Monday  
**Bulk Collection:** TBD

**Government Districts**

**Council District:** 1  
**Voter Precinct:** 102  
**State House District:** 68  
**State Senate District:** 10  
**Congressional District:** 4

**Extension 1 Details**

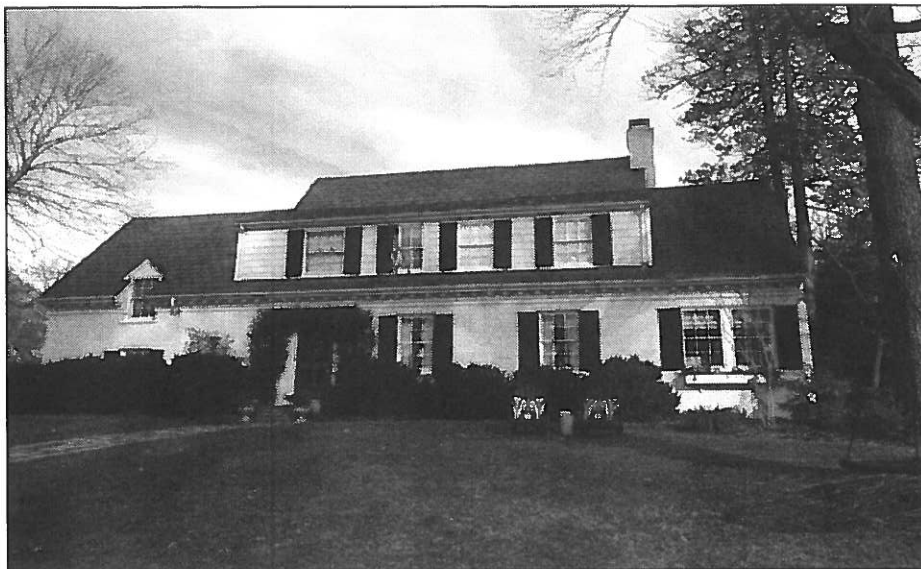
**Extension Name:** R01 - Residential record #01  
**Year Built:** 1936  
**Stories:** 2  
**Units:** 0  
**Number Of Rooms:** 12  
**Number Of Bed Rooms:** 5  
**Number Of Full Baths:** 3  
**Number Of Half Baths:** 2  
**Condition:** good for age  
**Foundation Type:** 3/4 Bsmt, 1/4 Crawl  
**1st Predominant Exterior:** Brick  
**2nd Predominant Exterior:** Wood siding / Wood shake  
**Roof Style:** Gable  
**Roof Material:** Slate or tile  
**Interior Wall:** Plaster  
**Floor Finish:** Hardwood-std oak  
**Heating Type:** Hot water or steam  
**Central Air:** Y  
**Basement Garage Car #:** 0  
**Fireplace:** Y  
**Building Description (Out Building and Yard Items) :** Residential Fencing

**Extension 1 Dimensions**

**Finished Living Area:** 2633 Sqft  
**Attic:** 0 Sqft  
**Finished Attic:** 0 Sqft  
**Basement:** 926 Sqft  
**Finished Basement:** 926 Sqft  
**Attached Garage:** 337 Sqft  
**Detached Garage:** 0 Sqft  
**Attached Carport:** 0 Sqft  
**Enclosed Porch:** 0 Sqft  
**Open Porch:** 0 Sqft  
**Deck:** 0 Sqft

**Property Images**

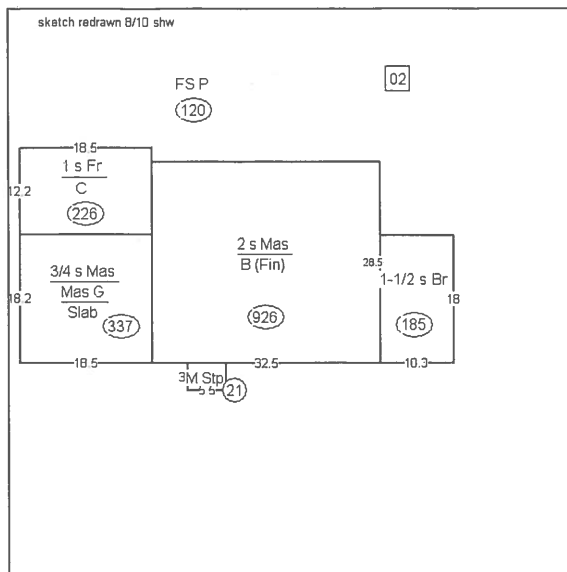
Name:W0200187015 Desc:R01

[Click here for Larger Image](#)



## Sketch Images

Name:W0200187015 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:** John and Holly Martin

**PHONE:** (Home) ( ) (Mobile) (804) 928-6292

**ADDRESS:** 5404 Matoaka Road  
Richmond, Virginia 23226

**FAX:** ( ) (Work) ( )

**E-mail Address:** lohamartin@SRMFRE.com

### **PROPERTY OWNER'S**

**REPRESENTATIVE:** Designs by Aaron Olson

**PHONE:** (Home) ( ) (Mobile) (804) 334-1582

**(Name/Address)** 3325 Pinebrook Drive  
Richmond, Virginia 23225  
Attn: Aaron Olson

**FAX:** ( ) (Work) (804) 560-4234

**E-mail Address:** designsbvaaronolson@gmail.com

## **TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE**

**PROPERTY ADDRESS (ES)** 5404 Matoaka Road

**TYPE OF APPLICATION:** ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER

**ZONING ORDINANCE SECTION NUMBERS(S):** 30-300, 30-408.5(1) & 30-810.1

**APPLICATION REQUIRED FOR:** A building permit to construct a one-story and a two-story addition to a single-family (detached) dwelling.

**TAX PARCEL NUMBER(S):** W020-0187/015 **ZONING DISTRICT:** R-4 (Single-Family Residential)

**REQUEST DISAPPROVED FOR THE REASON THAT:** The front yard (setback) and the nonconforming feature requirements are not met. A front yard of twenty-five feet (25') is required along the Seneca Avenue frontage; a nonconforming front yard of 9.76 feet exists/ is proposed for the one-story addition and 10.05 feet is proposed for the two-story addition. No building or structure having a nonconforming feature shall be reconstructed with another building or structure unless such nonconforming feature is hereby eliminated and the building or structure is made to conform.

**DATE REQUEST DISAPPROVED:** July 17, 2020

**FEE WAIVER:** YES ☐ NO: ☒

**DATE FILED:** June 10, 2020 **TIME FILED:** 12:00 p.m. **REPAIRED BY:** David Duckhardt **RECEIPT NO.** BZAR-074170-2020

**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)** (1) **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:** AO **DATE:** 7/28/2020

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

**CASE NUMBER:** BZA 33-2020 **HEARING DATE:** September 2, 2020 **AT** 1:00 **P.M.**

BOARD OF ZONING APPEALS CASE BZA 33-2020  
150' Buffer

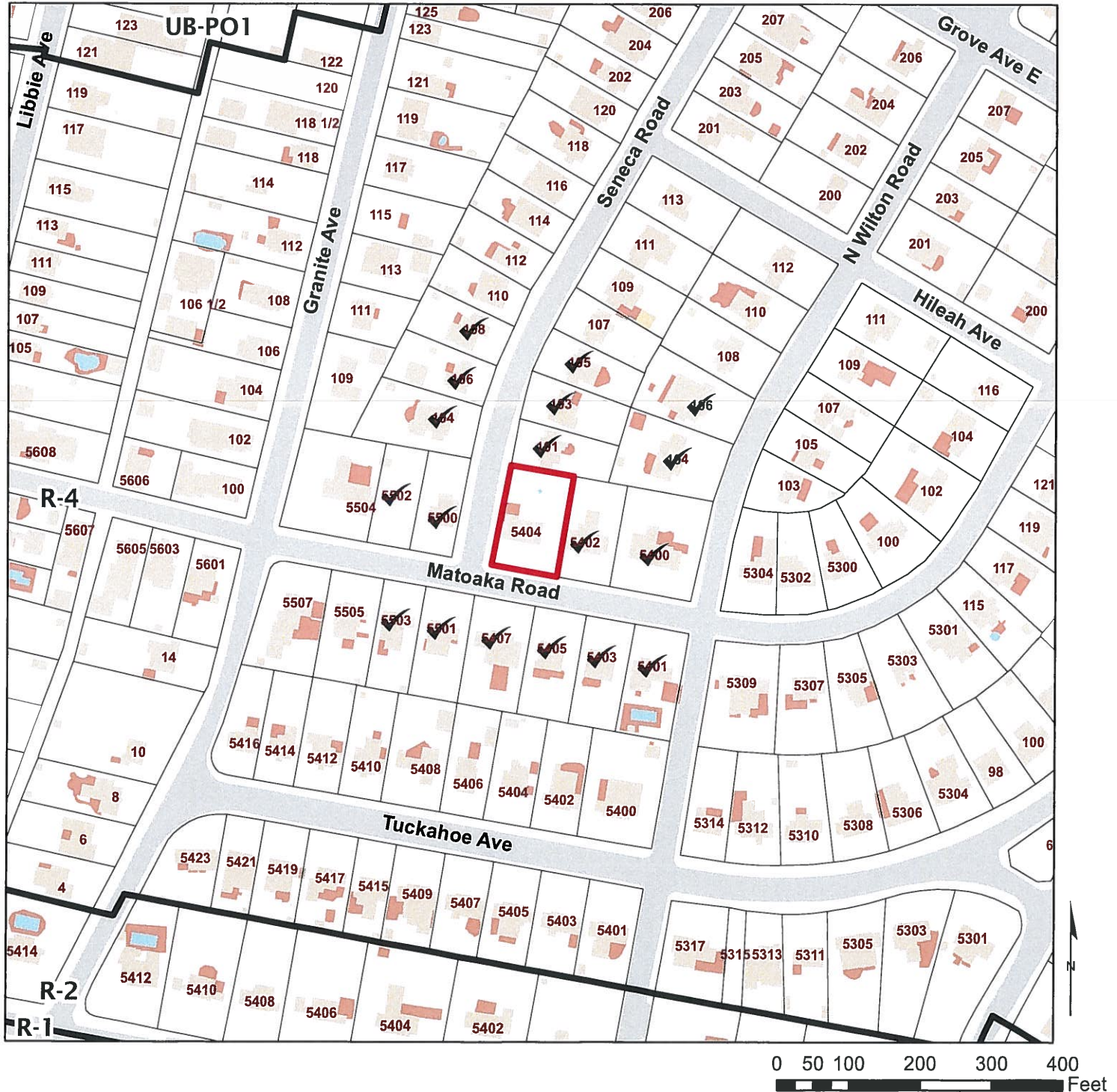
APPLICANT(S): John and Holly Martin

PREMISES: 5404 Matoaka Road  
(Tax Parcel Number W020-0187/015)

SUBJECT: A building permit to construct a one-story and a  
two-story addition to a single-family (detached) dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300, 30-408.5(1) & 30-810.1  
of the Zoning Ordinance for the reason that:

The front yard (setback) and the nonconforming feature 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.

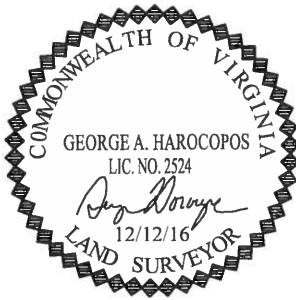
Acknowledgement of Receipt by Applicant or Authorized Agent: \_\_\_\_\_

(Revised 4/28/16)

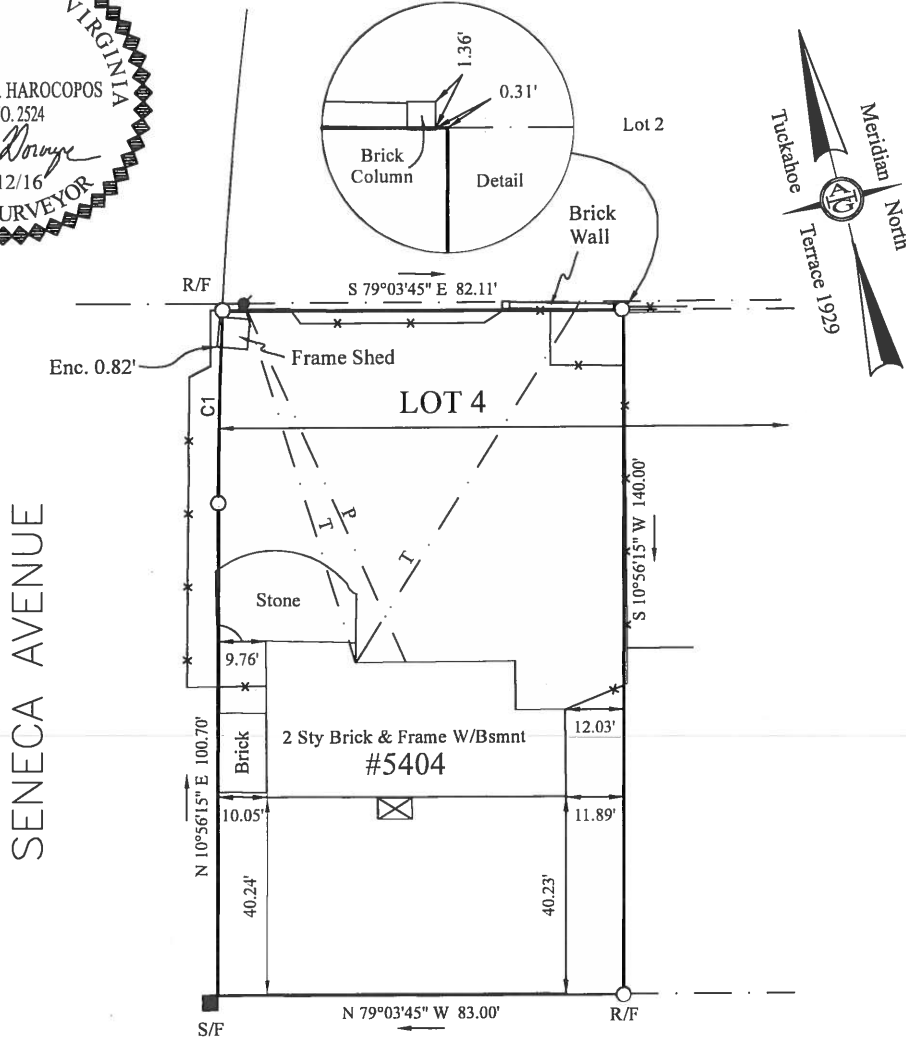
This is to certify that on 12/12/16  
 I made an accurate field survey of the known premises  
 shown hereon; that all improvements known or visible  
 are shown hereon; that there are no encroachments by  
 improvements either from adjoining premises, or from  
 subject premises upon adjoining premises, other than  
 shown hereon.

NOTE: THIS LOT APPEARS  
 TO BE IN FEMA FLOOD ZONE  
X AS SHOWN ON HUD  
 COMMUNITY PANEL NUMBERS  
51041C0115D

NOTE:  
 This survey has been prepared without  
 the benefit of a title report and does  
 not therefore necessarily indicate all  
 encumbrances on the property.



CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	39.31'	859.56'	2°37'14"	N 12°14'52" E	39.31'



# MATOAKA ROAD

SURVEY OF  
 PART OF LOT 4 BLOCK 6  
 TUCKAHOE TERRACE  
 RICHMOND, VIRGINIA

JN 46022

A. G. HAROCOPOS & ASSOCIATES, P.C.

CERTIFIED LAND SURVEYOR AND CONSULTANT

4920 E. MILLRIDGE PKWY. SUITE 200 MIDLOTHIAN VA. 23112

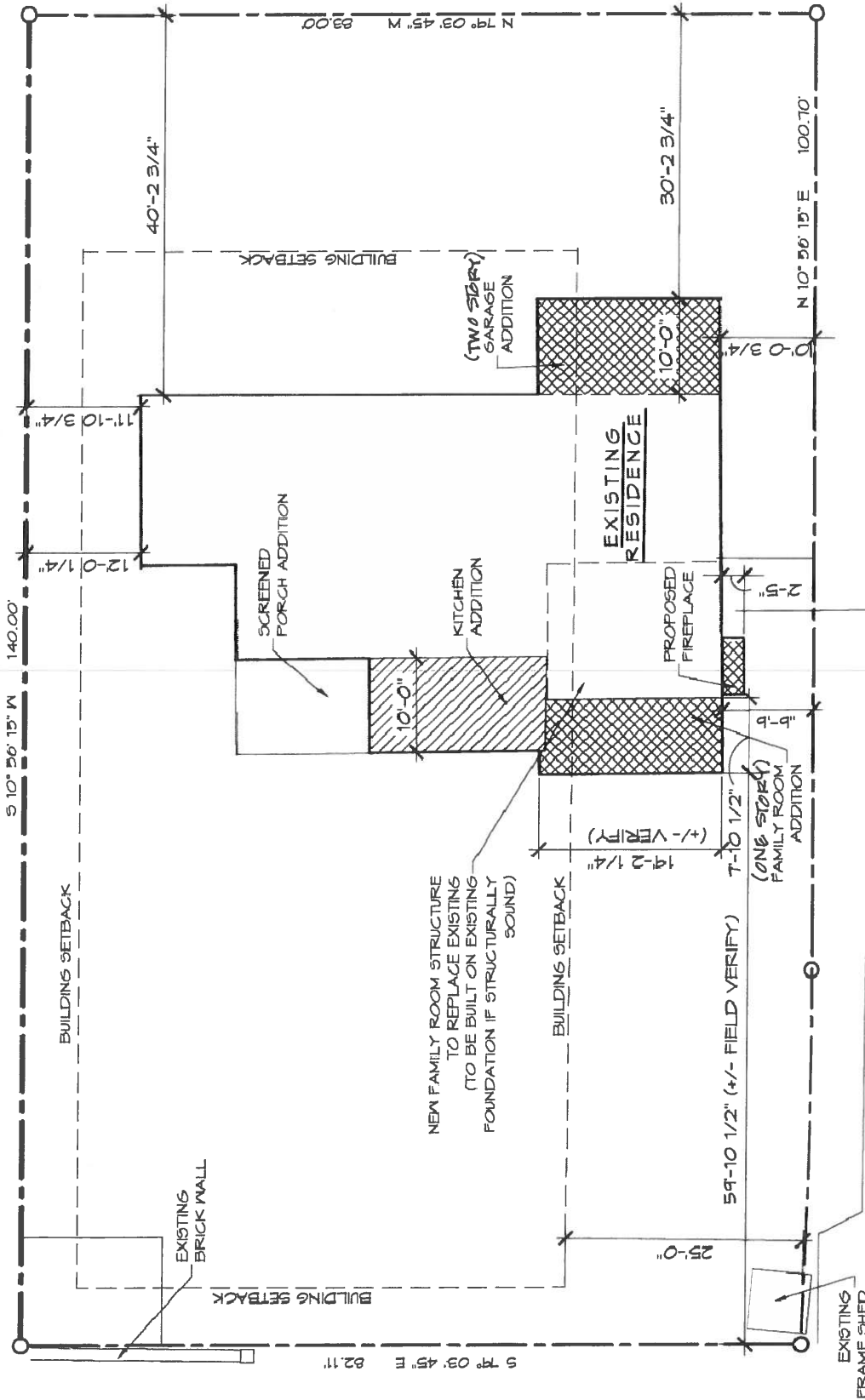
Office 804 744 2630 FAX 804 744 2632

E-MAIL AGHAROCOPOS@VERIZON.NET

Scale 1"=30' Date 12/12/16 Drawn by RFL

NOTE: PLAT PREPARED FOR THE EXCLUSIVE  
 USE OF:  
 JOHN MARTIN





LEGEND	
	ADDITIONAL AREA- ENCROACHMENT
	ADDITIONAL AREA- NON-ENCROACHMENT

SENECA AVENUE

# SCHEMATIC SITE PLAN

1/8" = 1'-0" NOTE: INFORMATION TAKEN FROM A SURVEY PLAT  
PREPARED BY GEORGE HAROCOPOUS LAND SURVEYOR  
ON 12/12/2016

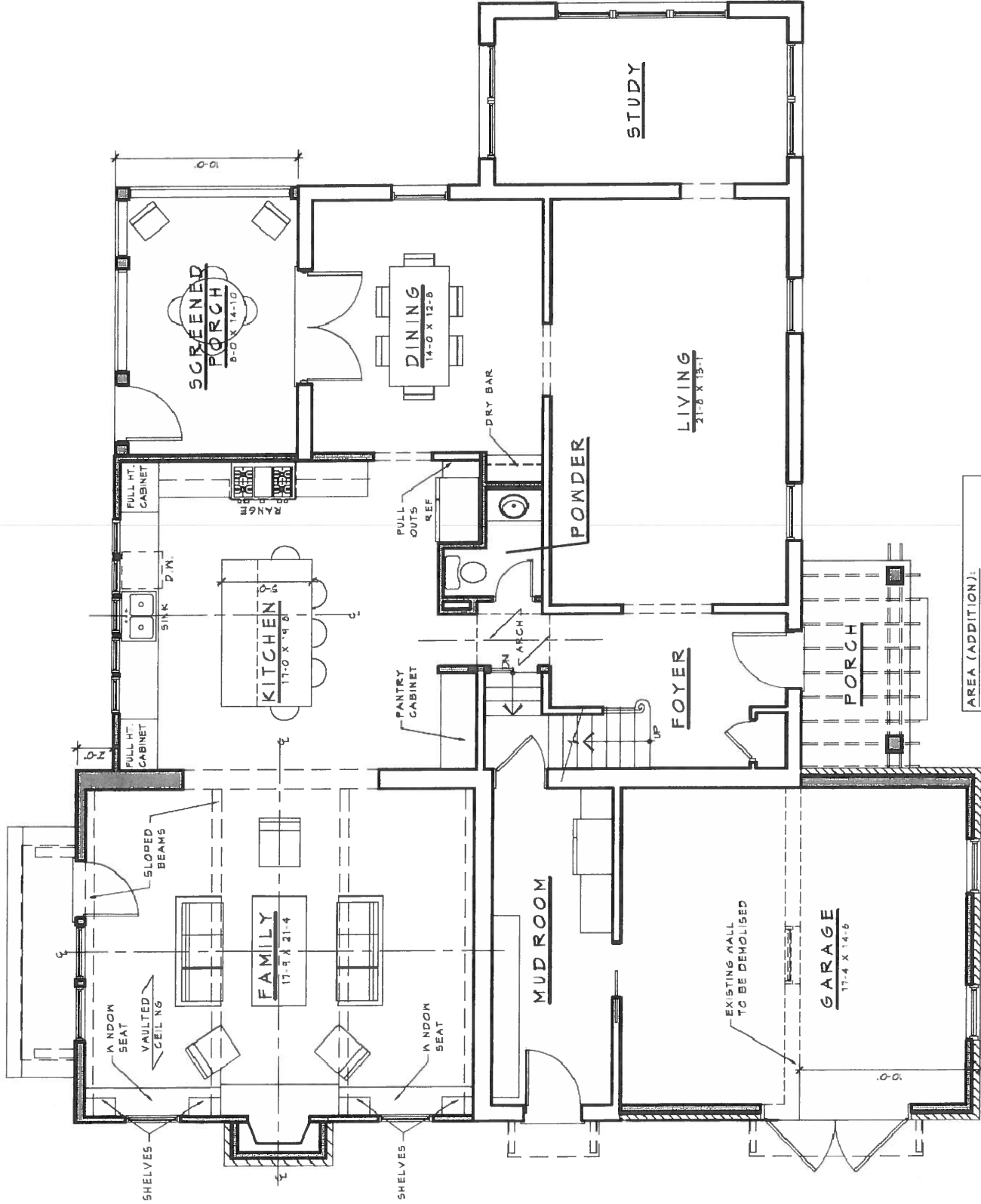
**dbao**

DESIGNS BY AARON OLSON

804-560-4234

aaron@dbao.design

Proposed Addition/ Renovation for:  
**Holly and John Martin**  
 5404 Matoaka Road  
 Richmond, Virginia  
 Issued: 7.15.2020



AREA (ADDITION):	590 S.F.
KITCHEN/ FAMILY:	126 S.F.
MASTER BEDROOM:	142 S.F.
GARAGE:	148 S.F.
SCREENED PORCH:	148 S.F.

**FIRST FLOOR PLAN**

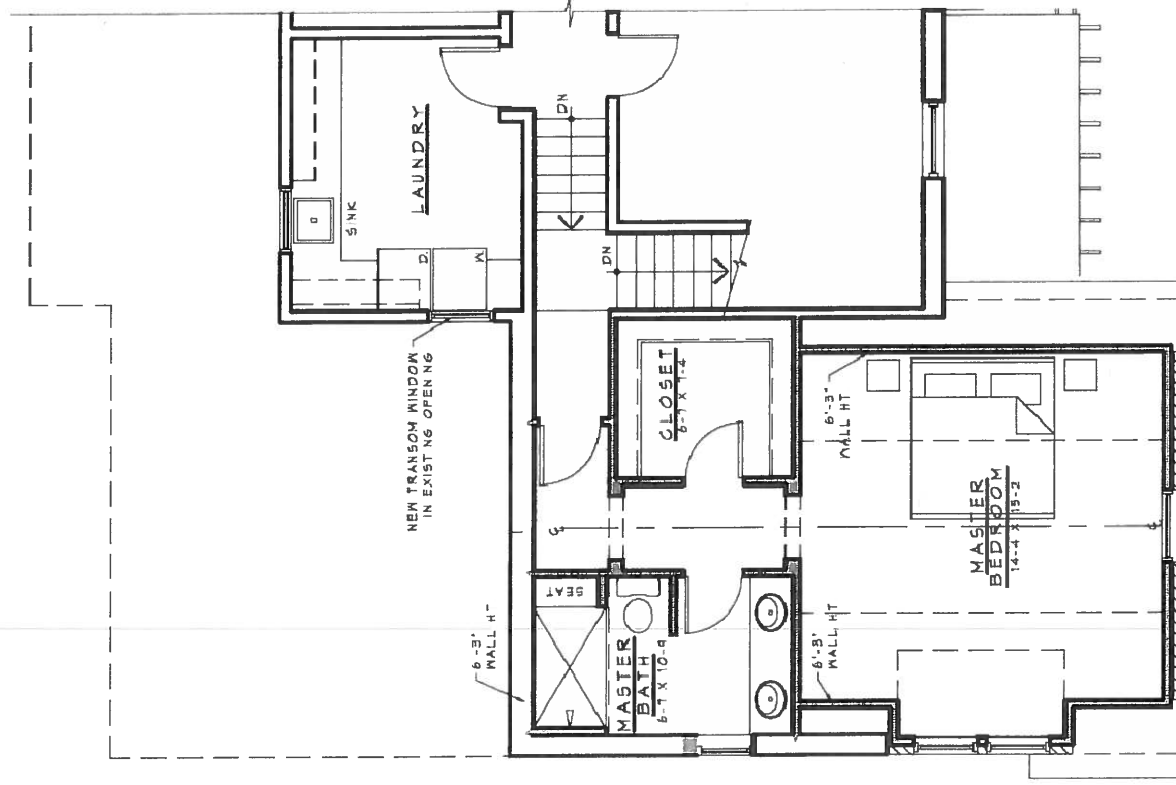
dbao

DESIGNS BY AARON OLSON

804-560-4234

aaron@dbao.design

Proposed Addition/ Renovation for:  
**Holly and John Martin**  
5404 Matoaka Road  
Richmond, Virginia  
Issued: 7.15.2020



**SECOND FLOOR PLAN**

1/4" = 1'-0"



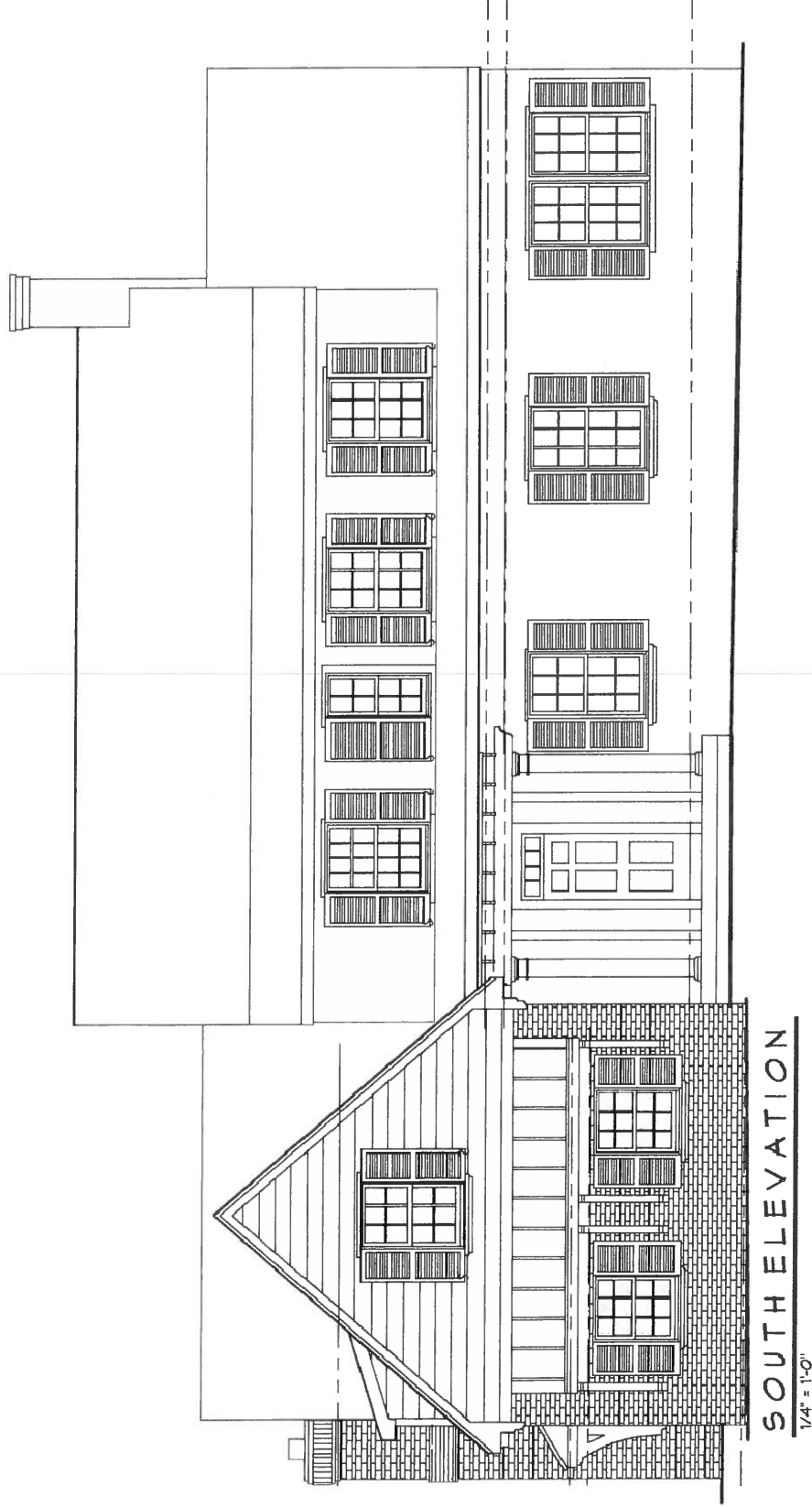
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**dbao**

DESIGNS BY AARON OLSON

804-560-4234

aaron@dbao.design



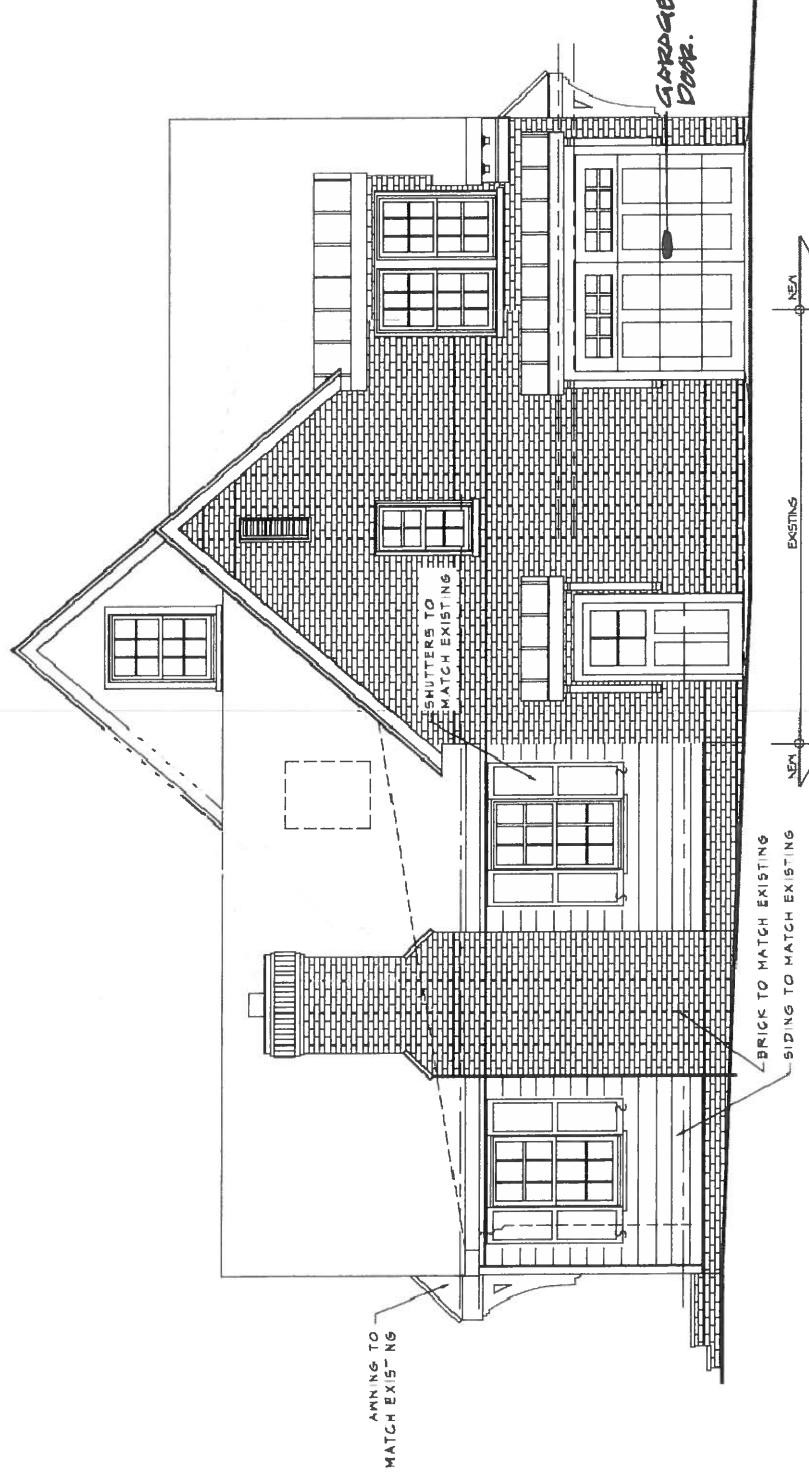
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Issued: 7.15.2020



**WEST ELEVATION**

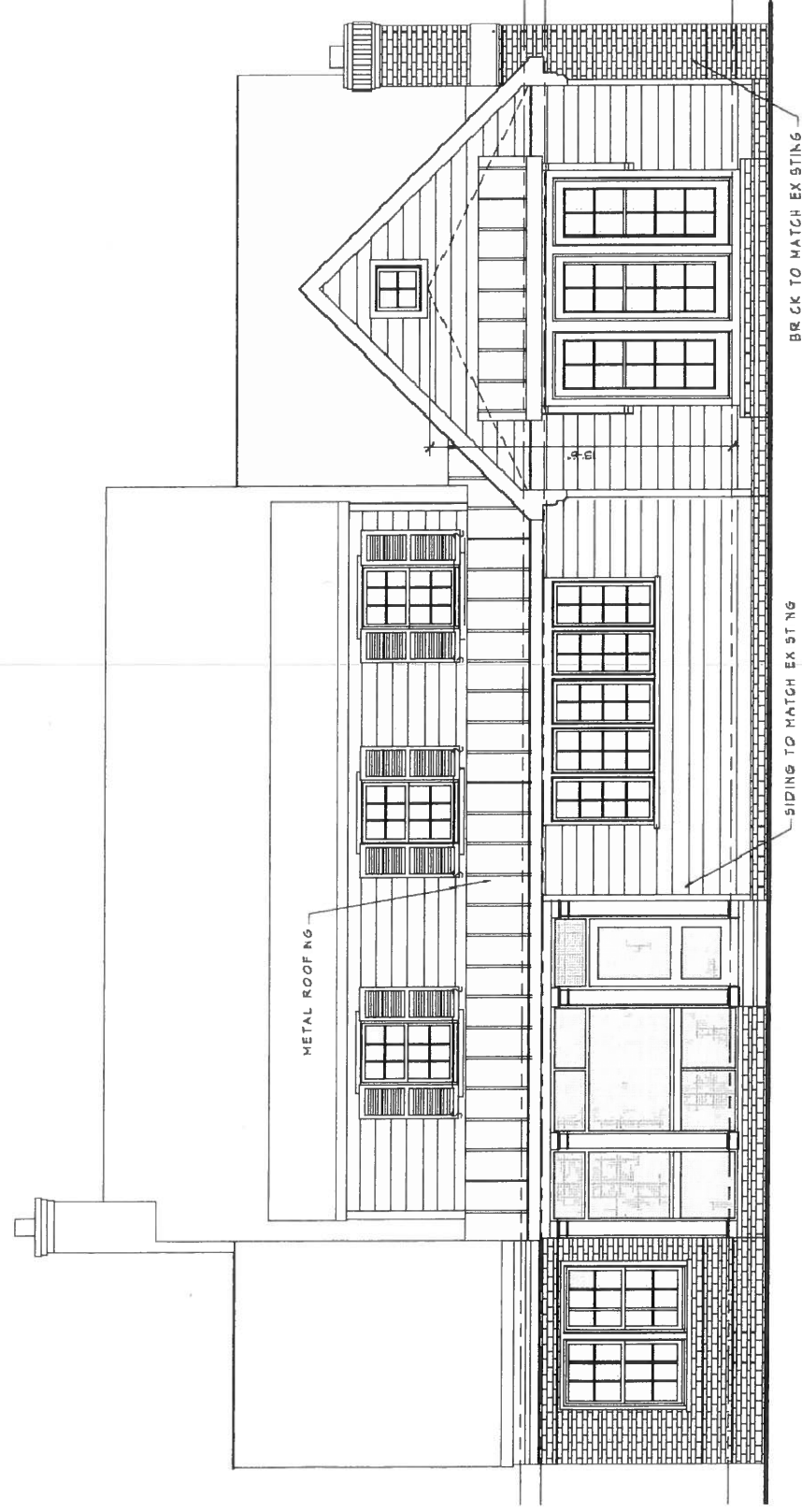
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 5404 Matoaka Road  
 Richmond, Virginia  
 Issued: 7.15.2020

**dbao**

DESIGNS BY AARON OLSON

804-560-4234

aaron@dbao.design



**NORTH ELEVATION**

1/4" = 1'-0"



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

**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) <b>5404 MATOAKA ROAD</b>						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.			
	11 PROPERTY OWNER NAME <b>JOHN &amp; HOLLY MARTIN</b>			12 PROPERTY OWNER ADDRESS/ZIP <b>5404 MATOAKA RD. RICHMOND</b>			13 OWNER DAYTIME TELEPHONE NO.				
	14 DESCRIBE CURRENT STRUCTURE USE <b>SINGLE-FAMILY</b>			15 DESCRIBE PROPOSED STRUCTURE USE <b>SINGLE-FAMILY</b>							
WORK DESCRIPTION	16 NEW ACCESSORY BLDG <input type="checkbox"/> ACC			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 ENCLOSED PORCH <input type="checkbox"/> AD4		22 ALTER/REMODEL LIGHT <input type="checkbox"/> AL1		23 ALTER/REMODEL HEAVY <input type="checkbox"/> AL2			
	24 DEMOLITION <input type="checkbox"/> DEM			25 TENANT FITUP <input type="checkbox"/> FUP		26 FOUNDATION ONLY <input type="checkbox"/> FOU		27 NEW BUILDING <input type="checkbox"/> NB			
LIEN INFORMATION	28 IF 1 OR 2 FAMILY <input checked="" type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY			29 ATTACHED <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY		30 DETACHED <input type="checkbox"/> 1 FAMILY <input type="checkbox"/> 2 FAMILY		31 IF MULTIFAMILY, NUMBER OF UNITS PER STRUCTURE			
	32 CHECK ONE (IF APPLICABLE) <input type="checkbox"/> 1. LODGING HOUSE <input type="checkbox"/> 2. NURSING HOME <input type="checkbox"/> 3. ADULT CARE RESIDENCE										
	33 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 \$			
CONTACT INFORMATION	B. ELEC. COST \$			D. PLUMB. COST \$		F. ELEVATOR COST \$		G. TOTAL CONSTRUCTION COST LESS TRADE PERMITS \$			
	34 DESCRIBE SCOPE OF WORK <b>CONSTRUCT A ONE STORY AND A TWO STORY ADDITION.</b>										
	35 LIEN AGENT NAME						36 PHONE NO.				
RE-ROOF ONLY	37 ADDRESS						ZIP CODE				
	38 CONTACT PERSON <b>AARON OLSON</b>			39 CONTACT PHONE NO. <b>804-334-1582</b>			40 CONTACT FAX NO.				
	41 CONTACT ADDRESS <b>3325 PINEBROOK DRIVE RICHMOND</b>			ZIP CODE <b>23225</b>			42 EMAIL				
FIRE SUPPRESSION	43 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED? <input type="checkbox"/> YES <input type="checkbox"/> NO			NAME			PHONE NO.				
	44 ENGINEER/ARCHITECT NAME			45 ENGINEER/ARCHITECT PHONE NO.		46 ENGINEER/ARCHITECT FAX NO.		47 EMAIL			
	48 ROOF TYPE 1 (SEE BACK FOR LIST)			49 NO. OF SQUARES		50 ROOF TYPE 2 (SEE BACK FOR LIST)		51 NO. OF SQUARES			
LOT & BUILDING SIZE	52 NOT REQUIRED FOR 1 & 2 FAMILY <input checked="" type="checkbox"/>			53 AUTOMATIC SPRINKLERS <input type="checkbox"/> YES <input type="checkbox"/> NO			54 FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO				
	55 BUILDING FINISHED AREA NEW OR ADDITION (SQ. FT.)			56 BUILDING UNFINISHED AREA NEW OR ADDITION (SQ. FT.)		57 GARAGE AREA (SQ. FT.)		58 OPEN PORCH AREA (SQ. FT.)			
	59 DECK AREA (SQ. FT.)			60 BUILDING AREA EXISTING (SQ. FT.) (PER FLOOR)		61 TOTAL AREA AT COMPLETION (SQ. FT.) (PER FLOOR)		62 TOTAL BUILDING HEIGHT			
PARKING	63 NO. OF ON SITE PARKING SPACES (STREET SPACES DO NOT COUNT)			64 NO. OF SPACES AT ANOTHER LOCATION		65 LOCATION		LEASE ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	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		
	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.										
OWNERS AFFIDAVIT	PRINTED NAME			SIGNATURE			DATE				
	A   (NAME OF APPLICANT)										
	B   CERTIFY THAT THE BUILDING AT (ADDRESSES, FLOOR OR SUITE)										
ASBESTOS CERTIFICATION	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 (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS".										
	C   SIGNATURE										
	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	
OFFICE USE ONLY	EXISTING USE GROUP		PROPOSED USE GROUP		FEE CALC. TYPE <input type="checkbox"/> S <input type="checkbox"/> U <input type="checkbox"/> B <input type="checkbox"/> C		PERMIT FEE		FEE RECEIVED		
	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.**