



CITY OF RICHMOND

DEPARTMENT OF
PLANNING AND DEVELOPMENT REVIEW
BOARD OF ZONING APPEALS

November 10, 2020

Norman Burnes
3212 Parkwood Avenue
Richmond, VA 23221

Nested Design Studio
4020 Cutshaw Avenue
Richmond, VA 23230
Attn: Laura Pitcher

To Whom It May Concern:

RE: **BZA 43-2020**

You are hereby notified that the Board of Zoning Appeals will hold an electronic public hearing on Wednesday, December 2, 2020 due to the disaster represented by the spread of COVID-19 pursuant to and in compliance with Ordinances 2020-093 & 2020-183 to consider an application for a building permit to construct an addition on to a single-family detached dwelling at 3212 PARKWOOD AVENUE (Tax Parcel Number W000-1451/014), located in an R-5 (Single-Family Residential District).

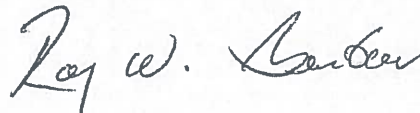
Please be advised that the applicant or applicant's representative is required to participate in the electronic public hearing by calling 804-316-9457 and entering code 324 061 705# beginning at 1:00 p.m. For video access by computer, smart phone or tablet visit <https://richmondva.legistar.com/Calendar.aspx>. Select the Board of Zoning Appeals drop-down and 2020 drop-down, click meeting details for December 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 for assistance. In accordance with Ordinance No. 2020-093 & 2020-183, 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

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/civicasociationgroupinformatio>
[n.aspx](http://www.richmondgov.com/PlanningAndDevelopmentReview/civicasociationgroupinformatio) . 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. The Board understands that given the current situation it is not practical to conduct face-to-face discussions with either your neighbors or neighborhood association(s) but the Board requests that you make a good faith effort to provide them with relevant information regarding your case.

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.

3207 Parkwood LLC
8909 Alendale Road
Richmond VA 23229

3209 Parkwood LLC
8909 Alendale Road
Henrico VA 23229

Bennett Johnye Altman
2126 Rosewood Ave
Richmond VA 23220

Burnham Carol P & Francis R
P.o. Box 444
Wachapreague VA 23480

Chapman Alyssa Ann
3215 Parkwood Ave
Richmond VA 23221

Deeb Mary Jo
7130 Glen Forest Dr Ste 305
Richmond VA 23226

Deeb Mary Jo M
2403 Stuart Ave
Richmond VA 23220

Eight Dragons L L C
3204 Lavecchia Way
Glen Allen VA 23059

Hanrahan Thomas And Jennifer
2506 Grove Ave
Richmond VA 23220

Henderson Ann E
3210 Parkwood Avenue
Richmond VA 23221

Hjorth Heather B
1514 Victor St
Richmond VA 23222

Hodges John Thomas
3208 Parkwood Ave
Richmond VA 23221

Leedes John B And Susan M
3206 Parkwood Ave
Richmond VA 23221

Lissenden Thomas L & Martha R
3101 Grayland Ave
Richmond VA 23221

Lodge Dorothy S & Caswell M
3304 Parkwood Ave
Richmond VA 23221

Moran Kyle P
3219 Parkwood Ave
Richmond VA 23221

Redford Marti Jo
3101 Grayland Ave
Richmond VA 23221

Simmons Michael L
3213 Parkwood Ave
Richmond VA 23221

Southland Corp C/o Tax Dept No 26245
Po Box 711
Dallas TX 75221

Viar Tracey L
333 Elderwood Ct
Virginia Beach VA 23462

Wachovia Bank Na C/o Thomson Reuters
Po Box 2609
Carlsbad CA 92018

West Donald L & Jenna K Salmon
3214 Parkwood Ave
Richmond VA 23221

Womack Steven D & Barbara H
3217 Parkwood Ave
Richmond VA 23221

Property: 3212 Parkwood Ave **Parcel ID:** W0001451014**Parcel**

Street Address: 3212 Parkwood Ave Richmond, VA 23221-
Owner: BURNES NORMAN N IV
Mailing Address: 3212 PARKWOOD AVE, RICHMOND, VA 2322100000
Subdivision Name : PARK PLACE
Parent Parcel ID:
Assessment Area: 226 - S of Crytwn/N of RMA
Property Class: 120 - R Two Story
Zoning District: R-5 - Residential (Single Family)
Exemption Code: -

Current Assessment

Effective Date: 01/01/2020
Land Value: \$83,000
Improvement Value: \$215,000
Total Value: \$298,000
Area Tax: \$0
Special Assessment District: None

Land Description

Parcel Square Feet: 3000
Acreage: 0.069
Property Description 1: 0025.00X0120.00 0000.000
State Plane Coords(?): X= 11777722.000010 Y= 3726595.267606
Latitude: 37.55318296 , **Longitude:** -77.48306547

Description

Land Type: Residential Lot A
Topology: Level
Front Size: 25
Rear Size: 120
Parcel Square Feet: 3000
Acreage: 0.069
Property Description 1: 0025.00X0120.00 0000.000
Subdivision Name : PARK PLACE
State Plane Coords(?): X= 11777722.000010 Y= 3726595.267606
Latitude: 37.55318296 , **Longitude:** -77.48306547

Other

Street improvement: Paved
Sidewalk: Yes

Assessments

Assessment Year	Land Value	Improvement Value	Total Value	Reason
2021	\$90,000	\$219,000	\$309,000	Reassessment
2020	\$83,000	\$215,000	\$298,000	Reassessment
2019	\$68,000	\$193,000	\$261,000	Reassessment
2018	\$68,000	\$181,000	\$249,000	Reassessment
2017	\$56,000	\$177,000	\$233,000	Reassessment
2016	\$56,000	\$166,000	\$222,000	Reassessment
2015	\$56,000	\$158,000	\$214,000	Reassessment
2014	\$46,000	\$138,000	\$184,000	Reassessment
2013	\$46,000	\$138,000	\$184,000	Reassessment
2012	\$46,000	\$138,000	\$184,000	Reassessment
2011	\$46,000	\$150,000	\$196,000	CarryOver
2010	\$46,000	\$150,000	\$196,000	Reassessment
2009	\$46,000	\$150,000	\$196,000	Reassessment
2008	\$46,000	\$150,000	\$196,000	Reassessment
2007	\$46,000	\$150,000	\$196,000	Reassessment
2006	\$29,600	\$93,300	\$122,900	Reassessment
2005	\$17,500	\$93,300	\$110,800	Reassessment
2004	\$14,800	\$78,400	\$93,200	Reassessment
2003	\$14,800	\$64,200	\$79,000	Reassessment
2002	\$12,900	\$55,800	\$68,700	Reassessment
2001	\$11,800	\$51,200	\$63,000	Reassessment
2000	\$8,500	\$36,800	\$45,300	Reassessment
1998	\$8,500	\$35,000	\$43,500	Not Available

Transfers

Transfer Date	Consideration Amount	Grantor Name	Deed Reference	Verified Market Sale Description
03/30/1995	\$53,000	Not Available	00434-0218	
08/11/1982	\$0	Not Available	000799-01752	
04/27/1956	\$7,400	Not Available	000000-00000	

Planning

Master Plan Future Land Use: SF-LD
Zoning District: R-5 - Residential (Single Family)
Planning District: Near West
Traffic Zone: 1121
City Neighborhood Code: CARY
City Neighborhood Name: Carytown
Civic Code:
Civic Association Name: Carytown South Neighborhood Association
Subdivision Name: PARK PLACE
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	1026	0408001	040800
1990	118	0408001	040800

Schools

Elementary School: Cary
Middle School: Hill
High School: Jefferson

Public Safety

Police Precinct: 3
Police Sector: 311
Fire District: 18
Dispatch Zone: 050A

Public Works Schedules

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

Government Districts

Council District: 5
Voter Precinct: 501
State House District: 69
State Senate District: 9
Congressional District: 4

Extension 1 Details

age

Extension Name: R01 - Residential record #01
Year Built: 1925
Stories: 2
Units: 0
Number Of Rooms: 8
Number Of Bed Rooms: 3
Number Of Full Baths: 2
Number Of Half Baths: 0

Condition: normal for

Foundation Type: Full Crawl
1st Predominant Exterior: Alum/Vinyl
2nd Predominant Exterior: N/A
Roof Style: Gable
Roof Material: Metal
Interior Wall: Drywall
Floor Finish: Hardwood-std oak
Heating Type: Hot water or steam
Central Air: N
Basement Garage Car #: 0
Fireplace: N

**Building Description (Out Building and
Yard Items) :**

Extension 1 Dimensions

Finished Living Area: 1929 Sqft
Attic: 0 Sqft
Finished Attic: 0 Sqft
Basement: 0 Sqft
Finished Basement: 0 Sqft
Attached Garage: 0 Sqft
Detached Garage: 0 Sqft
Attached Carport: 0 Sqft
Enclosed Porch: 0 Sqft
Open Porch: 160 Sqft
Deck: 156 Sqft

Property Images

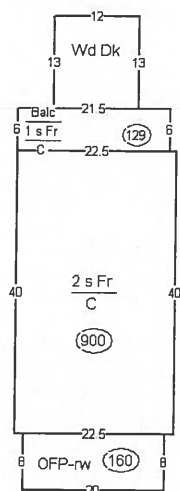
Name:W0001451014 Desc:R01

[Click here for Larger Image](#)

Sketch Images

Name:W0001451014 Desc:R01

sketch drawn 9/07 shw



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

PROPERTY**TO BE COMPLETED BY THE APPLICANT**OWNER: Norman BurnesPHONE: (Home) () () (Mobile) (804) 874-8143ADDRESS 3212 Parkwood Avenue
Richmond, VA 23221

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

E-mail Address: lvburnes@verizon.net**PROPERTY OWNER'S**REPRESENTATIVE: Laura PitcherPHONE: (Home) () () (Mobile) (804) 592-0761(Name/Address) Nested Design Studio

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

4020 Cutshaw Avenue
Richmond, VA 23230E-mail Address: laura@nesteddesignstudio.com**TO BE COMPLETED BY THE ZONING ADMINISTRATION OFFICE**PROPERTY ADDRESS (ES) 3212 Parkwood AvenueTYPE OF APPLICATION: ☐ VARIANCE ☒ SPECIAL EXCEPTION ☐ OTHER _____ZONING ORDINANCE SECTION NUMBERS(S): 30-300, 30-410.6APPLICATION REQUIRED FOR: A building permit to construct an addition on to a single-family detached dwelling.TAX PARCEL NUMBER(S): W000-1451/014 ZONING DISTRICT: R-5 (Single-Family Residential)REQUEST DISAPPROVED FOR THE REASON THAT: The lot coverage requirement is not met. A maximum lot coverage of thirty-five (35) percent is permitted; 34.6%± exists; 37.7%± is proposed.DATE REQUEST DISAPPROVED: October 1, 2020FEE WAIVER: YES ☐ NO: ☒DATE FILED: October 15, 2020 TIME FILED: 10:00 a.m. PREPARED BY: Rich Saunders RECEIPT NO. BZAR-080698-2020AS CERTIFIED BY: William C. [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 RICHMONDI 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: Norman Burnes DATE: 10-30-2020***** TO BE COMPLETED BY THE SECRETARY TO THE BOARD OF ZONING APPEALS *****CASE NUMBER: BZA 43-2020 HEARING DATE: December 2, 2020 AT 1:00 P.M.

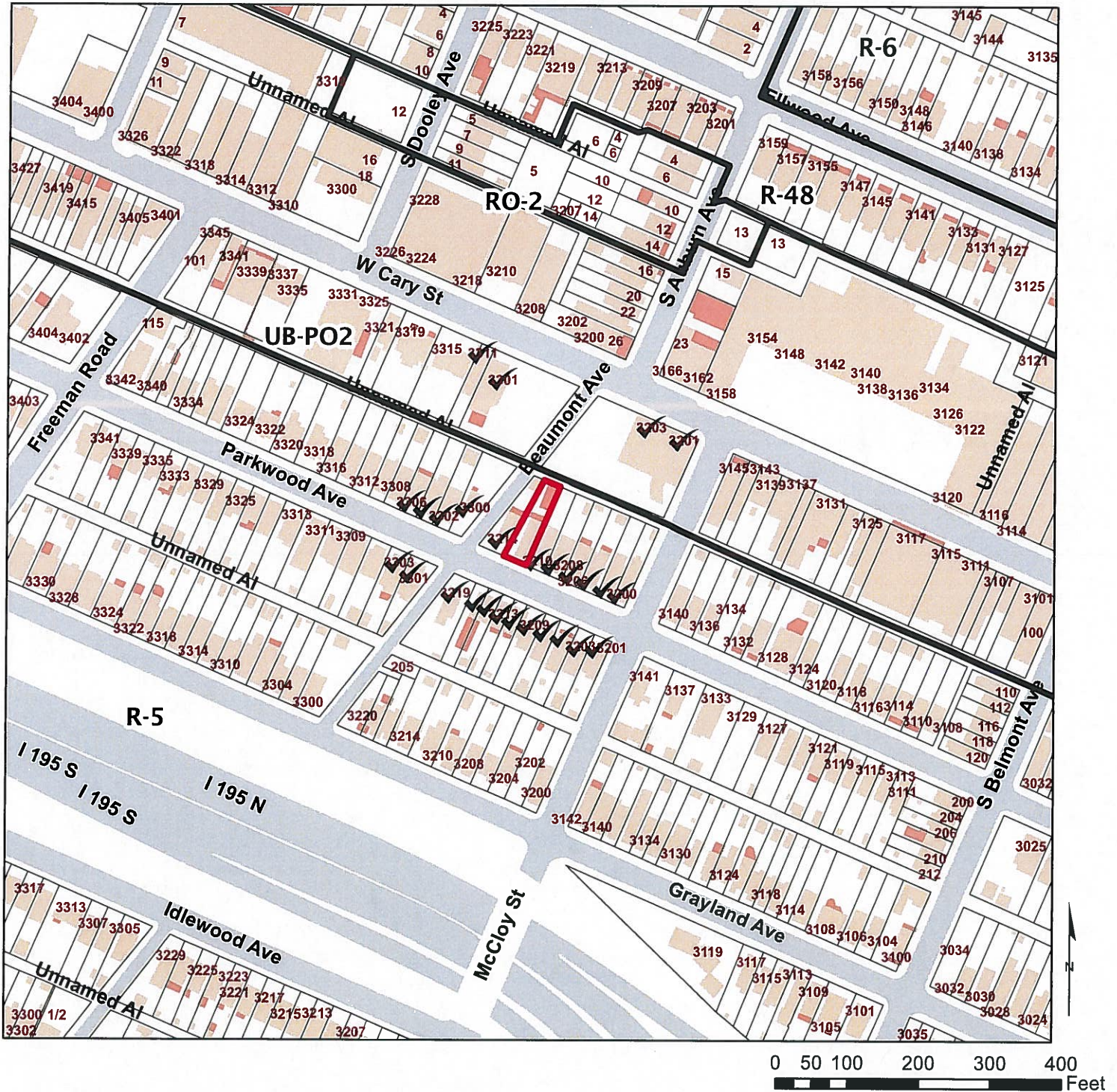
BOARD OF ZONING APPEALS CASE BZA 43-2020
150' Buffer

APPLICANT(S): Norman Burnes

PREMISES: 3212 Parkwood Avenue
(Tax Parcel Number W000-1451/014)

SUBJECT: A building permit to construct an addition on to a single-family detached dwelling.

REASON FOR THE REQUEST: Based on Sections 30-300 & 30-410.6
of the Zoning Ordinance for the reason that:
The lot coverage requirement is not met.





BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS

CITY OF RICHMOND, VIRGINIA

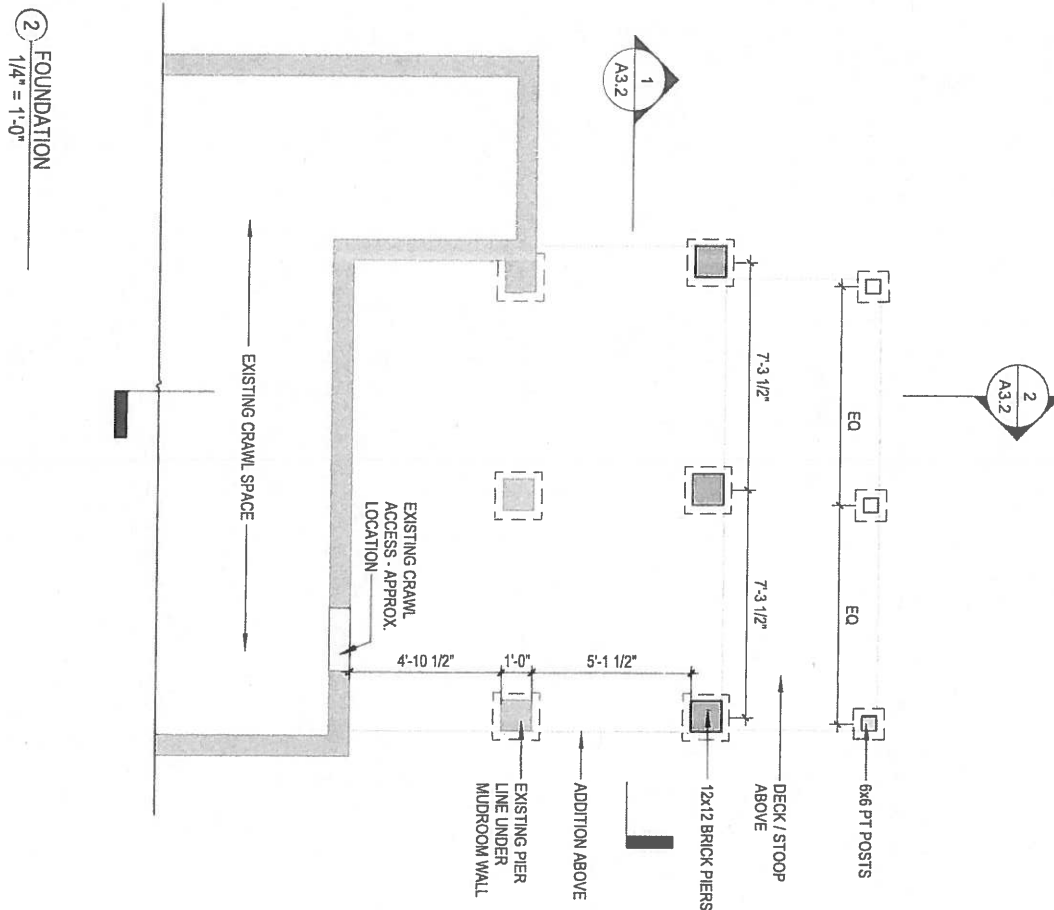
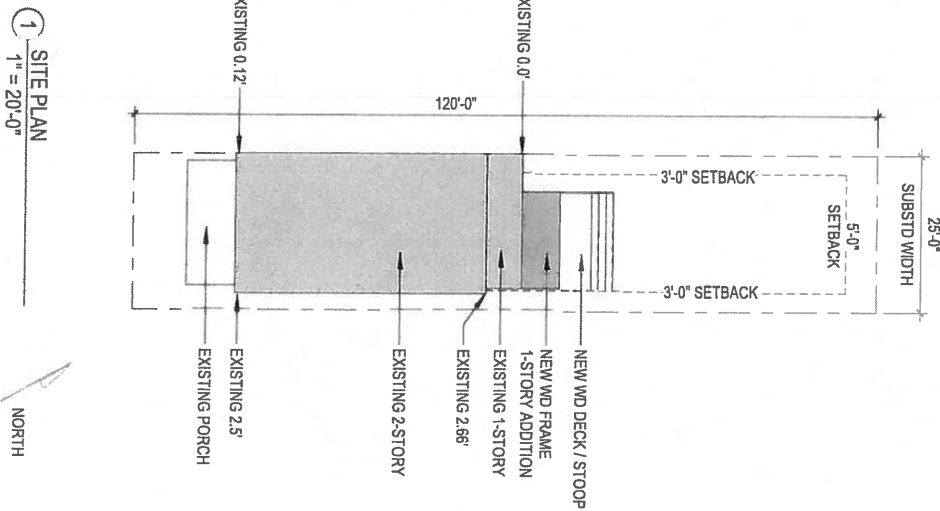
When presenting your request for a variance or exception to the Board of Zoning Appeals, it is important that you consider the points outlined below. The City Charter requires that every decision of the Board must be based upon a finding of fact that the Board must determine from sworn testimony, together 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/civicasassociationgroupinformation.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)

EXISTING FIRST FLOOR: 960 SQFT (INTERIOR DIMENSIONS)
 ADDITIONAL FIRST FLOOR: 86 SQFT (INTERIOR DIMENSIONS)
 CURRENT LOT COVERAGE: 34.6% (EXTERIOR DIMENSIONS)
 NEW LOT COVERAGE: 33 SQFT or 37.7% (EXTERIOR DIMENSIONS)



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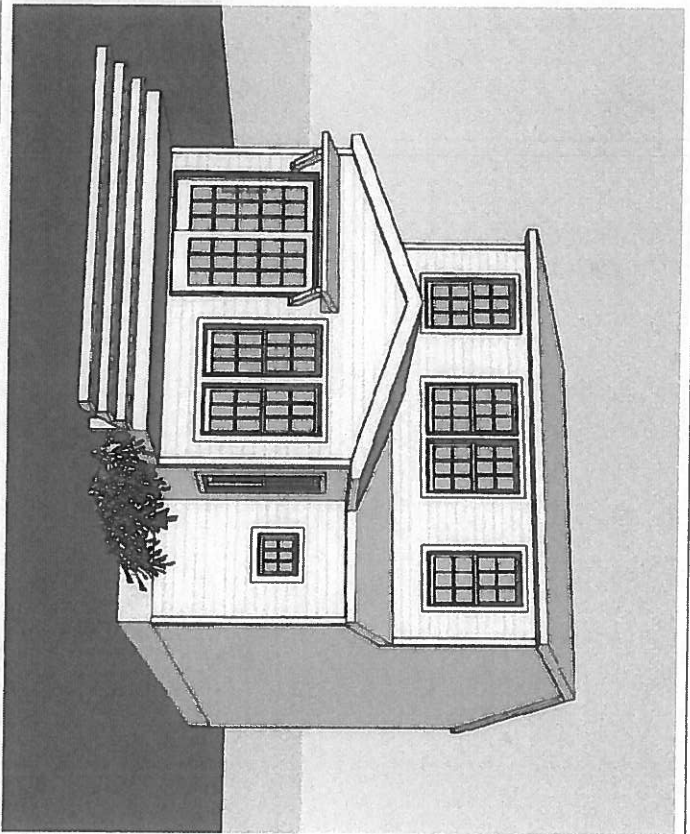
A1.0

10.12.2020
 VARIANCE

GENERAL
 CONTRACTOR:
 RIVERSIDE
 RENOVATIONS LLC
 JUSTIN GILMER
 C 804-901-2296

BURNES - STEELE
 3212 PARKWOOD AVENUE, RICHMOND VA
 SITE + FOUNDATION PLAN

NESTED
 804.592.0761
 laura@nesteddesignstudio.com



BURNES-STEELE RESIDENCE

SHEET LIST

EX	EXISTING / DEMO
A1.0	SITE + FOUNDATION PLAN
A2.0	FLOOR + ROOF PLANS
A3.0	REAR ELEVATION
A3.1	LEFT + RIGHT ELEVATIONS

WALL LEGEND

	EXISTING WALL TO REMAIN
	NEW WALL STUD
	EXISTING WALL TO BE REMOVED

Lot Coverage Information

Current 34.6%
Adding 93 sqft
New total is 37.7%

GENERAL NOTES

- FRAMED WALLS:**
1. NEW INTERIOR WALLS, TO BE 2x4 w/ FINISHED DRYWALL
 2. NEW EXTERIOR WALLS TO BE 2x6 w/ VINYL SIDING, SMOOTH, COLOR TBD
 3. WALL THICKNESS 1 M.E. WHERE NEW & EX. SURFACES ARE CONTINUOUS
- FLOORING:**
1. NEW HARDWOOD AT SUNROOM ADDITION
 2. NEW TILE AT LAUNDRY RENOVATION
 3. PATCH & REPAIR EXISTING WOOD FLOORS WHERE NEEDED
- DOORS & WINDOWS:**
1. NEW FIRST FLOOR EXTERIOR DOORS & WINDOWS TO BE JELDOWEN V4500 OR BETTER
 2. NEW SECOND EXTERIOR WINDOWS TO MATCH EXISTING JELDOWEN
 3. ALL NEW TRIM, CASING PROFILES, DOOR STYLES, AND HARDWARE SHALL MATCH EXISTING U.N.O
- ROOFING:**
1. NEW ROOFING TO BE ASPHALT SHINGLE
- DECK / STUOP:**
1. COMPOSITE DECKING & HANDRAIL (AS REQUIRED)
- WALL FINISHES**
1. REPAINT ALL TRIM, WALLS & CEILING AT KITCHEN, LAUNDRY + SUNROOM
 2. REPAINT AFFECTED WALL (MINIMUM) AT HALL + M. BEDROOM
 3. NEW TILE BACKSPLASH AT KITCHEN

GENERAL REQUIREMENTS

1. ALL HEADERS ARE AS FOLLOWS FOR ALL BEARING WALLS UNLESS NOTED OTHERWISE:
LESS 48" : (2) 2x8
48"-60" : (2) 2x10
60"-72" : (2) 2x12
- (HEADERS ABOVE DO NOT APPLY TO MASONRY OPENINGS)
2. MIN. THREE (3) STUDS UNDER ALL BEAM/HEADER ENDS
3. ENSURE FINAL PLACEMENT OF BEAMS/ JOISTS DOES NOT CONFLICT WITH PLUMBING DRAINS.
4. ALL STRUCTURAL COMPONENTS INCLUDING, BUT NOT LIMITED TO, BEAMS, COLUMNS, TRUSSES, I-JOISTS, FOUNDATION WALLS, & FOOTINGS TO BE DETERMINED AND/OR VERIFIED BY AN ENGINEER OR MANUFACTURER.
5. CONTRACTOR TO FIELD VERIFY DIMENSIONS & EXISTING CONDITIONS PRIOR TO CONSTRUCTION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER OR ENGINEER PRIOR TO PROCEEDING.

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10.12.2020
VARIANCE

GENERAL
CONTRACTOR:
RIVERSIDE
RENOVATIONS LLC
JUSTIN GILMER
C 804-901-2286

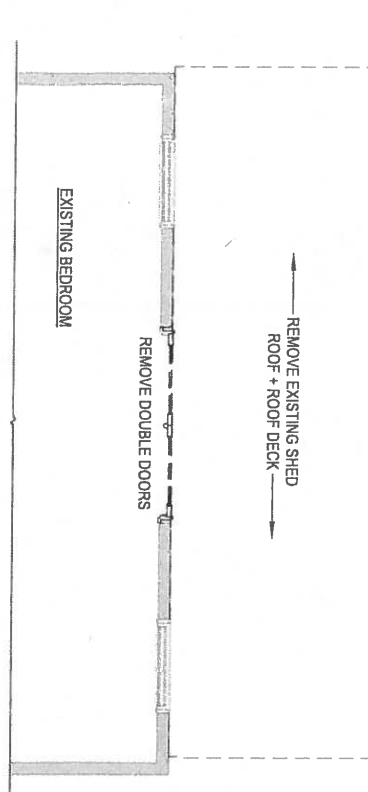
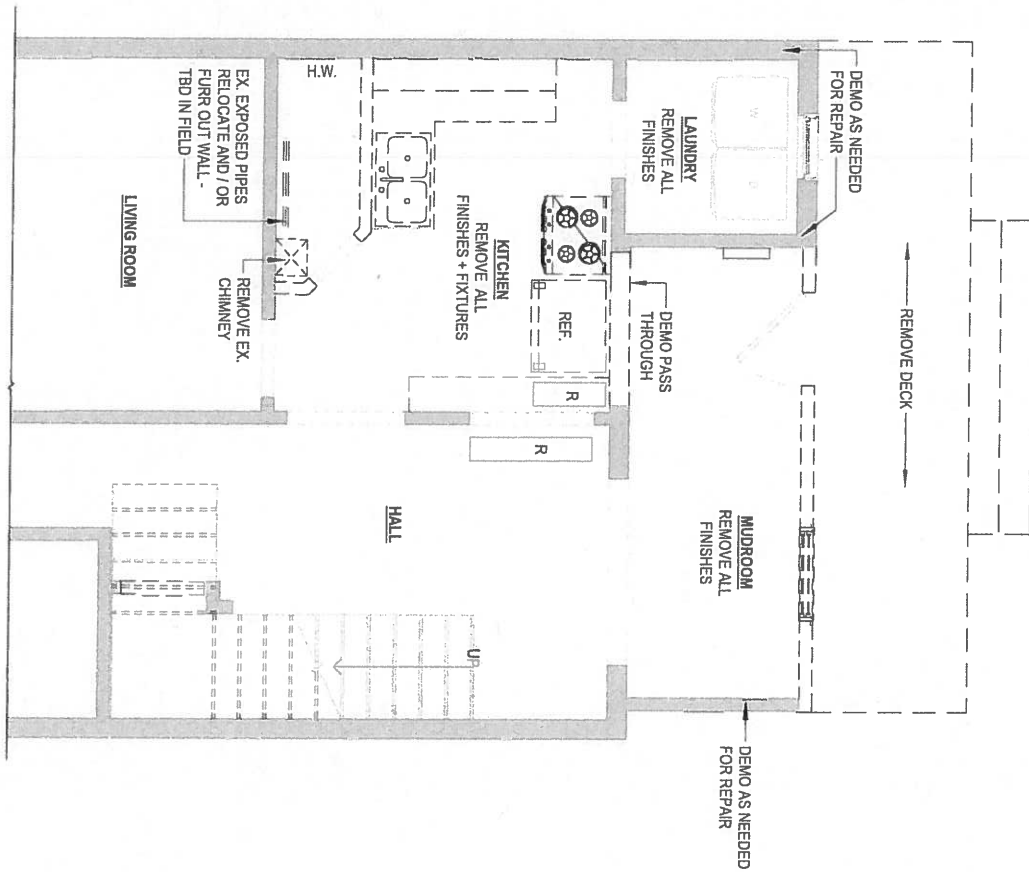
BURNES - STEELE

3212 PARKWOOD AVENUE, RICHMOND VA

COVERSHEET

NESTED

804.592.0761
laura@nesteddesignstudio.com



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EX

10.12.2020
VARIANCE

GENERAL
CONTRACTOR:
RIVERSIDE
RENOVATIONS LLC
JUSTIN GILMER
C 804-901-2286

BURNES - STEELE
3212 PARKWOOD AVENUE, RICHMOND VA

EXISTING / DEMO

NESTED
804.592.0761
laura@nesteddesignstudio.com

1 REAR ELEVATION
1/4" = 1'-0"



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A3.0

10.12.2020
VARIANCE

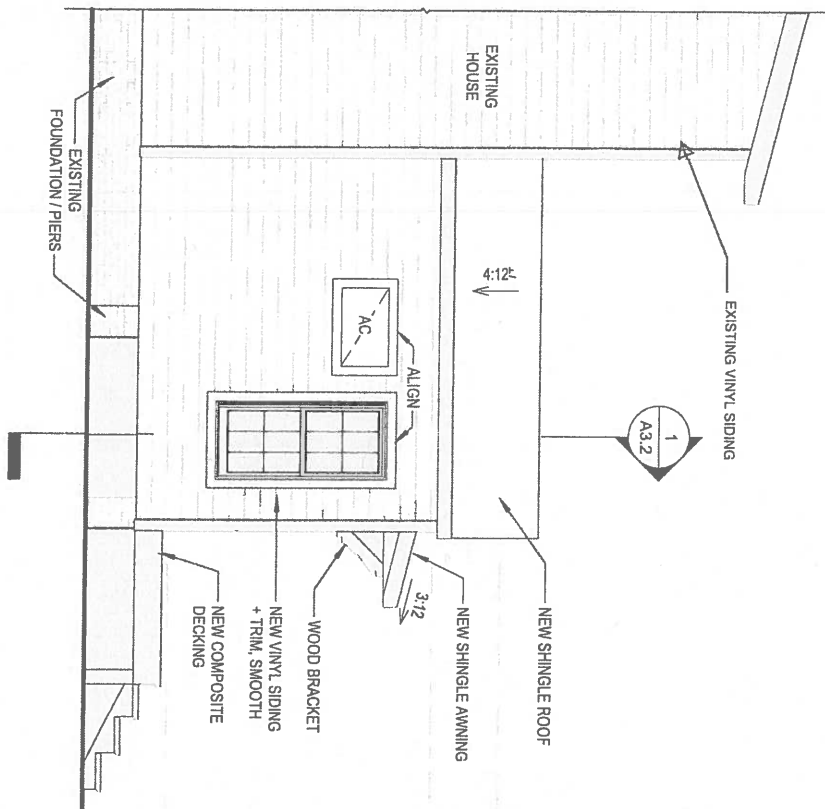
GENERAL
CONTRACTOR:
RIVERSIDE
RENOVATIONS LLC
JUSTIN GILMER
C 804-901-2266

BURNES - STEELE
3212 PARKWOOD AVENUE, RICHMOND VA

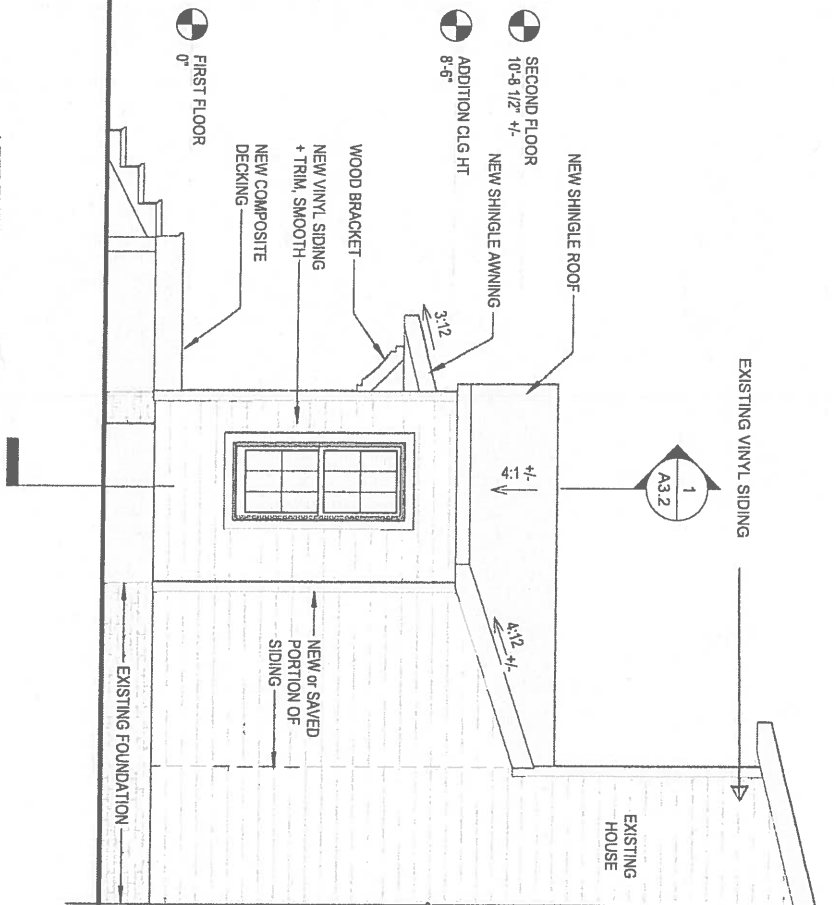
REAR ELEVATION

NESTED
804.592.0761
laura@nesteddesignstudio.com

2 RIGHT ELEVATION
1/4" = 1'-0"



1 LEFT ELEVATION
1/4" = 1'-0"



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A3.1

10.12.2020
VARIANCE

GENERAL
CONTRACTOR:
RIVERSIDE
RENOVATIONS LLC
JUSTIN GILMER
C 804-901-2286

BURNES - STEELE
3212 PARKWOOD AVENUE, RICHMOND VA
LEFT + RIGHT ELEVATIONS

NESTED
804.592.0761
laura@nesteddesignstudio.com

Neighborhood Notification of Zoning Variance Request for 3212 Parkwood Avenue

October 8, 2020

Dear Neighbors,

We are preparing to construct an addition on the back of our home at 3212 Parkwood Avenue. This project will add approximately 100 square feet of living space to our existing home. This will result in our home being slightly (2%) over the maximum allowable square footage per City of Richmond zoning codes, therefore we are applying for a zoning variance from the City of Richmond Board of Zoning Appeals. The proposed addition will not be visible from Parkwood Avenue and will not change the street view of the house.


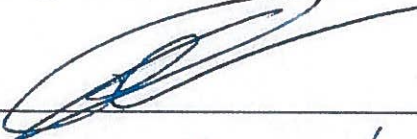
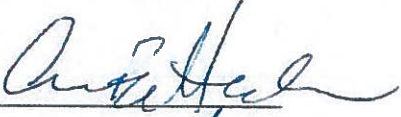

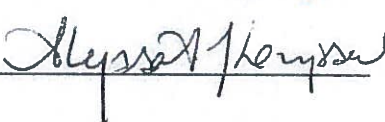
This letter is simply to inform you of our project and of our application to the city for a zoning variance. We would appreciate your signature below as a sign of support. If you have any objection to our plans to expand the back of our house, please let us know so that we can address your concerns.

Thank you for your consideration,

Norman Burnes & Sandy Steele

3212 Parkwood Avenue

Richmond VA 23221

Sue Leedes	3206 Parkwood	
John Thomas Hodges	3208 Parkwood Ave	
Ann Henderson	3210 Parkwood Ave	
Kyle Moran	3219 Parkwood Ave	
Alyssa Thompson	3215 Parkwood Ave	

(Name)

(Address)

(Signature)