



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

☐ Check if Billing Contact

Name _____

Phone _____

Company _____

Email _____

Mailing Address _____

Applicant Type: ☐ Owner ☐ Agent

☐ Lessee ☐ Architect ☐ Contractor

☐ Other (please specify): _____

OWNER INFORMATION (if different from above) ☐ Check if Billing Contact

Name _____

Company _____

Mailing Address _____

Phone _____

Email _____

PROJECT INFORMATION

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 conditions of 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 and payment of associated fee.

Requirements: A complete application includes all applicable information requested on checklists available on the CAR website to provide a complete and accurate description of existing and proposed conditions, as well as payment of the application fee. 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 _____

Dear Carey,

Thank you for taking the time to review my proposal to replace 11 windows. The reasons for changing the windows in my home (8 non-original and 3 original) are the following: Safety, Functionality and Health.

By way of background, I am a 60-year old widow who lives alone. I love Monument Ave and the neighborhood. I am proud of the work the Commission and the City of Richmond have done to care for and preserve the historical nature. That is why I am being selective about the number of windows I am asking to change as they are very specific to my concerns and my ability to live a healthy, safe, and enjoyable life in this beautiful home.

The windows I am seeking to replace are all upstairs on the second floor and located in the master bathroom and master bedroom.

The first set of eight windows I would like to replace are not original windows. They are all located in my master bathroom and align over 2/3rds of the walls in the bathroom. The bathroom was converted from a former sun room. These windows are hard to open, if not impossible, and I have had people try to fix them without

any success. In addition, because the windows are only single pane windows, which are in bad condition, the room temperature is either extremely hot in the summer or freezing in the winter. In the winter, when you step into the bathroom, it is like stepping outside into the cold and sometimes freezing weather. In the winter, I need to bundle up to go into my bathroom. I feel like I am taking a shower outside in the winter as it is so cold. In the summer, it is so hot that there are items in the bathroom that melt, so each season I have to rearrange my bathroom according to the temperature and move items in and out depending on whether they will freeze or melt. I dread using my bathroom when the temperatures are so extreme. The windows are just not functional for me to enjoy my bathroom or be a livable /functional space as it should be. Otherwise, it is a beautiful bathroom and it could be so much more enjoyable if I were able to replace the windows.

In addition, to changing these windows, there are three original windows in the master bedroom adjacent to the master bath. These are also difficult to open and I worry about my safety as well as my health. I have spent the last 2.5 years with sleepless nights and insomnia as the traffic and noise that is generated on Tilden and Monument. I have had to put soundproofing in the

bedroom windows to reduce some of the noise which poses a safety risk, in itself, besides being incredibly unattractive and potentially flammable. In addition, I sleep with uncomfortable bulky noise cancelling headphones every night to help reduce the noise. The insomnia has been most upsetting and my doctor has said it can have long term effects on my health and my capacities. There are nights I wake up in the middle of the night and the cars are so loud down monument that I think I am laying down in the middle of the street. When I purchase this lovely home, I never anticipated the level of noise coming from having single pane windows and how disruptive it would be to my life.

Unfortunately, my daily living experience in these two important rooms of my home has been challenging to say the least and I would like to have a more functional and enjoyable living experience while also honoring the look and feel of the original windows. It is why I went to a well-known window company, who took the time to understand the importance of maintaining the esthetic and historic nature of the home.

I ask your permission to change out these windows as described in the proposal previously provided. Per your request, I have also attached several additional photos of

the windows I am seeking to replace. If I can answer any other questions, please do not hesitate to email me or call me.

Yours Truly,
Maria Tedesco
508-494-4066

COA—
Applicant Name:

Date Received:
Received by:

Window Survey Form

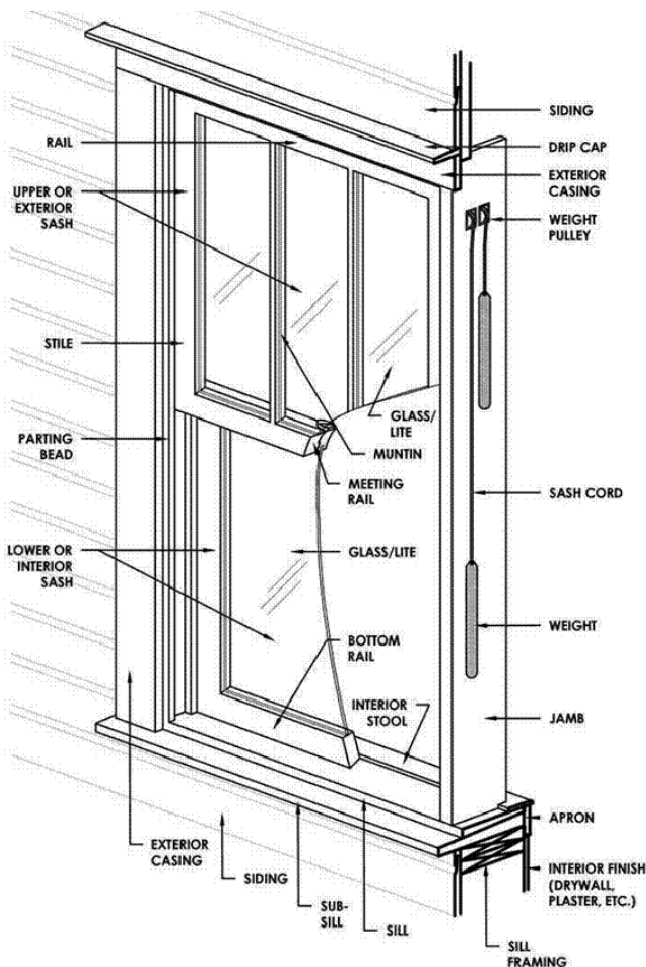
Have	Basic Requirements
<input type="checkbox"/>	1. Photographs or drawing of each elevation of the structure, with all the window openings on each elevation numbered.
<input type="checkbox"/>	2. Photographs of each window opening <i>numbered</i> corresponding to the photographs or drawings from #1.
<input type="checkbox"/>	3. Condition Evaluation of each window (see reverse).
<input type="checkbox"/>	4. Proposed window design (casement, fixed, etc.) , pattern (3/1, 6/6, 1/1, etc.) , materials (wood, vinyl, clad, etc.), etc. Specify if different for certain openings.
<input type="checkbox"/>	5. Proposed window product brochure/information that includes the company's depiction or photograph (not wind load information) of actual windows. We need to know what they look like on the exterior.
<input type="checkbox"/>	6. Other _____

ALL window openings on the structure should be assigned a *number* and *described* under the same number on the back of this sheet. Even those not being replaced should be assigned a number, however a photograph of those windows is not necessary, note on the second page that you aren't looking to replace that window number.

Windows in *pairs or groupings* should be assigned **separate** numbers. Windows in dormers and small fixed windows *should* also be included, but *not* door sidelights or transoms associated with a door.

On the second page, describe the issues and conditions of *each* window in detail, referring to the specific parts of the window (see diagram to the left). The photographs can be from the interior, exterior, or both. *Additional close-up photographs*, showing evidence of window condition, **MUST** be provided to better document problem areas.

The Planning and Development Department's evaluation and recommendation is based on deterioration/damage to the window unit, and associated trim. Broken glass and windows that are painted shut are not necessarily grounds for approving replacement.



Total Number of Window Openings on the Structure	31
Number of Historic Windows on the Structure	21
Number of Existing Replacement/Non-Historic Windows	10
Number of Windows Completely Missing	0
Total Number of Windows to be Replaced	11

COA—
Applicant Name: _____

Date Received: _____
Received by: _____

Window Survey Form—Window Condition Report

Window #	Window Condition
201	Inoperable, loose glass, outside noises & inefficient
202	Inoperable, loose glass, outside noises & inefficient
203	Inoperable, loose glass, outside noises & inefficient
204	Inoperable, loose glass, outside noises & inefficient
205	Inoperable, loose glass, outside noises & inefficient
206	Inoperable, loose glass, outside noises & inefficient
207	Inoperable, loose glass, outside noises & inefficient
208	Inoperable, loose glass, outside noises & inefficient
209	Inoperable, loose glass, outside noises & inefficient
210	Inoperable, loose glass, outside noises & inefficient
211	Inoperable, loose glass, outside noises & inefficient
12	
13	
14	
15	
16	
17	
18	
19	
20	

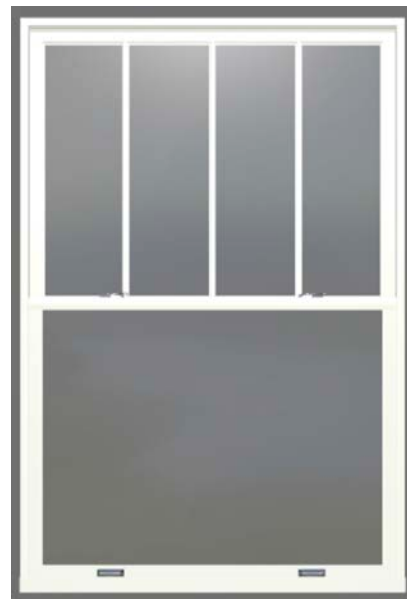
Window #	Window Condition
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	



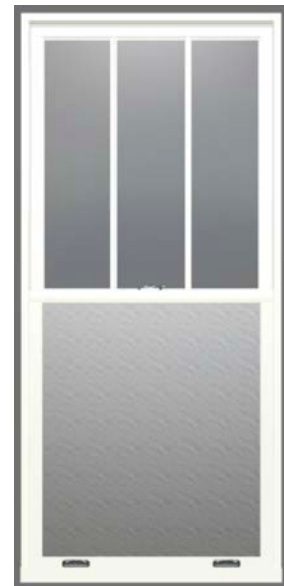
202 - 209 are not original to the home

210 - 211 are not visible

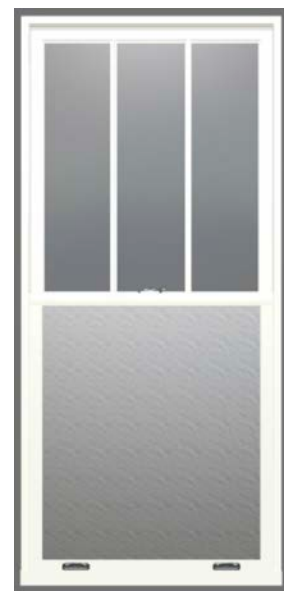
201



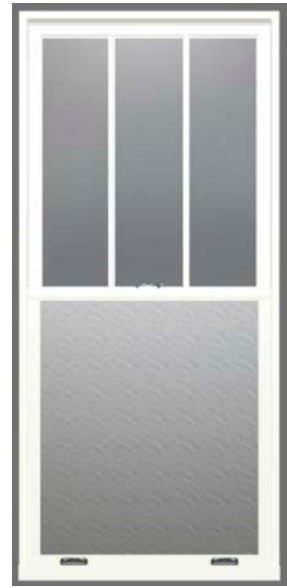
202



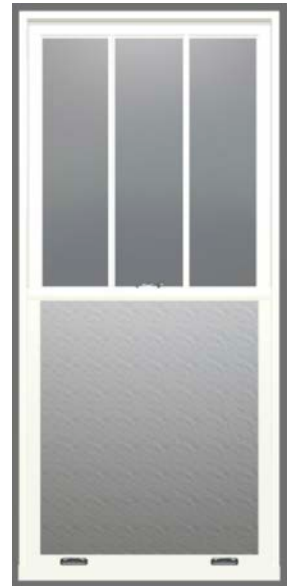
203



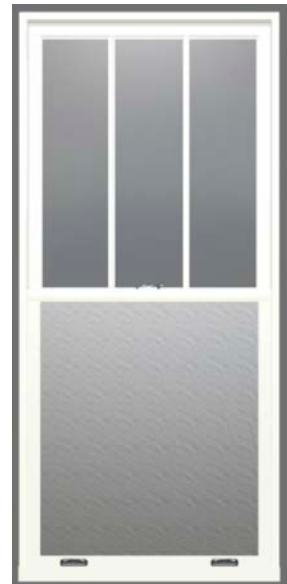
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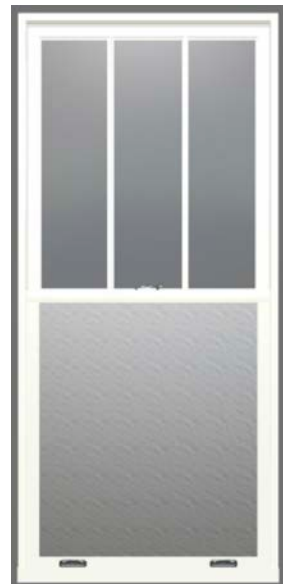
205



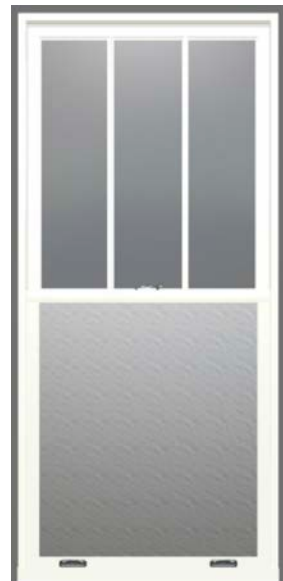
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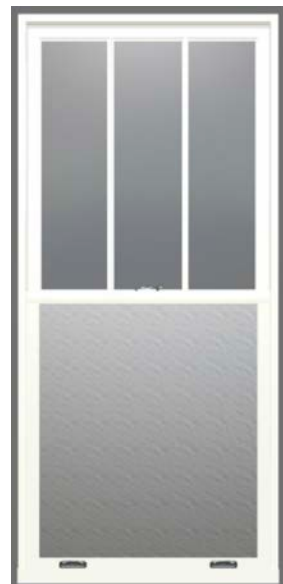
207



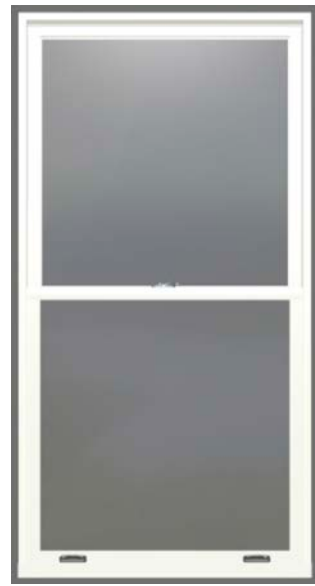
208



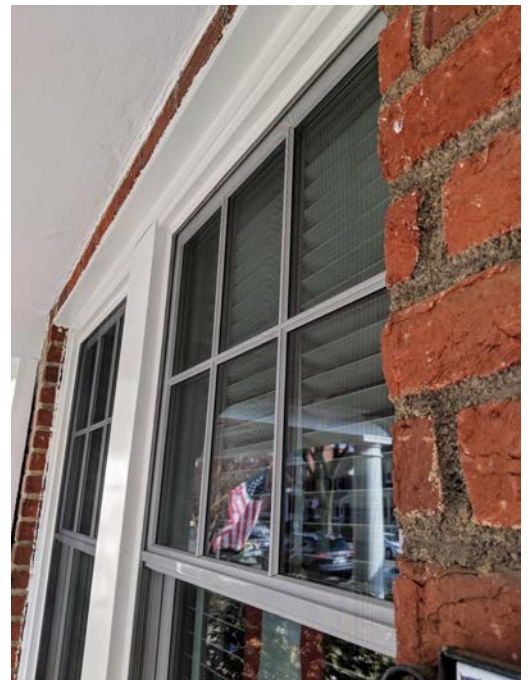
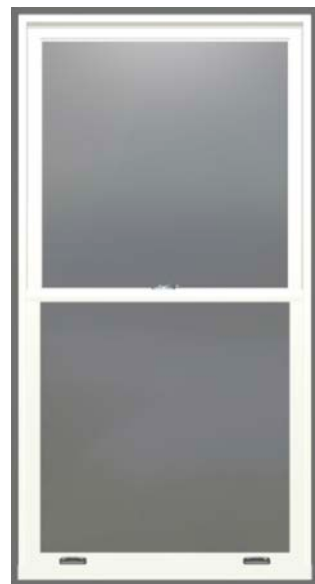
209




210



211



preparing master bed



sound proofing master bed

master bed window



bedroom top window



bedroom bottom window





A photograph taken from inside a room, looking out through a large window. The window frame is white. Outside, there is a red brick wall. In the center of the brick wall, there is a smaller, arched window. This smaller window has a white frame and a metal security grille. The word "master" is written in large, red, lowercase letters across the middle of the image, partially obscuring the view of the brick wall and the smaller window. The lighting suggests it is daytime, with some shadows visible on the brick wall.

master





bathroom bottom of window





bathroom side and top

A photograph showing a side view of a window. The window frame is dark grey or black. Outside the window, there is a clear blue sky and the branches of trees with some green leaves. The text "side view" is overlaid in red. Below the window, there is a light-colored, possibly frosted glass or a solid panel.

side view

master

A low-angle shot looking up through a narrow vertical opening in a dark grey structure. The opening reveals a bright blue sky, a bare tree branch, and the red-tiled roof of a building. The word "master" is overlaid in red text.









master



eternal
view





Jones, Carey L. - PDR

From: maria tedesco <mpt8@verizon.net>
Sent: Monday, May 10, 2021 10:29 AM
To: Mitchell Danese
Cc: Jones, Carey L. - PDR
Subject: Re: 3225 Monument RVA

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Mitchell, I so appreciate the time you took to view my windows and provide insight.
Carey, Let me know if I need to do anything else. I am very comfortable with Mitchell's recommendation to place a storm in the original window and simply change the others if the commission agrees to such an arrangement of course.
Maria

On May 7, 2021, at 11:07 AM, Mitchell Danese <mdanese@richmondhabitat.org> wrote:

Carey,

This email is to put in writing what you and I spoke yesterday about the windows at 3325 Monument. There are 11 windows in questions on which Maria Tedesco wishes to replace. The eight windows on the rear of the home although old are not original to the home. All of these homes in the 3200 block were built by the same builder around the same time. The rear portion of 3225 Monument like most in the block have added on addition footage (see 1st picture). All of the additions are different as this was more than likely a sleeping porch in the rear. That leaves two more windows on the interior (non-corner facing or rear left) of the home. These two windows cannot be seen from the public right of way as they are around 5 feet from the neighbor's home. These two windows have at the very least had the upper sashes replaced as they are now one over one (see picture #2 attached). Also, these sashes are slightly different dimensionally from the other original windows (more narrow wood that makes up the sash). This leaves the one window in the bedroom that is original to the home.

My suggestion would be to keep the one original window and have a storm window either interior (my preference) or exterior window installed to give Maria the sound proofing and insulation she is trying to accomplish. The other 10 windows are not original and could replace with appropriate CAR approved windows, but I would defer to Carey as this could possibly just approved on a staff level.

My hope is this clears up in nothing more than my opinion of what I believe to be original or not. Please let me know if either of you have any further questions or concerns as now that I have seen the home up close it seems to me pretty clear what can be approved.

Thank you, be safe and have a wonderful weekend.

Mitchell W Danese
Vice President of Construction and Real Estate



5/6/21 10:17:00 AM EDT





dba: Renewal By Andersen of Central Virginia

Legal Name: Richmond Window Corporation

Class A 2701010633A Exp 10/31/21

3895 Deep Rock Road | Richmond, VA 23233

Phone: 804-353-6621 | Fax: 804-257-7203 | rwcooperations@richmondwindow.com

Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

Thank you for your order

Please find, enclosed for your convenience, the contents of your agreement with Richmond Window Corporation d/b/a Renewal By Andersen of Central Virginia

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Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

Maria Tedesco

02/27/21

Buyer(s) Name

Contract Date

3225 Monument Ave, Richmond, VA 23221

(508)494-4066

Buyer(s) Street Address

Primary Telephone Number

Secondary Telephone Number

mpt8@verizon.net

Primary Email

Secondary Email

Buyer(s) hereby jointly and severally agrees to purchase the products and/or services of Richmond Window Corporation d/b/a Renewal By Andersen of Central Virginia ("Contractor"), in accordance with the terms and conditions described in this Agreement Document and Payment Terms, any documents listed in the Table of Contents, and any other document attached to this Agreement Document, the terms of which are all agreed to by the parties and incorporated herein by reference (collectively, this "Agreement"). Buyer(s) hereby agrees to sign a completion certificate after Contractor has completed all work under this Agreement.

Total Job Amount: **\$29,938**

By signing this Agreement, you acknowledge that the Balance Due, and the Amount Financed must be made by personal check, bank check, credit card, or cash.

Deposit Received: **\$10,000**

Balance Due: **\$19,938**

Estimated Start:

Estimated Completion:

Amount Financed: **\$0**

90 days

120 days

Method of Payment: **Credit Card**


We schedule installations based on the date of the signed contract and secondarily on the date in which we complete the technical measurements. The installation date that we are providing at this time is only an estimate. We will communicate an official date and time at a later date. Rain and extreme weather are the most common causes for delay.

Notes: **Built in 1900**

Buyer(s) agrees and understands that this Agreement constitutes the entire understandings between the parties and that there are no verbal understandings changing or modifying any of the terms of this Agreement. No alterations to or deviations from this Agreement will be valid without the signed, written consent of both the Buyer(s) and Contractor. Buyer(s) hereby acknowledges that Buyer(s) 1) has read this Agreement, understands the terms of this Agreement, and has received a completed, signed, and dated copy of this Agreement, including the two attached Notices of Cancellation, on the date first written above and 2) was orally informed of Buyer's right to cancel this Agreement.

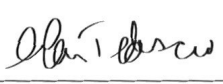
NOTICE TO BUYER: Do not sign this contract if blank. You are entitled to a copy of the contract at the time you sign.

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME NOT LATER THAN MIDNIGHT OF 03/03/2021 OR THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION, WHICHEVER DATE IS LATER. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.


Signature of Sales Person

Steven Young

Print Name of Sales Person


Signature

Maria Tedesco

Print Name

Signature

Print Name



Itemized Order Receipt

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Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

ID#: ROOM:

DETAILS:

Misc: Misc, built in 1900s, Notes

Misc: Misc, Lead Safe Work Practices

Misc: Misc, L Trim - Minimal Wrap white

101 bedroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** All Sash: High Performance SmartSun Glass, No Pattern, **Hardware:** Brushed Chrome, Estate Finish Extra Lock, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 4w x 1h, Sash 2: No Grille, **Misc:** None

102 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None



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Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

ID#: ROOM:

DETAILS:

103 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None

104 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None



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Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

ID#: ROOM:

DETAILS:

105 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None

106 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Extra Lock, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None



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Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

ID#: ROOM:

DETAILS:

107 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Extra Lock, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None

108 bathroom

Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, **Glass:** Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, **Hardware:** Polished Chrome, Estate Finish Extra Lock, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, **Screen:** TruScene, Full Screen, **Grille Style:** Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, **Grille Pattern:** Sash 1: Colonial 3w x 1h, Sash 2: No Grille, **Misc:** None



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Maria Tedesco

3225 Monument Ave

Richmond, VA 23221

H: (508)494-4066

ID#:	ROOM:	DETAILS:
109	bathroom	Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, Glass: Sash 1: High Performance SmartSun Glass, No Pattern, Tempered Glass, Sash 2: High Performance SmartSun Glass, Obscure, Tempered Glass, Hardware: Polished Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, Screen: TruScene, Full Screen, Grille Style: Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern: Sash 1: Colonial 3w x 1h, Sash 2: No Grille, Misc: None
110	bedroom	Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Hardware: Brushed Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, Screen: TruScene, Full Screen, Grille Style: No Grille, Misc: None
111	bathroom	Window: Double-Hung (DG), 1:1, Flat Sill, Insert Frame, Traditional Checkrail, Exterior White, Interior White, Glass: All Sash: High Performance SmartSun Glass, No Pattern, Tempered Glass, Hardware: Polished Chrome, Estate Finish Recessed Hand Lift, Estate Finish Extra Recessed Hand Lift, Screen: TruScene, Full Screen, Grille Style: Full Divided Light (FDL with spacer), Permanently Applied Interior Wood Grille, Grille Pattern: All Sash: No Grille, Misc: None
WINDOWS: 11		PATIO DOORS: 0
SPECIALTY: 0		MISC: 3
		TOTAL \$29,938



Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.