



# 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



# CERTIFICATE OF APPROPRIATENESS

## NEW CONSTRUCTION CHECKLIST

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**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation in the office or on site.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for New Construction outlined in Section 30.930.7(c) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** \_\_\_\_\_

### NEW BUILDING TYPE

- ☐ single-family residence
- ☐ multi-family residence
- ☐ commercial building
- ☐ mixed use building
- ☐ institutional building
- ☐ garage
- ☐ accessory structure
- ☐ other

### DRAWINGS (refer to required drawing guidelines)

- ☐ floor plans
- ☐ elevations (all sides)
- ☐ roof plan
- ☐ list of windows and doors, including size, material, design
- ☐ context drawing showing adjacent buildings
- ☐ perspective
- ☐ site plan
- ☐ legal plat of survey

### WRITTEN DESCRIPTION

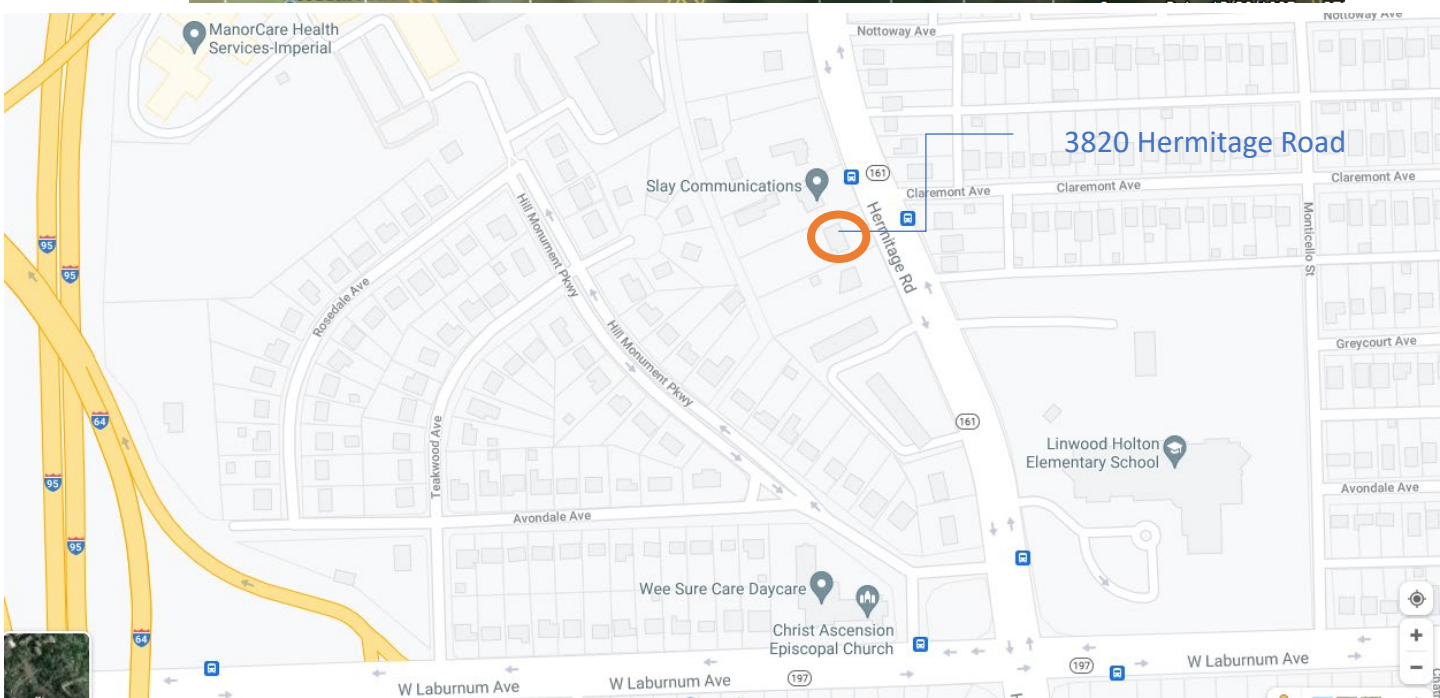
- ☐ describe new structure including levels, foundation, siding, windows, doors, roof and details
- ☐ state how the *Richmond Old and Historic Districts Handbook and Design Review Guidelines* informed the proposed work, site specific pages and sections of the *Guidelines* that apply
- ☐ material description; attach specification sheets if necessary

### PHOTOGRAPHS place on 8 ½ x 11 page, label photos with description and location (refer to photograph guidelines)

- ☐ site as seen from street, from front and corners, include neighboring properties

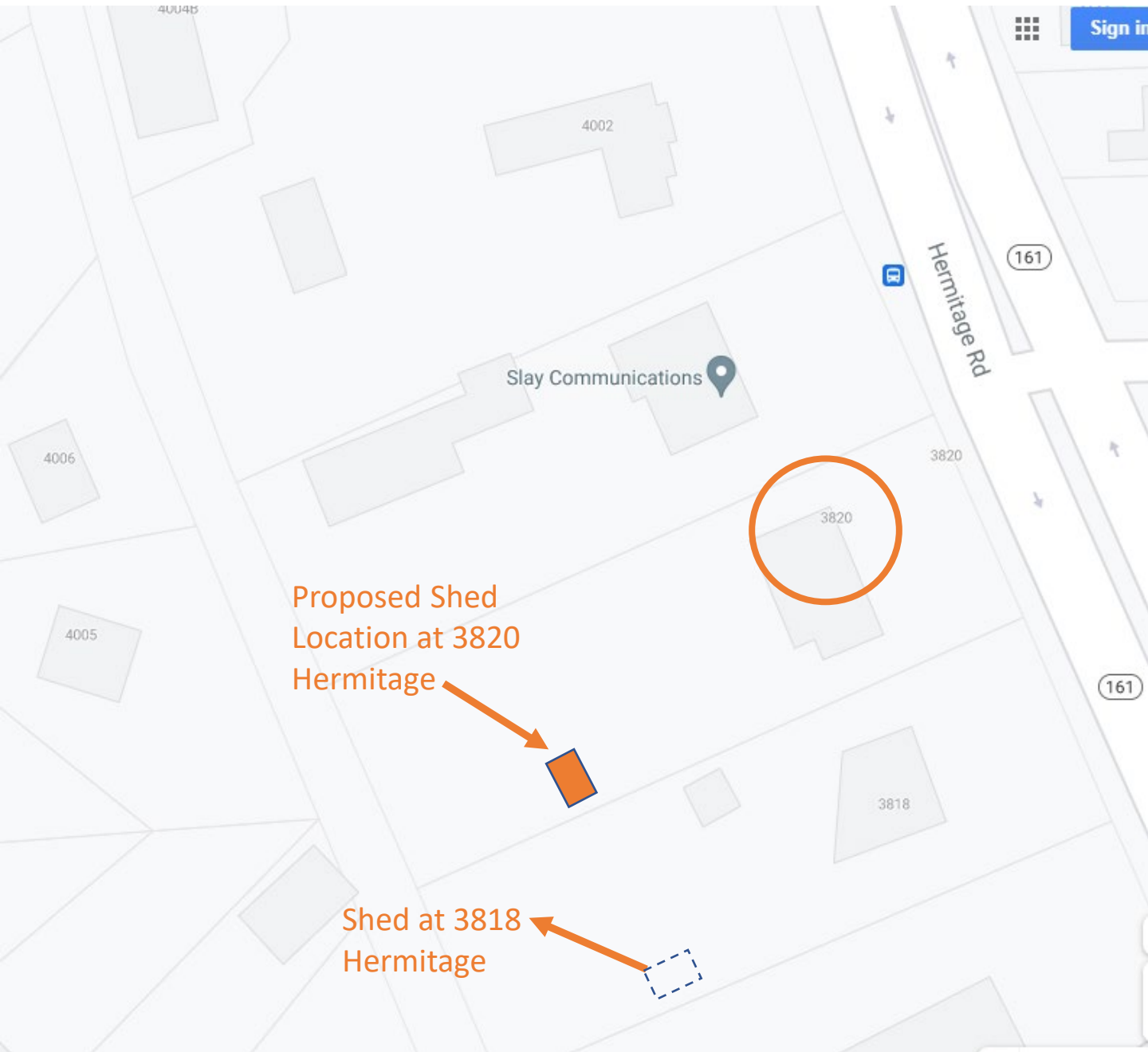


Proposed 16'X10' Shed @ 3820 Hermitage Road- back yard



OVERVIEW MAP







3820 Hermitage Road, Richmond, VA 23227





Proposed Shed  
Location at 3820  
Hermitage

Shed at 3818  
Hermitage



Main House  
(3820 Hermitage Road)

Proposed Shed  
Location @ 3820  
Hermitage

Existing Shed  
Location @ 3818  
Hermitage

Back Alley







Existing Shed at  
3818 Hermitage

175 feet from main house

Proposed Shed  
Location at 3820  
Hermitage





10' from  
Fence

ALLEY

Proposed Shed  
Location at 3820  
Hermitage





ALLEY





Existing Shed  
Location @ 3818  
Hermitage

Proposed Shed  
Location @ 3820  
Hermitage