



# 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: _____

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### APPLICANT INFORMATION

Name \_\_\_\_\_

Phone \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

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

Applicant Type:  Owner  Agent  
 Lessee  Architect  Contractor  
 Other (please specify): \_\_\_\_\_

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### OWNER INFORMATION (if different from above)

Name \_\_\_\_\_

Company \_\_\_\_\_

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

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

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### PROJECT INFORMATION

Review Type:  Conceptual Review  Final Review

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

Project Description: (attach additional sheets if needed)

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### ACKNOWLEDGEMENT OF RESPONSIBILITY

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and CAR approval. 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 forms:

<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

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

- One (1) signed and completed application – property owners signature required
- Eleven (11) copies of supporting documentation, as indicated on appropriate check-list, collated and stapled
- All plans and elevations should 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.
- Applications are due by 12 PM (noon) on the deadline date (see table below).
- Exception: revisions to items deferred, denied or presented conceptually at the previous Commission meeting are due one week after the application due date. Please contact staff to confirm this date.
- **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 DUE DATES

- Commission meetings start at 3:30 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.

2019 Commission Meeting Date	Application Deadline (Friday at noon unless otherwise noted)
January 22 <sup>nd</sup>	December 28 <sup>th</sup> , 2018
February 26 <sup>th</sup>	January 25 <sup>th</sup>
March 26 <sup>th</sup>	March 1 <sup>st</sup>
April 23 <sup>rd</sup>	March 29 <sup>th</sup>
May 28 <sup>th</sup>	April 26 <sup>th</sup>
June 25 <sup>th</sup>	May 31 <sup>st</sup>
July 23 <sup>rd</sup>	June 28 <sup>th</sup>
August 27 <sup>th</sup>	July 26 <sup>th</sup>
September 24 <sup>th</sup>	August 30 <sup>th</sup>
October 22 <sup>nd</sup>	September 27 <sup>th</sup>
November 26 <sup>th</sup>	October 25 <sup>th</sup>
December 17 <sup>th</sup>	November 22 <sup>nd</sup>