

City of Richmond

Commission of Architectural Review

Application Submission Requirements

Part I - How to Use this Document

1. These submission requirements are developed to guide the applicant in fulfilling the requirements of Section 114-930.6.(b) of the City Code, titled *Submission of Application*, and for use with the current version of the Commission of Architectural Review Submission Application available in room 510 of City Hall, 900 East Broad Street or on-line at:

http://www.richmondgov.com/content/CommissionArchitecturalReview/forms/CAR_SubmissionApplication.pdf

2. Part II will provide you with general information pertaining to the review of your submission.

II - 1 Before Submitting an Application

II - 2 Submission Deadlines

II - 3 General Submission Requirements

II - 4 Administrative Review and Building Permits

3. Part III specifies the particular documentation needed for each type of activity and applicants can refer to particular sections below depending on the type of project that they are submitting to the Commission

III - 1. Colors - Changing the existing color of a building, painting new construction, or applying materials of a particular color.

III - 2. Exterior Rehabilitation - Any alterations to the exterior of an existing building.

III - 3. Porch and Deck Alterations - The construction, removal, alteration, or addition of a porch or deck on an existing building.

III - 4. New Construction and Building Additions - The construction of an altogether new building or attaching a new structure to an existing building

III - 5. Outbuildings - The construction of a garage, shed, accessory structure or other kind of outbuilding.

III - 6. Demolition -The complete removal of a building or structure or the removal of a large portion of a building or structure.

III - 7. Relocation - The relocation of a building or structure to a new foundation and location.

III - 8. Public/Site Improvements - Any structural modifications to the grounds of a building.

III - 9. Signage and Awnings - Any signage or awnings to be applied to the exterior of a building or a sign placed on the grounds of a property.

III - 10. Other Work - Any change to a building or property in an Old and Historic District that is not clearly covered by items 1 through 9.

4. Part IV Includes Adoption and Implementation

Part II Submissions to the Commission

1. Before Submitting

- A. Commission staff are available to meet with the applicant prior to submission to review the completeness of the application and to discuss the conformance of a project with the Commission's *Richmond Old and Historic District Handbook and Design Review Guidelines* that contain the standards and guidelines authorized under Section 114-930.7 of the City Code. *The members of the Commission strongly encourage the applicant to meet with the Secretary prior to submission of an application. There is no fee for this service.*
- B. Information, forms, and documents can be found on the Commission of Architectural Review page under Department of Planning and Development Review at:

<http://www.richmondgov.com/CommissionArchitecturalReview/index.aspx>
- C. Commission staff can be contacted at dcdhistoricpreservation@richmondgov.com, by phoning, 804-646-7550, CAR Secretary, 900 East Broad Street, Room 510, Richmond, VA 23219
- D. The Commission is responsible for reviewing projects in accordance with the standards in Sec. 114-930.7. of the Richmond City Code and contained in the *Richmond Old and Historic District Handbook and Design Review Guidelines* that provides additional standards used to interpret the standards in the code.
- E. Applicants should consider whether they have adequate documentation to proceed with an application for Certificate of Appropriateness or whether they want a more informal conceptual review as described in Section 114-930.6 of the City Code.

2. Timelines for review

- A. The Commission shall maintain a calendar of submission deadlines for new applications.
- B. An applicant who wishes to return at the next meeting after a Commission deferral or request for additional information will generally be allowed an additional week beyond the submission deadline to prepare materials for resubmission of his/her active project.
- C. All necessary forms, plans, and supporting documents must be received electronically or in hard copy form on the submission deadline.
- D. A disc with any electronic presentation the applicant wishes to make to the Commission must be submitted in accordance with the submission deadlines.
- E. No revised designs will be accepted after the submission deadline.
- F. Only complete applications will be scheduled for Commission review.

- G. Additional documentation not submitted with the application materials generally will not be accepted for review at the Commission at the meeting.
- H. For applications that are incomplete (per Section 114-930.6 of the City Code and these submission requirements) the Commission Secretary will inform the applicant of the deficiency and schedule the application once complete information is provided. In some cases it may be appropriate, with the applicant's assent, to schedule the application for Conceptual Review.
- I. Staff reports containing the staff's review comments and recommendation for each project will be available within the week prior to the Commission meeting and will be distributed to the applicant along with an agenda and information about the Commission meeting.

3. General Submission Requirements

- A. The applicant must be the owner or authorized agent of the owner and must sign the application form on that basis.
- B. The application must specify whether the application is for conceptual review or for a certificate of appropriateness.
- C. One signed application form must be a part of each submission to the Commission in accordance with the timelines for review.
- D. Twelve collated copies of all plans, specifications, and supporting documentation must be submitted in accordance the timelines for review.
- E. Plans and supporting documents should be submitted on paper no larger than 11 x 17 inches.
- F. One copy on a disc of any electronic presentation the applicant wishes to make to the Commission must be attached to the applicant's submission in accordance with the timelines for review.
- G. Applications to the Commission must be received in accordance with the timelines for review by the CAR Secretary, 900 East Broad Street, Room 510, Richmond, Virginia 23219.

4. Building Permit and Administrative Review/Approval

- A. Building permits are applied for separately from and may be applied for concurrently with an application for a Certificate of Appropriateness. Commission staff may request additional information consistent with these standards.
- B. Building permits limited to items that staff can approve administratively, or otherwise do not require a Certificate of Appropriateness from the Commission, may be approved administratively.
- C. Approval of building permits that include any item requiring an application for a Certificate of Appropriateness will be withheld until Commission approval is granted.
- D. Permit documents must correspond to the plans and specifications of a project as approved by the Commission, and it may be necessary for the applicant to amend their building permit to

reflect the Commission's conditions or obtain additional Commission approval for certain items.

- E. Changes that are not visible from a public right of way or that involve in-kind repair of existing materials do not require an application for a Certificate of Appropriateness.
- F. The Commission has delegated certain items that would otherwise be subject to Commission approval and that do not require an application for a Certificate of Appropriateness.

Part III - Required Documentation for Particular Activities

1. Colors

For the change of an existing color, or for the color of new materials or finishes, one or more of the following types of documentation is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 (a) *General standards* as well as the design review guidelines for paint in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness:

- A. Provide one sheet of paper with paint chips attached, indicating the brand and name/number of each color labeled with how the body, trim, windows, porch, and highlighted elements will be painted.
- B. Clearly show colors throughout the architectural drawings for the project, and/or
- C. Provide cut sheets or product literature showing the material colors.

2. Rehabilitation

The following documentation pertaining to exterior rehabilitation is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 (a) *General standards* and (b) *Standards for rehabilitation*, as well as the design review guidelines for rehabilitation and building elements in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness:

- A. Provide clear and consistent documentation of all exterior rehabilitation work items in a brief description and in accompanying plans and/or specifications,
- B. Clearly indicate in the plans and/or specifications as to the materials to be used in the rehabilitation, and indicate whether these are repaired materials, matching replacement materials, or new materials different from what is currently present. Product literature and cut sheets may be used for this purpose.
- C. Clearly indicate in the plans and/or specifications the location and type of any new features to be attached to the building, such as lighting fixtures, vents, HVAC equipment, etc. Product literature and cut sheets may be used for this purpose.
- D. When materials used in the rehabilitation action will have a distinct texture and color, such as in the case of shingles, bricks, stone, concrete and other materials, descriptions and/or

product literature should be provided and samples of the materials submitted with the application or brought to the Commission meeting.

- E. If an exterior feature is to be returned to its historic appearance, provide documentary evidence such as architectural drawings, historic photographic evidence, or photographic documentation of physical evidence such as “ghosts” or architectural fragments.
- F. Changes to existing paint colors in rehabilitation must be documented as outlined in Part III, Section 1, on page 4.

3. Porch and Decks

The following documentation for the alteration or construction of porches and decks is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 (*a*) *General standards*, (*b*) *Standards for rehabilitation* and (*c*) *Standards for new construction*, as well as the design review guidelines for porch and deck elements in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. For an existing porch or deck, the written description and the plans and/or specifications must clearly state what materials or features are being replaced in-kind or repaired, and if a porch is to be modified in any way other than in-kind repair, provide drawings that clearly show the modifications in section, plan, and detail.
- B. When materials used in the alteration or construction of a porch or deck will have a distinct texture and color, such as in the case of shingles, bricks, stone, concrete and other materials, descriptions and/or product literature should be provided. Samples of the materials should either be submitted with the application or brought to the Commission meeting.
- C. For the construction of a new porch or deck or reconstruction of a missing historic porch, plans including footprint dimensions, construction details, and elevations showing screening, stairs, and railing must be provided.
- D. If a missing historic porch is to be reconstructed documentary evidence such as architectural drawings, historic photographic evidence, or photographic documentation of physical evidence such as “ghosts” or architectural fragments must be provided.
- E. For the enclosure, expansion, or substantial alteration of an existing porch or deck, plans showing the current and proposed conditions must be provided.
- F. For a new deck or porch or for a change in materials or color of an existing porch or deck, the colors must be documented as outlined in Part III, Section 1, on page 4.

4. New Construction and Building Additions

For construction of any new free-standing building or the construction of a new wing or other addition to an existing building, the following documentation is necessary to assure compliance

with City Code Section Richmond City Code Section 114-930.7 (a) *General standards* and (c) *Standards for new construction*, as well as the design review guidelines for new construction in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. All new construction submittals should have a site plan showing the placement of the proposed building on the property, including the front, side, and rear yard setbacks, as well as the setbacks of adjoining buildings.
- B. For an addition to an existing building, the application must include all elements in A above, as well as plans, elevations and detail drawings clearly showing the extent of the addition, the connection to the existing building, and the removal or attachment of existing materials.
- C. The elevation drawings of the street façade for new construction must show the relationship of the cornice height and roof height of the new building to the cornice height and roof height of the existing adjoining building facades.
- D. The plans and specifications for new construction and building additions must clearly show the details and placement of such items as cornices, railings, cladding, porches decks, chimneys, downspouts, lattice, lighting fixtures, fireplace vents, HVAC equipment, and other elements visible from the public right of way.
- E. The plans and specifications for new construction and building additions must clearly specify all materials and show the dimensions of all exterior elements, i.e., windows, doors, foundations, and floor levels, roof and cornice height, as well as the relationship of these elements to the finished grade of the property.
- F. When materials used in the new construction or additions will have a distinct texture and color, such as in the case of shingles, bricks, stone, concrete and other materials, descriptions and/or product literature should be provided. Samples of the materials should either be submitted with the application or brought to the Commission meeting.
- G. The colors of materials and finishes must be documented as outlined in Part III, Section 1, on page 4.

5. Outbuildings

The following documentation is necessary for any type of outbuilding or accessory structure to assure compliance with City Code Section Richmond City Code Section 114-930.7(a) *General standards*, (b) *Standards for rehabilitation*, and (c) *Standards for new construction*, as well as the design review guidelines for residential construction, rehabilitation, new construction, and residential outbuildings in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. A site map that shows the location of existing and/or proposed outbuildings and the relationship to the main building of the property must be provided.
- B. Proposed rehabilitation should be documented in a manner consistent with Part III, Section 2, on page 4-5.

- C. The proposed new construction of an outbuilding or accessory structure should be documented in a manner consistent with Part III , Section 4, on pages 5-6.
- D. Proposed demolition should be documented in a manner consistent with Part III , Section 6, immediately following.
- E. A change in color or new materials should be documented as outlined in Part III, Section 1, on page 4.

6. Demolition.

The following documentation is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 (a) *General standards* and (d) *Standards for demolition*, as well as the design review guidelines for demolition in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. Evidence that there are “no feasible alternatives to demolition” and or that “the building or structure has deteriorated beyond the point of feasible rehabilitation” must be provided.
- B. For properties being evaluated in accordance with A above, a report on the condition of the property prepared by a licensed structural engineer is strongly recommended.
- C. In addition for properties being evaluated in accordance with A above, the applicant should provide an opportunity to safely inspect the structural condition of the building or provide documentation explaining why the building cannot be safely accessed.
- D. If the applicant wishes the Commission to consider the type and quality of the project that will replace the demolished building as a mitigation measure, plans for the replacement structure should be provided in accordance with Part III, Section 4, on pages 5-6.
- E. If the applicant seeks approval on the basis the property is “not a part of the historic character of an Old and Historic District,” documentation of this condition, such as date of construction, architectural qualities, history, loss of character through alterations, or relationship to the history and architecture of the Old and Historic District of which the building is a part must be provided.

7. Relocation

The following documentation is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 (a) *General standards* and (d) *Standards for demolition* as well as guidelines for demolition and relocation in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. Documentation consistent with the documentation for demolition in Part III, Section 6, immediately above, must be provided.
- B. Documentation that relocation is the only feasible alternative to demolition must be provided.

- C. A plan of both the current site of and proposed site for the building proposed for relocation must be provided showing the proposed placement at the site and the relationship to existing buildings.
- D. Plans for the replacement structure on the original site must be provided in accordance with Part III, Section 4, on pages 5-6.
- E. An elevation drawing showing the cornice height of the building when moved and the relationship to the cornice height of adjoining buildings must be provided.
- F. Documentation for any addition to the building after relocation must be provided in accordance with the requirements for additions in Part III, Section 4, on pages 5-6.
- G. Documentation of the rehabilitation of the building following relocation must be provided in accordance with the requirements for rehabilitation in Part III, Section 2, on page 4-5.
- H. Documentation showing how the building will be moved and the extent of alterations to the building that will be necessary during the relocation must be provided.
- I. Documentation of material colors and paint colors used on the relocated building must be provided in accordance with Part III, Section 1, on page 4.

8. Site Improvements

The following documentation is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 *(a) General standards* and *(e) Standards for site improvements*, as well as the design review guidelines for public improvements in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. All permanent and fixed items subject to a public view including fences, gates, screens, driveways, walkways, retaining walls, and other permanent features should be included in the application.
- B. Plans and specifications must clearly indicate the materials, construction details, and location of existing, altered, and proposed site improvements.
- C. Plans and specifications should indicate the location of existing features and how they will be removed or altered by the new site improvements.
- D. When materials used in site improvements action will have a distinct texture and color, such as in the case of shingles, bricks, stone, concrete and other materials, descriptions and/or product literature should be provided. Samples of the materials should either be submitted with the application or brought to the Commission meeting.
- E. Other than plantings used for screening, plant materials are not subject to review by the Commission.
- G. Materials and paint colors must be documented as outlined in Part III, Section 1, on page 4.

9. Signage and Awnings

The following documentation is necessary to assure compliance with City Code Section Richmond City Code Section 114-930.7 (a) *General standards* and (f) *Standards for signage*, as well as the design review guidelines for signs and awnings in the *Richmond Old and Historic District Handbook and Design Review Guidelines* used by the Commission of Architectural Review for the review of Certificates of Appropriateness.

- A. Plans and specifications should clearly indicate the sign/awning materials, dimensions, location on the building, method of installation, and method of illumination (if applicable).
- B. A rendering showing the graphic design and content of the sign to be installed must be provided.
- C. The shape, extent, and striping (if applicable) of the awning (s) to be installed must be shown.
- D. For free-standing signs a site plan showing the placement on the property and relationship to existing buildings and structures must be provided.
- E. The colors used on the sign or awning must be clearly shown on the graphic or a sample of the color provided as outlined in Part III, Section 1, on page 4.

10. Other Work

If the applicant is planning to undertake work that does not clearly fall under categories of sections 1 through 9, the Commission Secretary should be contacted at 804-646-6313 or cdchistoricpreservation@richmondgov.com to advise as to what materials are needed and what standards in Richmond City Code Section 114-930.7 and what portions of the *Richmond Old and Historic District Handbook and Design Review Guidelines* would apply to the project.

Part IV Adoption and Implementation of these requirements

These procedures are hereby adopted by the Commission of Architectural Review on May 26, 2009. Upon adoption applicants to the Commission will be required to follow these submission requirements and the Commission Secretary will use these to determine the completeness of applications for certificate of appropriateness.