



# Commission of Architectural Review SUBMISSION APPLICATION

City of Richmond, Room 510 – City Hall  
900 East Broad Street, Richmond, Virginia 23219  
PHONE: (804) 646-6335 FAX: (804) 646-5789

**12 COPIES OF SUPPORTING DOCUMENTATION ARE REQUIRED FOR PROCESSING YOUR SUBMISSION**

LOCATION OF WORK: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ TEL NO.: \_\_\_\_\_

AND ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY, STATE AND ZIPCODE \_\_\_\_\_

ARCHITECT/CONTRACTOR'S NAME: \_\_\_\_\_ TEL. NO. \_\_\_\_\_

AND ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY, STATE AND ZIPCODE \_\_\_\_\_

Would you like to receive your staff report via email? Yes \_\_\_ No \_\_\_

## REQUEST FOR CONCEPTUAL REVIEW

I hereby request Conceptual Review under the provisions of Chapter 114, Article IX, Division 4, Section 114-930.6(d) of the Richmond City Code for the proposal outlined below in accordance with materials accompanying this application. I understand that conceptual review is advisory only.

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

I hereby make application for the issuance of a certificate under the provisions of Chapter 114, Article IX, Division 4 (Old and Historic Districts) of the Richmond City Code for the proposal outlined below in accordance with plans and specifications accompanying this application.

## DETAILED DESCRIPTION OF PROPOSED WORK *(Required):*

**STATE HOW THE DESIGN REVIEW GUIDELINES INFORM THE DESIGN OF THE WORK**

**PROPOSED.** (Include additional sheets of description if necessary, and **12 copies** of artwork helpful in describing the project. See instruction sheet for requirements.)

Signature of Owner or Authorized Agent: **X** \_\_\_\_\_

Name of Owner or Authorized Agent (please print legibly): \_\_\_\_\_

**(Space below for staff use only)** \_\_\_\_\_

Received by Commission Secretary

APPLICATION NO. \_\_\_\_\_

DATE \_\_\_\_\_

SCHEDULED FOR \_\_\_\_\_

**Note: CAR reviews all applications on a case-by-case basis.**

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING  
THE APPLICATION AND REQUIRED MATERIALS  
FOR REVIEW BY THE  
COMMISSION OF ARCHITECTURAL REVIEW**

The Commission of Architectural Review will meet on the 4th Tuesday of each month, with the exception of December 2011 and 2012 and November 2012. *Please refer to the attached schedule for specific meeting and deadline dates.*

One (1) signed and completed application and twelve (12) copies of any supporting documentation and should be sent (for receipt prior the submission deadline) to:

**Secretary, C.A.R.  
Room 510 - City Hall  
900 E. Broad Street  
Richmond VA 23219**

Please consult the deadline schedule or contact CAR staff for the **submission deadline** for a particular meeting. The submission deadline allows time for staff review, public notice and distribution to Commission members. Applications are advertised 10 days in advance of the meeting. When the scale of a project is of substantive impact to the district where it is located direct public notices are sent to property owners within 150' of the project site in advance of the meeting.

In cases where permits are required to complete the work, permit applications should be submitted to the Bureau of Permits and Inspection in Room 110 of City Hall. A building permit application is necessary to evaluate building and zoning code issues. These issues should be identified prior to submittal to the Commission. In some situations more specialized permits such as demolition, work-in-street, encroachment, sign, mechanical, or electrical permits may be required in addition to or in lieu of a building permit.

**One (1) signed original of the application and twelve (12) copies of any supporting artwork must be provided.** The artwork should be no larger than 11" x 17". Reductions of larger size drawings are acceptable only as long as the submittal at the reduced size is legible.

***A detailed project description and a statement of how the proposed work conforms to the Old and Historic District Design Review Guidelines is necessary for your application to be considered complete.*** Please refer to the Application Submission Requirements for instructions on what materials are required for the type of project you propose. Please be sure to **sign** the application.

The staff of the Commission is available to advise the applicant regarding the preparation of the application and its review prior to submittal. This pre-submittal review is strongly encouraged. Please call staff (646-6335). Applications may be faxed (Fax 646-5789) for preliminary review. **However, a signed original application and 12 copies of supporting materials are needed to constitute a complete submittal.**

The applicant is *encouraged to attend* the Commission meeting, which is held in the 5th floor conference room of City Hall starting at 3:30 P.M. The application portion of the meeting starts at 4:00 P.M. Deferrals may occasionally occur if the applicant or a representative is not present to answer questions that may arise in the course of Commission discussion.

# Commission of Architectural Review

CITY OF RICHMOND, ROOM 510 – CITY HALL, 900 EAST BROAD STREET, RICHMOND, VIRGINIA 23219  
(804) 646-6335

## 2011-2012 Meeting and Deadline Dates

The CAR meets on the fourth Tuesday of each month, except in November 2012 and December 2011 and 2012. Please refer to the schedule below for the specific meeting dates. Special meetings are held as necessary with required public notice. Unless otherwise indicated, all meetings are held in the 5<sup>th</sup> Floor Conference Room starting at 3:30 p.m. **COMPLETE** applications must be submitted by the **submission deadline**. (Applications lacking information will **not** be placed on the agenda until all materials are submitted.)

### Meeting Date

### Submission Deadline

Tuesday, September 27, 2011 .....	Friday, August 26, 2011
Tuesday, October 25, 2011.....	Friday, September 30, 2011
Tuesday, November 22, 2011 .....	Friday, October 28, 2011
Tuesday, December 13, 2011 .....	Friday, November 18, 2011
Tuesday January 24, 2012.....	Friday December 16, 2011
Tuesday, February 28, 2012 .....	Friday, January 27, 2012
Tuesday, March 27, 2012.....	Friday, March 2, 2012
Tuesday, April 24 2012 .....	Friday, March 30, 2012
Tuesday, May 22, 2012 .....	Friday, April 27, 2012
Tuesday, June 26, 2012.....	Friday, May 25, 2012
Tuesday, July 24, 2012 .....	Friday, June 29, 2012
Tuesday, August 28, 2012.....	Friday, July 27, 2012
Tuesday, September 25, 2012.....	Friday, August 31, 2012
Tuesday, October 23, 2012.....	Friday, September 28, 2012
Tuesday, November 20, 2012.....	Friday, October 26, 2012
Tuesday, December 11, 2012.....	Friday, November 16, 2012
Tuesday January 22, 2013.....	Friday December 14, 2012