



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.

DESCRIPTION OF PROPOSED WORK:

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 2010 and 2011 when it will meet on the 2nd Tuesday. *Please refer to the attached schedule of 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 (646-4169). 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.

On the application all appropriate information should be filled in. **Location of work** is where the property is located, please include complete street address information. **Owner's Name and Address** is where the owner or authorized agent can be reached -- please include zip code so mail can be sent. If you are not the owner but have been contracted to make the submittal please complete the **Architect/Contractor** information. **Description of Proposed Work** allows for a general statement (i.e., general renovation of structure) and/or an item-by-item breakdown of the specific exterior changes proposed. Please **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 any artwork are needed to constitute a 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 Meeting and Deadline Dates

The CAR meets on the **fourth Tuesday** of each month, except in December when it meets on the **second Tuesday**. Special meetings are held as necessary. Unless otherwise indicated, all meetings are held in the 5th 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, December 14, 2010	Friday, November 19, 2010
Tuesday January 25, 2011	Friday December 17, 2010
Tuesday, February 22, 2011	Friday, January 28, 2011
Tuesday, March 22, 2011	Friday, February 25, 2011
Tuesday, April 26, 2011.....	Friday, March 25, 2011
Tuesday, May 24, 2011	Friday, April 29, 2011
Tuesday, June 28, 2011	Friday, May 27, 2011
Tuesday, July 26, 2011.....	Friday, July 1, 2011
Tuesday, August 23, 2011	Friday, July 29, 2011
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