

Docket Item # 3 & 4
BAR CASE # 2012-0401 &
2012-0402

BAR Meeting
January 16, 2013

ISSUE: Partial Demolition/Capsulation, Addition and Waiver of Rooftop HVAC Screening Requirement

APPLICANT: 323 Duke St, LLC by Robert Bentley Adams & Associates

LOCATION: 323 Duke Street

ZONE: RM / Residential

STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness for an addition with the following conditions:

1. That the two historic windows on the rear (north) elevation be salvaged and reused on site, either in the new addition or for materials for necessary repairs for front windows.
2. That the applicant submit window and door specifications in conformance with the BAR Window Policy prior to approval of the building permit.
3. The statements in archaeology conditions below shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Demolition, Basement/Foundation Plans, Landscaping, Erosion and Sediment Control, Grading, Utilities and Sheeting and Shoring) so that on-site contractors are aware of the requirements:
 - a. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
 - b. The applicant/developer shall not allow any metal detection or other artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology.

****EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B) and 10-206(B) of the Zoning Ordinance, any official Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.

****BUILDING PERMIT NOTE:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Building and Fire Code Administration (including signs). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Room 4200, City Hall, 703-838-4360 for further information.



BAR2012-00401 & BAR2012-00402

***Note:** The two reports for 323 Duke Street, BAR #2012-0401 (Permit to Demolish/Capsulate) and BAR #2012-0403 (Certificate of Appropriateness) have been combined for clarity and brevity. This item requires a roll call vote.

I. ISSUE

The applicant is requesting approval of a Permit to Demolish/Capsulate to demolish approximately 180 square feet on the rear (north) elevation to accommodate a new addition and a new dormer on the rear. The areas proposed for demolition include the majority of the first and second stories of the rear (north) elevation and 14.5 square feet of the rear gable roof.

The proposed addition will measure approximately 7 feet by 11 feet and will replace an existing one-story rear addition with a two-story addition in the same footprint. The addition will also include the reconstruction of a one-story rear addition which measures approximately 7 feet by 7 feet. The proposed rear elevation attic dormer will be offset, similar to the existing front elevation dormer, and will have a casement window. The addition will have a simple shed roof in standing seam copper with smooth fiber cement siding and painted wood simulated divided light windows. A new double-hung window will be installed at the first floor where there previously was a door. The one-story addition will have a pair of wood French doors.

The proposed materials include fiber cement siding and trim, a standing seam copper roof and simulated divided light wood windows and doors. The applicant also proposes to install two rooftop HVAC units on the two-story shed roof and therefore requests a waiver of the Rooftop HVAC Screening Requirement.

As this building is one building in from the southeast corner of Duke and South Royal streets, the rear alterations and addition will be visible from South Royal Street.

II. HISTORY

The two-story, two-bay, gabled roof frame house appears on the 1877 G.M. Hopkins *City Atlas of Alexandria*. The 1885 Sanborn Fire Insurance Map shows a full-width one-story rear porch. The 1902 Sanborn Fire Insurance Map actually depicts 323 and 325 as a single dwelling. By 1941, the Sanborn Fire Insurance Map shows the two as separate dwellings with a rear addition at 323 Duke Street. According to Ethelyn Cox's *Historic Alexandria: Street by Street*, 323 and 325 Duke Street, a pair of frame two-bay townhouses, along with 321 Duke Street, are all located on a lot purchased by Ephraim Evans in May 1794. Cox continues to note that Thomas Davy purchased the corner lot with 323-325 Duke Street, in 1832 for \$200. In his will of July 15, 1876, Davy bequeathed to Thomas N. Davy of Ohio "the two frame houses standing at the corner of Royal and Duke." Therefore, Staff dates the building to the **early 19th-century**.

III. ANALYSIS

The project is in compliance with Zoning Ordinance requirements.

Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

- (1) Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?
- (2) Is the building or structure of such interest that it could be made into a historic house?
- (3) Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (6) Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?

In the opinion of Staff, the criteria to demolish and capsule generally are not met and the Permit to Demolish should be granted. The area proposed for demolition, most of the rear (north) elevation, has been altered significantly and does not appear to have much remaining 19th-century historic material, with the exception of two six-over-six wood windows at the second story, which appear to be quite early if not original. The proposed demolition is typical of the amount of demolition/capsulation that the Board regularly approves. The area of demolition for the proposed dormer is also minimal in scope. Staff does not believe that the proposed demolition will compromise the overall integrity of the townhouse though recommends that the two historic windows be salvaged and reused on site.

Addition

The construction of an addition to any building within the historic district must be evaluated not only for its impact on the subject property but also for its impact on the surrounding area. In this particular case, Staff noted early on that the massing and scale must respect that of the existing and adjacent townhouses. While the addition is extremely small, so are the existing and adjacent dwellings. In addition, the rear of these dwellings are quite visible from Royal Street and the shed roof form on the rear of the primary side gable is a character defining feature of these buildings. An early scheme proposed the demolition of the entire rear elevation, including the roof, and the construction of a three-story rear addition, (see the illustration below).



Figure 1. First submission proposing a three-story rear addition.

Although the previously proposed addition did not represent a large floor area or ceiling height, it nevertheless disrupted the existing roof form and overwhelmed the adjacent structure. Staff strongly encouraged the applicant to restudy, which they have now done with the current proposal of a two-story rear addition and single dormer.

The *Design Guidelines* encourage designs for new additions that are “respectful of the existing structure and which seek to be background statements or which echo the design elements of the existing structure.” Staff finds that the proposed very simple, two-story shed roof addition complements the existing historic building as it reconstructs the existing massing and scale of the addition to be demolished. The proposed dormer is appropriately scaled and well-detailed. The offset location of the dormer echoes that of the front dormer and also partially screens the proposed rooftop HVAC units. While Staff would prefer that the HVAC units remain on the ground, Staff believes that they will be partially screened by the new rear dormer and will not

become visually overwhelming. The proposed material selection is compatible with the historic fabric.

Staff recommends approval of the application for with the conditions noted above.

STAFF

Catherine Miliaras, Historic Preservation Planner, Planning & Zoning
Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F- finding

Archaeology

Recommendations

1. The statements in archaeology conditions below shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheet piling and Shoring) so that on-site contractors are aware of the requirements:

a. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.

b. The applicant/developer shall not allow any metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.

Archaeology Findings

F-1 In *Historic Alexandria, Virginia, Street by Street* by Ethelyn Cox, research indicates that a cabinetmaker by the name of Ephraim Evans purchased the lots at 321, 323, and 325 Duke Street in 1794. In 1832 Thomas Davy acquired the corner lots at 325 and 323 Duke Street for \$200. Davy's 1876 will makes mention of "two frame houses standing at the corner of Royal and Duke." A year later in 1877 William P. Graves owned the entire 300 block of the north side of Duke Street. While the amount of ground disturbance generated by the proposed project appears to be minor, the property has the potential to yield archaeological resources that could provide insight into life in 19th-century Alexandria.

Code Administration

F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building permit, code requirements will be based upon the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plan Review Services Division Chief, at ken.granata@alexandriava.gov or 703.746.4193.

C-1 A building and trade permits are required for this project. Five sets of *construction documents* that fully detail the construction as well as framing schematics shall accompany the permit application(s). If a Virginia licensed design professional prepares drawings, the plans shall bear the

signature and seal of the Virginia licensed design professional in accordance with the Code of Virginia Section 54.1-410B.

C-2 Wall bracing system to adequately transfer lateral loads (wind governing) to the foundation is required for building permit. Provide one of the three following methods: 1) a prescriptive wall bracing method; 2) a proprietary performance system tested and approved by a nationally recognized testing agency; or 3) a signed and sealed lateral resistance system designed by a licensed design professional (Structural Engineer) in the Commonwealth of Virginia (provide original document)

C-3 A one-hour fire-resistance-rated exterior wall assembly (exposure from both sides) for all exterior walls within 5ft from the property-line is required for building permit. Provide one of the following: 1) a performance system tested approved by a nationally recognized testing agency, i.e. UL assembly or ICC Evaluation Report; or 2) provide an assembly description based on the Virginia Construction Code "Prescriptive Fire Resistance".

Transportation and Environmental Services (T&ES)

RECOMMENDATIONS

- R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R3. All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (T&ES)
- R4. No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)

CODE REQUIREMENTS

- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)

- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

V. ATTACHMENTS

1 – Supporting Materials

2 – Application for BAR2012-00401 & BAR2012-00402 at 323 Duke St



325 & 323 Duke St. – From S Royal St.



Front Façade – 323 Duke St.



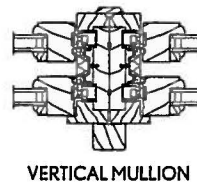
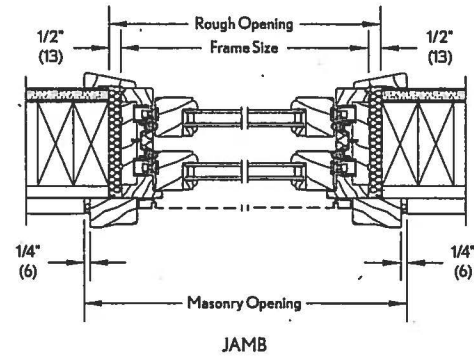
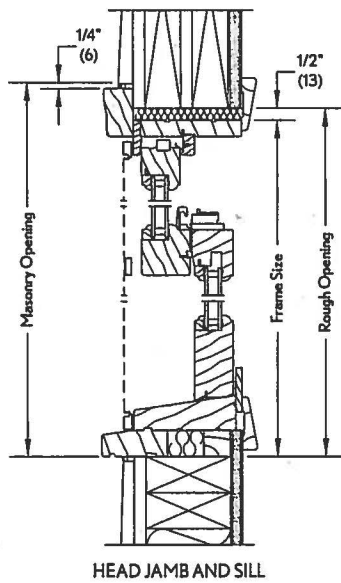
Rear of 323 Duke St.



Rear of 325 & 323 Duke St. from S. Royal St.

WOOD ULTIMATE DOUBLE HUNG

CONSTRUCTION DETAILS

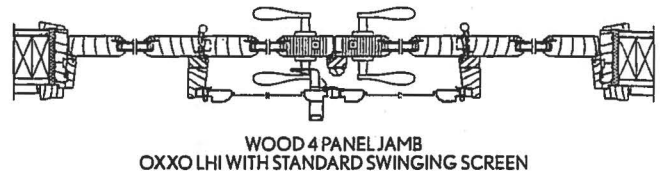
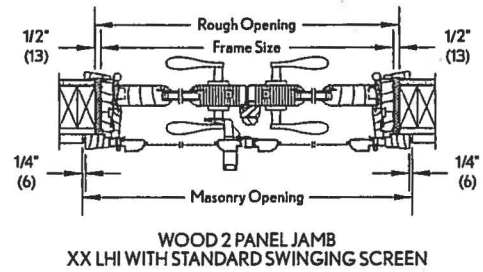
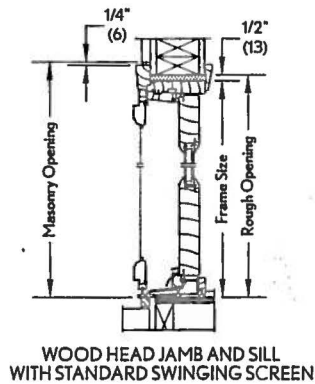


WOOD ULTIMATE DOUBLE HUNG

ENERGY DATA	U-Factor	R-Value	SHGC	VT	CR	ENERGY STAR
Single Glaze	0.84	1.19	0.61	0.63	12	
Single Glaze with EP	0.45	2.22	0.56	0.58	44	
Single Glaze with Hardcoat Low E EP	0.36	2.78	0.46	0.53	52	NC
Insulating Glass/Clear - Air	0.47	2.13	0.54	0.57	41	
Insulating Glass/Low E II - Air	0.35	2.86	0.30	0.50	50	N, NC, SC, S
Insulating Glass/Low E II - Argon	0.31	3.23	0.29	0.50	53	N, NC, SC, S
Insulating Glass w/Comb/Low E II - Argon	0.22	4.55	0.29	0.46	66	N, NC, SC, S

ULTIMATE INSWING FRENCH DOOR

CONSTRUCTION DETAILS



WOOD ULTIMATE INSWING FRENCH DOOR

ENERGY DATA	U-Factor	R-Value	SHGC	VT	CR	ENERGY STAR
Single Glaze	0.72	1.39	0.49	0.50	12	
Single Glaze with EP	0.42	2.38	0.44	0.46	47	
Single Glaze with Hardcoat Low E EP	0.35	2.86	0.37	0.42	55	N, NC, SC, S
Insulating Glass/Clear - Air	0.43	2.33	0.44	0.46	45	
Insulating Glass/Low E II - Air	0.33	3.03	0.24	0.40	58	N, NC, SC, S
Insulating Glass/Low E II - Argon	0.31	3.23	0.24	0.40	61	N, NC, SC, S



DEPARTMENT OF PLANNING AND ZONING FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

A. Property Information

A1. Street Address 323 DUKE ST.

Zone RM

A2. 844 s.f. x 1.5 = 1266 s.f.
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	338	Basement**	338
First Floor	507	Stairways**	49
Second Floor	338	Mechanical**	27.5
Third Floor	242	Other** (Attic closet)	22
Porches/ Other	—	Total Exclusions	436.5
Total Gross *	1425		

B1. Existing Gross Floor Area *
1425 Sq. Ft.

B2. Allowable Floor Exclusions**
436.5 Sq. Ft.

B3. Existing Floor Area minus Exclusions
988.5 Sq. Ft.
(subtract B2 from B1)

C. Proposed Gross Floor Area (does not include existing area)

Proposed Gross Area*		Allowable Exclusions	
Basement	—	Basement**	—
First Floor	—	Stairways**	—
Second Floor	125	Mechanical**	—
Third Floor	15	Other**	(15)
Porches/ Other	—	Total Exclusions	15
Total Gross *	140		

C1. Proposed Gross Floor Area *
140 Sq. Ft.

C2. Allowable Floor Exclusions**
15 Sq. Ft.

C3. Proposed Floor Area minus Exclusions
125 Sq. Ft.
(subtract C2 from C1)

Area of new bath not included in closet space.

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 1113.5 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 1266 Sq. Ft.

*Gross floor area is the sum of all gross horizontal areas under roof, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

** Refer to the zoning ordinance (Section 2-145(B)) and consult with zoning staff for information regarding allowable exclusions.

If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some exclusions.

F. Open Space Calculations

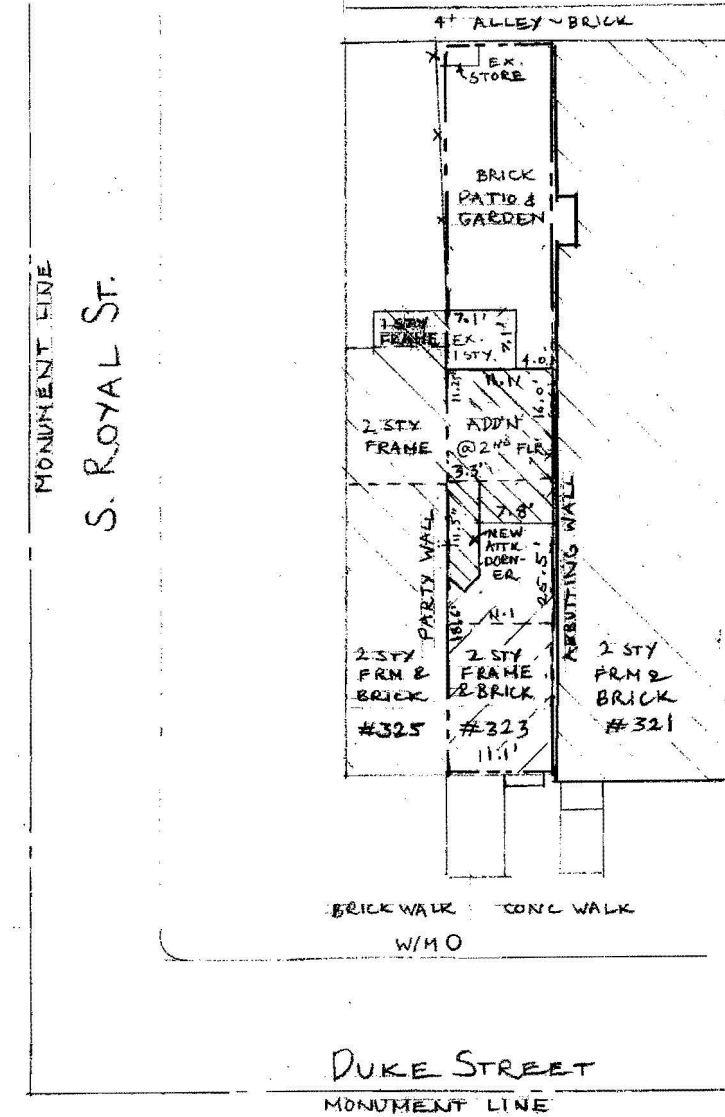
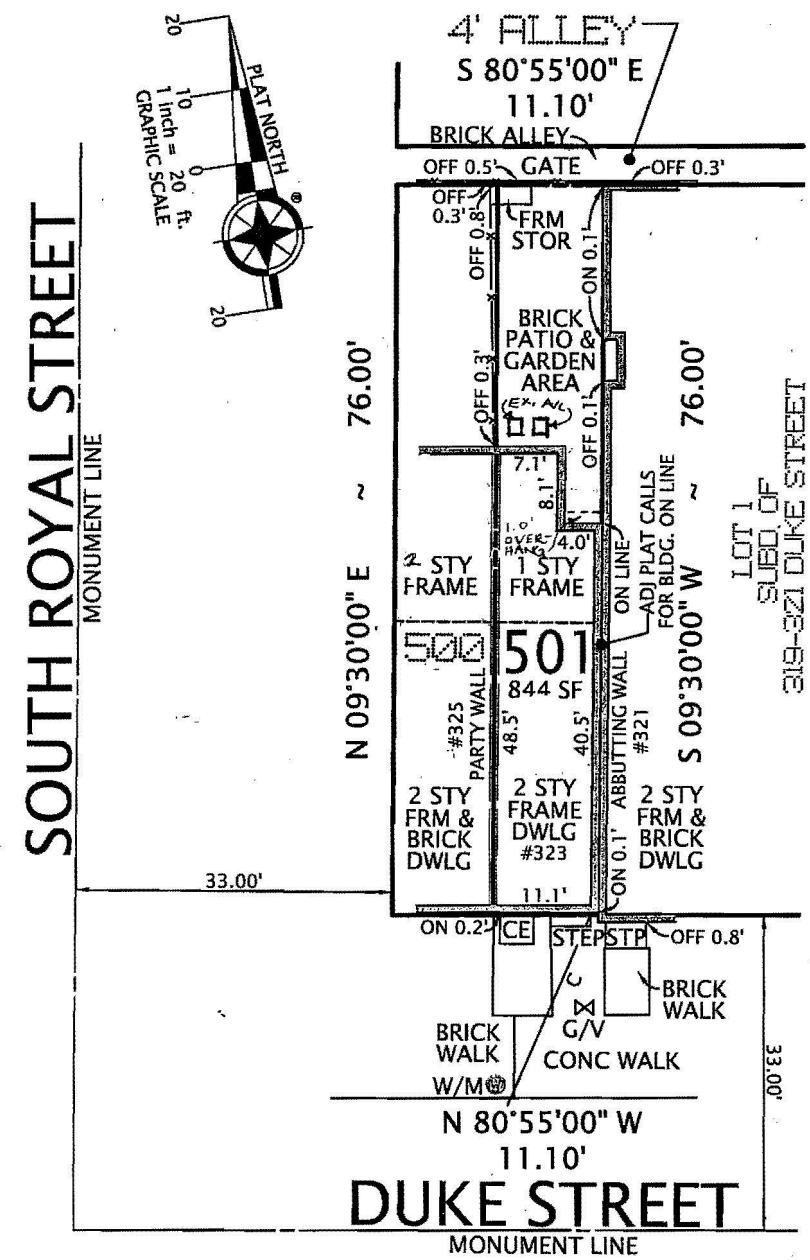
Existing Open Space	305	36%
Required Open Space	295	35%
Proposed Open Space	305	36%

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature: Set McB

Date: 1/9/13

Updated July 10, 2008

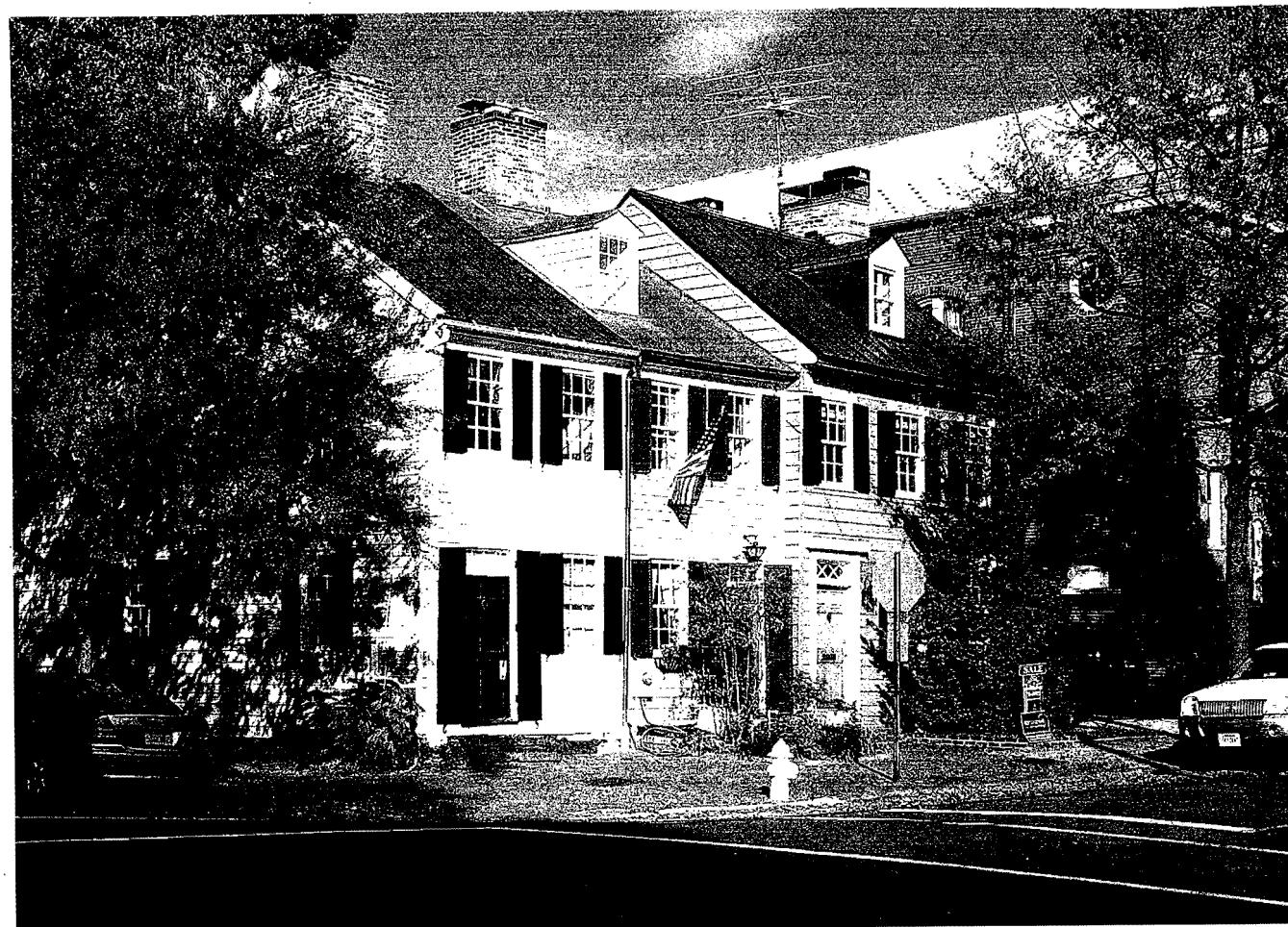


ROBERT BENTLEY ADAMS & ASSOCIATES P.C.
405 South Washington Street Alexandria, Virginia 22314
Tel. 703 549 0650 © Fax. 703 549 3125

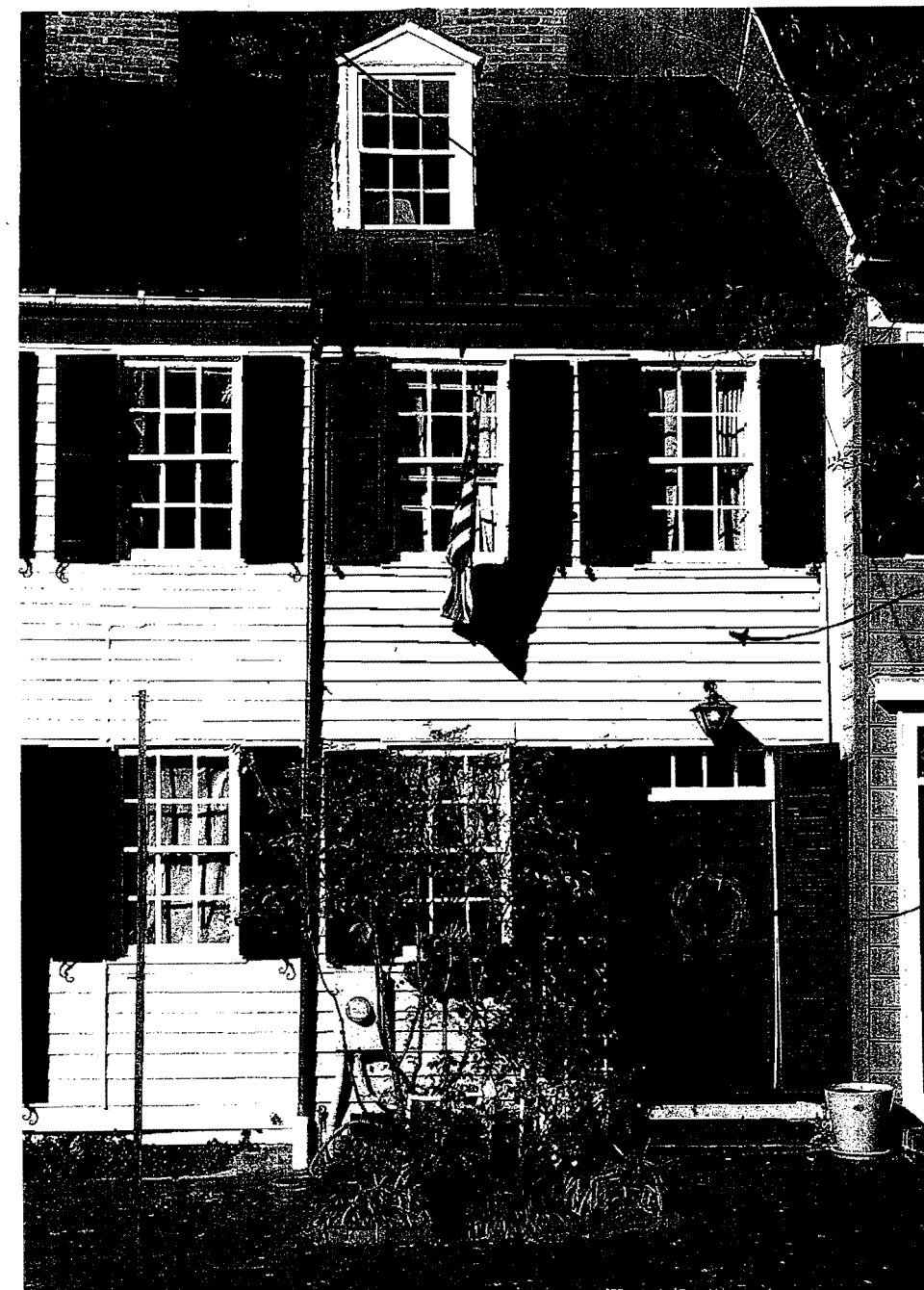
Additions & Alterations
323 Duke Street
Alexandria, Virginia

DATE: 14 DEC '12
REV. 1/7/13

SHEET
1 of 9



325 & 323 DUKE ST ~ FROM S ROYAL ST.



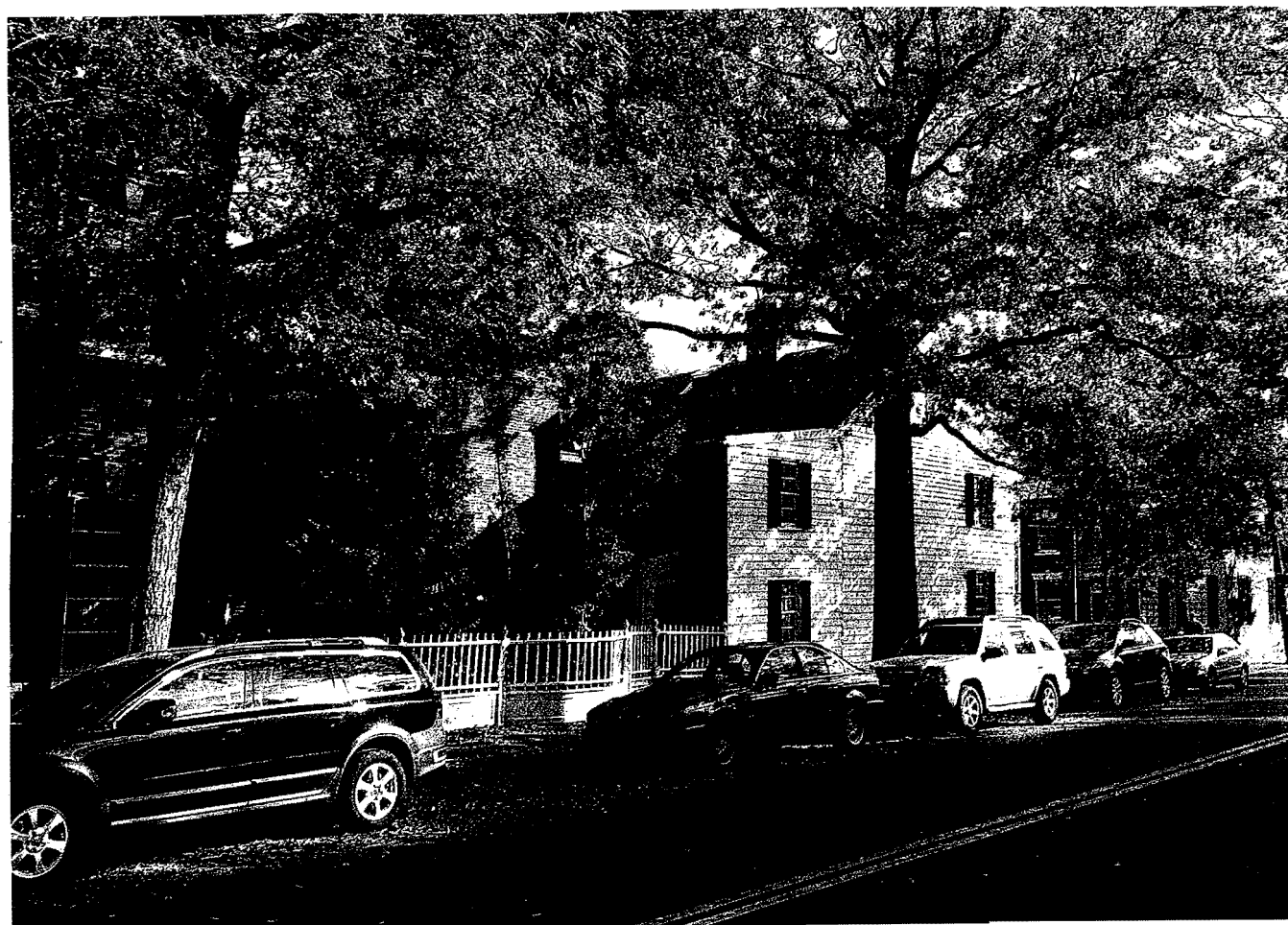
REPLACE
2ND FLOOR &
ATTIC WINDOWS
W/ SINGLE -
GLAZED REPLICAS

REPAIR/REPLACE
SIDING WITH
IN-KIND WHERE
NECC.
& REPAIR WOOD
SHUTTERS WHERE
NECC.

REPAIR DOOR
& TRANSOM

FRONT FAÇADE ~ 323 DUKE ST

ROBERT BENTLEY ADAMS & ASSOCIATES P.C. 405 South Washington Street Alexandria Virginia 22314 Tel. 703 549 0650 © Fax. 703 549 3125 ADAMS ARCHITECTURE PLANNING INTERIORS	
Additions & Alterations 323 Duke Street Alexandria, Virginia	
DATE 14 DEC '12	
SHEET 2 of 9	

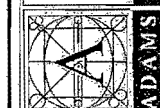


REAR OF 325 & 323 FROM S. ROYAL ST.



REAR OF 323 DUKE ST.

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405 South Washington Street, Alexandria, Virginia 22314
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ADAMS ARCHITECTURE PLANNING INTERIORS

Additions & Alterations
323 Duke Street
Alexandria, Virginia

DATE:
14 DEC '12

SHEET

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EXISTING NORTH ELEVATION
1/4" = 1'-0"

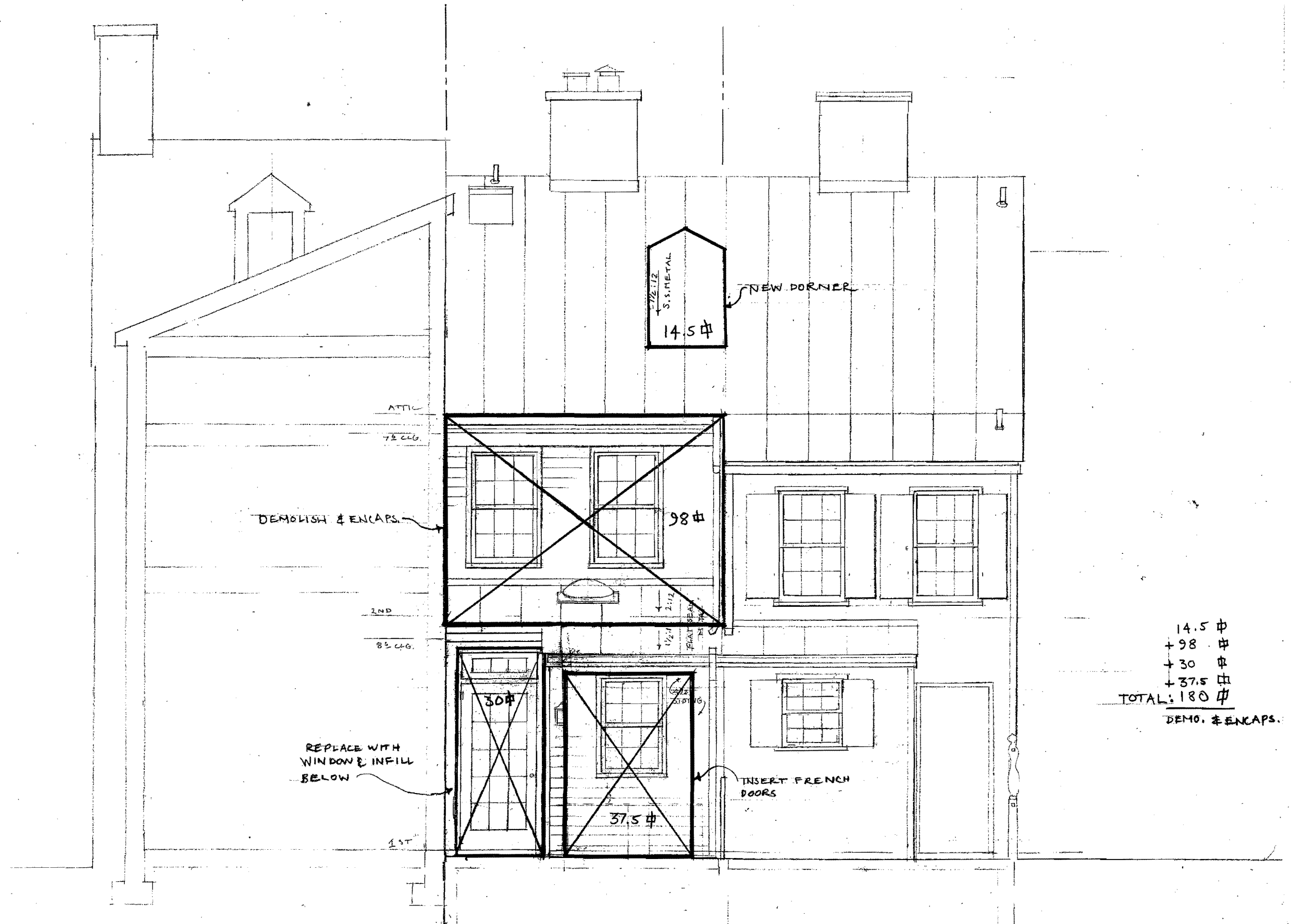
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Additions & Alterations
323 Duke Street
Alexandria, Virginia

DATE
14 DEC '12

SHEET
4 of 9



14.5 中
 + 98 中
 + 30 中
 + 37.5 中
 TOTAL: 180 中
 DEMO. & ENCAPS.

DEMOLITION & ENCAPSULATION

20 1/4"=1'-0"

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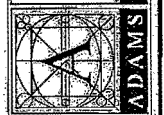
Additions & Alterations
 323 Duke Street
 Alexandria, Virginia

DATE:
 14 DEC '12
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SHEET
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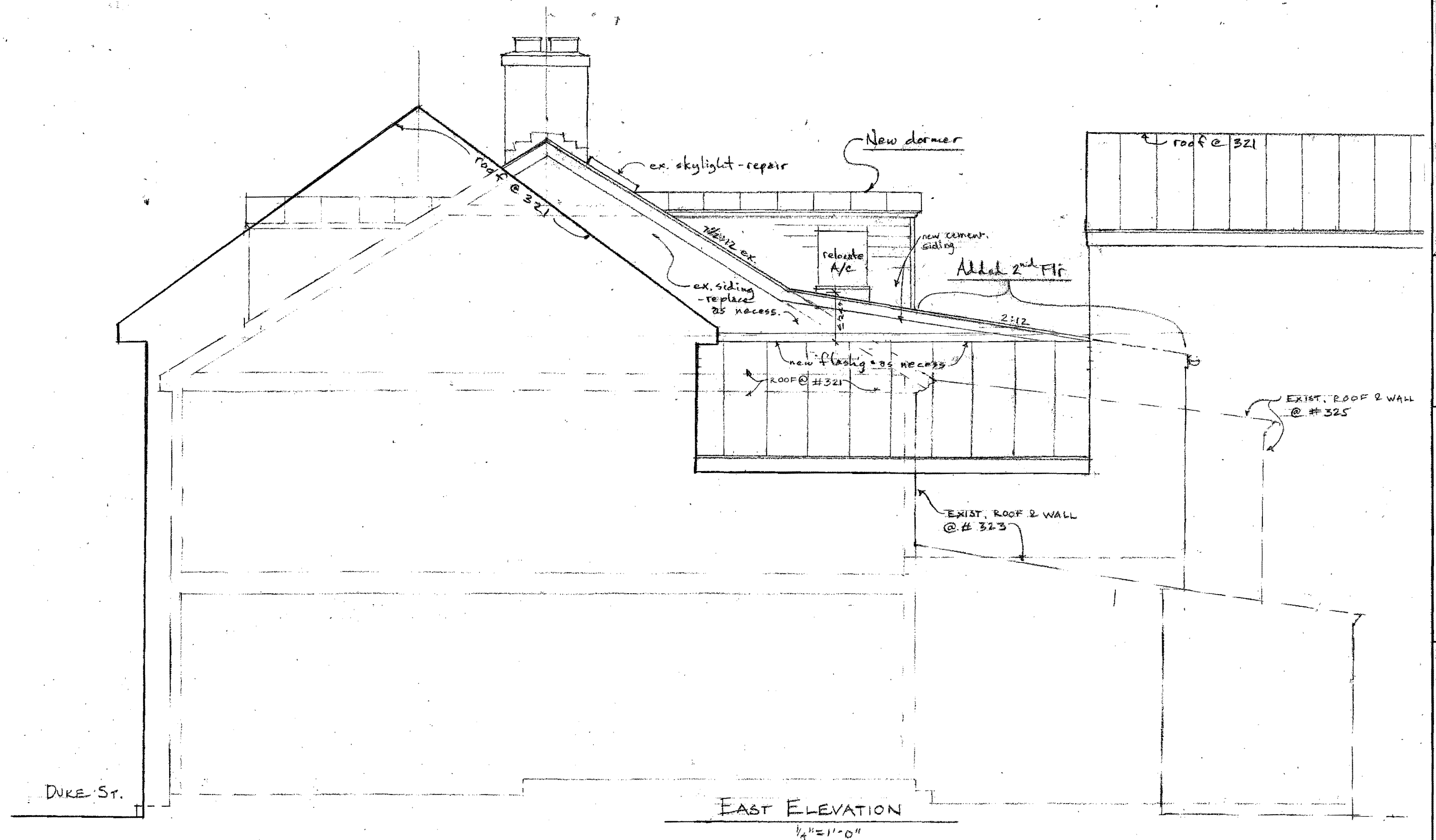
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Additions & Alterations
323 Duke Street
Alexandria, Virginia

DATE:
14 DEC '12
REV. 1/7/13

SHEET
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BRICK WEST
WALL @ 321 DUKE

standing seam copper roof

2nd Floor & Dormer Addition
- painted 5" face Hardiplank
siding & trim

A/C
bayard

ex. 1 1/2:12

68 cly - ex.

ex. dormer
- repair as
necess.

2:12

SECTION THRU' 325 DUKE

EX. ROOF LINE @ 323

ATTIC

2ND

1ST

8'5" H

DUKE ST.

WEST ELEVATION

1/4" = 1'-0"

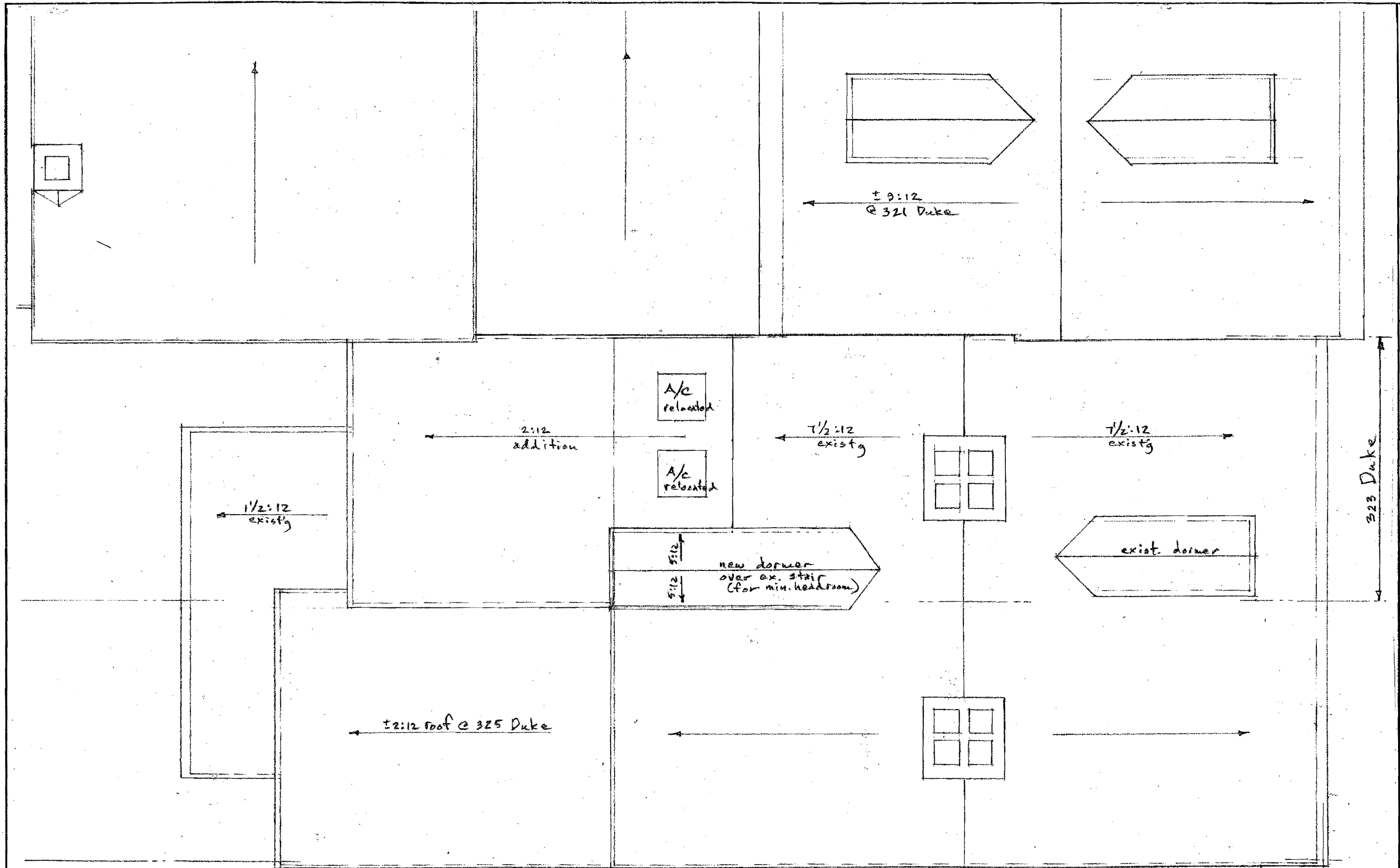
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Additions & Alterations
323 Duke Street
Alexandria, Virginia

DATE
14 DEC 12
REV. 1/7/13

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Roof Plan
 1/4" = 1'-0"



ADAMS ARCHITECTURE PLANNING INTERIORS

Additions & Alterations
323 Duke Street
 Alexandria, Virginia

DATE: 14 DEC 12
 REV. 1/7/13

SHEET
 9 of 9

BAR Case # **2012-00402**

ADDRESS OF PROJECT: 323 Duke St

TAX MAP AND PARCEL: 074.04-06-07

ZONING: RM

APPLICATION FOR: (Please check all that apply)

☒ CERTIFICATE OF APPROPRIATENESS

☒ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished/impacted)

☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION
CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)

☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

Applicant: ☐ Property Owner ☒ Business (Please provide business name & contact person)

Name: Robert Bentley Adams & Associates, P.C.

Address: 405 S. Washington St.

City: Alexandria State: VA Zip: 22314

Phone: 703-549-0650 E-mail: Bud@adamsarchitects.com

Authorized Agent (if applicable): ☐ Attorney ☒ Architect ☐ _____

Name: Robert Bentley Adams, AIA

Phone: 703-549-0650

E-mail: bud@adamsarchitects.com

Legal Property Owner:

Name: 323 Duke St, LLC

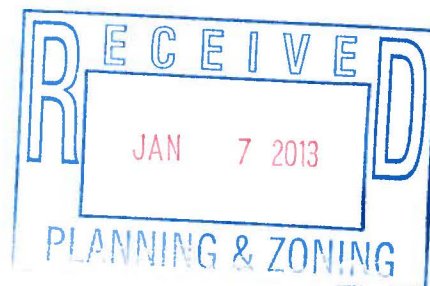
Address: 206 Duke St

City: Alexandria State: VA Zip: 22314

Phone: _____ E-mail: mario and janehopper@yahoo.com

- ☐ Yes ☒ No Is there an historic preservation easement on this property?
☐ Yes ☐ No If yes, has the easement holder agreed to the proposed alterations?
☐ Yes ☒ No Is there a homeowner's association for this property?
☐ Yes ☐ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.



NATURE OF PROPOSED WORK: Please check all that apply

- ☐ NEW CONSTRUCTION
- ☐ EXTERIOR ALTERATION: Please check all that apply.
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| ☐ awning | ☐ fence, gate or garden wall | ☐ HVAC equipment | ☐ shutters |
| ☐ doors | ☐ windows | ☐ siding | ☐ shed |
| ☐ lighting | ☐ pergola/trellis | ☐ painting unpainted masonry | |
| ☐ other _____ | | | |
- ☒ ADDITION
- ☒ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

DESCRIPTION OF PROPOSED WORK: Please describe the proposed work in detail (Additional pages may be attached).

- Repair front door & transom.
- Replace 2nd & Attic floor windows at front elevation (single glazed replica sashes)
- Repair/replace ex. clapboard with in-kind where necessary.
- Remove ex. rear first floor window - install french doors
- Replace ex. rear door with window & infill below
- Rear Addition - extend 2nd floor back to line of 1st floor.
- New Attic dormer at rear.
- Relocate 2 A/C units to new roof.

SUBMITTAL REQUIREMENTS:

Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Electronic copies of submission materials should be submitted whenever possible.

Demolition/Encapsulation : All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.

- N/A
- ☒ ☐ Survey plat showing the extent of the proposed demolition/encapsulation.
- ☒ ☐ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
- ☒ ☐ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
- ☒ ☐ Description of the reason for demolition/encapsulation.
- ☒ ☐ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

Additions & New Construction: Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

- ☒ ☐ N/A Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- ☒ ☐ FAR & Open Space calculation form.
- ☒ ☐ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- ☒ ☐ Existing elevations must be scaled and include dimensions.
- ☒ ☐ Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- ☒ ☐ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☒ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☒ ☐ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.

- ☒ ☐ N/A Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
- ☒ ☐ Square feet of existing signs to remain: _____.
- ☒ ☐ Photograph of building showing existing conditions.
- ☒ ☐ Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
- ☒ ☐ Location of sign (show exact location on building including the height above sidewalk).
- ☒ ☐ Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
- ☒ ☐ Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

Alterations: Check N/A if an item in this section does not apply to your project.

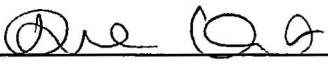
- ☒ ☐ N/A Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- ☒ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☒ ☐ Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
- ☒ ☐ An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
- ☒ ☐ Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

- ☒ I have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)
- ☒ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- ☒ I, the applicant, or an authorized representative will be present at the public hearing.
- ☒ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and 12 sets of revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:

Signature:  p.p. Bud Adams

Printed Name: DEBORAH KENT

Date: 1/7/13

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Robert Bentley Adams	405 S. Washington St Alexandria	100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 323 Duke St. (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Nicolette Valko	206 Duke St Alexandria	50%
2. Maria Hopper	206 Duke St Alexandria	50%
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

1/7/13 D. KENT P.P. BUD ADAMS [Signature]
 Date Printed Name Signature