BAR Case # 2015-00151

ADDRESS OF PROJECT: 617 S. Royal St. Alex VA 22314

TAX MAP AND PARCEL: 80.02-06-20 **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: Charlotte E. Olson

Address: 617 S. Royal St

City: Alexandria State: VA Zip: 22314

Phone: 703-549-7486 E-mail : _____

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

Name: _____ Phone: _____

E-mail: _____

Legal Property Owner:

Name: Same

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ E-mail: _____

☐ 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.

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NATURE OF PROPOSED WORK: *Please check all that apply*

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

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

Replace existing wood windows with Anderson Renewal windows.

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.

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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 3 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.

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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 3 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: Charlotte E. Olson

Printed Name: Charlotte E. Olson

Date: 5-20-15

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. Charlotte E Olson	617 S. Royal St	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 617 S. Royal (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. Charlotte E Olson	617 S. Royal St	100%
2.		
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 the12-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. n/a		
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.

5-20-15	Charlotte E. Olson	Charlotte E Olson
Date	Printed Name	Signature

Renewal by Andersen
WINDOW REPLACEMENT an Andersen Company
The Window Place of Northern Virginia

WINDOW PRODUCT FORM

Customer Name Charlotte Olson

Removing: X Wood ____ Steel ____ Aluminum ____ Vinyl

Double Hung Windows *(please initial selection)*
- [x] Traditional Check Rail ____
- [ ] Contemporary Check Rail ____

- [ ] Estate Window Sash Locks ____
- [ ] Finish White

Floor Plan ID Number	Room Description	Product Style (See reverse side for style codes)	Frame Type Full Frame (F) or Insert (I)	Factory Applied Brick Mold Indicate One: No, PF or TR	Estimated Width In inches (tech. measure to provide final measure)	Estimated Height In inches (tech. measure to provide final measure)	(TM) Width	(TM) Height	(TM) Sill	Sash Ratio GPW (1:1 1 or 1:2:1) DH Cottage (2:3 or 2:4) DH Oriel (3:2 or 4:2)	Color Exterior	Color Interior	Glazing Overall or S1 Glazing	Glazing S2 Glazing	Sash Lifts or Pulls (DH, GW, and GPW only) 1, 2 or 0	Sash Locks per Sash (DH, GW, and GPW only) 1 or 2. (Y) for lower lock location on GW or GPW	Sash Operation CW Only Left (L) or Right (R)	Screen Type Fiberglass Aluminum Tru-Screen	Grille Style Colonial (COL) Prairie (PRA) (MOD) Farmhouse Style (FH), Other	Grille Type INTW GBG FDL	S1 S3 # of Lites Wide	S1/S3 # of Lites High	S2 # of Lites Wide	S2 # of Lites High
201	Brick Bed	DH	I	—	32	51				1:1	W	L	V3	V3	—	1		Fr	Fl	FDL	3	2	3	2
202		DH	I	—	32	51				1:1											3	2	3	2
203	Bath	DH	I		21	36				1:1			(T)	(T)							3	2	3	2
104	Bath	DH	I		24	36				1:1											3	2	3	2
105	Dining	DH	I	—	40	60				1:1											4	2	4	2
106	Kitchen	DH	I	—	21	30				1:1														

Customer's Signature	Date	Customer's Signature	Date	Sales Representative Signature	Date
Charlotte E Olson	8-25-14			[signature]	8/25/14

WHITE – Accounting Copy **YELLOW** – Production Copy

Summary of Product Codes and Abbreviations

Window Grille Style Selection	❑ Finelight - "Grilles-between-the-Glass" "GBG'S" _____ ❑ Removable interior Grille "Wood Interior snap on grilles" "INTW" easy clean _____ ❑ Full Divided Light "FDL" - Permanent Fibrex Exterior, Spacer, Permanent Interior INTW _____ ❑ Full Divided Light "FDL" - Permanent Fibrex Exterior, Spacer, Interior SNAP-IN-Grills Size INTW _____

Window Product Styles

- ❑ DB-Double-Hung Window
- ❑ GPW-Gliding-Picture Window
- ❑ GW-Gliding Window
- ❑ GS-Gliding-Stationary Window
- ❑ PW-Picture Window
- ❑ AN-Awning Window
- ❑ CS-Casement-Single Window
- ❑ CD-Casement-Double Window
- ❑ CT-Casement-Triple Window
- ❑ FW-Fixed Window

SW-Specialty Windows

- ❑ SW-EL, Equal Leg Arch
- ❑ SW-PE, Pentagon
- ❑ SW-PP, Peak Pentagon
- ❑ SW-HX, Hexagon
- ❑ SW-OC, Octagon
- ❑ SW-CI, Circle
- ❑ SW-CT, Circle Top
- ❑ SW-CH, Chord
- ❑ SW-SL, Springline
- ❑ SW-QC, Quarter Circle
- ❑ SW-RT, Right Triangle
- ❑ SW-TR, Triangle
- ❑ SW-TP, Trapizoid

Unit Color Options

- ❑ WH-White
- ❑ CV-Canvas
- ❑ PN-Pine
- ❑ OK-Oak
- ❑ MP-Maple
- ❑ ST-Sandtone
- ❑ TT-Terratone® Color
- ❑ CB-Cocoa Bean (exterior only)
- ❑ DZ-Dark Bronze (exterior only)
- ❑ FG-Forest Green (exterior only)
- ❑ BL-Black
- ❑ RR-Red Rock

Hardware Finish Options

- ❑ Antique Brass
- ❑ Bright Brass
- ❑ Brushed Chrome
- ❑ Distressed Bronze
- ❑ Distressed Nickel
- ❑ Canvas Metro™ Hardware
- ❑ Stone Metro™ Hardware
- ❑ White Metro™ Hardware
- ❑ Polished Chrome
- ❑ Oil Rubbed Bronze
- ❑ Satin Nickel

Sash Operation (as viewed from the exterior)

- ❑ L-Left
- ❑ R-Right
- ❑ LR-Left, Right
- ❑ LS-Left, Stationary
- ❑ SR-Stationary, Right
- ❑ SS-Stationary, Stationary
- ❑ LSR-Left, Stationary, Right
- ❑ LSS-Left, Stationary, Stationary
- ❑ SSR-Stationary, Stationary, Right
- ❑ SSS-Stationary, Stationary, Stationary
- ❑ Normal-Standard
- ❑ Wide Opening

Window Insect Screen Options

- ❑ A-Aluminum
- ❑ F-Fiberglass
- ❑ S-TruScene™
- ❑ HA-Half Aluminum Screen (DB only)
- ❑ HF-Half Fiberglass Screen (DB only)
- ❑ HS-Half TruScene™ (DB only)
- ❑ DS-Dual TruScene™ (GW only)

Grille Profile / Type Options

GBG: GBG-Grilles Between Glass

- ❑ STD-Standard Width (3/4")
- ❑ W-Grilles Between Glass Wide (1")

INTW: Interior Wood

- ❑ HD-High Definition Standard Width (3/4")
- ❑ HDW-High Definition Classic Profile Wide (1-1/8")

FDL: Full Divided Light

- ❑ HD-High Definition (3/4")
- ❑ HDP-HD Permanently Applied Interior (3/4")
- ❑ HDW-High Definition Wide (1-1/8")
- ❑ HDPW-HD Permanently Applied Interior (1-1/8")

Grille Pattern

- ❑ Colonial
- ❑ Prairie
- ❑ Farmhouse
- ❑ Modified Prairie
- ❑ No Grille

Specialty Windows Only

- ❑ Renaissance
- ❑ Sunburst
- ❑ Gothic
- ❑ Open Hub Sunburst

Renewal by Andersen
WINDOW REPLACEMENT an Andersen Company
The Window Place of Northern Virginia

2814-A Merrilee Drive, Fairfax, Virginia 22031 | (703) 641-5400
45449 Severn Way, Unit 149, Sterling, Virginia 20166 | sales@usacinc.com

Virginia Class A State License 2701030764. Serving Arlington, Fairfax, Prince William and Loudoun Counties. Washington D.C. License 420212000031.

HOME IMPROVEMENT SALE AND INSTALLATION AGREEMENT

Buyer(s) Name	Home Phone Number	Work Phone Number	Date
Charlotte Olson	(703) 549 7486		8/25/14

Street Address / Billing Address	City	State	Zip Code
617 S Royal St	Alexandria	Va	22314

Email Address	Cell Phone Number

The Buyer(s) listed above hereby jointly and severally agree to purchase the goods and/or services listed below and on the accompanying addenda or specification sheets, in accordance with the prices and terms described on the front and the reverse of this Agreement, and Buyer(s) have requested that such goods or services be installed at Buyer's shipping address listed above. The Window Place of Northern Virginia, a trading designation of U.S. Aluminum Co., Inc. ("Contractor"), hereby agrees to install or cause to be installed the products or services listed in this Agreement at the Buyer(s) address listed above. Detailed product descriptions for all windows and certain other orders are contained in the accompanying addenda to this Agreement.

Do you have an HOA N? Do you require a Home Owners Association approval for your project? N If YES When do you Expect Approval _____.

Scope of Work: TM DATE: 8/27 TIME: 7a and 9am

- Remove 6 windows
- Install 6 custom built Andersen renewal windows
- White interior
- White exterior
- Insert replacement
- Smart sun glass
- Full divided light Colonial grilles Permanently affixed
- Install
- Clean up
- haul away & disposal 1 Year price lock

Do not sign this contract if blank. You are entitled to a copy of this contract at the time you sign it. BUYER'S RIGHT TO CANCEL: If this agreement was solicited at or near your residence and you do not want the goods or services, you may cancel this agreement by mailing a notice to the seller. The notice must say that you do not want the goods or services and must be mailed before midnight of the third business day after you signed this agreement. The notice must be mailed to The Window Place of Northern Virginia at 2814-A Merrilee Drive, Fairfax, VA 22031. If you cancel within the rescission period, the seller may not keep any of your down payment.

If Buyer attempts to cancel this Agreement at any time subsequent to midnight of the third business day after the date of the Agreement, and Contractor accepts such late cancellation, then Buyer agrees to pay Contractor a cancellation fee equal to 15% of the Agreement's purchase price to offset Contractor's incurred labor, administrative and material costs. In the event of a dispute, Buyer may temporarily withhold the amount relating to the matter in dispute until resolution; the amount relating to the matter in dispute will not exceed 10% of the total contract price. Buyer agrees to pay a late fee of 1.5% per month on all amounts due and owing from the Buyer to the Contractor accruing from the date due and running to the date the payment is made. If Buyer is in default of this Agreement, Buyer agrees to pay Contractor's attorney fees equal to 15% of the defaulted amount or as otherwise allowed by applicable law. Buyer also agrees to pay any other costs or expenses of repossession, collection, or realization on any security including court costs, to the extent not prohibited by applicable law.

It is agreed and understood by and between the parties that this Agreement, front and back and any addenda, constitute the entire understanding between the parties, and there are no verbal understandings changing or modifying any of the terms of this Agreement. Buyer(s) hereby acknowledge that Buyer(s) has read the front and the reverse of this Agreement and has received a completed, signed, and dated copy of this Agreement, including the two attached Notice of Cancellation forms, on the date first written above. Buyer(s) also (i) acknowledge that they were orally informed of their right to cancel this transaction; and (ii) request that they be contacted via their telephone numbers, as listed above, in the event Contractor believes Buyer(s) would be interested in any additional quality products or services of Contractor.

Any modification to this Agreement, including those that change the cost, materials, work to be performed, or estimated completion date must be in writing and signed by all parties.

Addenda included in this Agreement (please check all that apply)

YES NO
- ☒ ☐ Exterior capping color White
- ☐ ☐ Install new window casings, customer to paint.
- ☐ ☐ Install new sills-exterior only.
- ☒ All casing and trim work will be pine unless otherwise specified any other material to be at additional cost.
- ☒ Customer responsible to paint or stain any new trim, stops or casings.
- ☒ Customer to move all furniture to allow access.
- ☒ Customer understands that existing window blinds/treatments may not go back after new windows are installed.

YES
- ☒ Customer understands that there may be a loss of glass area with an insert window or a full frame window.
- ☒ Customer to remove & re-install any window treatments shades / brackets.
- ☒ Cleanup & removal of all job related debris by RBA.
- ☒ Any new wood casings, stops or trim will have imperfections and variation in grain and color. Variations will show through stain. This is normal in natural wood.

☒ Windows — Total No. of Windows Ordered 6

☐ Doors — Total No. of Doors Ordered

Purchase Price	9606
Down Payment	3200
Balance due on Installation	6406

Method of Down Payment:
- ☐ Check
- ☒ Credit Card (attached form)

Finance Plan:# _____

Finance Plan Amount: _____

$ _____

Estimated Starting Date and Completion Date Range: Oct 1st - 16th 2014 HOA approval if needed will affect these dates

Sales Representative: Bill Acton
Signature
Print Name

Buyer(s) Signature: Charlotte E Olson
Print Name: CHARLOTTE E OLSON
Signature

Applicable DC License #

WHITE—Accounting Copy YELLOW—Customer Copy