

Docket Item # 1  
BAR CASE # 2015-00303

BAR Meeting  
October 7, 2015

**ISSUE:** Certificate of Appropriateness

**APPLICANT:** John Eisenhour

**LOCATION:** 630 S. Pitt Street

**ZONE:** RM/Residential

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**STAFF RECOMMENDATION**

Approval, with the following conditions:

1. Include the following statements in the General Notes of all construction documents that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements.
  - a. 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 artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology.

**GENERAL NOTES TO THE APPLICANT**

1. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a stamped copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or [preservation@alexandriava.gov](mailto:preservation@alexandriava.gov) for further information.
2. **APPEAL OF DECISION:** In accordance with the Zoning Ordinance, if the Board of Architectural Review denies or approves an application in whole or in part, the applicant or opponent may appeal the Board's decision to City Council on or before 14 days after the decision of the Board.
3. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
4. **BUILDING PERMITS:** 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.
5. **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.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.



BAR2015-00303



**I. ISSUE**

The applicant requests approval to remove a second story wood deck on the rear of the townhouse located at 630 S. Pitt Street and construct a painted metal Juliet balcony in its place. The deck and proposed balcony are visible from S. Royal Street and the public alley located behind the house.

**II. HISTORY**

The houses at 628-632 S. Pitt Street were constructed in **1980** and approved by the BAR in 1979. Staff has not located any subsequent BAR approvals for 630 S. Pitt Street.

**III. ANALYSIS**

The deck proposed for demolition is not historic and of no particular merit by design, therefore, staff does not object to its replacement. The replacement - a metal balcony, as shown in the application, is elegantly designed and compatible with the age and style of this simple Colonial Revival style townhome. The *Design Guidelines* for decks strongly discourages pressure treated wood decks, such as the one proposed for removal, and advocates decks and balconies that are sympathetic to the character of the historic district. The proposed decorative metal Juliet balcony is a significant improvement that is more in keeping with the *Design Guidelines* than the existing deck. In fact, the adjacent property to the south has a very similar metal balcony on its third floor in the rear. Staff recommends approval, with standard archaeology conditions.

**STAFF**

Mary Catherine Collins, 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

**Zoning Comments**

C-1 Proposed balcony to replace the existing deck complies with zoning.

**Code Administration**

F-1 The following comments are for BAR review only. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon the building permit plans and the additional information submitted. If there are any questions, the applicant may contact Charles Cooper, Plan Review Division at Charles.cooper@alexandriava.gov or 703-746-4197.

- C-1 A building permit is required for this project. Five sets of *construction documents* that fully detail the construction as well as layout and schematics of the mechanical, electrical, and plumbing systems shall accompany the permit application(s). The building official shall be notified in writing by the owner if the registered design professional in the responsible charge is changed or is unable to continue to perform the duties.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

**Transportation and Environmental Services**

- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 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)
- F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)
- F-2 If the alley located at the rear of the parcel is to be used at any point of the construction process the following will be required:  
For a Public Alley - The applicant shall contact T&ES, Construction Management & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.  
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)
- 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)

**Alexandria Archaeology**

- F- 1. The G.M. Hopkins insurance map indicates that structures were present on this block by 1877. The property therefore has the potential to yield archaeological resources that could provide insight into domestic activities in 19<sup>th</sup>-century Alexandria.
- R-1. \*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.
- R-2. \*The applicant/developer shall not allow any metal detection or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology.
- R-3. The statements in archaeology conditions above marked with an asterisk “\*” 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 Sheeting and Shoring) so that on-site contractors are aware of the requirements.

**V. ATTACHMENTS**

- 1 – Supplemental Materials*
- 2 – Application for BAR2015-00303 : 630 S. Pitt Street*



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

A. Property Information

A1. Street Address 630/630A South Pitt<sup>ST.</sup> Zone R.M  
 A2. 2,344 x 1.5 = 3,516  
 Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	1st 819	Basement**	NA
First Floor	2nd 819	Stairways**	137
Second Floor	3rd 819	Mechanical**	21
Third Floor	4th 819	Other**	132
Porches/ Other	132	Total Exclusions	290
Total Gross *	3,408		

B1. Existing Gross Floor Area \* 3,408 Sq. Ft.  
 B2. Allowable Floor Exclusions\*\* 290 Sq. Ft.  
 B3. Existing Floor Area minus Exclusions 3,118 Sq. Ft.  
 (subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement	NA	Basement**	
First Floor	NA	Stairways**	
Second Floor	NA	Mechanical**	
Third Floor	NA	Other**	
Porches/ Other	42	Total Exclusions	
Total Gross *	42		

C1. Proposed Gross Floor Area \* \_\_\_\_\_ Sq. Ft.  
 C2. Allowable Floor Exclusions\*\* \_\_\_\_\_ Sq. Ft.  
 C3. Proposed Floor Area minus Exclusions \_\_\_\_\_ Sq. Ft.  
 (subtract C2 from C1)

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 3,160 Sq. Ft.  
 D2. Total Floor Area Allowed by Zone (A2) 3,516 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	<u>969</u>
Required Open Space	<u>220.4</u>
Proposed Open Space	<u>1,059</u>

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

Signature: John H. Erwin Date: 09/03/15

# **Attachment to BAR Application for 630 South Pitt**

## **Description of Proposed Work**

We want to replace the original (1980) 131.8 square foot (8.5 feet by 15.5 feet) wood deck with a 42 square foot (3 feet by 14 feet) steel balcony in front of the outward opening wood doors on the second floor at the back of our four story house. The balcony will cover slightly less (1.5 inches) of the building as the existing deck and the railing will be the same height (3 feet).

We make this request because:

- 1) we do not consider the existing deck to be safe any longer,
- 2) a replacement deck of the same size would have to meet current building codes which require that decks not be “hung” on the house and that supporting posts be larger which would render much of our ground level patio unusable, and
- 3) a replacement deck large enough to satisfy current family/social uses would be expensive, fill up the space between houses on either side, and require exceptions to BAR policy.

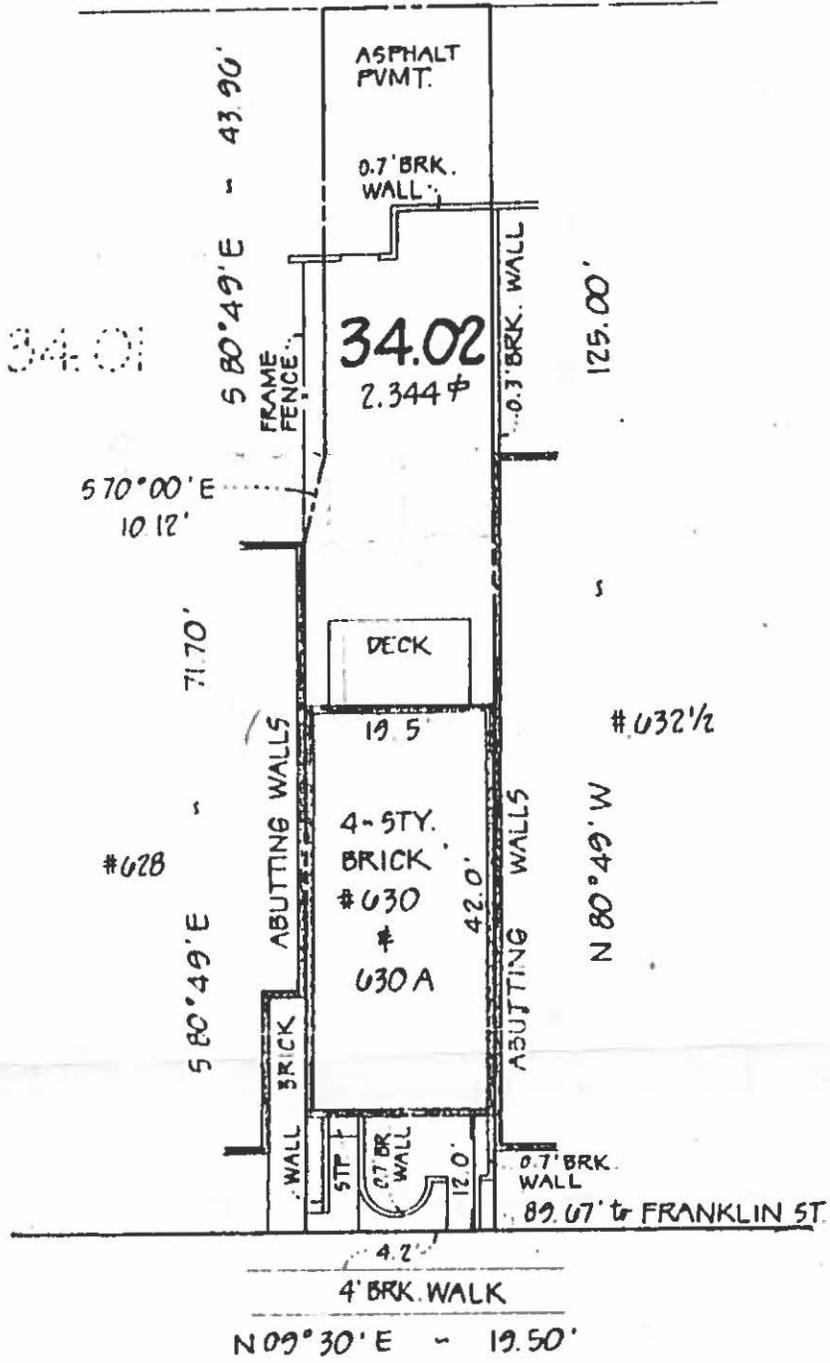
The deck that we plan to remove is barely visible from South Royal Street via a dead end alley and the new balcony will be less so. An adjacent house (632 South Pitt) has a metal balcony on the third floor that can be seen clearly from South Royal Street.

NOTE: UTILITIES UNDER.

# PUBLIC ALLEY

5 09° 30' W - 17.00'

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015



## SO. PITT STREET

33.04' to MON. LINE

### PLAT

SHOWING HOUSE LOCATION ON  
LOT 34.02, RESUBDIVISION OF  
THE PROPERTY LOCATED AT

#628 - 630 SO. PITT STREET  
CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'

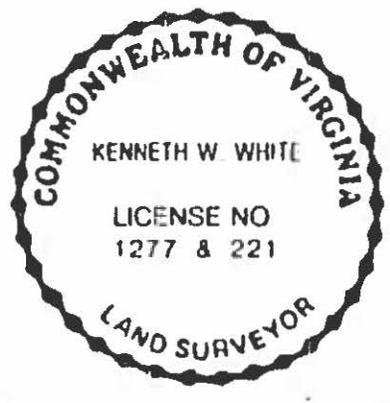
AUG 20, 1985

PLAT SUBJECT TO RESTRICTIONS OF RECORD.

TITLE REPORT NOT FURNISHED.

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A TRANSIT TAPE SURVEY AND UNLESS OTHERWISE SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS.

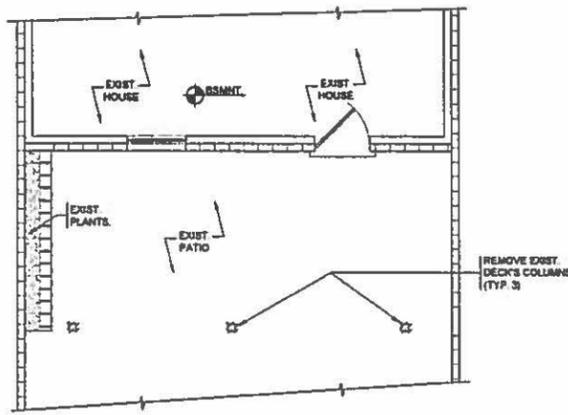
*Kenneth W. White*  
KENNETH W. WHITE L.S.



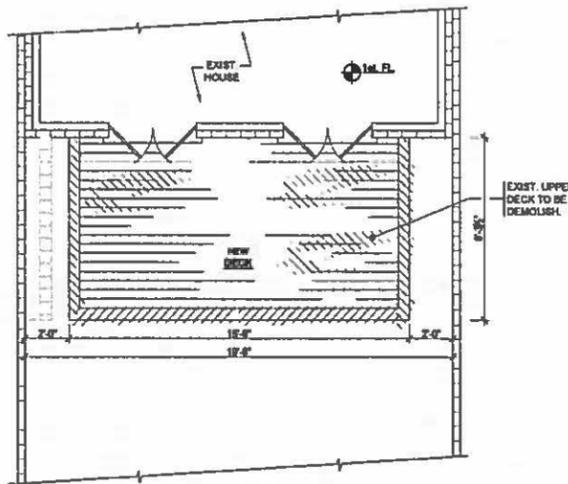
CASE NAME  
FIFER/ SHIFFERS - EISENHOWER

BRAUN

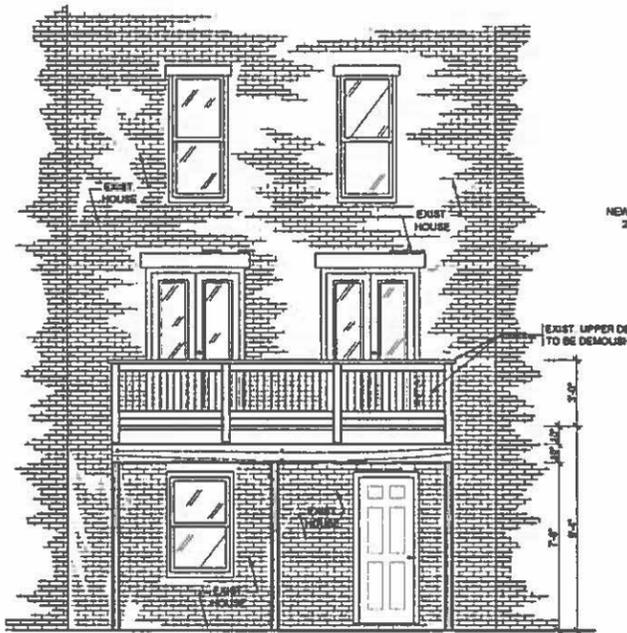
ALEXANDRIA SURVEYS, INC.  
3105 COLVIN STREET  
ALEXANDRIA, VIRGINIA 22314



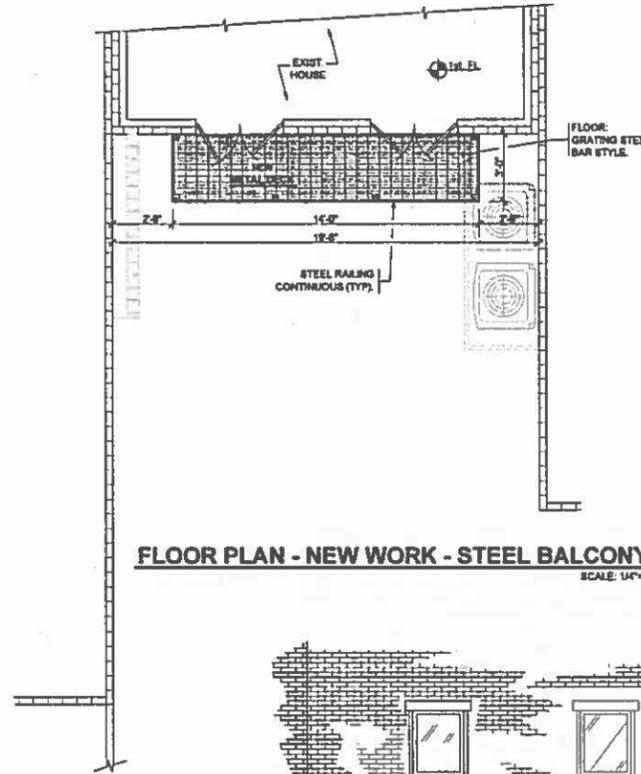
**PARTIAL FLOOR PLAN - EXIST. BASEMENT**  
SCALE: 1/4"=1'-0"



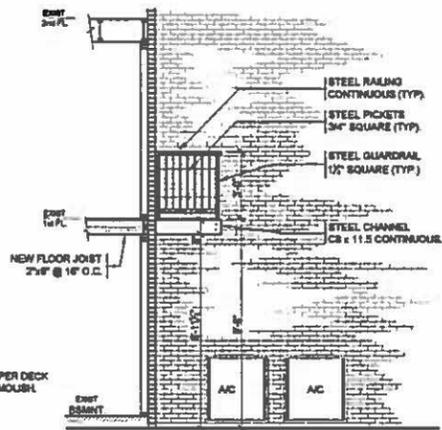
**FLOOR PLAN - EXIST. UPPER DECK**  
SCALE: 1/4"=1'-0"



**EXIST. FRONT ELEVATION - UPPER DECK**  
SCALE: 1/4"=1'-0"



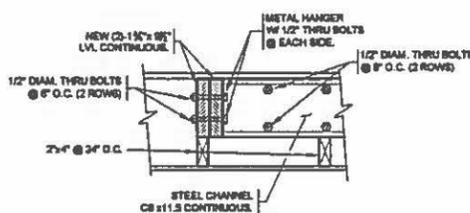
**FLOOR PLAN - NEW WORK - STEEL BALCONY**  
SCALE: 1/4"=1'-0"



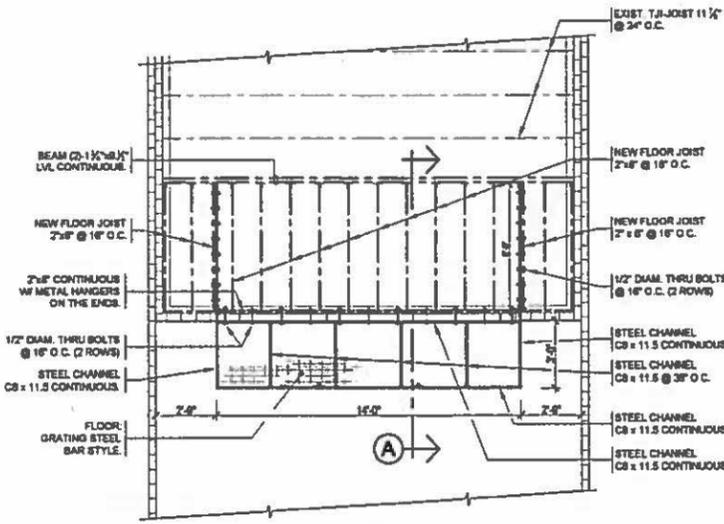
**SIDE ELEVATION**  
SCALE: 1/4"=1'-0"



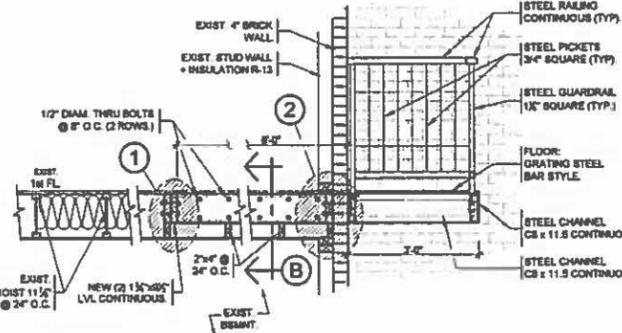
**FRONT ELEVATION**  
SCALE: 1/4"=1'-0"



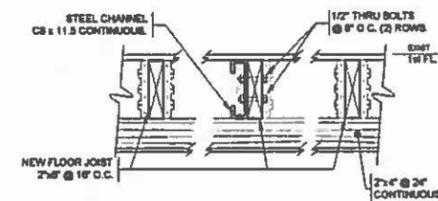
**1 DETAIL**  
SCALE: 1/4"=1'-0"



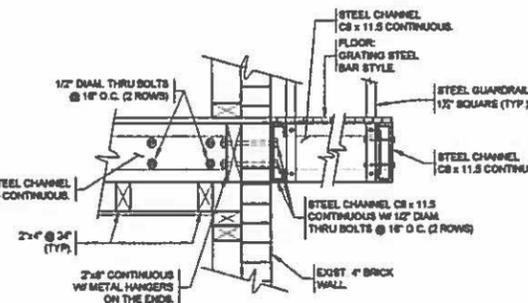
**FLOOR PLAN - FRAMING**  
SCALE: 1/4"=1'-0"



**A SECTION**  
SCALE: 1/2"=1'-0"



**B SECTION**  
SCALE: 1"=1'-0"



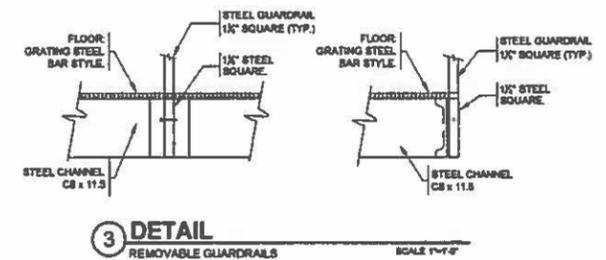
**2 DETAIL**  
SCALE: 1/4"=1'-0"

**GENERAL NOTES**

- A. THE CONTRACTOR(S) IS RESPONSIBLE FOR VERIFYING THE EXTENT, NATURE AND SCOPE OF WORK DESCRIBED IN THE CONTRACT DOCUMENTS AND WILL COORDINATE WITH THE OWNER. THE CONTRACTOR IS TO PROVIDE ALL LABOR AND MATERIALS NECESSARY TO EXECUTE ALL WORK AS SHOWN ON THESE DRAWINGS. HE SHALL BE RESPONSIBLE FOR COORDINATING HIS WORK WITH THAT OF ALL OTHER TRADES INCLUDING THOSE OPERATING UNDER SEPARATE CONTRACT.
- B. ANY DISCREPANCIES FOUND IN THE PLANS, DIMENSIONS, EXISTING CONDITIONS OR SPECIFYING A PRODUCT OR ITS USE ARE TO BE POINTED OUT BY THE OWNER. CLARIFICATION WILL BE ISSUED AS NECESSARY FOR THIS DISCREPANCY AND OTHER REASONS AND WILL BECOME PART OF THE CONTRACT DOCUMENT FOR THOSE DISCREPANCIES NOT BROUGHT TO THE ATTENTION OF THE OWNER, IT WILL BE ASSUMED THAT THE CONTRACTOR HAS BID THE MORE EXPENSIVE MATERIAL, METHOD OF CONSTRUCTION.
- C. CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING ALL INTERIORS AND EXTERIOR AREAS, INCLUDING GLASS SURFACES, AND MILLWORK PRIOR TO OCCUPANCY OF THE SPACE BY OWNER. ALL TRASH, CONSTRUCTION DEBRIS, TOOLS, ETC. SHALL BE REMOVED BY CONTRACTOR PRIOR TO OCCUPANCY.
- D. ALL CUTTING AND PATCHING SHALL BE PERFORMED IN A NEAT, WORKMANLIKE MANNER. ANY EXISTING FINISHES THAT ARE TO REMAIN AND ARE DISTURBED OR DAMAGED BY THE CONTRACTOR DURING THE COURSE OF THE WORK SHALL BE REPAIRED TO MATCH EXISTING IN KIND AND FINISH.
- E. THE PROJECT DESIGNER WILL NOT HAVE CONTROL OR CHARGE OF, AND WILL NOT BE RESPONSIBLE FOR MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OF CONSTRUCTION FABRICATION, PROCUREMENT, SHIPMENT DELIVERY OR INSTALLATION OF SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK AND WILL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO CARRYOUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
- D. CONTRACTOR SHALL VISIT SITE PRIOR TO DETERMINE FULLY THE EXISTING CONDITIONS WHICH WILL AFFECT THIS WORK AND CONSIDER THE LAYOUT OF THE LAND AND LANDSCAPE.

**PLAN NOTES**

- METALS:**
1. ALL STEEL WORK WHICH WILL BE IN CONTACT WITH DISSIMILAR METALS SHALL BE COATED TO ISOLATE STEEL AND NEUTRALIZE CORROSIVE ACTIONS.
  2. ALL STEEL WORK SHALL BE SHOP-COATED EXCEPT AS NECESSARY FOR CONNECTION. IMMEDIATELY AFTER ERECTION, CLEAN FIELD WELDS AND OTHER ABRASSED AREAS OF SHOP PAINT AND PAINT EXPOSED AREAS WITH SAME MATERIAL USED FOR SHOP PAINTING.
  3. PROVIDE ANCHORAGE DEVICES AND FASTENERS AS REQUIRED, INCLUDING, BUT NOT LIMITED TO, THROUGH BOLTS, LAG BOLTS, TOGGLE BOLTS, INSERTS, LAG SCREWS, NUTS, WASHERS, RODS, TURN BUCKLES, ETC.



**3 DETAIL**  
REMOVABLE GUARDRAILS  
SCALE: 1/4"=1'-0"



<b>STEEL BALCONY TO RESIDENCE OF MR. JOHN HOWARD EISENHOUR 630 S. PITT STREET, ALEXANDRIA, VIRGINIA 22314</b>			
	CONTENT: FLOOR PLANS, ELEVATION & NOTES - UPPER DECK		
	DATE: 8.01.15	REVISION:	SHEET No.
	SCALE: AS SHOWN		A-1
	DRAWN: G.M.	APPROVED: C.L.	OF
G. L. LADD, DESIGNER 654 N. WILSON TERRACE ARLINGTON, VA 22204 (703) 739-0300			

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
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*Existing deck*



*Support of  
existing deck*

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015



South corner of  
existing deck

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015



630 Pitt  
from Alley

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015



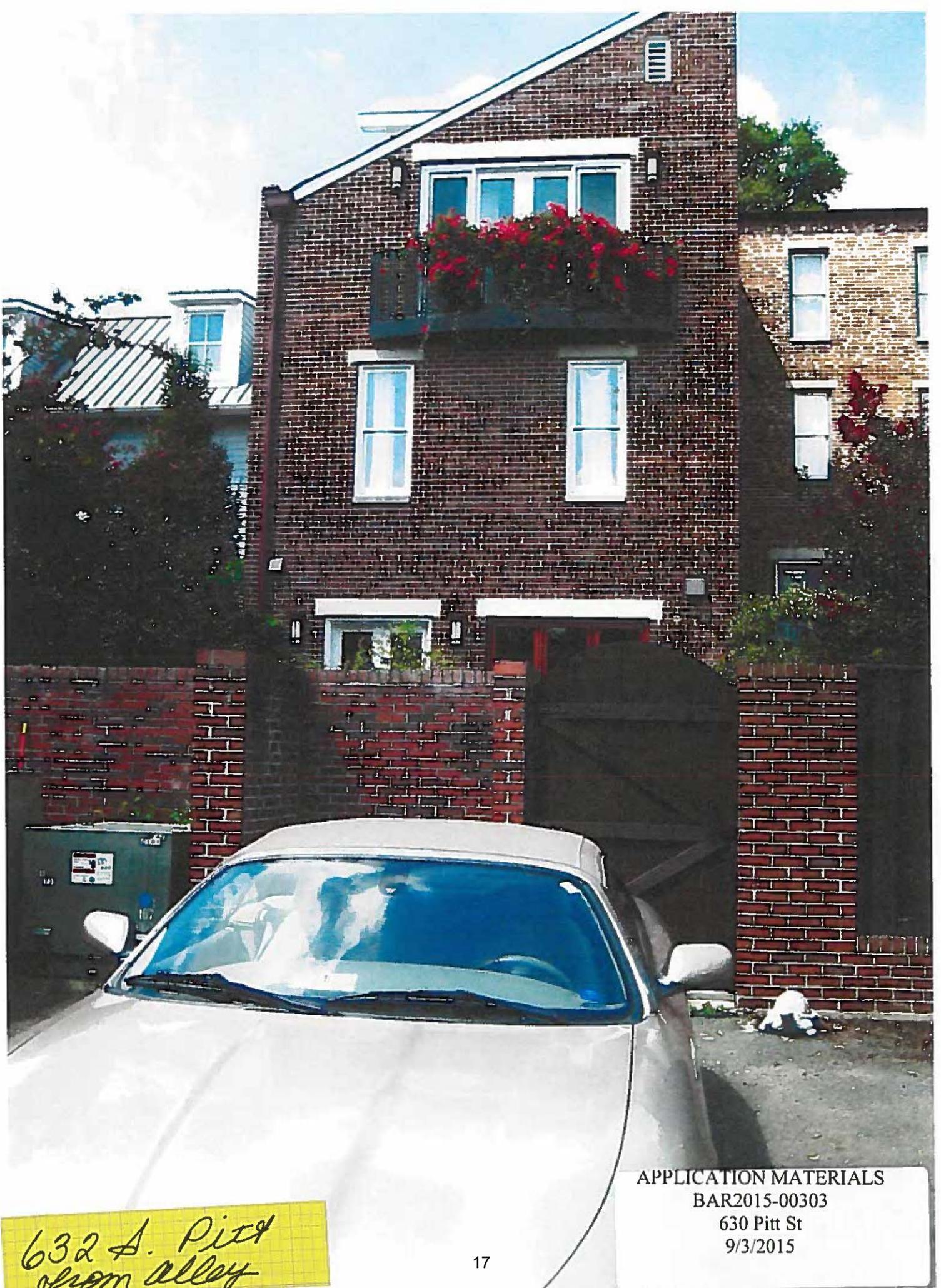
*3/4 N. Royal*

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015



*638 E. Pitt  
from alley*

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015



632 A. Pitt  
from alley

APPLICATION MATERIALS  
BAR2015-00303  
630 Pitt St  
9/3/2015

ADDRESS OF PROJECT: 630/630A South Pitt ST.

TAX MAP AND PARCEL: 080.02-06-47 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: John Eisenhour

Address: 630/630A South Pitt ST

City: Alexandria State: VA Zip: 22314

Phone: 703 836 0430 E-mail: emerald-dragon@hotmail.com

Authorized Agent (if applicable):  Attorney  Architect  \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Legal Property Owner:

Name: John and Dorothy Eisenhour

Address: 630/630A South Pitt ST.

City: Alexandria State: VA Zip: 22314

Phone: 703 836 0430 E-mail: emerald-dragon@hotmail.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
  - doors
  - lighting
  - other
  - fence, gate or garden wall
  - windows
  - pergola/trellis
  - HVAC equipment
  - siding
  - painting unpainted masonry
  - shutters
  - shed
- ADDITION
- DEMOLITION/ENCAPSULATION
- SIGNAGE

Balcony

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

See Attachment

**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.*

- 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.

- <sup>N/A</sup> 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.

- <sup>N/A</sup> 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.

- <sup>N/A</sup> 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.

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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: John H. Eisenhower  
Printed Name: JOHN H. EISENHOUR  
Date: 09/03/15

