

BAR CASE# \_\_\_\_\_  
(OFFICE USE ONLY)

ADDRESS OF PROJECT: 418 N. Union Street

DISTRICT:  Old & Historic Alexandria  Parker – Gray  100 Year Old Building

TAX MAP AND PARCEL: 065.01-05-23 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 C. Cruden

Address: [REDACTED]

City: Alexandria State: VA Zip: 22046

Phone: [REDACTED] E-mail: [REDACTED]

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

Name: Gregory Stephenson Phone: [REDACTED]

E-mail: [REDACTED]

Legal Property Owner:

Name: John C. Cruden

Address: [REDACTED]

City: Alexandria State: VA Zip: 22314

Phone: [REDACTED] E-mail: [REDACTED]

**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).*

THIS PROJECT CONSISTS OF THE REMOVAL OF TWO WINDOWS AND ASSOCIATED SHUTTERS FOR THE ADDITION OF A BAY WINDOW WITH NO FLOOR SPACE AND NO CHANGES TO FAR.

---

---

---

---

---

---

---

---

---

---

**SUBMITTAL REQUIREMENTS:**

Check this box if there is a homeowner's association for this property. If so, you must attach a copy of the letter approving the project.

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.

**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. 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 understand that after reviewing the proposed alterations, BAR staff will invoice the appropriate filing fee in APEX. The application will not be processed until the fee is paid online.
- 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 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: Printed Name: Gregory StephensonDate: 02/04/25

**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 three 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. John C. Cruden	418 N. Union Street	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 418 N. Union Street (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three 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. John C. Cruden	418 N. Union Street	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 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. None		
2. None		
3. None		

**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.

2/4/25

GREGORY STEPHENSON



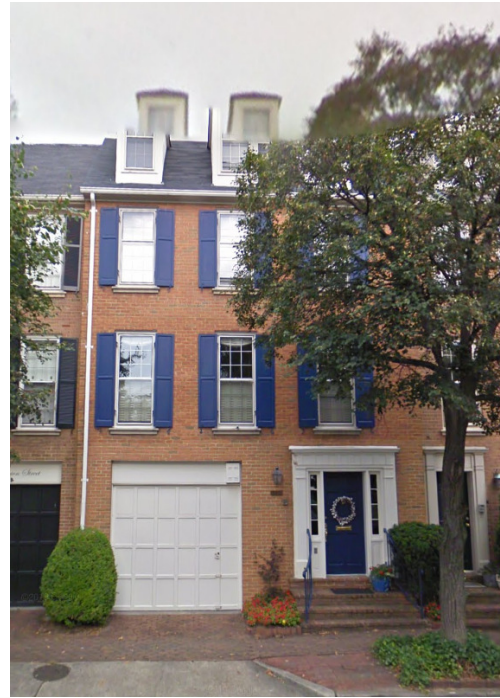
Date

Printed Name

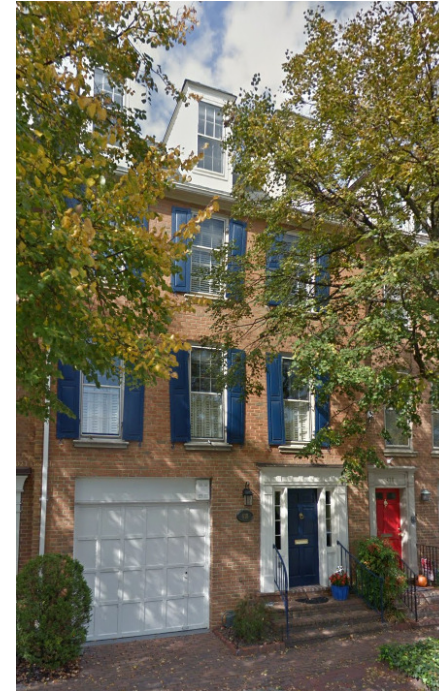
Signature



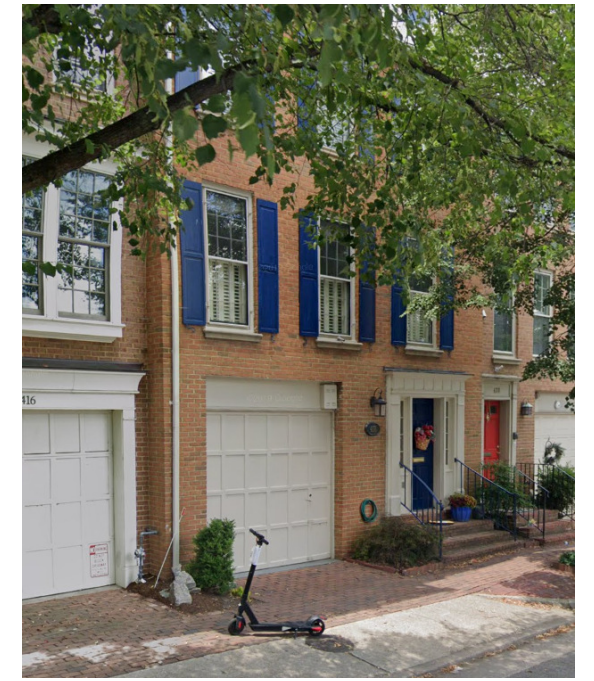
CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL  
REVIEW OLD & HISTORIC - PLAN SUBMITTAL



VIEW OF FRONT LOOKING WEST



OVERALL VIEW LOOKING NORTHWEST



VIEW OF FRONT DOOR LOOKING NORTHWEST

EXISTING IMAGES **1**  
1" = 1'-0" A01



418 N. UNION STREET

EXISTING STREETSCAPE **2**  
1" = 1'-0" A01

24082

418 N. UNION STREET  
ALEXANDRIA, VA 22314

# CRUDEN RESIDENCE

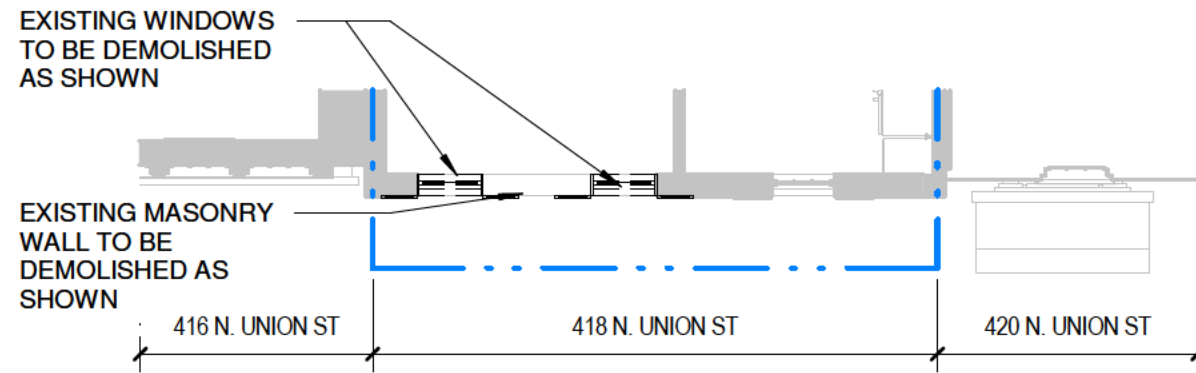
02/10/25  
SCALE: 1" = 1'-0"

**LEEDESIGN.STUDIO**  
ARCHITECTURE | DESIGN | PLANNING

404.375.0733

MATT@LEEDESIGN.STUDIO

CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL  
REVIEW OLD & HISTORIC - PLAN SUBMITTAL



FIRST FLOOR DEMO PLAN **2**  
1/8" = 1'-0" A02



EAST (FRONT) DEMOLITION ELEVATION **1**  
1/8" = 1'-0" A02

24082

418 N. UNION STREET  
ALEXANDRIA, VA 22314

CRUDEN RESIDENCE

02/10/25

SCALE: 1/8" = 1'-0"

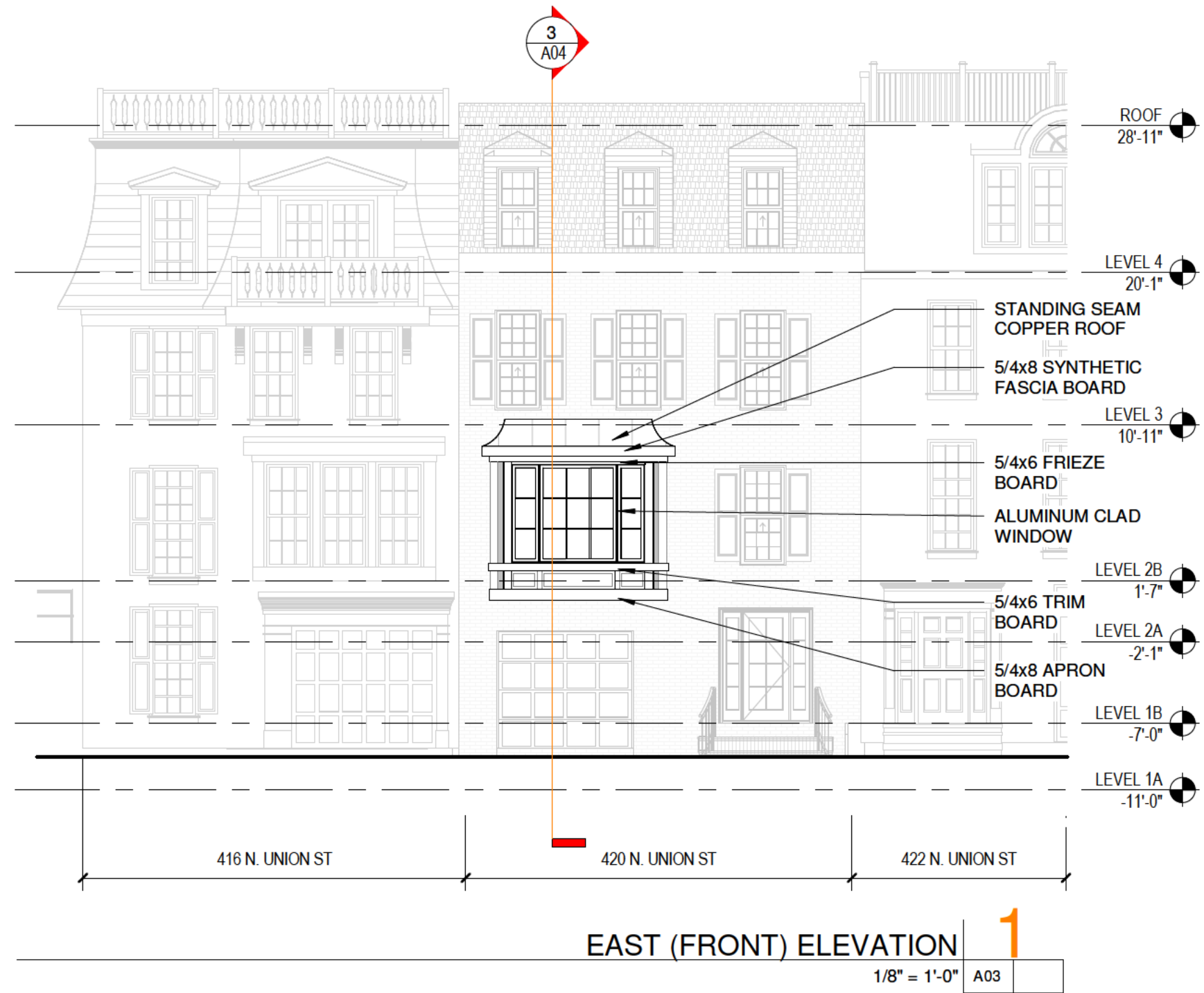
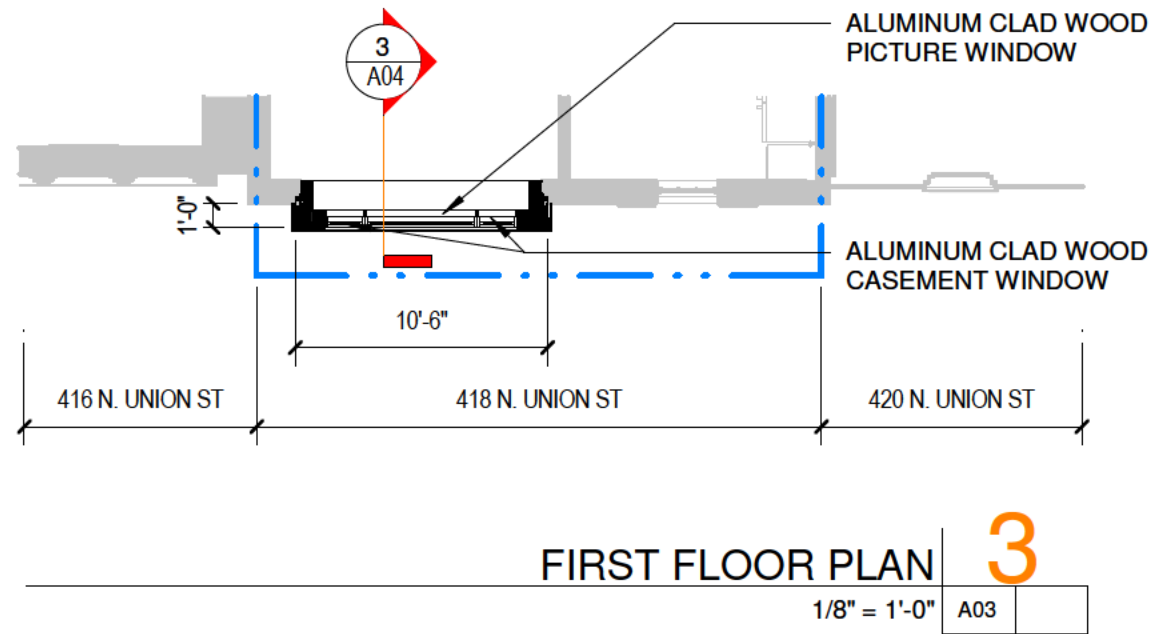
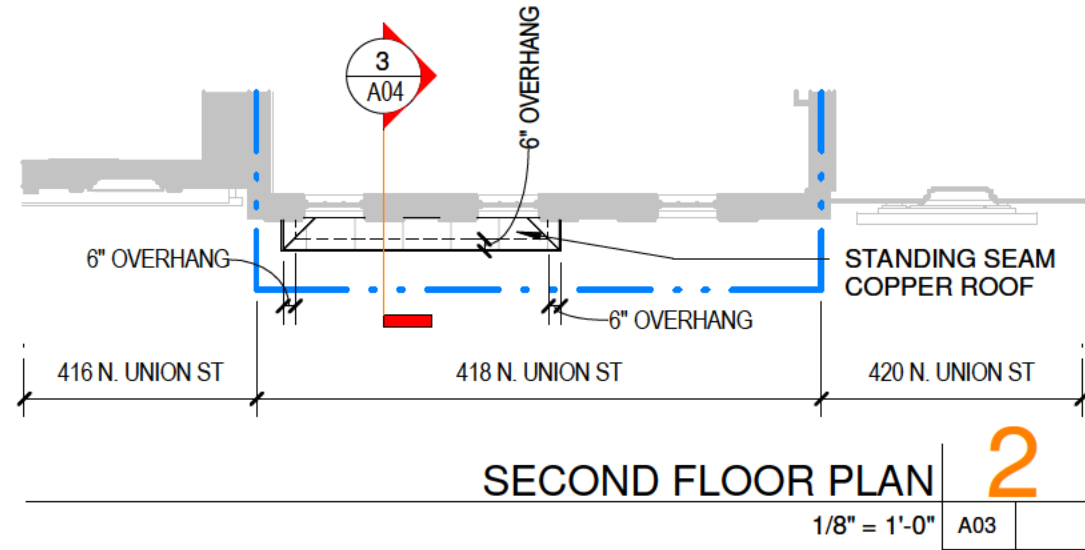
LEEDESIGN.STUDIO  
ARCHITECTURE | DESIGN | PLANNING

404.375.0733

MATT@LEEDESIGN.STUDIO



CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL  
REVIEW OLD & HISTORIC - PLAN SUBMITTAL



24082

418 N. UNION STREET  
ALEXANDRIA, VA 22314

CRUDEN RESIDENCE

02/10/25

SCALE: 1/8" = 1'-0"

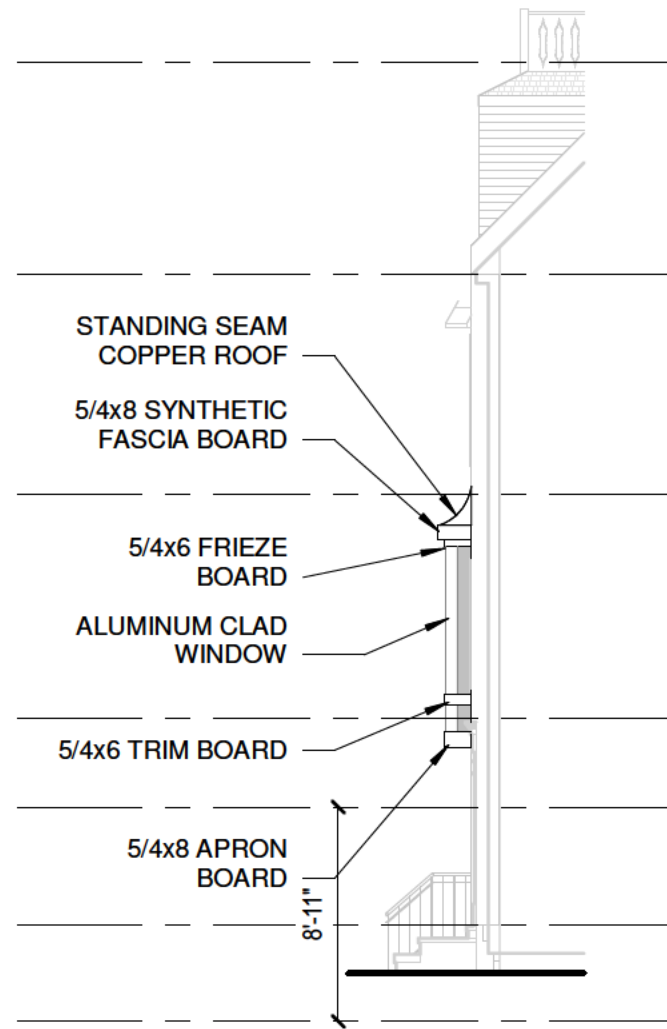
LEEDESIGN.STUDIO  
ARCHITECTURE | DESIGN | PLANNING

404.375.0733

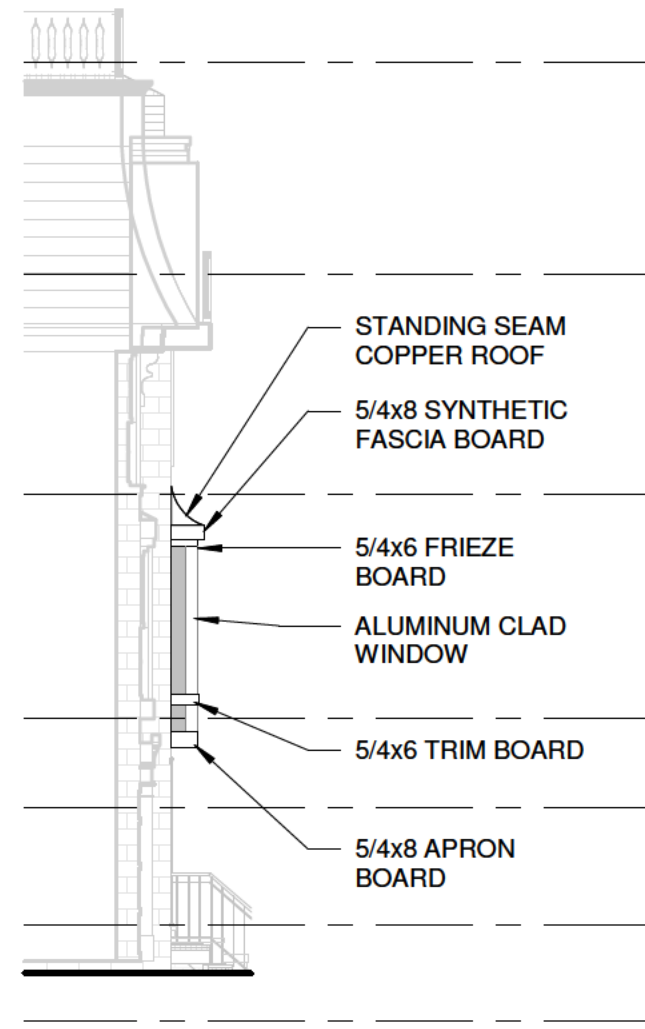
MATT@LEEDESIGN.STUDIO



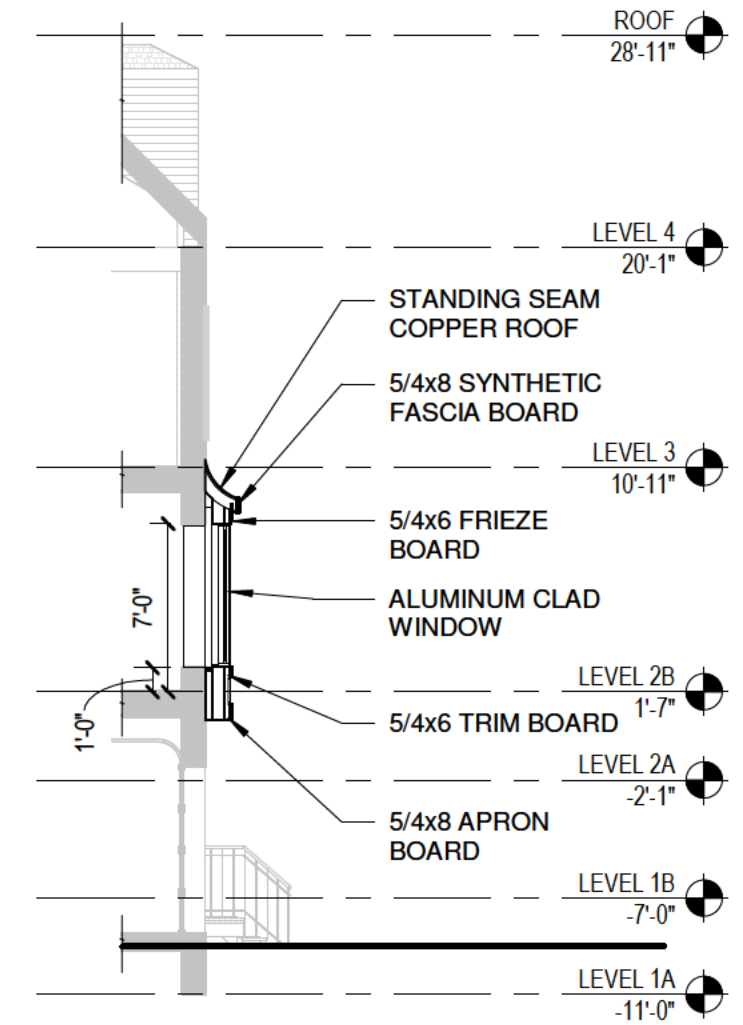
CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL REVIEW OLD & HISTORIC - PLAN SUBMITTAL



NORTH (RIGHT SIDE) ELEVATION **1**  
 1/8" = 1'-0" A04



SOUTH (LEFT SIDE) ELEVATION **2**  
 1/8" = 1'-0" A04



SECTION AT BAY **3**  
 1/8" = 1'-0" A04

24082

418 N. UNION STREET  
 ALEXANDRIA, VA 22314

CRUDEN RESIDENCE

02/10/25

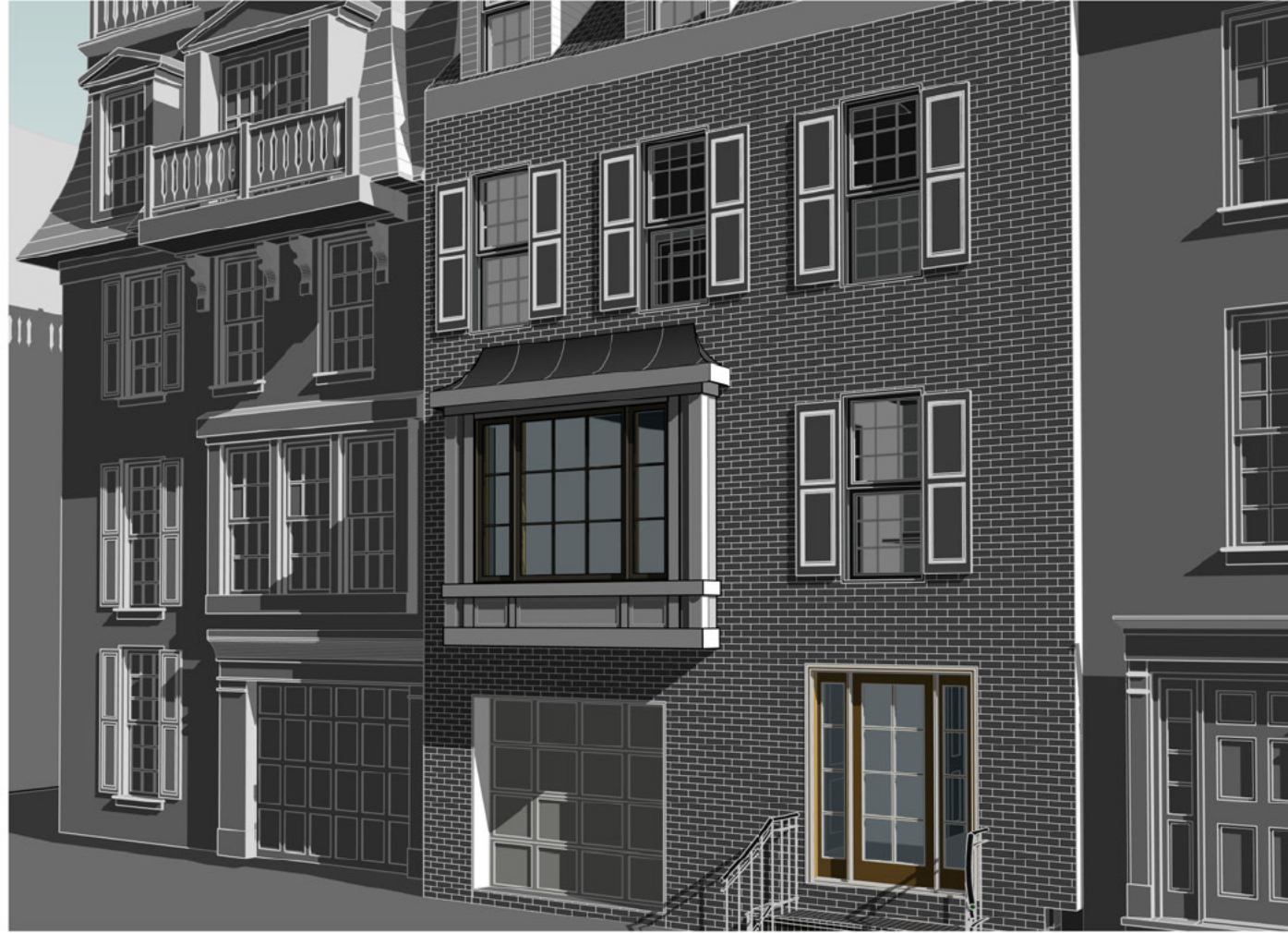
SCALE: 1/8" = 1'-0"

LEEDESIGN.STUDIO  
 ARCHITECTURE | DESIGN | PLANNING

404.375.0733

MATT@LEEDESIGN.STUDIO

CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL  
REVIEW OLD & HISTORIC - PLAN SUBMITTAL



PERSPECTIVE LOOKING SOUTHWEST

1

A05



PERSEPECTIVE LOOKING NORTHWEST

2

A05

24082

418 N. UNION STREET  
ALEXANDRIA, VA 22314

# CRUDEN RESIDENCE

02/10/25

SCALE:

**LEEDESIGN.STUDIO**  
ARCHITECTURE | DESIGN | PLANNING

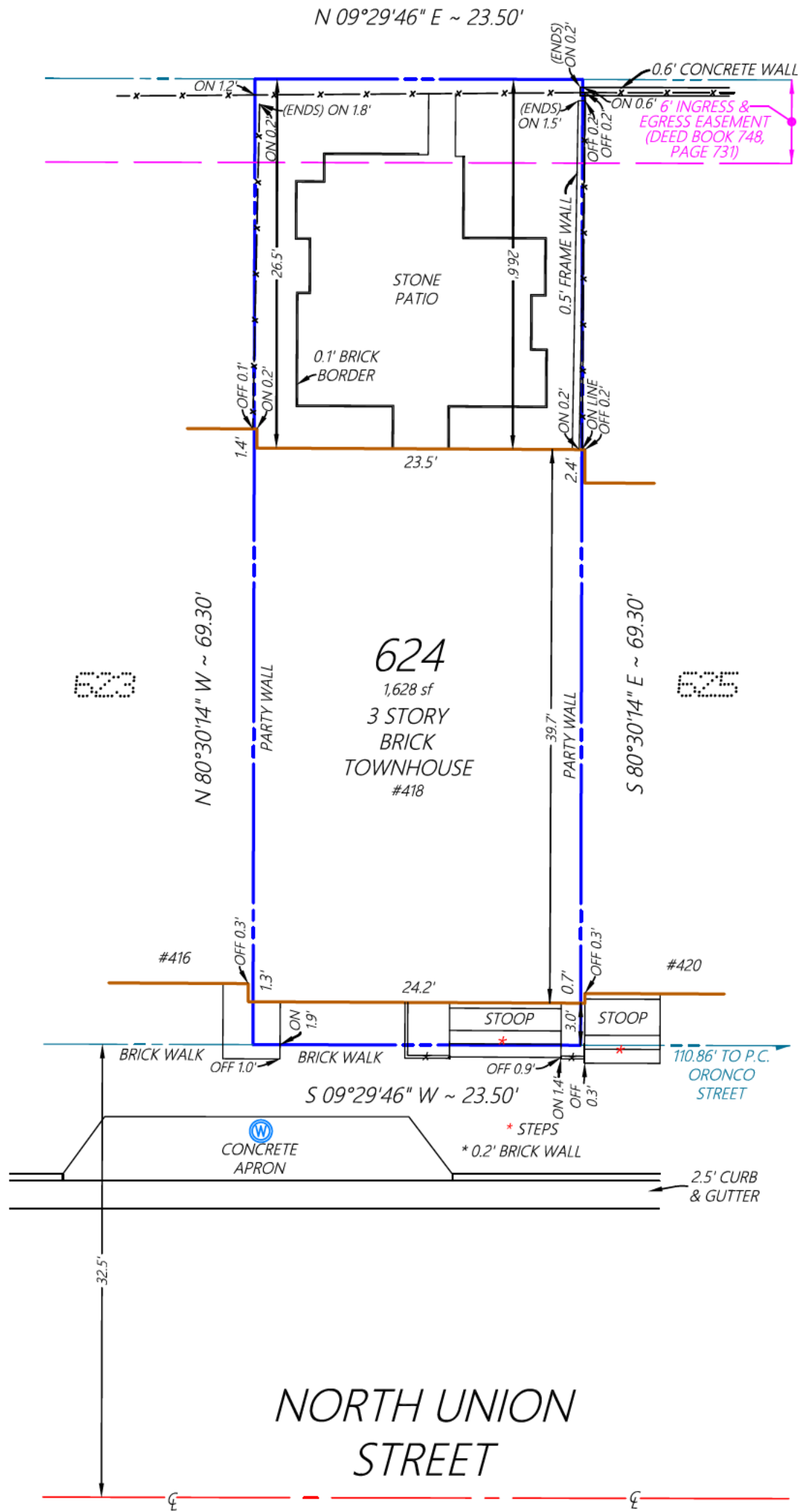
404.375.0733

MATT@LEEDESIGN.STUDIO

**NOTES:**

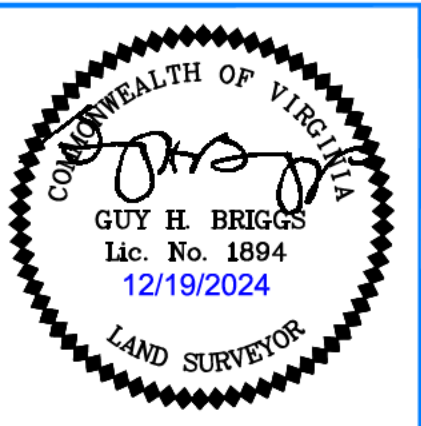
1. Title report not furnished.
2. Utilities are underground.
3. Fences are frame.
4. No corner markers set.
5. Map-Block-Lot Number #: 065.01-05-23

# LEE STREET SQUARE PARCEL "A"



This plat is subject to restrictions and easements of record. The locations of all the existing improvements have been established by a transit and tape or EDM survey and unless otherwise noted there are no encroachments. This plat does not purport to show underground utilities.

KEY	
☒	CENTERLINE
sf	SQUARE FEET
Ⓜ	WATER METER



HOUSE LOCATION SURVEY  
ON  
LOT 624, SECTION FIVE  
**OLD TOWNE**  
(DEED BOOK 748, PAGE 731)  
CITY OF ALEXANDRIA, VIRGINIA

DECEMBER 19, 2024

SCALE: 1"=20'  
JOB #: 24-0424

**APEX SURVEYS, LLP**

5240 Port Royal Road

Suite 213

Springfield, Virginia 22151

703-866-1236

February 10, 2025

PROJECT NUMBER: 24082

**418 N. UNION STREET – OLD & HISTORIC DISTRICT**  
**MATERIAL SPECIFICATIONS**

Center Picture Window: Marvin Ultimate Picture/Direct Set  
Wood Clad Window (Color TBD)



Windows ▾ Doors ▾ Solutions ▾ Inspiration ▾ Replacement For Pros

## Ultimate Picture Window

The Ultimate Picture window offers a classic style in a non-operable window, bringing natural light into a room or highlighting an unobstructed outdoor view.

- Material**  
Extruded Aluminum Exterior | Wood Interior
- Exterior Finish**  
19 Color Options + Custom
- Interior Finish**  
6 Wood Options + Custom | 2 Paint Options + Prime | 6 Stain Options + Clear Coat
- Sizing**  
Standard and Custom Sizes Available | See Dealer for Details



Exterior View



# Casement Windows: Marvin Ultimate Casement Wood Clad Window (Color TBD)



Windows ▾ Doors ▾ Solutions ▾ Inspiration ▾ Replacement For Pros

Home > Products > Windows > Casement > Ultimate Casement Push Out Window

## Ultimate Casement Push Out Window

The Ultimate Casement Push Out window is a beautiful alternative to crank-out-style casement and awning windows. Get a classic look with smooth push-out operation and Marvin's exclusive wash mode for convenient cleaning.

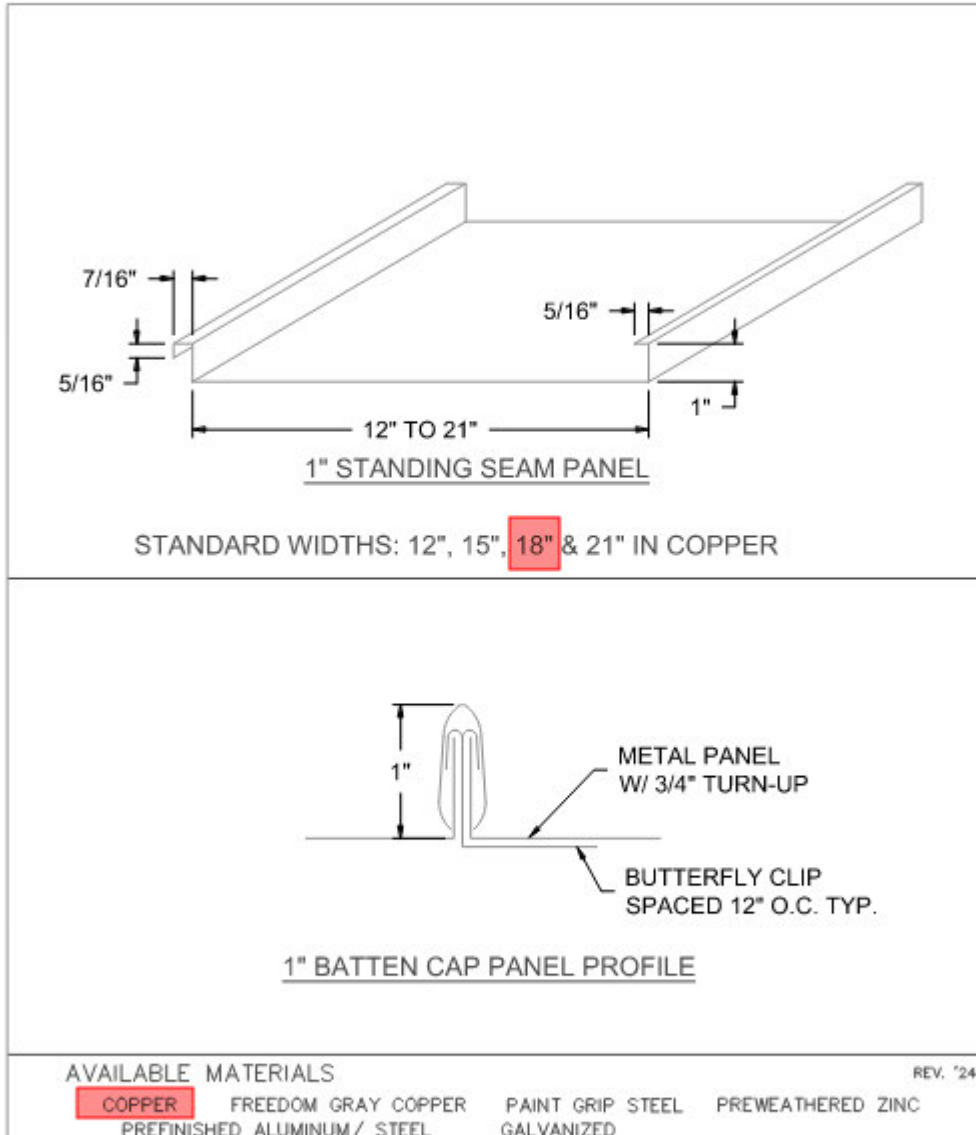
- Material**  
Extruded Aluminum Exterior | Wood Interior
- Exterior Finish**  
19 Color Options + Custom
- Interior Finish**  
6 Wood Options + Custom | 2 Paint Options + Prime | 6 Stain Options + Clear Coat
- Sizing**  
Fits Openings up to 3.5' Wide by 8.5' High



Exterior View

Standing Seam Metal Roof: Copper Craft 1" Standing Seam Metal Roof Panel – Copper w/ Seams @ 18" O.C.

# STANDING SEAM PANELS



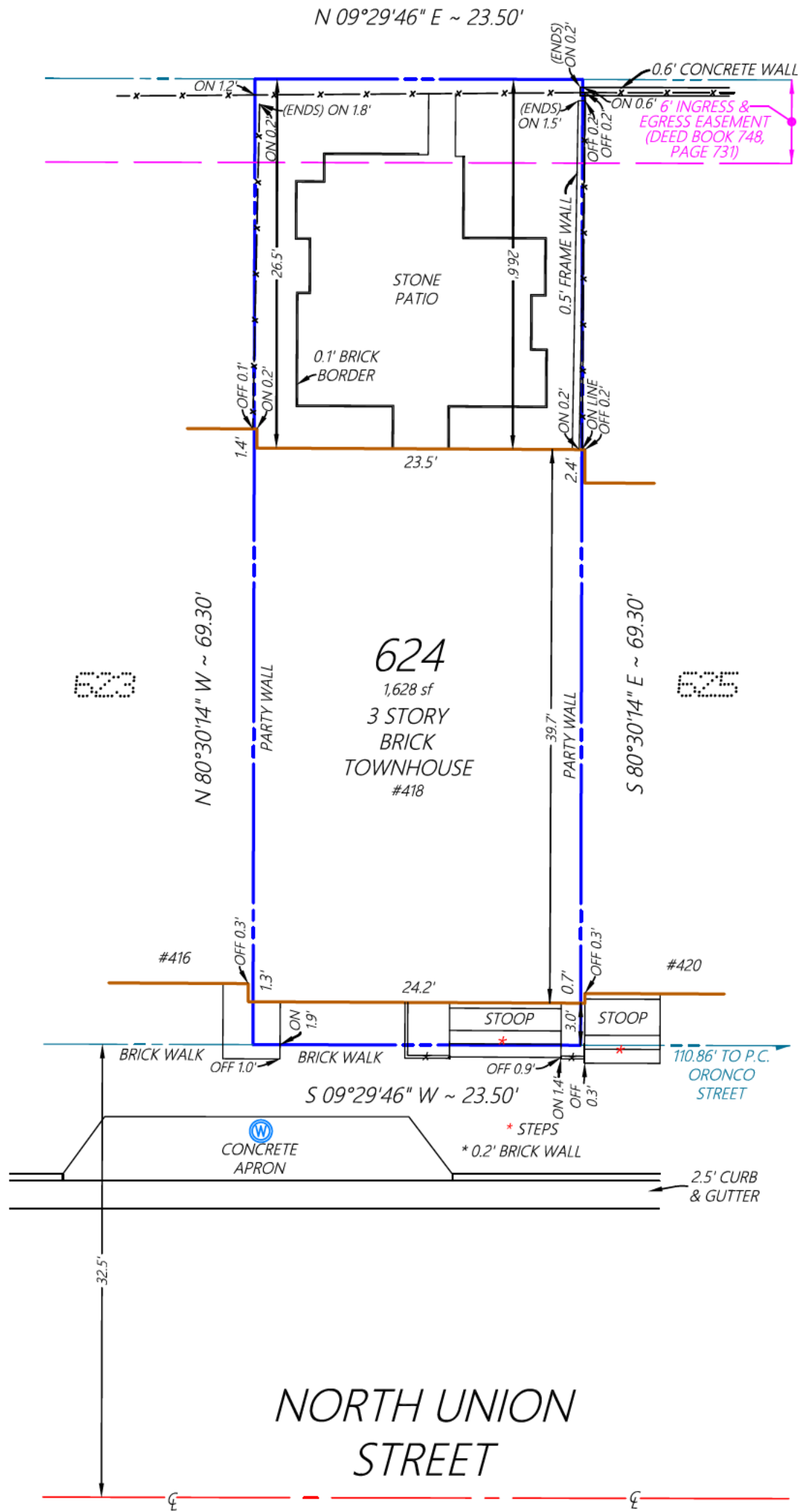
NOTES: CAN BE CURVED – CONVEX ONLY FOR DBL5/CONVEX OR CONCAVE FOR BATTEN CAP. CLIPS FIGURES AT 12" ON CENTER TYPICAL.



**NOTES:**

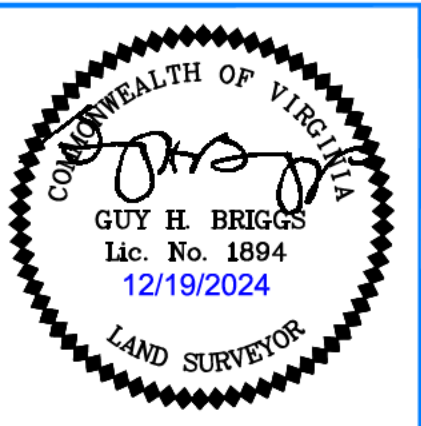
1. Title report not furnished.
2. Utilities are underground.
3. Fences are frame.
4. No corner markers set.
5. Map-Block-Lot Number #: 065.01-05-23

# LEE STREET SQUARE PARCEL "A"



This plat is subject to restrictions and easements of record. The locations of all the existing improvements have been established by a transit and tape or EDM survey and unless otherwise noted there are no encroachments. This plat does not purport to show underground utilities.

KEY	
☒	CENTERLINE
sf	SQUARE FEET
Ⓜ	WATER METER



HOUSE LOCATION SURVEY  
ON  
LOT 624, SECTION FIVE  
**OLD TOWNE**  
(DEED BOOK 748, PAGE 731)  
CITY OF ALEXANDRIA, VIRGINIA

DECEMBER 19, 2024

SCALE: 1"=20'  
JOB #: 24-0424

**APEX SURVEYS, LLP**

5240 Port Royal Road

Suite 213

Springfield, Virginia 22151

703-866-1236