

Docket Item # 2  
BAR CASE # 2013-00025  
BAR Meeting  
February 27, 2013

**ISSUE:** Alterations  
**APPLICANT:** Beth and Mark Casey  
**LOCATION:** 412 N Payne Street  
**ZONE:** RB / Residential

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**STAFF RECOMMENDATION:** Staff recommends approval of the application, as submitted.

\*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 final approval 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, 703-746-4200 for further information.



**412 N PAYNE ST**



## I. ISSUE

The applicant requests approval of a Certificate of Appropriateness to replace two existing vinyl insert windows on the front (east) elevation with double-hung wood, one-over-one Lincoln sash packs and six existing one-over-one vinyl windows on the side with Marvin Infinity double-hung, one-over-one windows. Marvin Infinity is a high-quality fiberglass replacement window available as a full frame or insert replacement window.

## II. HISTORY

The two story, three-bay frame building with a half Mansard roof at 412 N Payne Street was constructed circa **1909** for William H. Peck (Permit #241, 4/1/1909).

In 1985, in an early Parker-Gray case, the Board of Architectural Review approved vinyl siding and vinyl replacement windows at 412 North Payne Street (BAR Case #85-46PG, 4/8/1985). The Staff report recommended denial of the application, noting that the building was in “original condition,” but also noting that, because the district had been established so recently, “specific standards for this area have not been adequately developed.” The photographs accompanying the 1985 application show that the house had one-over-one windows on the front and mostly two-over-two windows on the side and rear.

The applicant went before the Board on December 17, 2002 for a Certificate of Appropriateness for after-the-fact alterations (BAR2002-0297). These alterations included the installation of vinyl insert windows and the removal of window trim. The case was approved with the following conditions:

1. That the four new vinyl clad windows on the front and south facades be replaced with wood (not clad), evenly divided, one-over-one windows;
2. That the window trim around the windows on the front be replaced to match the remaining trim above;
3. That the new door be a four panel wood door;
4. That the existing transom and door surround be left in place;
5. That the storm door either be altered or replaced to be simple and open; and,
6. That the railing on the porch be painted to match the trim as soon as is practicable.

The applicant has met the conditions 3-6 above, but did not replace the vinyl windows as stipulated.

## III. ANALYSIS

The new *Parker-Gray Residential Reference Guide*, developed by the ad hoc Work Group, states that, for buildings constructed prior to 1932 (Early buildings), replacement windows on the front elevation must be wood in a historically appropriate style. Windows located on the sides and rear may be any material, except vinyl, and should retain the historically appropriate light configuration. (Based on the dates shown in the history section above, Staff notes that the previous vinyl windows appear to have lasted only 28 years and are completely deteriorated while the original wood windows lasted 76 years.)

The wood sash packs proposed to replace two of the three existing vinyl windows on the front elevation are acceptable under the new *Parker-Gray Residential Reference Guide* and could be approved administratively. The proposed fiberglass insert replacement windows for the side elevation cannot be approved administratively because the *Parker-Gray Residential Reference Guide* states replacement windows must be full frame or sash replacement kits, not insert windows.

Insert windows are fully framed sash units installed within the existing window frame. Therefore, the sash and glass area generally becomes smaller and the trim surrounding the frame becomes larger. Because the existing interior and exterior trim is not disturbed, they may be installed more quickly and are, therefore, less expensive than full frame replacements. However, because this alters the visual qualities of the façade, they have not been permitted in the BAR's window policy.

The Marvin Infinity brand windows for which the applicant seeks approval are a new product and are considered in the industry to be a high-quality, energy efficient, fiberglass replacement. Staff believes them to be an enormous improvement, both functionally and aesthetically, over the existing inappropriate vinyl inserts. Nick Kalivretenos, a representative from The Window Man, has explained to Staff that the fiberglass frame of the proposed insert windows is structurally strong enough to be thinner than a comparable wood frame. This results in a greater overall area of exposed glazing than currently exists, and there is negligible difference (less than an inch) in the loss of glazing area between a Marvin Infinity insert window and a full frame replacement. A window sample will be available for the Board's inspection at the hearing.

Staff supports the application as submitted. The applicant's proposal is consistent with the intent of the *Parker-Gray Residential Reference Guide*, as it calls for replacement windows that are historically appropriate in material and style on the street-facing elevation and windows historically appropriate in style and of an acceptable, high-quality composite material on the side elevation. Staff believes that the use of insert windows in this particular case will not be visually different from full-frame replacements.

#### **STAFF**

Mary Catherine Collins, Historic Preservation Planner  
Al Cox, FAIA, Historic Preservation Manager

#### **IV. CITY DEPARTMENT COMMENTS**

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

##### **Code Administration**

- F-1 The review by Code Administration is a preliminary review only. Once the applicant has filed for a building and sign 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 703.746.4193.

- C-1 Building permit is required for this project. Five sets of construction documents that fully detail the construction.

**Transportation and Environmental Services (T&ES)**

**RECOMMENDATIONS**

- R1. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R2. All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (T&ES)
- R3. 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)

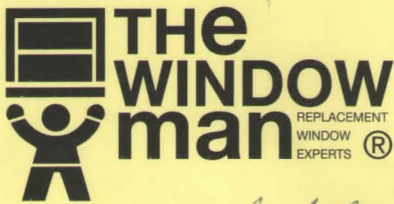
**CITY CODE REQUIREMENTS**

- C-1 Roof, surface and sub-surface drains shall be connect to the public storm sewer system, if available, by continuous underground pipe. Where a storm sewer is not available, the 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. (5-6-224) (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 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-4 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-5 Any work within or performed from the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

**V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application for BAR20130-00025 at 412 North Payne Street*



P.B.S. Inc. t/a The Window Man  
 3853-A Pickett Road  
 Fairfax Va 22301  
 (703)978-9888 (Phone) (703)978-1012 (Fax)

**Attachment 1**  
 Page 1 of 1

Budget Proposal

Name: Beth Casey Date: 1/26/13 Written By: Nick

Material:

Product Style:	<u>Lincoln sash packs</u>	<u>Marvin Infinity DH</u>					
United Inches	<u>32x61</u>	<u>32x61</u>					
Price Per Unit	<u>622.00</u>	<u>978.00</u>					
Quantity	<u>2</u>	<u>6</u>					
Subtotal	<u>1244.00</u>	<u>5868.00</u>					

275% - 1467.00  
4401.00  
cash 4012.00  
 Total Units: 8 Total Material Cost: \$ \_\_\_\_\_

Options:

Special Glazing Type		QTY:	X	\$	=	\$
Grids Style:		QTY:	X	\$	=	\$
Other:		QTY:	X	\$	=	\$
Other:		QTY:	X	\$	=	\$
Other:		QTY:	X	\$	=	\$
Other:		QTY:	X	\$	=	\$

Materials & Options Subtotal: \$ \_\_\_\_\_  
 Discount: \_\_\_\_\_  
 Total: \_\_\_\_\_  
 Tax: \_\_\_\_\_

Labor:

Material & Options Total: \$ \_\_\_\_\_

Pocket <input type="checkbox"/>	Return <input type="checkbox"/>	Full Tear Out <input type="checkbox"/>	Other: <u>Sash Pack</u>	QTY	<u>2</u>	X	\$ <u>250.00</u>	=	\$ <u>500.00</u>
Pocket <input type="checkbox"/>	Return <input type="checkbox"/>	Full Tear Out <input type="checkbox"/>	Other: <u>Wood Pocket</u>	QTY	<u>6</u>	X	\$ <u>175.00</u>	=	\$ <u>1050.00</u>
Pocket <input type="checkbox"/>	Return <input type="checkbox"/>	Full Tear Out <input type="checkbox"/>	Other:	QTY		X	\$	=	\$

Total Labor Cost: 1550.00  
 Processing Fee: \$35.00

GRAND TOTAL: \_\_\_\_\_

Proposal Includes: Sale  Installation  Installation Materials  Capping  Removal/Disposal of Debris  Field Measuring   
 This Budget Proposal does NOT include removal of bars or security systems, moving of electrical or phone wires, or any other product/services not specified

General Scope of Work:	<u>(2) Lincoln Sash packs \$1244.00</u>	<u>(2) Lincoln Sash packs 1244.00</u>	<u>cash</u>
	<u>(6) Infinity DH's \$4401.00</u>	<u>(6) Infinity DH's 4012.00</u>	
<u>VISA, MC etc</u>	<u>Labor 1585.00</u>	<u>Labor 1585.00</u>	
	<u>17830.00</u>	<u>6241.00</u>	
	<u>11000.00</u>	<u>6700.00</u>	

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sales Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Proposal Valid for \_\_\_\_\_ days. Project Includes Certified Lead Paint Renovation: YES NO  
 Please note: Budget Proposal is subject to final approval

## PART 2 PRODUCTS

### 2.1 MANUFACTURED UNITS

- A. Description: Factory assembled Ultrex<sup>®</sup> Infinity Double Hung windows [and related stationary units] as manufactured by Infinity Windows & Doors, West Fargo, North Dakota.

### 2.2 ULTREX<sup>®</sup> DOUBLE HUNG MATERIALS

- A. Frame: Ultrex<sup>®</sup>, a fiberglass reinforced pultrusion. Exterior and Interior 0.075 inch (2 mm) thick. Frame thickness: 31/32 inch (25 mm) head jamb, 31/32 inch (25 mm) composite side jamb, 25/32 inches (20 mm) sill, flat bottom sill with 8 degree bevel. Frame width: 2 7/8 inches (73mm).
- B. Sash: Ultrex<sup>®</sup>, a fiberglass reinforced pultrusion. Interior 0.075 inch (2mm) thick. Composite sash thickness: 1–3/8 inches (35 mm) overall. Sash exterior Ultrex<sup>®</sup>, an advanced glass fiber reinforced material, 0.075 inch (2 mm) thick. Operable sash tilt to interior for cleaning or removal.
- C. Glazing: Select quality complying with ASTM C 1036. Insulating glass IGCC certified to performance level CBA when tested in accordance with ASTM E 774.
1. Glazing method:  
[Insulating glass] [Altitude adjusted]
  2. Glass type:  
[LoE-179<sup>™</sup> with Argon gas]  
[LoE-179 with Argon gas Tempered]  
[LoE-179 with Argon gas Obscured]  
[LoE-179 with Argon gas Tempered Obscured]  
[[LoE<sup>2</sup>-272<sup>®</sup> with Argon gas]  
[LoE<sup>2</sup>-272 with Argon gas Tempered]  
[LoE<sup>2</sup>-272 with Argon gas Obscured]  
[LoE<sup>2</sup>-272 with Argon gas Tempered Obscured]  
[LoE<sup>3</sup>-366<sup>®</sup> with Argon gas]  
[LoE<sup>3</sup>-366 with Argon gas Tempered]  
[LoE<sup>3</sup>-366 with Argon gas Obscured]  
[LoE<sup>3</sup>-366 with Argon gas Tempered Obscured]
  3. Glazing seal: Silicone bedding on interior; silicone bedding on exterior.
- D. Simulated Divided Lites (SDL): 7/8 inch (22mm) wide with internal aluminum spacer bars. Exterior bar: Ultrex<sup>®</sup>, finish to match exterior [Stone White] [Sierra] [Pebble Gray] [Bronze] [Cashmere] [Bahama Brown]. Interior bar: ABS (Acrylonitrile Butadiene Styrene) [Stone White] [Sierra] [EverWood<sup>™</sup>]. Patterns available: Equal Rectangle Lites, Prairie in 4, 6, and 9 lite patterns, Cottage, Oriel, and Checkrail.
- E. Grilles Between the Glass: 11/16 by 7/32 inch (17 mm by 6 mm) profiled aluminum spacer between glass panes. Exterior Finish: [Stone White] [Sierra] [Pebble Gray] [Bronze] [Cashmere] [Bahama Brown]. Interior Finish: [Stone White] [Satin Taupe] [Sierra] [Bronze]. Patterns available: Equal Rectangle Lites, Prairie in 4, 6, and 9 lite patterns, Cottage, Oriel, and Checkrail.
- F. Cottage Style: Sash divided 2/5 over 3/5. Oriel Style: Sash divided 3/5 over 2/5.
- G. Finish:
1. Exterior: Ultrex<sup>®</sup>, a fiberglass reinforced pultrusion with co-extruded Acrylic finish. Color: [Stone White] [Sierra] [Pebble Gray] [Bronze] [Cashmere] [Bahama Brown].
  2. Interior: Ultrex<sup>®</sup>, an advanced glass fiber reinforced material with co-extruded Acrylic finish. Color: [Stone White] [Sierra] [EverWood<sup>™</sup>].
- H. Hardware:
1. Balance system: Coil spring block and tackle with nylon cord and fiber filled nylon clutch.
  2. Lock: zinc die-cast lock and keeper. Color: [White] [Satin Taupe] [Sierra] [Brass] [Satin Nickel] [Oil Rubbed Bronze]. Extended sizes – two locks and two keepers.
  3. Lift: Color: [White] [Satin Taupe] [Sierra] [Brass] [Satin Nickel] [Oil Rubbed Bronze]. Extended sizes – two lifts.

- I. Weather Strip: Unit has weather strip at jambs with a foam type material for added long-term performance to seal against both the bottom sash and top sash stiles. The bottom sash has a weather strip to seal against the sill, the top check rail has a weather strip interlock to seal against the bottom check rail, and the top rail seals against a weather strip on the head jamb parting stop. Color: White. Stationary units: Continuous, foam weather strip at perimeter of sash. Color: Gray.
- J. Insect Screens: Factory installed (removable) [half screen] [full screen]. Screen cloth, [18 by 16 mesh: Charcoal fiberglass] [20 x 20 mesh: Charcoal High Transparency Fiberglass]. Frame color: [Stone White] [Sierra] [Pebble Gray] [Bronze] [Cashmere] [Bahama Brown].

### 2.3 ACCESSORIES AND TRIM

#### A. Installation Accessories:

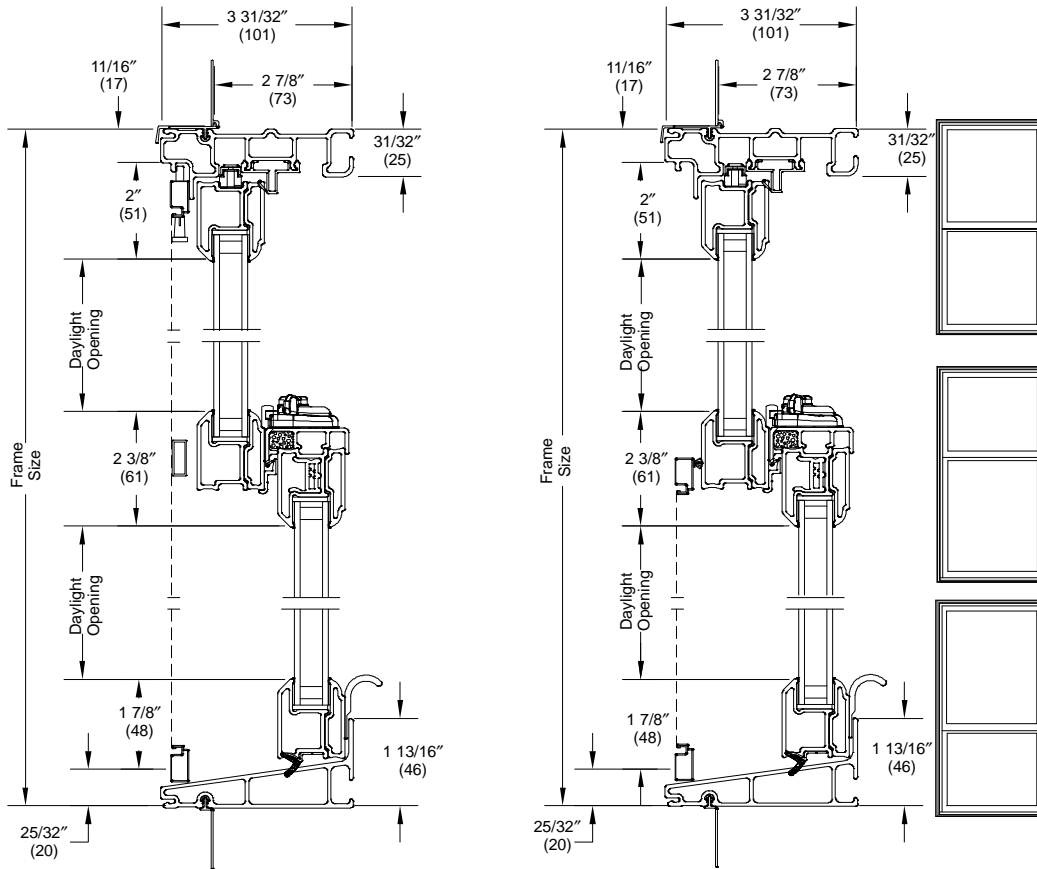
- 1. Operator package of installation hardware consisting of:
  - a. Four #8 x 2" Torx<sup>®</sup> truss head installation screws
  - b. Six jamb hole plugs
  - c. One sash lift (two sash lifts on extended sizes)
  - d. Two sash lift hole plugs (Four sash lift hole plugs on extended sizes)
  - e. Two #7 x 3/4" Phillips flat head screws (for sash lift) (four screws on extended sizes)
  - f. Keeper pile weather strip (EverWood<sup>™</sup> only) (two weather strip on extended sizes)
  - g. EverWood<sup>™</sup> test strip (EverWood<sup>™</sup> only)
  - h. Paint and Stain Instructions (EverWood<sup>™</sup> only)
- 2. Picture/Transom package of installation hardware consisting of:
  - a. Twelve #8 x 2" Torx<sup>®</sup> truss head installation screws.
  - b. EverWood<sup>™</sup> test strip (EverWood<sup>™</sup> only)
  - c. Paint and Stain Instructions (EverWood<sup>™</sup> only)
- 3. Sill Installation Filler
  - a. 108" length
- 4. Interior Frame, Installation, and Mulling Accessories:
  - a. Interior frame cover
  - b. Jamb extension adapter
  - c. 5/8" Sheetrock receiver
  - d. Jamb extension material
  - e. Nailing fin
  - f. Nailing fin drip cap
  - g. Nailing fin corner gaskets
  - h. Exterior mull cover
  - i. Mulling pin
  - j. Interior mull clip
  - k. Interior mull clip cover
  - l. Head jamb mull bracket
  - m. Mull tape – 1-sided
- 5. Exterior Casing:
  - a. Optional factory or field applied, fiberglass reinforced ABS, (BMC) Brick Mould Casing.

#### B. Panning Accessories

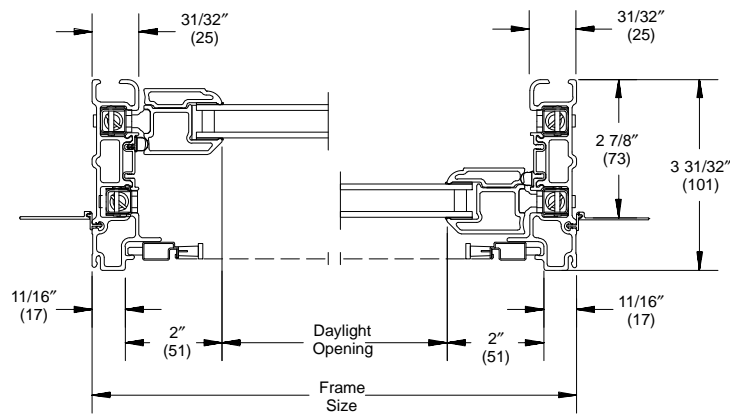
- 1. Fiberglass reinforced ABS:
  - a. Profile; [Frame expander] as indicated on drawings.
  - b. Color: Stone White, Sierra, Pebble Gray, Bronze, Cashmere or Bahama Brown.
- 2. Aluminum Extrusions:
  - a. Profile: [coil panning] as indicated on drawings. Finish: High solids polyester. Color: Stone White, Sierra, Pebble Gray, Bronze, Cashmere or Bham Brown.

INFINITY DOUBLE HUNG  
SECTION DETAILS-OPERATOR

SCALE 3" = 1' 0"



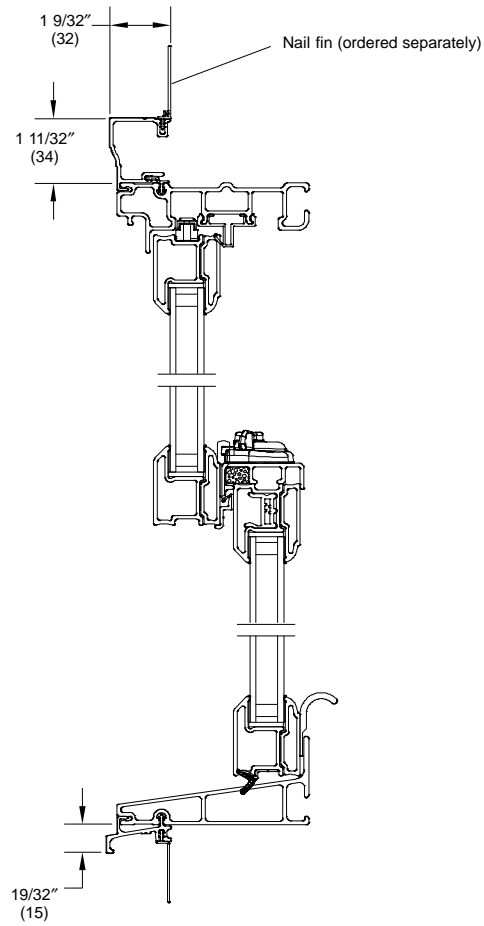
Head Jamb, Checkrail and Sill



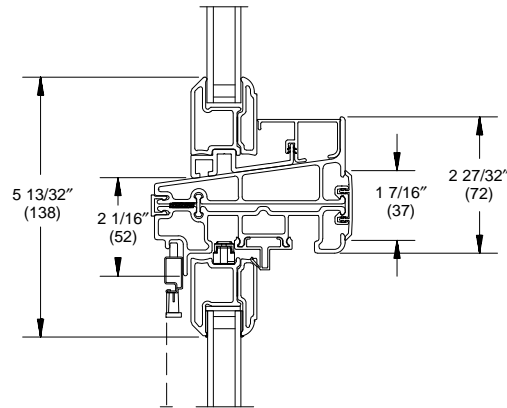
Jambs

INFINITY DOUBLE HUNG  
CASING DETAILS

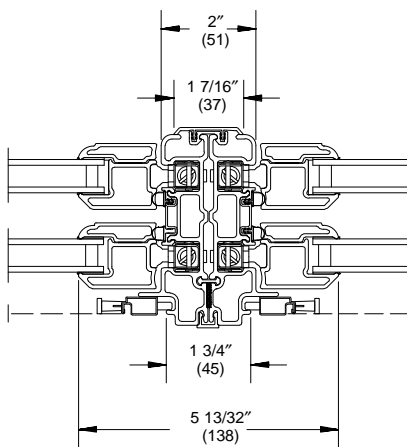
SCALE 3" = 1' 0"



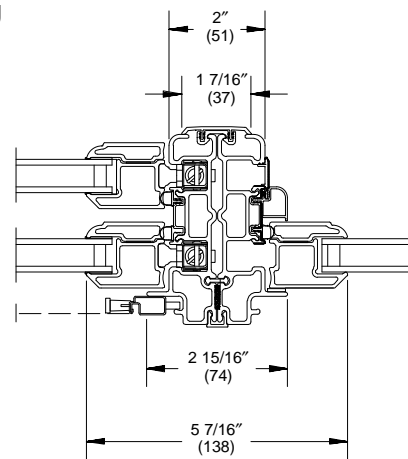
Head Jamb and Sill  
with Brick Mould Casing



Transom mullied over  
Infinity Double Hung

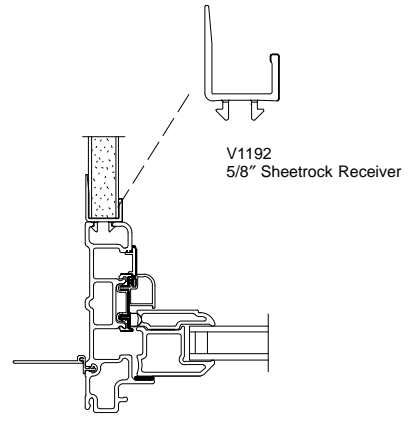
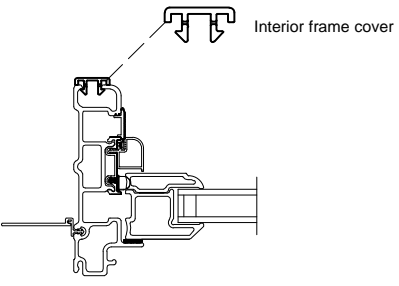
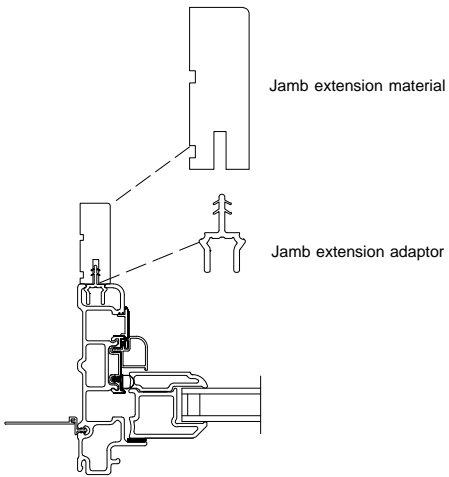


Vertical Mullion  
Operator/Operator



Vertical Mullion  
Operator/Picture

INFINITY DOUBLE HUNG  
INTERIOR FRAME ACCESSORIES



Main Office & Showroom  
3853- A Pickett Road Fairfax Va 22031  
703-978-9888 (Phone) 703-978-1012 (Fax)



THE  
WINDOW  
MAN

Windows That Last A  
Housetime

Showroom  
3000 Jefferson Davis Highway Alexandria Va 22305

# Facsimile:

Attention: MARY Catherine Sender: Hamilton (Ham)  
 Fax: 703-838-6393 Pages: 2 (includes cover sheet)  
 Phone: \_\_\_\_\_ Date: 2/1/13  
 Re: CASEY JOB cc: \_\_\_\_\_

Urgent    For Review    Please Comment    Please Reply    Please Recycle

Comments: Mary Catherine,  
Here are the specs for the Lincoln  
SASH packs for the front of Beth Casey's  
home.

Hamilton

# Lincoln Wood Products, Inc.

*Quality Craftsmanship Since 1947*



Prep By	Bid No	Rev	Job Reference
GAK	6003	2	

Customer / Client Name			
The Window Man			
Quote Date		Job / Site Name	
2/1/2013			
Phone #		Fax #	
		E-Mail	
Mobile Phone #	Other Phone #	Email Address	

**Attention: Nick / HAM**

Prepared Using



1400 W. TAYLOR STREET • MERRILL, WISCONSIN 54452 • PHONE:(715)536-2461 • FAX:(715)536-9783

Version 7.3.0

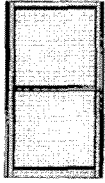
Prepared By : Lincoln Wood Products



Rough Opening Allowance = 1/2 Inch Masonry Opening Allowance = 1/4 Inch

SHOWN AT LIST PRICE

Line # 1



- DBLH-REPL; 27-3/8x27-1/4;  
 Primed Wood Exterior; Low-E  
 Sash Opening 32"x61"  
 White Hardware  
 White Jambliners  
 Interior Lincoln First Finish

REPLACEMENT KIT  
S.O. 32" x 61"

Quoted prices are good for 30 days (Expires: 3/3/2013)  
and are subject to correction of computational errors.

TOTAL LIST PRICE  
TOTAL QUOTATION PRICE

BAR Case # 2013-00025

ADDRESS OF PROJECT: 412 N. Payne Street, Alexandria VA 22314

TAX MAP AND PARCEL: 064 01-08-15 ZONING: Parker Gray

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: Beth and Mark Casey

Address: 2000 Jamestown Rd

City: Alexandria State: VA Zip: 22308

Phone: (703) 548-4584 E-mail: bethdcasey@verizon.net

Authorized Agent *(if applicable)*:  Attorney  Architect  (703) 978 9888

Name: The Window Man (Hamilton Smith) Phone: (703) 548-4584

E-mail: ham@thewindowman.com Nick Kalivretenos  
nick@thewindowman.com

Legal Property Owner:

Name: Beth and Mark Casey

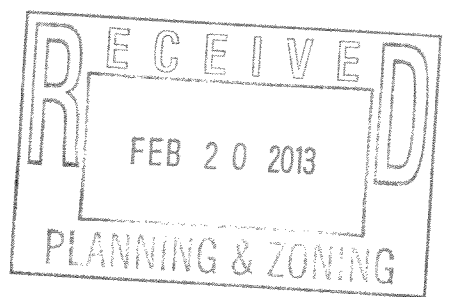
Address: 2000 Jamestown Rd

City: Alexandria State: VA Zip: 22308

Phone: (703) 548-4584 E-mail: bethdcasey@verizon.net

- 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).*

To replace 8 existing windows with new, energy efficient windows that meet the historical preservation's policies and procedures. Two windows, which are located in the upper front right side of the home propose to be replaced with Lincoln 100% wood double hung windows with sash packs. These windows are already acceptable according to the Historical Preservation Office. We propose six additional windows located on the side of the house to be replaced with Marvin Infinity double hung windows. These are the windows in question for approval. These windows will be replacing old vinyl windows that were put on the house by the original owners in the 70's. This will be a considerable improvement keeping the historical integrity of the home.

**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.

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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: 

Printed Name: Beth D. Casey

Date: 01/30/2013

**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. Beth and Mark Casey	2000 Jamestown Rd, Alex, VA 22308	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 412 N. Payne Street, Alexandria VA 22314 (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. Beth and Mark Casey	2000 Jamestown Rd Alex, VA 22308	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. Beth and Mark Casey	none -	none -
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.

01/30/2013  
Date

Beth D. Casey  
Printed Name

20

  
Signature