

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

ADDRESS OF PROJECT: 1118 PRINCE ST

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

TAX MAP AND PARCEL: PARCEL 1067010 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: KENNETH B. CRUTCHFIELD

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

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

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

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

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

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

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

Legal Property Owner:

Name: KENNETH B. CRUTCHFIELD

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

- ☐ NEW CONSTRUCTION
- ☐ EXTERIOR ALTERATION: Please check all that apply.
- |   |  |   |                                   |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> awning           | <input type="checkbox"/> fence, gate or garden wall      | <input type="checkbox"/> HVAC equipment             | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors            | <input type="checkbox"/> windows                         | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed     |
| <input type="checkbox"/> lighting         | <input type="checkbox"/> pergola/trellis                 | <input type="checkbox"/> painting unpainted masonry |                                   |
| <input checked="" type="checkbox"/> other | REPLACE WROUGHT IRON RAILING WITH SELF-SUPPORTED BALCONY |   |                                   |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

Replace wrought iron railing with wrought iron self supported balcony to create small outdoor space and additional utility with french doors.

### 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.

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**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.

- ☐ ☐ <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.

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**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.

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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: KENNETH B. CRUTCHFIELD

Date: 11/7/25

# 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. KEN & MARY CRUTCHFIELD | [REDACTED] | 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 1118 PRINCE ST (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. KEN & MARY CRUTCHFIELD | [REDACTED] | 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. N/A                   | N/A   | N/A   |
| 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.

11/7/25      KENNETH B. CRUTCHFIELD        
 Date      Printed Name      Signature

# Replace wrought iron railing with self-supported balcony for 1118 Prince Street, Alexandria, VA

- The following pages outline the replacement of an existing wrought-iron railing attached to the house with a self-supported wrought-iron balcony.
- The plan accommodates a freestanding structure with design elements in line with other wrought-iron in Old Town and within the surrounding blocks near the house.
- The home is one of four adjoined townhomes. The balcony is on the back of the house. Fencing and trees partially obstruct the view from the alley behind the house. The Fannon Coal Yard parking lot abuts half of the alleyway. (The alley does not have a name.)
- The use of wrought iron makes the structure more compact and less bulky. It also aligns with the aesthetic of Old Town and is an upgrade relative to wood and plastic decks attached to neighboring homes.
- The balcony will be fastened to the home, but the home will not bear the weight of the structure.



# Back of 1118 Prince



### Dimensions:

1. Width of main floor of house in back: 10' 6"
2. Width of door in basement, including trim: 5' 8"
3. Width of French doors including trim: 4' 11.5"
4. Base of French door floor to ground: 7' 11"
5. Height of basement door including trim: 6' 7  $\frac{3}{4}$ "

### Other dimensions:

1. Left end of house to edge of French door trim: 2' 10  $\frac{1}{4}$ "
2. Right edge of downspout to French door trim: 28  $\frac{1}{4}$ "
3. Right end of house to edge of French door: 25  $\frac{1}{2}$ "





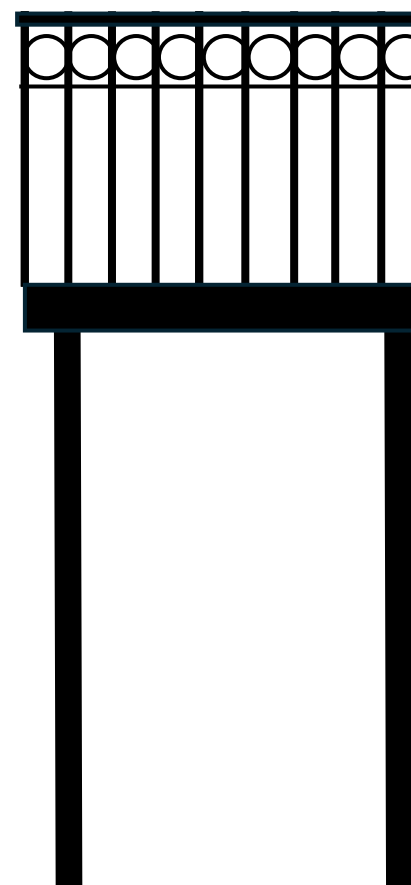
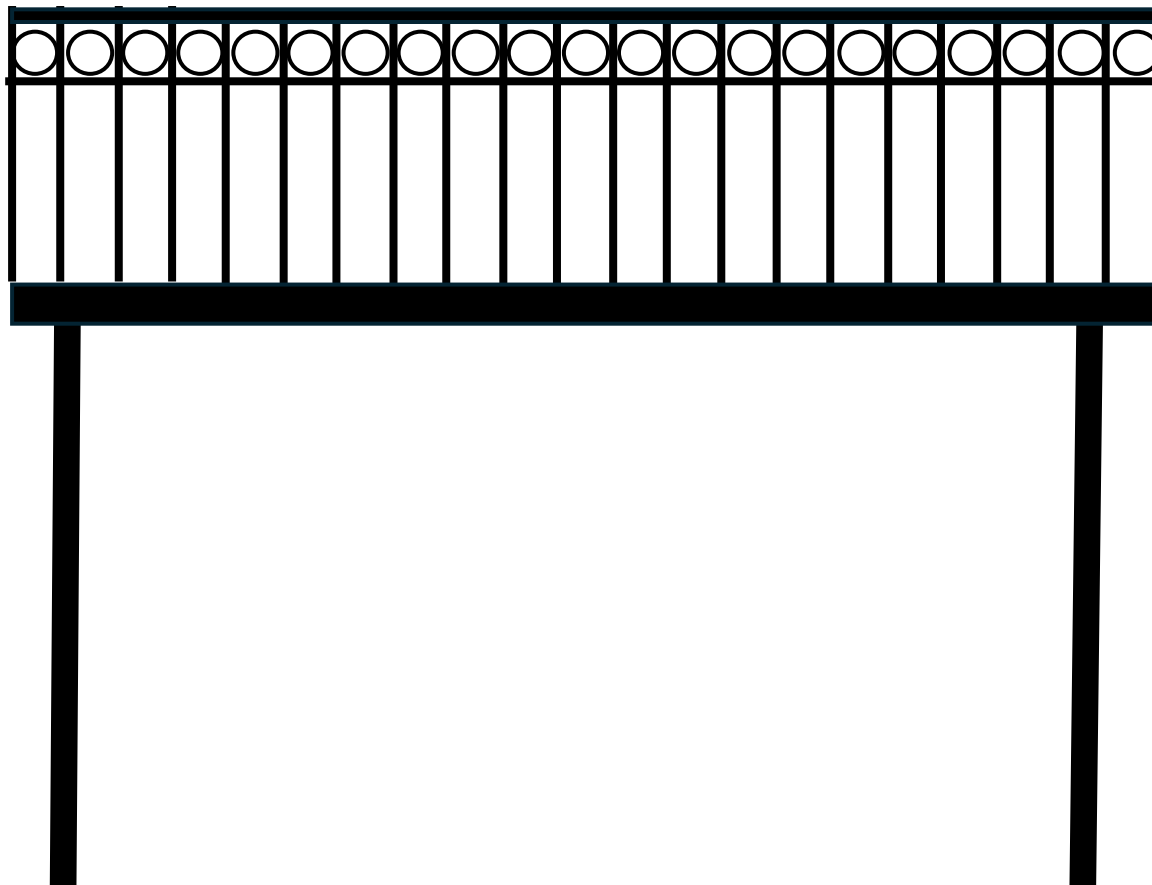
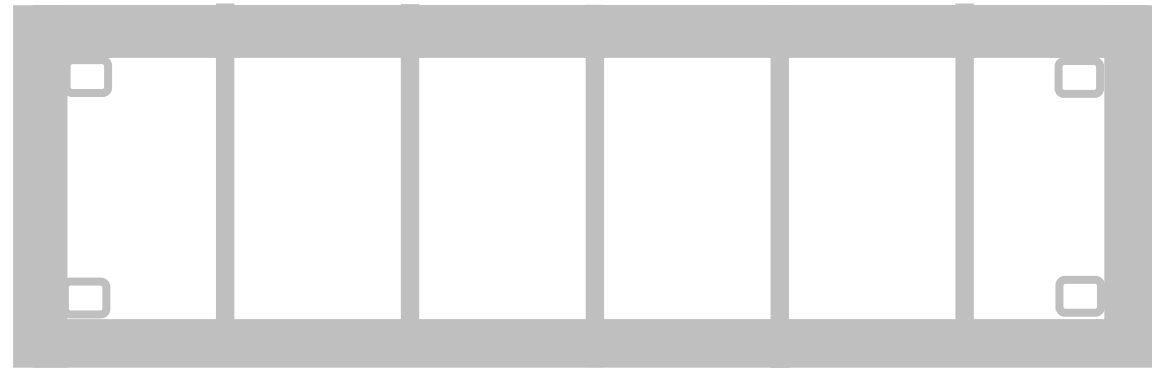
# Back of 1118 Prince

- Visual of planned balcony



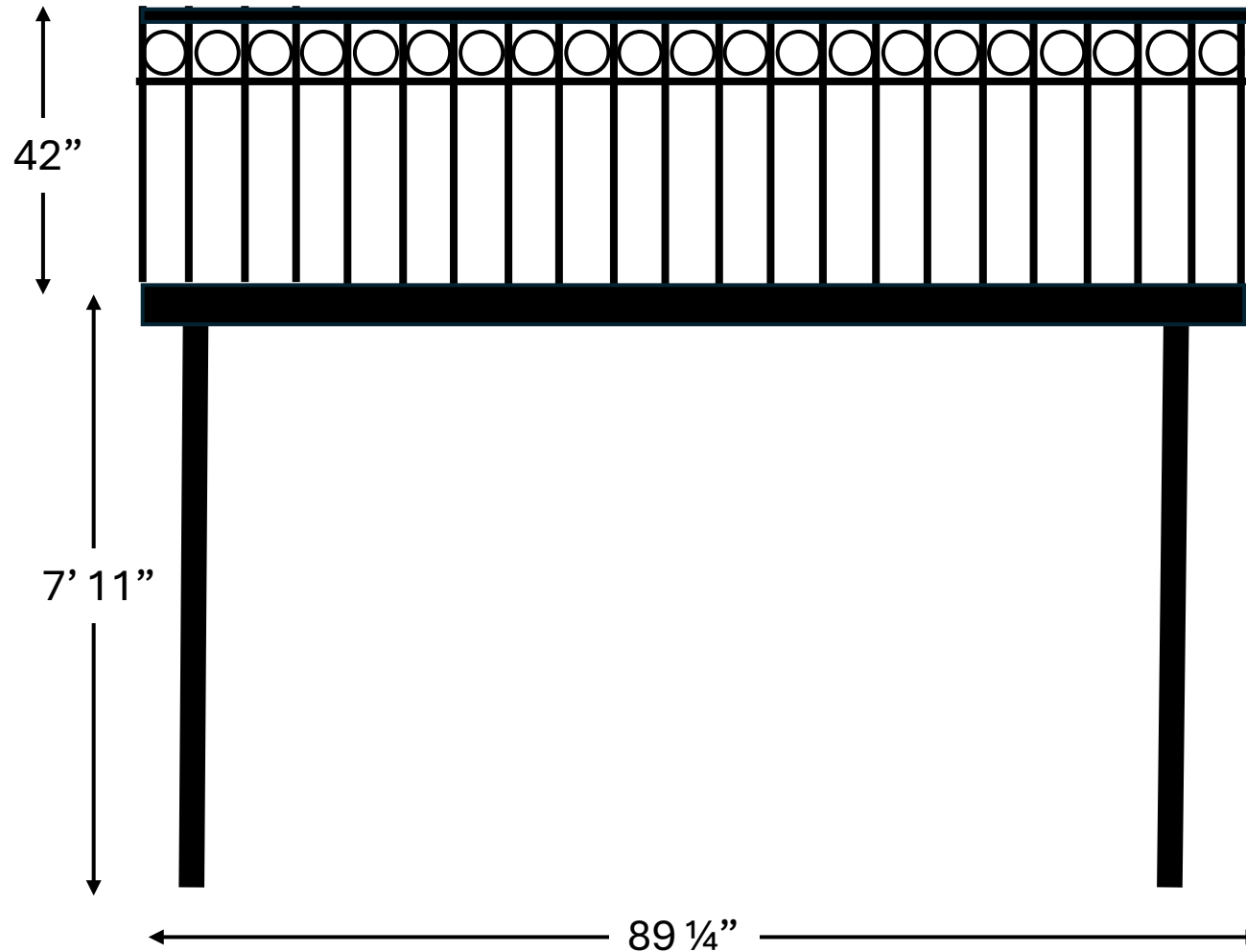
## Plan: Top, Front, and Side Views\*

- Freestanding structure
- Four posts will be encased in concrete 24” deep below ground.
- Posts will be iron tube. 4”x4” and 3/16” thick. Posts will be welded to the platform. Grated flooring.
- Balcony depth is 4’, width is 89 1/4”. Railing will be 42”.
- Floor of balcony to be flush with the French doors.
- Flooring made of hardwood slats fastened to supporting metal cross beams
- Structure to be finished with black semi-gloss, consistent with other wrought iron in town.



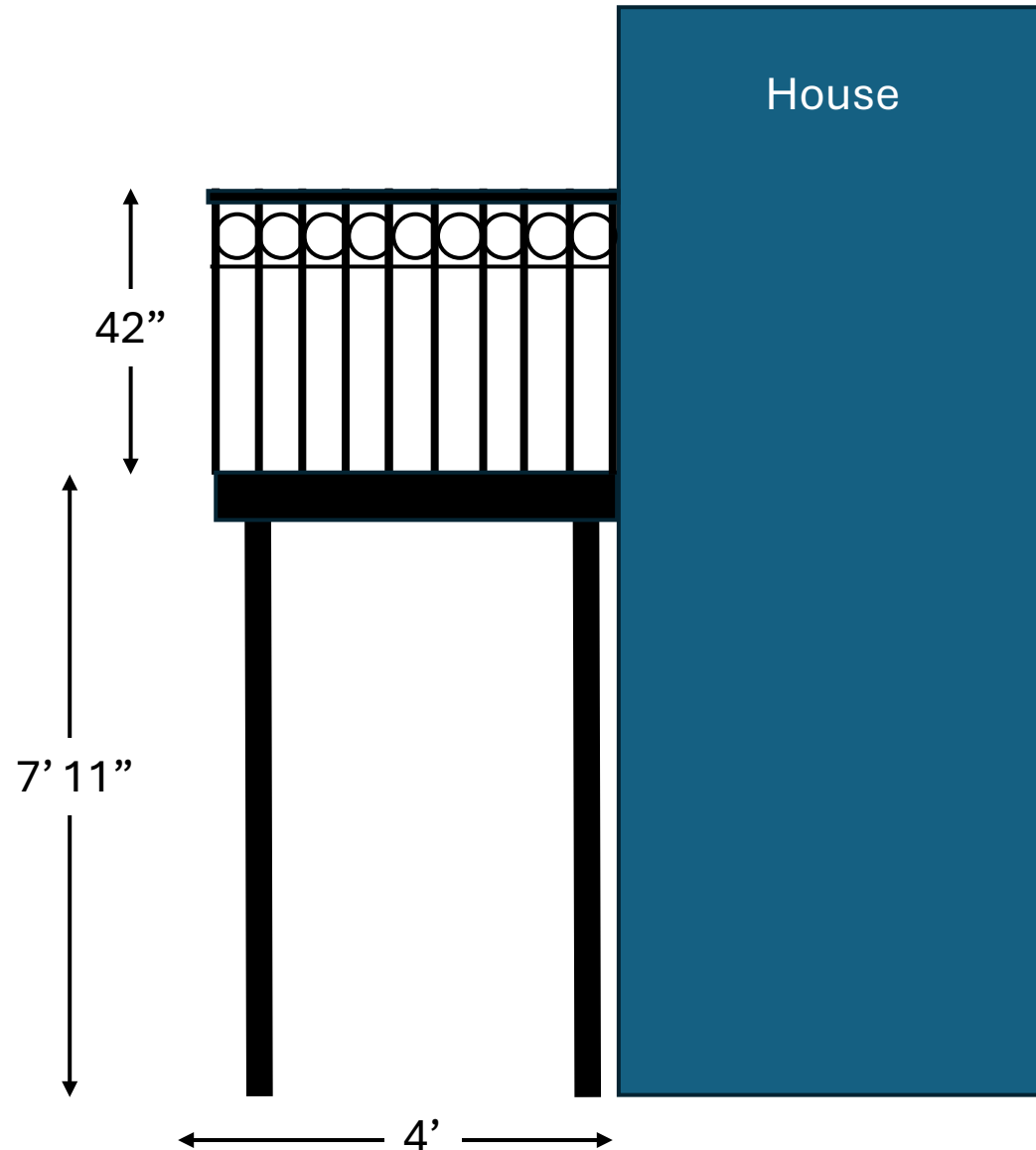
\*Structure to be built on-site. Unforeseen issues may result in minor non-material changes to dimensions or ornamentation.

# Front elevation



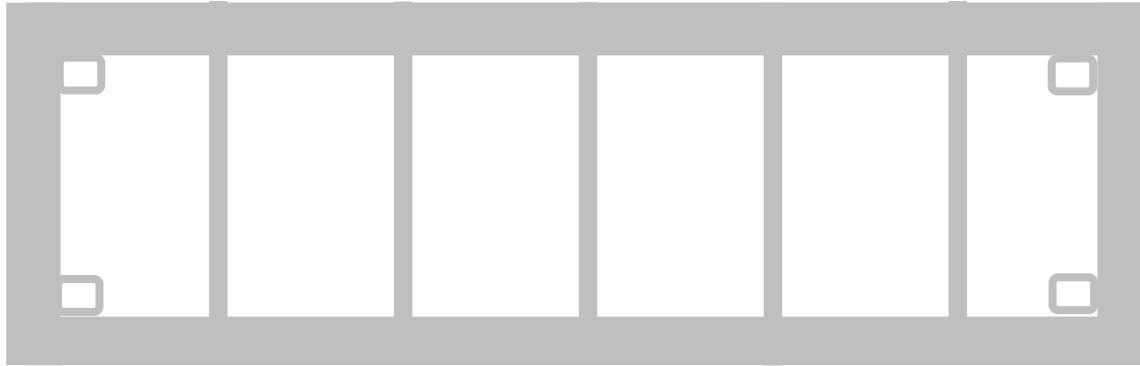
- Width of the balcony will be 89 1/4"
- 42" high railing.
- The design with circles is consistent with other wrought iron nearby. The spacing of railing will be 4" or less to comply with code
- Wrought iron design is more compact and supports the non-standard height of the walk out cellar and helps minimize the loss of sunlight in the basement.

# Side View



- The weight of the balcony will be supported by wrought iron poles.
- Four poles will be set in concrete 24" deep in the ground.
- The balcony will be anchored to the house, but the house will not bear the load.
- Balcony will be 4' deep.
- The height of the railing will be 42".
- The house will not bear the load of the structure. The balcony will be fastened to the house.

# Top, Front, and Side View



**Bar Grating Mezzanine Floor**



[IQSdirectory.com](http://IQSdirectory.com)

- Rectangular design, so this diagram is amended.
- The flooring will be reinforced to support the wrought iron poles and to provide integrity to the structure
- The flooring will be grated to support open space requirements over a wrought iron frame. (see image below for grating)
- Depth will be 4'. Width will be 7'



# Example Railings in area



920 Prince St  
Alexandria, VA 22314



212 S. Fayette  
Alexandria, VA 22314

# Appendix

# View from alley\*



\*Photo taken in line with view of Fayette neighbors.

October \_23 , 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: *Erik Zedelmayer*   
Erik Zedelmayer (DocId: 3412528490) EDT

Name: Erik Zedelmayer & Christine Zedelmayer

Address: 1116 Prince St  
Alexandria, VA 22314

October 21, 2025

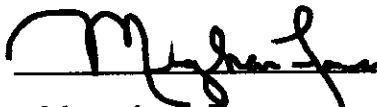
Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:   
Name: Meaghan Foran  
Address: 1120 Prince  
Street,  
Alexandria VA  
22314



October 29, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: A.P. Kupec

Name: ANTHONY KUPEC

Address: 1122 PRINCE ST.  
ALEXANDRIA, VA 22314

October \_\_, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:

A handwritten signature in black ink, appearing to read 'DKops', is written over a horizontal line.

Name:

Deborah Kops

Address:

208 S. Fayette St., Alexandria

VA 22314

~~NOVEMBER~~  
~~October~~ 6 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature: Yolanda Ruesanchez  
Name: YOLANDA RUESANCHEZ  
Address: 206 SOUTH FAYETTE STREET  
ALEXANDRIA, VA 22314

October \_\_, 2025

Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:

A handwritten signature in black ink, appearing to read 'J. Gosling', is written over a horizontal line.

Name: John Gosling

Address: 208 S. Fayette St., Alexandria  
VA 22314

October 23, 2025

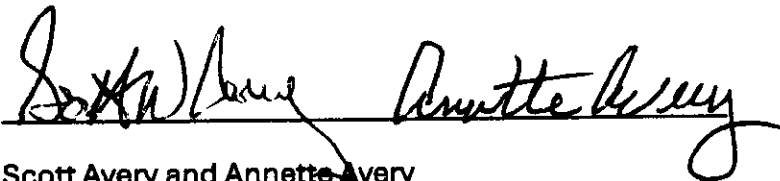
Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

We are neighbors across the alley of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. We have reviewed the proposed plans for a back balcony, and we support this project. It will be visible from our back yard, and we appreciate the design and scope.

Please let us know if you have any questions.

With kind regards,

Signatures: 

Name: Scott Avery and Annette Avery

Address: 210 S. Fayette Street

Alexandria, VA 22314



October 27, 2025


Code Administration, City of Alexandria  
301 King Street  
Alexandria, VA 22314

To whom it may concern,

I am a neighbor of Ken & Mary Crutchfield at 1118 Prince Street in Alexandria. I have reviewed the proposed plans for a back balcony and support the project.

Please let me know if you have any questions.

With kind regards,

Signature:   
Name: David Roberts  
Address: 212 S Fayette St  
Alexandria VA 22314