

ADDRESS OF PROJECT: \_\_\_\_\_

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

TAX MAP AND PARCEL: \_\_\_\_\_ ZONING: \_\_\_\_\_

**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: \_\_\_\_\_

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

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

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

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

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

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

**Legal Property Owner:**

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

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

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

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

- Yes**  **No** Is there an historic preservation easement on this property?
- Yes**  **No** If yes, has the easement holder agreed to the proposed alterations?
- Yes**  **No** Is there a homeowner’s association for this property?
- Yes**  **No** If yes, has the homeowner’s association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

**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).*

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**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.

**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.

- <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 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: \_\_\_\_\_

Date: \_\_\_\_\_

**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.		
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 \_\_\_\_\_(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.		
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.		
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.

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
 Date                                  Printed Name                                  Signature





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**BILL TO:**

**SHIP TO:**

Phone  
Email  
Contact Info

Phone  
Fax  
Contact Info

QUOTE #	PO #	QUOTE NAME	PROJECT	JOB NAME	CUSTOMER PO #
1114025		richard Bosland - sash pack	Unassigned		

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
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100-1	WindowAndDoor	PK- 324	2	
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**\*\*2019 PRICING\*\***

All-Wood Universal Sash Replacement Kit Double Hung Operating 31.5 x 69.5

Custom: Sash Opening Width = 31.5, Sash Opening Height = 69.5, Sash Split = 50/50

Complete Sash Kit, Drawing Numbers = , CoreGuard Plus (Standard), Sill Angle = Custom, Custom Sill Angle = 10, Product Offering Special Modification = No

Pine Exterior, Frame Color = Primed Exterior, Exterior Primed Finish = White, Ultra Coat Interior, Ultra Coat Color = White, With Nail Holes Filled = Yes, Pine Interior

Sash-Panel Color = Primed Exterior, Sash-Panel Exterior Primed Finish = White, Match Interior Finish = Yes, Sash-Panel Interior Finish = Ultra Coat, Sash-Panel Ultra Coat Color = White, Sash-Panel With Nail Holes Filled = Yes

Dual Insulated, 1/4" Laminated Low-E, Laminated Lite Surface = Exterior, Standard Bead, Argon Gas = Yes, Spacer Channel = Cardinal XL Edge Spacer

Standard Hardware Type, White, Jamb Liner Type = Concealed,

Lock-Keepers = 1-Lock, Window Opening Control Device = No

Screen Option = No Screen, Exterior Side Screen Stop = Yes, Exterior Head Screen Stop = Yes

Simulated Divided Lite, Equal, Grille Profile = Putty, 5/8", Interior Bar Height = .260, Exterior Grille Color = Primed Exterior, Exterior Grille Primed Color = White, Ultra Coat, Interior Grille Ultra Coat Color = White, Pine Interior, w/spacer, Silver Anodized, 3W3H, Grille Division Type = Custom"

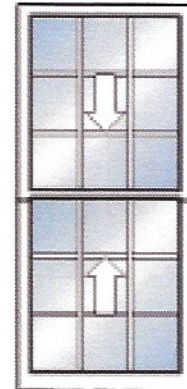
U-Factor = 0.31, SHGC = 0.3, CR = 56, VT = 0.44, AI = <0.30/<1.5, CPD = SIE-N-112-01069-00005, GapFill1 = ARG, Can ER = 17, Can ES Zone = No/non, W m 2k = 1.76

Non-Manufacturer Related =

Unit 1: Glass Width = 27, Glass Height = 31.71875,

**Rough Opening:** N/AA

**Overall Unit Size:** N/AA



Room Location: living room

QUOTE #	PO #	QUOTE NAME	PROJECT	JOB NAME	CUSTOMER PO #
1114025		richard Bosland - sash pack	Unassigned		

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
200-1	WindowAndDoor	PK- 324	4	

**\*\*2019 PRICING\*\***

All-Wood Universal Sash Replacement Kit Double Hung Operating 31.5 x 69.5

Custom: Sash Opening Width = 31.5, Sash Opening Height = 69.5, Sash Split = 50/50

Complete Sash Kit, Drawing Numbers = , CoreGuard Plus (Standard), Sill Angle = Custom, Custom Sill Angle = 10, Product Offering Special Modification = No

Pine Exterior, Frame Color = Primed Exterior, Exterior Primed Finish = White, Ultra Coat Interior, Ultra Coat Color = White, With Nail Holes Filled = Yes, Pine Interior

Sash-Panel Color = Primed Exterior, Sash-Panel Exterior Primed Finish = White, Match Interior Finish = Yes, Sash-Panel Interior Finish = Ultra Coat, Sash-Panel Ultra Coat Color = White, Sash-Panel With Nail Holes Filled = Yes

Dual Insulated, 1/4" Laminated Low-E, Laminated Lite Surface = Exterior, Standard Bead, Argon Gas = Yes, Spacer Channel = Cardinal XL Edge Spacer

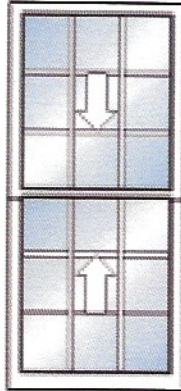
Standard Hardware Type, White, Jamb Liner Type = Concealed, Lock-Keepers = 1-Lock, Window Opening Control Device = No Screen Option = No Screen, Exterior Side Screen Stop = Yes, Exterior Head Screen Stop = Yes

Simulated Divided Lite, Equal, Grille Profile = Putty, 5/8", Interior Bar Height = .260, Exterior Grille Color = Primed Exterior, Exterior Grille Primed Color = White, Ultra Coat, Interior Grille Ultra Coat Color = White, Pine Interior, w/spacer, Silver Anodized, 3W3H, Grille Division Type = Custom"

U-Factor = 0.31, SHGC = 0.3, CR = 56, VT = 0.44, AI = <0.30/<1.5, CPD = SIE-N-112-01069-00005, GapFill1 = ARG, Can ER = 17, Can ES Zone = No/non, W m 2k = 1.76

Non-Manufacturer Related =

Unit 1: Glass Width = 27, Glass Height = 31.71875,



**Rough Opening:** N/AA

**Overall Unit Size:** N/AA

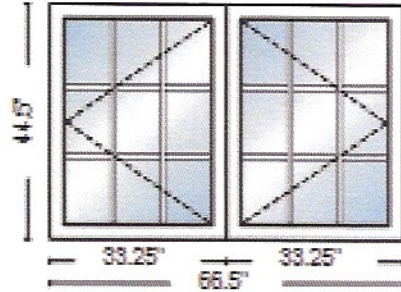
Room Location: master bed front / side

QUOTE #	PO #	QUOTE NAME	PROJECT	JOB NAME	CUSTOMER PO #
1114025		richard Bosland - sash pack	Unassigned		

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
300-1	WindowAndDoor	PK-324	1	

**\*\*2019 PRICING\*\***

All-Wood Casement-Awning Casement Left / Right 66.5 x 44.5  
 Custom: Frame Width = 33.25, Frame Height = 44.5, Screen Width = 29.5, Screen Height = 39.6875  
 Complete Unit, Drawing Numbers = , CoreGuard Plus (Standard), DP Rating = Standard, Product Offering Special Modification = No  
 Pine Exterior, Frame Color = Primed Exterior, Exterior Primed Finish = White, Weatherstrip Color = White, Ultra Coat Interior, Ultra Coat Color = White, With Nail Holes Filled = Yes, Pine Interior  
 Sash-Panel Color = Primed Exterior, Sash-Panel Exterior Primed Finish = White, Match Interior Finish = Yes, Sash-Panel Interior Finish = Ultra Coat, Sash-Panel Ultra Coat Color = White, Sash-Panel Weatherstrip Color = White, Sash-Panel With Nail Holes Filled = Yes  
 Estimated Sash Weight = 30.93794  
 Dual Insulated, Low-E, Offset Lites = No, Standard Bead, Argon Gas = Yes, Spacer Channel = Black Warm Edge Spacer  
 Hardware = Shipped with Unit, E-Guard Finish (Beige), Encore, White, Window Opening Control Device = No, Hinge Size = 14"  
 Screen Option = Full Screen Applied, White, Fiberglass Mesh  
 Simulated Divided Lite, Equal, Grille Profile = Putty, 5/8", Interior Bar Height = .260, Exterior Grille Color = Primed Exterior, Exterior Grille Primed Color = White, Ultra Coat, Interior Grille Ultra Coat Color = White, Pine Interior, w/spacer, Dark Bronze Anodized, 3W3H, Grille Division Type = Custom"  
 Vertical Factory Tight Mull  
 Entire Set, Brickmould, 2", Casing W/Sill Nose-Subsill, Standard  
 Sillnose-Subsill, Primed Exterior, Casing Applied  
 4-9/16", Interior Mull Casing Applied  
 U-Factor = 0.27, SHGC = 0.25, CR = 61, VT = 0.42, AI = <0.30/<1.5, CPD = SIE-N-117-00238-00004, Energy Star Region = N,NC,SC,S, GapFill1 = ARG, Can ER = -1, Can ES Zone = , W m 2k = 1.53  
 Exterior Casing Width = 69.5, Exterior Casing Height = 47.40625  
 Non-Manufacturer Related =  
 Unit 1,2: Glass Width = 28.0625, Glass Height = 39.3125,Sash Width = 31.65625, Sash Height = 42.90625



**Rough Opening: 67.25" X 45.75"**

**Overall Unit Size: 66.5" X 44.5"**

Room Location: None Assigned

QUOTE #	PO #	QUOTE NAME	PROJECT	JOB NAME	CUSTOMER PO #
1114025		richard Bosland - sash pack	Unassigned		

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
400-1	ManualLineType	PK- 1	7	

SUNBRITE WINDOWS - TILT PACK INSTALLATION

**Rough Opening:**

**Overall Unit Size:**

Room Location: None Assigned

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
500-1	ManualLineType	PK- 1	9	

SUNBRITE WINDOWS - EXTERIOR PAINTING OF THE SASHES IN CLIENT'S COLOR

**Rough Opening:**

**Overall Unit Size:**

Room Location: None Assigned

QUOTE #	PO #	QUOTE NAME	PROJECT	JOB NAME	CUSTOMER PO #
1114025		richard Bosland - sash pack	Unassigned		

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
600-1	ManualLineType	PK- 1	1	

SUNBRITE WINDOWS - FULL FRAME WITH ADDITIONAL  
INSTALL - PRIMED INTERIOR TRIM ONLY

**Rough Opening:**

**Overall Unit Size:**

Room Location: None Assigned

LINE #	LINE TYPE	DESCRIPTION	QTY	U/M
700-1	WindowAndDoor	PK- 324	1	

**\*\*2019 PRICING\*\***

All-Wood Universal Sash Replacement Kit Double Hung Operating 31.5 x 69.5

Custom: Sash Opening Width = 31.5, Sash Opening Height = 69.5, Sash Split = 50/50

Complete Sash Kit, Drawing Numbers = , CoreGuard Plus (Standard), Sill Angle = Custom, Custom Sill Angle = 10, Product Offering Special Modification = No

Pine Exterior, Frame Color = Primed Exterior, Exterior Primed Finish = White, Ultra Coat Interior, Ultra Coat Color = White, With Nail Holes Filled = Yes, Pine Interior

Sash-Panel Color = Primed Exterior, Sash-Panel Exterior Primed Finish = White, Match Interior Finish = Yes, Sash-Panel Interior Finish = Ultra Coat, Sash-Panel Ultra Coat Color = White, Sash-Panel With Nail Holes Filled = Yes

Dual Insulated, 1/4" Laminated Low-E, Laminated Lite Surface = Exterior, Standard Bead, Argon Gas = Yes, Spacer Channel = Cardinal XL Edge Spacer

Standard Hardware Type, White, Jamb Liner Type = Concealed, Lock-Keepers = 1-Lock, Window Opening Control Device = No Screen Option = No Screen, Exterior Side Screen Stop = Yes, Exterior Head Screen Stop = Yes

Simulated Divided Lite, Equal, Grille Profile = Putty, 5/8", Interior Bar Height = .260, Exterior Grille Color = Primed Exterior, Exterior Grille Primed Color = White, Ultra Coat, Interior Grille Ultra Coat Color = White, Pine Interior, w/spacer, Silver Anodized, 3W3H, Grille Division Type = Custom"

U-Factor = 0.31, SHGC = 0.3, CR = 56, VT = 0.44, AI = <0.30/<1.5, CPD = SIE-N-112-01069-00005, GapFill1 = ARG, Can ER = 17, Can ES Zone = No/non, W m 2k = 1.76

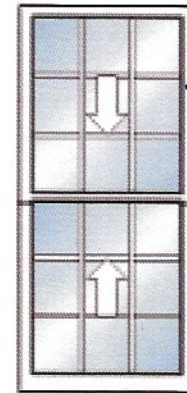
Non-Manufacturer Related =

Unit 1: Glass Width = 27, Glass Height = 31.71875,

**Rough Opening:** N/AA

**Overall Unit Size:** N/AA

Room Location: 2nd floor hall



QUOTE #	PO #	QUOTE NAME	PROJECT	JOB NAME	CUSTOMER PO #
1114025		richard Bosland - sash pack	Unassigned		

BID BY	SALESPERSON
	280

Comments:

**COMPANY**

Unless otherwise noted on the line item, this product is covered under a Sierra Pacific Windows limited warranty. Please see your dealer, the Website WWW.SIERRAPACIFICWINDOWS.COM or our marketing literature for a copy of the applicable limited warranty for specific language, limitations and exclusions.

The pricing on this Quote is valid for 30 days and not intended to be used as a final Invoice. (Contingent on current pricebook) The Quote does not include charges for Shop Drawings.

Sierra Pacific offers a variety of wood species produced in combinations of solid and veneer-wrapped wood parts that have varying grain patterns. Wood characteristics also vary due to the species of the wood. The combination of these items could result in color variations of the finished stained products. Outswing Doors will have a complementary species of wood threshold.

**RATINGS**

Oversized units and certain mulled/stacked configurations have not been tested and therefore have no performance guide (PG) rating. Job-specific engineering analysis may be available for these non-rated units. Please contact your DST group to determine available options for non-rated product. A complete list of rated products is available at WWW.SIERRAPACIFICWINDOWS.COM

The Transcend H3 products do not have a PG rating.

If units are being installed in an area requiring specific PG ratings the unit must be installed in the exact manner tested as shown in our certified installation details. These details can be found on the Florida Building Code website at www.floridabuilding.org or can be obtained by contacting Sierra Pacific's Architectural Services Department at 800-433-4873 ext. 1734.

Recent building code changes require the addition of limiting devices on any operating unit installed where the finished clear opening of the unit is within 24" of the floor and is more than 72" above the finished grade or other surface below the window. Please check with your local building department to determine if this code is a requirement in your jurisdiction and order units accordingly.

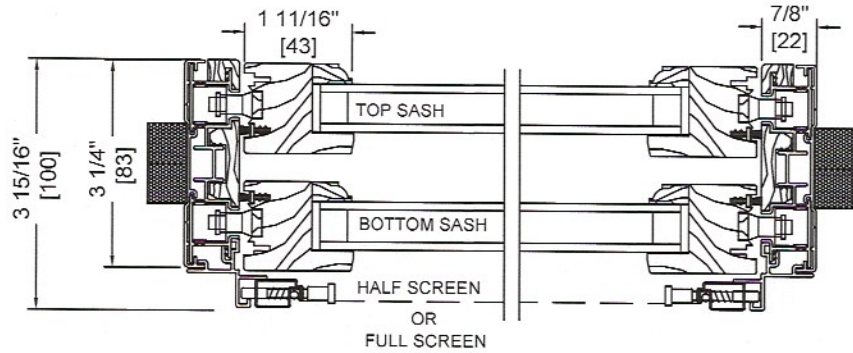
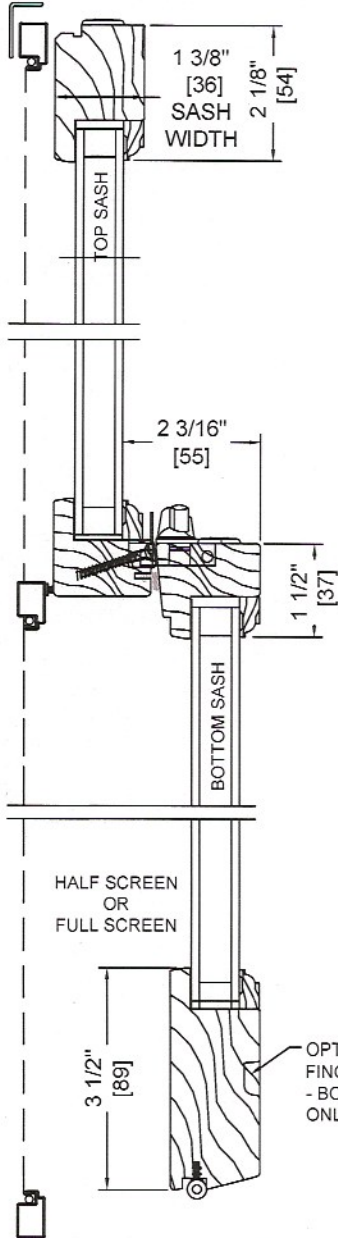
**THERMAL PERFORMANCE**

This quote may contain glazing options that include coating 'i89'. These glazing options may create an increased risk of room side glass condensation in areas where the winter outdoor temperatures are below freezing (32°F/0°C).

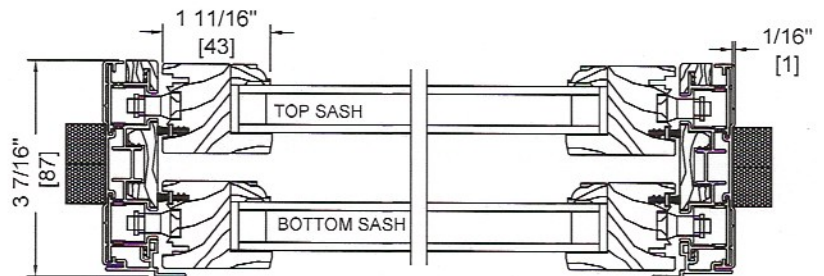
**We Appreciate Your Business!**

*Sash Kit Installed into Non-Hurd Existing Window Frame*

**HEAD DETAIL**  
ALL WOOD TILT DOUBLE HUNG,  
NON-HURD FRAME SASH KIT



**JAMB DETAIL,  
with SCREEN**  
ALL WOOD TILT DOUBLE HUNG,  
NON-HURD FRAME SASH KIT



**JAMB DETAIL,  
no SCREEN**  
ALL WOOD TILT DOUBLE HUNG,  
NON-HURD FRAME SASH KIT

**SILL DETAIL**  
ALL WOOD TILT DOUBLE HUNG,  
NON-HURD FRAME SASH KIT