

BAR CASE# _____
(OFFICE USE ONLY)

ADDRESS OF PROJECT: 409 S Royal St

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

TAX MAP AND PARCEL: 074.04-08-49 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: Moore Construction Group

Address: [REDACTED]

City: [REDACTED]

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

Authorized Agent *(if applicable)*: ☐ Attorney ☐ Architect ☐ contractor

Name: Rachel DeBaun, Moore Construction Group

Phone: [REDACTED]

E-mail: [REDACTED]

Legal Property Owner:

Name: Meredith Pohl

Address: [REDACTED]

City: [REDACTED]

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

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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 Window and Roof Trim

☐ ADDITION

☐ DEMOLITION/ENCAPSULATION

☐ SIGNAGE

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

Paint unpainted brick facade of front and side. Repaint masonry facade of rear.

Add decorative window trim around windows at front and side main level and upper level windows of home.

Add decorative fascia trim and roof cresting at front, side, and rear of home.

Replace existing shed at rear yard with new greenhouse structure.

Install decorative fence at rear yard between parking pad and yard.

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.*

- ☐ ☐ ^{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.

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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.

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: Rachel DeBaunPrinted Name: Rachel DeBaun, Moore Construction GroupDate: 04/14/2026

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. Moore Construction Group	[REDACTED]	0%
2. Rachel DeBaun	[REDACTED]	0%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 409 S Royal 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. Meredith Pohl	[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.		
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.

4/30/26 Rachel DeBaun [Signature]
 Date Printed Name Signature

Moore Construction
 Group

Paint Specification

Primer: Benjamin Moore Fresh Start® High-Hiding All Purpose Primer

Paint: Element Guard® Exterior Paint - Low Lustre

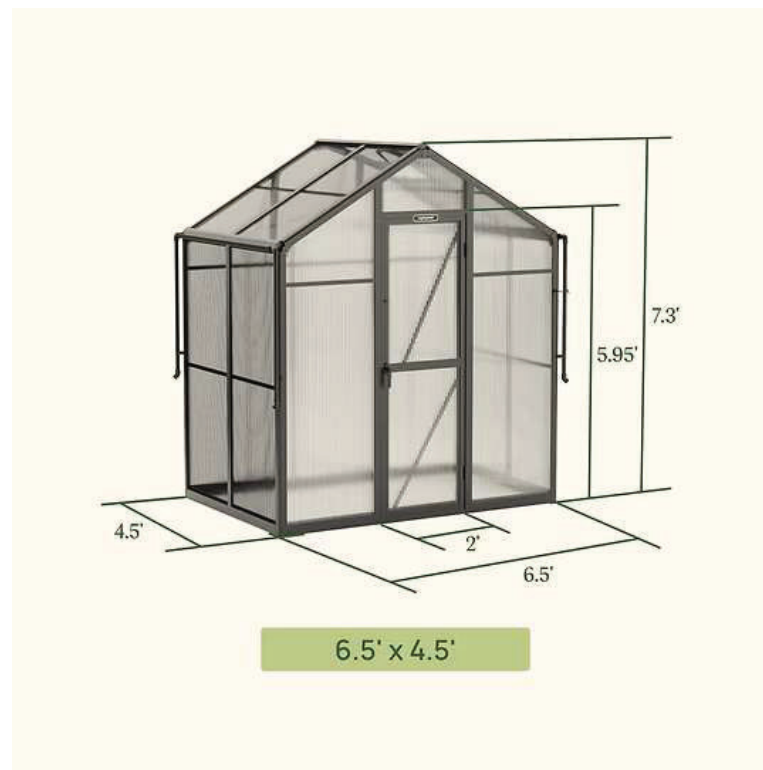
Color: Capitol White CW-10



Greenhouse Specification

Vego Junior Victorian Greenhouse - 6.5ft Wide

<https://www.vegogarden.com/products/vego-garden-junior-victorian-greenhouse-6-5-ft>



Window Specifications



409 S Royal – Existing Window

Add wood trim to top of window.
Paint to match existing door trim

https://www.vandykes.com/restorers-architectural-7-inch-classic-urethane-door-or-window-crosshead/p/227004/s/02100173/?msclkid=d4ce134eebe817aa73bf7abd440ec6db&utm_source=bing&utm_medium=cpc&utm_campaign=PMax%3A%20Shopping_Excluded_Upgrade&utm_term=2329727700633061&utm_content=Wood%20Excluded

Paint existing brick
sill to match door trim color



Example: Fairfax Street, Alexandria

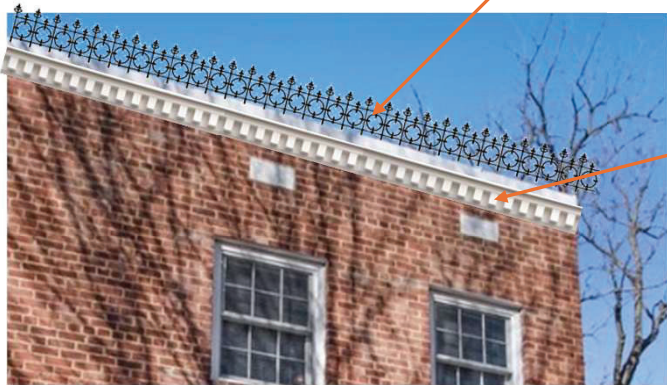
Frieze / Cresting Specifications



Gramercy Profile

Add metal roof cresting to top of roof line.
Gramercy profile by AIC

<https://architecturaliron.com/product-families/gramercy/?p=Crestings>



Add frieze board with dentil patten to top of roof line.
Frieze board to be composite trim matching header of front door.

<https://www.architecturaldepot.com/DENPMAT01.html>

Fence Specification

YARDLINK Grand Empire 3-ft H x 4-ft W Powder-coated Steel No Dig Fence

https://www.lowes.com/pd/No-Dig-Actual-3-37-ft-x-4-12-ft-Grand-Empire-Powder-coated-Steel-Pressed-Point-Decorative-Metal-Fence-Panel/3028522#no_universal_links

Height: 40"

Openness: 84% opacity

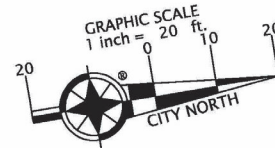


- NOTES: 1. FENCES ARE CHAIN LINK UNLESS NOTED.
2. TOTAL AREA = 3,271 SF.

FEDERAL HILL
SECTION 2

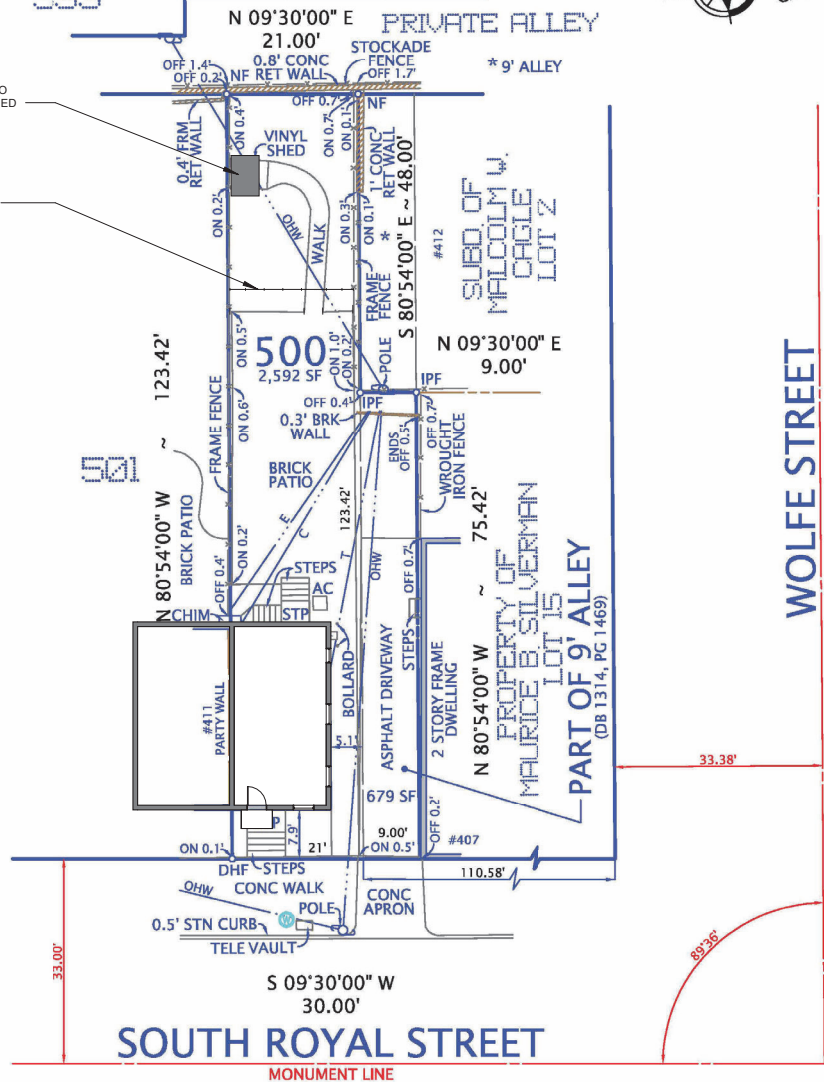
PROPERTY OF
NATHANIEL C.
AND ISABELLE
T. JASPER
533

533 534 535



PROPOSED GREENHOUSE, TO
REPLACE EXISTING VINYL SHED

PROPOSED FENCE & GATE



PLAT
SHOWING HOUSE LOCATION ON
LOT 500
OF A DIVISION OF THE PROPERTY OF
MILTON R. GREENLAND, ET UX,
(DEED BOOK 338, PAGE 184)
AND
ANY RIGHTS CONVEYED
IN THAT PORTION OF A NINE FOOT ALLEY
BY QUITCLAIM DEED IN
(DEED BOOK 1314, PAGE 1469)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' JANUARY 16, 2025

I HEREBY CERTIFY THAT THE POSITIONS OF
ALL THE EXISTING IMPROVEMENTS HAVE BEEN
CAREFULLY ESTABLISHED BY A CURRENT FIELD
SURVEY AND UNLESS SHOWN THERE ARE NO
VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO
RESTRICTIONS OF RECORD.

A TITLE REPORT WAS NOT FURNISHED.

NO CORNER MARKERS SET.



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