

BAR CASE# _____
(OFFICE USE ONLY)

ADDRESS OF PROJECT: 623 S ROYAL ST

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

TAX MAP AND PARCEL: 080.02-06-23 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: MOORE CONSULTING GROUP LLC

Address: _____

City: _____ State: _____

Phone: _____ E-mail: _____

Authorized Agent *(if applicable):* Attorney Architect CONTRACTOR

Name: JONATHAN PARSONS Phone: _____

E-mail: _____

Legal Property Owner:

Name: JAY & ERICA LEVESQUE

Address: _____

City: _____ State: _____

Phone: _____ E-mail: _____

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 screened porch
- ADDITION
- DEMOLITION/ENCAPSULATION STAIRS
- SIGNAGE

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

REMOVE EXISTING STAIRS
BUILD SCREENED PORCH (3'.5 x 15') AND A 4'x4' LANDING WITH STAIRS TO
GRADE. SHINGLES & GUTTERS TO BE THE SAME AS THE HOUSE. ALL
EXPOSED LUMBER TO BE WRAPPED IN WHITE PVC.

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.

- Survey plat showing the extent of the proposed demolition/encapsulation.
- Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
- Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
- Description of the reason for demolition/encapsulation.
- Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

Additions & New Construction: Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. Check N/A if an item in this section does not apply to your project.

- ^{N/A} Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- FAR & Open Space calculation form.
- Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- Existing elevations must be scaled and include dimensions.
- Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.

- ^{N/A} Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
- Square feet of existing signs to remain: _____.
- Photograph of building showing existing conditions.
- Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
- Location of sign (show exact location on building including the height above sidewalk).
- Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
- Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

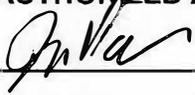
Alterations: Check N/A if an item in this section does not apply to your project.

- ^{N/A} Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
- An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
- Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

- I understand that after reviewing the proposed alterations, BAR staff will invoice the appropriate filing fee in APEX. The application will not be processed until the fee is paid online.
- I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- I, the applicant, or an authorized representative will be present at the public hearing.
- I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:Signature: Printed Name: JONATHAN PARSONSDate: 2/23/26

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. JAY LEVESQUE	[REDACTED]	50%
2. ERICA LEVESQUE		50%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 673 S ROYAL ST ALEXANDRIA, VA. (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. JAY LEVESQUE	[REDACTED]	50%
2. ERICA LEVESQUE		50%
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.

2/23/26 Jonathan Parsons [Signature]
 Date Printed Name Signature

Moore Consulting Group LLC

Haymarket Virginia
Phone: 703-409-9887

Name: Jay and Erica Levesque

Virginia State Contractors License # 2705163136

Street: 623 S Royal st

Estimated Start Date: 12/4/25

City: Alexandria 22314

Estimated Completion Date: 1/4/26

Home Phone: _____ Work Phone: _____

We estimate a two day delay for each day of rain. Additional delays may be caused by acts of God and other circumstances beyond the control of Moore Consulting Group LLC Other delays may include but are not limited to receipt of permit, zoning approval, or homeowner's association approval. The above time frame does not include additional time needed for change orders or unforeseen site complications.

Cell Phone: [REDACTED] Fax: _____

Email: [REDACTED]

Construction Specifications:

Demo, dump existing stairs/Build 12'6" x 14'6" A-framed screened porch approx 202 sq ft with stairs to grade (3) shingles and gutters to match house

decking to be Trex Transcend with hidden fasteners (color TBD) and Trex Transcend rail white w/black balusters
ceiling to be left open with rafters exposed/T1-11 pine paneling behind rafters to cover plywood (installed unstained)
electrical to include permit, rough in and install of customer provided fan, TV hook up, and any drywall repair
all exposed lumber except support posts and beams under porch to be wrapped in white PVC, including a 2x6 wrapped with screen attached to support screen/ screen under decking

each stair riser to have a Trex LED installed with smart transformer/Andersen 3000 glass door installed
build TV wall on side approx 6ft wide and built from floor to beam
wall to be white PVC inside/siding to match as close as possible on outside
framing plans and permit fee included/ haul away all job debris
50yr trex warranty and Syr labor warranty included

contract void if any requirements from the city alter plans or material that are unacceptable, or require added costs the customer is unwilling to pay

Moore Designs not responsible for driveway damaged caused by delivery trucks

Payment Terms:

Total Price: \$40,000.00

Deposit (30%): \$12,000.00 2nd Installment (30%): \$12,000.00 3rd Installment (30%)
\$12,000.00 due after framing delivered and footers dug due after electrical inspection

Due at Completion (10%): \$4,000.00 due after job completed/job site cleaned up

Moore Consulting Group LLC, will furnish materials and labor to complete the above described project in accordance with the provided specifications for the agree upon price. Interest at the rate of 1.5% per month will accrue to all past due accounts.

WE BUILD AS PER CONTRACT

Approvals by Third Parties:

1. The customer will obtain all required HOA approvals, copies of plat, and signed documents for permits.
2. Moore Consulting Group LLC. will obtain required building permits and inspections.

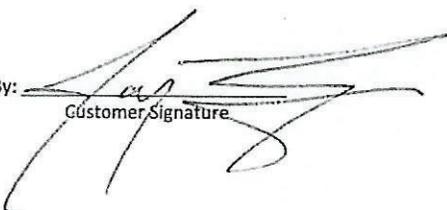
Other Terms:

1. This contract constitutes the entire agreement between the parties. The terms on the reverse are hereby incorporated by reference. This agreement shall be interpreted in accordance with the laws of the Commonwealth of Virginia, Maryland and Washington DC.

2. Changes to this contract require a written change order signed by the parties. Change orders will require a minimum charge of \$250 that must be paid in full upon signing the change order. No verbal agreement(s) will be honored by Moore Consulting Group LLC.
3. Either party may cancel this contract without charge at any time for thirty-six (36) hours after execution. Thereafter, if Moore Consulting Group LLC cancels this contract before starting construction, Moore Consulting Group LLC Living will refund the deposit, less Moore Consulting Group LLC expenses performing this contract to date of cancellation. If customer cancels this contract after the thirty-six (36) hour cancellation period ends and before construction begins, Moore Consulting Group LLC shall refund the deposit. ~~Moore Consulting Group LLC may cancel this contract after construction begins.~~ ^{JL} Upon cancellation, by Moore Consulting Group LLC, customer shall pay, and Moore Consulting Group LLC may withhold from the deposit, Moore Consulting Group LLC expenses plus the value of the work completed to the date of cancellation.
4. In the event the customer does not pay in a timely manner as specified in the schedule above, customer shall pay all Moore Consulting Group LLC expenses to collect said payment(s), including reasonable legal fees whether or not litigation is commenced.
5. Customer shall carry fire, windstorm, and other necessary insurance for the premises and the work to be constructed. Moore Consulting Group LLC will carry workers' compensation and liability insurance for all projects.
6. Customers shall provide adequate access to the site, and all utilities needed to complete the work performed by Moore Consulting Group LLC All dirt shall remain on job site unless otherwise specified herein. Dirt removal will incur an extra charge.
7. All materials used in the construction of the above project belong to Moore Consulting Group LLC until customer makes final payment. If customer does not pay as specified above, Moore Consulting Group LLC may remove materials from customer's property in addition to using Moore Consulting Group LLC other remedies.
8. Underground plumbing, sprinkler systems, wiring, landscaping, grass, plants, trees, etc. are the sole responsibility of the customer. Moore Consulting Group LLC assumes no responsibility for damage to any yard features. Construction of the deck will damage the yard and Moore Consulting Group LLC does repair or replace yard feature, including, re-seed or sod, after construction.
9. This proposal becomes an executed contract upon signature by customer, deposit of customer's down payment, and countersignature by Moore Consulting Group LLC.

The above prices, specifications, and conditions are hereby accepted. Moore Consulting Group LLC is authorized to do work as specified and I will pay Moore Consulting Group LLC above.

Date: 11/6/2025

By: 
Customer Signature

ACCEPTANCE OF OFFER

The above prices, specifications, and conditions are hereby accepted by Moore Designs & Outdoor Living.

Date: 11/3/25

By: Gary Cornelius
Moore Consulting Group LLC

What to expect from your new deck:

Your new deck will provide you with many years of outdoor enjoyment! Below are some characteristics of the materials used to construct your deck. Additionally, we address some common construction questions and provide warranty information.

Natural Characteristics of Pressure Treated Pine:

- Shrinking and swelling of pressure treated pine will occur due to the changes in weather. (Hot, Cold, Wet, Dry)
- Pressure treated wood is generally wet when it is installed and some pieces hold more moisture than others. When the moisture in the lumber dries, shrinking will occur and some boards will shrink more than others. This is not a warranty item and will occur on every deck.
- When the floorboards are laid, some variation in spacing from board to board may be noticeable, even in the same board. We lay the boards as close together as possible and as the wood shrinks gaps will occur between the boards. Due to the nature of the wood, gaps and spacing may not be consistent. This is not a warranty item and will occur on every deck.
- The materials on your deck will be No. 2 for framing material, and No. 1 for floorboards and railings. Due to the nature of pressure treated pine there may be knots and barked edges on both No. 1 and No. 2 material. This is not a warranty item and will occur on every deck.
- You may see the manufacturer's stamp on the deck flooring and rails. We attempt to use the best side of the lumber but at times the stamp is on this side. Removing stamps by sanding will cause a noticeable color difference. This is not a warranty item and will occur on every deck.
- All pressure treated pine will cup, warp, split, and crack (checking) as it is exposed to the elements, even with proper maintenance. Checking is especially true of 4x4 and 6x6 post. Sealing your deck will help to slow the occurrence but will not eliminate it. This is not a warranty item and will occur on every deck.

Construction of your Deck:

- Workers will exercise reasonable care while completing your deck construction project. However, workers must walk on grass. Grass and yard damage are normal during the construction phase and is not the responsibility of Moore Designs & Outdoor Living
- Unusual circumstances upon digging footers may be encountered (excessive rock and deeper than county code requirements) and may result in an additional charge to the customer.
- The contract price named herein does not include the possibility of the encountering of rock, boulders, or other conditions that mandate the jackhammers, or other coring equipment. If these conditions occur and it is necessary to drill for the setting of the post or to perform any extra labor a charge of \$25 per foot per hole will be made to cover the additional expense involved.
- We will attempt delivery of lumber one day prior to deck construction. The lumber will be delivered to the front of the home, either in the driveway or the front or side yard. The delivery driver will determine the placement of the lumber at the time of delivery.
- All fasteners to be weather resistant. Warranties concerning materials are SOLELY those provided by the manufacturer.
- The footers for the deck (the holes in the ground) will need to be dug and inspected before we can begin construction of your deck.
- Low voltage lighting requires electrical outlet within 10 feet of the deck. Any electrical work will be the responsibility of the customer.
- Additional dirt will not be removed unless a fee is paid to Moore Designs & Outdoor Living.

Quality of Work:

- Moore Designs & Outdoor Living shall complete the construction specified above in a professional manner and in compliance with applicable building codes.
- Moore Designs & Outdoor Living warrants work for one (1) year after completion.
- Due to the nature of treated pine, Moore Designs & Outdoor Living cannot warrant against checking, cracking, warping, and splitting of wood.

Warranty Work

The warranty covers ~~one~~ ^{a five} year period commencing on the completion of the deck. Warranty may be voided if homeowner has not taken proper care of deck.

- ❖ Warranty work will be completed during the warranty service period.
- ❖ Moore Designs & Outdoor Living shall be responsible for a one-time warranty visit only.
- ❖ Repairs shall be made with the same type of materials as originally installed.
- ❖ Repairs shall be scheduled.

Demolition / Encapsulation :

Current picture of home with existing stairs to be removed.

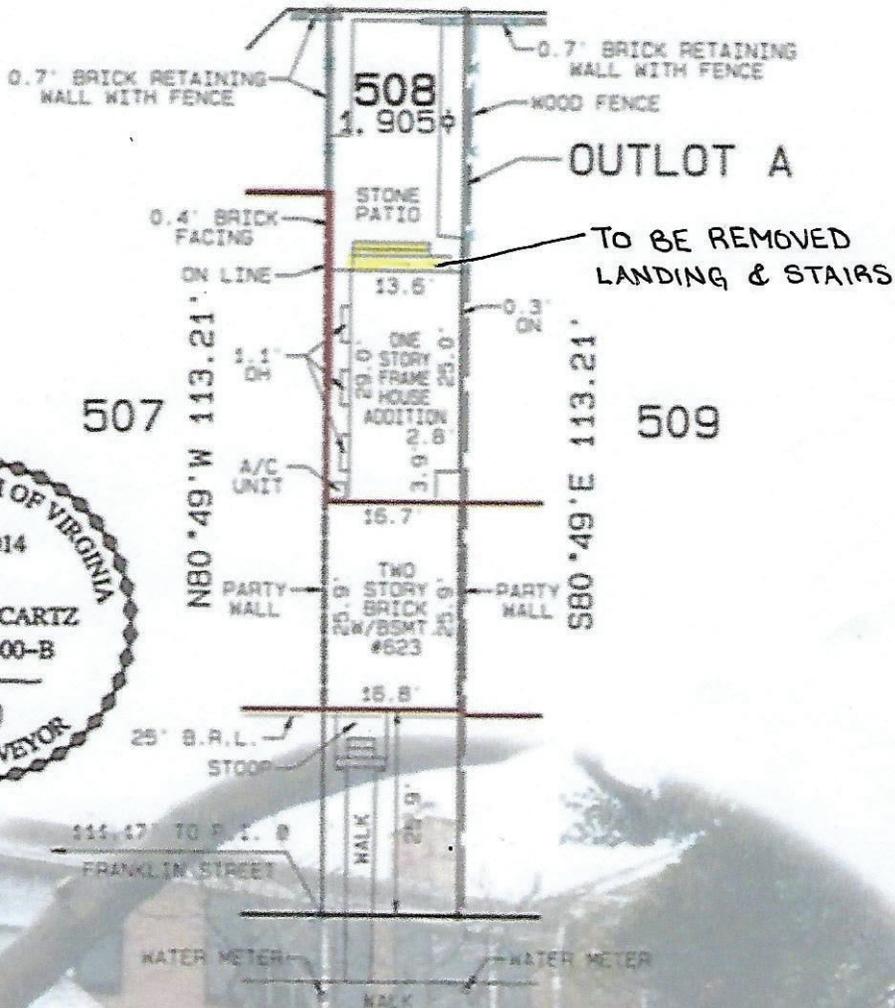


Existing landing approx. 12'6" x 2' and 2 stairs to grade. They are to be removed and replaced with the proposed screened porch with new landing and stairs. There is no alternative to removal per county permitting and regulation.

15' PUBLIC ALLEY



N09°30'E
16.83'



507

509



SOUTH ROYAL STREET
66' R/W

PHYSICAL IMPROVEMENTS SURVEY
LOT 508, FIRST ADDITION TO SECTION 4
YATES GARDENS
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1"=20' DATE: MARCH 28, 2014

CASE NAME: JESSEE TO NEARY (OTAK1403017NEG)

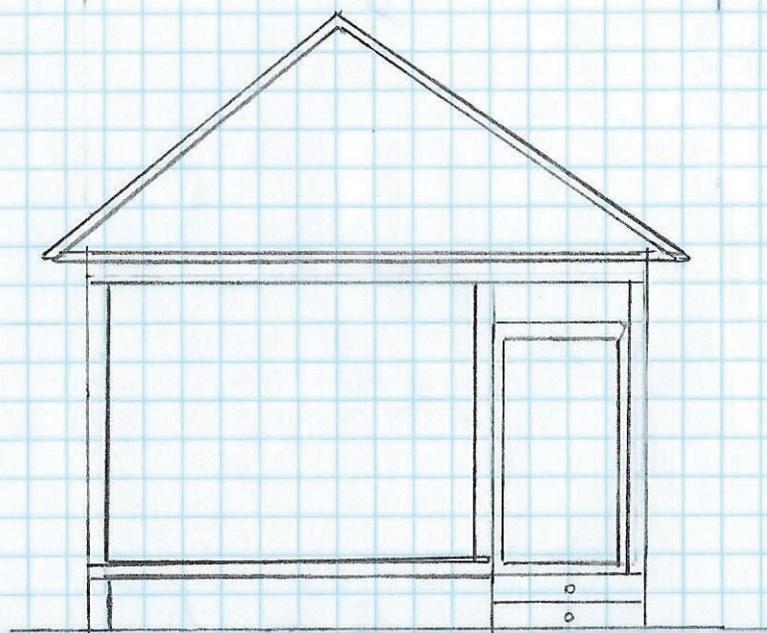
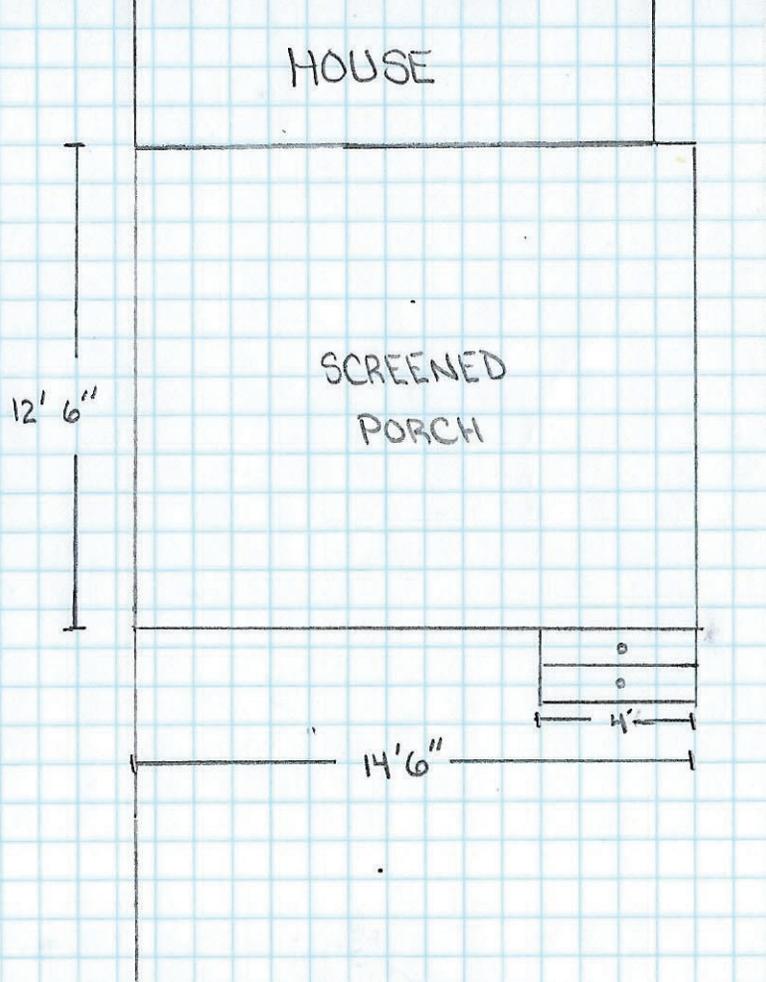


NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO RESTRICTIONS & EASEMENTS OF RECORD OR OTHERWISE.
FENCE LOCATIONS, IF SHOWN, ARE APPROXIMATE ONLY AND DO NOT CERTIFY AS TO OWNERSHIP.

SCARTZ SURVEYS

LARRY N. SCARTZ LOCAL (703) 484-4181
CERTIFIED LAND SURVEYOR FAX (703) 484-3330
WOODBRIDGE, VIRGINIA LARRY.SCARTZ@SCARTZ.COM

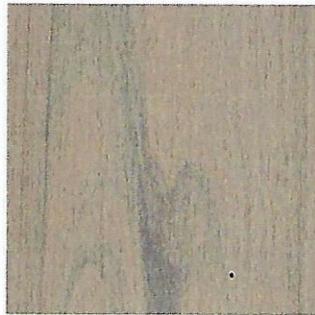




Trex Railing and Decking Samples



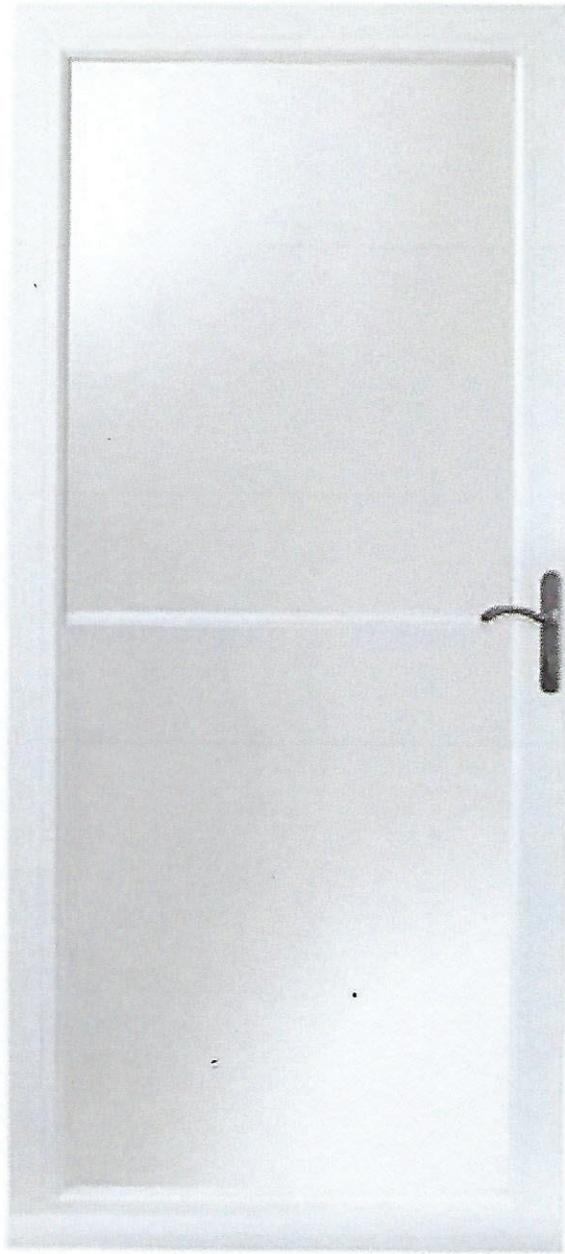
Example of Trex Railing in white with black aluminum balusters



Biscayne



Example photo



Example of proposed storm door – Anderson 3000

36" x 80"

TREX LED RISER LIGHTS



DESCRIPTION:

- LED Riser Lights (1.25 in or 31 mm outer dimensions)
- 5'5" (1.67 m) Male Light bulb

COLOR:

Classic White