Docket Item # 7 & 8 BAR CASE # 2013-00364 & 2013-00365

BAR Meeting November 13, 2013

ISSUE: Partial Demolition/Capsulation, Addition & Alterations

APPLICANT: C. Joseph Reeder by James C. McCrery, McCrery Architects, LLC

LOCATION: 215 Prince Street

ZONE: RM / Residential Townhouse Zone

STAFF RECOMMENDATION

Staff recommends approval of the application as submitted with the following conditions:

- 1. That the applicant obtain a historic preservation easement to protect the exterior masonry walls that will be capsulated as part of this application. The easement should require BAR approval for any additional future demolition of any portions of these capsulated walls or windows prior to the issuance of a building permit. Proof of the easement must be submitted to the City before final building inspections are approved.
- 2. That the existing conditions of the exterior building walls are documented through high resolution digital photographs and measured drawings in order to show the construction chronology that will not be immediately evident once these walls are capsulated or demolished.

^{**}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 issuance 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 (<u>including signs</u>). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Room 4200, City Hall, 703-838-4360 for further information.

^{**}APPEAL OF DECISION: In accordance with the Zoning Ordinance, if the Board of Architectural Review denies or approves an application in whole or in part, the applicant or opponent may appeal the Board's decision to City Council on or before 14 days after the decision of the Board.



BAR2013-00364 & BAR2013-00365



*Note: The two reports for 215 Prince Street BAR #2013-00364 (Permit to Demolish/Capsulate) and BAR #2013-00365 (Certificate of Appropriateness) have been combined for clarity and brevity. This item requires a roll call vote.

I. ISSUE

The applicant requests a Permit to Demolish/Capsulate and a Certificate of Appropriateness in order to remove a one-story frame addition at the north (rear) of the property and construct a two-story addition along the west elevation. The Board of Zoning Appeals approved a variance to the open space requirement and special exception to construct an addition in a required yard on October 10, 2013 (BZA2013-00024). The proposed addition will not be visible from a public right of way. The applicant also proposes several improvements to the south (front) façade.

Demolition/Capsulation:

The applicant proposes demolition of a one-story frame addition that, according the Sanborn Fire Insurance maps, was constructed in two parts: the portion adjoining the 18th century masonry dwelling was constructed between 1896 and 1902 with a one-story projection to the north constructed sometime between 1912 and 1921. Additionally, the applicant proposes to capsulate the entire west wall of the historic ell (likely the oldest portion of the building, as mentioned in Ethelyn Cox's <u>Historic Alexandria Street by Street</u>), in order to build a staircase and create more functional floor plan.

The applicant proposes several other areas of demolition on the rear façade that include:

- Demolishing the area beneath an existing, second story window that consists of an original window frame but replacement sashes, to accommodate a new door for access to a proposed rooftop deck;
- Re-sizing of an existing, third story, double-hung window to accommodate the new stairwell addition. This window also has an historic frame but replacement sash.

Demolition on the front (south) elevation:

• Removal of masonry below grade to install two double-hung windows and a basement window well.

Addition:

Because this is an interior lot with no alley, the proposed addition is not visible. The applicant has made efforts to ensure the proposed additions are differentiated from the historic fabric by using wood siding for the third floor addition and brick veneer for the second and first floor additions. The applicant proposes a painted wood Chippendale style railing to enclose a rooftop porch on the ground floor addition and to screen mechanical equipment on the second-story addition.

Alterations:

The applicant proposes the following improvements to the façade:

Remove the existing metal cellar doors and build a new window well of brick veneer, but
to maintain historic brick that exists above grade. A double-hung window will be
installed in the center bay to utilize the existing arched lintel and a multi-light door
installed to the east of this window. The proposed area way will have a fixed metal
escape stair and a hinged metal side-walk grate.

- Replace existing concrete steps with new sandstone steps and a wrought iron rail.
- Replace light fixture adjacent to the front door with a Tudor coach style fixture.
- Replace existing gutter and downspout with a copper gutter, downspout, and boot.
- Restore shutters with appropriate hardware and paint.
- Remove existing paint residue on the brick masonry.

II. HISTORY

The subject property, 215 Prince, is a three story federal style rowhouse that was originally constructed in the **18**th **century** as a two-story brick flounder with a wood addition on the front that housed a hatter's shop, according to a 1796 insurance policy. Sometime prior to 1829, the hatter's shop in the front was removed and the brick house extended to the Prince Street property line, with a third story added. Between 1896 and 1902 a one-story addition was constructed to the rear with a smaller one-story addition built sometime prior to 1921.

There are no previous BAR approvals recorded for this property.

III. ANALYSIS

Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

- (1) Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?
- (2) Is the building or structure of such interest that it could be made into a historic house?
- (3) Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (6) Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?

The applicant has worked with Staff to ensure that demolition of the 18th century masonry walls is minimal and Staff believes the applicant has successfully accomplished this by incorporating the historic masonry walls into the proposed floor plan and limiting demolition to historic window frames and the surrounding masonry. However, significant portions of the 20th century, one-story addition will be demolished to accommodate a larger kitchen and more functional yard. Staff finds the proposed demolition a suitable compromise between protection of the 18th and early 19th century fabric and the desire of the applicant to maximize both interior and yard area. Staff has completed a site visit and notes that much of the 20th century frame addition has been compromised.

Addition

The proposed addition will comply with zoning, provided that it can be shown that the new addition will meet the open space requirements of BZA approval #2013-00224 and not encroach on adjoining property or public rights-of-way.

The proposed addition will not be visible from a public right-of-way and Staff finds that the design is compatible, yet differentiated from the historic architecture through style and material.

Alterations

The proposed alterations will be an improvement to the façade on Prince Street and Staff has no objection to the proposed changes.

Summary

This is an extraordinary historic house that has been altered many times in the past, yet retains a remarkable amount of interior and exterior historic fabric. While it appears from the front to be a Gentry Row grand dame, once inside the elegant Georgian façade, one is confronted with oddly arranged spaces of dollhouse proportions. The steep winder stair has, obviously, functioned for several hundred years, yet it lacks handrails and is frankly quite dangerous by any modern standards. There is an 18" step from the triangular stair treads to enter the rear bedroom, whose doorway is roughly 6' tall and 18" wide. Furniture must be brought in through the windows. Staff, therefore, applauds the sensitivity with which the applicant has tried to preserve the sense of historic scale and character while adapting the interior to modest modern needs. The applicant certainly does not propose to convert this historic townhouse to a McMansion. Original flooring, mantles and trim will all be preserved, in situ. The masonry wall proposed for capsulation to build the new stairway will also be preserved and become an interior feature, so as to express the continued evolution of the structure.

Staff, therefore, supports the application, as submitted, with the condition that the applicant obtain an easement for future protection of the masonry walls that will be capsulated as part of this application. The easement should require BAR approval for any future demolition of any portions of these capsulated walls or windows. Staff further recommends that the applicant provide documentation of the existing conditions to include photographs and measured drawings prior to issuance of a building permit. This documentation should show the construction chronology and materials that will not be immediately evident once encapsulated or demolished.

STAFF

Mary Catherine Collins, Historic Preservation Planner, Planning & Zoning Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

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

Archaeology

FINDINGS

F1. According to *Historic Alexandria*, *Virginia Street by Street* (1976) by Ethelyn Cox, the property at 215 Prince Street was owned by John Harper as early as 1783 who conveyed the lot to Aaron Hewes at that time. Hewes took out an insurance policy on the house in 1796 for \$1,000 which was described as a two-story brick building with a small wooden hatter's shop on the front. The wooden shop later was removed and the brick house extended to the street in the early nineteenth century. Due to its late eighteenth-century association with the development of Alexandria, this property may contain significant archaeological deposits.

REQUIREMENTS

- R1. While this project will have minimal ground disturbance, because of the eighteenth-century date of construction of the house, please contact Alexandria Archaeology (703-746-4399) two weeks before the starting date of any ground disturbance so that an inspection or monitoring schedule for city archaeologists can be arranged. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
- R2. Call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
- R3. The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.

Code Administration

FINDINGS

F-1 The following comments are for BAR review only. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon that information and the building permit plans. If there are any questions, the applicant may contact Ken Granata, Plan Review Division Chief at ken.granata@alexandriava.gov or 703-746-4193.

CITY CODE REQUIREMENTS

- C-1 Proposed renovation requires building and trade permits
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

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)
- R4. The building permits must be approved and issued prior to the issuance of any permit for demolition. (T&ES)

FINDINGS

F1. After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)

CITY CODE REQUIREMENTS

- C-1 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-2 Compliance with the provisions of Article XIII of the City's Zoning Ordinance for stormwater quality control is required for any land disturbing activity greater than 2,500 square feet. (T&ES)
- C-3 The applicant shall provide an Erosion Control plan for land disturbing activity greater than 2,500 square feet. (Sec. 5-4) (T&ES)
- C-4 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-5 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available 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. (Sec.5-6-224) (T&ES)
- C-6 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-7 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

- V. <u>ATTACHMENTS</u>
 1 Supporting Materials
 2 Application for BAR2013-00364 & BAR2013-000365 at 215 Prince Street

DESCRIPTION OF PROPOSED WORK:

The proposed renovation work is in multiple locations, to include the: Front Facade, Rear Facade with new building additions, and interior alterations.

<u>Front Facade</u> - cleaning/removal of paint patches; removal of T.V. Cables; new copper gutter and downspout with iron boot to replace existing; Restoration and replacement of existing wood shutters; Installation of new light fixture at front door; new stone stoop with railing; revealing and replacing of existing filled-in basement windows with new windows that open into a new grate covered light-well.

Rear Additions (shown on rear facade) - New third floor stairwell expansion with new window, painted wood siding and painted standing seam metal shed roof; new (2) story brick veneer stairway to second floor, built within existing West side yard space with painted flat seam metal roof and painted wood railing at North end to conceal Mechanical equipment; new brick veneer kitchen wall with new painted wood windows and door and new painted standing seam metal flat roof and painted wood railing above for walk-out porch; existing window on second floor to be expanded downward for new door opening out to new Porch above Kitchen.

<u>Interior renovations</u> - existing passage from Entry to Parlor to be widened for internal symmetry; Existing exterior window opening from dining room into new stair well in existing West Side yard to remain in place with sashes to be removed; existing interior passage from Parlor to Dining Room to be widened for internal symmetry; new stair from first floor to second floor to enclose existing West side yard; existing exterior window opening on second floor to be encapsulated and expanded to the floor for use as a cased opening from the new stair landing to existing second floor corridor; new stair configuration from second floor to third floor to correct existing safety hazards and add a stair way extension at the third floor level for clear entry into third floor front bedroom.

9

Application for: Board of Architectural Review City of Alexandria, Virginia For the Property of:



215 Prince Street

Alexandria, Virginia 22314 October 15, 2013

ARCHITECT

McCrery Architects, LLC 900 Massachusetts Avenue, NE Washington, DC 20002 (202) 737-5444 phone





Sheet #1



215 Prince Street Renovation

Alexandria, Virginia

T. THESE DOC

drawing name:

LOCATION PLAN

scale: NA

LEGEND: Areas of allowable FAR exclusion KITCHEN MASTER BATH BACK BEDROOM DINING ROOM MASTER LOWER LEVEL PARLOR FRONT BEDROOM ENTRY EXISTING LOWER LEVEL EXISTING FIRST FLOOR EXISTING SECOND FLOOR EXISTING THIRD FLOOR EXISTIING ROOF PLAN

Sheet #2

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900 Massachusetts Aéenue, NE
Washington, District of Columbia 20002
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215 Prince Street Renovation

Alexandria, Virginia

12

drawing name:
Existing Plans

Existing Plans

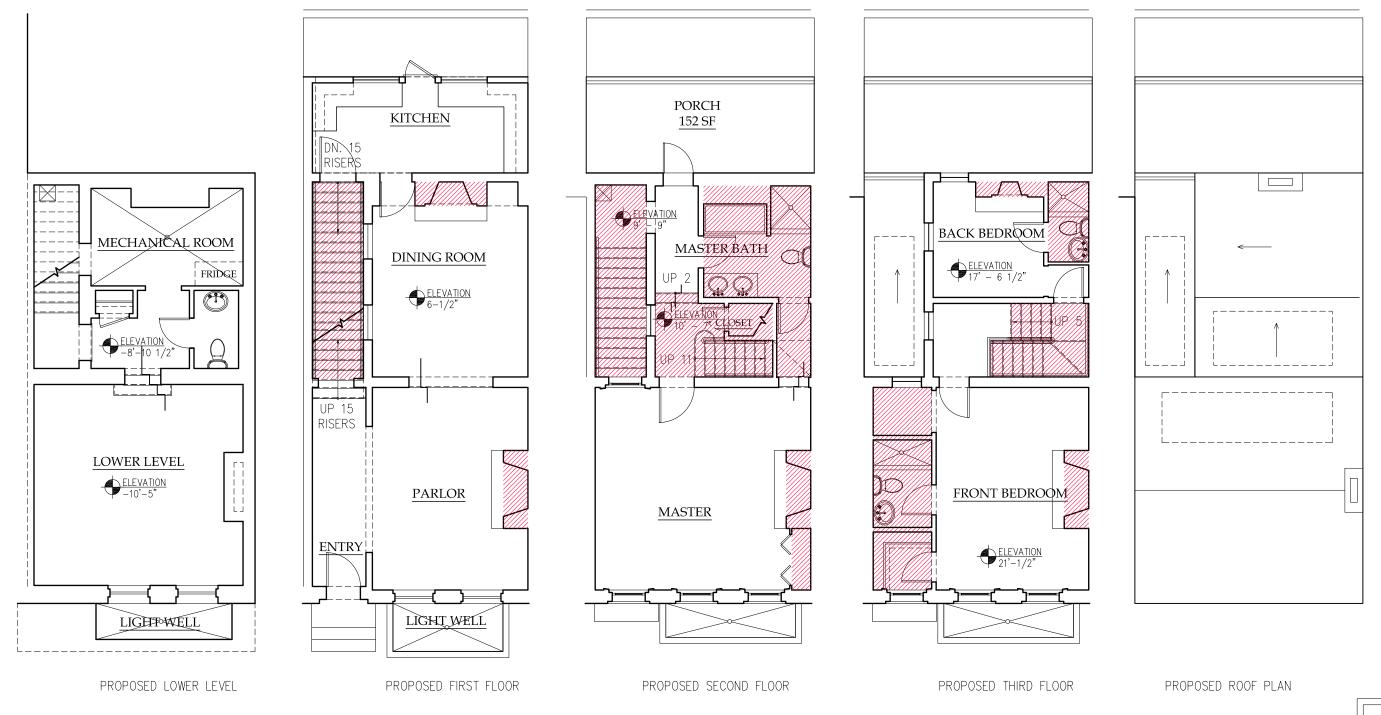
scale:

1/8" = 1'-0"

LEGEND:

Areas of allowable FAR exclusion





Sheet #3

215 Prince Street Renovation

Alexandria, Virginia

drawing name:

Proposed Plans

scale: 1/8" = 1'-0"





DEPARTMENT OF PLANNING AND ZONING FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

A. Property Information

A1. Street Address 215 Prince Street		Zone Residential Medium	
A2. 849	X 1.5	= 1,274 Sq. Ft.	
Total Lot Area	Floor Area Ratio Allowed by Zone	Maximum Allowable Floor Area	

B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	NA	Basement**	NA
First Floor	695	Stairways**	110
Second Floor	581	Mechanical**	0
Third Floor	581	Other (Clos. & Bathrooms under 7'6")	62
		Total Exclusions	172
Total Gross *	1,857		

C. Proposed Gross Floor Area (does not include existing area)

Proposed Gross Area*		Allowable Exclusions	
Basement	NA	Basement**	NA
First Floor	106-23 = 83	Stairways**	294
Second Floor	85	Mechanical**	0
Third Floor	37	Other**	89
Porches/ Other	NA	Total Exclusions	383
Total Gross *	205		

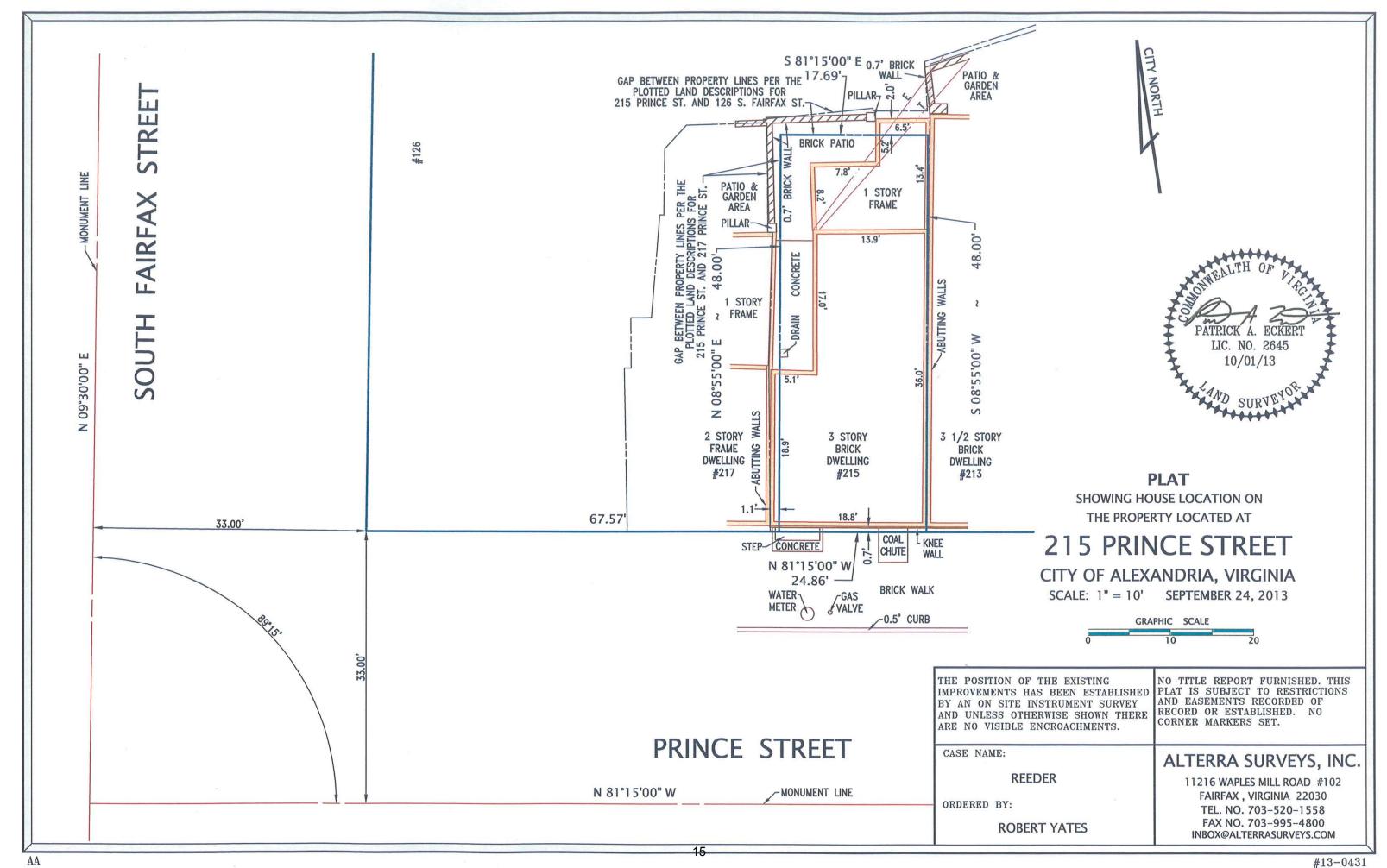
D. Existing + Proposed Floor Area

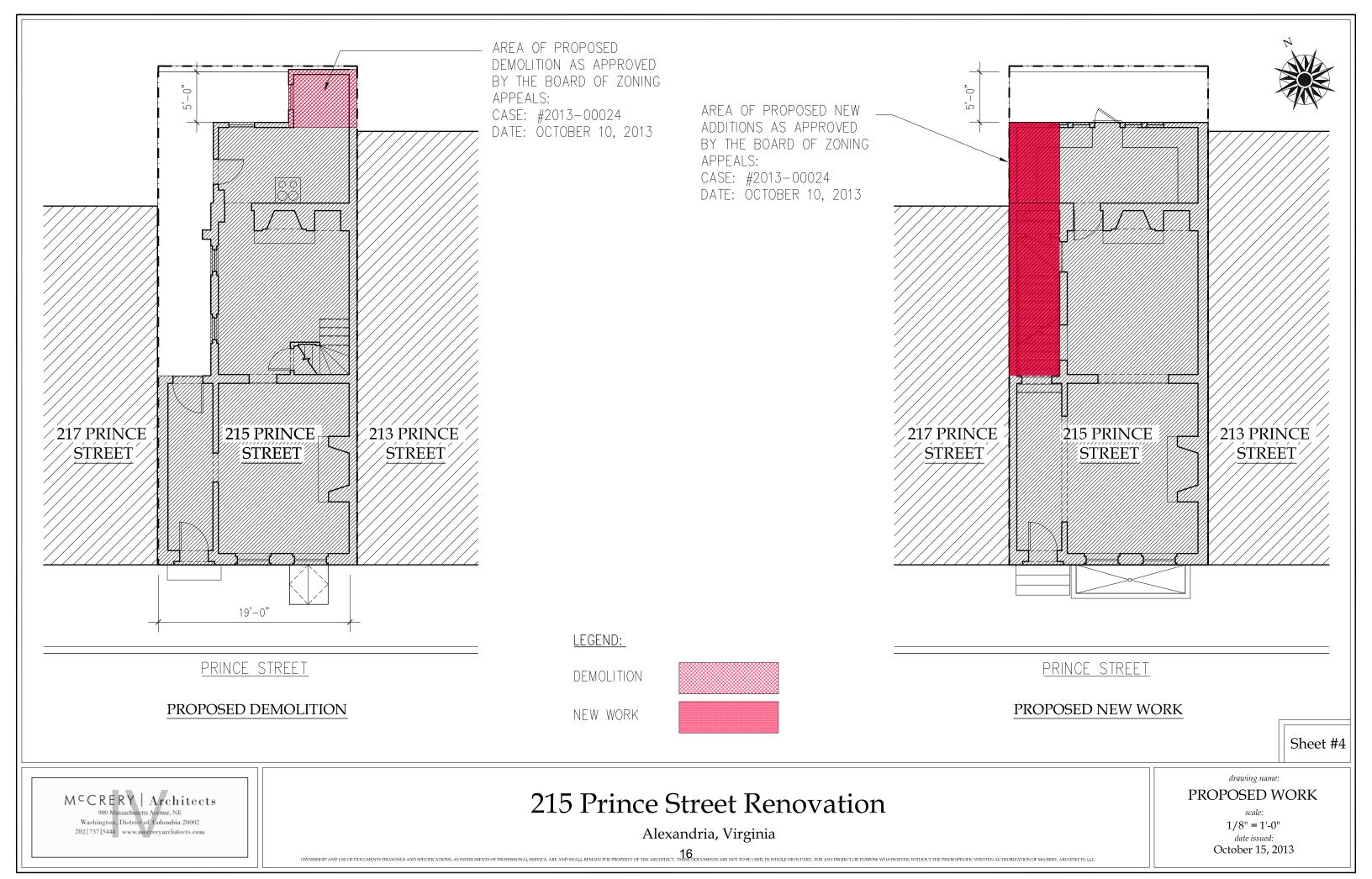
- D1. Total Floor Area (add B3 and C3) $\frac{1,685 + .178 = 1,507}{1.274}$ Sq. Ft. D2. Total Floor Area Allowed by Zone (A2) $\frac{1,274}{1.274}$ Sq. Ft.
- *Gross floor area is the sum of all gross horizontal areas under roof, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.
- ** Refer to the zoning ordinance (Section2-145(B)) and consult with zoning staff for information regarding allowable exclusions.
- If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some exclusions.

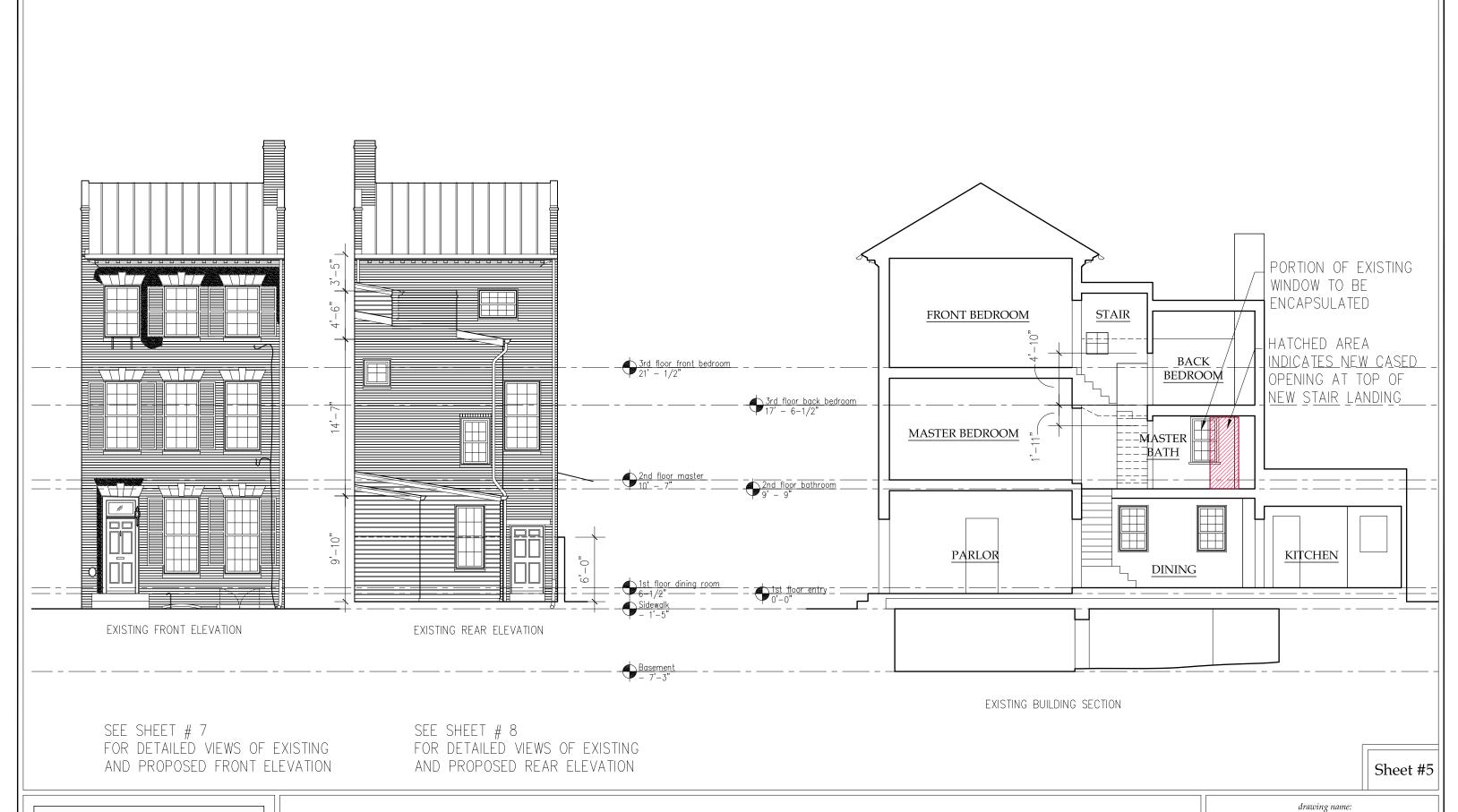
E. Open Space Calculations

Existing Open Space	141	
Required Open Space	297	
Proposed Open Space	61 + 2nd floor deck 141 = 202	

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.







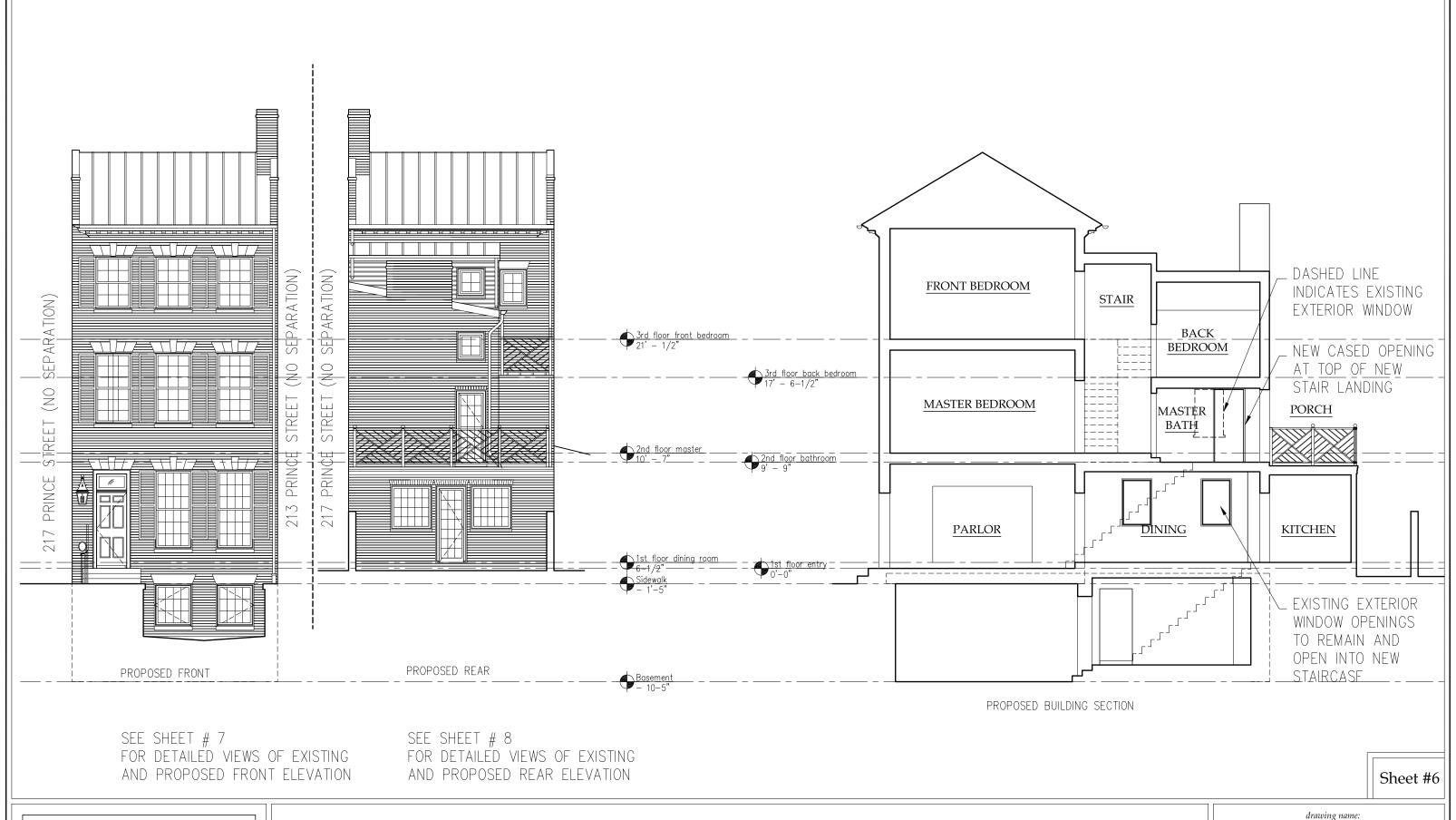
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215 Prince Street Renovation

Alexandria, Virginia

Existing Elevations and Section

scale: 1/8" = 1'-0"



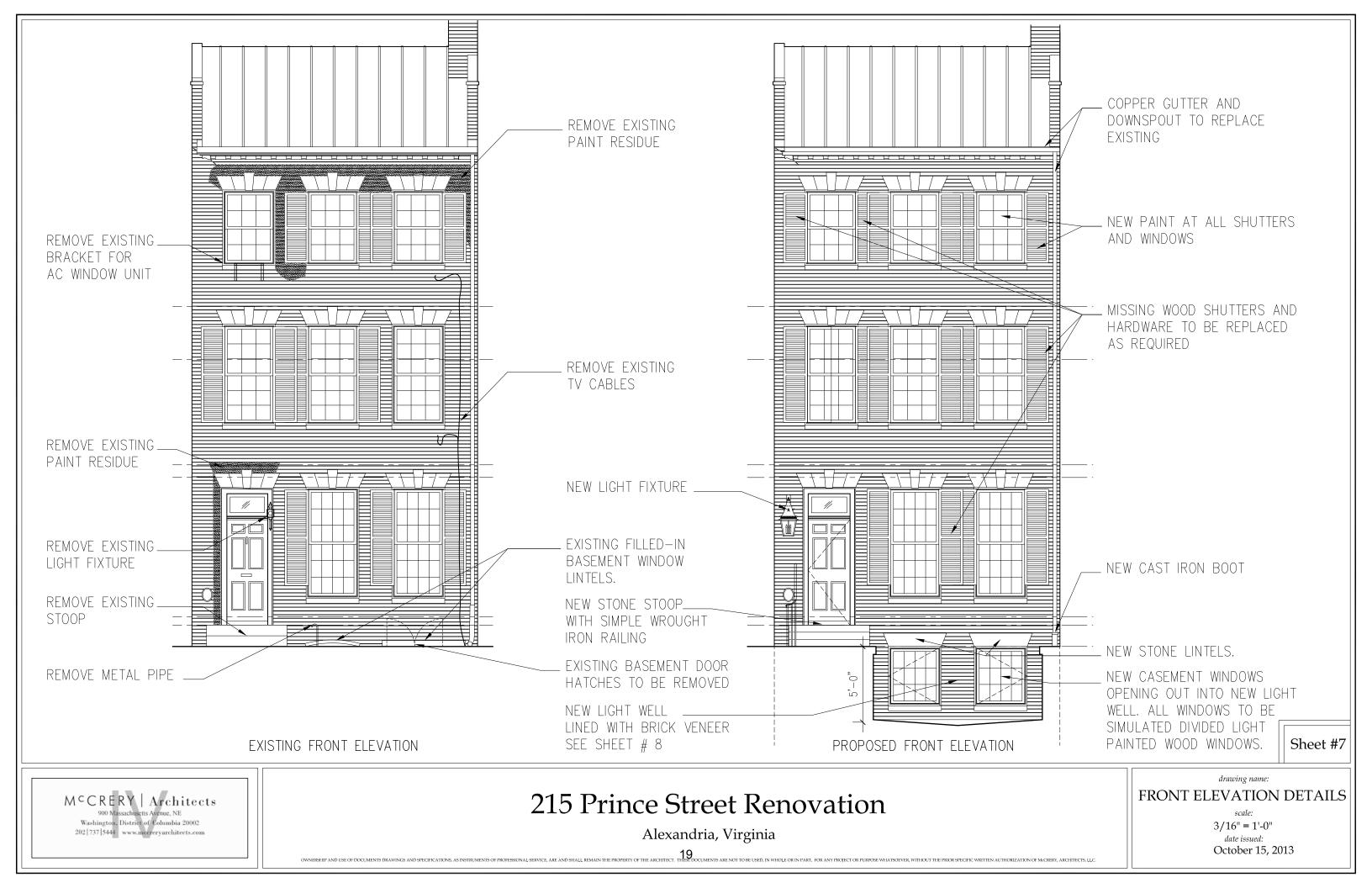
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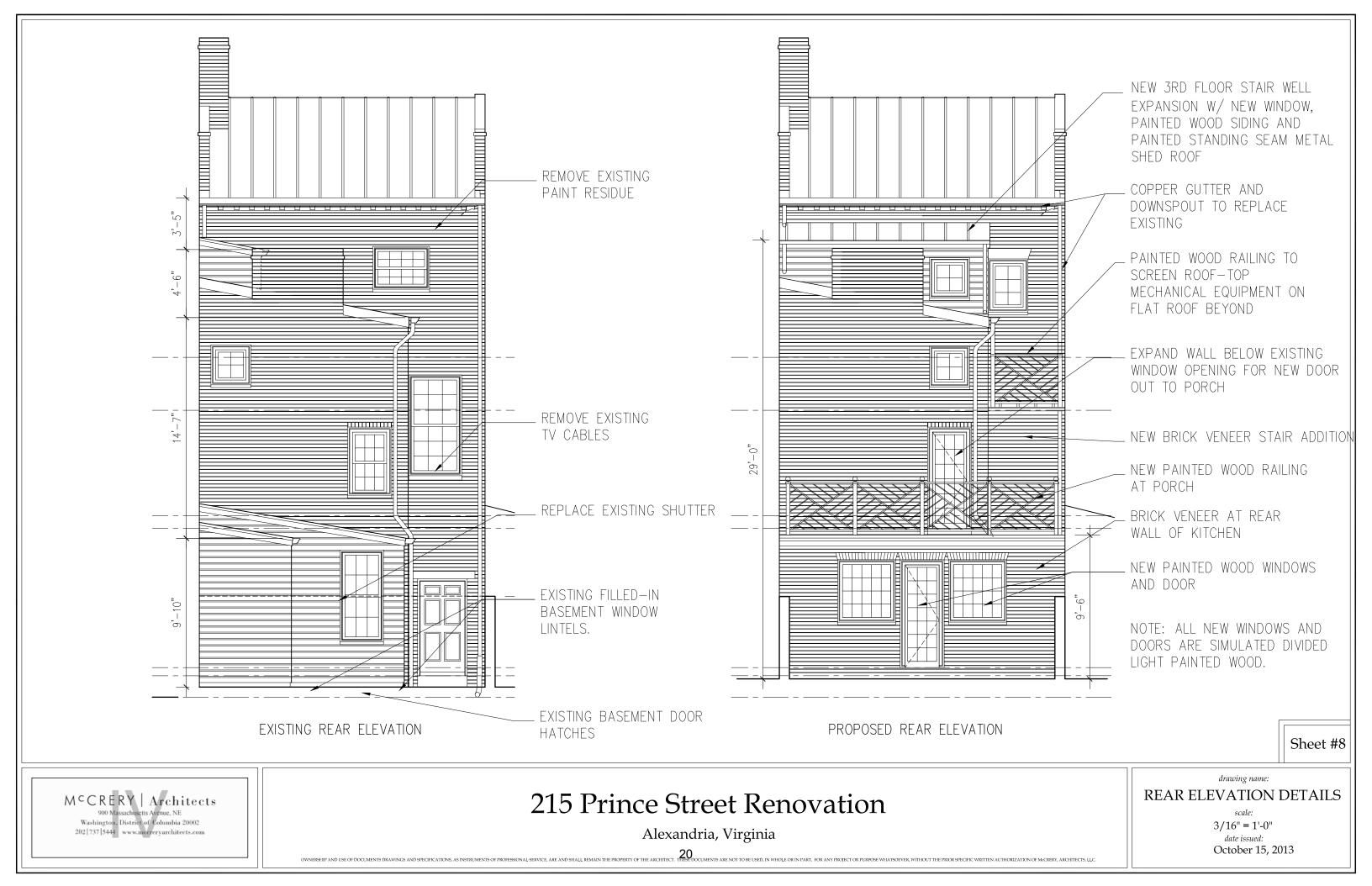
215 Prince Street Renovation

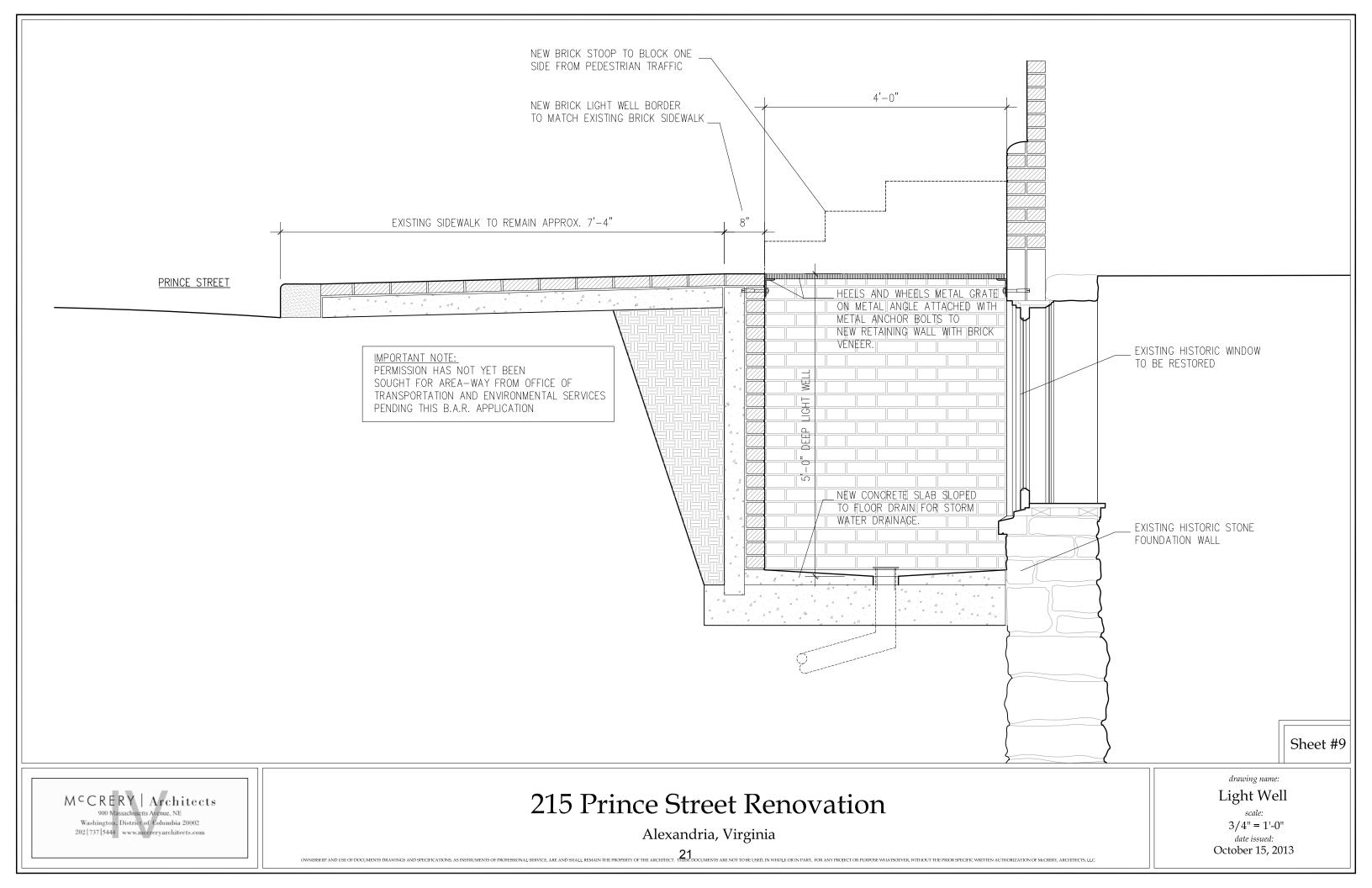
Alexandria, Virginia

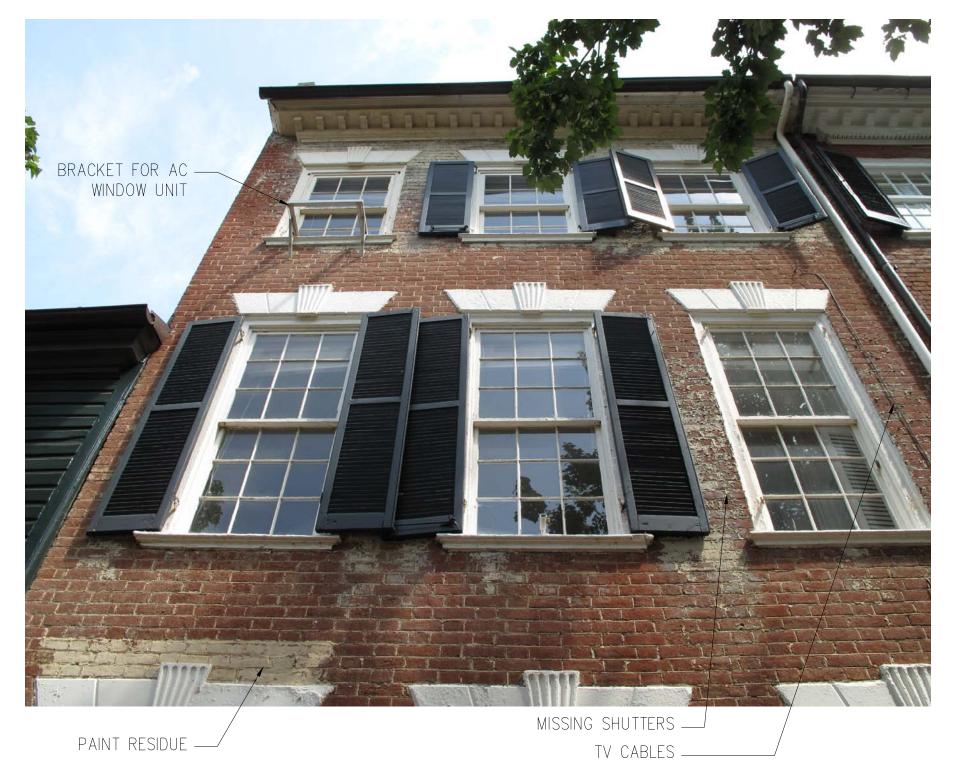
Proposed Elevations & Section

1/8" = 1'-0"











215 PRINCE STREET — EXISTING FRONT FACADE

215 PRINCE STREET - EXISTING FRONT FACADE

Sheet #10



215 Prince Street Renovation

Alexandria, Virginia

drawing name:

Existing Photos

scale:



EXISTING STOOP .



PAINT TO BE REMOVED

REMOVE EXISTING IRON PIPE

REMOVE EXISTING BRICK
USED TO FILL IN
BASEMENT WINDOW
OPENINGS AND BRICK
IN WALK TO BE
REMOVED FOR NEW
LIGHT WELL. BRICK TO BE
RETAINED FOR REUSE,
PER CITY REGULATIONS

REMOVE EXISTING
BASEMENT HATCH DOORS

215 PRINCE STREET - ENTRANCE AREA

Sheet #11

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215 Prince Street Renovation

Alexandria, Virginia

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drawing name:

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EXISTING NEIGHBORHOOD STOOP EXAMPLES

Sheet #12

215 Prince Street Renovation

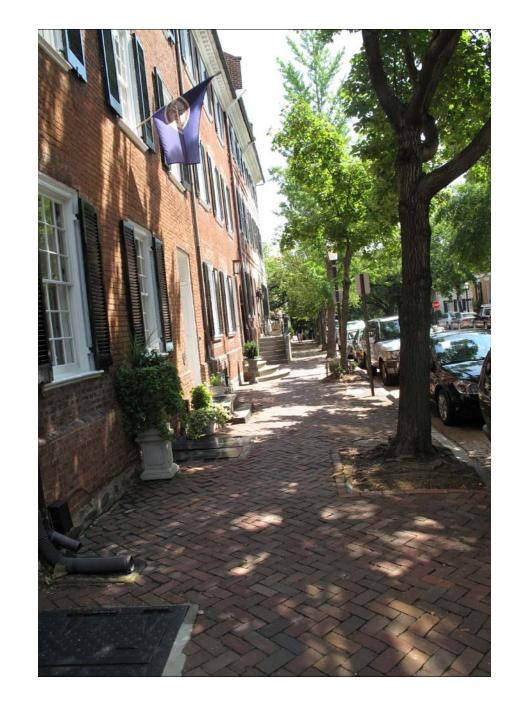
Alexandria, Virginia

date issued:
October 15, 2013

scale:

drawing name: Existing Photos





NEIGHBORS TO THE WEST

NEIGHBORS TO THE EAST

Sheet #13



215 Prince Street Renovation

Alexandria, Virginia

Existing Photos

drawing name:

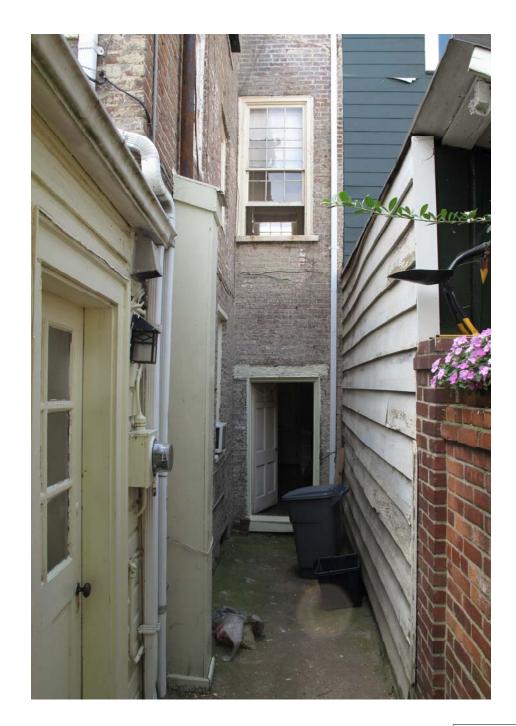


EXISTING REAR YARD OPEN SPACE AND PORTION OF BUILDING PROPOSED FOR DEMOLITION

MCCRERY | Architects



EXISTING REAR FACADE



EXISTING SIDE YARD OPEN SPACE PROPOSED TO BE ENCLOSED FOR NEW STAIR

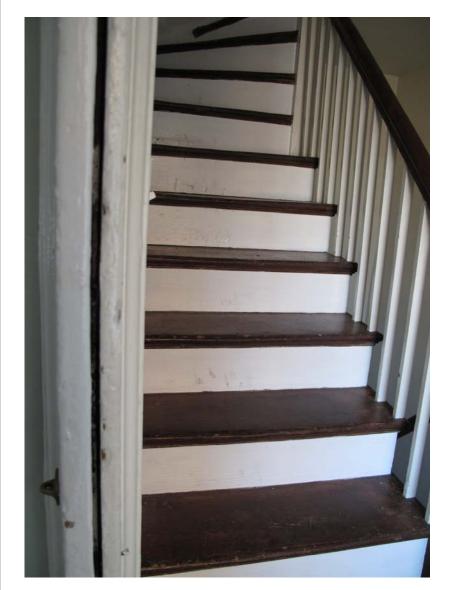
Sheet #14

215 Prince Street Renovation

Alexandria, Virginia

drawing name: Existing Photos

scale:



@ SECOND FLOOR LOOKING UP FIRST FLIGHT TO THIRD FLOOR

NOTE: SMALL OPENING TO BEDROOM

NOTE: 23" "RISER" FROM — STAIR TO BEDROOM DOOR THRESHOLD



MID-FLIGHT UP TO THIRD FLOOR



23" STEP FROM WINDERS TO THIRD FLOOR REAR BEDROOM

EXISTING INTERIOR STAIR FLIGHT TO THIRD FLOOR BEDROOM IN SEQUENCE FROM SECOND FLOOR UP.

Sheet #15

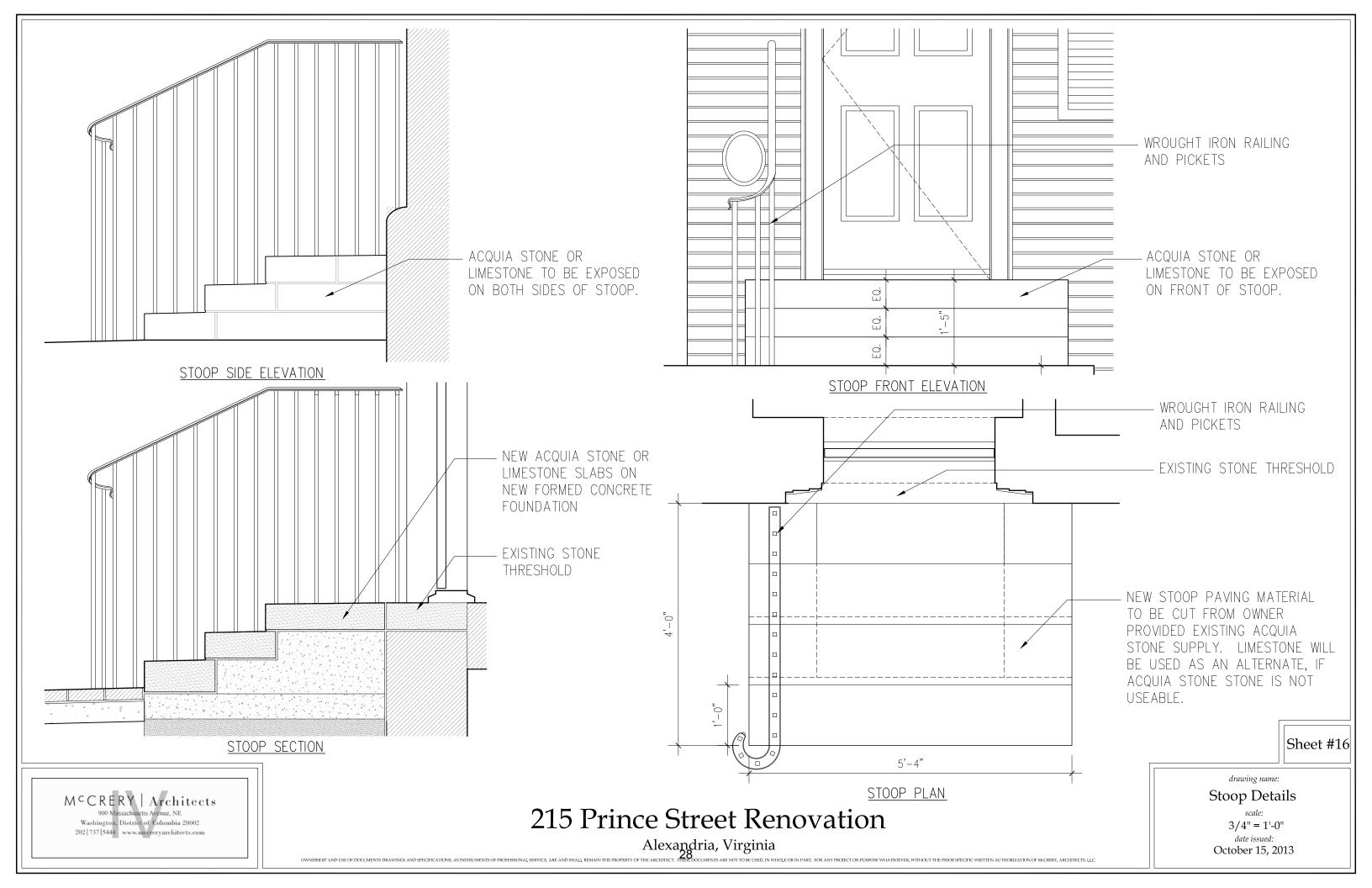
215 Prince Street Renovation

Alexandria, Virginia

drawing name:

Existing Photos

scale:



Attachment 2

BAR Case # 2013-00364/00365

ADDRESS OF PROJECT: 215 Prince Street	
TAX MAP AND PARCEL: 075.01-07-019	zoning: Residential Medium
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 YAF CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)	RD REQUIREMENTS IN A VISION
WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT (Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)	
Applicant: ✓ Property Owner ☐ Business (Please provide busin	ess name & contact person)
Name: C. Joseph Reeder	
Address: 517 Prince Street	
City: Alexandria State: VA Zip: 223	14
Phone: E-mail :	
Authorized Agent (if applicable): ☐ Attorney ✓ Architect	
Name: James C. McCrery	Phone:
james@mccreryarchitects.com or cj@mccreryarchitects.com	
Legal Property Owner:	
O leavel Declar	
Address: 517 Prince Street	4.4
City: Alexandria State: Virginia Zip: 223	<u>14 </u>
Phone: E-mail:	
Yes No Is there an historic preservation easement on this proposed Yes No If yes, has the easement holder agreed to the proposed Yes No Is there a homeowner's association for this property? Yes No If yes, has the homeowner's association approved the	ed alterations?

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

BAR Case # 2013-00364/00365

NATURE OF PROPOSED WORK: Please check all that apply **NEW CONSTRUCTION** EXTERIOR ALTERATION: Please check all that apply. ✓ 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). See attached description immediately following this sheet **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. 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 Description of the reason for demolition/encapsulation. Description of the alternatives to demolition/encapsulation and why such alternatives are not

considered feasible.

BAR Case #2013-00364/00365

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.

✓		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
	V	samples may be provided or required. Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows,
	7	doors, lighting, fencing, HVAC equipment and walls. For development site plan projects, a model showing mass relationships to adjacent properties and structures.
illun	ninat apply	& Awnings: One sign per building under one square foot does not require BAR approval unless ed. All other signs including window signs require BAR approval. Check N/A if an item in this section does y to your project.
	<!--</td--><td>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.</td>	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.
Alt	erat	tions: Check N/A if an item in this section does not apply to your project.
7	_	Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
Ш	✓	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.

BAR Case #2013-00364

BAR Case # 2013-00365

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

Ø	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.)
V	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.
V	I, the applicant, or an authorized representative will be present at the public hearing.
7	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.

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.

Printed Name

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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. James C. McCrery	900 Massachusetts Ave., NE Washington, D.C. 20002	0%
^{2.} NA		
^{3.} NA		and the second second

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 215 Prince Street (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. C. Joseph Reeder	715 Prince Street	100%
^{2.} NA		
^{3.} NA		

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 the12-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.} James C. McCrery	None	None
^{2.} C. Joseph Reeder	None	None
3. NA		

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.

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