

BAR CASE#

(OFFICE USE ONLY)

ADDRESS OF PROJECT: 303 QUEEN ST.

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

TAX MAP AND PARCEL: 065.03-02-13 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: JOHN S. WILLIAMS

Address: [REDACTED]

City: [REDACTED]

E-mail: [REDACTED]

Authorized Agent (if applicable): ☐ Attorney ☒ Architect ☐

Name: ROBERT BENTLEY ADAMS

Phone: [REDACTED]

E-mail: [REDACTED]

Legal Property Owner:

Name: JOHN S. WILLIAMS

Address: [REDACTED]

City: [REDACTED]

Phone: [REDACTED]

E-mail: [REDACTED]

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

DORMER @ 2nd & 3rd FLOORS @ REAR

☒ ADDITION

☐ DEMOLITION/ENCAPSULATION

☐ SIGNAGE

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

- DORMER ADDITIONS AT REAR/NORTH @ 2nd & 3rd floors
- REPLACE SELECTED WINDOWS PER GUIDELINES
- ENLARGE ONE WINDOW @ REAR 1st FLOOR

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: Robert Bentley Adams

Printed Name: ROBERT BENTLEY ADAMS

Date: APRIL 15, 2025

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. JOHN S WILLIAMS	same	100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at _____ (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. JOHN S WILLIAMS	same	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.		

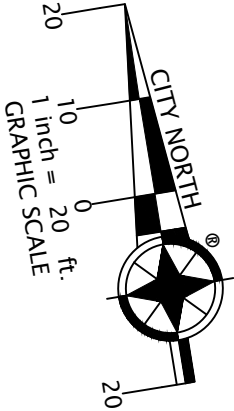
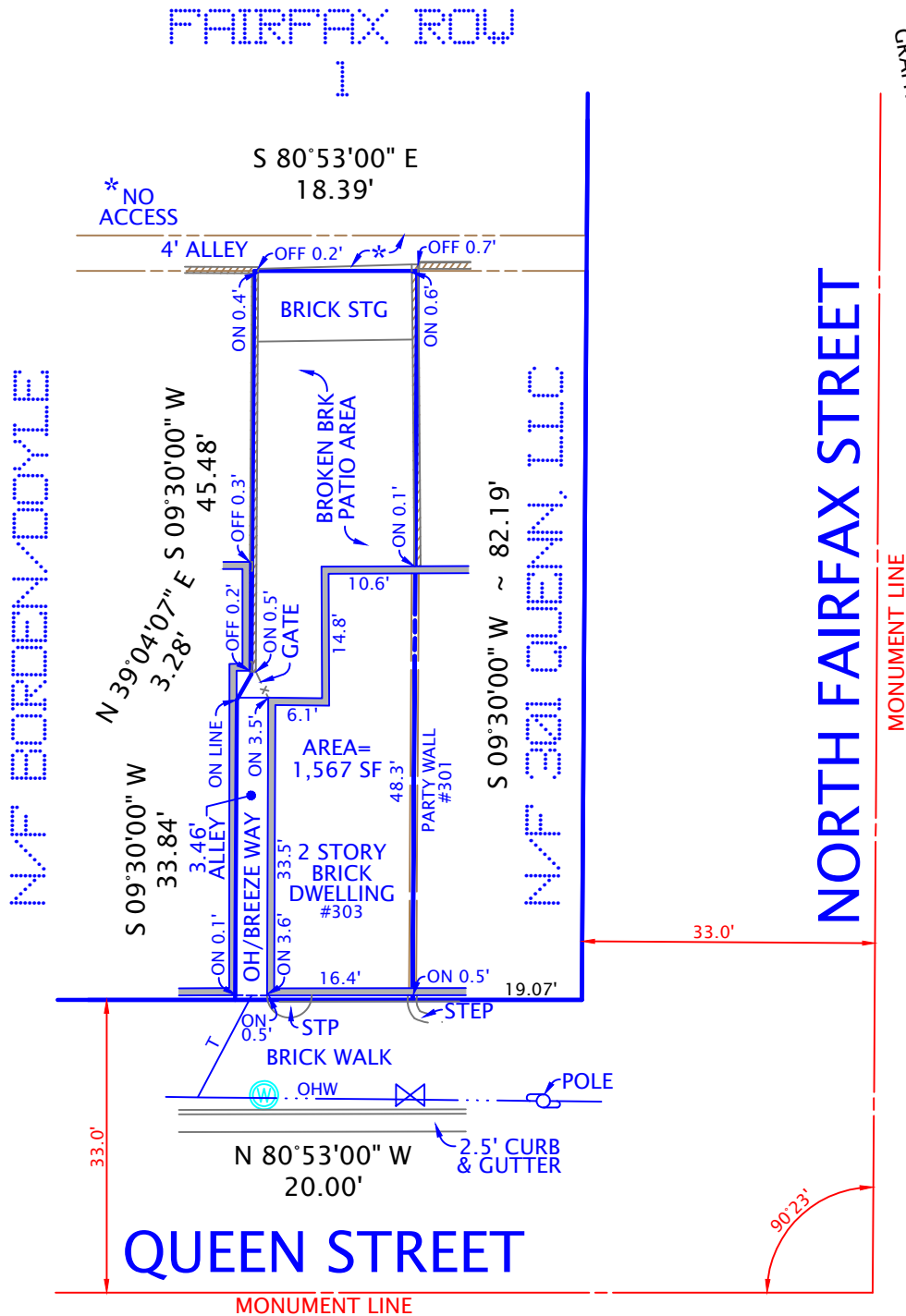
NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

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.

4-15-25 ROBERT B ADAMS Robert M Adams
Date Printed Name Signature

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- NOTES: 1. RETAINING WALLS ARE 0.7' BRICK.
2. UTILITIES ARE UNDERGROUND UNLESS NOTED.



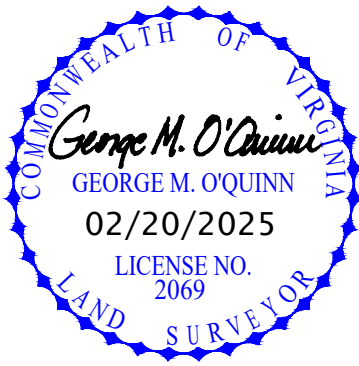
PLAT
SHOWING HOUSE LOCATION ON
THE PROPERTY LOCATED AT
#303 QUEEN STREET
(INST. # 040012973)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' FEBRUARY 20, 2025

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.



DOMINION SURVEYORS®

ORDERED BY:

JOHN WILLIAMS

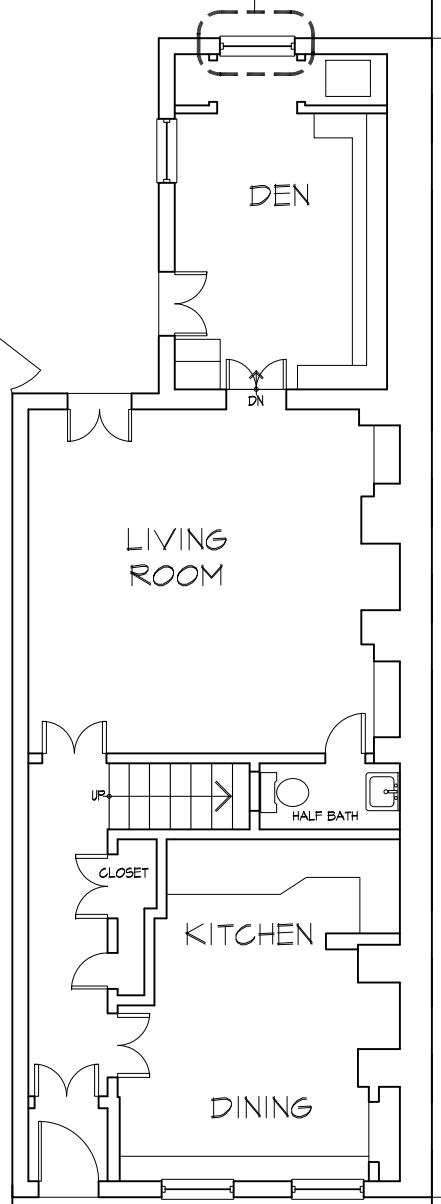


DOMINION

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8808-H PEAR TREE VILLAGE COURT
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www.dominionsurveyors.com

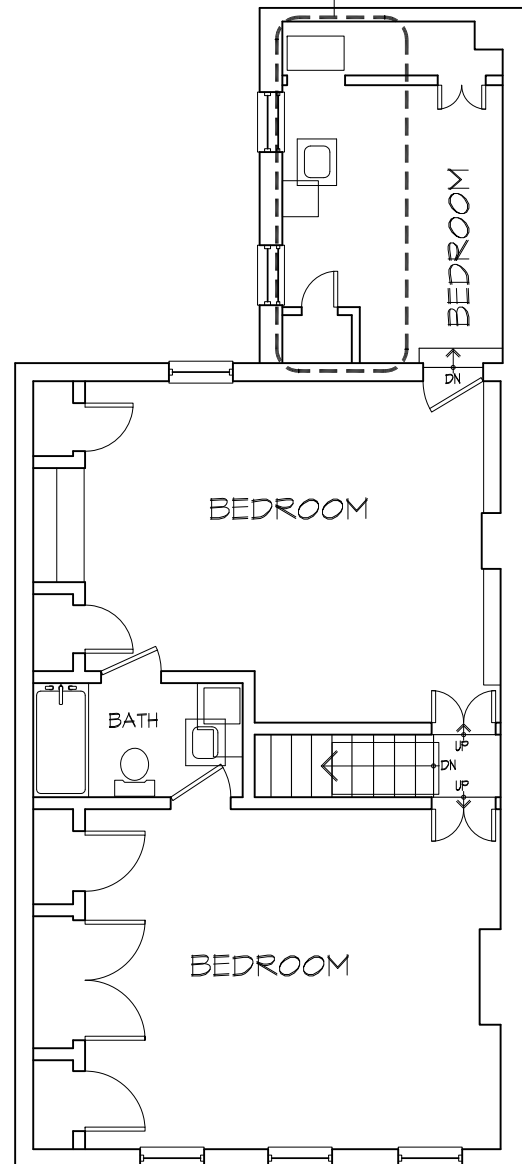
PROPERTY
LINE



EXISTING
FIRST FLOOR
PLAN
1/8"=1'-0"

REMOVE WINDOW
INSTALL NEW
WINDOW IN ALTERED
OPENING

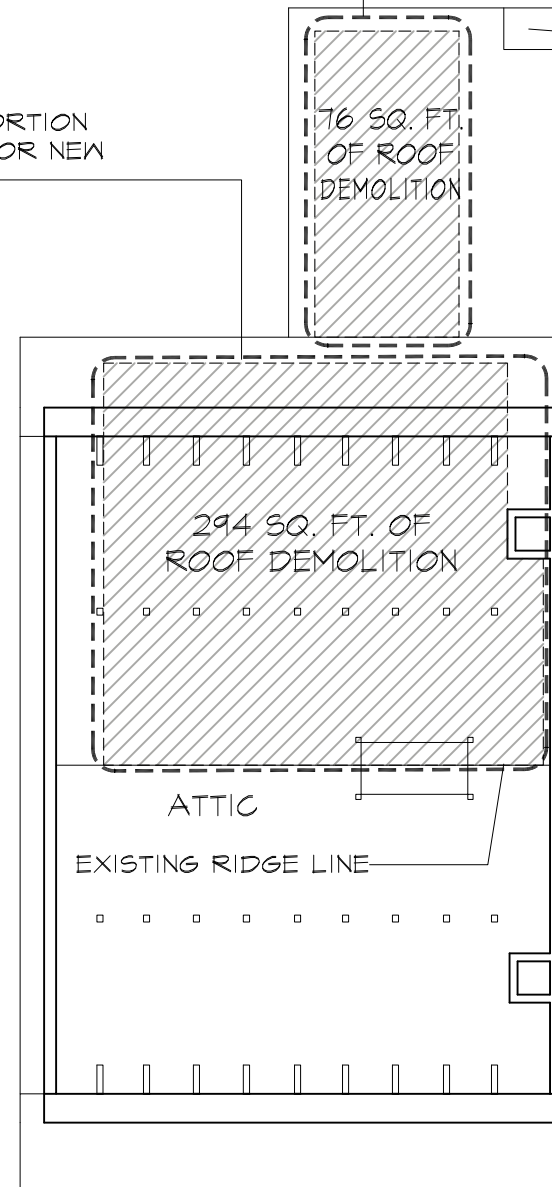
REMOVE PORTION
OF ROOF FOR NEW
DORMER



EXISTING
SECOND FLOOR
PLAN
1/8"=1'-0"

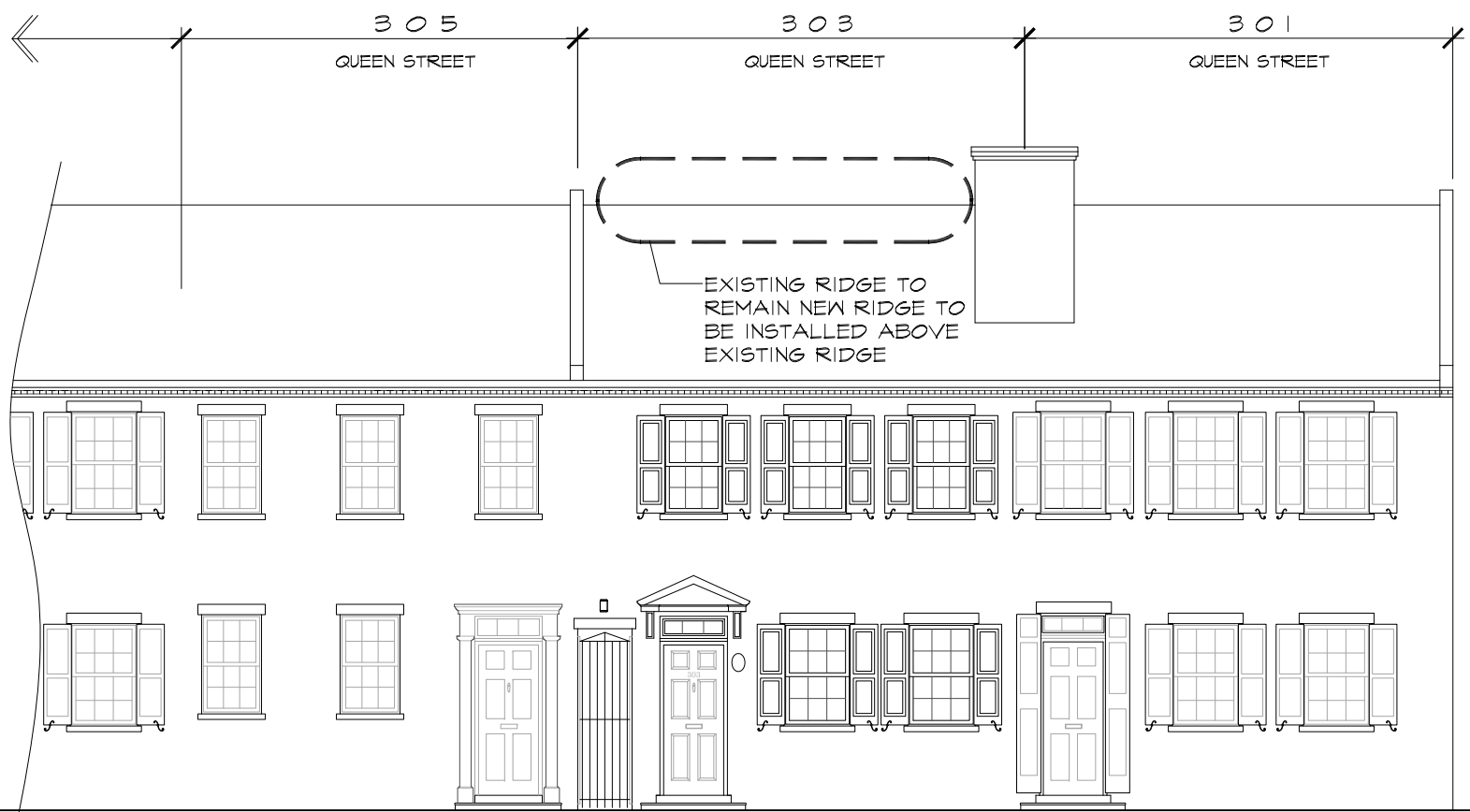
REMOVE PORTION
OF ROOF FOR NEW
DORMER

REMOVE PORTION
OF ROOF FOR NEW
DORMER

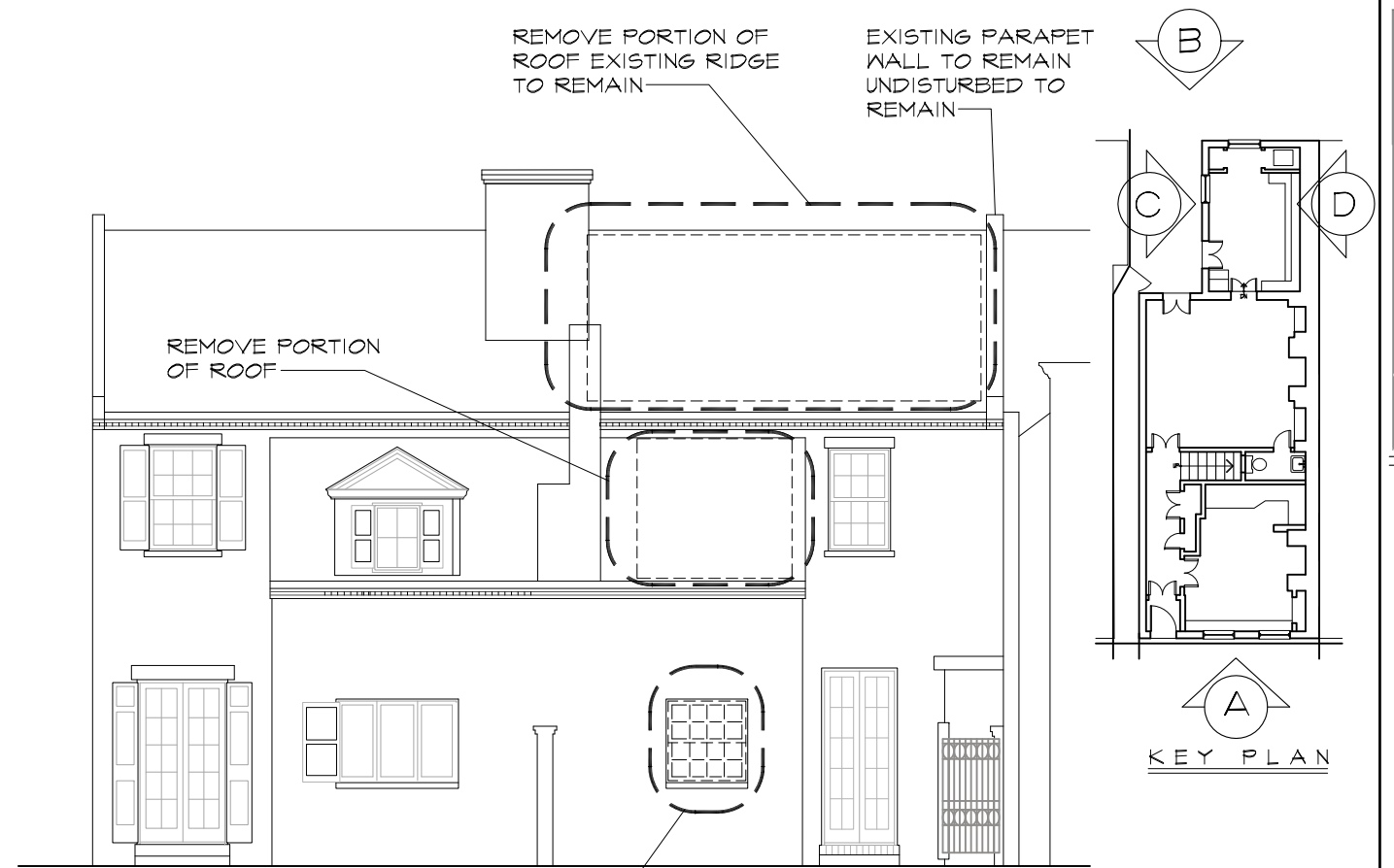


EXISTING
ATTIC
PLAN
1/8"=1'-0"

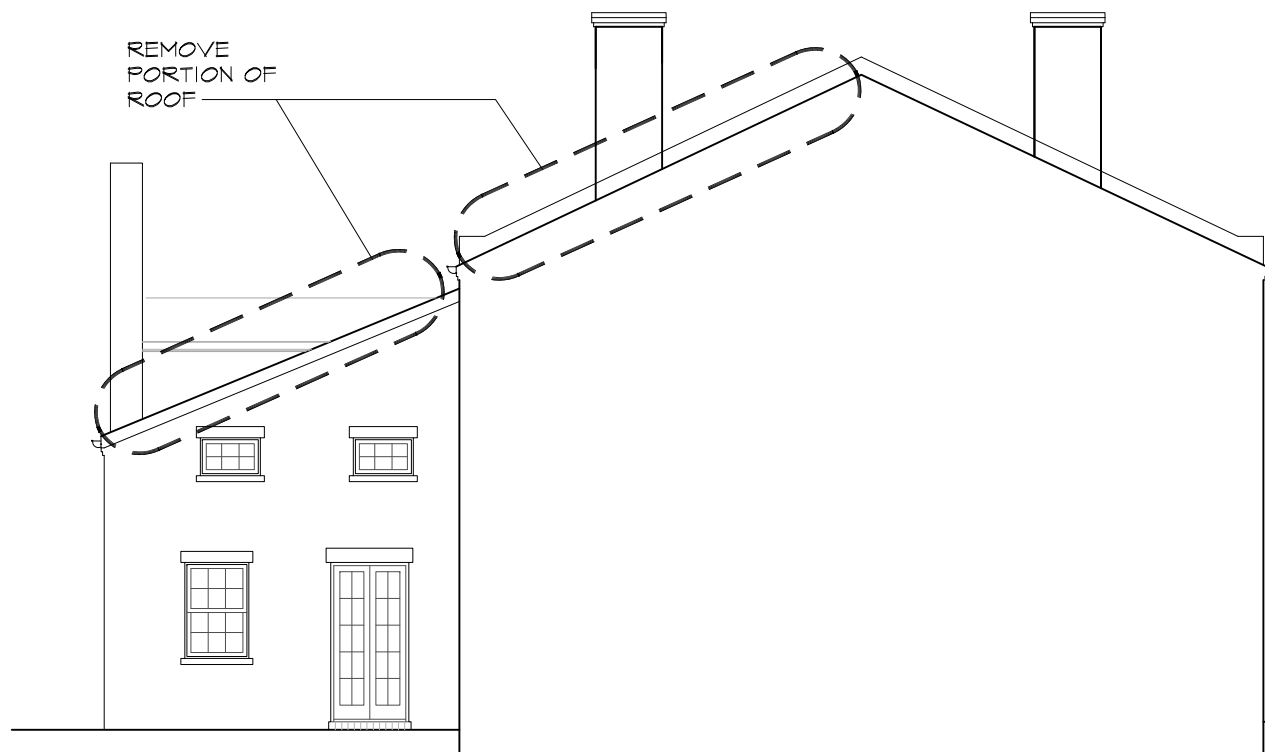
EXISTING
CHIMNEY



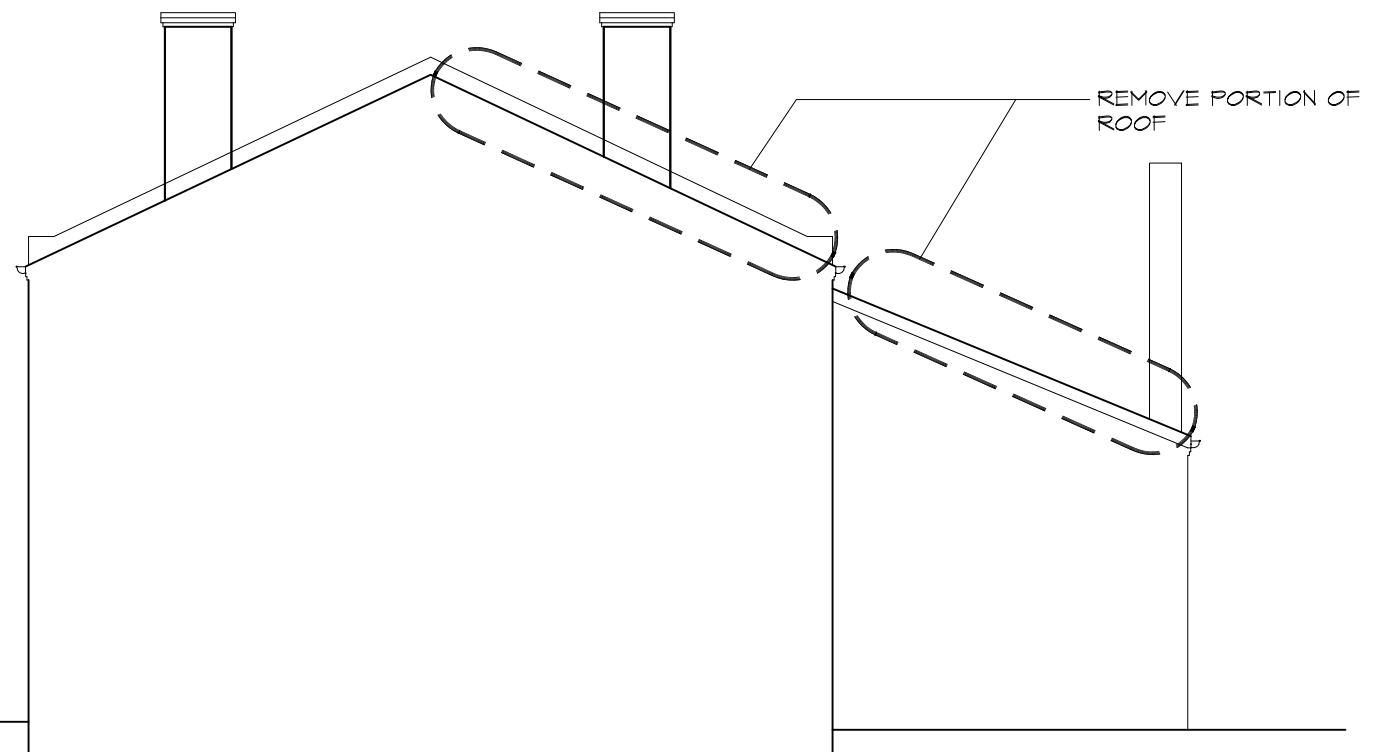
(A) EXISTING FRONT SOUTH ELEVATION
1/8"=1'-0"



(B) EXISTING REAR NORTH ELEVATION
1/8"=1'-0"



(C) EXISTING SIDE WEST ELEVATION/SECTION
1/8"=1'-0"



(D) EXISTING SIDE EAST ELEVATION/SECTION
1/8"=1'-0"

PROPERTY
LINE

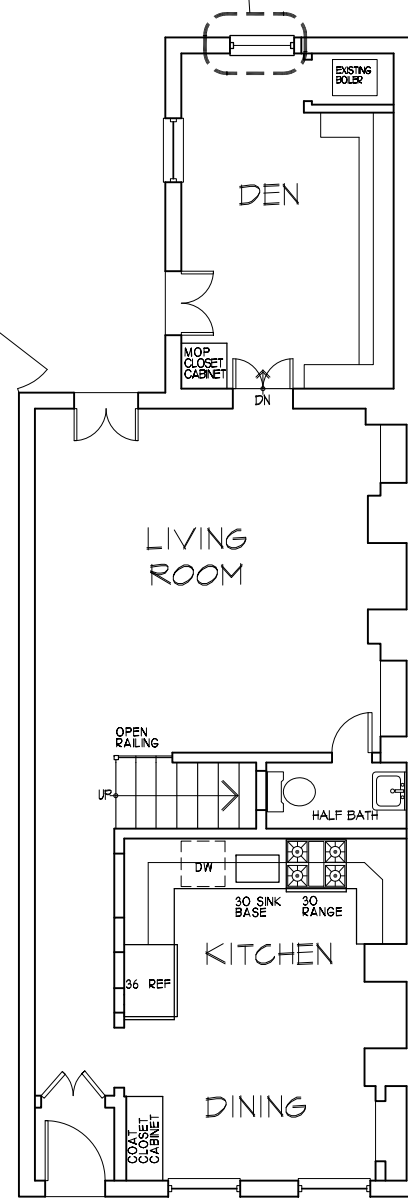
NEW WINDOW IN
NEW ALTERED
OPENING

NEW EGRESS
WINDOW IN NEW
OPENING

EXISTING
CHIMNEY

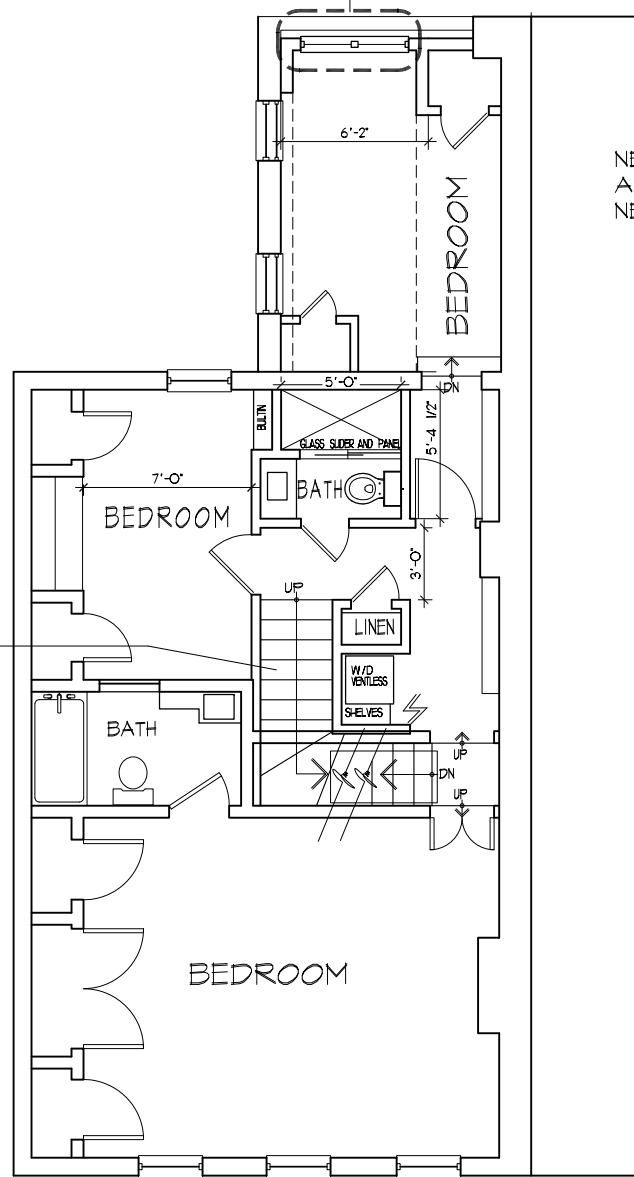
NEW DORMER AT
EXISTING ROOF

305 303 301
QUEEN STREET QUEEN STREET QUEEN STREET



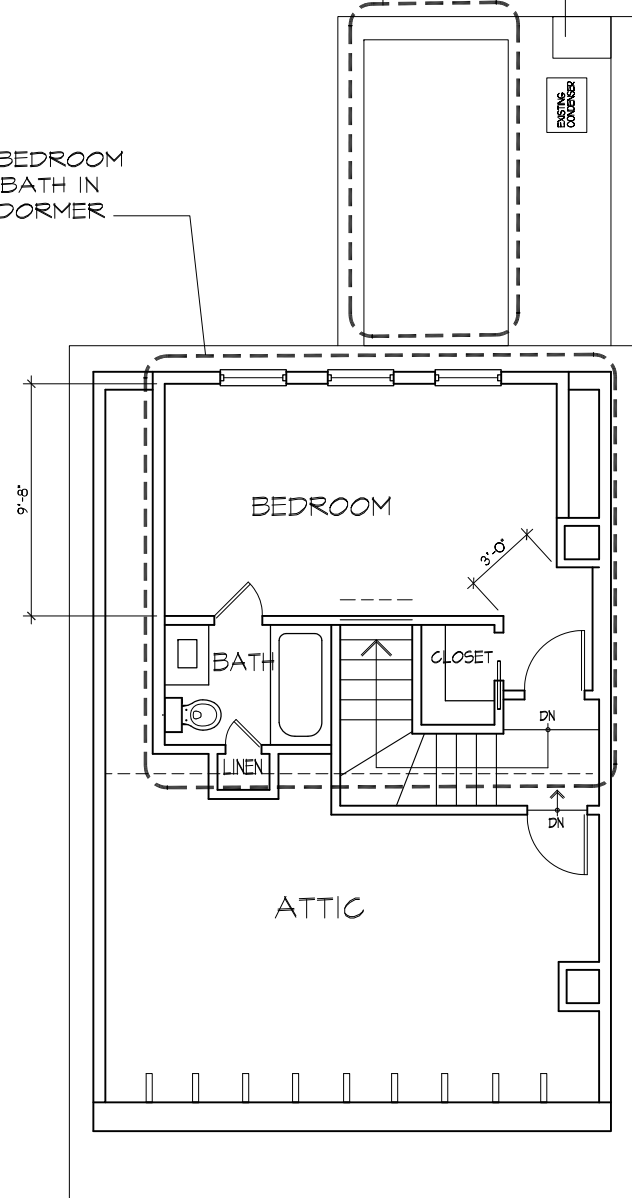
N E W
FIRST FLOOR
PLAN
1/8" = 1'-0"

NEW STAIR
TO ATTIC

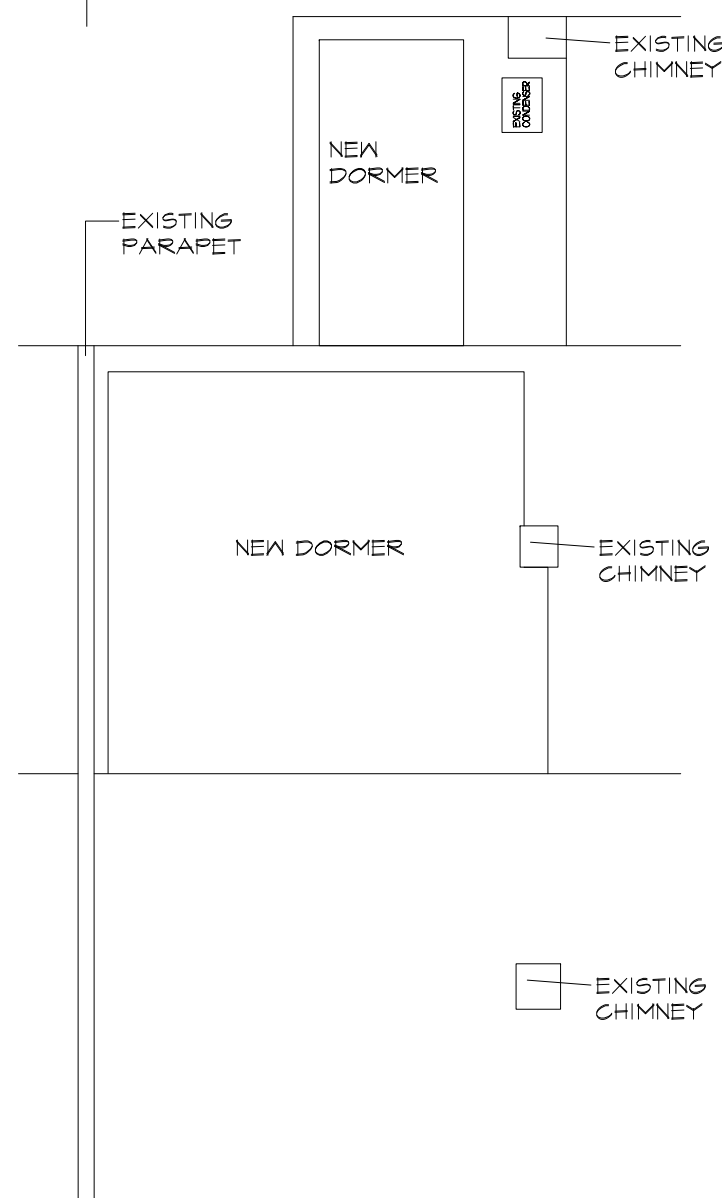


N E W
SECOND FLOOR
PLAN
1/8" = 1'-0"

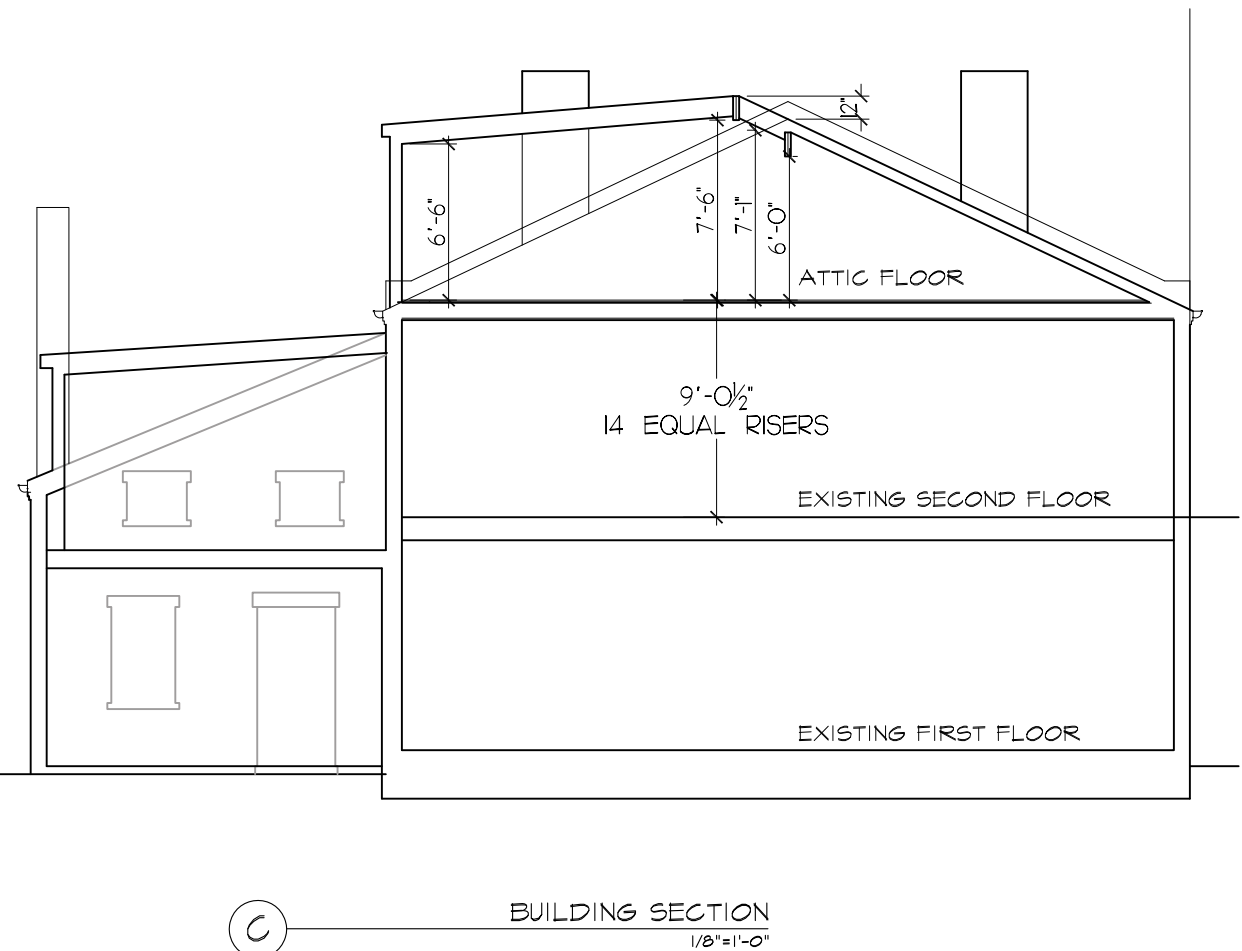
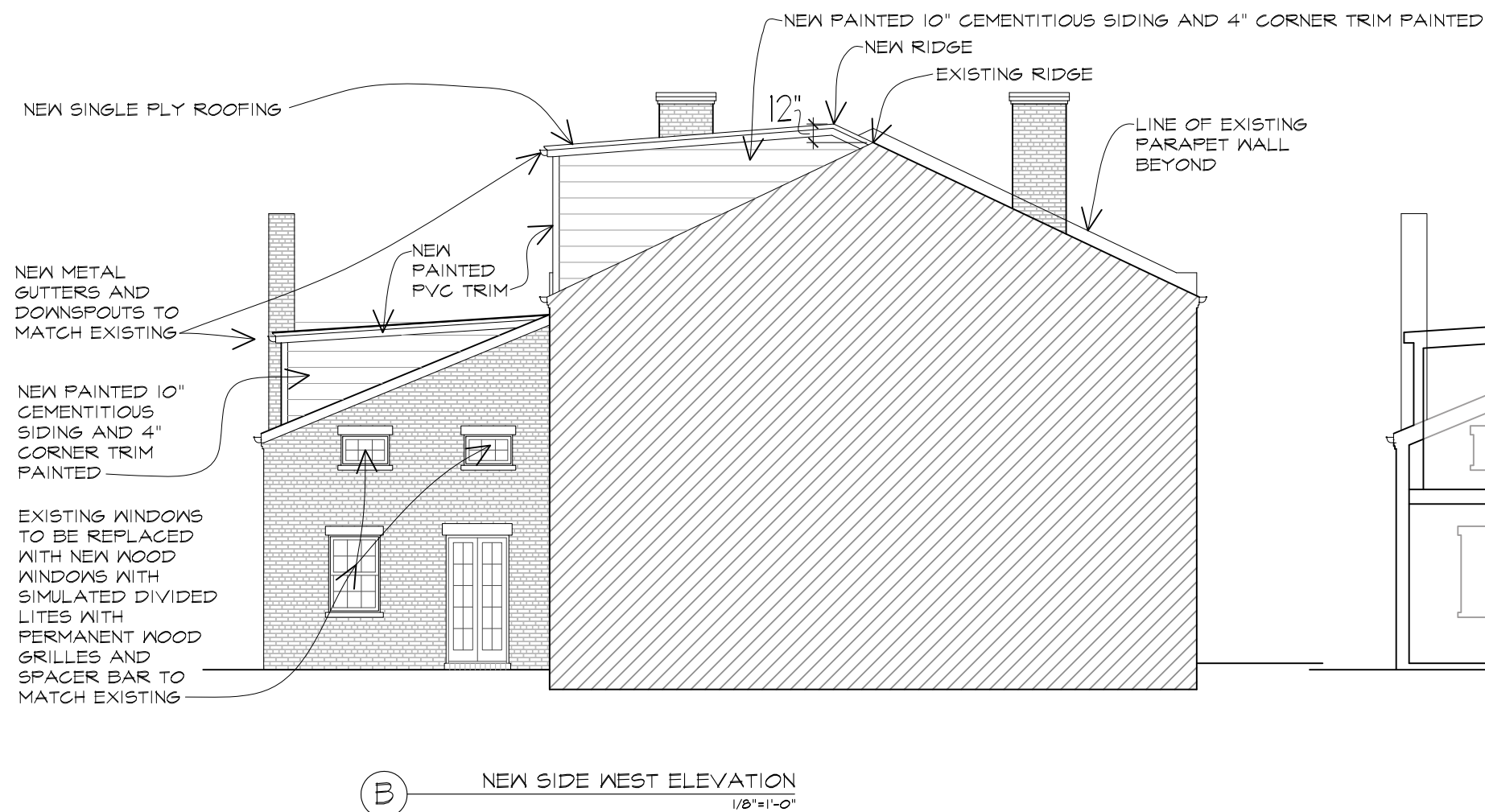
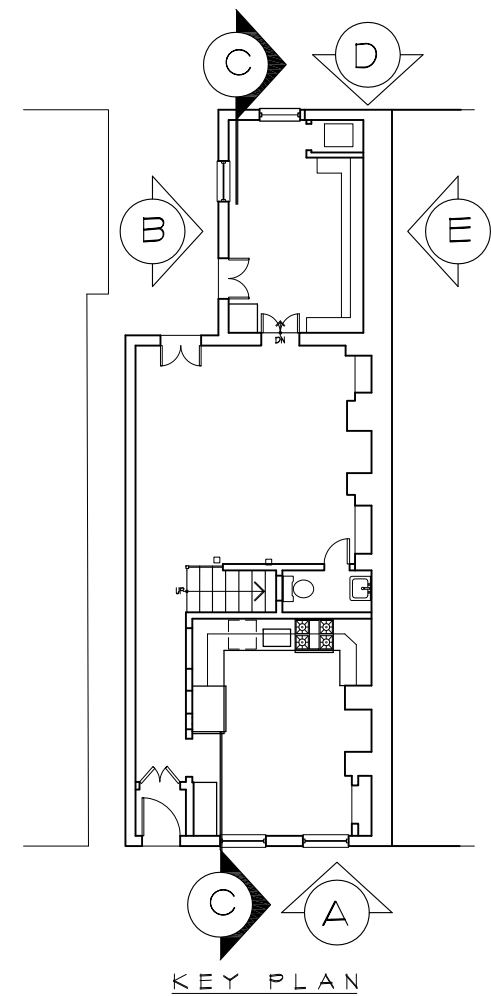
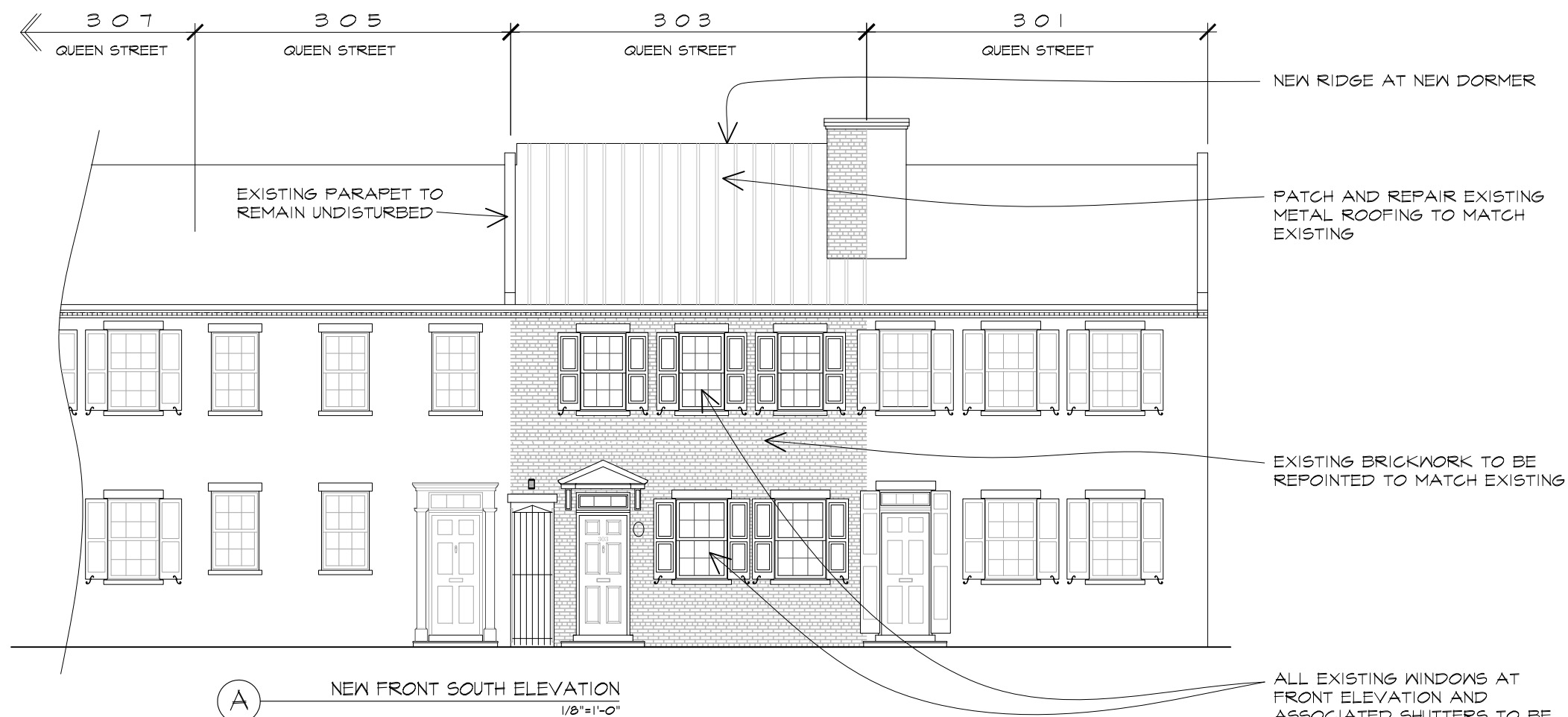
NEW BEDROOM
AND BATH IN
NEW DORMER

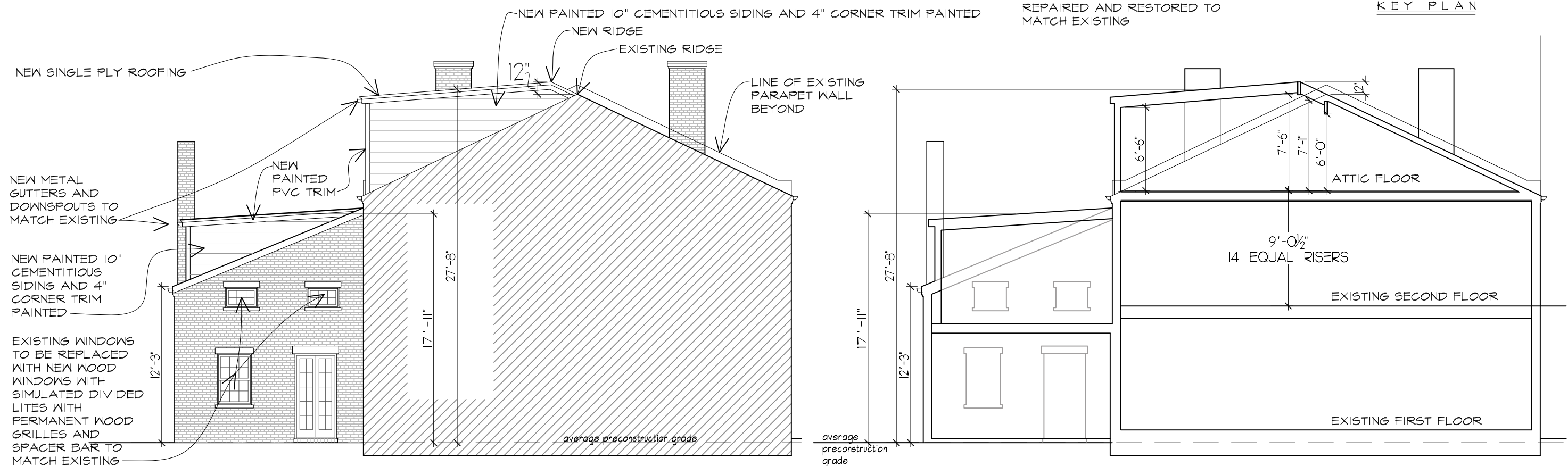
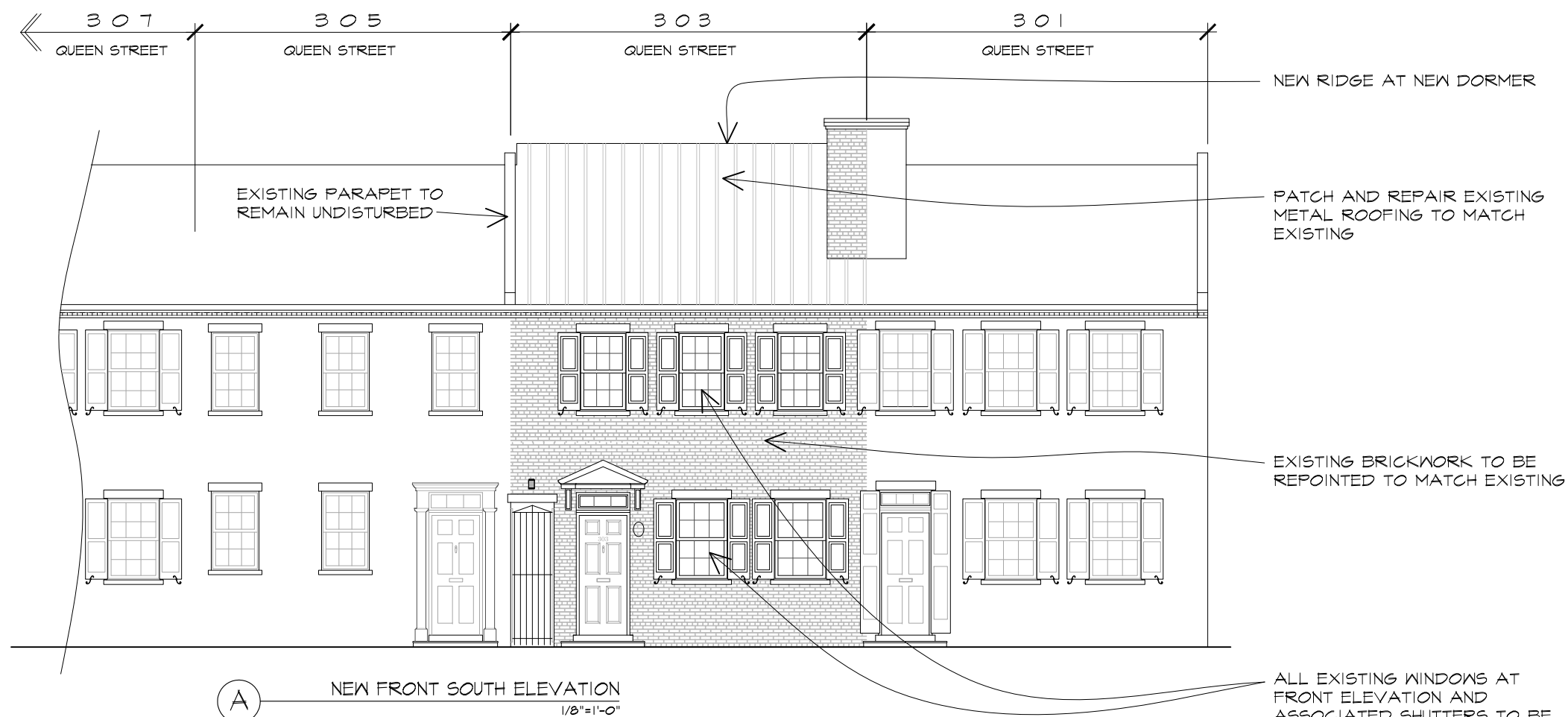


N E W
ATTIC
PLAN
1/8" = 1'-0"

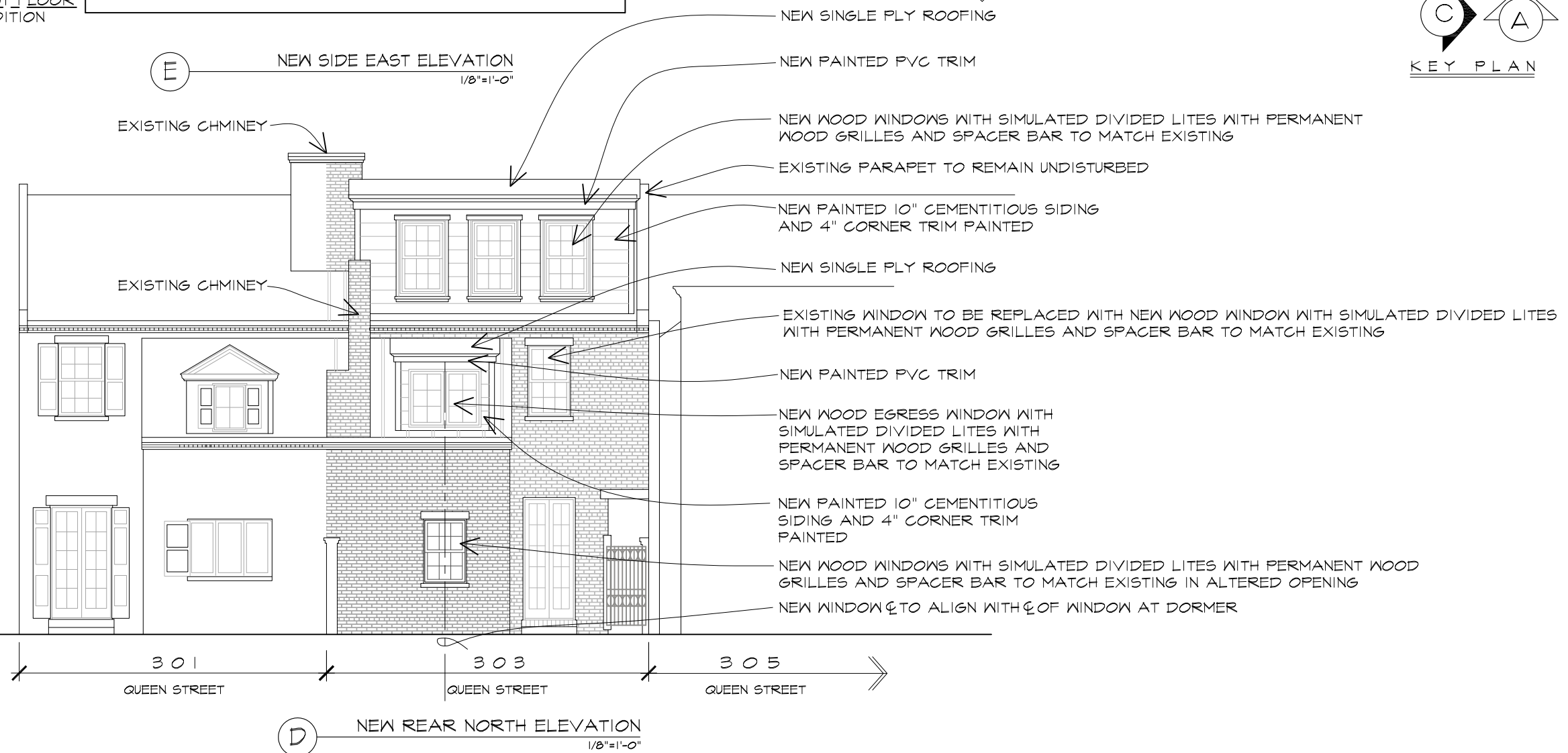
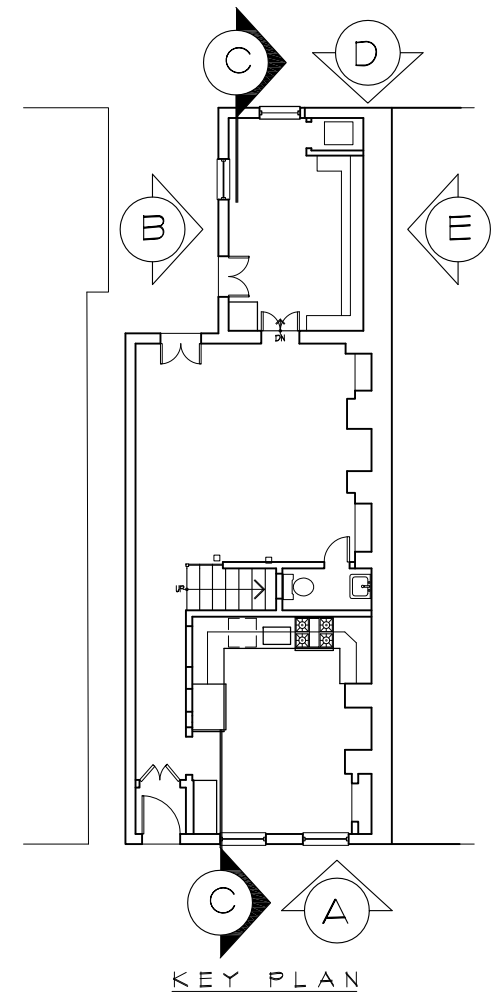
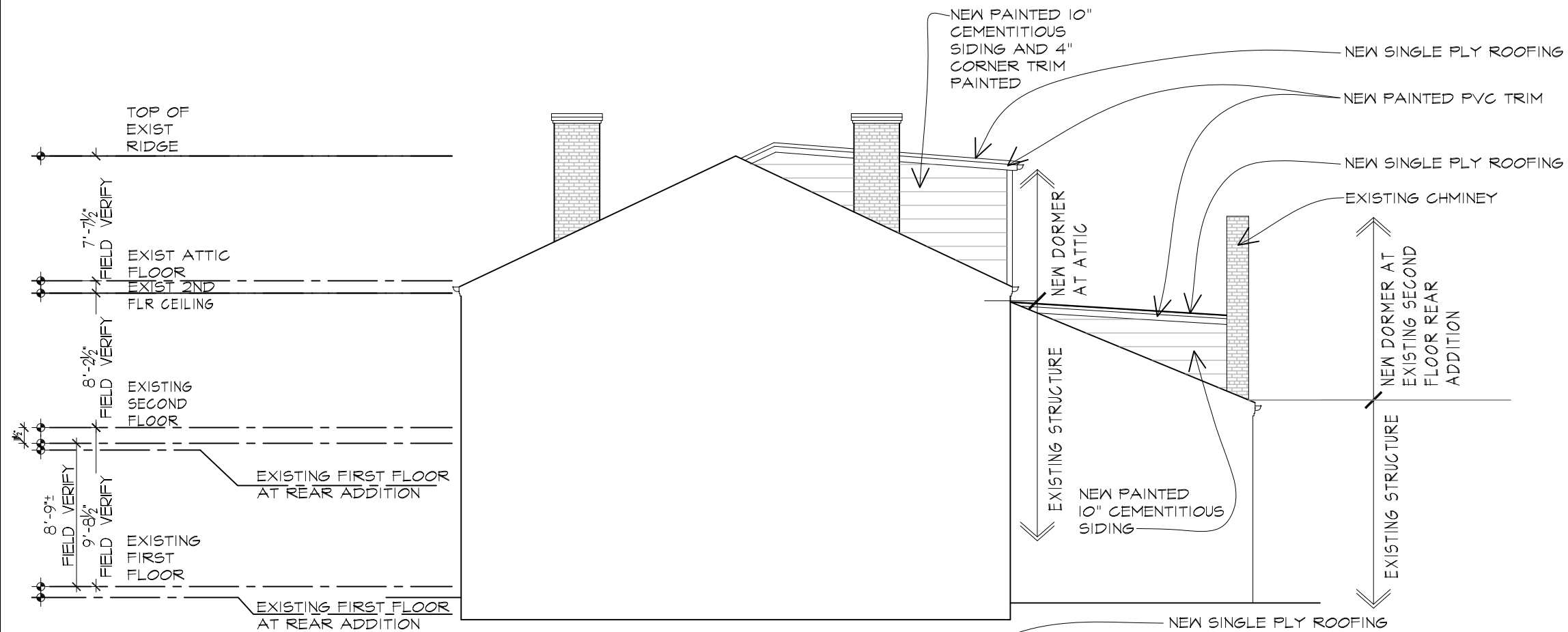


N E W
NEW
PLAN
1/8" = 1'-0"





REVISED
3:51 pm, Apr 29, 2025

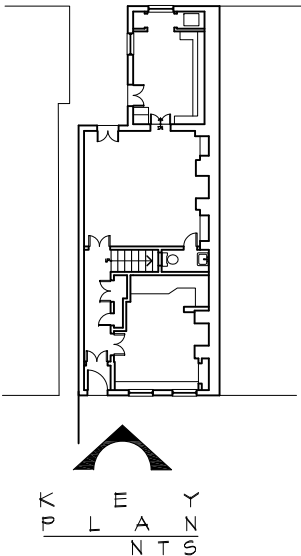




FRONT SOUTH ELEVATION
303 QUEEN STREET



FRONT SOUTH ELEVATION
303 QUEEN STREET



301 QUEEN STREET

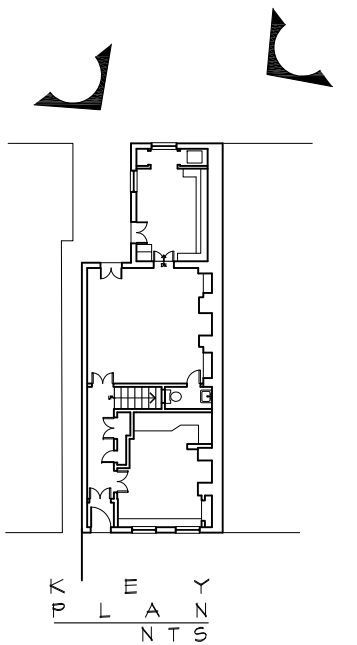
303 QUEEN STREET



SIDE EAST ELEVATION
303 QUEEN STREET



SIDE WEST/NORTH ELEVATION
303 QUEEN STREET

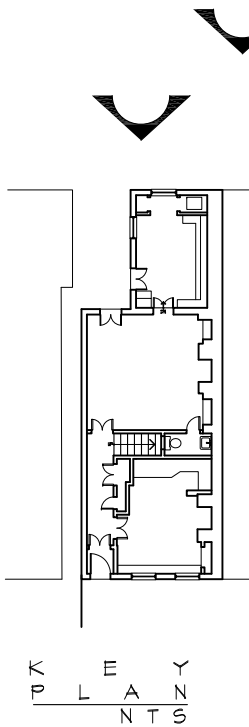


301 QUEEN STREET

303 QUEEN STREET



REAR NORTH ELEVATION
303 QUEEN STREET



301 QUEEN STREET



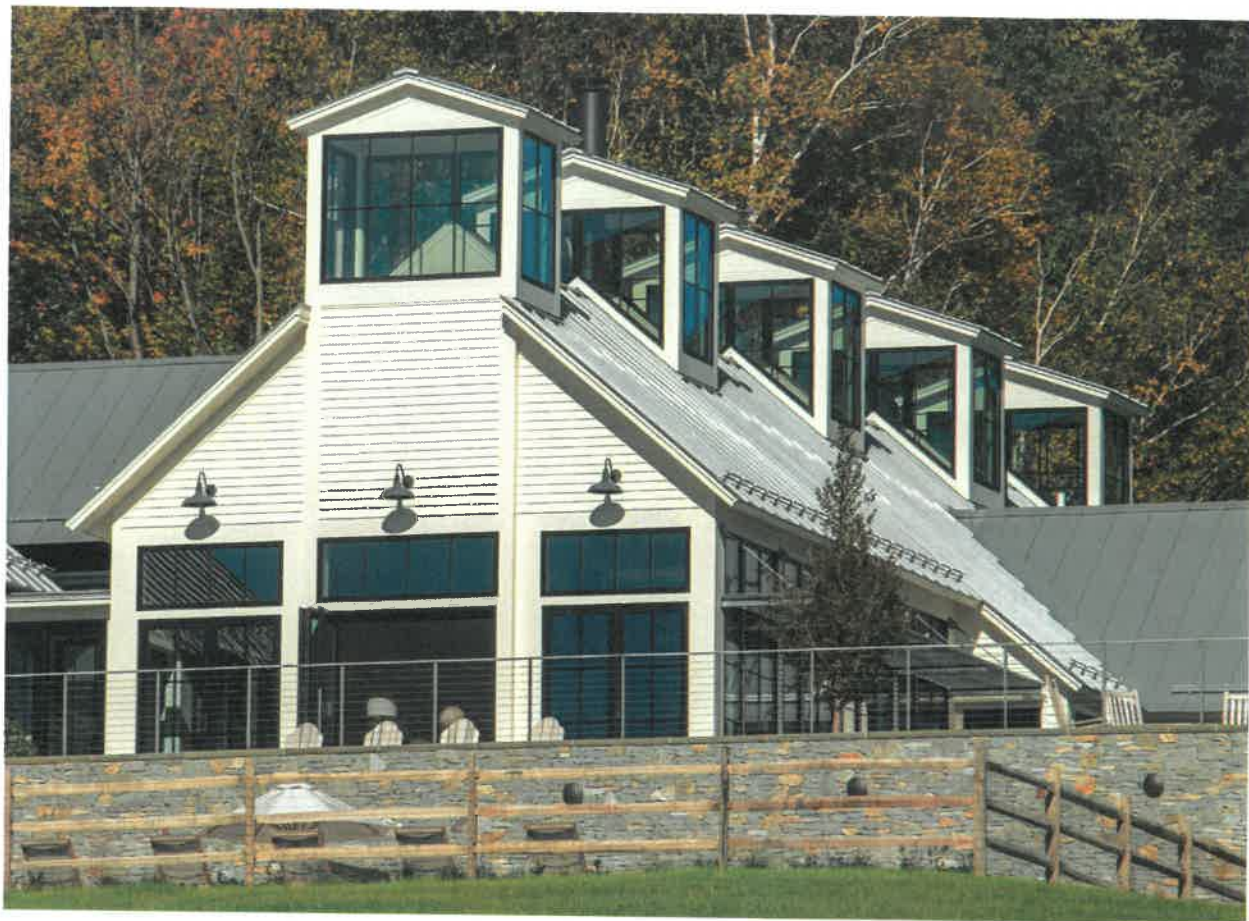
REAR NORTH ELEVATION
303 QUEEN STREET



REAR NORTH ELEVATION
303 QUEEN STREET



Architect Series® Reserve™



Photograph(s)
© Scott Barrow Photography



Wood Windows and Patio Doors

Authentically Detailed.

Meticulously designed to replicate the historical millwork process, Pella® Architect Series® Reserve™ offers unparalleled authenticity. Each piece is original, featuring excellent craftsmanship to reflect your project's unique personality and customized to fit your vision.

- A wide range of glazing options as well as HurricaneShield® impact-resistant.
- Divided light options available in Integral Light Technology® grilles, grilles-between-the-glass or wood removable grilles in standard and custom patterns.
- Wide range of historically authentic features and attributes including butt joinery and through stiles
- Two exterior sash profiles are available: Ogee and Putty Glaze.
- Virtually unlimited exterior color options, EnduraClad® protective finish in 27 standard colors plus nearly unlimited custom colors and Anodized finishes.



Available with factory-installed integrated security sensors.

Brand Overview

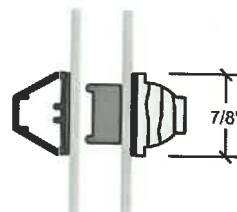
Grilles

For a full list of grille size and pattern availability contact your local Pella sales representative.

Integral Light Technology® Grilles

- Extruded aluminum or wood grilles are adhered to the exterior face
- Wood grilles are adhered to the interior face
- Between-the-glass foam spacers, which are aligned with the interior and exterior grilles, replicate the appearance of true divided lights
- Typical grilles are 7/8" wide putty glazed or ogee profile, other standard and custom widths are available
- Custom grille patterns are available

Grille Profile

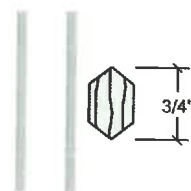


7/8", 1-1/4", and 2" widths

Roomside Removable Grilles

- Roomside wood grilles are securely attached to the interior, but can be removed for glass cleaning
- Typical grilles are 3/4" wide, other standard and custom widths and profiles are available

Grille Profile

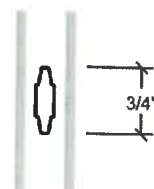


3/4", 1-1/4", and 2" widths

Grilles-Between-the-Glass¹

- Permanent aluminum grilles are factory-installed inside the airspace of insulating glass
- White, Tan², Brown, Putty², Black, Morning Sky Gray, Ivory, Sand Dune, Harvest, Cordovan or Brickstone interior.
- Grilles are 3/4" wide
- Interior colors complements today's most popular interior finishes; choose a color to coordinate with the window or door frame, or select a contrasting grille color for a one-of-a-kind look

Grille Profile



3/4" width

Interior GBG Colors



Available Patterns

Traditional	9-Lite Prairie	Top Row	Cross	Custom Equally Divided

Pattern availability may vary depending on size of unit.

Custom configurations are also available, for details contact your local Pella sales representative.

¹ Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

² Tan or Putty Interior GBG colors are available in single-tone (Tan/Tan or Putty/Putty).

Pella 7/8 grille BAR



7/8" Integral Light Technology
Grilles



1-1/4" Integral Light Technology
Grilles



2" Integral Light Technology
Grilles

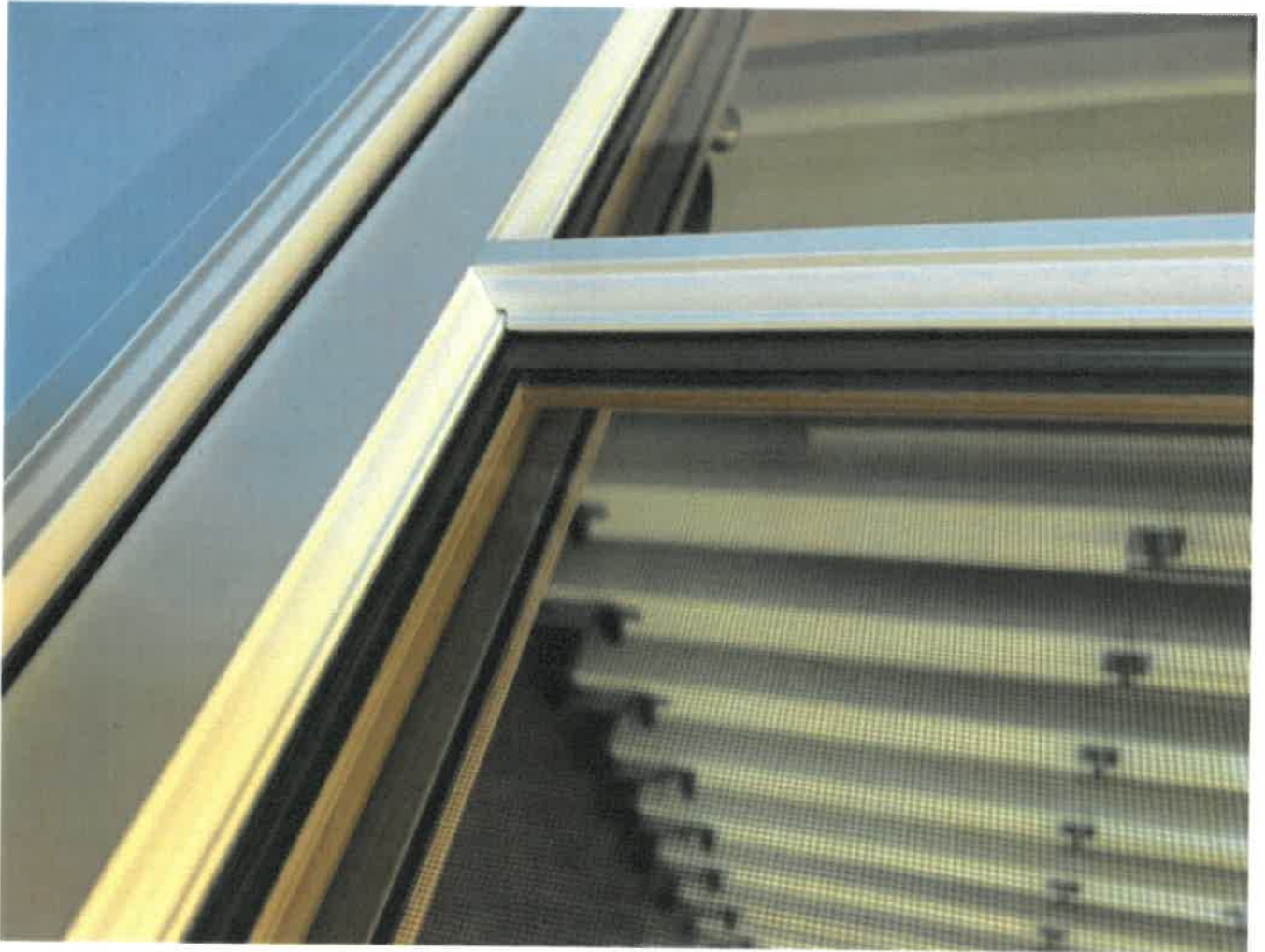
SIMULATED-DIVIDED-LIGHT GRILLES

- Grilles are permanently bonded to the inside and outside of the glass
- No spacer between the grilles

BEST USE: When you want the traditional look of divided-light windowpanes.

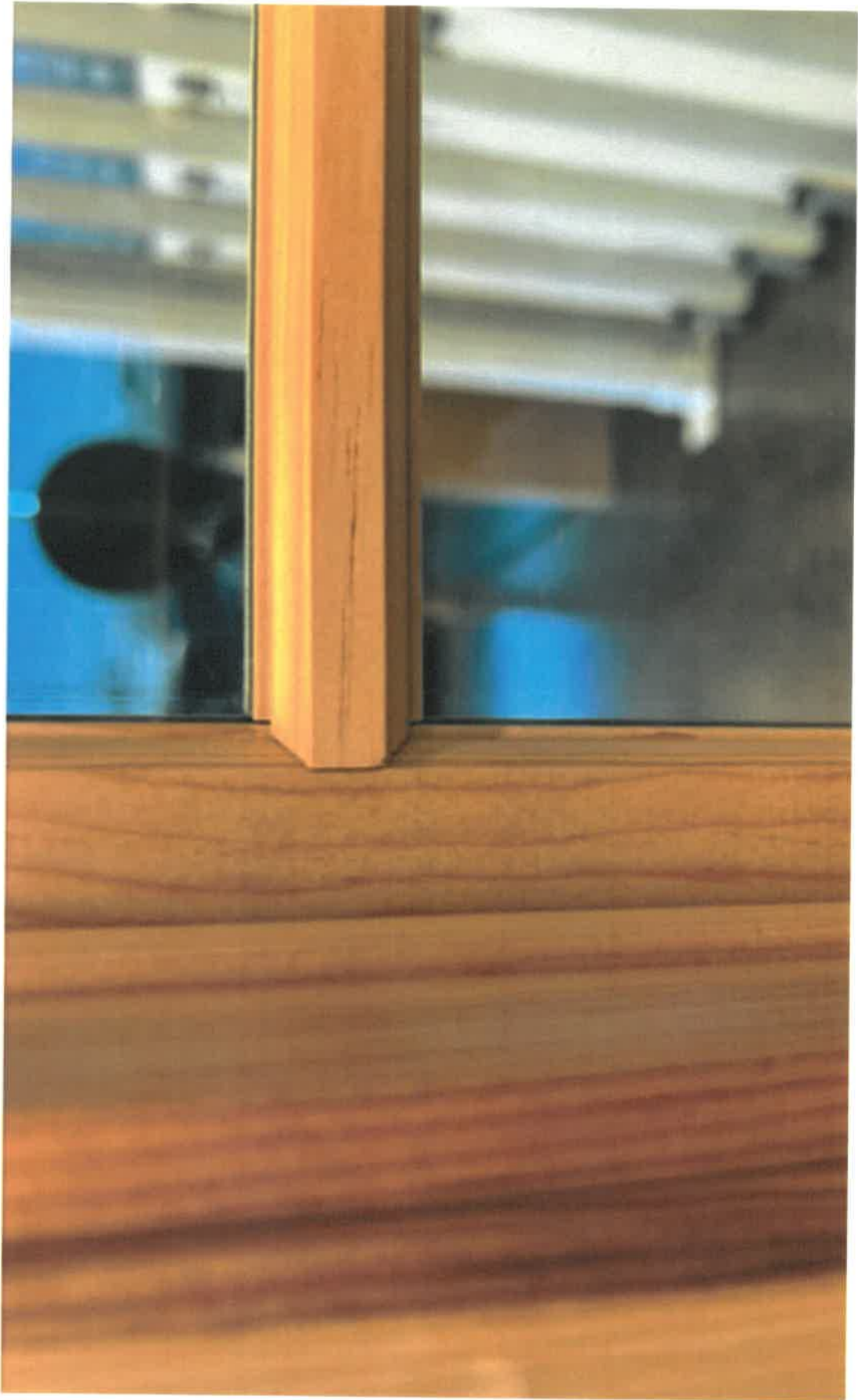


Exterior



Side View

Interior



Finishes

EnduraClad® Protective Finish Standard Colors + Virtually Unlimited Custom Colors and Wood Options



Anodized Finishes



Interior Prefinished Colors



Screens



Vivid View® Screen

Provides the sharpest view and available as an upgrade on Pella wood windows and patio doors. Allows in 29% more light and is 21% more open to airflow compared to conventional screen. PVDF 21/17 mesh, 78% light transmissive.

InView™ Screen

Standard screen on Pella wood windows and patio doors, as well as Rolscreen® retractable screens on wood casement windows and Integrated Rolscreen® on Architect Series® Reserve™ single- and double-hung windows.

More transparent than conventional fiberglass, allows 14% more light and is 8% more open to airflow than conventional screen.

Vinyl coated 18/18 mesh fiberglass, Complies with performance requirements of SMA 1201.

Conventional Screen

Standard on Rolscreen® retractable screens on patio doors.

Black vinyl coated 18/14 mesh fiberglass, Complies with ASTM D 3656 and SMA 1201.

Improved airflow is based on calculated screen cloth openness. Screen cloth transmittance was measured using an integrated sphere spectrophotometer.

Because of printing and display limitations, actual colors may vary from those shown.

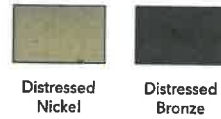
Hardware

Consult your local Pella Sales Representative for a full list of available hardware options.

Rustic Collection



Finishes



Classic Collection



Finishes



Essential Collection



Finishes

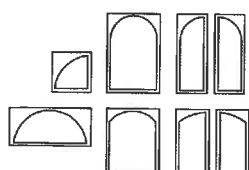


Finishes



Custom Capabilities

Consult your local Pella Sales Representative for available options.



Custom Glass Shapes Available



Custom Stile and Rail Widths Available



Custom Door Shapes Available

(1) Only available on Bifold configurations with a passage door. (2) Will not allow lead panel to stack completely. Because of printing and display limitations, actual colors may vary from those shown.



Department of Planning and Zoning Floor Area Ratio and Open Space Calculations

B**A. Property Information**A1. 303 Queen Street
Street AddressZone RMA2. 1,476 SF x 1.5
Total Lot Area Floor Area Ratio Allowed by Zone= 2,214 SF
Maximum Allowable Floor Area**B. Existing Gross Floor Area**Existing Gross Area

Basement 0
First Floor 706 SF
Second Floor 861 SF
Third Floor 0
Attic (<7'-0") 861 SF
Porches 0
Balcony/Deck 0
Lavatory*** 100 SF
Other** Shed 144 SF

Allowable Exclusions**

Basement** 0
Stairways** 72 SF
Mechanical** 10.5 SF
Attic less than 7'*** 861 SF
Porches**
Balcony/Deck**
Lavatory*** 100 SF
Other**
Other**

B1. 2,672 Sq. Ft.
Existing Gross Floor Area*B2. 1,043.5 Sq. Ft.
Allowable Floor Exclusions**B3. 1,628.5 Sq. Ft.
Existing Floor Area Minus Exclusions
(subtract B2 from B1)

Comments for Existing Gross Floor Area

B1. Total Gross2,672 SFB2. Total Exclusions1,043.5**C. Proposed Gross Floor Area**Proposed Gross Area

Basement
First Floor
Second Floor
Third Floor 316 SF
Attic
Porches
Balcony/Deck
Lavatory***
Other

Allowable Exclusions**

Basement**
Stairways** 57 SF
Mechanical**
Attic less than 7'***
Porches**
Balcony/Deck**
Lavatory*** 35 SF
Other**
Other**

C1. 316 Sq. Ft.
Proposed Gross Floor Area*C2. 92 Sq. Ft.
Allowable Floor Exclusions**C3. 224 Sq. Ft.
Proposed Floor Area Minus Exclusions
(subtract C2 from C1)C1. Total Gross316 SFC2. Total Exclusions92 SF**D. Total Floor Area**D1. 1,828.5 Sq. Ft.
Total Floor Area (add B3 and C3)D2. 2,214 Sq. Ft.
Total Floor Area Allowed
by Zone (A2)**E. Open Space**E1. 1005 Sq. Ft.
Existing Open SpaceE2. 441 Sq. Ft.
Required Open SpaceE3. 1,005 Sq. Ft.
Proposed Open Space**Notes**

*Gross floor area is the sum of all areas under roof of a lot, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

** Refer to the Zoning Ordinance (Section 2-145(B)) and consult with Zoning Staff for information regarding allowable exclusions. Sections may also be required for some exclusions.

***Lavatories may be excluded up to a maximum of 50 square feet, per lavatory. The maximum total of excludable area for lavatories shall be no greater than 10% of gross floor area.

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

Signature: Robert B AdamsDate: 4/8/25