

BAR Meeting  
March 2, 2016

**ISSUE:** Permit to Demolish/Capsulate, an Addition and Waiver of the Rooftop HVAC Screening Requirement

**APPLICANT:** Robert Hotaling by Steve Kulinski

**LOCATION:** 512 North Columbus Street

**ZONE:** RB / Residential

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**STAFF RECOMMENDATION**

Staff recommends approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness and Waiver of the Rooftop Screening Requirement with the following archaeology condition:

1. The language noted below shall be included on all final construction documents involving any ground disturbing activities:
  - 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 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.

**GENERAL NOTES TO THE APPLICANT**

1. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a stamped copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or [preservation@alexandriava.gov](mailto:preservation@alexandriava.gov) for further information.
2. **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.
3. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
4. **BUILDING PERMITS:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Building and Fire Code Administration (including signs). 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.
5. **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.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.



**BAR2016-00026 & BAR2016-00027**



**Note:** Staff coupled the reports for BAR #2016-0026 (Permit to Demolish/Capsulate) and BAR #2016-0027 (Certificate of Appropriateness) for clarity and brevity. This item requires a roll call vote.

## **I. ISSUE**

The applicant is requesting approval of a Permit to Demolish/Capsulate, a Certificate of Appropriateness and waiver of the rooftop screening requirement of zoning ordinance section 6-403(B)(3) to construct a rear addition to the house at 512 North Columbus Street.

### Permit to Demolish/Capsulate

- Demolish existing rear deck
- Demolish portions of west wall on the rear elevation for new doorways (84 sq. ft)
- Capsulate entire rear brick wall and a portion of the roof structure for new addition (approx. 400 sq. ft.)

### Addition

- Construct a two-story rear addition with raised basement onto the west (rear) elevation (301 sq. ft. footprint)
- Construct a rear, wood entry stair

### Alterations

- Install two rooftop HVAC units (requires a waiver of the rooftop screening requirement)

### Materials

- HardiePlank lap siding with a smooth finish, 7" exposure; blue
- Azek smooth texture painted trim; white
- Parged concrete foundation
- Outdoor wall lanterns; bronze
- Jeld-Wen, Siteline, aluminum-clad wood, single-light, casement windows; black
- Jeld-Wen Siteline, smooth-pro fiberglass single-light exterior door; black
- EPDM membrane roof; dark gray

## **II. HISTORY**

This brick, two-story dwelling is located on the west side of North Columbus Street and is part of a collection of eight townhouses (506-520 North Columbus Street) constructed **prior to 1863**, as they appear in a bird's eye view of Alexandria with that date. An early- to mid- 19<sup>th</sup> century date is supported by the massing of the houses, the brick coursing and the design of the brick cornice. The houses were constructed as relatively simple, vernacular worker housing. Each of the two-story dwellings are a side hall plan, two bays in width, with a raised basement and standing seam metal roofs with shared front and back chimneys.

The houses were originally constructed without rear service wings. According to Mrs. Helen Miller, who was born in 508 North Columbus Street in 1916, the kitchen and dining room were located in the basement. Due to a change in grade from front to back, the basement level is fully exposed at the rear of the house, and contains both a door and window. Based on Sanborn maps and BAR records, the row of eight houses remained without rear additions until the early 1950s and possibly until the early 1980s. In the subsequent years, there have been a number of changes

to these houses. However, two of the eight, 512 and 520 North Columbus Street, remain without additions. The front of the row retains a substantial degree of integrity, despite minor alterations. A 1946 building permit recently located by Staff, requests “to demolish west wall and rebuild on concrete footings” for the five houses at 508-516 North Columbus Street. Physical evidence suggests extensive repair or rebuilding was carried out at some point on the west wall of the row. 512 North Columbus has had its windows, door and door frame and stoop replaced on the front and until recently, had Formstone (a stone pattern stucco finish) applied to the front. The Board approved the application of the Formstone on September 11, 1952 and BAR staff gave administrative approval for its removal as an inappropriate material not complying with current BAR policy on November 19, 2004.

The boundary of the Old and Historic and Parker-Gray Historic Districts lies between the property at 516 North Columbus Street and 518 North Columbus Street.



Figure 1: 1863 Bird's Eye View of Alexandria

### III. ANALYSIS

#### *Permit to Demolish*

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

Standard	Description of Standard	Standard Met?
(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?	No
(2)	Is the building or structure of such interest that it could be made into a historic house?	No

(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?	No
(4)	Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	N/A
(5)	Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?	No
(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?	No

In the opinion of Staff, none of the criteria for demolition and capsulation are met and the Permit to Demolish/Capsulate should be granted. The area proposed for demolition/capsulation is minimal, located on a secondary elevation, only partially demolishes/capsulates areas of the rear elevation which have been previously altered, and does not remove any portion of the building containing character defining features which would compromise the integrity of the building as a whole.

Certificate of Appropriateness for an Addition

Regarding residential additions, the *Design Guidelines* state the Board’s preference for “contextual background buildings which allow historic structures to maintain the primary visual importance,” and for “designs that are respectful of the existing structure and...which echo the design elements of the existing structure.”

Staff supports the proposed modest addition, finding the scale and mass appropriate for the structure. Although visible from the public alley in the rear, this modern addition will read as a secondary background element. This subservient design scheme is achieved by lowering the addition’s roof height to 25’- 3”, which is four feet below the ridge of the historic roof. This difference in roof heights creates a design that respects the historic roof form and also provides a

rooftop nook for the new HVAC units. The use of HardiePlank lap siding on the addition will also differentiate the new addition from the historic masonry section. Finally, while the OHAD BAR generally prefers to have the window pane configuration and/or window operation of a new addition match the main building, there is a different operation and light configuration proposed for this addition (single light casements as opposed to the historic 6/6 double hung windows on the main block) because of the need for an egress window for this new bedroom space. Staff supports the modern light configuration and change in window operation proposed for the addition, as acceptable for this location on the rear elevation of a modern addition and to differentiate the new addition from the historic portion of the house.

The proposed materials are consistent with the Board's adopted policies. The BAR regularly approves HardiePlank lap siding and high-quality solid PVC trim that can be painted on new additions. The proposed aluminum-clad wood windows are consistent with the *Window Policy*.

Staff recommends approval of the addition.

#### Waiver of Rooftop Screening Requirement

Section 6-403(B)(1) of the Zoning Ordinance requires the architectural screening of rooftop mechanical appurtenances throughout the City. However, the BAR "having jurisdiction of the matter may, after public hearing, waive or modify the screening requirement of Section 6-403(B)(1) if the board finds such requirement to be architecturally inappropriate."

The *Design Guidelines* note that "HVAC equipment should be located in a visually inconspicuous area of a building" and "rooftop HVAC equipment is generally discouraged on small scale structures and the front roofs of building because they create visual disruption of the historic streetscape and are difficult to screen effectively." In many instances, the screening of HVAC rooftop equipment is more visually obtrusive than the unit itself.

In this particular case, Staff finds that the proposed unit will be recessed into a roof valley created by the juncture of the historic roof and the new low slope roof structure and will only be visible from the public alley. Therefore, staff finds that screening these units would create a larger more visible mass on the roof of the building, thus a more visual disruption. For these reasons, staff recommends that the Board approve the waiver.

#### **STAFF**

Michele Oaks, Historic Preservation Planner, Planning & Zoning  
Al Cox, FAIA, Historic Preservation Manager

#### **IV. CITY DEPARTMENT COMMENTS**

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

#### **Code Administration**

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 the building permit plans and the additional information submitted. If there are any questions, the applicant may contact Charles Cooper, Plan Review Division at Charles.cooper@alexandriava.gov or 703-746-4197.

- C-1 A building, trade permit and inspections are required for this project.
- C-2 Appliances shall be accessible for inspection, service, repair and replacement without removing permanent construction, other appliances, or any other piping or ducts not connected to the appliance being inspected, serviced, repaired or replaced. A level working space at least 30 inches deep and 30 inches wide shall be provided in front of the control side to service an appliance.
- C-3 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

**Transportation and Environmental Services**

- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 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)
- F-1 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)
- 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 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-3 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-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons,

etc. must be city standard design. (Sec. 5-2-1) (T&ES)

**Alexandria Archaeology**

- F-1 Tax records indicate that development on this street face had begun by 1810 and that two free African American households were located on the block in 1830. The property therefore has the potential to yield archaeological resources which could provide insight into domestic activities, perhaps relating to free blacks, in early 19<sup>th</sup>-century Alexandria.
- R-1. 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. (Archaeology)
- R-2. 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. (Archaeology)

**V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application for BAR2016-0026 & 0027 at 512 N Columbus Street*

**512 North Columbus Street – Board of Architectural Review Old and Historic District  
Materials Specification List**

**Rear Elevation Light:** Capital Lighting – Sutter Creek Two Light Outdoor Wall Lantern, #9112OB

Color – Old Bronze



**Siding:**

**West Elevation** – Hardie Plank lap siding

- Smooth face
- 7" exposure

Color – Painted w/ Sherwin Williams #SW6225 Sleepy Blue

**SW 6225 Sleepy Blue**

Interior / Exterior

Locator Number: 220-C1



**Color Details**

Color Family: Blues  
RGB Value: R-188 | G-203 | B-206  
Hexadecimal Value: #BCCBCE  
LRV: 58

**Windows:** **All Elevations** – Jeld-wen – Sitrine aluminum clad wood casement windows  
Color – black

**Sythetic Wood Trim / Metal Coping:**

Azek (smooth texture)  
Color - Painted w/ Sherwin Williams #SW7006 Extra White'



**SW 7006 Extra White**  
Interior / Exterior

**Color Collections**  
Haute Couture, Kinetic Contrasts, Artistically Bright, High Voltage, Reasoned, True Whites, America's Heritage, Suburban Modern Exterior, Pottery Barn - Spring/Summer 2015, PBteen - Spring/Summer 2015

**Color Family**  
Whites

**Color Strip**  
140

**RGB Value**  
R-239 | G-240 | B-236

**Hexadecimal Value**  
#EFF0EC

**LRV**  
85

[View all White paint colors](#) [Go to Color Visualizer](#)

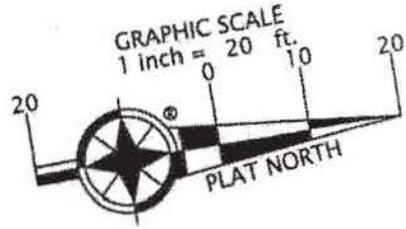
**Roofing (rear):** EPDM Self adhearing membrane  
Color – Dark Gray

**Rear Entry Door:** Jeldwen – Sitrine smooth-pro fiberglas exterior door  
Color – black  
Wide Stile (No grille)  
Hardware – Black

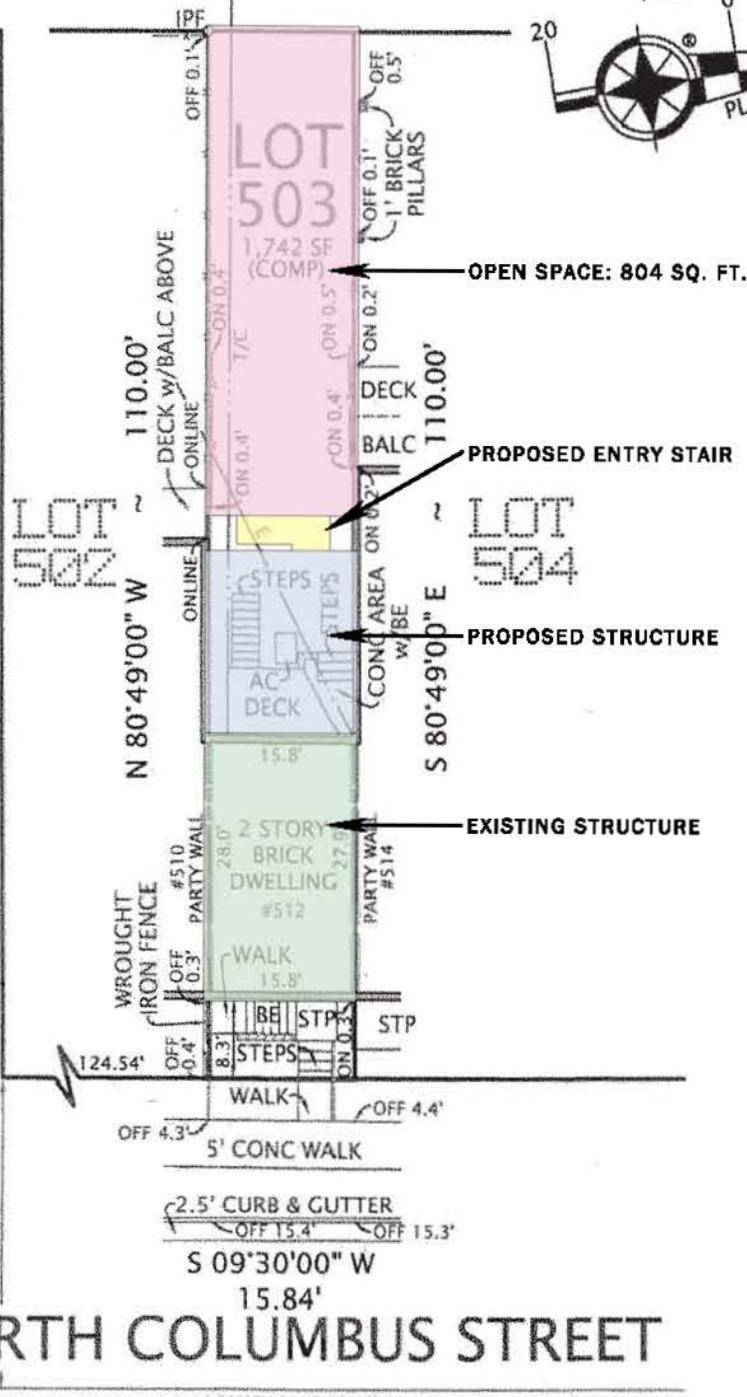
NOTES: 1. FENCES ARE FRAME UNLESS NOTED.  
 2. WALLS ARE 0.7" BRICK.

PUBLIC ALLEY

N 09°30'00" E  
 15.84'



MONUMENT LINE  
 ORONOCO STREET



NORTH COLUMBUS STREET

MONUMENT LINE

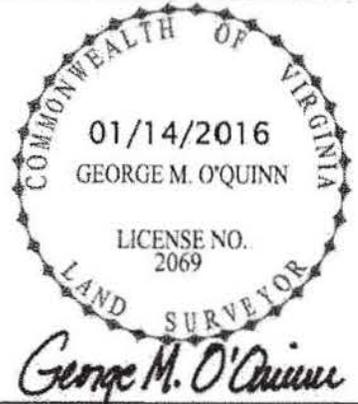
PLAT  
 SHOWING HOUSE LOCATION ON  
 LOT 503  
 OF THE DIVISION OF THE PROPERTY OF  
**J. RANDOLPH F. DAVIS**

APPLICATION MATERIALS  
 BAR2016-00026/00027  
 512 N Columbus St  
 2/1/2016

(DEED BOOK 272, PAGE 357)  
 CITY OF ALEXANDRIA, VIRGINIA  
 SCALE: 1" = 20'      JANUARY 14, 2016

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.



CASE NAME:  
 TURN AROUND PROPERTIES, LLC  
 NATIONAL SETTLEMENT SERVICES

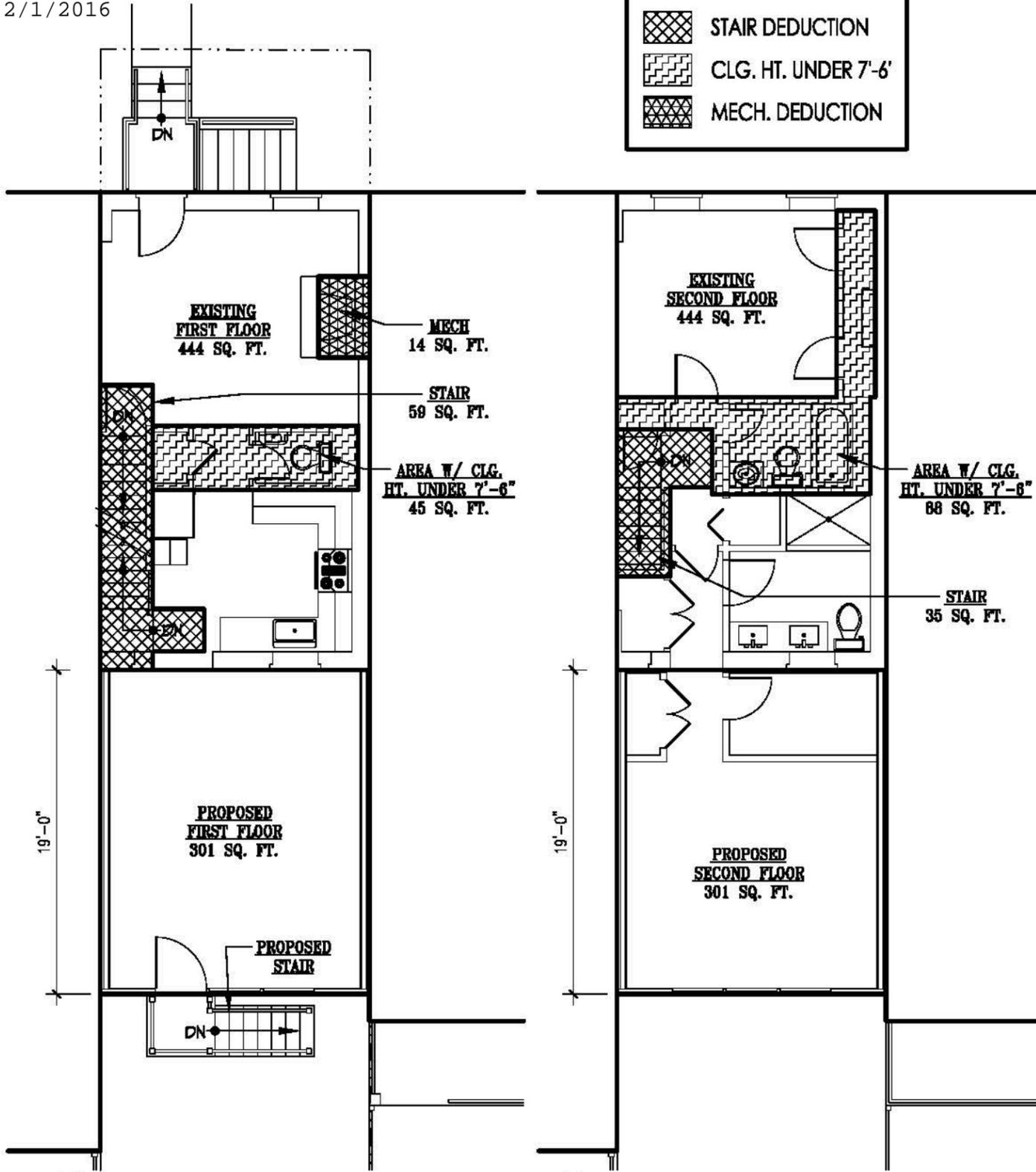
**DOMINION** Surveyors Inc.\*  
 8808-H PEAR TREE VILLAGE COURT  
 ALEXANDRIA, VIRGINIA 22309  
 703-619-6555  
 FAX: 703-799-6412

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# CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL REVIEW OLD & HISTORIC DISTRICT - PLAN SUBMITTAL

APPLICATION MATERIALS  
 BAR2016-00026/00027  
 512 N Columbus St  
 2/1/2016

DRAWING KEY	
	STAIR DEDUCTION
	CLG. HT. UNDER 7'-6"
	MECH. DEDUCTION



**1** FIRST FLOOR PLAN  
 A1 SCALE: 1/8" = 1'-0"

**2** SECOND FLOOR PLAN  
 A1 SCALE: 1/8" = 1'-0"

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

**A. Property Information**  
 A1. Street Address 512 N. COLUMBUS ST. Zone RB  
 A2.  $\frac{1,742.4}{\text{Total Lot Area}} \times \frac{.75}{\text{Floor Area Ratio Allowed by Zone}} = \frac{1,306}{\text{Maximum Allowable Floor Area}}$

**B. Existing Gross Floor Area**

Existing Gross Area*		Allowable Exclusions	
Basement	444	Basement**	444
First Floor	444	Stairways**	94
Second Floor	444	Mechanical**	14
Third Floor	ATTN	Other**	543
Porches/ Other	-	Total Exclusions	1,095
<b>Total Gross *</b>	<b>1,776</b>		

B1. Existing Gross Floor Area \* 1,776 Sq. Ft.  
 B2. Allowable Floor Exclusions\*\* 1,095 Sq. Ft.  
 B3. Existing Floor Area minus Exclusions 681 Sq. Ft.  
 (subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement	301	Basement**	301
First Floor	301	Stairways**	-
Second Floor	301	Mechanical**	-
Third Floor	-	Other**	-
Porches/ Other	-	Total Exclusions	301
<b>Total Gross *</b>	<b>903</b>		

C1. Proposed Gross Floor Area \* 903 Sq. Ft.  
 C2. Allowable Floor Exclusions\*\* 301 Sq. Ft.  
 C3. Proposed Floor Area minus Exclusions 602 Sq. Ft.  
 (subtract C2 from C1)

**D. Existing + Proposed Floor Area**  
 D1. Total Floor Area (add B3 and C3) 1,283 Sq. Ft.  
 D2. Total Floor Area Allowed by Zone (A2) 1,306 Sq. Ft.

**F. Open Space Calculations**

Existing Open Space	1,000
Required Open Space	000
Proposed Open Space	004

\*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 (Section 2-145(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.

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.  
 Signature: [Signature] Date: 2/1/16

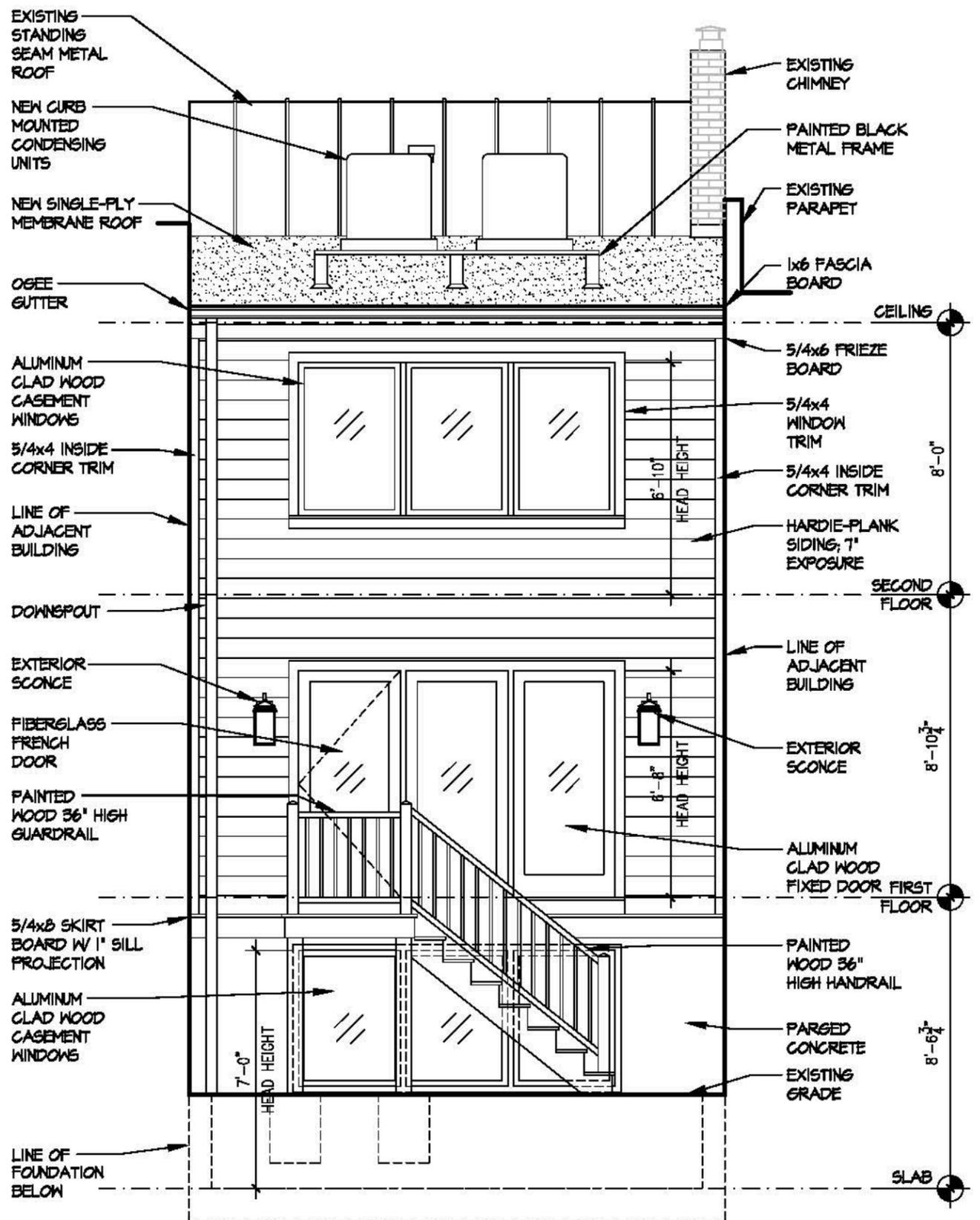
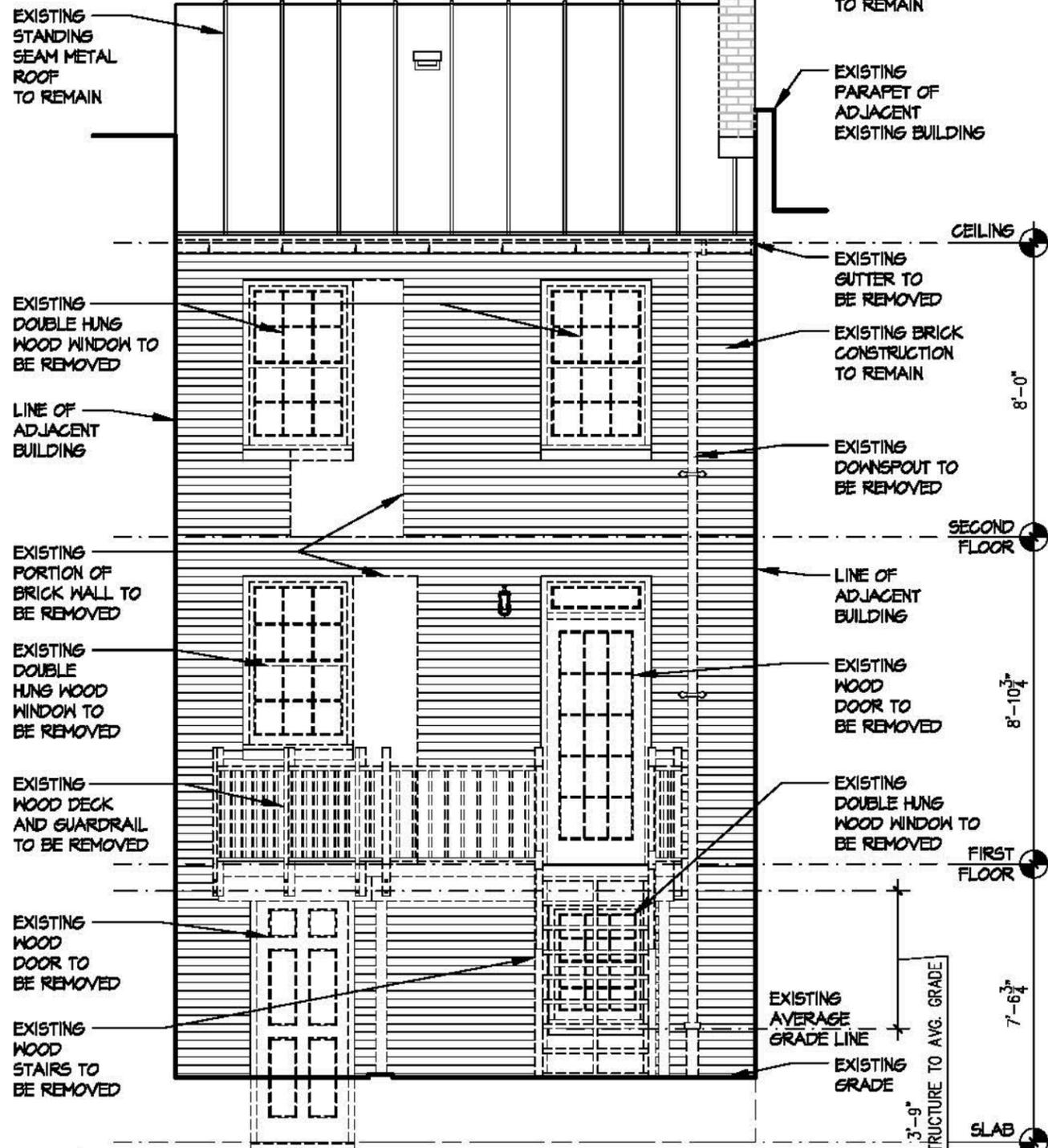


HOTALING RESIDENCE - ADDITION  
 512 N COLUMBUS STREET  
 ALEXANDRIA, VA 22314  
 FIRST FLOOR AND SECOND FLOOR F.A.R. DIAGRAMS  
 SHEET NUMBER  
**A1**

# CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL REVIEW OLD & HISTORIC DISTRICT - PLAN SUBMITTAL

APPLICATION MATERIALS  
 BAR2016-00026/00027  
 512 N Columbus St  
 2/1/2016

**KULINSKI**  
 GROUP ARCHITECTS P.C.  
 KULINSKIGROUP.COM | 703.836.7243



**1** EXISTING REAR ELEVATION

**2** PROPOSED REAR ELEVATION

A2 SCALE: 1/4" = 1'-0"  
 NOTES: 1. UNDERSIDE OF FIRST FLOOR STRUCTURE TO AVERAGE GRADE AT FRONT OF HOUSE = 28"  
 2. UNDERSIDE OF FIRST FLOOR STRUCTURE TO AVERAGE GRADE AT REAR OF HOUSE = 62"  
 3. AVERAGE GRADE: 62" + 28"/2 = 45"

A2 SCALE: 1/4" = 1'-0"

HOTALING RESIDENCE - ADDITION  
 612 N COLUMBUS STREET ALEXANDRIA, VA 22314

EXISTING AND PROPOSED REAR ELEVATION

SHEET NUMBER  
**A2**

# CITY OF ALEXANDRIA - BOARD OF ARCHITECTURAL REVIEW OLD & HISTORIC DISTRICT - PLAN SUBMITTAL



**1** EXISTING REAR PHOTO  
A3 SCALE: N.T.S.

APPLICATION MATERIALS  
BAR2016-00026/00027  
512 N Columbus St  
2/1/2016

HOTALING RESIDENCE - ADDITION  
512 N COLUMBUS STREET ALEXANDRIA, VA 22314

EXISTING CONDITION PHOTOS

SHEET NUMBER

A3

ADDRESS OF PROJECT: 512 N Columbus Street

TAX MAP AND PARCEL: 064.02-02-24

ZONING: RB

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: Robert Hotaling  
 Address: 6903 Alpine Drive  
 City: Annandale                      State: VA                      Zip: 22003  
 Phone: (703) 623-8666              E-mail: Bob.Hotaling@verizon.net

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

Name: STEPHEN W. KULINSKI AIA      Phone: (703) 836-7243  
 E-mail: steve@kulinskigroup.com

**Legal Property Owner:**

Name: Turn Around Properties LLC  
 Address: 2807 Beechwood Circle      City: Arlington      State: VA      Zip: 22207  
 Phone: (703) 623-8666                      E-mail:

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

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

**NATURE OF PROPOSED WORK:** *Please check all that apply*

NEW CONSTRUCTION

EXTERIOR ALTERATION: *Please check all that apply.*

awning

fence, gate or garden wall

HVAC equipment

shutters

doors

windows

siding

shed

lighting

pergola/trellis

painting unpainted masonry

other \_\_\_\_\_

ADDITION

DEMOLITION/ENCAPSULATION

SIGNAGE

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

Add two-story addition to rear of house.

**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.*

N/A

Survey plat showing the extent of the proposed demolition/encapsulation.

Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.

Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.

Description of the reason for demolition/encapsulation.

Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

**Additions & New Construction:** *Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. 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.*

- 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 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.*

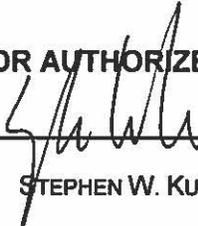
- N/A
- Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
  - Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment 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 have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee)
  - I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
  - I, the applicant, or an authorized representative will be present at the public hearing.
  - I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and 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.

**APPLICANT OR AUTHORIZED AGENT:**

Signature: \_\_\_\_\_  


Printed Name: STEPHEN W. KULINSKI

Date: 2/1/16

**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. Robert Hotaling	6903 Alpine Drive Annandale, VA 22003	50%
2. John Hotaling	2807 Beechwood Circle Arlington, VA 22207	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 512 N Columbus 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. Robert Hotaling	6903 Alpine Drive Annandale, VA 22003	50%
2. John Hotaling	2807 Beechwood Circle Arlington, VA 22207	50%
3.		

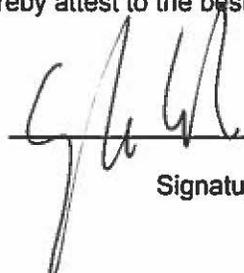
**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of 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. N/A		
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.

2/1/16                      STEPHEN W. KULINSKI  
Date                              Printed Name

  
\_\_\_\_\_  
Signature