

BAR CASE# _____

(OFFICE USE ONLY)

ADDRESS OF PROJECT: 520 S. PITT ST. ALEXANDRIA, VA 22314

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

TAX MAP AND PARCEL: 080.02-04-29 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: HARRY BRASWELL INC

Address: _____

City: _____

Phone: _____

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

Name: GRETCHEN BROWN

Phone: _____

E-mail: _____

Legal Property Owner:

Name: LUCAS & SARAH LONGO

Address: 520 S. PITT ST.

City: ALEXANDRIA

State: VA Zip: 22314

Phone: _____

E-mail: _____

BAR CASE# _____

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

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: *Please check all that apply.*
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| ☐ awning | ☐ fence, gate or garden wall | ☐ HVAC equipment | ☐ shutters |
| ☐ doors | ☒ windows | ☐ siding | ☐ shed |
| ☐ lighting | ☐ pergola/trellis | ☐ painting unpainted masonry | |
| ☐ other _____ | | | |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

REPLACE EXISTING EXTERIOR REAR BATHROOM WINDOW (64" H X 31 1/2" W)
TO A SMALLER WINDOW – 35 3/8" H X 31 3/8" W – KEEPING THE EXISTING HEADER

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.

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: GRETCHEN BROWN

Printed Name: GRETCHEN BROWN

Date: 6/23/2026

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. LUCAS LONGO	520 S. PITT ST. ALEXANDRIA, VA 22314	50%
2. SARAH LONGO	520 S. PITT ST. ALEXANDRIA, VA 22314	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 _____ (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. LUCAS LONGO	520 S. PITT ST. ALEXANDRIA, VA 22314	50%
2. SARAH LONGO	520 S. PITT ST. ALEXANDRIA, VA 22314	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. LUCAS & SARAH LONGO	NONE	NONE
2.	NONE	NONE
3.	NONE	NONE

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.

6/24/2026
Date

Sarah Longo
Printed Name


Signature

LONGO RESIDENCE BATHROOM RENOVATION

520 S. PITT ST.
ALEXANDRIA, VA 22314



APPLICABLE CODES:

2021 VIRGINIA PLUMBING CODE
2021 VIRGINIA MECHANICAL CODE
2021 VIRGINIA FUEL GAS CODE
2021 VIRGINIA CONSTRUCTION CODE
2021 VIRGINIA EXISTING BUILDING CODE
2021 VIRGINIA RESIDENTIAL CODE
2021 VIRGINIA ENERGY CONSERVATION CODE
2020 NATIONAL ELECTRICAL CODE

DRAWING LIST:

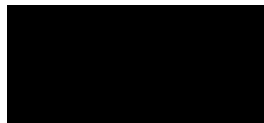
ARCHITECTURAL

CS COVER SHEET
A1.0 EXISTING/DEMO & PROPOSED BATHROOM FLOOR PLAN
A2.0 EXISTING & PROPOSED BATHROOM ELECTRICAL PLAN
A3.0 EXISTING & PROPOSED EXTERIOR WINDOW ELEVATION
A4.0 -A6.0 PROPOSED BATHROOM ELEVATIONS

GENERAL INFORMATION

OWNERS: LUCAS & SARAH LONGO
MAP - BLOCK - LOT NUMBER: 080.02-04-29
STUDY GROUP: 0826
LEGAL DESCRIPTION: LOT 518
PROPERTY OF KAREN HUBBARD SUGGS
& FAYE HUBBARD (D-129)
PRIMARY PROPERTY CLASS: SEMI-DETACHED HOUSE (110)
ACCOUNT: 50628510
BUILDING SQFT: 1369
YEAR BUILT: 1870

braswell
design+build



©2026 Harry Braswell, Inc.

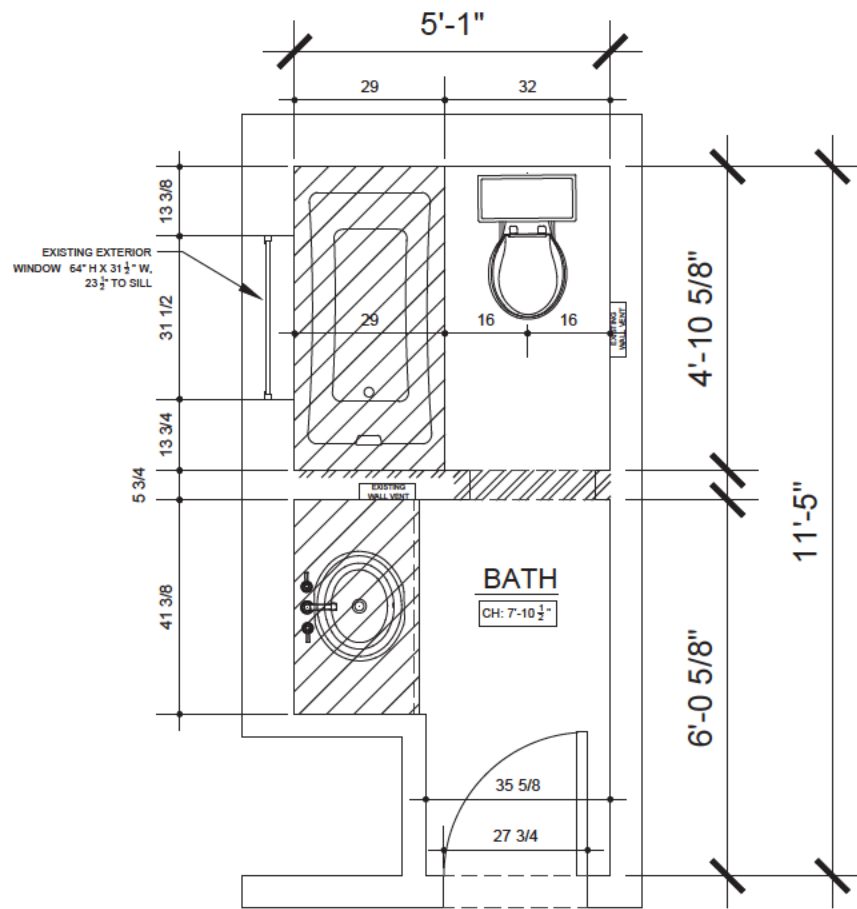
LONGO RESIDENCE
520 S. PITT STREET
ALEXANDRIA, VA 22314

DATE: 6/16/2026

SCALE: $\frac{1}{4} = 1'-0"$

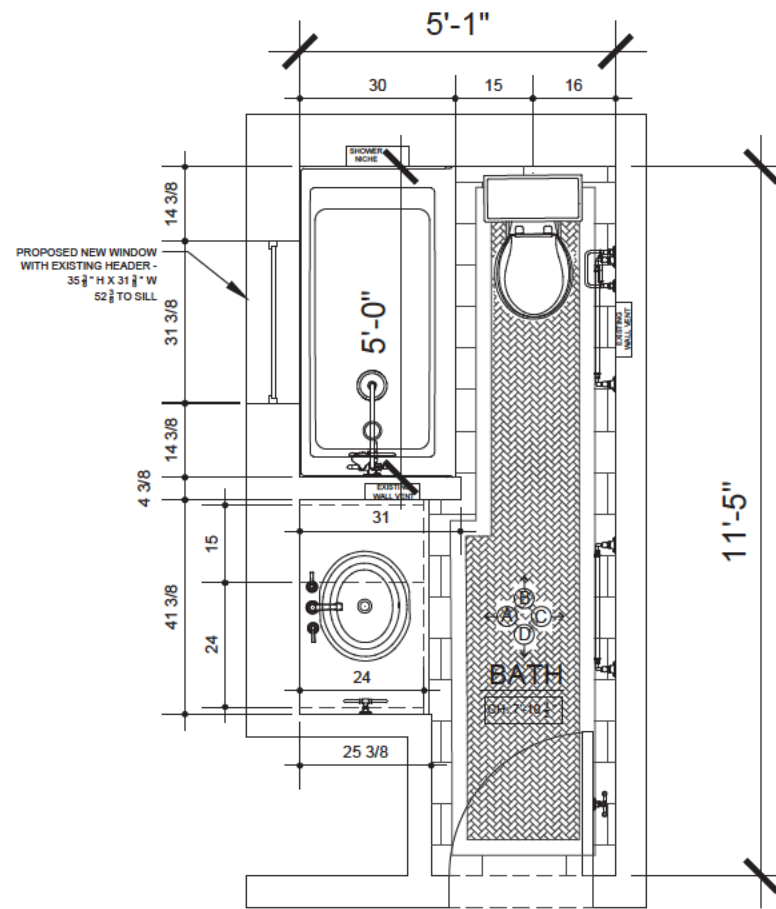
COVER SHEET

CS



EXISTING BATH FLOOR PLAN

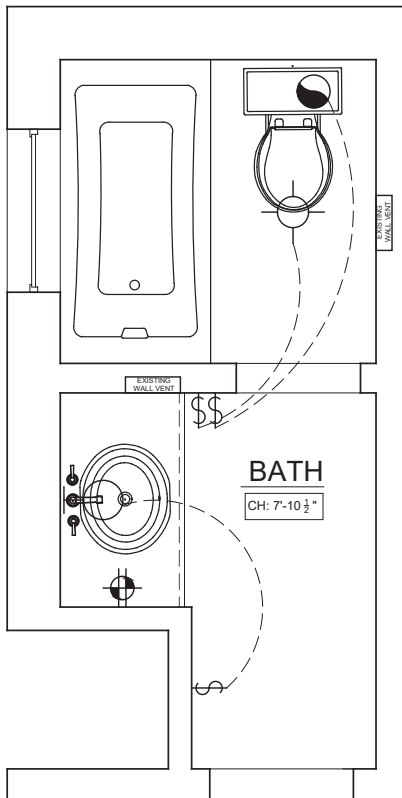
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PROPOSED BATH FLOOR PLAN

SCALE: $\frac{1}{2}$ " = 1'-0"

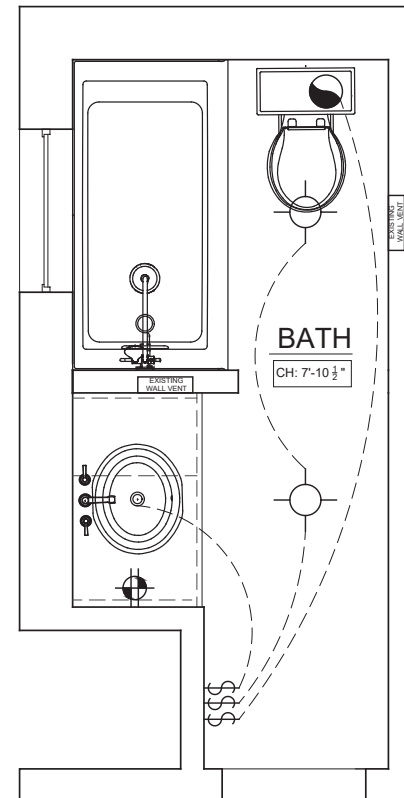
LEGEND	
	NEW WALLS
	WALLS TO BE REMOVED
	EXISTING WALLS TO REMAIN
	EXISTING TO BE DEMOLISHED



EXISTING BATH ELEC. PLAN

SCALE: $\frac{1}{2}$ " = 1'-0"

ELECTRICAL LEGEND	
	DUPLEX RECEPTACLE
	GFI DUPLEX RECEPTACLE
	DECORATIVE WALL MOUNT FIXTURE
	DECORATIVE FIXTURE
	EXHAUST FAN - VENTED TO EXTERIOR
	NEW SINGLE POLE SWITCH



PROPOSED BATH ELEC. PLAN

SCALE: $\frac{1}{2}$ " = 1'-0"

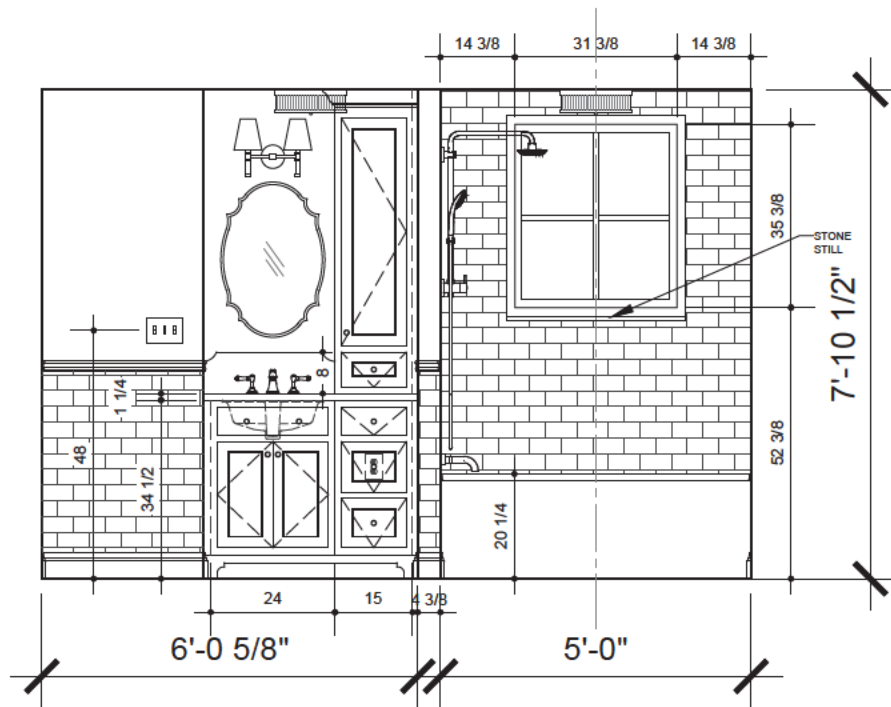




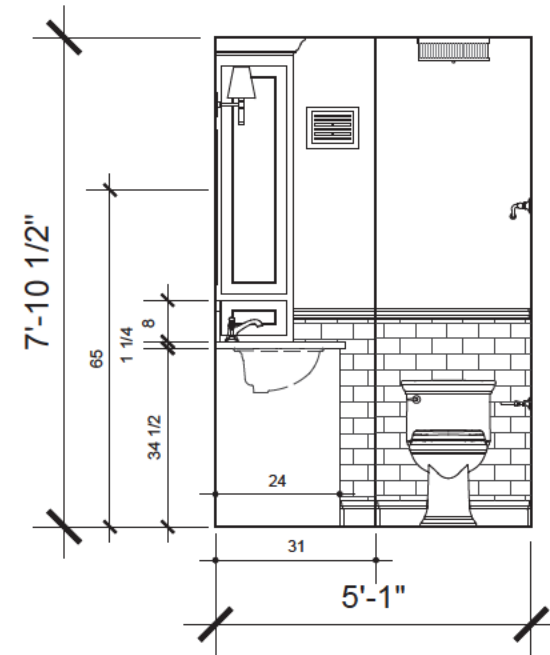
EXISTING EXTERIOR REAR ELEVATION
SCALE: $\frac{1}{4}" = 1'-0"$



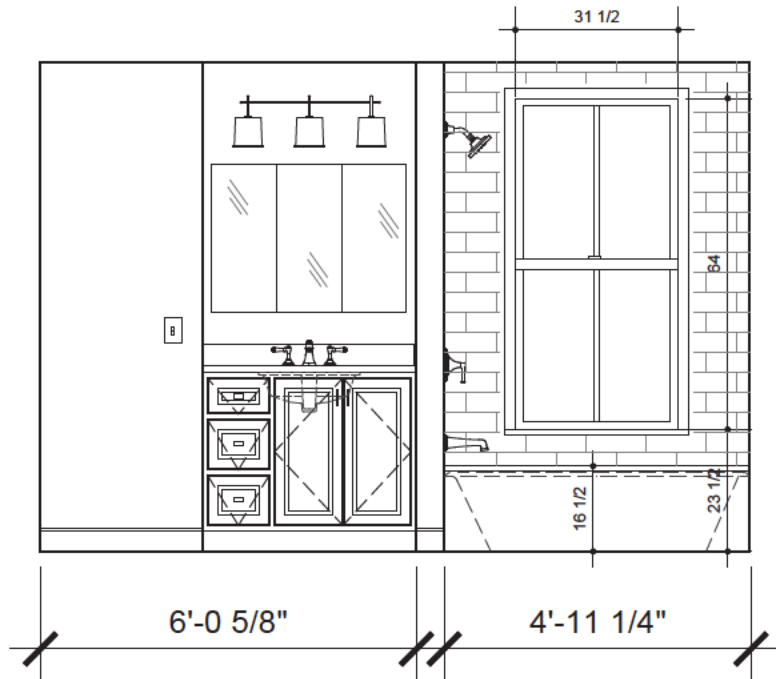
PROPOSED EXTERIOR REAR ELEVATION
SCALE: $\frac{1}{4}" = 1'-0"$



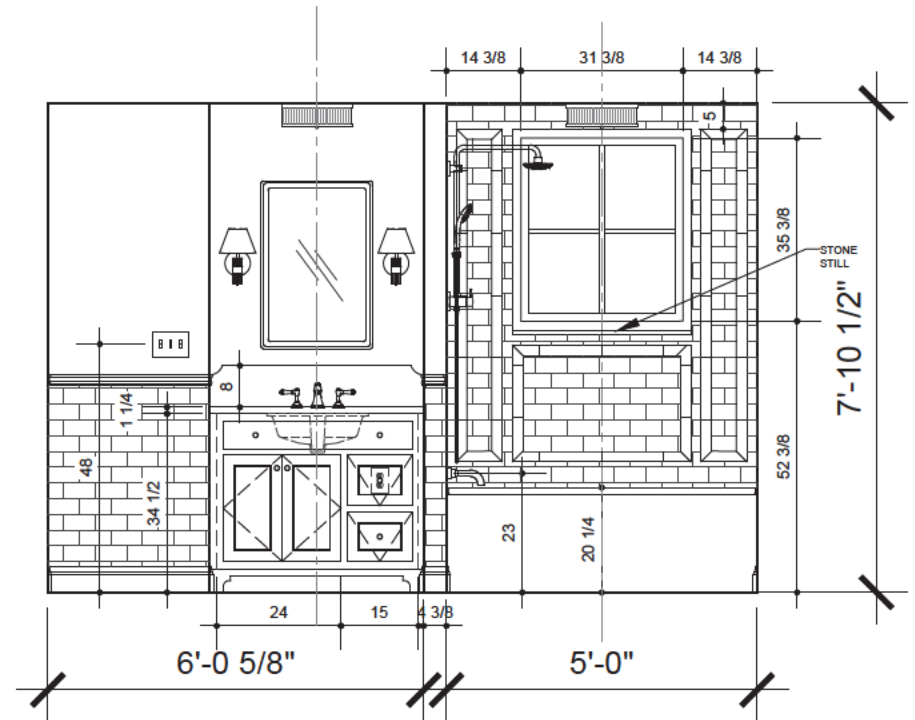
A BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



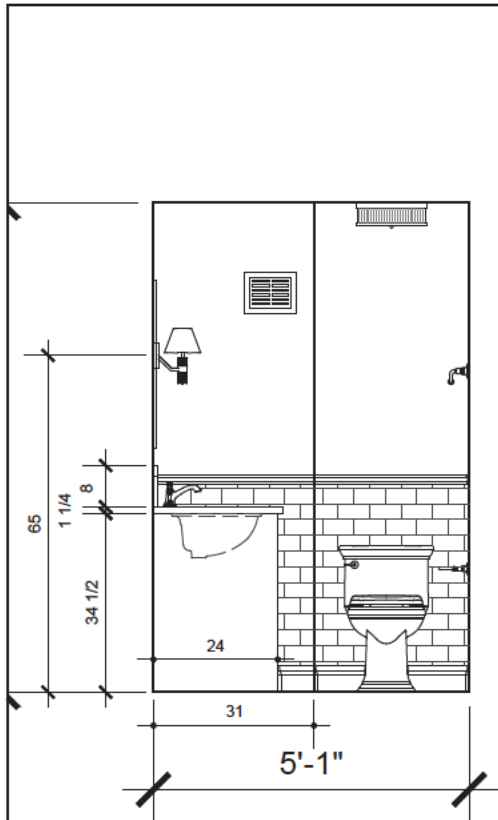
B BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



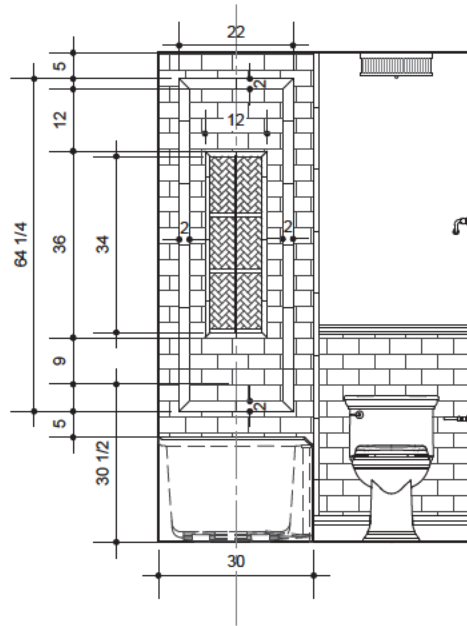
A BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



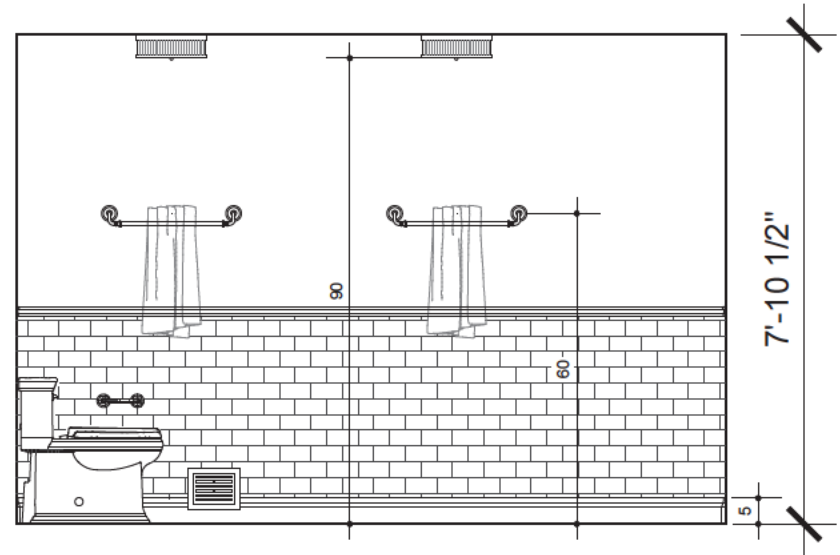
A BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



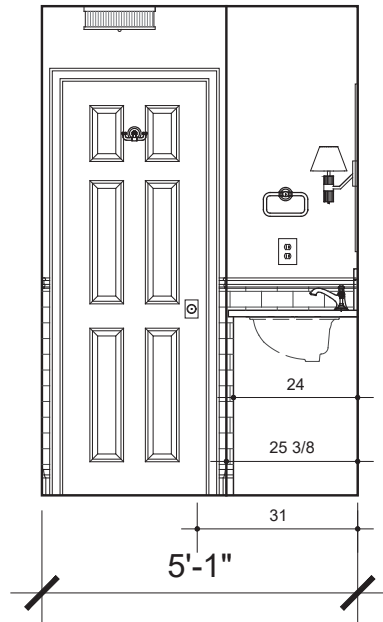
B BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



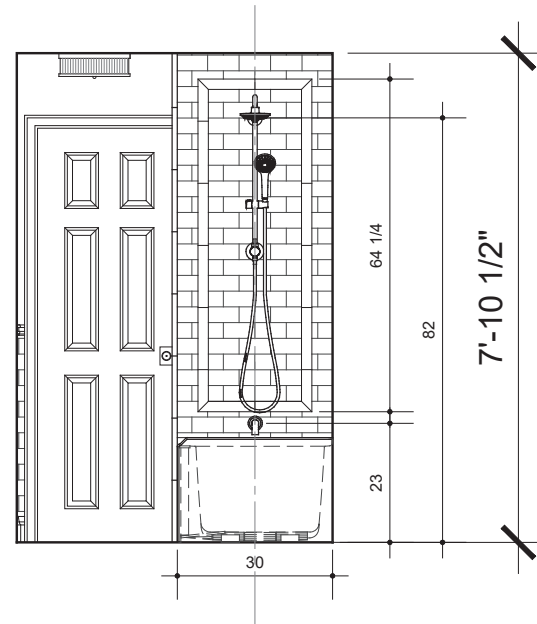
B BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



C BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



D BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"



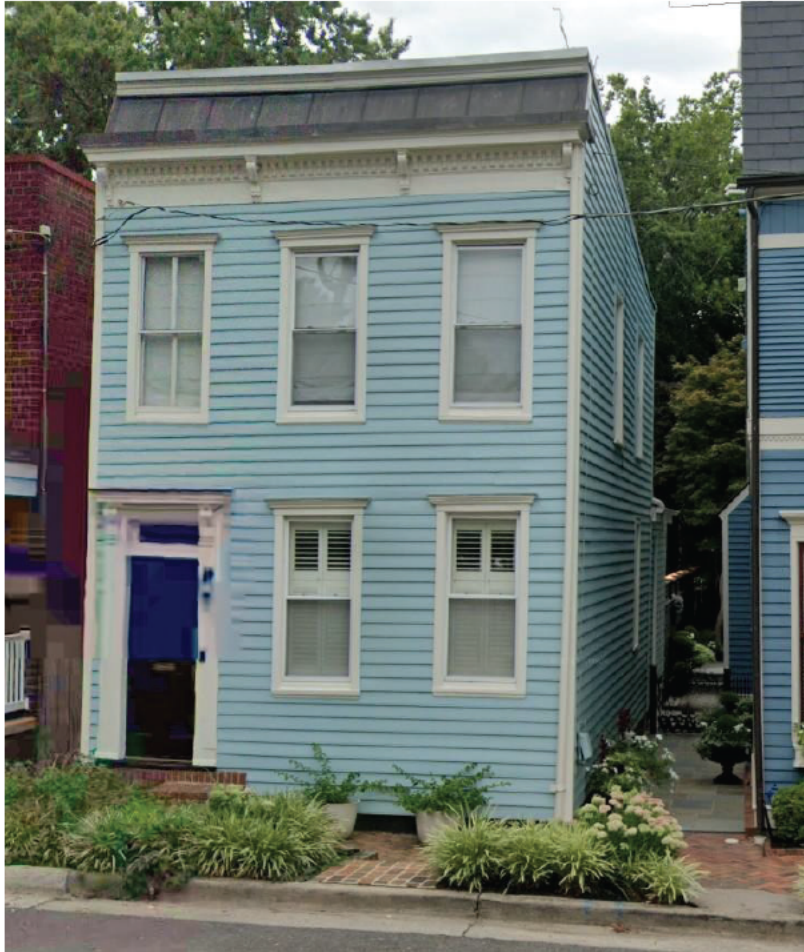
D BATHROOM ELEVATION
SCALE: $\frac{1}{2}$ " = 1'-0"

LONGO RESIDENCE

520 S. PITT ST. ALEXANDRIA, VA 22314

braswelldesign+build

LONGO BATHROOM RENOVATION



520 S. PITT ST. ALEXANDRIA, VA 22314

OWNER NAMES: LUCAS & SARAH LONGO

LEGAL DESCRIPTION: LOT 518 PROPERTY OF KAREN HUBBARD
SUGGS & FAYE HUBBARD (D-129)

PRIMARY PROPERTY CLASS: SEMI-DETACHED HOUSE (110)

MAP-BLOCK-LOT NUMBER: 080.02-04-29

ACCOUNT NUMBER: 50628510

STUDY GROUP: 0826

LOT SIZE: 1,893 SQFT

YEAR BUILT: 1870

SQUARE FOOTAGE: 1369 SQFT



520. S. PITT ST.

braswelldesign+build

520 S. PITT ST. BATH RENOVATION

520 S. PITT ST. ALEXANDRIA, VA 22314



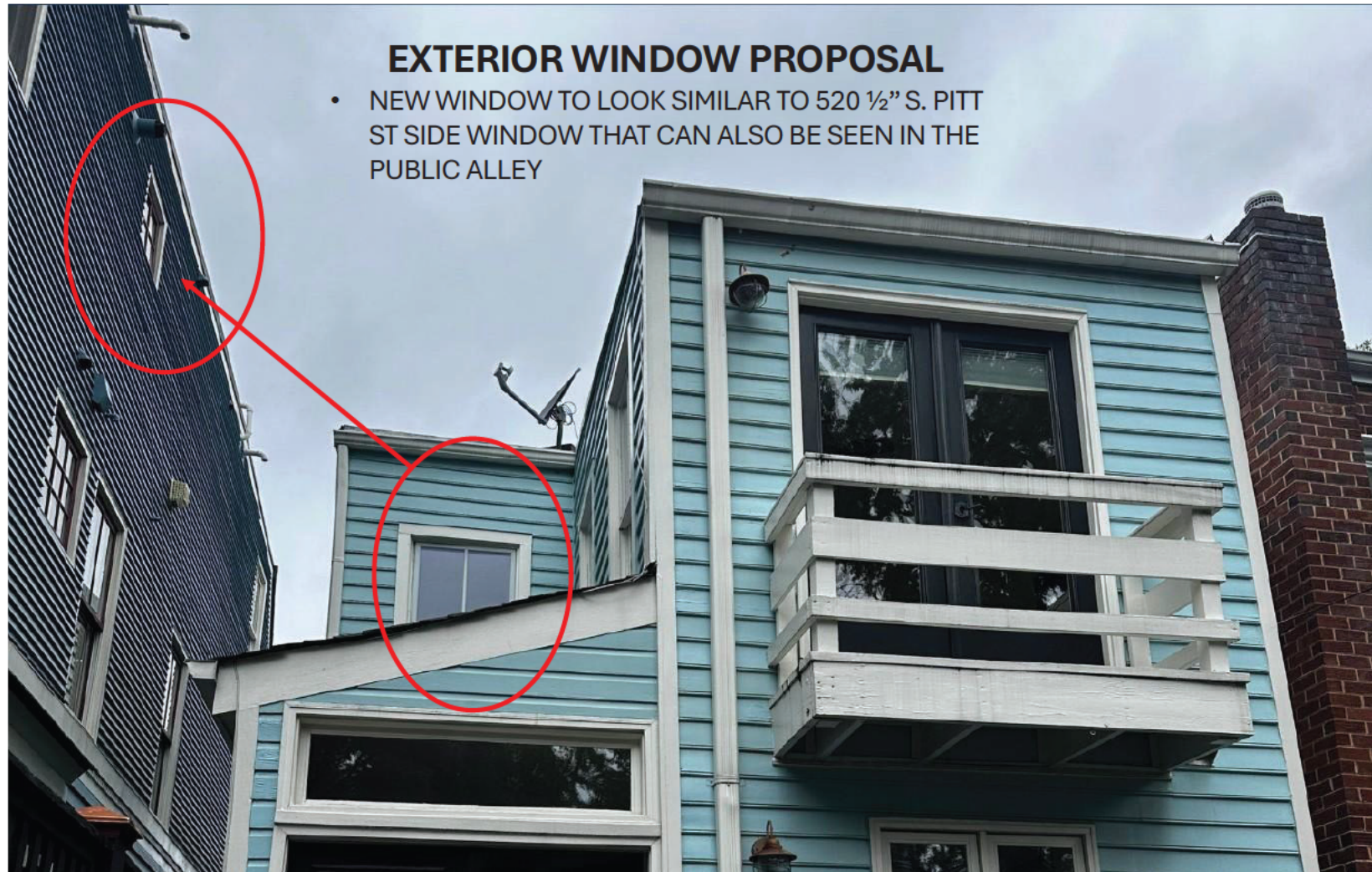


REAR VIEW OF 520 S. PITT STREET PUBLIC
ALLEY ACCESS FROM GIBBON STREET

EXTERIOR WINDOW PROPOSAL

- REPLACE EXISTING EXTERIOR BATHROOM WINDOW (64" H X 31 1/2" W TO A SMALLER WINDOW – 35 3/8" H X 31 3/8" W – KEEPING THE EXISTING HEADER





EXTERIOR WINDOW PROPOSAL

- NEW WINDOW TO LOOK SIMILAR TO 520 ½" S. PITT ST SIDE WINDOW THAT CAN ALSO BE SEEN IN THE PUBLIC ALLEY



REAR VIEWS OF 520 S. PITT STREET PUBLIC
ALLEY ACCESS FROM GIBBON STREET



CLOSE UP PHOTOS OF REAR VIEW OF 520 S. PITT STREET

braswell design+build

520 S. PITT ST. REAR VIEW



EXISTING EXTERIOR REAR ELEVATION



PROPOSED EXTERIOR REAR ELEVATION

WINDOW SPECIFICATION:

JELD-WIN SITELINE CLAD-WOOD WINDOW: DOUBLE-HUNG
SIMULATED DIVIDED LITES GRILLES BETWEEN THE GLASS
GLASS: TEMPERED CLEAR GLASS
ALUMINUM CLAD EXTERIOR
SIZE: 31 3/8" W X 35 3/8" H



GLASS TYPE



Clear

RECESSED SASH LOCK
HARDWARE

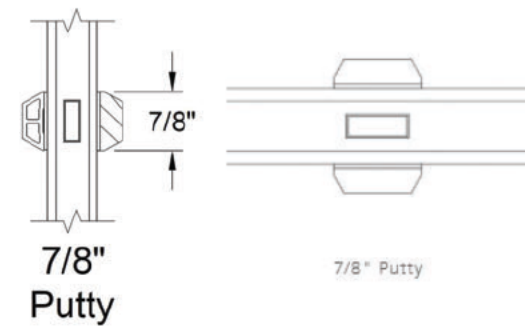


White Finish

GRILL DESIGN

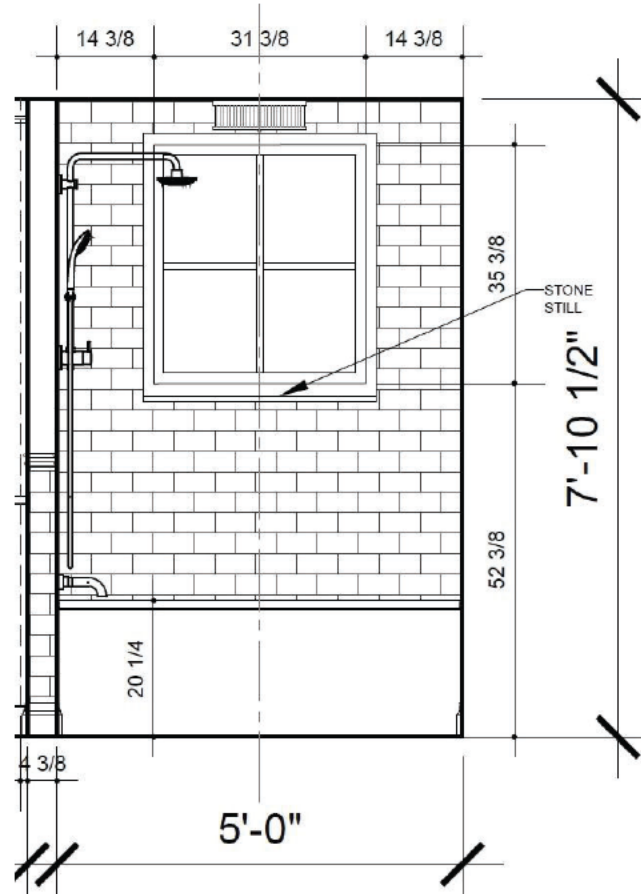


SIMULATED DIVIDED LITES (SDL) PROFILE





INTERIOR VIEW OF EXISTING WINDOW



PROPOSED WINDOW

BATHROOM WINDOW PROPOSAL

- REPLACE EXISTING EXTERIOR BATHROOM WINDOW (64" H X 31 1/2" W) TO A SMALLER WINDOW – 35 3/8" H X 31 3/8" W – KEEPING THE EXISTING HEADER
- **CODE COMPLIANCE:** A SMALLER WINDOW ALIGNS WITH CURRENT BUILDING CODE REQUIREMENTS FOR GLAZING IN BATHROOMS AND ENSURES PROPER CLEARANCES FOR PLUMBING FIXTURES.
- **IMPROVED PRIVACY:** A SMALLER WINDOW REDUCES VISIBILITY INTO THE BATHROOM WHILE STILL ALLOWING NATURAL LIGHT TO ENTER THE SPACE.
- **ENHANCED SAFETY IN WET AREAS:** REDUCING THE SIZE OF A WINDOW LOCATED IN THE BATHTUB MINIMIZES THE RISK OF WATER INTRUSION, MOISTURE DAMAGE, AND POTENTIAL SAFETY CONCERNS ASSOCIATED WITH GLASS IN WET ENVIRONMENTS.

THANK YOU!