

Docket Items # 4 & # 5
BAR CASE # 2017-0165 &
2017-0166

BAR Meeting
June 21, 2017

ISSUE: Permit to Demolish/Capsulate, Certificate of Appropriateness for an Addition, and Alterations

APPLICANT: Martha and Steven Peterson

LOCATION: 109 Duke Street

ZONE: RM / Residential

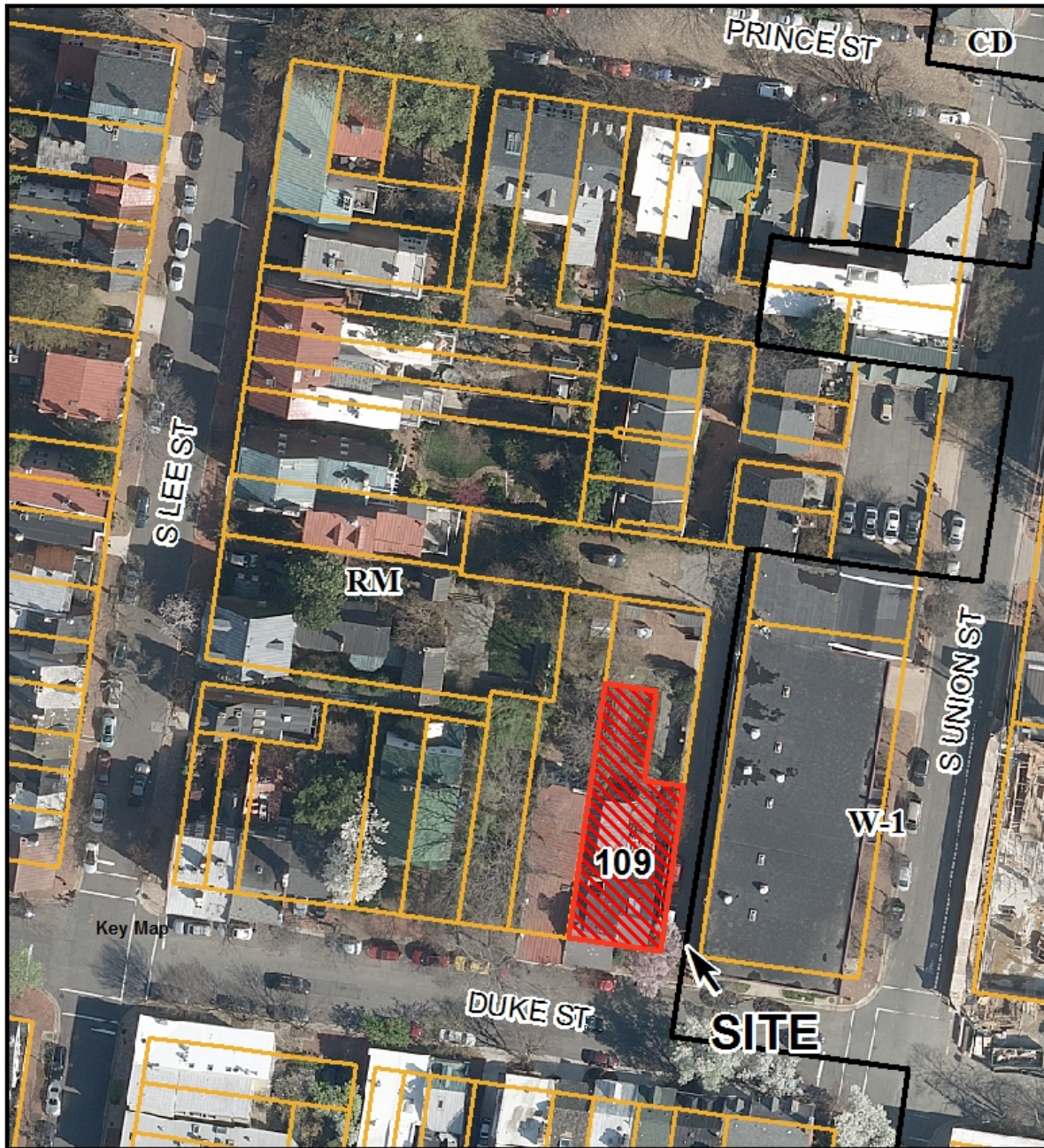
STAFF RECOMMENDATION

Approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness with the conditions that:

1. The area of capsulation is limited to the area south of the vertical masonry joint on the east wall of the historic rear ell.
2. The courtyard door surround be restored to its prior condition so that it clearly reads as a secondary entrance and that its design does not compete with the historic front door.
3. Include the following archaeology conditions in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the recommendations.
 - a. Inform Alexandria Archaeology (703-746-4399) two weeks before the starting date of any ground disturbance so that a monitoring and inspection schedule for City archaeologists can be arranged. There is no cost to the homeowner for this service.
 - b. 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 should cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
 - c. No metal detection or artifact collection may be conducted on the property, unless authorized by Alexandria Archaeology.

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 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.



BAR #2017-00165 & 166
109 Duke Street



Note: Staff coupled the applications for a Permit to Demolish (BAR #2017-0165) and Certificate for Appropriateness (BAR #2017-0166) for clarity and brevity.

I. ISSUE

The applicant is requesting approval of a Permit to Demolish/Capsulate and Certificate of Appropriateness for a two-story rear addition and alterations at 109 Duke Street.

Demolition/Capsulation

In order to construct the new rear addition, the applicant proposes the following demolition and capsulation:

- Demolition of the brick below three windows on the east elevation of the rear ell for the creation of doorways.
- Capsulation of 25.5' of the east wall of the rear ell (6.75' which will be partially visible through the open porch).

Certificate of Appropriateness

Addition

The proposed two-story rear addition with a covered double porch will measure approximately 18.8' long and 14.8' wide, and will project from the rear elevation of the ca. 1980s addition. The east elevation of the gable-roofed addition will have paired multi-light windows on the first and second floor. The north elevation, facing the rear yard, will have a Nana wall glazing system on the first floor and a full-light French door flanked by double-hung windows on the second floor. Materials on the addition will consist of smooth fiber cement beaded siding with a 7" reveal, a black metal standing seam roof to match the existing roof, and Kolbe & Kolbe simulated-divided-light wood windows to match the existing house.

Alterations

A new door surround will be added around the primary front door, which is located on the 1980s addition and not the historic portion of the property. The decorative door surround will have pilasters flanking the existing lights and a detailed cornice.

Visibility

The alley adjacent to the east side of the property is private, so the Board's purview over the Certificate of Appropriateness for the addition is limited to what is visible from Duke Street (Figure 1) and for the impact the demolition and capsulation required for the proposed addition will have on the historic structure.



Figure 1: Visibility of the existing ell from the public way (Duke Street)

II. HISTORY

According to Ethelyn Cox in Historic Alexandria Virginia Street by Street, the two story brick house at 109 Duke Street was constructed between **1801** and **1803** by Ephriam Mills, a trunk maker. A rear ell is present at 109 Duke Street on the Hopkins 1877 map, the first year the house was mapped. By 1885, according to the Sanborn Fire Insurance Map, a one-story addition had been constructed on the ell.

The recessed addition on the east side was approved by the Board on May 21 and June 4, **1980**. More recently, on April 19, 2006, the BAR approved the construction of a new brick wall, a storage shed and garden fence inside of the brick wall (BAR Case #2006-0066). Staff administratively approved the replacement of certain windows on April 2, 2014 (BAR Case #2014-0091).

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), which relate only to the subject property and not

to neighboring properties. The Board has purview of the proposed demolition/capsulation regardless of visibility.

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 shrine?	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

The applicant's request for demolition and capsulation is not unusual in the Old and Historic Alexandria District, as homeowners seek to create additional modern living space. From 2012 thru 2016, the BAR approved approximately 92 additions. BAR staff - and the Board - have typically supported such requests if the new construction is sensitively attached and only a limited amount of historic fabric is demolished or capsulated. As described in the zoning ordinance criteria, the specific amount that can be supported depends upon the public visibility, the importance of the structure and the quality or rarity of the material and craftsmanship being demolished or capsulated.

The proposed addition requires only a minimal amount of demolition, limited to approximately 15 square feet of total area below three window sills in order to enlarge the window openings to accommodate doors, which staff supports. The amount of proposed capsulation is more significant, and includes over 75% of the east elevation of the historic rear ell, including the covered porch (Figure 2).



Figure 2: Applicant proposed capsulation

While the amount of capsulation exceeds what would typically be supportable, staff can support a larger amount in this particular case, but only where the brick is in poor condition and of limited integrity, to the south of the vertical mortar line. Staff estimates that the addition would be approximately 3.5' shorter, allowing for a more visually comfortable setback between an existing second floor window and the covered porch. Staff has no objection to allowing the open porch feature to encompass the lost 3.5', as it would leave the historic brick on the ell largely exposed to the exterior and this would continue to be within the BAR's purview (Figure 3).

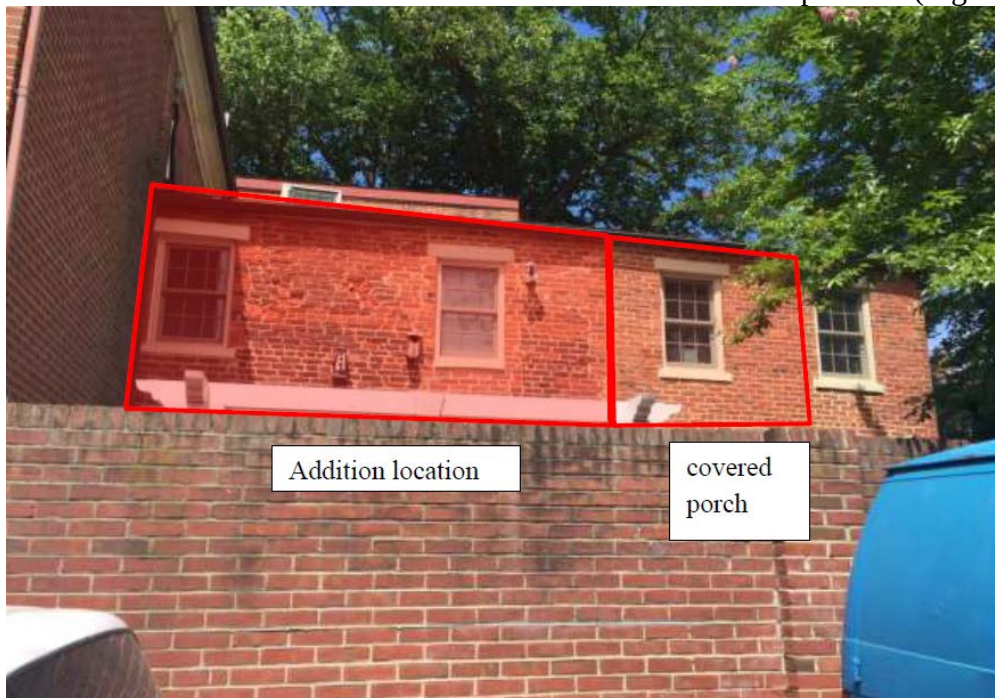


Figure 3: Staff proposed capsulation

As the Board is aware, once an area is capsulated, it is no longer within the BAR's purview. In the past, when the BAR has been concerned about the extent of capsulation of a historic wall, the BAR has required that a preservation easement be placed on the to-be-capsulated wall to ensure that it will be preserved in that form in perpetuity. Because of the condition of the brick on the capsulated portion of the rear ell, staff does not believe that an interior easement of this wall is necessary.

Certificate of Appropriateness

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." The Guidelines also note that "It is not the intention of the Boards to dilute design creativity in residential additions. Rather, the Boards seek to promote compatible development that is, at once, both responsive to the needs and tastes of [modern times] while being compatible with the historic character of the districts."

While only the east elevation of the addition will be visible from an oblique angle from Duke Street, the Guidelines recommend that additions be contextual, compatible and of quality design, while being subtly differentiated from the historic portions. The applicant has achieved this differentiation with a simple, background addition and through the use of fenestration and materials.

Alterations

Staff finds the applicant's proposed door surround facing Duke Street to be far too grand for the recessed, two-bay 1980s addition and recommends that no additional trim be added to the existing ornate entry doorway which already has fluted pilasters, a decorative arched fanlight and a pair of gas coach lamps (Figure 4). The 1980s addition, which should be a secondary portion of the building, already has the unfortunate appearance of being an entirely separate townhouse because of the formal appearance of the existing doorway. The proposed architrave would be larger and fancier than the historic door to the main house and the original door would no longer have the primary visual importance recommended by the *Design Guidelines*, confusing the public as to the evolution of the house.

During a site visit to the property on June 8th, staff noticed that the existing door surround was already under construction (Figure 5) and advised the applicant to stop work on the project until a Certificate of Appropriateness was obtained. While staff understands that the historic door is no longer used as the primary entrance, it should still be the most prominent element on the façade and the 1980s door surround is already quite grand.



Figure 4: Photo showing the previous condition of the front facade



Figure 5: June 8th, 2017 site visit photo

Staff suggests that a more formal and graceful entrance to the courtyard could be created to achieve the same end, similar to the masonry pillars and iron fence at 413 Prince, where a very similar addition was made in the early 19th century to the Bank of the Potomac and the front door to the now separate townhouse at 415 Prince is quite modest.



Figure 6: 413/415 Prince historic addition set back behind formal gates

With the conditions discussed above and the archeology recommendations listed below, staff recommends approval of the application.

STAFF

Stephanie Sample, Urban 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

Zoning Comments

C-1 Proposed project complies with zoning.

Code Administration

No comments received.

Transportation and Environmental Services

R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)

R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged

during construction activity. (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)
- 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)
- F2. If the alley located at the rear of the parcel is to be used at any point of the construction process the following will be required:
For a Public Alley - The applicant shall contact T&ES, Construction Permitting & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)
- C1. 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)
- C2. 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)
- C3. 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)
- C4. All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C5. Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C6. 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 Ephraim Mills, a trunk maker, built the house at 109 Duke St. in the first few years of the nineteenth century. Therefore, the property may contain significant archaeological information pertaining to early nineteenth century Alexandria.
- R-1.* Alexandria Archaeology recommends that the applicant/property owner inform Alexandria Archaeology (703-746-4399) two weeks before the starting date of any

ground disturbance so that a monitoring and inspection schedule for City archaeologists can be arranged. There is no cost to the homeowner for this service.

- R-2.* Alexandria Archaeology recommends that the applicant/property owner 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 should cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
- R-3.* The applicant/property owner shall not allow any metal detection or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology.

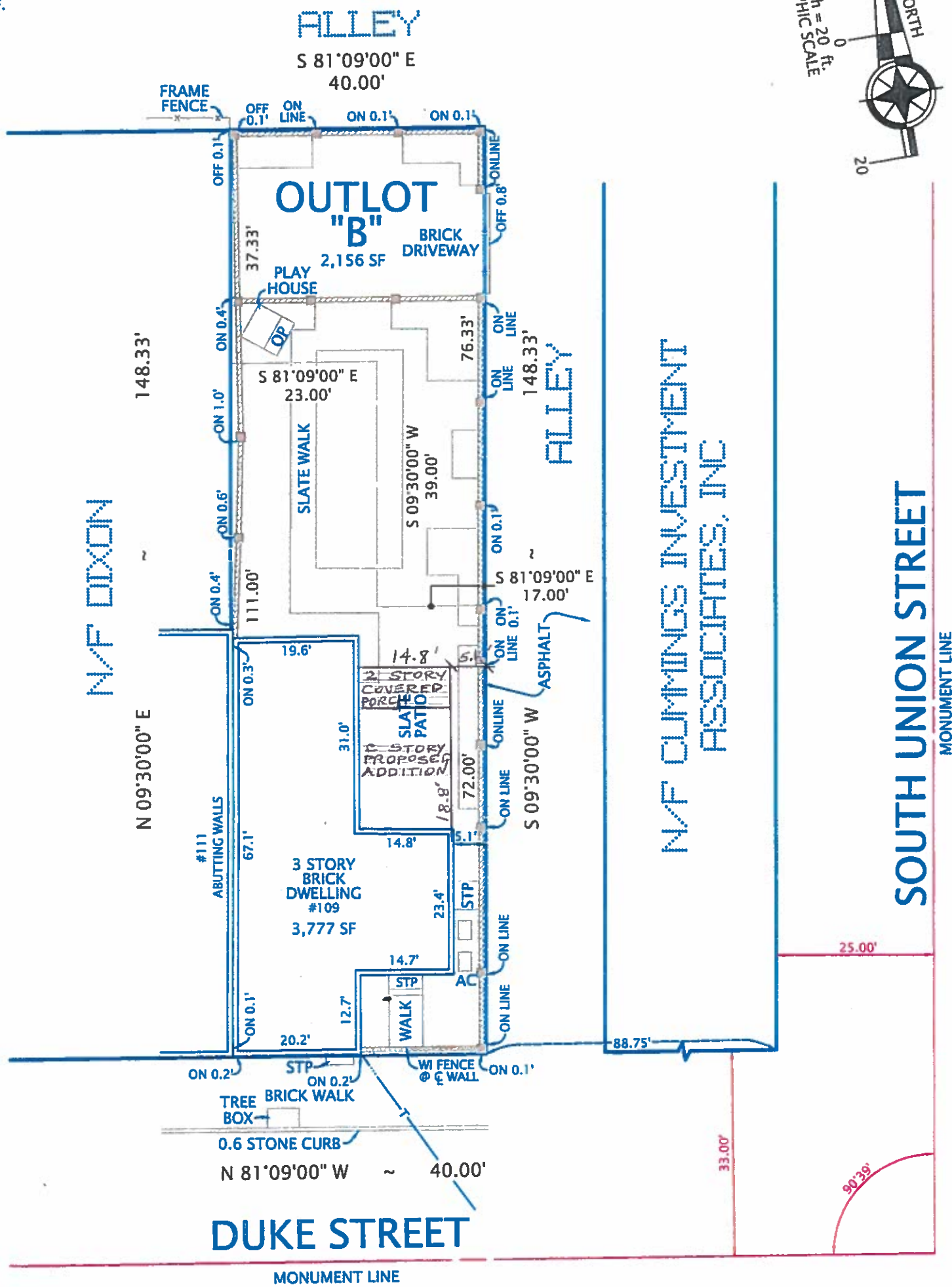
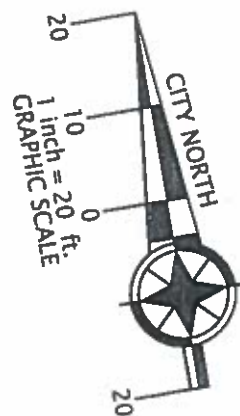
**The statements in archaeology conditions above marked with an asterisk “*” shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the recommendations.*

IV. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR 2017-01 and 2017-01: 109 Duke Street

- NOTES: 1. FENCES ARE WROUGHT IRON UNLESS NOTED.
2. UTILITIES ARE UNDERGROUND.
3. WALLS ARE 0.7' BRICK.
4. PILLARS ARE 1.3' BRICK.
5. TOTAL AREA = 5,933 SF.



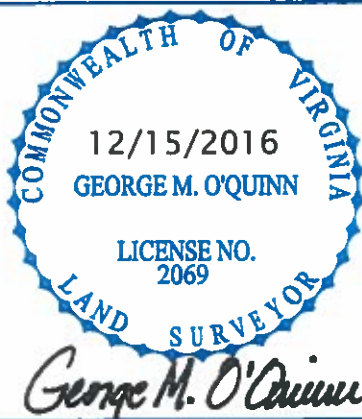
PLAT
SHOWING HOUSE LOCATION ON
THE PROPERTY LOCATED AT
#109 DUKE STREET

(INSTRUMENT #130017494)
AND
OUTLOT "B"
OF THE PROPERTY OF
CUMMINGS INVESTMENT ASSOCIATES, INC.
(DEED BOOK 527, PAGE 516)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' DECEMBER 15, 2016

BAR2017-0165/66
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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:

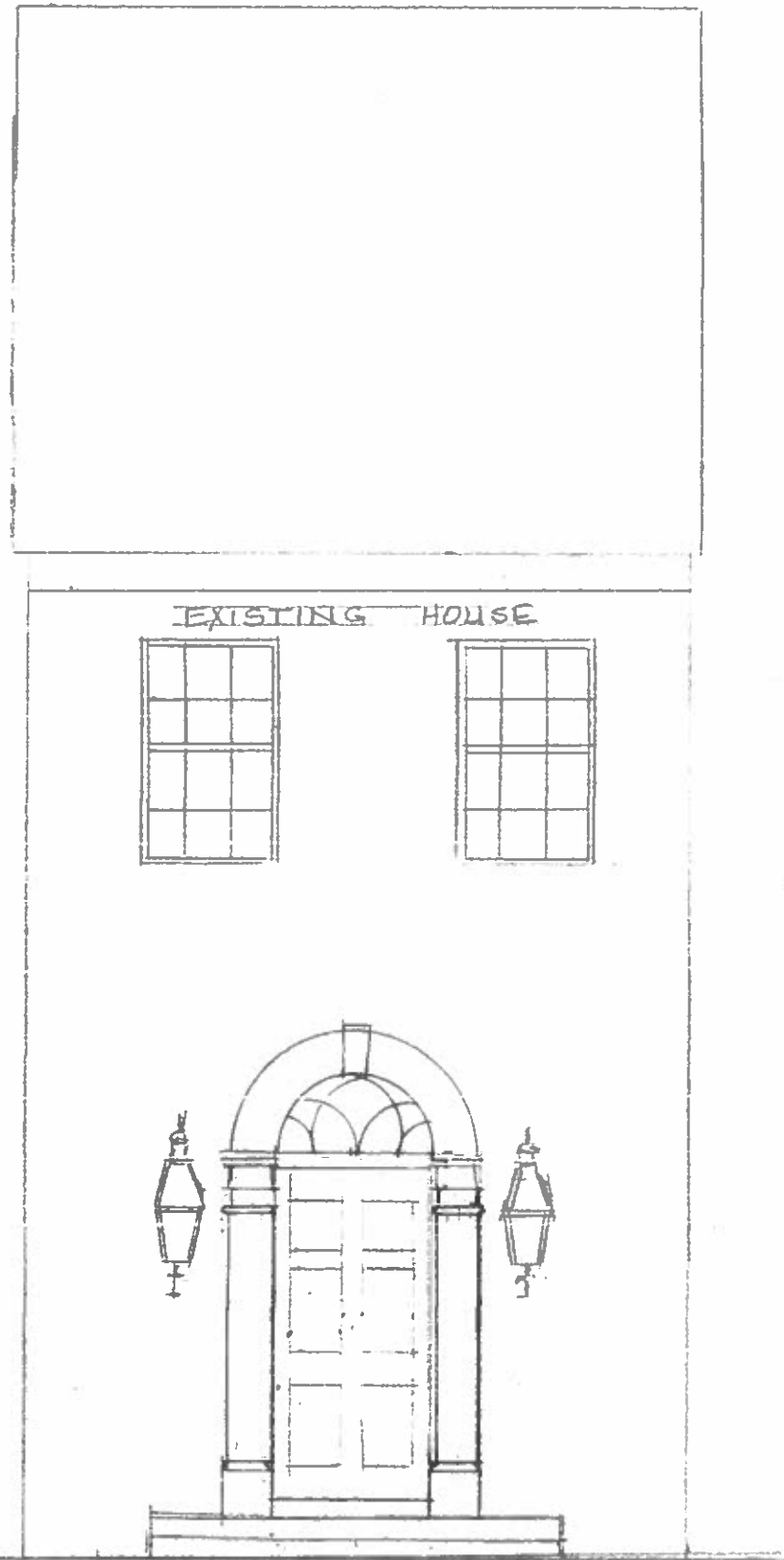
THIS PLAT IS SUBJECT TO
RESTRICTIONS OF RECORD.
A TITLE REPORT WAS NOT FURNISHED.
NO CORNER MARKERS SET.



Ordered by:



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

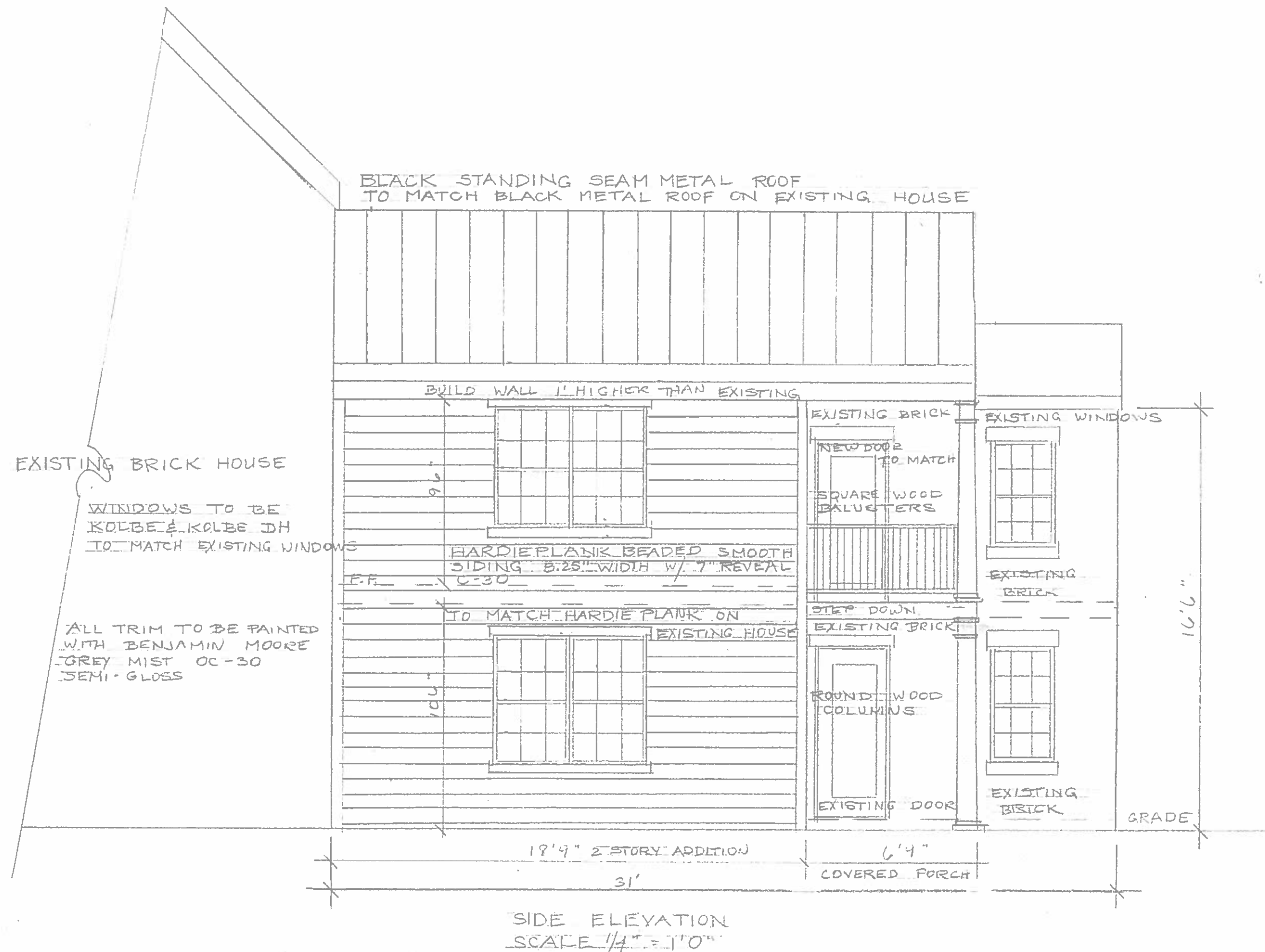


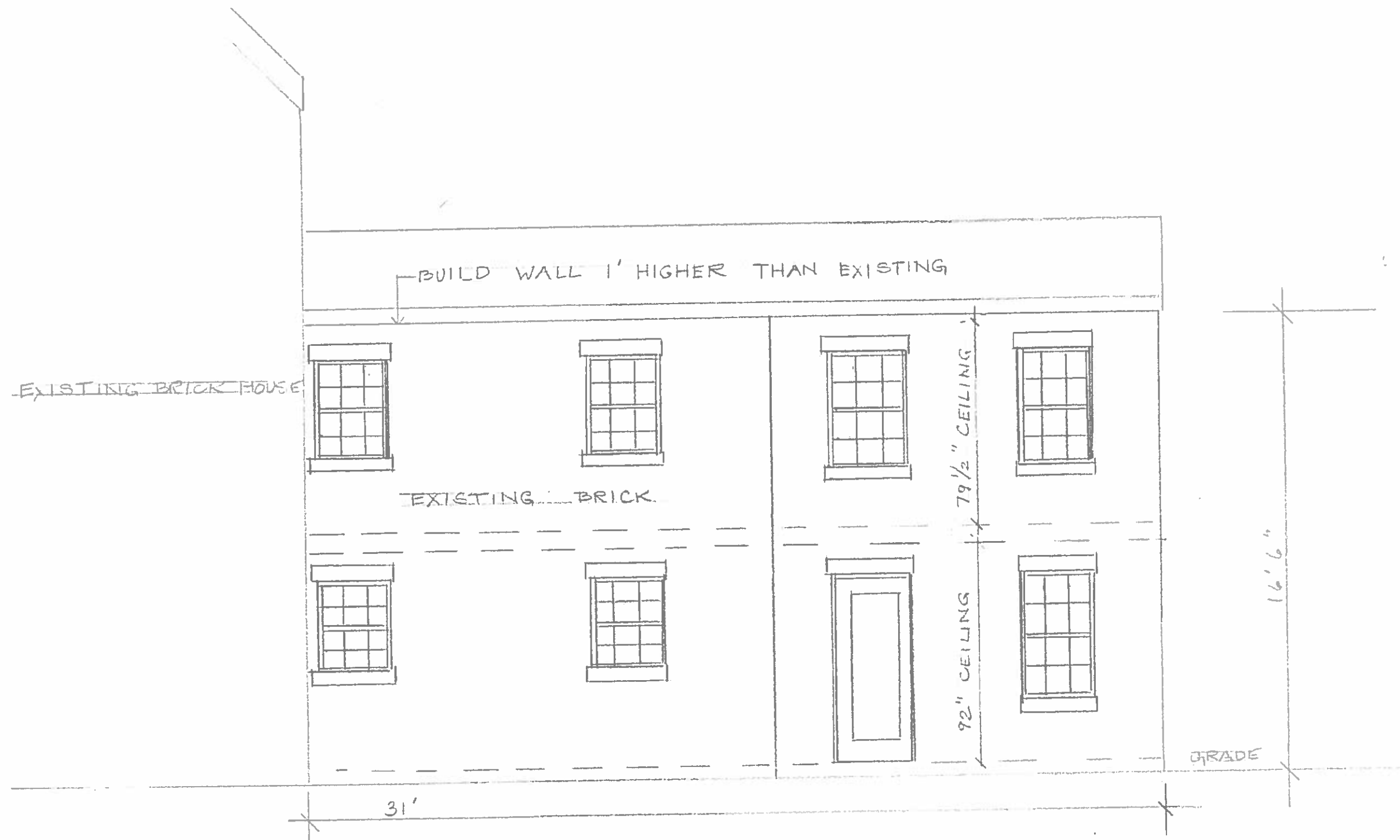
EXISTING FRONT DOOR
SCALE $\frac{1}{4}" = 1'0"$



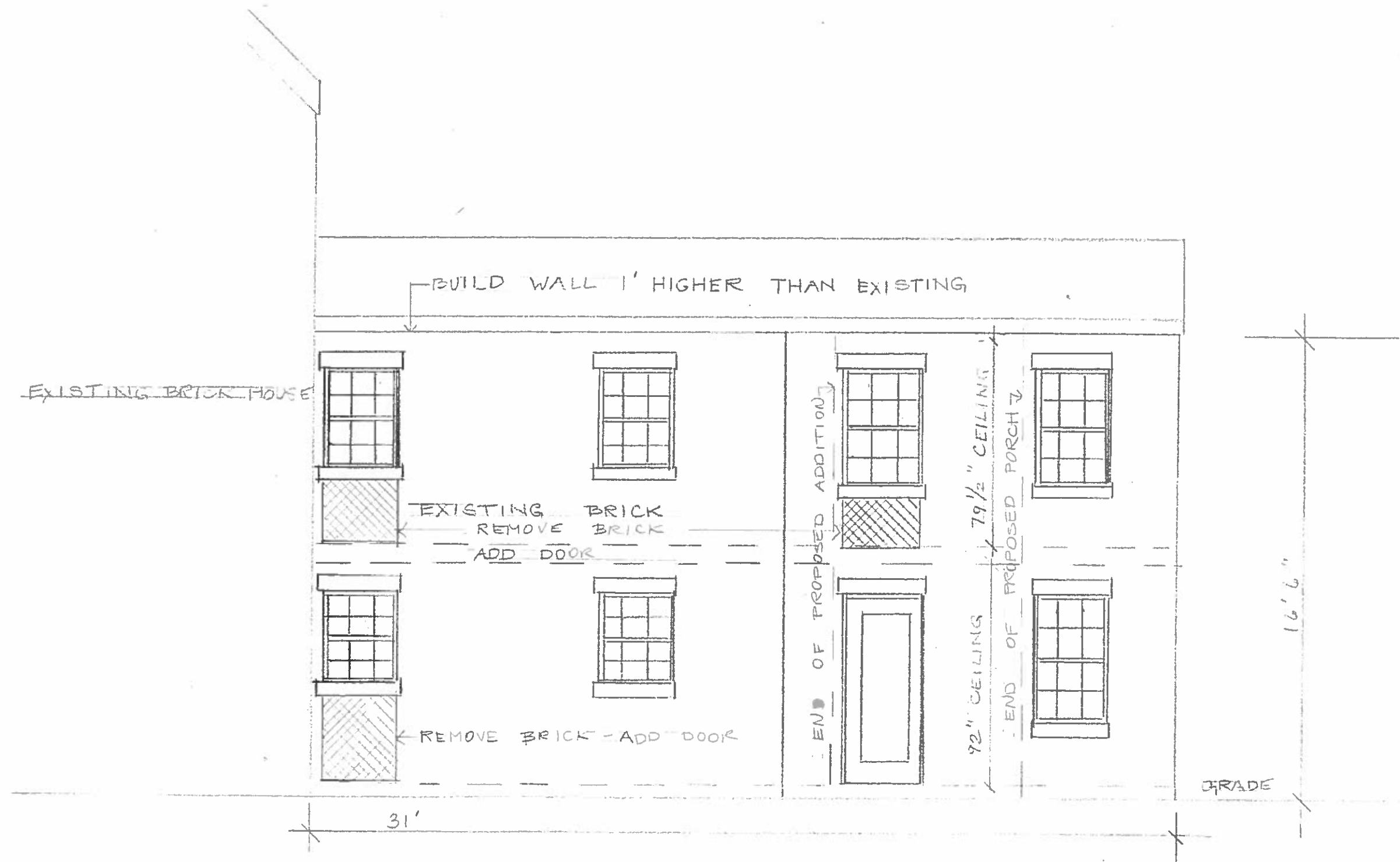
NEW TRIM ON
EXISTING FRONT DOOR
SCALE $\frac{1}{4}" = 1'0"$

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EXISTING SIDE ELEVATION
SCALE 1/4" = 1' 0"

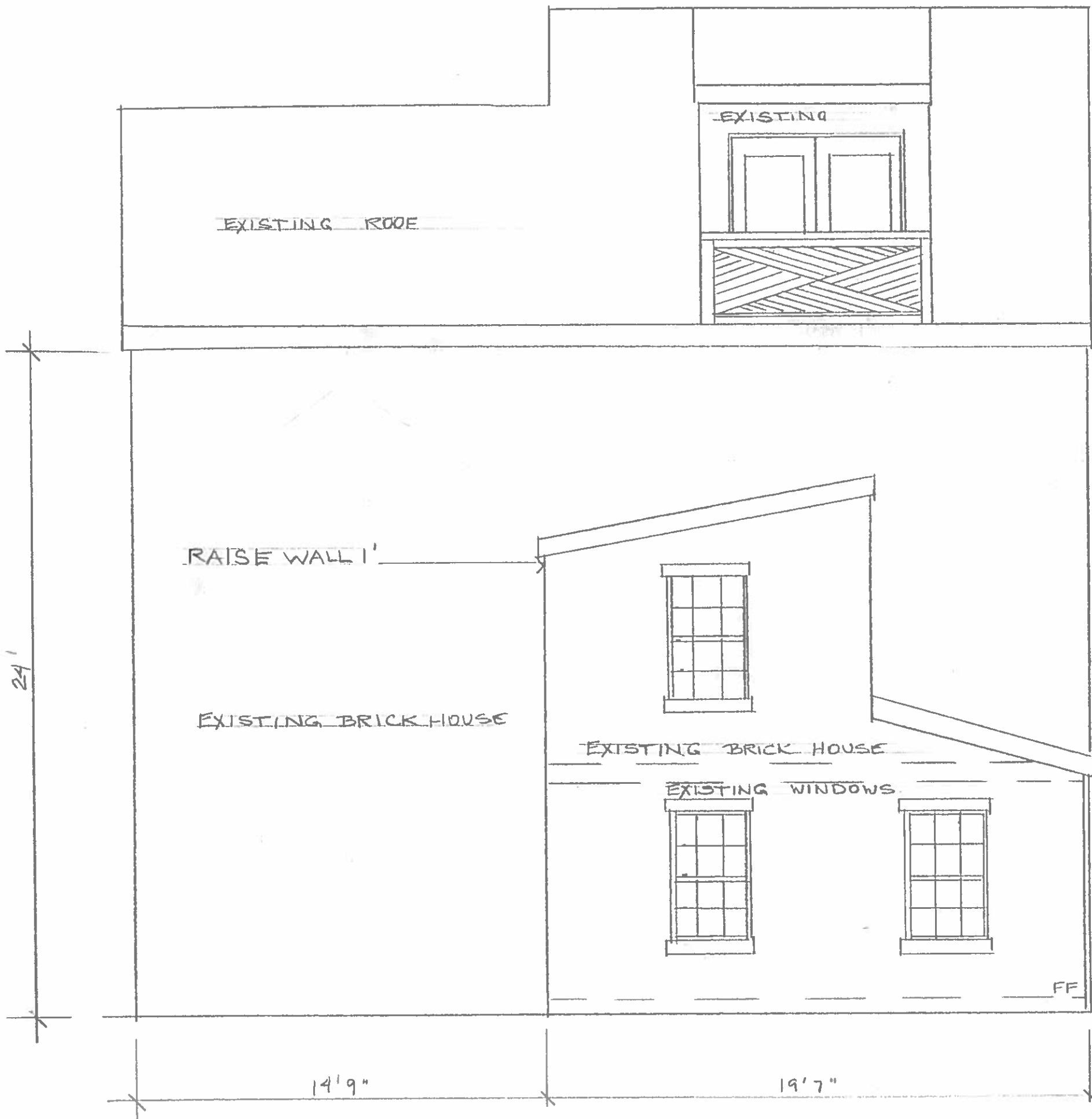


EXISTING SIDE ELEVATION SHOWING DEMOLITION/ENCAPSULATION
SCALE 1/4" = 1'-0"

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REAR ELEVATION
SCALE 1/4" = 1'0"



EXISTING REAR ELEVATION
SCALE 1/4" = 1'0"



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

A. Property Information

A1. Street Address 109 DUKE STREET Zone _____
 A2. 3777 sf (NOT INCLUDING OUTLOT) x 1.5 = 5665.5 sf
 Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	252 sf	Basement**	252 sf
First Floor	1680.8	Stairways**	
Second Floor	1446	Mechanical**	
Third Floor	678	Other**	
Porches/ Other		Total Exclusions	252 sf
Total Gross *	4056.8 sf		

B1. Existing Gross Floor Area *
4056.8 Sq. Ft.

B2. Allowable Floor Exclusions**
252 Sq. Ft.

B3. Existing Floor Area minus Exclusions
3864.8 Sq. Ft.
 (subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement		Basement**	
First Floor	278.24	Stairways**	
Second Floor	278.24	Mechanical**	
Third Floor		Other**	
Porches/ Other	286.8 x 14.8 = 201.28	Total Exclusions	
Total Gross *	757.76		

C1. Proposed Gross Floor Area *
757.76 Sq. Ft.

C2. Allowable Floor Exclusions**
 _____ Sq. Ft.

C3. Proposed Floor Area minus Exclusions
757.76 Sq. Ft.
 (subtract C2 from C1)

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 4562.56 Sq. Ft.
 D2. Total Floor Area Allowed by Zone (A2) 5665.5 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 (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.

F. Open Space Calculations

Existing Open Space	2096.2 sf.
Required Open Space	1321.95 sf.
Proposed Open Space	1717.32

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

Signature: Susan H. Nelson Date: _____



FRONT
DOOR

Exterior
Trim

gray mist

OC-30

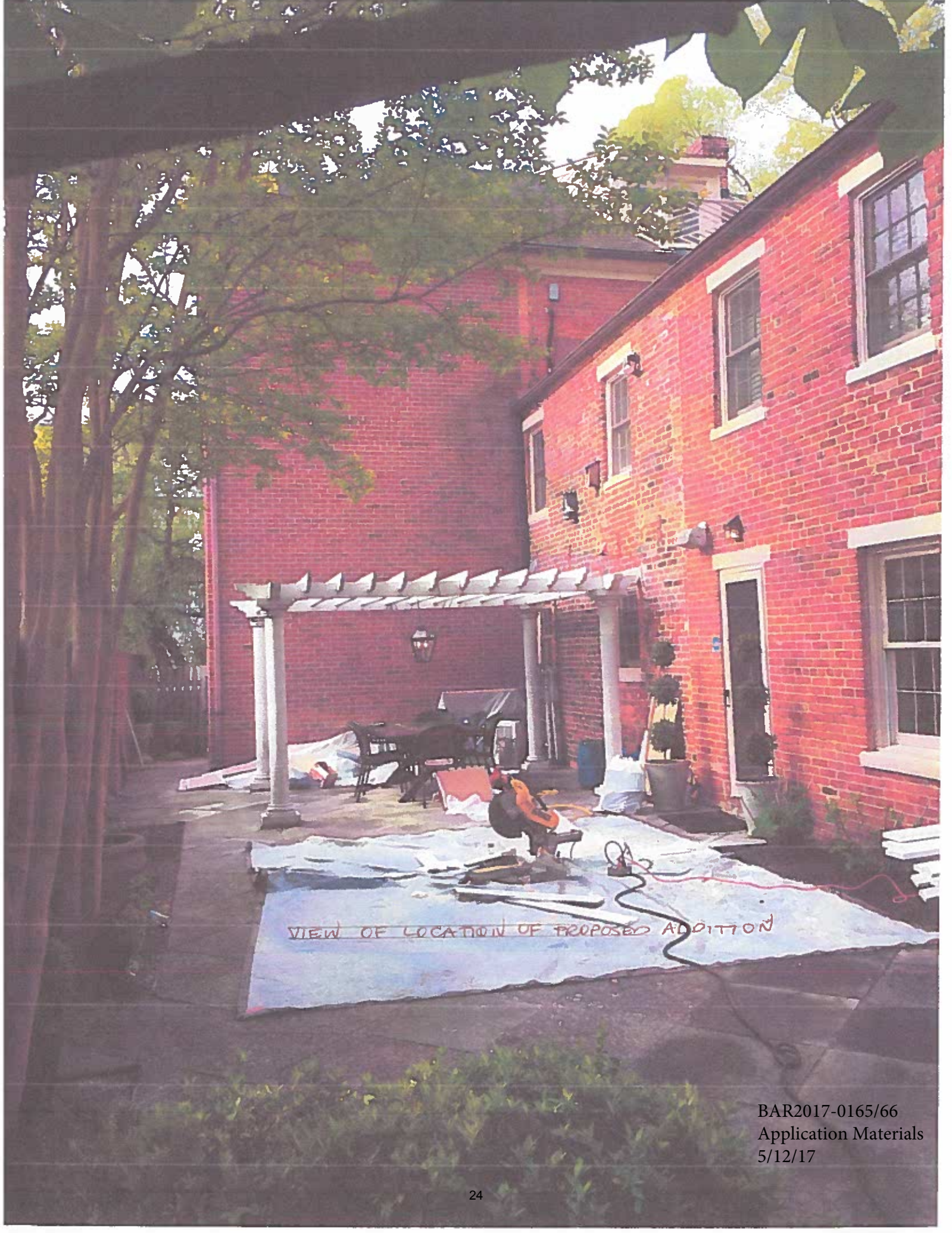
BENJAMIN MOORE®
COLOR PREVIEW®

OC

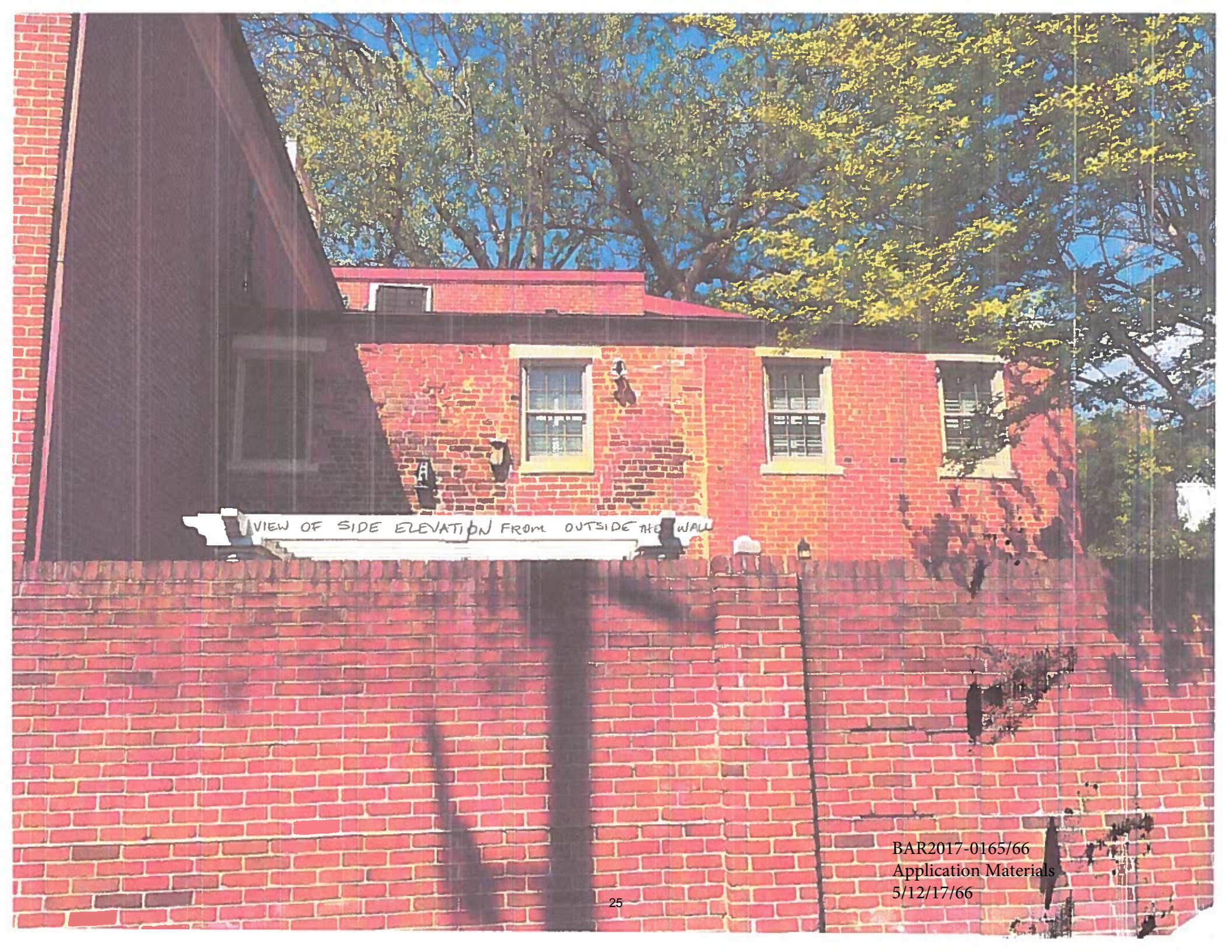
MAIN FRONT DOOR FROM THE RIGHT
ALSO SHOWS OLD FRONT DOOR ON THE LEFT



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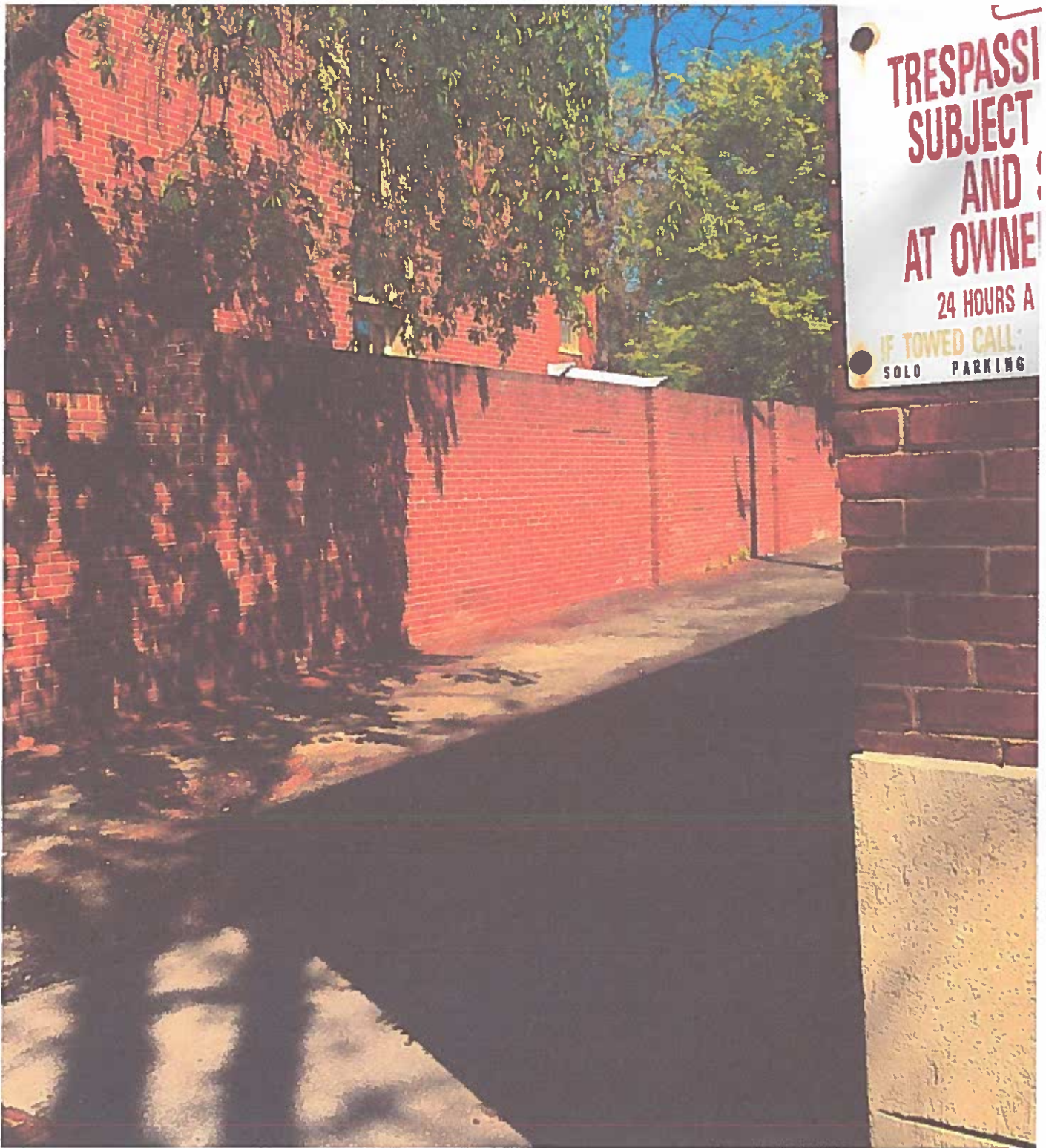


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5/12/17



VIEW OF SIDE ELEVATION FROM OUTSIDE THE WALL

BAR2017-0165/66
Application Materials
5/12/17/66



VIEW OF SIDE ELEVATION WALL FROM SIDEWALK

Sent from my iPhone

BAR Case # _____

ADDRESS OF PROJECT: 109 DUKE STREET

TAX MAP AND PARCEL: 075.03-02-18 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: Martha and Steven Peterson

Address: 109 Duke Street

City: Alexandria State: VA Zip: 22314

Phone: 2022308888 E-mail: SBP@PetersonRealEstateCO.com

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

Name: SUE NELSON

Phone: 703 521 2217

E-mail: RENBUILD1@COMCAST.NET

Legal Property Owner:

Name: Martha and Steven Peterson

Address: 109 Duke St.

City: Alexandria State: VA Zip: 22314

Phone: 2022308888 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.

BAR2017-0165/66
Application Materials
5/12/17

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).*

BUILD A TWO STORY ADDITION 14'9" X 18'9"
 AND A TWO STORY COVERED PORCH 14'9" X 6'9"
 ALSO TRIM AROUND FRONT DOOR TO EMPHASIZE
 THE MAIN ENTRY TO THE HOUSE SINCE THE
 ORIGINAL FRONT DOOR WAS MOVED TO THE ADDITION

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. TO BUILD 2 STORY ADDITION
☒ ☐ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible. THIS IS THE MOST REASONABLE LOCATION FOR THE ADDITION

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 3 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 adjacent structures in plan and elevations.
- ☒ ☐ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☐ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☐ ☐ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

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

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

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

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

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

- ☒ I 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 3 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: Martha Peterson
Date: 5.12.17

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. <u>Martha Peterson</u>	<u>109 Duke St</u>	<u>50</u>
2. <u>Steven Peterson</u>	<u>109 Duke St.</u>	<u>50</u>
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 109 DUKE ST. (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. <u>MARTHA PETERSON</u>	<u>109 DUKE ST.</u>	<u>50</u>
2. <u>STEVEN PETERSON</u>	<u>109 DUKE ST.</u>	<u>50</u>
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. <u>MARTHA PETERSON</u>	<u>NONE</u>	<u>NA</u>
2. <u>STEVEN PETERSON</u>	<u>NONE</u>	<u>NA</u>
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.

5.12.17
Date

Martha Peterson
Printed Name


Signature