

BAR CASE# **BAR2025-00285**

(OFFICE USE ONLY)

ADDRESS OF PROJECT: 213 South Royal

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

TAX MAP AND PARCEL: _____ 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: Christine A Kelly, AIA dba Crafted Architecture LLC

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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

Name: Christine A Kelly, AIA

Phone: _____

E-mail: _____

Legal Property Owner:

Name: Maria Crosby Pollard and Julian Pollard

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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

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

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

Remove existing windows in the kitchen and existing doors in the laundry room to install two bay windows. The bay windows will provide additional floor space in both the kitchen and laundry room.

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.

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: Christine KellyPrinted Name: Christine A Kelly, AIADate: July 21, 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. Maria Crosby Pollard	[REDACTED]	100%
2. Julian Pollard	[REDACTED]	100%
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 213 South Royal Street (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. Maria Crosby Pollard	[REDACTED]	100%
2. Julian Pollard	[REDACTED]	100%
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.

July 21, 2025

Date

Printed Name

Christine Kelly

Signature



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

B

A. Property Information

A1. 213 South Royal Street
Street Address

RM
Zone

A2. 2,987.50 x 1.50 = 4,481.25
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

<u>Existing Gross Area</u>		<u>Allowable Exclusions**</u>	
Basement	0.00	Basement**	0.00
First Floor	1,543.74	Stairways**	60.00
Second Floor	1,543.74	Mechanical**	
Third Floor		Attic less than 7'***	
Attic		Porches**	
Porches		Balcony/Deck**	
Balcony/Deck		Lavatory***	
Lavatory***		Other**	
Other**		Other**	
B1. Total Gross	3,087.48	B2. Total Exclusions	60.00

B1. 3,087.48 Sq. Ft.
Existing Gross Floor Area*

B2. 60.00 Sq. Ft.
Allowable Floor Exclusions**

B3. 3,027.48 Sq. Ft.
Existing Floor Area Minus Exclusions
(subtract B2 from B1)

Comments for Existing Gross Floor Area

C. Proposed Gross Floor Area

<u>Proposed Gross Area</u>		<u>Allowable Exclusions**</u>	
Basement		Basement**	
First Floor	40.00	Stairways**	
Second Floor		Mechanical**	
Third Floor		Attic less than 7'***	
Attic		Porches**	
Porches		Balcony/Deck**	
Balcony/Deck		Lavatory***	
Lavatory***		Other**	
Other		Other**	
C1. Total Gross	40.00	C2. Total Exclusions	0.00

C1. 40.00 Sq. Ft.
Proposed Gross Floor Area*

C2. 0.00 Sq. Ft.
Allowable Floor Exclusions**

C3. 40.00 Sq. Ft.
Proposed Floor Area Minus Exclusions
(subtract C2 from C1)

D. Total Floor Area

D1. 3,067.48 Sq. Ft.
Total Floor Area (add B3 and C3)

D2. 4,481.25 Sq. Ft.
Total Floor Area Allowed
by Zone (A2)

E. Open Space

E1. 807.00 Sq. Ft.
Existing Open Space

E2. 300.00 Sq. Ft.
Required Open Space

E3. 807.00 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.

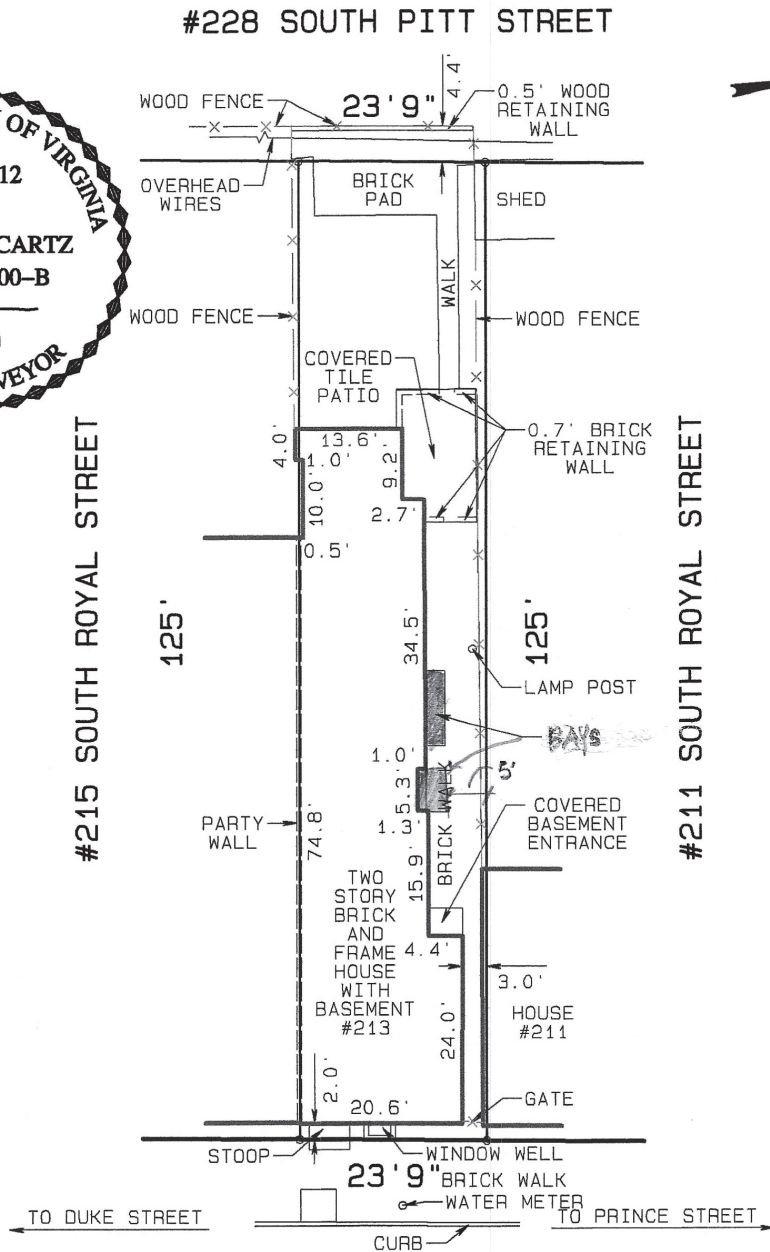
***Lavatories may be excluded up to a maximum of 50 square feet, per lavatory. The maximum total of excludable area for lavatories shall be no greater than 10% of gross floor area.

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

Signature: _____

Christine Kelly

Date: July 21, 2025



SOUTH ROYAL STREET

PHYSICAL IMPROVEMENTS SURVEY

ON THE PROPERTY LOCATED AT

#213 SOUTH ROYAL STREET

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1"=20'

DATE: SEPTEMBER 5, 2012

CASE NAME: FONES
TO POLLARD (0TAU1208053)



NO TITLE REPORT FURNISHED.

PLAT SUBJECT TO RESTRICTIONS & EASEMENTS OF RECORD OR OTHERWISE.

FENCE LOCATIONS, IF SHOWN, ARE APPROXIMATE ONLY
AND DO NOT CERTIFY AS TO OWNERSHIP.

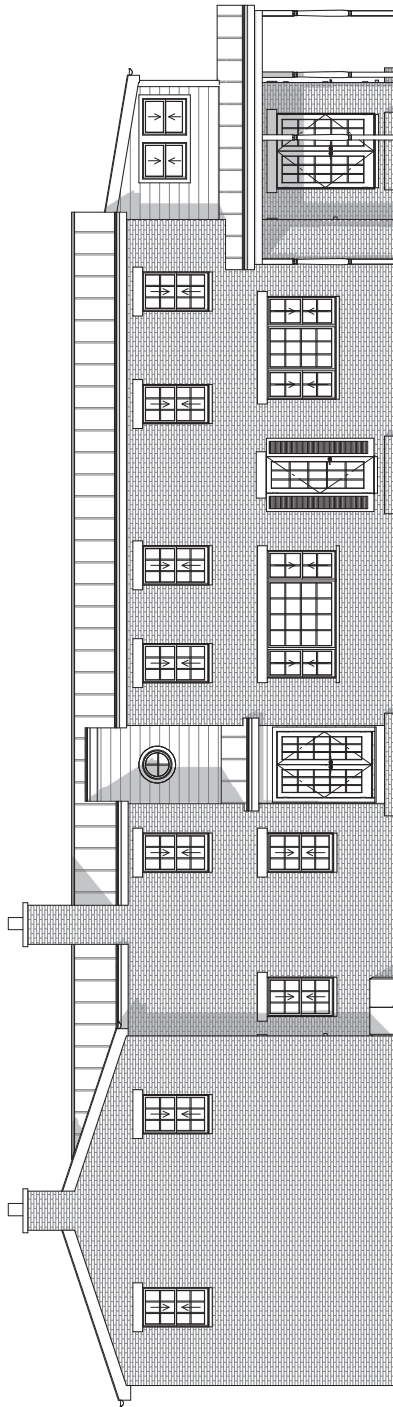
SCARTZ SURVEYS

LARRY N. SCARTZ LOCAL (703) 494-4181
CERTIFIED LAND SURVEYOR FAX (703) 494-3330
WOODBRIIDGE, VIRGINIA LARRY.SCARTZ@SCARTZ.COM



DEMOLITION NOTES

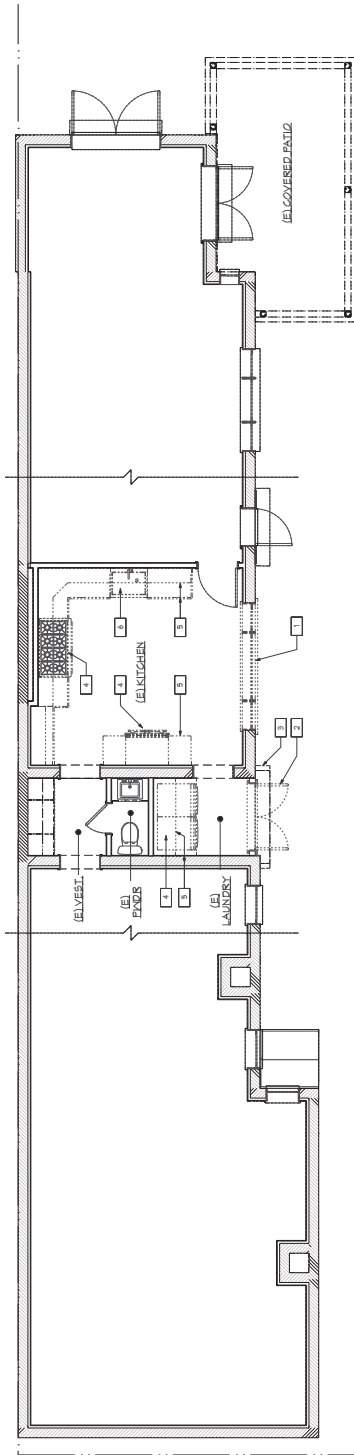
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2 SOUTH ELEVATION (EXISTING)

1/4" = 1'-0"

NOTE: THIS ELEVATION SHOWN FOR REFERENCE. REFER TO PLAN FOR DEMOLITION WORK.



1 FIRST FLOOR DEMOLITION PLAN

1/4" = 1'-0"



PROJECT NORTH

CRAFTED
ARCHITECTURE LLC

Christine A. Kelly, AIA
2109 Popkins Lane, Alexandria, VA 22307
phone: (703) 768-7371
email: christine@craftedarchitecture.com



NOT FOR
CONSTRUCTION

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CRAFTED ARCHITECTURE LLC
ALL RIGHTS RESERVED

REVISIONS:
NO. DATE DESCRIPTION

PROJECT:

THE POLLARD RESIDENCE
213 SOUTH ROYAL STREET
ALEXANDRIA, VA 22314

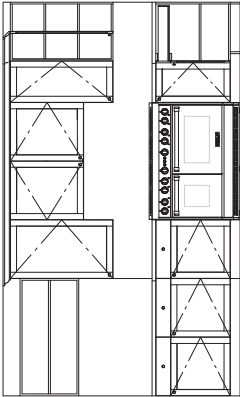
DATE: 07-15-2025
ISSUE: CLIENT REVIEW

TITLE:
FIRST FLOOR
DEMOLITION
PLAN

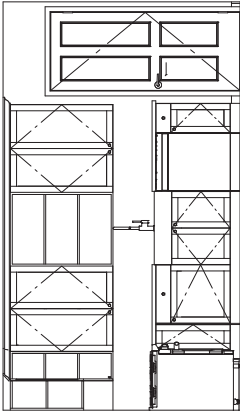
SHEET:

D-1

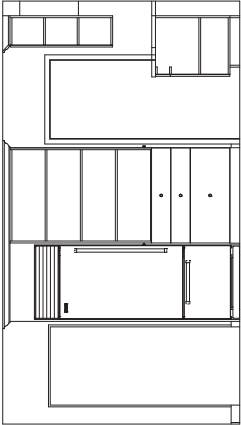
INTERIOR ELEVATION NOTES



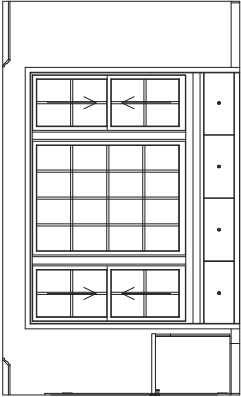
1 REN. KITCHEN - SOUTH ELEVATION
1/2" = 1'-0"



2 REN. KITCHEN - WEST ELEVATION
1/2" = 1'-0"



3 REN. KITCHEN - NORTH ELEVATION
1/2" = 1'-0"



4 REN. KITCHEN - EAST ELEVATION
1/2" = 1'-0"

1 FOUNDATION CONSTRUCTION PLAN
1/4" = 1'-0"



GENERAL NOTES

1. CABINET LAYOUT SHOWN IS SCHEMATIC. CONFIRM FINAL DESIGN IN FIELD WITH SUPPLIER.
2. COUNTRY CABINET STYLE IN JOINER INCLUDING BUT NOT LIMITED TO FINISH, COLOR, DOOR AND DRAWER STYLE AND HARDWARE STYLE AND FINISH.
3. ALL JOINTS, CORNERS OF TOP, END JOINTS INCLUDING BUT NOT LIMITED TO MATERIAL, COLOR, EDGE TREATMENT, SPACINGS, JOINTS AND PANEL LAYOUT BEARING VEIN MATCHING, ETC.)
4. ALL JOINTS, CORNERS OF TOP, END JOINTS INCLUDING BUT NOT LIMITED TO CABINET RECESSES IN JOINTS, INTERIOR FINISH, ETC.)
5. CABINET DESIGN SHALL BE FULLY COORDINATED BY PLUMBING, ELECTRICAL AND APPLIANCE REQUIREMENTS. COORDINATE ALL REQUIREMENTS WITH SUPPLIER AND CONFIRM WITH ARCHITECT.
6. ALL CABINET GLIDES (INCLUDING SINKS) SHALL BE MEAT AND PROPER BAND ACCORDING TO MANUFACTURER DIMENSIONS AND TEMPLATES.
7. PROVIDE DETAIL OF ROOF DRAININGS FOR REVIEW AND APPROVAL PRIOR TO FABRICATION.

PROJECT:

THE ROLLARD RESIDENCE
213 SOUTH ROYAL STREET
ALEXANDRIA, VA 22314

DATE: 07-15-2023
ISSUE: CLIENT REVIEW

TITLE:
INTERIOR
ELEVATIONS

SHEET:

A-3

CRAFTED
ARCHITECTURE LLC

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2109 Popkins Lane, Alexandria, VA 22307
phone: (703) 768-7371
email: christine@craftedarchitecture.com



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CONSTRUCTION

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REVISIONS:

NO. DATE DESCRIPTION

Pollard Residence
213 South Royal
Existing windows to be removed for new bay



Pollard Residence
213 South Royal Street
Existing windows to be removed for new bay



Pollard Residence
213 South Royal Street
Existing doors to be removed for new bay

