

BAR Meeting  
April 2, 2014

**ISSUE:** Partial Demolition/Capsulation and Addition

**APPLICANT:** Dennis & Adrienne Hensley by Robert Bentley Adams & Associates, Architects

**LOCATION:** 314 Prince Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION**

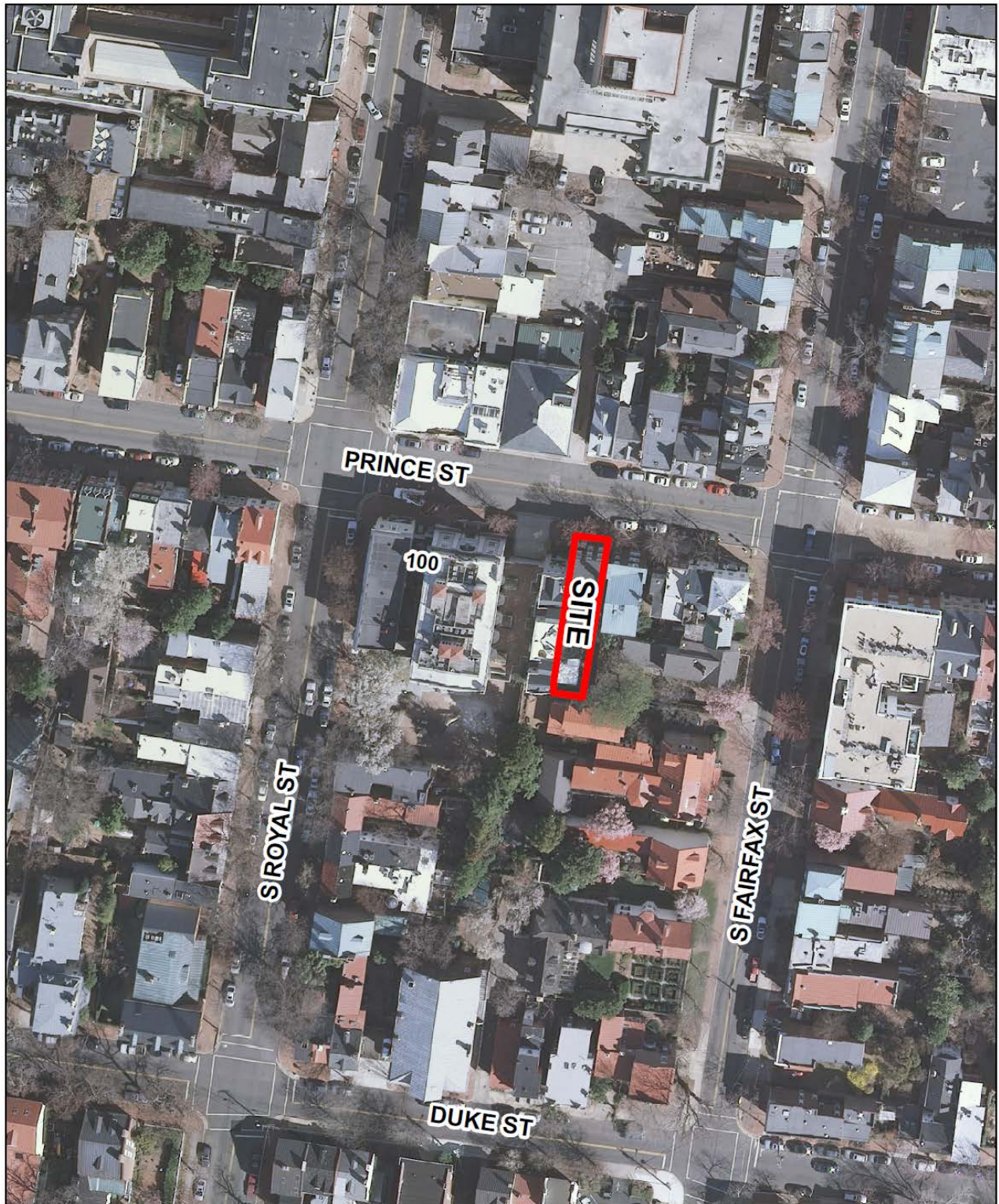
Staff recommends approval of the Permit to Demolish/Capsulate and the Certificate of Appropriateness for the addition, alterations and waiver of rooftop HVAC screening requirement, with the following conditions:

1. The statements in archaeology conditions below 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 requirements:
  - a. The applicant/developer shall 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.
  - b. The applicant/developer shall not allow any metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.
2. All windows, doors and materials shall be in conformance with the Board's adopted policies with final approval by staff as part of the building permit process.
3. The applicant shall work with staff for final design details of the south elevation, pending Code Administration's determination regarding new openings in this location.

**\*\*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.

**\*\*BUILDING PERMIT NOTE:** 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.

**\*\*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.



**BAR2014-0063 & 0064**



**Note:** In the interest of clarity and brevity, staff has coupled the reports for the Permit to Demolish/Capsulate (BAR 2014-0063) and the Certificate of Appropriateness (BAR 2014-0064).

## **I. ISSUE**

The applicant requests approval of a Permit to Demolish/Capsulate to demolish an existing second-story frame addition on the south end of the rear ell and also the roof and east wall of an existing one-story rear addition. The one-story masonry south wall and the doorway on the east elevation are proposed to remain.

The applicant also requests a Certificate of Appropriateness to effectively create a two-story rear addition measuring approximately 21 feet in depth by 14 feet in width, with an additional bay element on the south side measuring five feet by 13 feet 8 inches. The projecting bay on the east side will read as an enclosed porch with painted wood six-over-six windows, paintable wood/Azek trim, and pilasters and paneling. The other parts of the addition on the east and south elevations will be new brick. The south elevation will be unpainted brick & mortar to match closely the unpainted existing brick. The east elevation brick above the existing door will either be half-painted brick to try to match the existing **or** unpainted brick if the paint on the existing brick can be sufficiently (and gently) removed.

The architect has noted that the south elevation is on the property line, abutting an easement for the subject property. The architect will be pursuing a building code modification to allow for new window openings on the south elevation as there is an easement for the subject property's use of that area. Should the applicant not be able to receive a code modification, then the proposed new window openings will not be permitted.

The applicant also requests a waiver of the rooftop HVAC screening requirement to relocate two existing rooftop units.

The proposed addition will be clearly visible from South Fairfax Street until the vacant buildable lot to the east (205 South Fairfax Street) is developed and the bay window will be partially visible from Prince Street through the horse alley. The south wall of the addition will be partially visible from the Armory Tot Lot on South Royal Street.

## **II. HISTORY**

The subject property is a three-story Greek Revival townhouse that was constructed in **1830**, although likely extensively repaired or rebuilt after a fire at 310 Prince Street in **1862**, according to Ethelyn Cox in *Alexandria Street by Street*. The two-story rear ell dates from at least **1885** and the one-story rear addition, the area proposed for demolition, dates from **1902**. The 1885 Sanborn Fire Insurance Map shows a two-story rear ell with a very small one-story rear addition. By 1902, the current one-story rear addition footprint, the same width as the two-story rear ell, appears on the Sanborn Fire Insurance Map. By 1921, there was a narrow, one-story element connecting the one-story rear addition with a small one-story shed to the east. By 1941, the current two-story frame addition appears on top of the one-story rear brick addition, according to Sanborn maps.

In 1988, the Board approved a two-story addition and alterations (BAR Case #88-46, 4/6/1988). In 1989, the Board approved unspecified alterations (BAR Case #89-85, 5/17/89).

The Virginia courts have recently determined that the lot at 205 South Fairfax Street is a buildable lot. It is staff's understanding that the lot is being purchased by a developer with the intention of constructing a new house that would substantially block the view of the proposed addition from Fairfax Street.

### **III. ANALYSIS**

The project is in conformance with zoning ordinance requirements and BZA2013-00026 for a special exception.

#### **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):

- (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?
- (2) Is the building or structure of such interest that it could be made into a historic house?
- (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?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (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?

The Board regularly approves selective amounts of demolition and capsulation to allow for the construction of additions and alterations as historic buildings are adapted for modern occupation and use. Generally, such areas of demolition and capsulation are limited to rear or side elevations and do not significantly affect the main historic building components on street-facing elevations. Such areas approved for demolition or capsulation generally have unremarkable features or elements and allow for additions to clearly read as distinct background elements which are minimally visible from a public way. Although the area proposed for demolition appears to date from the early 20<sup>th</sup> century, and possibly includes elements of earlier 19<sup>th</sup>-century additions, staff finds that this rear addition has been altered significantly since that time and does not retain unusual or remarkable elements or materials. Further, the rear ell of the main house will not be affected by this proposal. Staff supports the proposed amount of demolition.

#### **Certificate of Appropriateness**

Regarding residential additions, the BAR's *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 addition, finding the scale, mass and use of a classical architectural vocabulary to complement the rear portion of this well-maintained Greek Revival townhouse. The design reads generally as an enclosed porch from the two street views and is a successful addition element in this location. The addition features traditional fenestration patterns on both the south and east elevations. As noted above, the applicant must receive a code modification to construct windows on the south property line adjacent to an easement. Should the Director of Code Administration not approve the additional openings, then the walls will be blank and staff recommends that the applicant work with staff for final detailing of the south elevation, which is only visible from the Tot Lot through the trees.

The proposed materials are consistent with the Board's adopted policies. As the existing rear addition has a mix of painted and unpainted brick, staff supports the proposed use of unpainted brick on the south elevation and the option for painted or unpainted on the small brick area on the east elevation, which are not visible from a public way at the same time. Staff does not object to the waiver of the rooftop HVAC screening requirement, finding that the proposed rooftop location is well-embedded within the interior of this block.

#### **STAFF**

Catherine Miliaras, Historic Preservation 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

#### **Archaeology**

##### **Archaeology Findings**

F-1 According to *Historic Alexandria Virginia Street By Street* by Ethelyn Cox (1976), a house may have stood at 314 Prince Street as early as the 1830s. A fire at 310 Prince St. in 1862 likely damaged the building at 314 Prince St., necessitating a major rebuild. While the proposed undertaking will cause relatively limited ground disturbance, given the apparent age of the building, the property could contain significant archaeological resources that pertain to growth and prosperity of the city in the nineteenth century.

##### **Archaeology Recommendations**

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)
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)

**Code Administration**

No comments received.

**Transportation and Environmental Services (T&ES)**

No comments received.

**V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application for BAR2014-0063 & BAR2014-0064 at 314 Prince St*





4. View of East Wall of Ell & Side Yard- Looking South



3 . View of East Wall of Ell- Looking North



2. Front of 314 Prince St.



1. Aerial View of Site



ROBERT BENTLEY ADAMS & ASSOCIATES, P.C.  
405 South Washington Street Alexandria, Virginia 22314  
Tel. 703 549 0650 © Fax. 703 549 3125  
ARCHITECTURE PLANNING INTERIORS

**HENSLEY RESIDENCE**  
314 Prince Street  
Alexandria, Virginia

DATE:  
27 Feb '14

SHEET:  
2 of 11





6. Rooftop of 2-story portion of Ell- looking South



4. Roof of one-story Ell end.



3. Blind wall of 207 S. Fairfax to South.



2. South wall of 1-story Ell- looking South



1. South Wall of 1-Sotry Ell



5. East wall of Ell w/ 1-story eave & frame portion @ 2nd  
-note 3 story wall of 316 Prince looming beyond.



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314 Prince Street  
Alexandria, Virginia

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3 of 11





2: View down Alley between 314 and 310 Prince St.



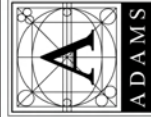
1: View from Tot Lot, S. Royal St.



Views From Public Areas (NTS)



3: View from S. Fairfax St., between nos.203 and 207.



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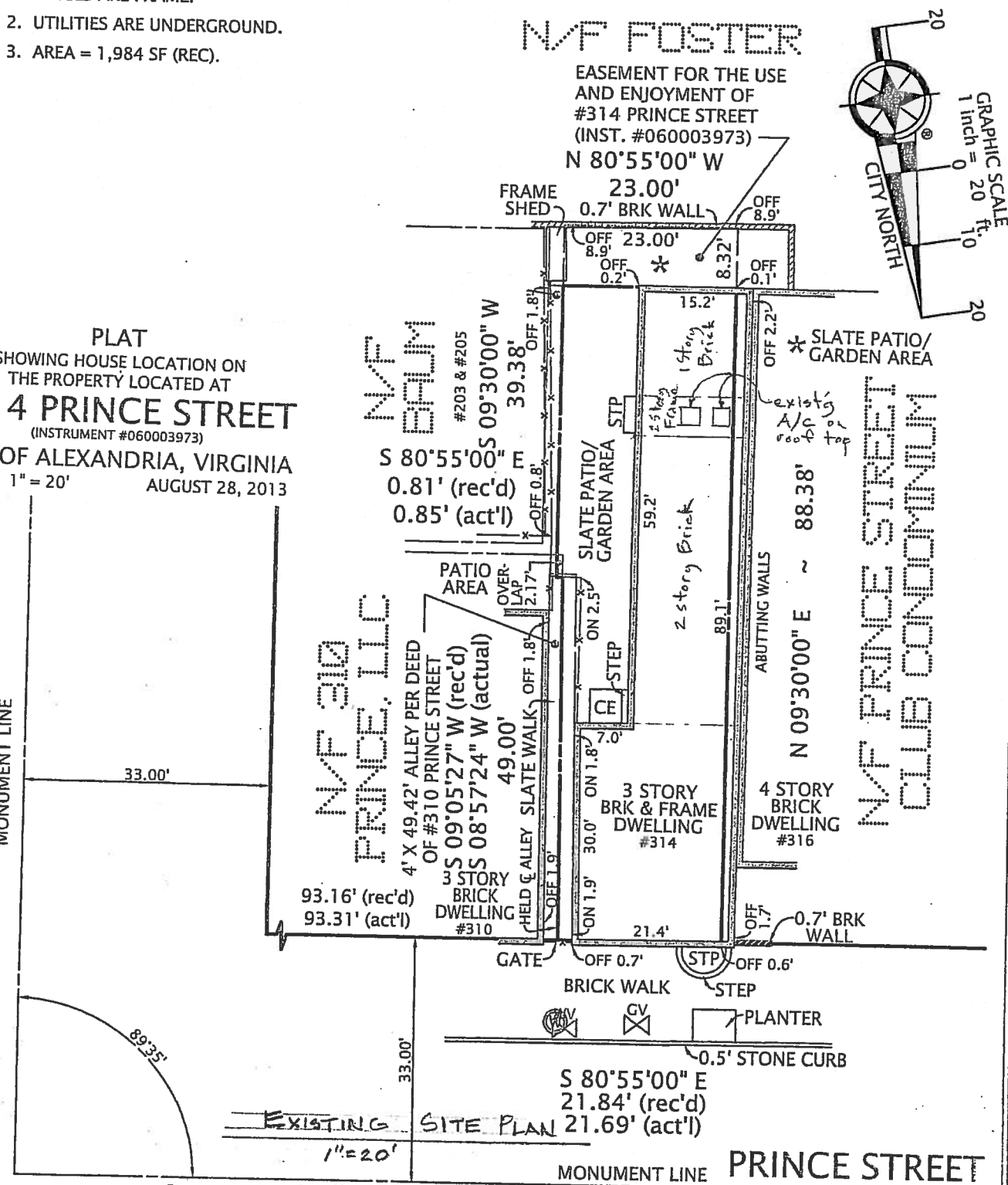
**HENSLEY RESIDENCE**  
314 Prince Street  
Alexandria, Virginia

DATE:  
27 Feb '14

SHEET:  
4 of 11



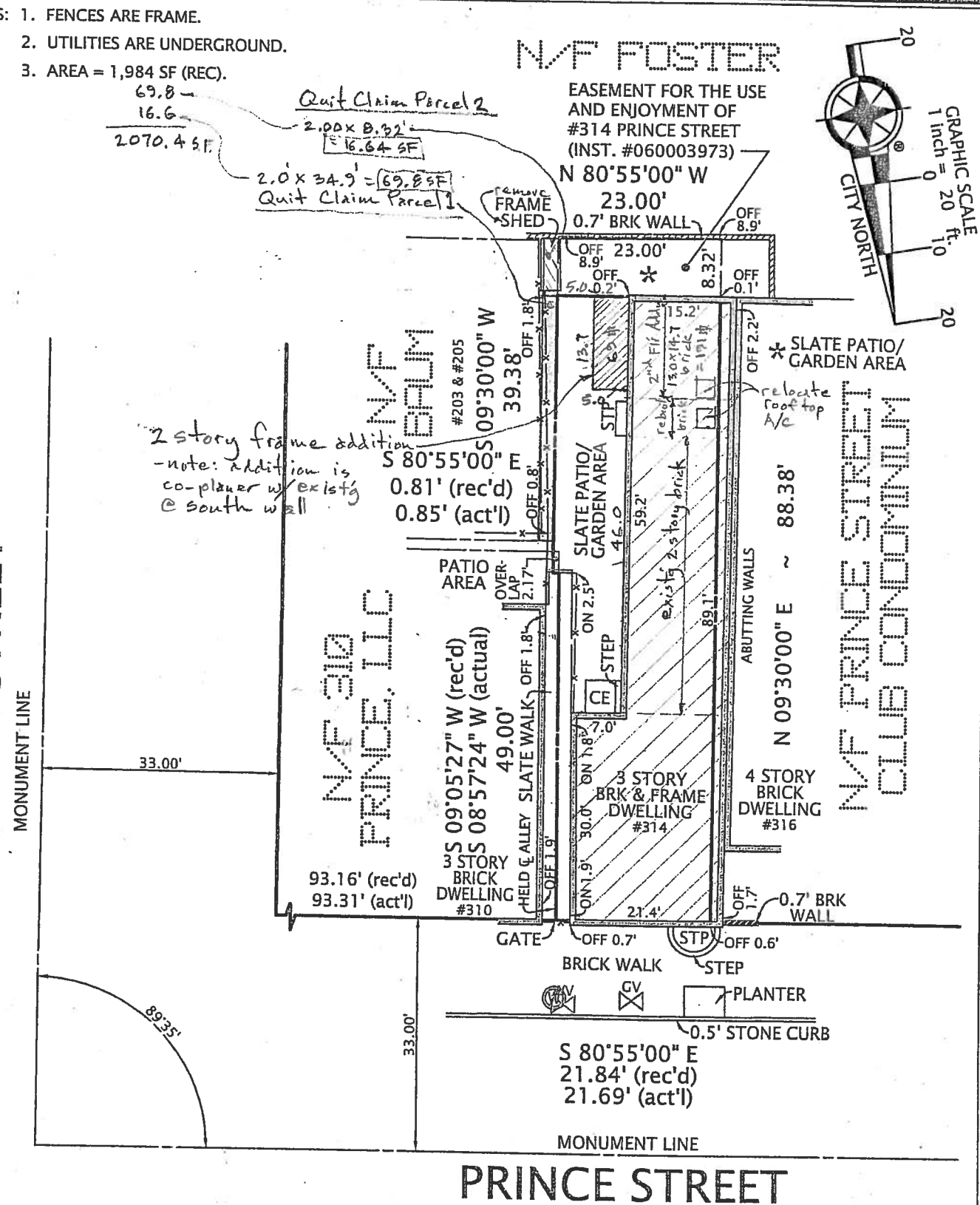
PLAT  
SHOWING HOUSE LOCATION ON  
THE PROPERTY LOCATED AT  
#314 PRINCE STREET  
(INSTRUMENT #060003973)  
CITY OF ALEXANDRIA, VIRGINIA  
SCALE: 1" = 20' AUGUST 28, 2013



COMMONWEALTH OF VIRGINIA  
08/28/2013  
GEORGE M. O'QUINN  
LICENSE NO.  
2069  
LAND SURVEYOR  
*George M. O'Quinn*

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

**SOUTH FAIRFAX STREET**



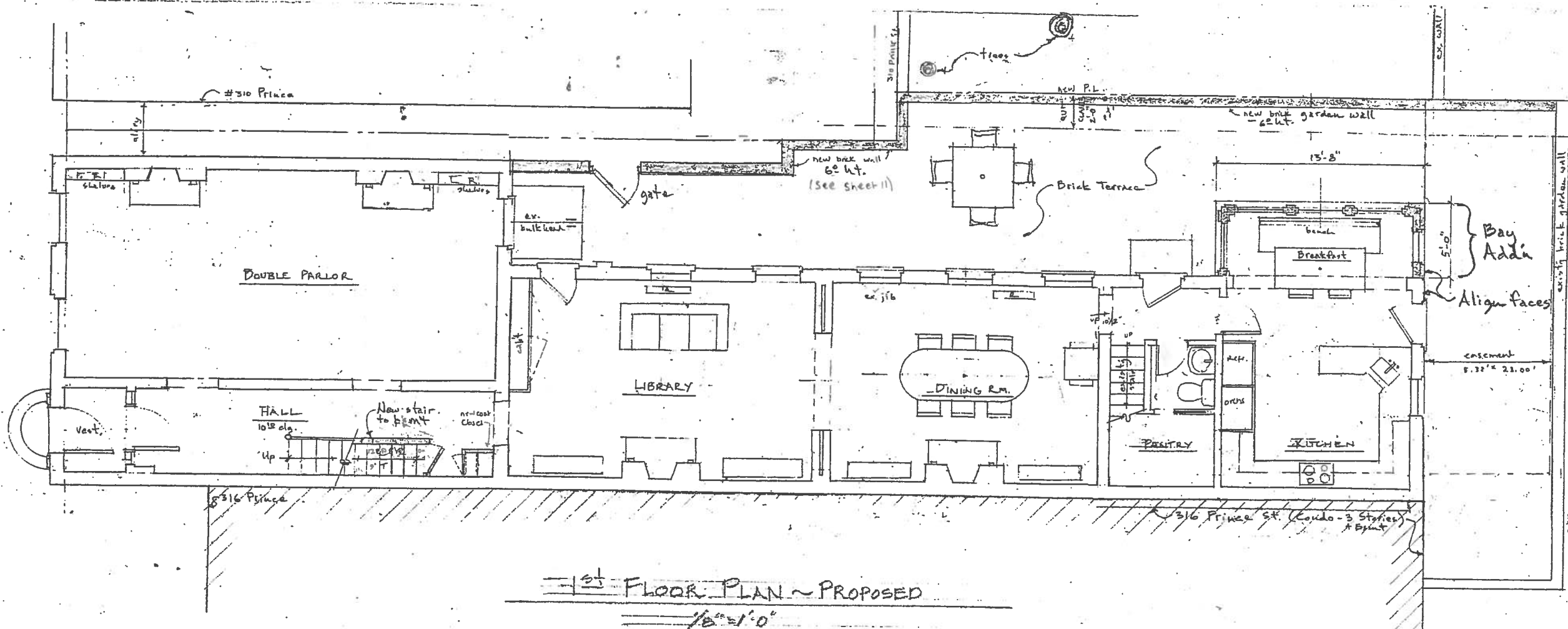
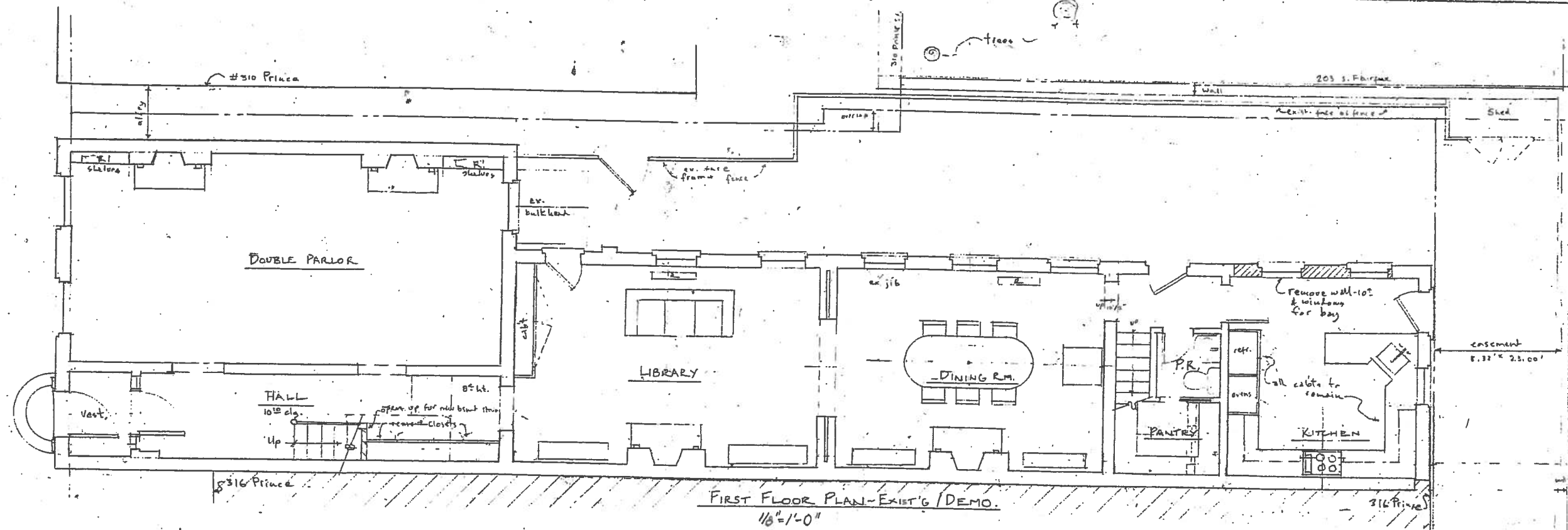
PROPOSED SITE PLAN  
1" = 20'

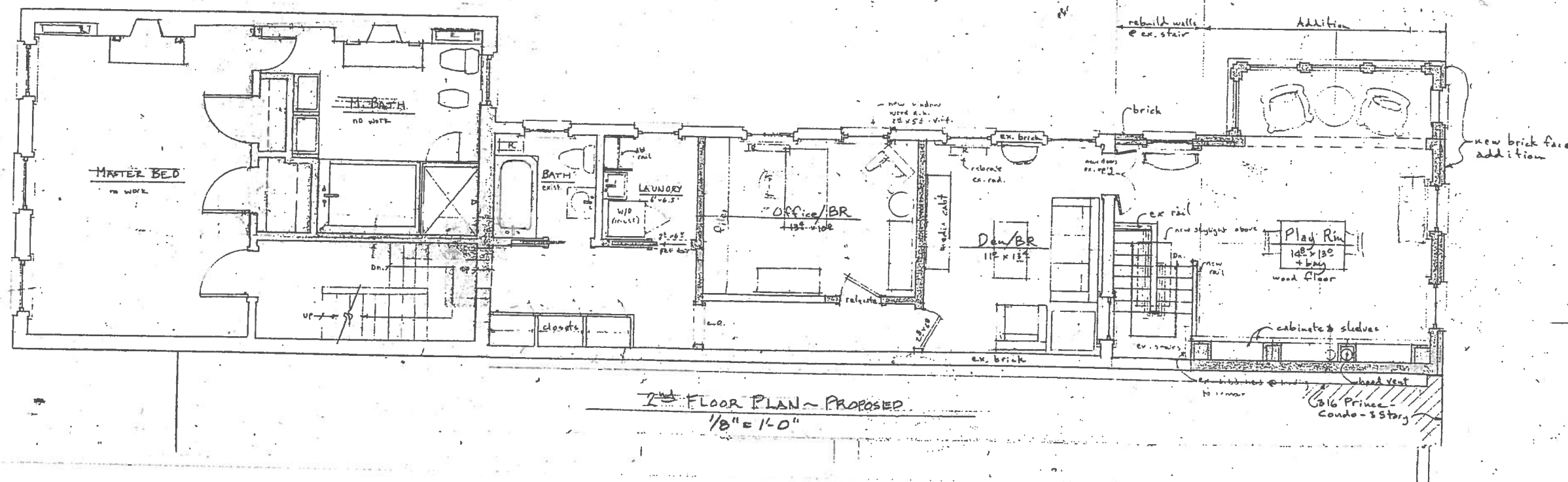
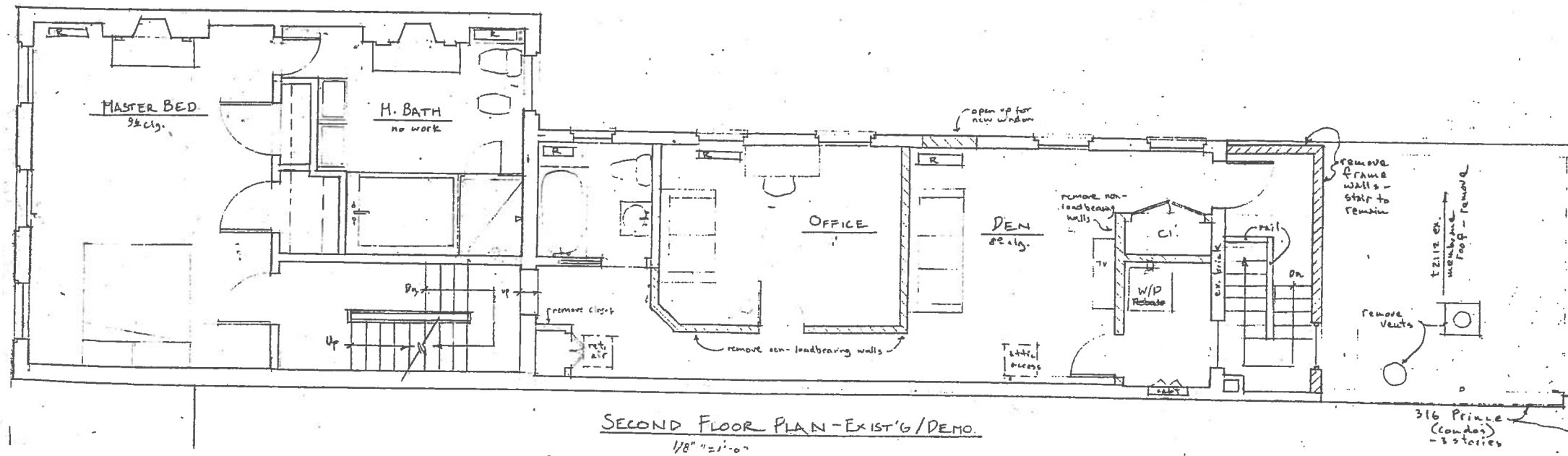
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**ARCHITECTURE PLANNING INTERIORS**

**Hensley Residence**  
314 Prince Street  
Alexandria, Virginia

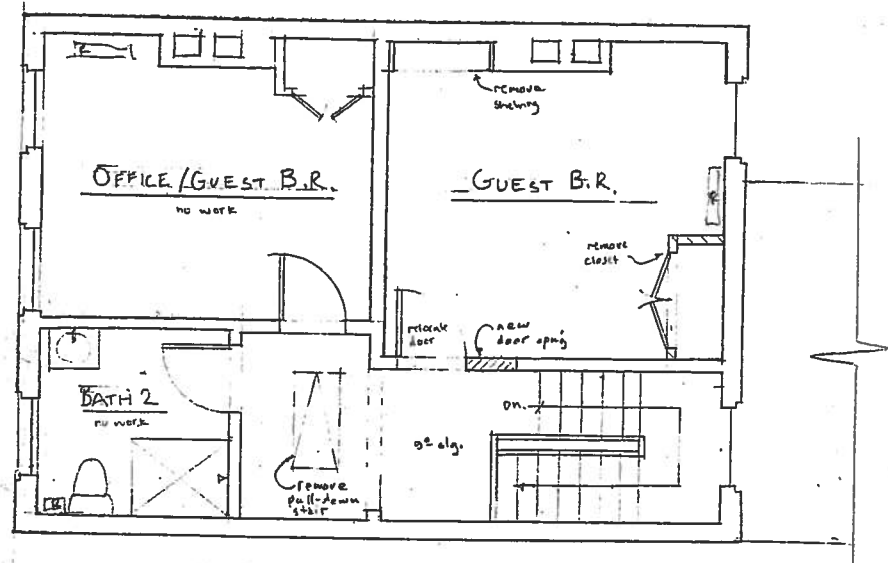
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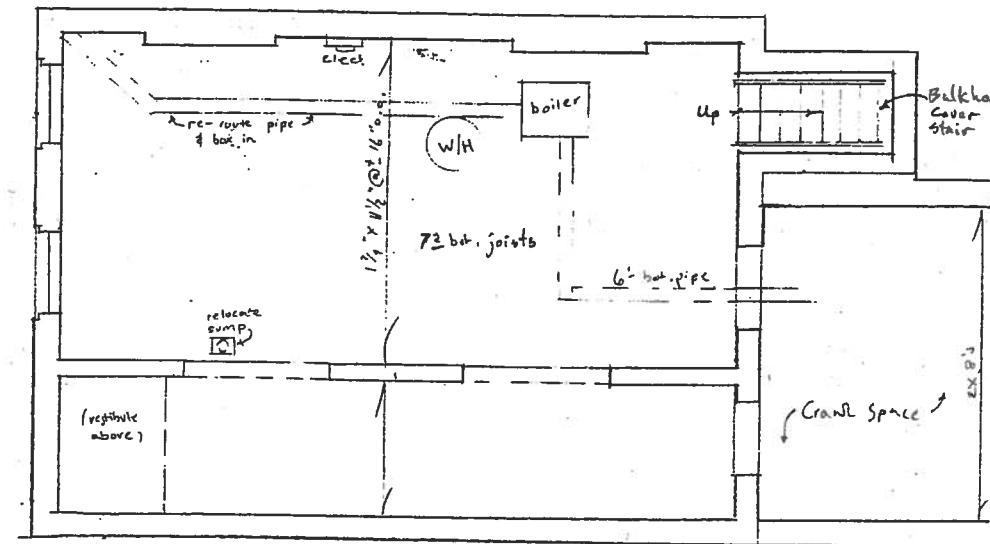




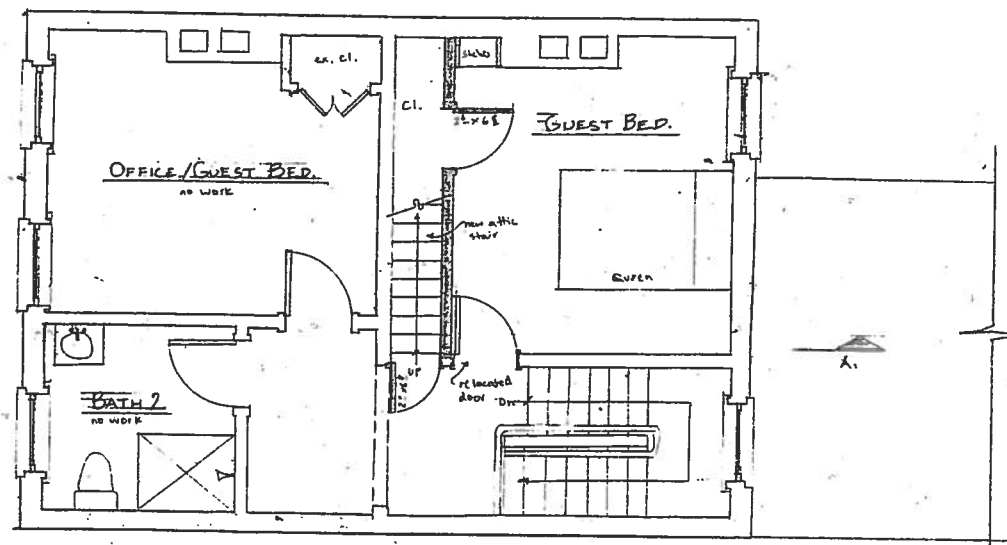




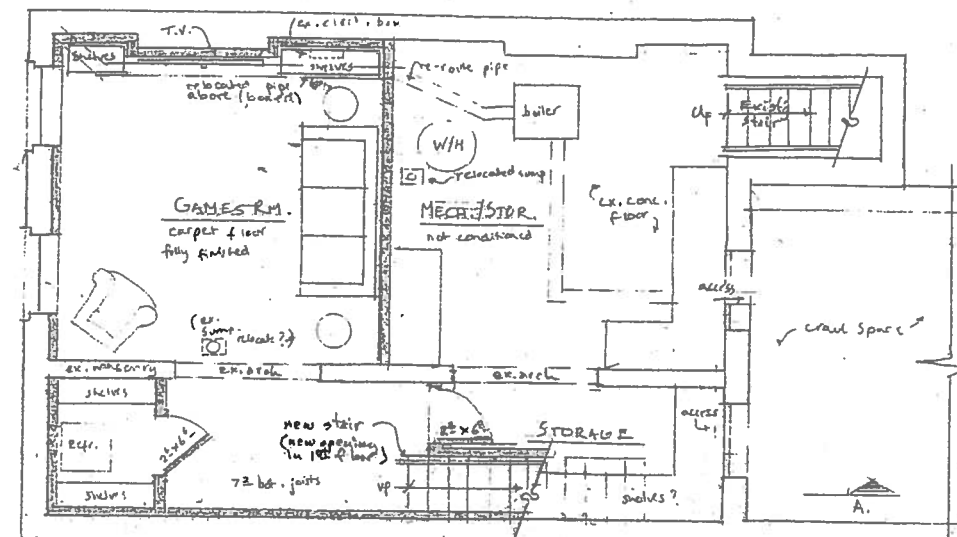
THIRD FLOOR PLAN - EXIST'G / DEMO.  
1/8" = 1'-0"



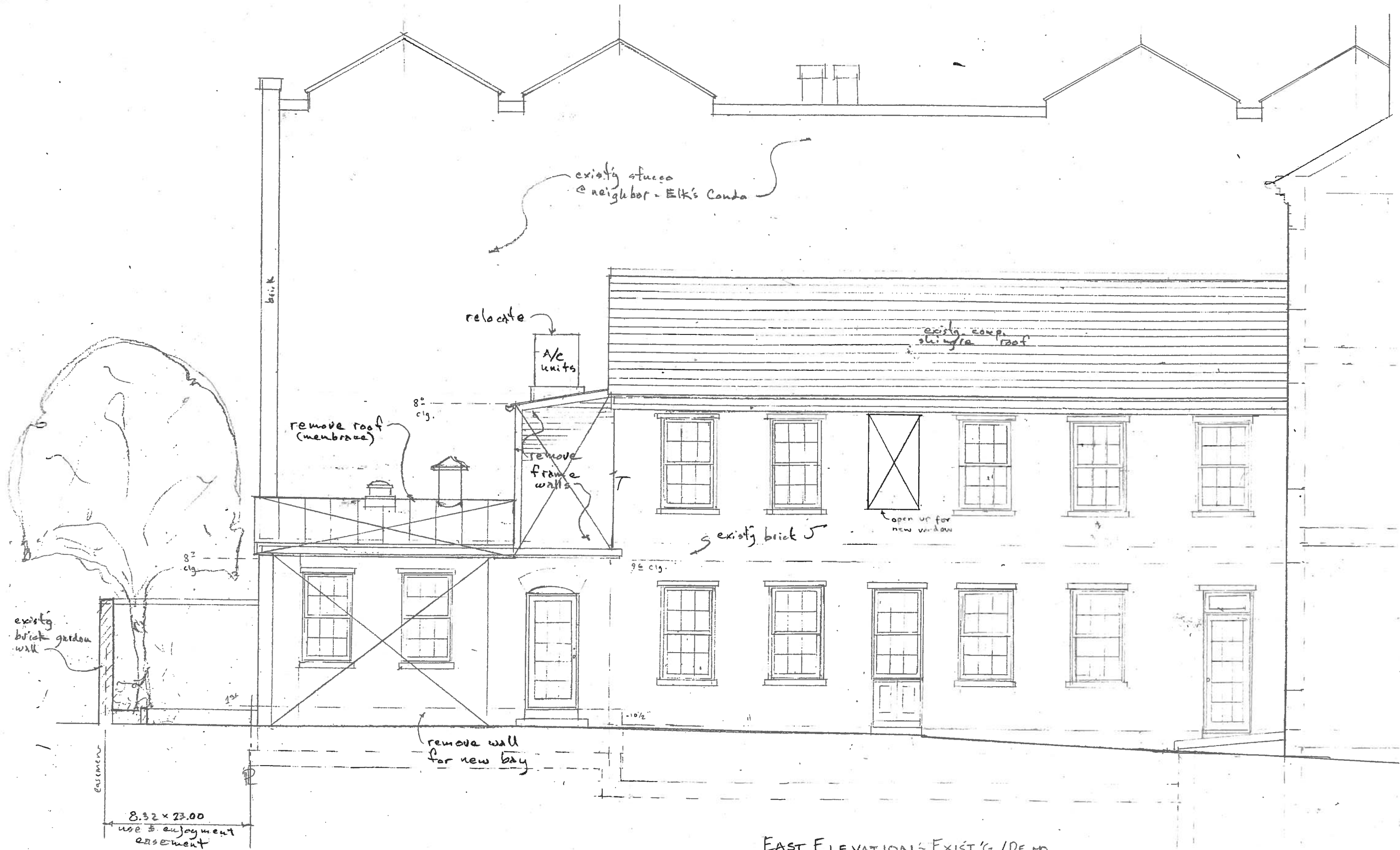
BASEMENT PLAN - EXIST'G / DEMO.  
1/8" = 1'-0"



THIRD FLOOR - PROPOSED  
1/8" = 1'-0"



BASEMENT - PROPOSED  
1/8" = 1'-0"



EAST ELEVATION - EXIST'G / DEMO.  
3/16" = 1'-0"

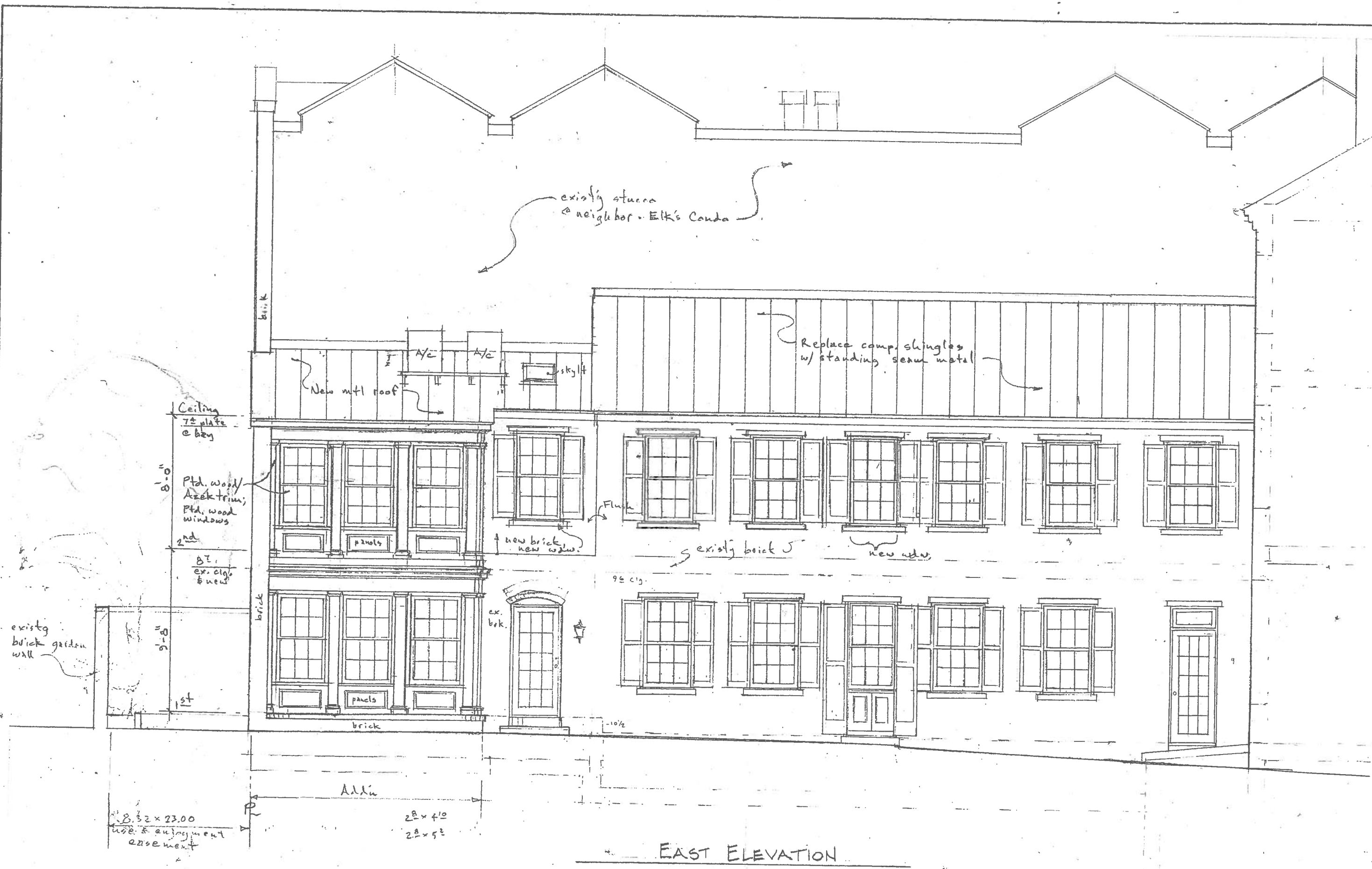
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Hensley Residence  
314 Prince Street  
Alexandria, Virginia

DATE  
27 Feb 2014

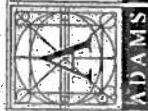
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EAST ELEVATION

3/16" = 1'-0"

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Tel. 703 549 0650 © Fax. 703 549 3125



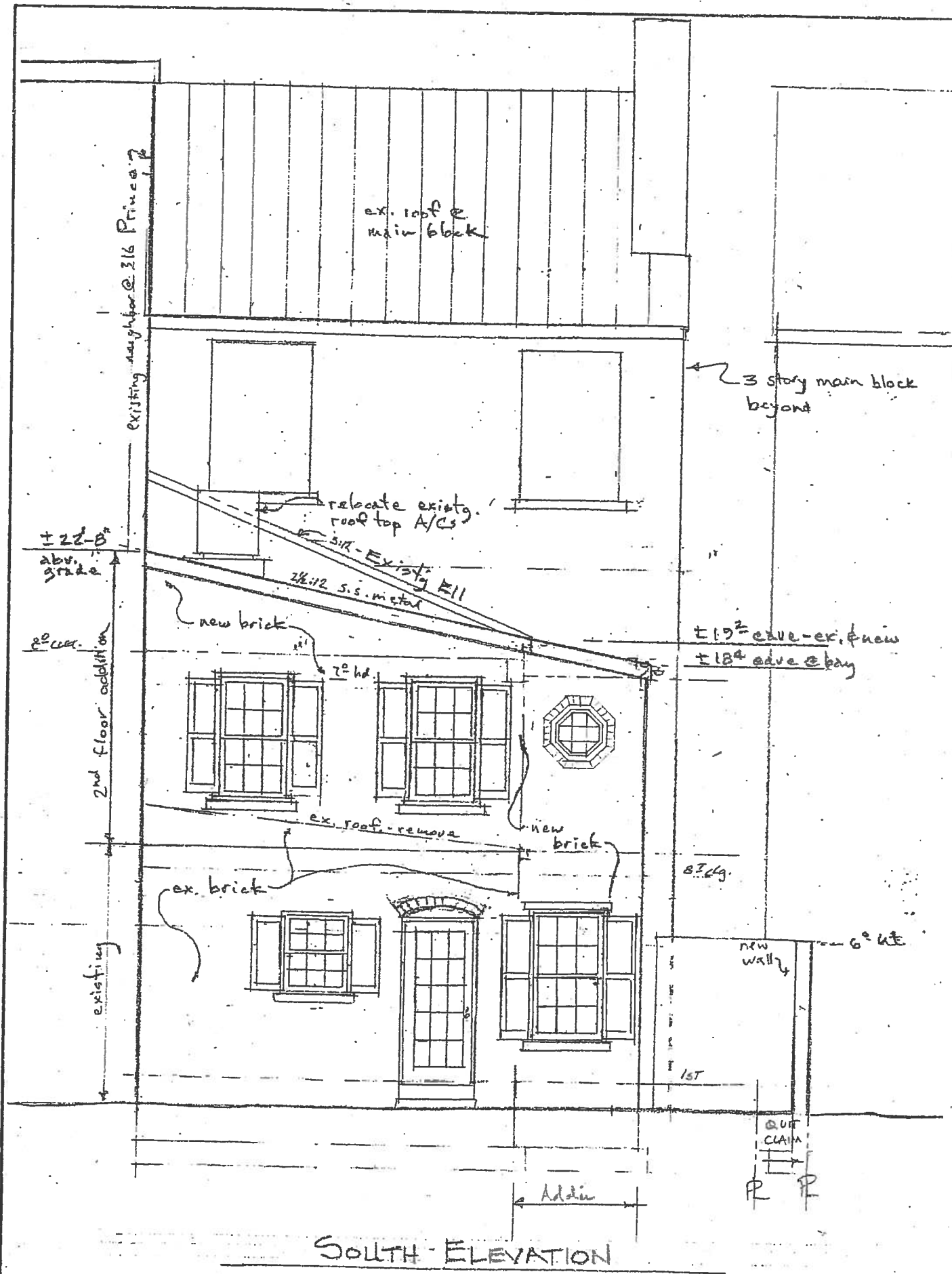
ADAMS ARCHITECTURE PLANNING INTERIORS

Hensley Residence  
314 Prince Street  
Alexandria, Virginia

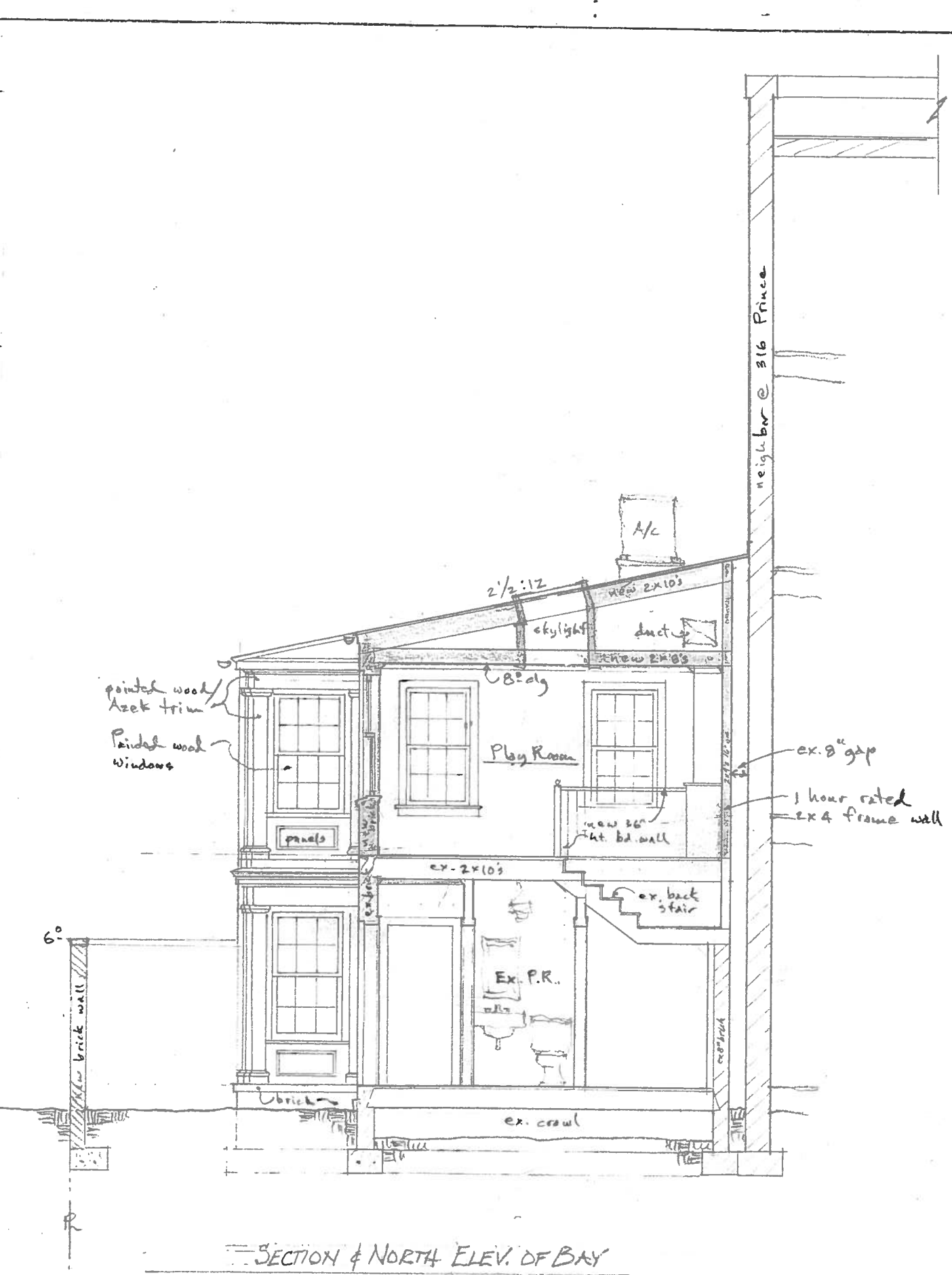
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27 Feb 2014

SHEET

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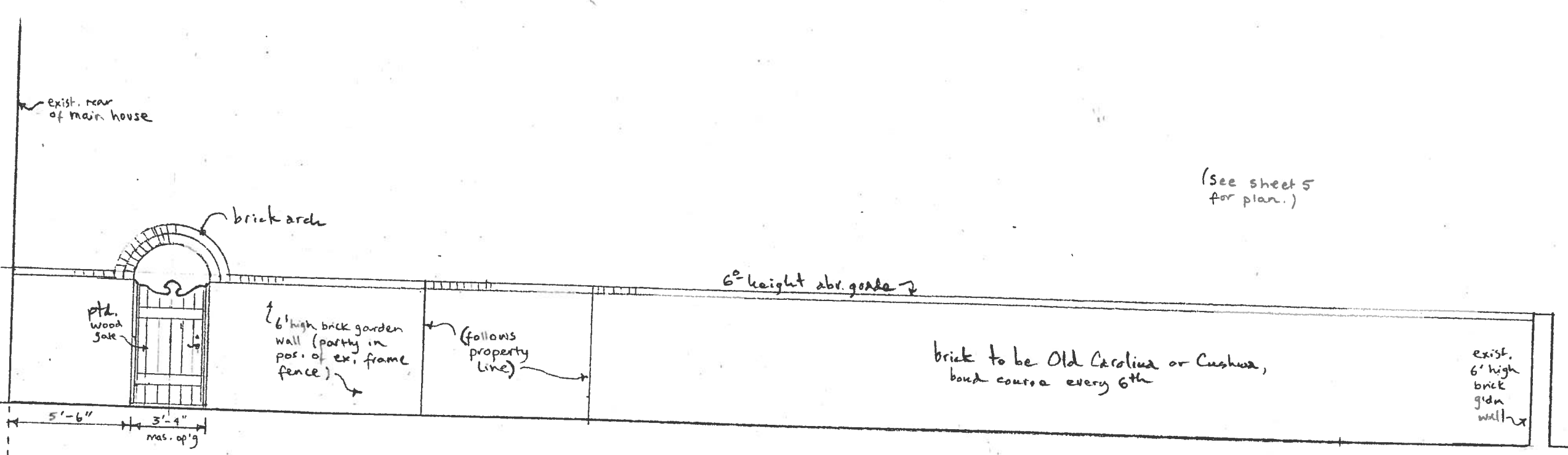


**SOUTH ELEVATION**  
3/16" = 1'-0"



**SECTION & NORTH ELEV. OF BAY**  
3/16" = 1'-0"





NEW BRICK GARDEN WALL along east side of property  
WEST ELEVATION  
3/16" = 1'-0"

**B**

Lot - 1984 s.f.

87.0 { 70.0 s.f. - Quit Claim Parcel 1  
17.0 s.f. Quit Claim Parcel 2

2071.0 s.f.



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

### A. Property Information

A1. Street Address 314 Prince St. Zone RMA2. 2071 s.f. x 1.5 = 3107 s.f.  
Total Lot Area w/ quit claim parcels 1 & 2 Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

### B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	577	Basement**	577
First Floor	1344	Stairways**	224
Second Floor	1155	Mechanical**	77
Third Floor	577		
		Total Exclusions	878
Total Gross *	3653		

B1. Existing Gross Floor Area \*

3653 Sq. Ft.

B2. Allowable Floor Exclusions\*\*

-878 Sq. Ft.

B3. Existing Floor Area minus Exclusions

2775 Sq. Ft.

(subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement	0	Basement**	-
First Floor	69	Stairways**	-
Second Floor	260	Mechanical**	2
Third Floor	-	Other**	-
Porches/ Other	-	Total Exclusions	2
Total Gross *	329		

C1. Proposed Gross Floor Area \*

329 Sq. Ft.

C2. Allowable Floor Exclusions\*\*

2 Sq. Ft.

C3. Proposed Floor Area minus

Exclusions 327 Sq. Ft.

(subtract C2 from C1)

### D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 3102 Sq. Ft.D2. Total Floor Area Allowed by Zone (A2) 3107 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.

### E. Open Space Calculations

Existing Open Space	713 #
Required Open Space	626 #
Proposed Open Space	644 #

→ all open areas as of 23 June 1992

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

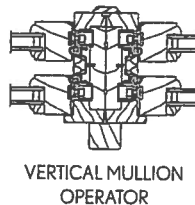
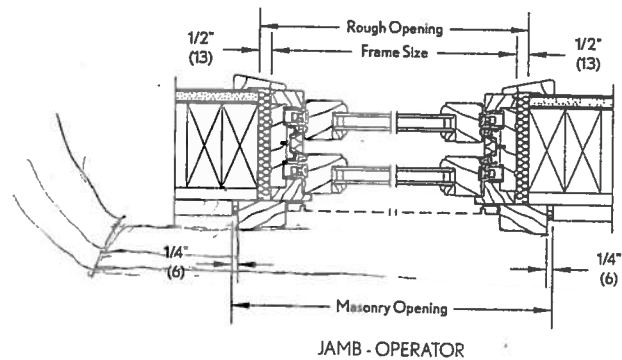
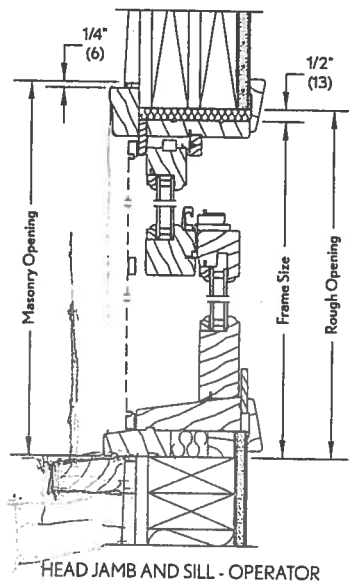
Signature: Sat M. B...

18

Date: 3 Feb. 2014

# WOOD ULTIMATE DOUBLE HUNG

## CONSTRUCTION DETAILS

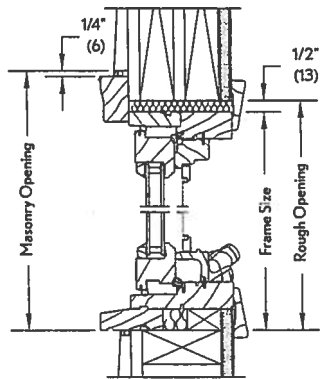


## WOOD ULTIMATE DOUBLE HUNG / SINGLE HUNG

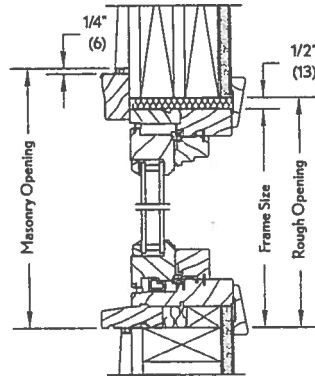
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1 1/16" Insulating Glass Air	0.45	0.55	0.58	43	
1 1/16" Insulating Glass Air LoE-180™	0.33	0.48	0.56	53	
1 1/16" Insulating Glass Argon LoE-180™	0.29	0.48	0.56	56	N
1 1/16" Insulating Glass Argon LoE-180™ w/Combination	0.21	0.44	0.51	67	N
1 1/16" Insulating Glass LoE²-272® Air	0.32	0.30	0.51	53	NC, SC
1 1/16" Insulating Glass LoE²-272® Argon	0.29	0.29	0.51	56	N, NC, SC
1 1/16" Insulating Glass LoE²-272® Argon w/Combination	0.21	0.29	0.46	67	N, NC, SC
1 1/16" Insulating Glass LoE³-366® Air	0.32	0.20	0.46	53	NC, SC, S
1 1/16" Insulating Glass LoE³-366® Argon	0.28	0.20	0.46	57	N, NC, SC, S
1 1/16" Insulating Glass LoE³-366® Argon w/Combination	0.20	0.21	0.42	68	N, NC, SC, S
7/8" Tri-Pane LoE-180™ Argon LoE-180™	0.25	0.40	0.49	64	N, NC
7/8" Tri-Pane LoE-180™ Krypton-Argon LoE-180™	0.22	0.40	0.49	67	N, NC
7/8" Tri-Pane LoE²-272® Argon LoE²-272®	0.24	0.25	0.40	64	N, NC, SC, S
7/8" Tri-Pane LoE²-272® Krypton-Argon LoE²-272®	0.22	0.25	0.40	67	N, NC, SC, S
7/8" Tri-Pane LoE³-366® Argon LoE-180™	0.24	0.18	0.40	64	N, NC, SC, S
7/8" Tri-Pane LoE³-366® Krypton-Argon LoE-180™	0.22	0.18	0.40	67	N, NC, SC, S

# WOOD ULTIMATE CASEMENT ROUND TOP

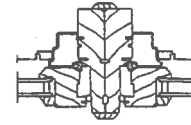
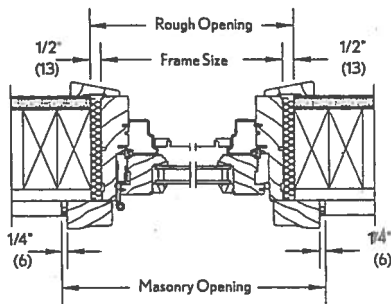
## CONSTRUCTION DETAILS



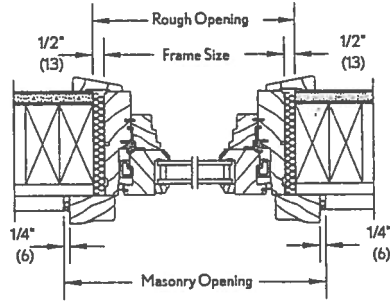
HEAD JAMB AND SILL - OPERATOR



HEAD JAMB AND SILL - STATIONARY

VERTICAL MULLION  
OPERATOR

JAMB - OPERATOR



JAMB - STATIONARY

## WOOD ULTIMATE CASEMENT ROUND TOP OPERATOR/STATIONARY

ENERGY DATA	U-Factor	SHGC	VT	CR	ENERGY STAR®
3/4" Insulating Glass Air	0.43	0.52	0.55	44	
3/4" Insulating Glass Air LoE-180™	0.33	0.47	0.53	54	
3/4" Insulating Glass Argon LoE-180™	0.30	0.47	0.53	57	N
3/4" Insulating Glass LoE²-272® Air	0.31	0.28	0.48	55	NC, SC
3/4" Insulating Glass LoE²-272® Argon	0.28	0.28	0.48	59	N, NC, SC
3/4" Insulating Glass LoE³ 366® Air	0.31	0.19	0.43	56	NC, SC, S
3/4" Insulating Glass LoE³ 366® Argon	0.28	0.19	0.43	59	N, NC, SC, S
1" Tri-Pane LoE-180™ Argon LoE-180™	0.24	0.38	0.46	63	N, NC
1" Tri-Pane LoE-180™ Krypton-Argon LoE-180™	0.22	0.38	0.46	64	N, NC
1" Tri-Pane LoE²-272® Argon LoE²-272®	0.23	0.24	0.38	64	N, NC, SC, S
1" Tri-Pane LoE²-272® Krypton-Argon LoE²-272®	0.21	0.24	0.38	66	N, NC, SC, S
1" Tri-Pane LoE³ 366® Argon LoE-180™	0.23	0.17	0.38	63	N, NC, SC, S
1" Tri-Pane LoE³ 366® Krypton-Argon LoE-180™	0.21	0.17	0.38	65	N, NC, SC, S



BAR Case # <u>BAR2014-00063/00064</u>
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ADDRESS OF PROJECT: 314 Prince Street  
 TAX MAP AND PARCEL: 075.01-09-01 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: Robert Bentley Adams & Associates, Architects

Address: 405 S. Washington Street

City: Alexandria State: VA Zip: 22314

Phone: 703-549-0650 E-mail: scot@adamsarchitects.com

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

Name: Scot McBroom Phone: 703-549-0650

E-mail: scot@adamsarchitects.com

## Legal Property Owner:

Name: Dennis & Adrienne Hensley

Address: 314 Prince Street

City: Alexandria State: VA Zip: 22314

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- |                              |  |  |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there an historic preservation easement on this property?               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No            | If yes, has the easement holder agreed to the proposed alterations?        |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there a homeowner's association for this property?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> 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.*
- |                                      |  |   |                                   |
|--------------------------------------|--|---|-----------------------------------|
| <input type="checkbox"/> awning      | <input checked="" type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors       | <input checked="" 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 type="checkbox"/> other _____ |  |   |                                   |
- ☒ ADDITION
- ☒ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

Rebuild structure at 2<sup>nd</sup> floor back stair - brick & frame.  
 Build new brick & frame 2<sup>nd</sup> story over existing one-story brick ell.  
 Build new 2-story brick & frame bay.  
 Relocate rooftop A/C units from ex. roof.  
 Replace existg composition roof at ell with standing seam copper.  
 New window in existing brick ell @ 2<sup>nd</sup> story.  
 Build new brick 6' height garden wall at east side of property (remove ex. block & frame fence)

**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 5 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 5 sets of revised materials.

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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: Scot M. Broom

Printed Name: Scot M. Broom

Date: 2/28/14

# 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 Bentley Adams & Assoc.	405 S. Washington St Alexandria, VA	None
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 314 Prince 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. Dennis & Adrienne Hensley	314 Prince St.	100%
2.		
3.		

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are 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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).**

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

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. R. B. Adams & Assoc.	None	B.A.R.
2. Hensley	None	B.A.R.
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.

2/28/14 Scott McBroom  
Date Printed Name

Scott McBroom  
Signature