

BAR Meeting  
October 15, 2014

**ISSUE:** Partial Demolition/Capsulation and Certificate of Appropriateness for Alterations

**APPLICANT:** Melissa Sordyl

**LOCATION:** 115 Queen Street

**ZONE:** RB / Residential

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**STAFF RECOMMENDATION**

Approval of the application, with the following amendments:

1. That the applicant work with staff to accurately determine the existing roof material, with staff approval of the replacement in compliance with the *BAR Roof Policy*;
2. That the skylight flashing matches the color of the roofing;
3. That the skylights have integral shades;
4. That the windows comply with the *BAR Window Policy* Performance Specifications, with final approval by staff during building permit review and;
5. That the cornice above the garage be either wood or a high-quality, paintable, solid-through-the-core composite.

\*EXPIRATION OF APPROVALS: 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: 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.



**BAR2014-00290 & BAR2014-00291**



***Note:** The two reports for 115 Queen Street, BAR #2014-00290 (Permit to Demolish/Capsulate) and BAR #2004-000291 (Certificate of Appropriateness) have been combined for clarity and brevity. This item requires a roll call vote.*

## **I. ISSUE**

The applicant requests approval of a Permit to Demolish/Capsulate and a Certificate of Appropriateness in order to increase the natural light to the interior of the residence and to enhance the garage entry for this 1970's townhome. The proposed changes, organized by elevation include the following:

South (front):

- Two new metal flower boxes on the second story
- Replacement garage door and new cornice above garage entry
- Replacement roof covering with architectural grade composition shingles in gray

East (side):

- Three, new window openings with double-hung, six-over-six sash

North (rear):

- Two new skylights, 16" x 36" each
- New metal railing on second story French doors
- Replacement roof covering with architectural grade composition shingles in gray

## **II. HISTORY**

115 Queen Street is a three-story brick residential rowhouse on an interior lot located on Queen Street between North Union and Lee streets. The Colonial Revival styled building was constructed in **1971** as part of a group of 86 three-story brick townhouses bounded by North Union, North Lee, Queen and Oronoco Streets. This area was not included in the Old and Historic Alexandria District until 1984. The BAR approved the current garage door and the arched window on the east elevation in 1999 (BAR#99-0171).

## **III. ANALYSIS**

The proposed alterations comply with zoning.

### **Permit to Demolish/Capsulate**

In considering a Permit to Demolish or Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, Sec 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 an historic shrine?
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. American culture and heritage and making the city a more attractive and desirable place in which to live?

Staff does not believe the demolition/capsulation proposed in this application rises to a level that meets any of the above criteria, as the building has not achieved historic significance in the forty-three years since its construction and the roof and wall area proposed for demolition is consistent with past BAR approvals in this neighborhood. Further, the demolition does not remove any portion of the building containing character defining features of uncommon design or historic merit, and does not compromise the integrity of the building as a whole. Therefore, staff supports the application for a Permit to Demolish/Capsulate, as submitted.

### **Certificate of Appropriateness**

The BAR's *Design Guidelines* state that windows and doors are a character defining feature of buildings that can greatly impact the style and aesthetic of a structure. In this case, the proposed windows for the east elevation will be obliquely visible from the public right-of-way on Queen Street and will not damage historic fabric, as this structure is only 43 years old. The proposed windows are simulated divided light and in compliance with the *BAR Window Policy*. The six-over-six pattern is identical to the remaining windows, fitting nicely with the Colonial Revival style of the residence; therefore, staff supports this alteration.

The proposed replacement garage door is very similar to the existing and could be approved administratively by staff under the *BAR Minor Architectural Elements Policy*. The proposed cornice above the garage, however, is an alteration that requires Board approval. Staff supports the cornice, as it matches the design of the existing door hood. Staff recommends a wood or high quality, paintable, millable and solid-thru-the-core synthetic material, as the Board has previously stated that high quality modern materials are acceptable on later structures.

The *Design Guidelines* state that skylights should be located on the least visible location of the roof and should have integral shades to reduce the seepage of light at nighttime. Further, the guidelines recommend that the flashing should match the color of the roof covering. Staff finds that the location and low-profile of the skylights is appropriate, with the condition that the flashing matches the color of the roofing and the applicant install integral shades.

As a general policy, the Board discourages the use of asphalt or fiberglass shingles for roofing material, although the *Design Guidelines* state that fiberglass and asphalt shingles are appropriate on late 20<sup>th</sup> century structures. The *BAR Roof Policy* permits architectural grade composition roofing when it replaces original composition roofing, such as fancy-cut asphalt shingles used in the early 20<sup>th</sup> century. The policy also permits architectural grade composition roofing as a replacement for a Supra-Slate type simulated slate or other cement-asbestos roofing tile products on buildings constructed after 1975 and not located on the George Washington Memorial Parkway. The policy does not, however, permit replacement of authentic slate with composition shingles.

There is some question as to whether or not the existing roof material on the subject property is authentic slate or a composite tile, as both were used in this development. Therefore staff recommends that the applicant work with staff to determine the actual material and that the roof be replaced in accordance with the *BAR Roof Policy*, meaning that if the roof material is a



cement-asbestos product, architectural grade composition shingles can be used. However, if the roof is true slate, the applicant must replace with authentic slate in a matching color and pattern.

Overall, staff finds that the proposed windows, skylights, door, garage cornice, and railing replacements are appropriate and compatible with the size and scale of the dwelling. Staff supports the architectural grade composition roofing, if and only if, the applicant can confirm the existing roofing is a composition or cement-asbestos product. Staff therefore recommends that the applicant meet with staff during the permit process to ensure the roof is replaced in accordance with the *BAR Roof Policy*.

Staff recommends approval of the application, with the conditions recommended above.

#### **STAFF**

Mary Catherine Collins, 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

##### **Code Administration**

- F-1 The following comments are for BAR. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon that information and the building permit plans. If there are any questions, the applicant may contact Charles Cooper, Plan Review division at [Charles.cooper@alexandriava.gov](mailto:Charles.cooper@alexandriava.gov) or 703-746-4197.
- C-1 Building and trades permits are required for these proposed alterations.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).

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

- R1. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R2. 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. Previously reviewed under BAR2001-00012
- F2. 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)

- C1. This property and building are located within the 100-yr floodplain. Due to the fact that these improvements do not amount to a "Substantial Improvement" as defined by City ordinance, this project is not subject to the Floodplain District regulations provided in Section 6-300. 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).  
(FLOODPLAIN DISTRICT) of Article VI (SPECIAL AND OVERLAY ZONES) of the City of Alexandria Zoning Ordinance. However, the owner(s) of this property should be advised that flooding can and does occur at this location up to elevation 10' (City Datum) and to ensure safety the project is advised to comply with Section 6-307 (D) "Water heaters, furnaces, electrical distribution panels and other critical mechanical or electrical installations shall not be installed below the 100-year-flood level. Separate electrical circuits that serve areas below the 100-year-flood level shall be dropped from above." It is also advised that no food storage or preparation areas be located below the 100-year-flood level (elevation 10').  
All other conditions apply. Section 6-307 Other Conditions, (B):  
"All uses, activities and development occurring within any floodplain district shall only be undertaken in strict compliance with the Virginia Uniform Statewide Building Code (VA USBC)." (TES)
- 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)

## **V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application for BAR2014-00290 & 00291 for 115 Queen Street*



A1. Street Address 115 QUEEN ST. Zone RM

$$\text{A2. } \frac{2051}{\text{Total Lot Area}} \times \frac{1.5}{\text{Floor Area Ratio Allowed by Zone}} = \frac{3076}{\text{Maximum Allowable Floor Area}}$$

Existing Gross Area*		Allowable Exclusions	
Basement	876	Basement**	
First Floor	876	Stairways**	325
Second Floor	876	ATTIC UNDER MECHANICAL** CLG.	247
Third Floor	472	Other** GAKAGE	252
Porches/ Other	-	Total Exclusions	824
Total Gross *	3100		

B1. Existing Gross Floor Area \*  
3100 Sq. Ft.  
B2. Allowable Floor Exclusions\*\*  
824 Sq. Ft.  
B3. Existing Floor Area minus Exclusions  
2276 Sq. Ft.  
(subtract B2 from B1)

Proposed Gross Area*		Allowable Exclusions	
Basement		Basement**	
First Floor		Stairways**	
Second Floor		Mechanical**	
Third Floor		Other**	
Porches/ Other		Total Exclusions	
Total Gross *		no addition	

C1. Proposed Gross Floor Area \*  
0 Sq. Ft  
 C2. Allowable Floor Exclusions\*\*  
0 Sq. Ft  
 C3. Proposed Floor Area minus  
 Exclusions 0 Sq. Ft.  
 (subtract C2 from C1)

D1. Total Floor Area (add B3 and C3) 2276 Sq. Ft.  
D2. Total Floor Area Allowed by Zone (A2) 3076 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.

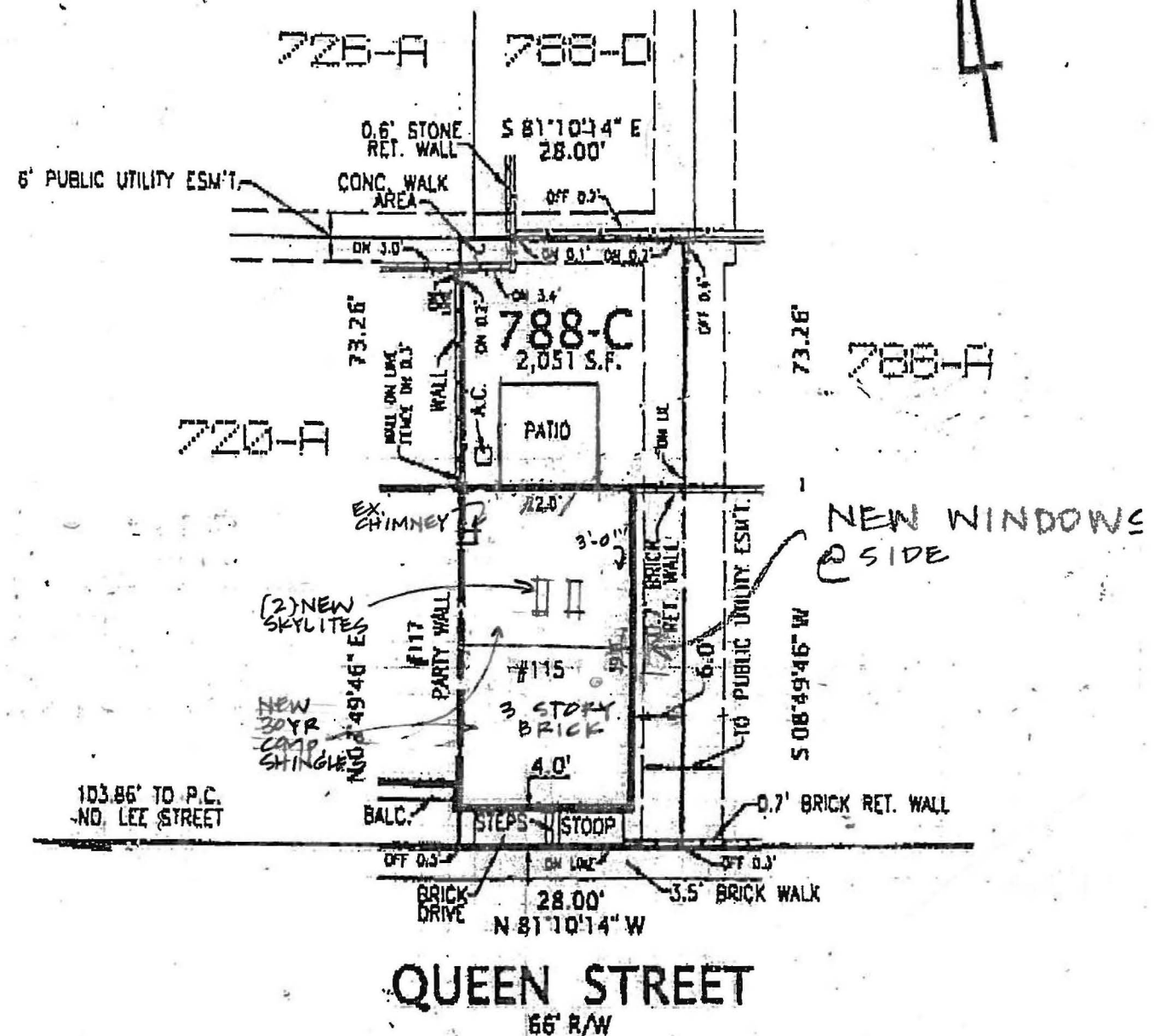
Existing Open Space	822 #	40%
Required Open Space	718 #	35%
Proposed Open Space	N.A. - Same as exist.	

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

Signature [Signature] Date 2 Sept 2014

Updated July 10, 2008

NOTES : 1. FENCES ARE STOCKADE.  
2. WALLS ARE 0.7' STONE UNLESS NOTED.  
3. UTILITIES UNDERGROUND.



SHOWING HOUSE LOCATION ON  
LOT 788-C SECTION 3  
RESUBDIVISION OF LOTS 615 THRU 620, 621 THRU 626 & LOT 688-A

OLD TOWNE  
CITY OF ALEXANDRIA, VIRGINIA  
SCALE: 1" = 20' DECEMBER 7, 1998

FLOOD NOTE: THIS PROPERTY IS IN ZONE X(500YR. FLOOD) OF THE  
FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 515518 0005 D  
EFFECTIVE DATE OF MAY 15, 1991.

ATTACHMENT# 1

**ROBERT BENILEY ADAMS & ASSOCIATES P.C.**  
405 South Washington Street, Alexandria Virginia 22314  
Tel. 703 549 0650 • © Fax. 703 549 3125  
**INTERIORS**

**SORDYL RESIDENCE**  
115 Queen Street Alexandria Virginia

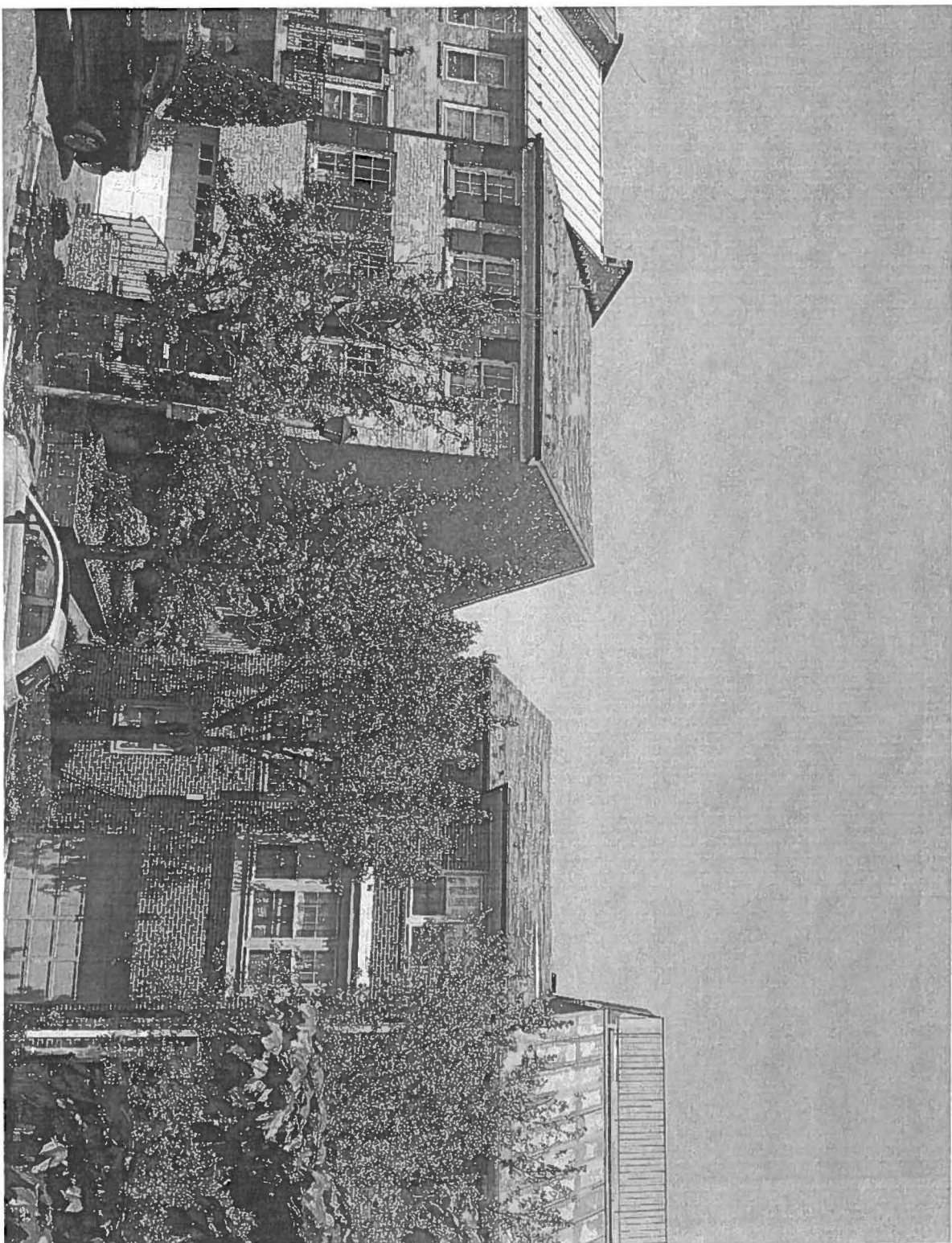
DATE: 1/21/14

HEET,





FRONT OF 115 QUEEN ST



FRONT & SIDE OF 115 QUEEN ST

**SORDYL RESIDENCE**  
115 Queen Street Alexandria Virginia



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

ADAMS ARCHITECTURE PLANNING INTERIORS

SHEET

2

DATE: 7/25/01





REAR OF 115 QUEEN ST



SIDE OF 115 QUEEN ST

**SORDYL RESIDENCE**  
115 Queen Street Alexandria Virginia

DATE  
2 SEP 14



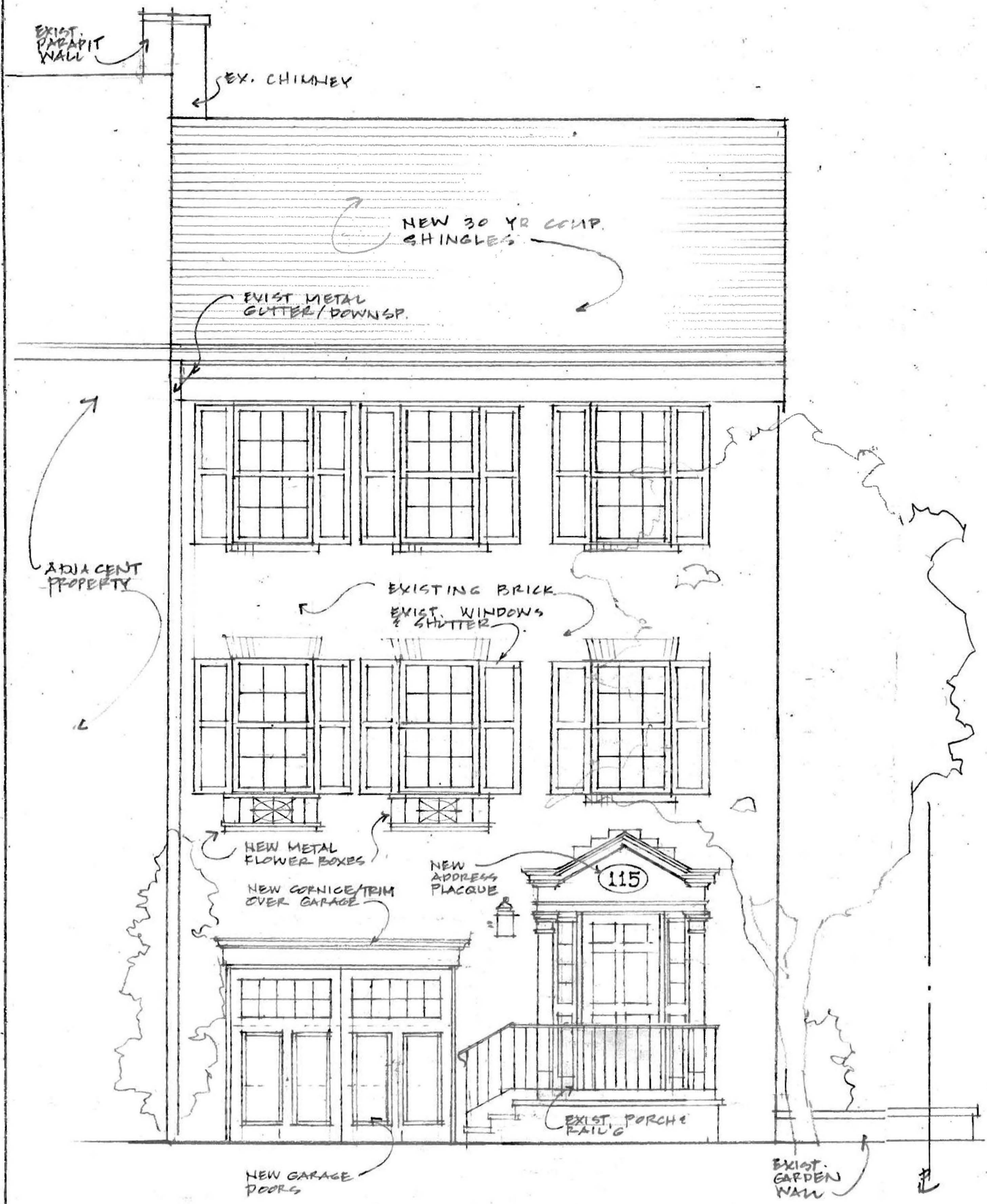
ROBERT BENTLEY ADAMS & ASSOCIATES P.C.  
405 South Washington Street Alexandria Virginia 22314  
Tel. 703 549-0650 © Fax. 703 549 3125

ADAMS ARCHITECTURE PLANNING INTERIORS

SHEET

3





SOUTH ELEVATION - PROPOSED

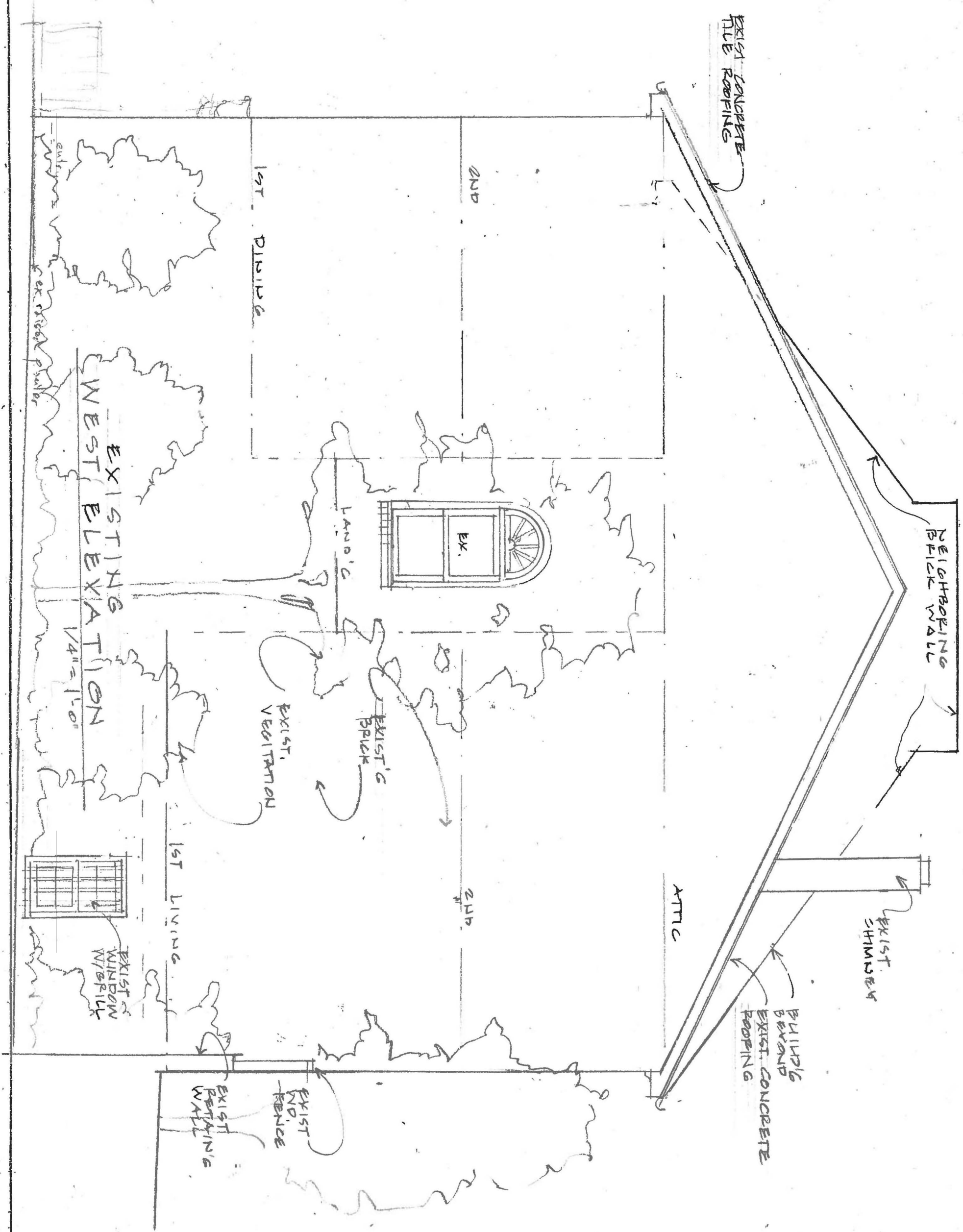
1/4" = 1'-0"

**SORDYL RESIDENCE**  
115 Queen Street Alexandria Virginia

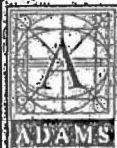


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ADAMS ARCHITECTURE PLANNING INTERIORS



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ADAMS ARCHITECTURE PLANNING INTERIORS

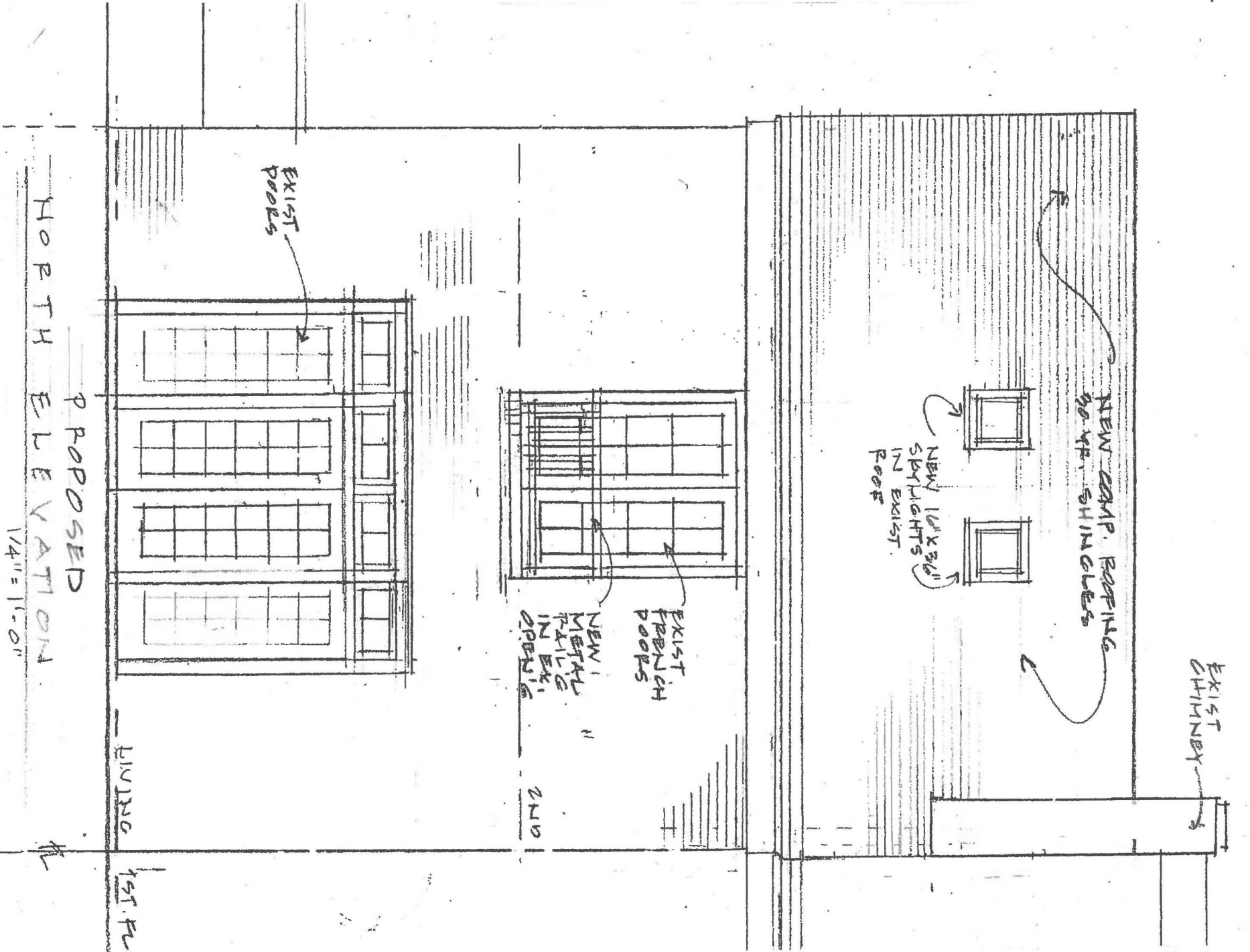
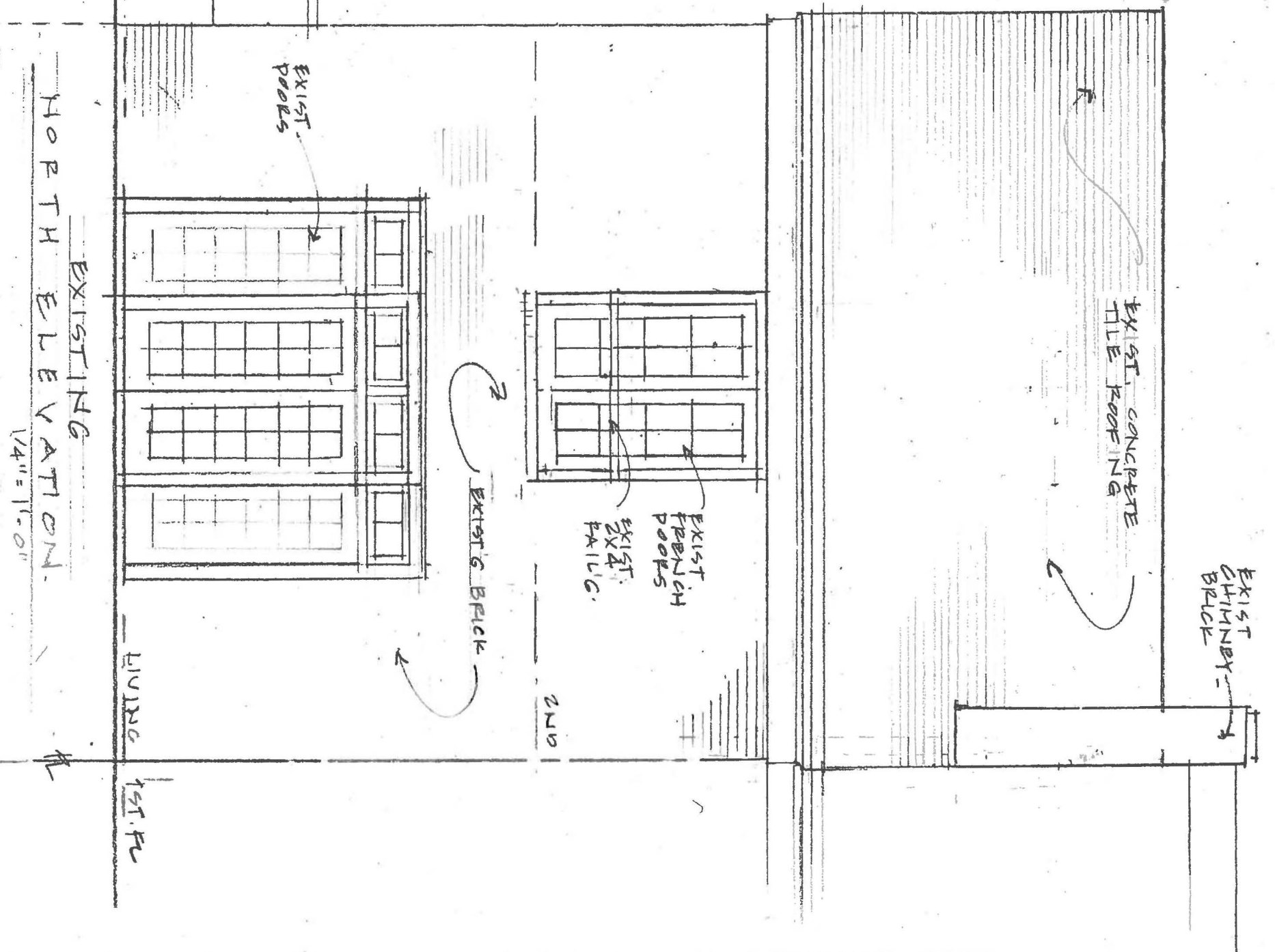
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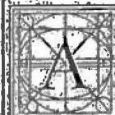
5







# **SORDYL RESIDENCE** 115 Queen Street Alexandria Virginia



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405 South Washington Street, Alexandria Virginia 22314  
Tel. 703 549-0650 © Fax. 703 549 3125

ADAMS ARCHITECTURE PLANNING INTERIORS

DATE  
2 SEP 14

SHEET  
7



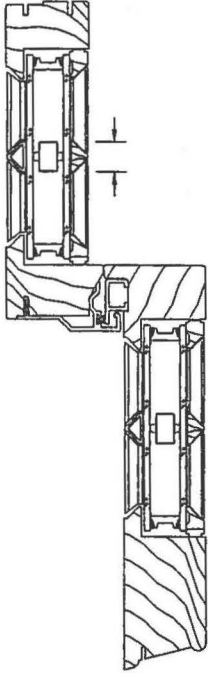






STANDARD PDL  
5/8" (16) BAR

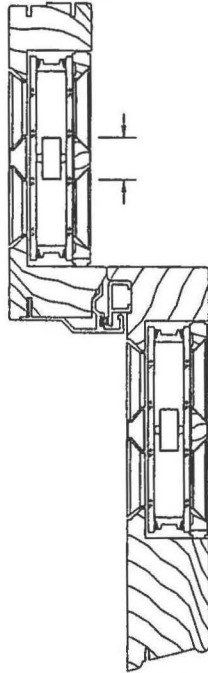
TOP RAIL



BOTTOM RAIL

STANDARD PDL  
7/8" (22) BAR

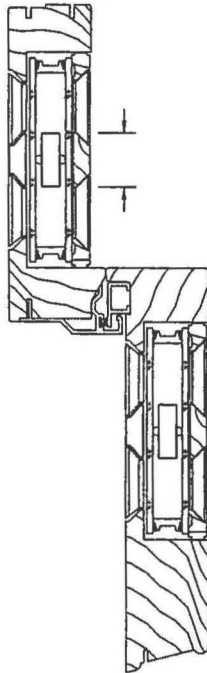
TOP RAIL



BOTTOM RAIL

STANDARD PDL  
1 1/8" (29) BAR

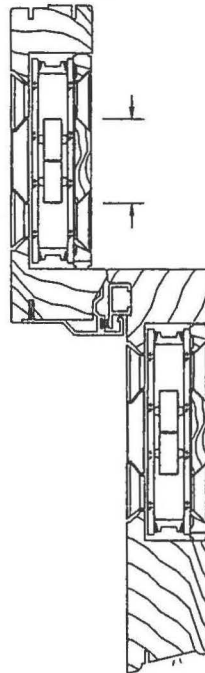
TOP RAIL



BOTTOM RAIL

STANDARD PDL  
1 3/4" (44) BAR

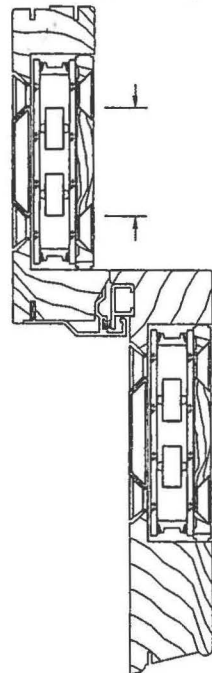
TOP RAIL



BOTTOM RAIL

STANDARD PDL  
2 1/4" (57) BAR

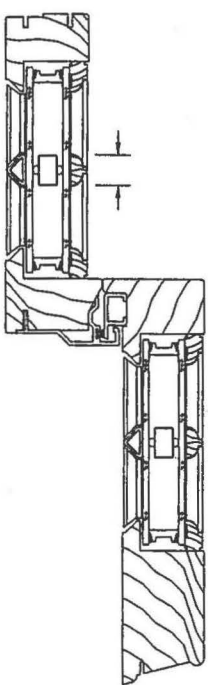
TOP RAIL



BOTTOM RAIL

OVOLO PDL  
5/8" (16) BAR

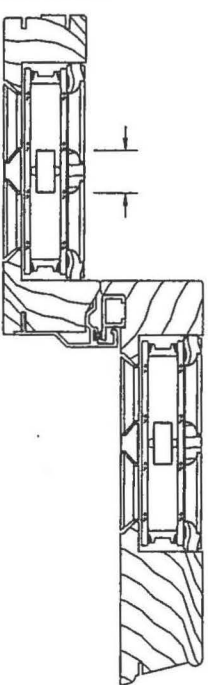
TOP RAIL



BOTTOM RAIL

OVOLO PDL  
7/8" (22) BAR

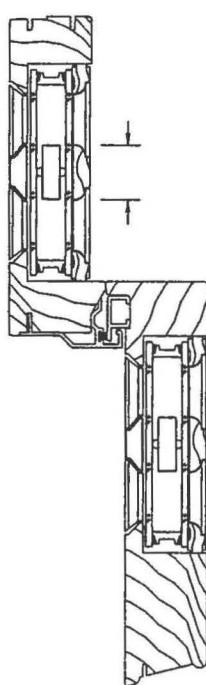
TOP RAIL



BOTTOM RAIL

OVOLO PDL  
1 1/8" (29) BAR

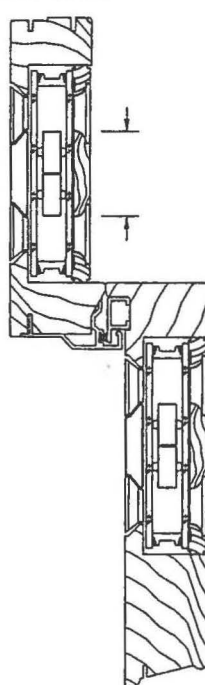
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BOTTOM RAIL

OVOLO PDL  
1 3/4" (44) BAR

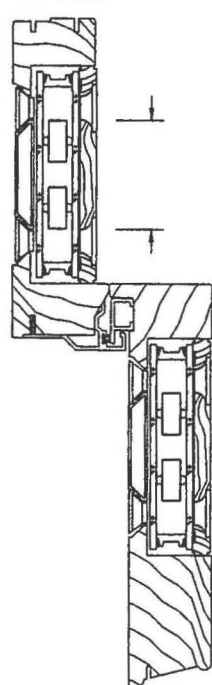
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BOTTOM RAIL

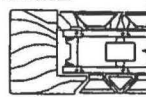
OVOLO PDL  
2 1/4" (57) BAR

TOP RAIL



BOTTOM RAIL

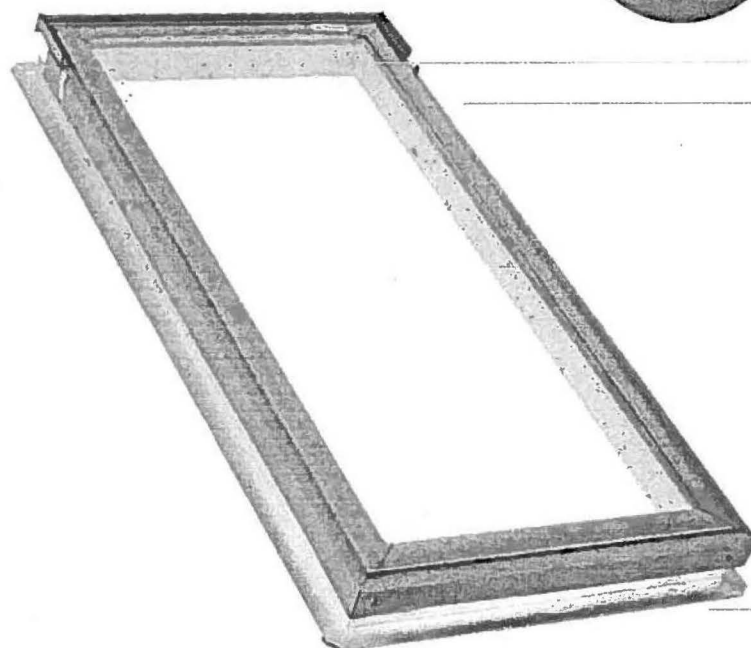
STILE





# Fixed skylights

Deck mounted - FS



1

## Factory installed blinds

Five factory installed blinds are available to include in the purchase of your skylight. Over 85 special order blinds\*\* also available (see page 58). The blind uses its own independent, built-in solar panel and power system.

In-stock blackout blinds Blocks 98% of light  
In-stock light filtering blinds Translucent

DK00 Manual DS00 Solar  
DK01 Manual DS01 Solar  
RF00 Manual RS00 Solar  
RF01 Manual RS01 Solar

In-stock venetian blind  
Adjusts the light

PA00 Manual

2

## 3 layers of protection

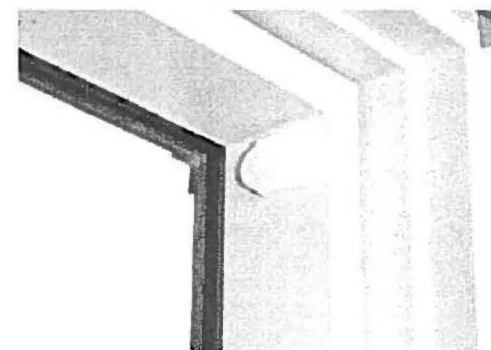
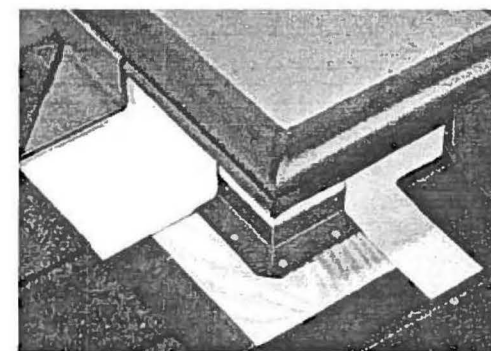
As with most of our skylights, this product carries the 10-year installation warranty. This is achieved by our three layers of water protection.

- ▶ The pre-attached deck seal on all deck mounted skylights provides a seal between the frame and roof deck for a leak-proof installation.
- ▶ Adhesive underlayment for secondary water protection against the harshest weather conditions.
- ▶ Engineered flashing for easy installation and primary water protection.

3

## Pick&Click!™ pre-installed

With the innovative Pick&Click!™ brackets makes blind installation a snap! Every FS skylight comes pre-installed with Pick&Click!™ brackets that allows for fast and easy installation of sunscreening accessories.



\* For more information visit: [veluxusa.com/taxcredits](http://veluxusa.com/taxcredits)  
\*\* Special order blinds are not available to be factory installed and ship separately.

Note: Blinds not available for FS size C12. Solar blinds not available for A06 size.



veluxusa.com 33

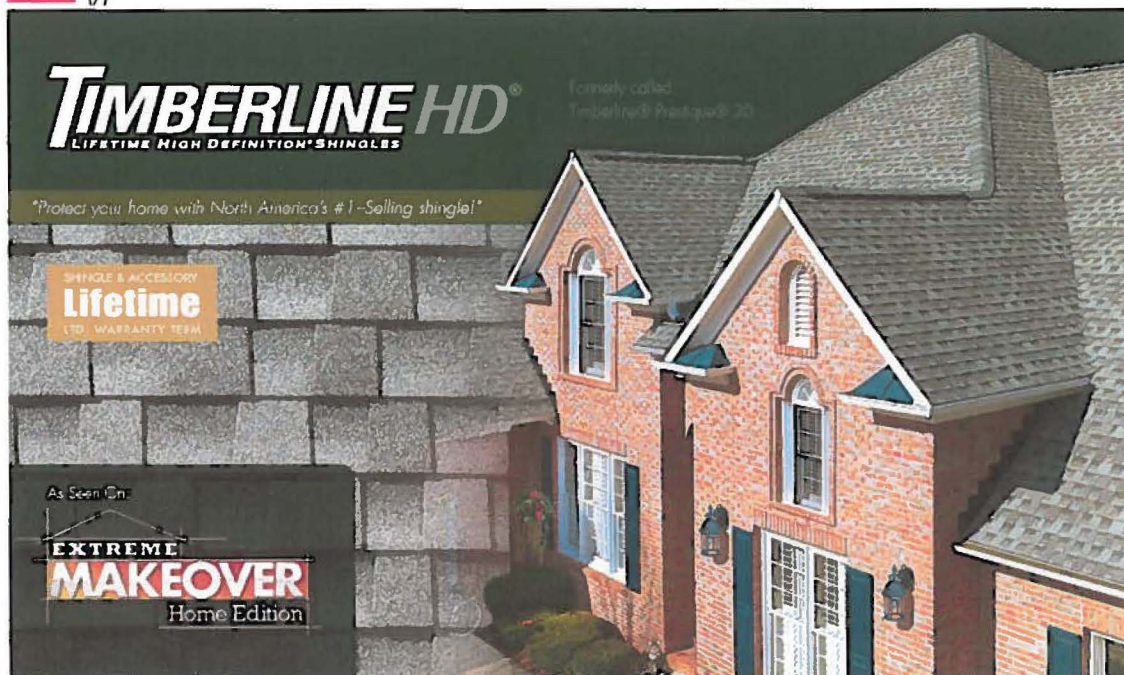
14" - 85" 3-12 - 137-12	A06	C01	C04	C06	C08	C12	D26	D06	M02	M04	M06	M08	S01	S06
Rough opening (W" x H")	14 1/2" x 45 1/2"	21 x 26 1/4"	21 x 37 1/4"	21 x 45 1/2"	21 x 54 1/2"	21 x 70 1/2"	22 1/2" x 22 1/2"	22 1/2" x 45 1/2"	30 1/2" x 30"	30 1/2" x 37 1/2"	30 1/2" x 45 1/2"	30 1/2" x 54 1/2"	44 1/2" x 26 1/2"	44 1/2" x 45 1/2"

Model FS sizes D26 and D06 fit perfectly between roof trusses.  
Please reference the price list for a full description of all sizes and glass options.

SHINGLE COLOR TO BE  
OYSTER GRAY

GAF

1/1



(<http://abc.go.com/shows/extreme-makeover-home-edition/episode-detail/lighthouse-schoolsweatt-family/606315>)

## Shingle Features

(/Roofing/Residential/Products/Shingles/Timberline/High\_Definition/Features)

## Shingle Colors

(/Roofing/Residential/Products/Shingles/Timberline/High\_Definition/Colors)

## Photo Gallery

(/Roofing/Residential/Products/Shingles/Timberline/High\_Definition/Photos)

## Instructions, Warranties &amp; Codes

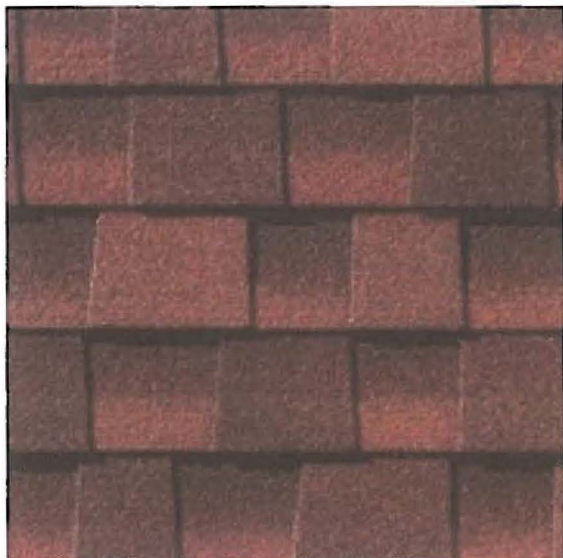
(/Roofing/Residential/Products/Shingles/Timberline/High\_Definition/Documents)

## Product Reviews

(/Roofing/Residential/Products/Shingles/Timberline/High\_Definition/Reviews)

## Colors Available In The Alexandria Area 22314

Wrong City? [Click Here to Change Location](#)



(/Residential\_Roofing/Shingles/Timberline\_HD\_Formerly\_Timberline\_Prestique\_30/Timberline\_HD\_Hickory.jpg)  
Timberline HD - Hickory



(/Residential\_Roofing/Shingles/Timberline\_HD\_Formerly\_Timberline\_Prestique\_30/Timberline\_HD\_Pewter\_Gray.jpg)  
Timberline HD - Pewter Gray



BAR Case # 2014-00290/00291

ADDRESS OF PROJECT: 115 QUEEN ST.TAX MAP AND PARCEL: 065.03-05-50 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: ADAMS ARCHITECTSAddress: 405 S. WASHINGTON ST.City: ALEXANDRIA State: VA Zip: 22314Phone: (703) 549-0050 E-mail: SCOT@ADAMSARCHITECTS.COMAuthorized Agent (if applicable): ☐ Attorney ☒ Architect ☐ \_\_\_\_\_Name: ADAMS ARCHITECTSPhone: (703) 549 0050E-mail: SCOT@ADAMSARCHITECTS

## Legal Property Owner:

Name: MELISSA SORDYLAddress: 115 QUEEN STCity: ALEXANDRIA State: VA Zip: 22314Phone: 703.535 0864 E-mail: -

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

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



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

- ☐ NEW CONSTRUCTION
- ☒ EXTERIOR ALTERATION: Please check all that apply.
- |  |   |   |                                   |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> awning  | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input type="checkbox"/> shutters |
| <input checked="" type="checkbox"/> doors - GARAGE                           | <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 checked="" type="checkbox"/> other ROOFING / SKYLIGHTS / WINDOW BOXES |   |   |                                   |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

- 1) REPLACE EXIST ROOF W/ NEW 30 YR. COMPOSITION SHINGLES
- 2) ADD (2) NEW SKYLIGHTS 16"X45 BY VELUX OR EQ - AT REAR OF HOUSE
- 3) ADD (3) NEW WINDOWS TO MATCH EXISTING WINDOWS - AT SIDE BY KOLBE + KOLBE - SIMULATED DIVIDED LITE W 5/8" GLAZING BEA
- 4) ADD NEW CORNICE OVER GARAGE DOOR & REPLACE GARAGE DOORS W/ NEW "CARRIAGE-LIKE" DOOR
- 5) ADD METAL WINDOW BOXES ON FRONT ELEV.
- 6) ADD NEW METAL RAILING @ 2ND FL. FRENCH DOORS - REAR
- 7) ADD STREET ADDRESS PLAQUE OVER FRONT DOOR

**SUBMITTAL REQUIREMENTS:**

Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Electronic copies of submission materials should be submitted whenever possible.

**Demolition/Encapsulation :** All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.

- ☒ N/A ☐ Survey plat showing the extent of the proposed demolition/encapsulation.
- ☒ ☐ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
- ☒ ☐ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
- ☒ ☐ Description of the reason for demolition/encapsulation.
- ☒ ☐ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.



**Additions & New Construction:** Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

- ☒ ☐ N/A Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- ☐ ☒ FAR & Open Space calculation form.
- ☒ ☐ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- ☒ ☐ Existing elevations must be scaled and include dimensions.
- ☒ ☐ Proposed elevations must be scaled and include dimensions. Include the relationship to 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 12 sets of revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

**APPLICANT OR AUTHORIZED AGENT:**

Signature: Scot McBroom

Printed Name: Scot McBroom

Date: 2/2/14



# 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. ADAMS ARCHTGS.	406 S. WASHINGTON ST	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 115 QUEEN 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. MELISSA SORDYL	115 QUEEN ST.	100%
2.		
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. ADAMS ARCHTGS.	NONE	BAR
2. MELISSA SORDYL	NONE	BAR
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.

9/2/14      Scot McBrown      Scot M. B.  
 Date      Printed Name      Signature