

Docket Item # 2 & 3
BAR CASE # 2015-0002 &
2015-0004

BAR Meeting
February 4, 2015

ISSUE: Permit to Demolish and Certificate of Appropriateness
for Alterations

APPLICANT:

LOCATION: 724 South Royal Street

ZONE: RM / Residential

STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish and Certificate of Appropriateness with the conditions:

- That the aluminum clad wood windows proposed on the addition are consistent with the *Window Performance Specifications* – including putty profile muntins.
- That BAR approval is subject to compliance with the Zoning Ordinance. Applicant must submit FAR and open space calculations for bay window bump-out for zoning approval prior to the release of Building Permits.

****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.



BAR2015-00002 & BAR2015-00004



Note: In the interest of clarity and brevity, staff has coupled the reports for the Permit to Demolish (BAR 2015-0002) and the Certificate of Appropriateness (BAR 2015-0004.)

I. ISSUE

The applicant requests approval of:

Permit to Demolish

- Demolish a portion of the front façade on the first floor for a new window (approx. 35 sq. ft.)

Certificate of Appropriateness

- Install a new, bay window on the first floor of the front façade. The bay window will feature 6/6 and 4/4 double-hung, aluminum clad wood windows, composite base panels and a standing seam metal roof.
- Install new, 6/6 aluminum-clad wood full-frame replacement windows on the front façade to replace the existing, single-glazed wood windows.

Note: The HVAC condenser currently located in the front yard is proposed to be relocated into the rear yard as part of this project. Due to its location in the rear yard, it will not be visible from a public right-of-way and therefore not subject to review by the BAR.

II. HISTORY

The Yates Gardens development is significant for being one of the Washington area's first, late 1930s-early 1940s, moderately-priced, multi-unit developments. The project, as a whole, retains a large measure of its original, architectural character and setting. This development's character-defining features include its varied Colonial Revival style rowhouses set back from the street on uniform city blocks and its focus on quality of life. Parking lanes between the sidewalk and street are installed to provide a separation from automobile traffic and landscaped medians are added down the centers of the main streets to support this philosophy.

The two-story, brick townhouse at 724 South Royal was built in the Colonial Revival style in the 1940s¹ as part of the Yates Gardens subdivision. It is a mid-block, interior unit in a string of seven attached houses. Based on staff research on the Yates Garden's development, it appears when these buildings were designed and ultimately constructed an array of Colonial Revival details, including bay windows, were part of the subdivision's original features, as shown in the photos and drawings below.

¹ Building Permit 2923 Issued for the block 722-732 S. Royal on March 10, 1941. See Permit in Figure 4 below.



Figure 1: c1940s Yates Gardens Photo



Figure 2: c1940s Yates Gardens Interior Photo of a Bay Window

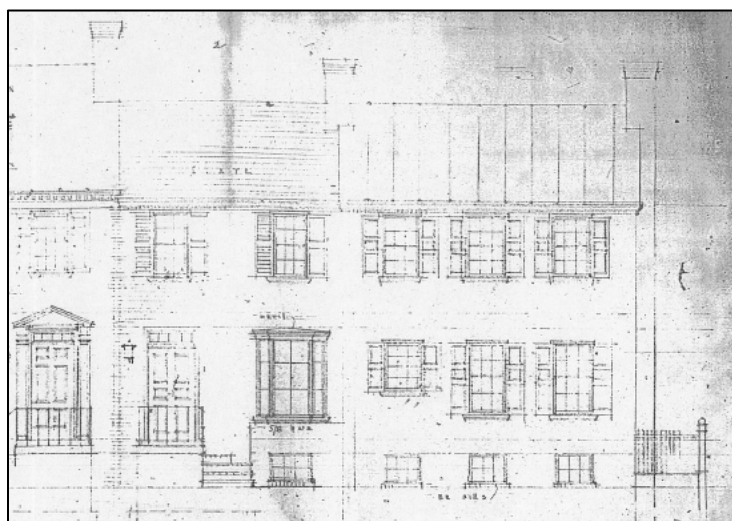


Figure 3: 1939 Architect's Drawings from Yates Gardens

No. 2923

Application for Permit to Build
CITY OF ALEXANDRIA, VA.

Alexandria, Va., MAR 10, 1941

TO THE CITY ENGINEER:

The undersigned hereby applies for a permit to build according to the following specifications:

1. State how many buildings to be erected? ONE (GROUP #9)
2. Material BRICK & CINDER BLOCK - INTERIOR PART FRAME
3. What is the owner's name? YATES GARDENS INC.
4. What is Architect's name? KIRKHOFF & BAGLEY
5. What is Builder's name? YATES GARDENS INC.
6. What is Location? 2 ROYAL BETWEEN FRANKLIN & JEFFERSON
7. What No. of house? 722-732 S. ROYAL ST.
8. What is purpose of the building? RESIDENTIAL
9. What will the building be erected on, solid or filled land? PART SOLID PART FILLED
10. Size of building, No. of feet front 120; No. of feet rear 120; No. of feet deep 42
No. of stories in height 2 Finished outside grade to cellar floor, feet 7
1st floor is 3 feet above curb grade.
11. Material of foundation CINDER BLOCK
12. Thickness of external walls; cellar or basement 12"; 1st story 8"; 2nd story 8";
3rd story 8"; 4th story 8"; 5th story 8"
Thickness of party walls, cellar or basement 8"; 1st story 8"; 2nd story 8";
3rd story 8"; 4th story 8"; 5th story 8"
13. What will be the materials of the front? BRICK
14. Will the roof be flat, pitch or mansard? PITCH
15. Roofing material SLATE OR 40 LB. EXTRA-CORRUGATED TIN
16. What will be the means of access to the roof? NONE
17. How is the building heated? HOT AIR
18. Are there any bay windows? No height ---; width ---; projection ---
19. What will be the projection of steps from building line? NONE
20. Are there vaults? No Dimensions ---
21. Will there be an area? No; width ---; how protected? ---
22. Will there be any cellar steps? No; how protected? ---
23. Is the lower story to be used for business purposes of any kind? No
24. What is the estimated cost of the improvement? \$ 35,250
25. Have deposited \$ --- as required by City ordinance.
26. After completion will the building conform, in every respect, with the requirements of the building law? Yes

Figure 3: 1941 Building Permit for 722-732 South Royal Street

III. ANALYSIS

Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

- (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 area proposed for demolition dates from the mid-20th century. However, the Board regularly approves selective amounts of demolition on buildings if the demolition is limited to ordinary features or elements that are easily reproducible and fabricated of readily available materials. In this case, the front elevation of this building is constructed in a pumpkin colored brick veneer in an eight-course common bond pattern. Similar brick is still produced and easily found in many local brickyards. In addition, the applicant is proposing removal of the existing, 6/6 single glazed wood window with operable shutters. This window contains nailed joints and float glass. It does not have a high level of craftsmanship, such as a pre-1920s window which contains cylinder glass and mortise and tendon joints, and is not of unusual or uncommon design. Staff does not object to its removal and supports the demolition, as submitted.

Certificate of Appropriateness

Since it is generally viewed that this development is significant for its collection of late 1930s-early 1940s Colonial Revival buildings, as well as its site design and overall development pattern, and not for the significance of the individual buildings themselves, staff supports a more moderate level of design review when evaluating alterations and changes, as long as the original design intent of the architect and the overall integrity of the Yates Garden's development is retained. Any changes, however, should continue to respect the resource's predominant architectural style and character.

The Board's *Window Policy* generally discourages the use of modern materials, including aluminum-clad wood windows, on buildings constructed prior to 1965. It states that "High quality, appropriately detailed aluminum-clad, wood composite or fiberglass replacement windows may be used on buildings constructed after 1965...[they] may also be used on any 20th-century commercial buildings more than four stories in height and on multifamily projects with greater than four units." Staff finds that the *Window Policy* allows for a variety of options and believes that this is the reason the Board reserved the ability to interpret the policy on a case-by-case basis. Staff finds the use of aluminum-clad windows on a c1940s building within the Yates Garden development will not compromise the resource's overall character and recommends that the Board find the material in conformance with the Board's *Window Policy*.

Regarding the proposed alterations to the existing building, staff supports the installation of a new window on the front elevation based on the above photo documentation, which identifies that bay windows of very similar configurations were an original design option provided by the architect for townhouses throughout the development. Staff finds that, since this was a design

element used on these buildings during the first period of construction, and the applicant's design is very similar to the architect's original renderings, the proposed bay window is not a conjectural feature but architecturally appropriate, yet subtly differentiated. Therefore, staff recommends approval of the Certificate of Appropriateness, with the general condition that the applicant must submit detailed window specifications for the aluminum-clad wood windows which comply with the Board's *Window Performance Specifications*.

STAFF

Michele Oaks, 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

Zoning Comments

C-1 Zoning compliance cannot be determined. Applicant must submit open space and FAR calculations for bay window bump out.

Code Administration

F-1 The following comments are for BAR2015-00002. 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 or 703-746-4197.

C-1 Building, trade permits and inspections are required for this proposed construction to partially demo and capsulate. Five sets of construction documents that fully detail the construction as well as layout and schematics of the mechanical, electrical, and plumbing systems shall accompany the permit application(s).

Transportation and Environmental Services

R-1 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

R-2 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)

F-1 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)

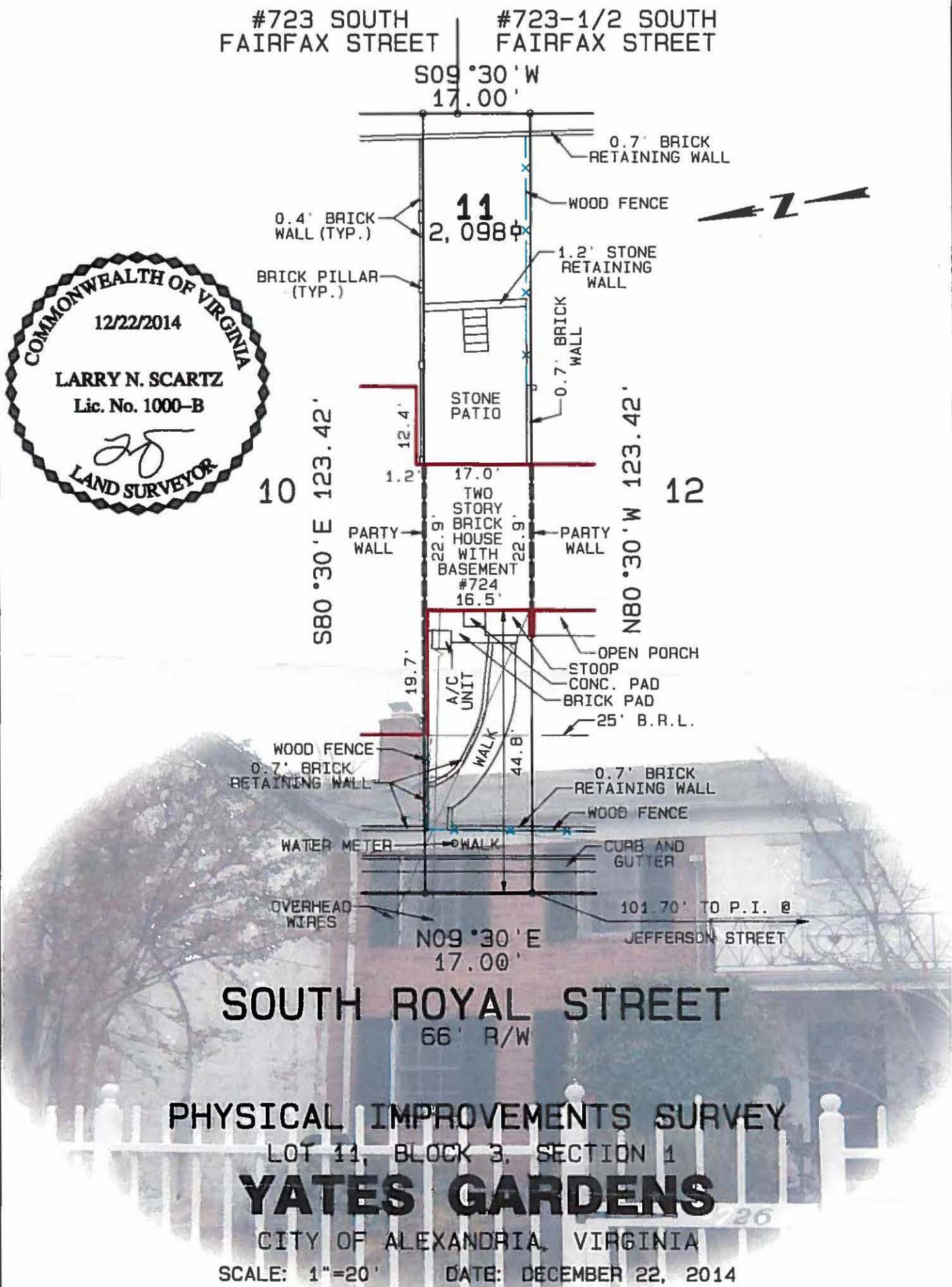
- C-1 The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-4 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR2015-0002 & 0004: 724 South Royal Street

COPYRIGHT SCARTZ SURVEYS - THIS IS A SERVICE DOCUMENT AND IS VALID FOR SIX MONTHS FROM DATE ISSUED.
THIS SURVEY WAS PERFORMED ACCORDING TO THE STANDARDS SET FORTH IN VIRGINIA CODE SECTION 54.1-407.



CASE NAME: BRZEZINSKI
TO CHRISTODOULOU (OTA1411076)

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.

MBH
Settlement Group, L.C.

SCARTZ SURVEYS

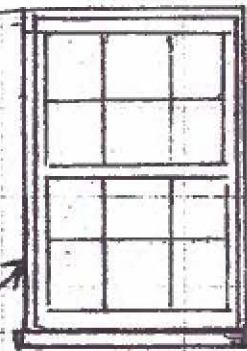
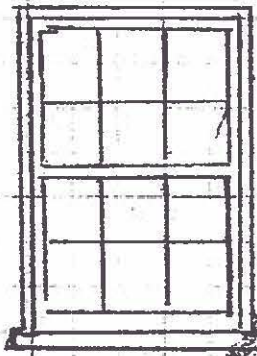
LARRY N. SCARTZ LOCAL (703) 494-4181
CERTIFIED LAND SURVEYOR FAX (703) 494-3330
WOODBIDGE, VIRGINIA LARRY.SCARTZ@SCARTZ.COM





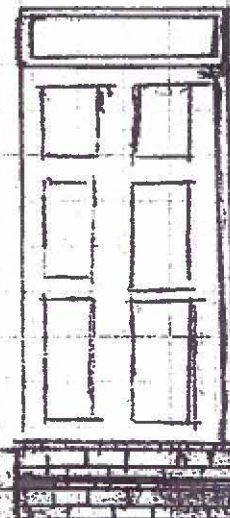
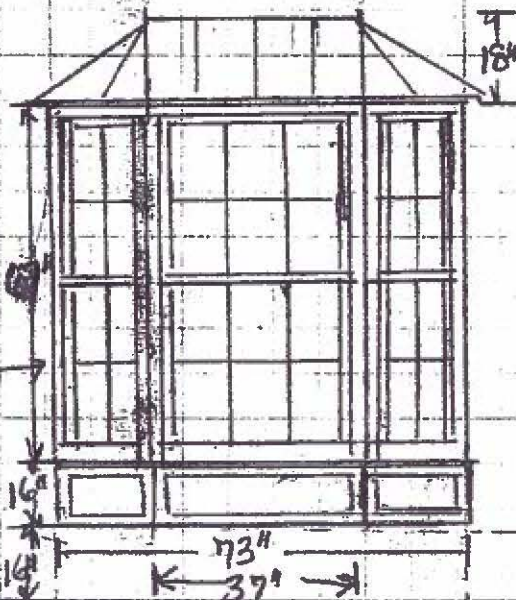
EXISTING ROOF

EXISTING FACIA



REPLACE IN KIND
NO CHANGE IN SIZE

PROPOSED
BAY WINDOW



1724 S. ROYAL ST.

* Projection out from wall is between 17 and 18 inches.

QUOTE BY: bpoleman

QUOTE #: JRV00201

SOLD TO:

SHIP TO:

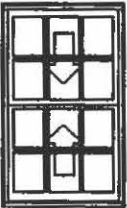
PROJECT NAME:

PO#:

REFERENCE:

Ship Via: Ground/Next Truck

LINE NO.	LOCATION SIZE INFO	BOOK CODE DESCRIPTION	QTY
Line-1	2nd Floor Front Bedroom	EWD3356	
	Rough Opening: 34 1/8 X 56 3/4	Frame Size : 33 3/8 X 56 (Outside Casing Size: 36 X 58 3/16), Siteline EX Wood Double Hung, Auralast Pine, Primed Exterior, Primed Interior, Brick Mould, Standard Sill Nosing, DripCap, Brilliant White Drip Cap, 4 9/16 Jamb, Standard Double Hung, White Jambliner, White Hardware, BetterVue Mesh Brilliant White Screen, US National-WDMA/ASTM, PG 35, Insulated Low-E Annealed Glass, Preserve Film, Argon Filled, 5/8" Putty SDL w/Perm Wood Trad'l. Bead Int BAR, Primed Wood SDL, Light Bronze Shadow Bar, Colonial All Lite(s) 3 Wide 2 High Top 2 High Btm, GlassThick=0.7095, Clear Opening:29.8w, 24.3h, 5 sf PEV 2014.4.0.1118/PDV 6.147 (12/10/14) NW	



Viewed from Exterior. Scale: 1/4" = 1'

2

Total Units:

2



Protect yourself when you choose JELD-WEN® AuraLast® pine products backed by a limited lifetime warranty against wood rot and termite damage.

Matrassi Matrassi

Quote #: HESUJS7

A Proposal for Window and Door Products prepared for:

Shipping Address:

OLD TOWN WINDOWS & DOORS

4804 STAMP RD

TEMPLE HILLS, MD 20748-6715



Windows and Doors

BOB POLEMAN
OLD TOWN WINDOWS & DOORS
631 S PATRICK ST
ALEXANDRIA, VA 22314-4018
Phone: (703) 838-2779

Email:
bpoleman@oldtownwindowsanddoors.c
om

This report was generated on 1/5/2015 8:57:10 AM
using the Marvin Order Management System,
version 0001.21.00 (Current). Price in USD. Unit
availability and price are subject to change. Dealer
terms and conditions may apply.

Project Description:

Bay window

Featuring products from:

Marvin Windows and Doors

UNIT SUMMARY

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes.

Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

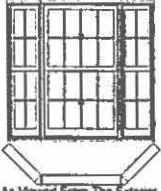
NUMBER OF LINES: 1

TOTAL UNIT QTY: 1

LINE	MARK UNIT	BRAND	ITEM	QTY
1	Front Bay Window	Marvin	Wood Marvin Bay Assembly RO 73 13/64" X 66 3/16" Entered as Size by Units	1

LINE ITEM QUOTES

The following is a schedule of the windows and doors for this project. For additional unit details, please see Line Item Quotes. Additional charges, tax or Terms and Conditions may apply. Detail pricing is per unit.

Line #1	Mark Unit: Front Bay Window			
Qty: 1				
 As Viewed From The Exterior Entered As: Size by Units MO 78 9/64" X 66 9/16" FS 72 13/64" X 64 19/32" OC 77 41/64" x 66 5/16" RO 73 13/64" X 66 3/16"	Primed Pine Exterior Primed Pine Interior 3W1H - 45 Degree Angle Bay Assembly Rough Opening w/ Subsill 73 13/64" X 66 3/16" 17 3/8" Projection Pine Head and Seat Board Bow/Bay Setup Charge Unit: A1 Wood Ultimate Double Hung CN 1628 Rough Opening w/ Subsill 22 3/8" X 65 1/2" Top Sash Primed Pine Sash Exterior Primed Pine Sash Interior IG - 1 Lite LoE 272 w/Argon Stainless Perimeter and Spacer Bar 5/8" SDL - With Spacer Bar - Stainless Rectangular - Standard Cut 2W2H Primed Pine Ext - Primed Pine Int Ovolo Interior Glazing Profile Bottom Sash Primed Pine Sash Exterior Primed Pine Sash Interior IG - 1 Lite LoE 272 w/Argon Stainless Perimeter and Spacer Bar 5/8" SDL - With Spacer Bar - Stainless Rectangular - Standard Cut 2W2H Primed Pine Ext - Primed Pine Int Ovolo Interior Glazing Profile Satin Taupe Sash Lock White Jamb Hardware ###PUTTY PROFILE SDL/ LIGHT BRONZE SPACER AND PERIMETER BAR Aluminum Screen Charcoal Hi-Transparency Fbrgls Mesh Stone White Surround Unit: A2 Wood Ultimate Double Hung CN 3228 Rough Opening w/ Subsill 38 3/8" X 65 1/2" Top Sash Primed Pine Sash Exterior Primed Pine Sash Interior IG - 1 Lite LoE 272 w/Argon Stainless Perimeter and Spacer Bar 5/8" SDL - With Spacer Bar - Stainless Rectangular - Standard Cut 4W2H Primed Pine Ext - Primed Pine Int Ovolo Interior Glazing Profile Bottom Sash Primed Pine Sash Exterior Primed Pine Sash Interior IG - 1 Lite LoE 272 w/Argon Stainless Perimeter and Spacer Bar			

5/8" SDL - With Spacer Bar - Stainless
 Rectangular - Standard Cut 4W2H
 Primed Pine Ext - Primed Pine Int
 Ovolo Interior Glazing Profile
 Satin Taupe Sash Lock
 White Jamb Hardware
 ###PUTTY PROFILE SDL/ LIGHT BRONZE SPACER AND PERIMETER BAR
 Aluminum Screen
 Charcoal Hi-Transparency Fbrgl's Mesh
 Stone White Surround

Unit: A3

Wood Ultimate Double Hung

CN 1628

Rough Opening w/ Subsill

22 3/8" X 65 1/2"

Top Sash

Primed Pine Sash Exterior

Primed Pine Sash Interior

IG - 1 Lite

LoE 272 w/Argon

Stainless Perimeter and Spacer Bar

5/8" SDL - With Spacer Bar - Stainless

Rectangular - Standard Cut 2W2H

Primed Pine Ext - Primed Pine Int

Ovolo Interior Glazing Profile

Bottom Sash

Primed Pine Sash Exterior

Primed Pine Sash Interior

IG - 1 Lite

LoE 272 w/Argon

Stainless Perimeter and Spacer Bar

5/8" SDL - With Spacer Bar - Stainless

Rectangular - Standard Cut 2W2H

Primed Pine Ext - Primed Pine Int

Ovolo Interior Glazing Profile

Satin Taupe Sash Lock

White Jamb Hardware

###PUTTY PROFILE SDL/ LIGHT BRONZE SPACER AND PERIMETER BAR

Aluminum Screen

Charcoal Hi-Transparency Fbrgl's Mesh

Stone White Surround

Primed Pine Exterior Mull Cover

4 9/16" Jambs

Primed Pine BMC

Primed Pine Standard Subsill

No Installation Method

Non system generated Pricing

BAR Case # 2015-00002100004

ADDRESS OF PROJECT: 724 South Royal St, Alexandria 22314
 TAX MAP AND PARCEL: 080.04-02-09 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: Gina MatrassiAddress: 724 S. Royal St.City: Alexandria State: VA Zip: 22314Phone: 703-268-8450 E-mail: ginac722@comcast.netAuthorized Agent (if applicable): ☐ Attorney ☐ Architect ☐ _____

Name: _____

Phone: _____

E-mail: _____

Legal Property Owner:

Name: Gina MatrassiAddress: 724 S. Royal St.City: Alexandria State: VA Zip: 22314Phone: 703-268-8450 E-mail: ginac722@comcast.net

- ☐ 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.
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| ☐ awning | ☐ fence, gate or garden wall | ☐ HVAC equipment | ☐ shutters |
| ☐ doors | ☒ windows | ☐ siding | ☐ shed |
| ☐ lighting | ☐ pergola/trellis | ☐ painting unpainted masonry | |
| ☐ other _____ | | | |
- ☐ ADDITION
- ☒ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

Requesting approval to 1) replace two front upper level windows with standard double hung wood windows and 2) replace lower level front window with wood bay window. Please see attached diagrams and specifications for more detail.

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 3 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

- ☐ ☐ N/A Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- ☐ ☐ FAR & Open Space calculation form.
- ☐ ☐ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- ☐ ☐ Existing elevations must be scaled and include dimensions.
- ☐ ☐ Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- ☐ ☐ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☐ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☐ ☐ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

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

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

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

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

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

- ☒ I have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)
- ☒ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- ☒ I, the applicant, or an authorized representative will be present at the public hearing.
- ☒ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and 3 sets of revised materials.

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

APPLICANT OR AUTHORIZED AGENT:

Signature: Gina Matrassi
 Printed Name: Gina Matrassi
 Date: 1/5/15

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. Gina Matrassi	724 S. Royal St	100%
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 724 S. Royal 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. Gina Matrassi	724 S. Royal 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. Gina Matrassi	no	no
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.

1-5-15 Gina Matrassi Gina Matrassi
 Date Printed Name Signature