

Docket Item # 1
BAR CASE # 2015-0007

BAR Meeting
February 18, 2015

ISSUE: Alterations

APPLICANT: Mary Clarity

LOCATION: 730 South Royal Street

ZONE: RM / Residential

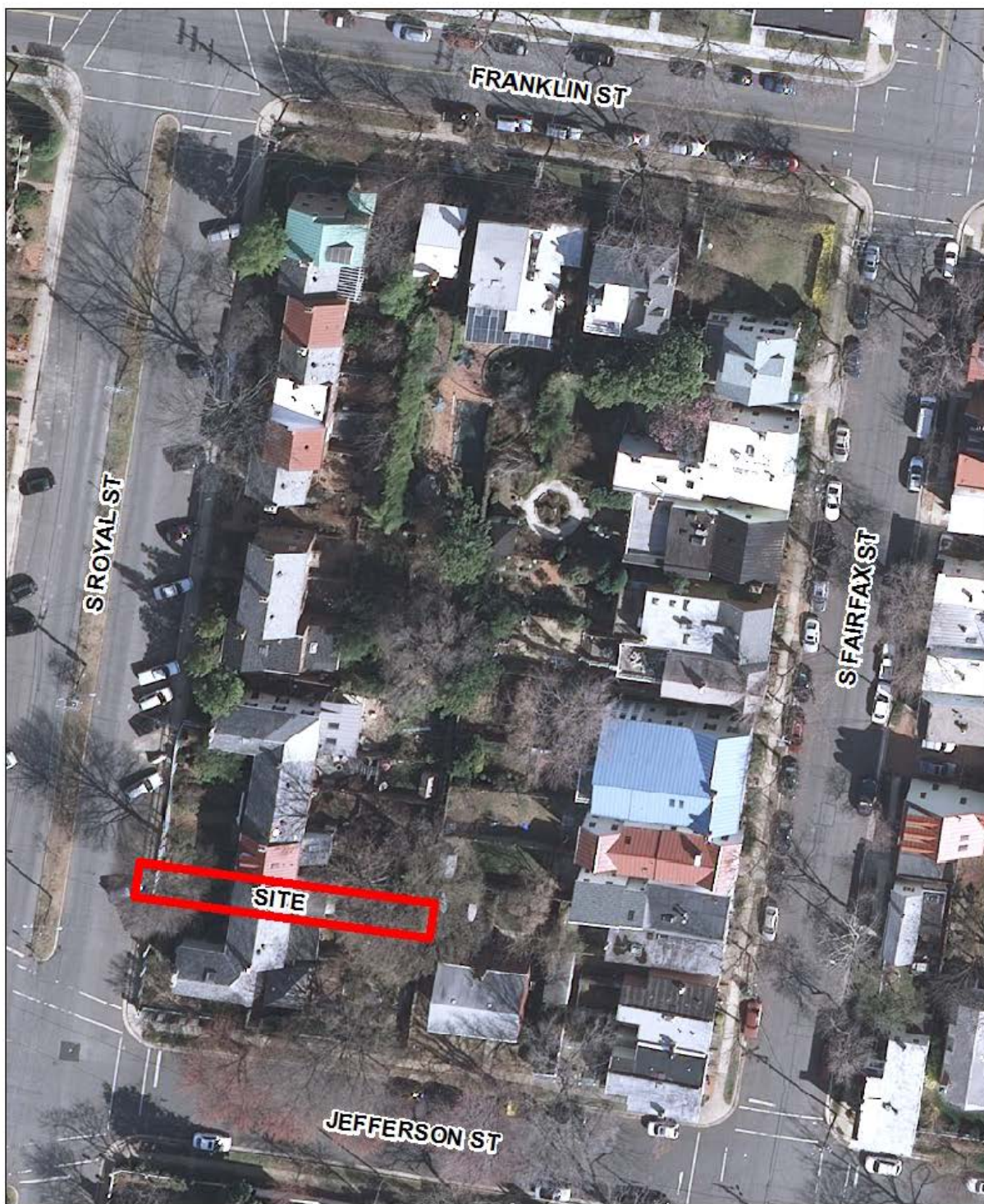
STAFF RECOMMENDATION

Staff recommends approval of the Certificate of Appropriateness, as submitted.

****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.



BAR2015-00007



I. ISSUE

The applicant requests approval to replace the rear elevation of the gable roof on the main block with standing seam metal in place of slate and to replace the one-story rear addition asphalt shingle roof with architectural grade composition shingles.

The architectural grade composition shingles on the later addition could be approved administratively but was combined with this application to minimize fees.

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 were installed to provide a separation from automobile traffic.

The two-story, brick townhouse at 730 South Royal was built in the Colonial Revival style in the 1941 as part of the Yates Gardens subdivision. It is a mid-block, interior unit in a string of seven attached houses. The roofs in this particular arrangement included slate and "extra coated tin," according to the building permit (Permit #2923, March 10, 1941). The one-story rear addition appears to have been constructed after 1989, according to Sanborn Fire Insurance Maps.

III. ANALYSIS

As the importance of Yates Gardens is the overall development in a Colonial Revival style along with site organization, the buildings are significant collectively but not necessarily individually. Additionally, the BAR has been accommodating to requests for additions, bay windows, dormers and other alterations with some being more compatible and appropriate than others. However, the entire development retains a high level of historic integrity. This particular townhouse is an interior unit in a seven-unit symmetrical collection.



Figure 1. Townhouse grouping that includes 730 South Royal Street (identified by red arrow).

As evident in Figure 1, this grouping of townhouses reflects a clear design intention with its balance of painted and unpainted townhouse, railings and choice of roof material. All of the townhouses have Buckingham slate roofs except for the center townhouse which is standing seam metal. Therefore, on the front elevation, only replacement in-kind with authentic slate would be appropriate.

However, the rear elevations of this collection are reflective of rear elevations throughout Old Town and demonstrate the evolution of buildings through the construction of rear additions, porches and the like. Figure 2 shows that the rear elevations are much less composed in design and choice of material.



Figure 2. Rear elevations of the townhouse collection that includes 730 South Royal Street (indicated by red arrow).

The BAR's adopted Roof Materials Policy states that when "it is not possible to repair or salvage and reuse original historic roofing material, replacement materials should match the original in design, color, texture and other visual qualities..." While staff finds that a slate roof is integral to the overall composition of the block on the front elevation – Yates Gardens block faces were often designed as a whole -- the same rationale does not exist for the rear elevation. While it seems an unusual design choice to have different roof materials on the front and the rear slopes of a side gable roof, because one cannot see both slopes at the same time it is rational to treat them as two separate contexts. Additionally, as this particular roof will be minimally and only obliquely visible, staff has no objection to the standing seam metal on the rear of the main block and architectural grade composition shingles on the one-story addition. There are a number of roofs throughout Old Town that have more expensive historically appropriate metal or slate on the front and composition shingles on the rear because that slope is not visible from a public way and not subject to BAR review. Therefore, staff recommends approval of the application, as submitted, with the notation that any replacement for the front roof must be authentic slate.

STAFF

Catherine K. 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

Code Administration

No comments received.

Transportation and Environmental Services

- R-1 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 Previously reviewed under BAR2010-00028. (T&ES)
- F-2 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 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)
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR2015-0007: 730 South Royal Street

REPLACE THIS UPPER SLATE ROOF WITH STANDING SEAM METAL

ATTACHMENT #1



REPLACE THIS LOWER ROOF WITH ARCHITECTURAL SHINGLES



Innovative Interior & Exterior Solutions

14524-E Lee Road Chantilly, VA 20151
Virginia Class A License 2705-134502
Office: (703)830-0863 Fax: (703)830-0864

www.BeyondExteriors.com

Representative:	Mobile:	Email Address:
George Simmons	(571)230-5338	george@beyondexteriors.com
Customer Name:	Date:	
Mary Clarity	Tuesday, January 06, 2015	
Billing Address:	Job Address (if different than billing):	
730 S. Royal Street		
City, State, Zip Code:	City, State, Zip Code:	
Alexandria, VA 22314		
Contact Phone Number(s):	Email Address:	
Mary (703) 548-2035	mclarity1@comcast.net	

Roof Replacement Specifications: Recommended

Locations Included:

Rear elevation lower addition asphalt shingle roof replacement

Pre-Construction Planning:

Initial consultation with homeowner addressing concerns, explaining these specifications, and setting realistic expectations!

Complete overview with project manager and foreman together directing homeowner to coordinate project.

Monitor jobsite safety follow local and state building codes.

Jobsite Preparation:

Evaluate property for optimal protection taking into consideration: landscaping, decks, walkways, patios, etc.

Material Demolition:

Tear off old roofing materials, underlayments, and all flashings to expose the substrate.

Substrate Inspection:

Evaluate substrate once exposed for deterioration or defects. Please note any additional costs are broken out below and homeowner will be notified immediately of any unforeseen changes.

Underlayments:

Install new self-adhering ice and water barrier over entire roof following building code plus manufacturer's recommendations.

Jobsite Clean Up & Debris Control:

Continuously maintain clean working environment throughout the day; Run magnet over premises to pick up any loose nails.

Flashing Details (all colors will coordinate with shingle color):

Install new color matched F5 aluminum corrosion-resistant drip edge to be installed over the underlayment at the rake and beneath the underlayment at the eaves.

Secure (5) new Zinc FlashCap® lifetime collars at plumbing exhaust pipe.

Align new pre-finished aluminum 5"x5" step flashings along all roof and vertical wall terminations to meet current building code requirements.

Fabricate new custom formed prefinished aluminum counter and apron flashings to cover all exposed step flashings or any roof/siding intersections.

Flashing Detail: cut-in new reglet counter flashings 'stair-stepped' and bent with a 1/4" kick-out for added strength and rigidity.

Shingle Installation:

Install new high performance self-sealing shingle starter course along all eaves and rakes edges for upgraded wind warranty. Install new shingles following manufacturer's guidelines with the ends of the first course projecting approximately 1/2" over the drip edge and approximately 1" over all gable and rake edges. Proper installation method, spacing, and coursing will be followed and new shingles will be anchored using (4-6) 1-1/2" electro-galvanized roofing nails.

Ventilation:

Install new passive air slant back box vents.

Finishing Touches:

Paint all furnace stacks, plumbing stacks or any other non-painted flashings with color coordinated enamel spray paint. Apply new premium TiteBond polymer sealant at all flashing terminations.



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14524-E Lee Road Chantilly, VA 20151
Virginia Class A License 2705-134502
Office: (703)830-0863 Fax: (703)830-0864

www.BeyondExteriors.com

Roof Details:

LANDMARK™



Shingle Color: Colonial Slate

CertainTeed
SAINT-GOBAIN

Landmark Architectural Shingle

- Lifetime, limited transferable Manufacturer's Warranty
- 10-year SureStart warranty (100% replacement and labor costs due to manufacturing defects)
- 10-year StreakFighter warranty against streaking and discoloration caused by airborne algae
- 15-year, upgraded 130 mph wind resistance warranty

Metal Roof Details:

Please Initial Page 2 of 4



BEYOND
EXTERIORS

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Locations Included:

- Rear Elevation of Main House Only
- Excludes Lower Rear Elevation Addition Roof
(See separate option for lower rear elevation)

Pre-Construction Planning:

Initial consultation with homeowner addressing concerns, explaining these specifications, and setting realistic expectations!

Complete overview with site superintendent, job foreman, and project manager together directing homeowner to coordinate project.

Monitor jobsite safety follow local and state building codes.

Jobsite Preparation:

Evaluate property for optimal protection taking into consideration: landscaping, decks, walkways, patios, etc.
Contain perimeter using yellow caution tape and cones.

Material Demolition:

Tear off all layers of old roofing materials, underlayments, and all flashings to expose the substrate.

Removal will be in sections at a time to maintain a complete watertight seal at all times.

Substrate Inspection:

Evaluate substrate once exposed for deterioration or defects. Please note any additional costs are broken out below and homeowner will be notified immediately of any unforeseen changes.

Underlayments:

Install new self-adhering high-temperature ice and water barrier over all eave edges, valleys, walls, chimneys, penetrations or any other vulnerable areas following building code plus manufacturer's recommendations.

Cover all remaining areas with 1 layer of premium Titanium UDL™ synthetic roofing waterproofing underlayment.

Panel Installation:

Align new thermal expansion clips at a rate of approximately 1 every 2 feet.

Anchor clips to substrate using appropriate screws/fasteners.

Lock-in new prefinished panels into clips and drip edge.

Using a mechanical seam-roller crimp all double locking mechanical seams.

Flashing Details:

All accessories will be fabricated using field panel material: Fabricate custom formed drip edge along all eave and rake terminations.

Secure new metal roof specific pipe penetration collars/flashings.

Fabricate new custom formed counter and apron flashings at all roof/siding intersections.

Note: new flashings will be 'stair-stepped' and bent with a 1/4" kick-out for added strength and rigidity.

Ventilation:

Install new passive roof vent.

Finishing Touches:

Apply new premium Vulkem 116 polyurethane sealant at all flashing terminations.

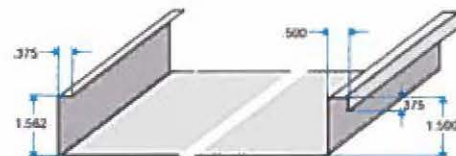
Jobsite Clean Up & Debris Control:

Continuously maintain clean working environment throughout the day; pick up and haul away all job related materials.

Run magnet over entire premises to pick up any loose nails.

Finish Color: TBD

(10) Year Workmanship Warranty



- Pre-Finished Aluminum Panels
- Solar-Reflective Kynar Finish
- Double Locking Mechanical Seams
- Thermal Expansion Clips
- Reinstall Existing Snow Guard Rail System

Standing Seam Metal Roofing System

Includes- Rear Elevation of Main House Only

Note: Prices listed are valid thirty (30) days from the date first listed above; if not accepted prior to expiration prices subject to change.

Agreement:

Please Initial Page 3 of 4

Technical Data Sheet

LANDMARK™ Premium Shingles

LANDMARK™ Pro Shingles

LANDMARK™ Shingles

LANDMARK Premium/Architect™ 80 Shingles (NW Region only)



PRODUCT INFORMATION

Landmark™ shingles reflect the same high manufacturing standards and superior warranty protection as the rest of CertainTeed's line of roofing products. Landmark Premium (and Algae Resistant-AR), Landmark Pro (and AR) and Landmark (and AR) are built with the industry's toughest fiber glass mat base, and their strict dimensional tolerance assures consistency. Complex granule color blends and subtle shadow lines produce a distinctive color selection. Landmark is produced with the unique NailTrak™ nailing feature. *Please see the installation instruction section below for important information regarding NailTrak™.*



In the Northwest (NW) Region Landmark Premium (AR) is double-branded as Landmark Premium/Architect 80 (AR).

Landmark algae-resistant (AR) shingles have the additional attribute of resisting the growth of algae especially in damp regions. AR shingles are not available in all regions

Colors: Please refer to the product brochure or CertainTeed website for the colors available in your region.

Limitations: Use on roofs with slopes greater than 2" per foot. Low-slope applications (2" to 4" per foot) require additional underlayment. In areas where icing along eaves can cause the back-up of water, apply CertainTeed WinterGuard™ Waterproofing Shingle Underlayment, or its equivalent, according to application instructions provided with the product and on the shingle package.

Product Composition: Landmark series shingles are composed of a fiber glass mat base. Ceramic-coated mineral granules are tightly embedded in carefully refined, water-resistant asphalt. Two pieces of the shingle are firmly laminated together in a special tough asphaltic cement. All Landmark shingles have self-sealing adhesive strips.

Applicable Standards

ASTM D3018 Type I

ASTM D3462

ASTM E108 Fire Resistance: Class A

ASTM D3161 Class F Wind Resistance

ASTM D7158 Class H Wind Resistance

UL 2390/ASTM D6381 Class H Wind Resistance

UL 790 Fire Resistance: Class A

UL 997 Wind Resistance

ICC Evaluation Report ESR-1389

NYC-MEA-120-79-M (Regional)

CSA Standard A123.5-98 (& -05) (Regional)

Ontario BMEC Auth. 97-10-219 (Regional)

Miami-Dade Product Control Approved

Florida Product Approval # FL5444 (Regional)

TDI Windstorm Resistance (Regional)

Technical Data:

	Landmark (and AR)	Landmark Pro (and AR)	Landmark Premium* (and AR)
Weight/Square (approx.)	240 lb	250-270 lb	300 lb
Dimensions (overall)	13 1/4" x 38 3/4"	13 1/4" x 38 3/4"	13 1/4" x 38 3/4"
Shingles/Square (approx.)	64	66	66
Weather Exposure	5 5/8"	5 5/8"	5 5/8"

*Includes "Landmark Premium AR/Architect 80"

INSTALLATION

The following is a general summary of the installation methods. Detailed installation instructions are supplied on each bundle of Landmark shingles and must be followed. Separate application sheets may also be obtained from CertainTeed.

Roof Deck Requirements: Apply shingles to minimum 3/8" thick plywood, minimum 7/16" thick non-veneer (e.g. OSB), or minimum 1" thick (nominal) wood decks. The plywood or non-veneer decks must comply with the specifications of APA-The Engineered Wood Association.

Ventilation: Provisions for ventilation should meet or exceed current HUD Standards. To best insure adequate ventilation, use a combination of continuous ridge ventilation (using Ridge FilterVent or Ridge Filter ShingleVent II, manufactured by Air Vent Inc, or a comparable product with an external baffle) and balanced soffit venting.

Valleys: Valley liner must be applied before shingles. The Closed-Cut valley application method is recommended, using CertainTeed WinterGuard Waterproofing Shingle Underlayment or its equivalent to line the valley prior to being fully covered by the shingles.

Underlayment:

On slopes 4" per foot or greater, CertainTeed recommends one layer of DiamondDeck™ Synthetic Underlayment, or Roofers' Select™ High-Performance shingle underlayment, or shingle underlayment meeting ASTM D226, D4869 or ASTM D6757. Always ensure sufficient deck ventilation, and take particular care when DiamondDeck or other synthetic underlayment is installed. For UL fire rating, underlayment may be required. Corrosion-resistant drip edge is recommended and should be placed over the underlayment at the rake and beneath the underlayment at the eaves. Follow manufacturer's application instructions.

On low slopes (2" up to 4" per foot), one layer of CertainTeed's WinterGuard Waterproofing Shingle Underlayment (or equivalent meeting ASTM D1970) or two layers of 36" wide felt shingle underlayment (Roofers' Select High-Performance Underlayment or product meeting ASTM D226, D4869 or ASTM D6757) lapped 19" must be applied over the entire roof, ensure sufficient deck ventilation. When DiamondDeck or other synthetic underlayment is installed, weather-lap at least 20" and ensure sufficient deck ventilation. When WinterGuard is applied to the rake area, the drip edge may be installed under or over WinterGuard. At the eave, when WinterGuard does not overlap the gutter or fascia, the drip edge should be installed under WinterGuard. When WinterGuard overlaps the fascia or gutter, the drip edge or other metal must be installed over it. Follow manufacturer's application instructions.

Fastening (NailTrak™):

Low & Standard Slopes: On low and standard slopes, four nails are required per shingle. There are three nail lines on NailTrak shingles. Position nails vertically between the upper and lower nailing-guide lines. It is acceptable to nail between either the middle and lower lines or between the upper and middle lines. Nails must be of sufficient length to penetrate into the deck 3/4" or through the thickness of the decking, whichever is less. They are to be located 1" and 12" in from each side of the shingle (see instructions on product wraps.) Nails are to be 11 or 12 gauge, corrosion-resistant roofing nails with 3/8" heads.

Steep Slopes: On slopes greater than 21" per foot, fasten each shingle with six nails and four spots of roofing cement placed under each shingle according to application instructions provided on the shingle package. Fasteners must penetrate the two-layer common bond area that is indicated by the middle and lower NailTrak lines, also illustrated on the shingle package.

Application: The recommended application method is the 'Five-Course, Diagonal Method' found on each bundle of shingles. In this method, shingle course offsets are 6" and 11". Instructions also may be obtained from CertainTeed. These shingles may be used for new construction or for reroofing over existing Metric-sized shingles.

Flashing: Use corrosion-resistant metal flashing.

Hips and Ridges: For capping hip and ridge apply CertainTeed Shadow Ridge™, Cedar Crest™ or Mountain Ridge™ shingles of a like color.

MAINTENANCE

These shingles do not require maintenance when installed according to manufacturer's application instructions. However, to protect the investment, any roof should be routinely inspected at least once a year. Older roofs should be looked at more frequently.

WARRANTY

Landmark Premium (and AR), Landmark Premium/Architect 80, Landmark Pro (and AR), and Landmark (and AR) shingles carry a lifetime limited, transferable warranty to the consumer against manufacturing defects. In addition, Landmark Premium (and AR), Landmark Premium/Architect 80, Landmark Pro (and AR), and Landmark (and AR) carry 10-years of SureStart™ Protection. For specific warranty details and limitations, refer to the warranty itself (available from the local supplier, roofing contractor or on-line at www.certainteed.com).

FOR MORE INFORMATION

Sales Support Group: 800-233-8990

Web site: www.certainteed.com

See us at our on-line specification writing tool, CertaSpec, at www.certainteed.com/certaspec.

CertainTeed Roofing
P.O. Box 860
Valley Forge, PA 19482

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CertainTeed
SAINT-GOBAIN

BAR Case # 2015-00007ADDRESS OF PROJECT: 730 South Royal StreetTAX MAP AND PARCEL: 080.04-02-12ZONING: RMAPPLICATION 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: Mary ClarityAddress: 730 South Royal StreetCity: Alexandria State: VA Zip: 22314Phone: (703) 548-2035 E-mail: mclarity1@comcast.netAuthorized Agent *(if applicable)*: ☐ Attorney ☐ Architect ☒ ContractorName: George Simmons/ Beyond ExteriorsPhone: (571) 230-5338E-mail: george@beyondexteriors.com

Legal Property Owner:

Name: Mary ClarityAddress: 730 South Royal StreetCity: Alexandria State: VA Zip: 22314Phone: (703) 548-2035 E-mail: mclarity1@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.*
- | | | | |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> awning | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors | <input type="checkbox"/> windows | <input type="checkbox"/> siding | <input type="checkbox"/> shed |
| <input type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry | |
| <input checked="" type="checkbox"/> other <u>Roofing</u> | | | |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

1. Replace rear elevation lower existing shingle roof with new asphalt architectural shingles to match existing color scheme. Colonial slate
2. Replace rear elevation upper existing slate roof with new standing seam metal roof to match existing color scheme. Slate gray

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
- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Survey plat showing the extent of the proposed demolition/encapsulation. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Description of the reason for demolition/encapsulation. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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: Mary E. Clarity
 Printed Name: Mary E. Clarity
 Date: 1/7/15

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. Mary Clarity	730 South Royal Street	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 730 South Royal Street (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. Mary Clarity	730 South Royal Street	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.		
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.

1/7/15
Date

Mary E. Clarity
Printed Name

Mary E. Clarity
Signature