

ADDRESS OF PROJECT: 620 Queen Street Parking Lot
TAX MAP AND PARCEL: 064.04-OC-00 ZONING: CD

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: Manchester Court Condos

Address: 620 Queen Street

City: Alexandria State: VA Zip: 22314

Phone: 571-212-0895 E-mail: Lmann612@gmail.com

Authorized Agent *(if applicable)*: ☐ Attorney ☐ Architect ☒ representative
Name: Larry Mann Phone: _____

E-mail: Lmann612@gmail.com

Legal Property Owner:

Name: Manchester Court Condos

Address: 620 Queen Street

City: Alexandria State: VA Zip: 22314

Phone: 571-212-0895 E-mail: Lmann612@gmail.com

- | | | |
|---|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there an historic preservation easement on this property? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, has the easement holder agreed to the proposed alterations? |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Is there a homeowner's association for this property? |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, has the homeowner's association approved the proposed alterations? |

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



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

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

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

Replacement of wood rail fence with new brick pillars and brick walls at entrance of parking lot.

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: _____

Larry G. Mann

Printed Name: _____

LARRY G. MANN

Date: _____

April 29, 2015

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. Manchester Court	620 Queen 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 620 Queen 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.

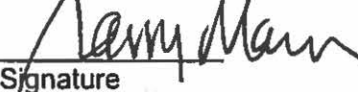
Name	Address	Percent of Ownership
1. Manchester Court	620 Queen Street	100%
2.		
3.		

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. NA	NA	NA
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.

April 29, 2015 Manchester Court by Larry Mann 
 Date Printed Name Signature

***Manchester Court Unit Owners Association
612-626 Queen Street
Alexandria, Virginia 22314***

May 1, 2015

To Whom it may Concern:

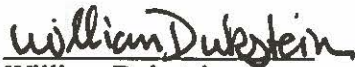
Let it be known that the Manchester Court Unit Owners Association (MCUOA) Board of Directors recently voted on and approved the construction of a low brick wall to be located at the entrance of MCUOA's parking lot located on Queen Street in the City of Alexandria.

If you have any questions regarding the above, please feel free to contact me on 703.862.7251.

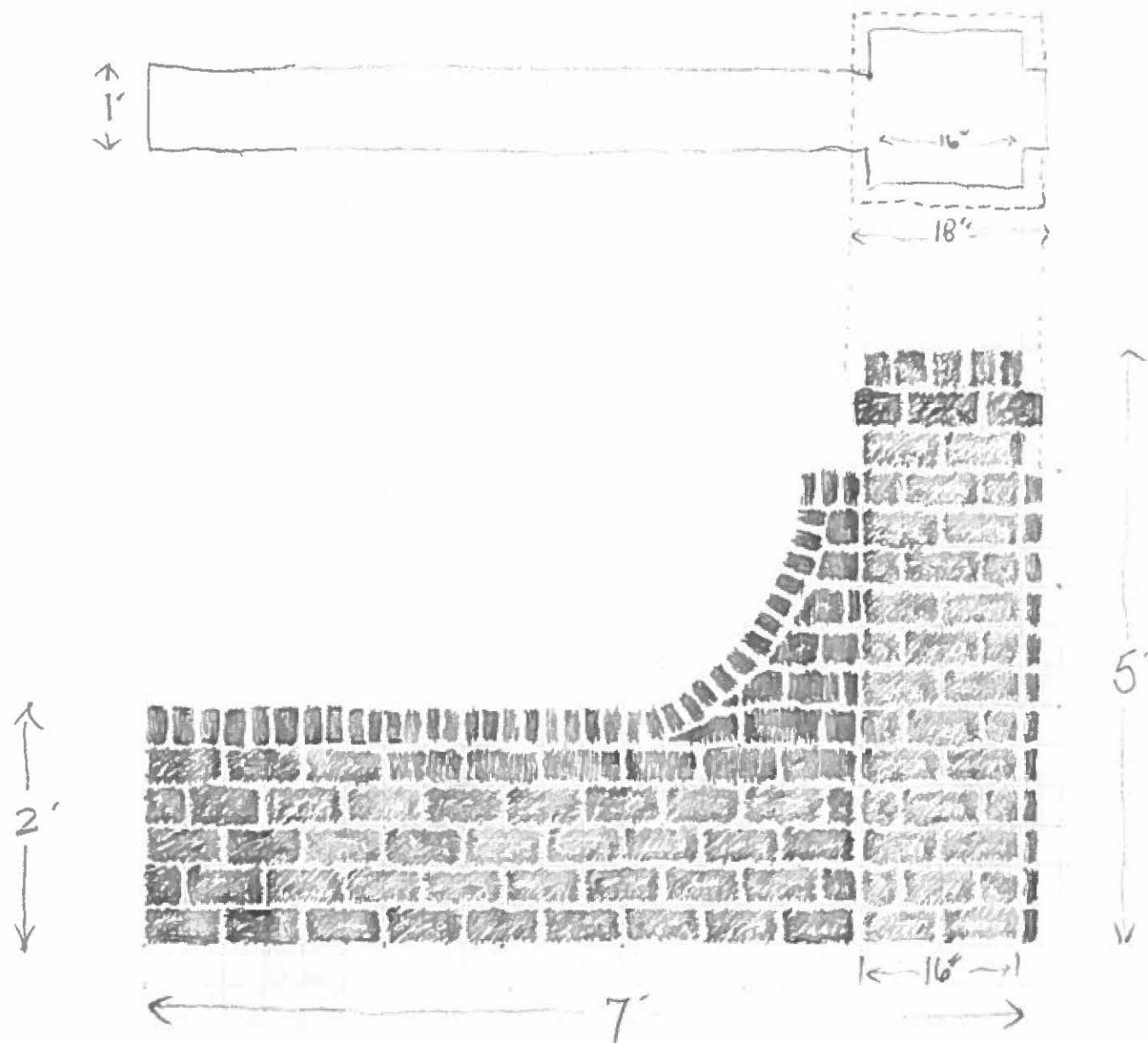


**Kenneth R. Rakula
President
MCUOA**

Witnessed by:



**William Dukstein
Treasurer
MCUOA**





2755 Greenway Blvd
Falls Church, Va
22042

616 Queen St
Alexandria, VA
Date: 03/31/15

Project Description: Brick Pillar & Wall Entry
P.O. Number: 012215
Invoice Number: 3487
Terms: No Expiration

[illegible]

*Includes all Material and Labor

BREAKDOWN:

Brick Pillar & Wall Entry - Remove fencing/soil/plants as necessary. Install footing along wall #57 Stone concrete & rebar. The will span approx. 7' with a pillar 18"x18"x5'

Permit - Before we can begin the project we will need a permit which will include inspections at various point of the project that will need to be scheduled.

INSURANCE POLICY# Eric-Q292820452

VA-LICENSE# 2705079118A

MHIC LICENSE# 105334

DC-LICENSE# 420214000046

Estimated Start Date: 1 weekEstimated Completion Date: 3-4 Days

CUSTOM STONESCAPING



Please mail contract and drawing to:

Custom Stonescaping

2755 Greenway Boulevard

Falls Church, VA 22042

☐ Jeff Reynolds, Owner (703) 407-8663☒ Evan Johnson, Senior Landscape Designer

(703) 477-8663

CustomStonescaping.com

Work to be performed at:

Name LARRY MANNAddress 616 Queen St.Alexandria, VA

Home# _____ Works _____

Miss Utility Called? YES ☒ NO ☐

Miss Utility Ticket # _____

Permits Needed? YES ☐ NO ☐

Permit # _____

Email lmann612@gmail.com

Description of work to be performed as per drawing page(s)

☒ Remove the following:Soil/PLANTS AS NECESSARY☒ Grading and Drainage work:ALL

Stonework:

☐ Install Patio ☐ Dry set ☐ Veneered ☐ PA Natural Clef ☐ Tennessee Tan ☐ Arizona Rust☐ Fossil Buff ☐ Battleship Grey ☐ Rustic Plains ☐ Tuscan Berge ☐ Desert Khaki☐ Other Flagstone _____ ☐ PA Random Flagstone☐ Install Pennsylvania Fieldstone ☐ Wall ☐ Steppers ☐ Stairs ☐ Boulders ☐ Rock Garden☐ Install Stone Veneer _____ ☐ Install Other Fieldstone _____☐ Install Permeable Pavers ☐ Victorian ☐ Perma ☐ Mista ☐ Mista Grande ☐ Villagio ☐ Villagio Grande☒ Color Wine C4Cord ☐ Full Anne ☐ Platform ☐ Running Bond ☐ 45° ☐ 90° ☐ Other _____☒ Install Pavers Pine Hall (Back) ☐ Wall ☐ Patio ☐ Walk ☐ Other Brick Pillar☐ Install Gravel ☐ River Jacks ☐ 2" Washed ☐ Red Gravel ☐ #57's Blue Stone ☐ Other _____☐ Stoop ☐ Bench ☐ Fire Pit ☐ Fire Place ☐ Pizza Oven ☐ Water Feature ☐ Pond ☐ Other _____

Landscaping:

☐ Install plant material ☐ Install sod ☐ Install seed☐ Mulch with shredded hardwood mulch ☒ Mulch with dyed brown mulch ☐ Other _____☐ Install low voltage lighting

Woodworking:

☐ Install pergola ☐ Install decking ☐ Install fencing ☐ Install shed ☐ Other _____Other: Brick Pillar 18" x 18" x 5' Brick walk Entry 7 ft long

Free Estimate

Total price of job: \$ 5,580 Deposit at signing \$ 1,580 Deposit at start \$ 2,000 Balance at completion \$ 2,000

We accept checks, cash, and major credit cards

- Custom Stonescaping shall comply with all local requirements for building permits, codes and zoning.
- Any modification to this contract, which changes the cost, materials, work to be performed or the estimated completion date must be made in writing and signed by both parties.
- Owner may cancel this contract in writing any time prior to midnight on the third business day after the date of this transaction.
- If this contract was the result of a door to door solicitation the owner hereby acknowledges that he/she has been provided with and read the Department of Professional and Occupational Regulation statement of protection.
- All start and completion dates are approximate and subject to delays caused by circumstances and conditions beyond Custom Stonescaping's control including but not limited to strikes, materials shortages, war, labor, terrorism, fire, flood, and other acts of God, or delayed by the owner. These delays do not constitute abandonment and are not to be calculated in the time frames for payment or performance.
- In the event that the agreed amount on this contract is not paid when due, the owner authorizes an attorney to appear for and confess judgment against it for all amounts due, together with the cost of collection, suit, and attorney's fee in the amount of 33.3%.

Acceptance of Contract:

The prices, specifications, and conditions above and on attached pages of this contract are satisfactory and hereby accepted. Custom Stonescaping (CSS) is hereby authorized to do the work specified. Payment will be made as outlined above. CSS, delivery vehicles and subcontractors are authorized to use the driveway, apron, walkways and any other surfaces necessary to deliver and perform the work. CSS is authorized to use outside water, outside electricity, display an advertising sign while working, and take photographs for use in CSS portfolios, advertising material and/or on the CSS website.

X

Owners Signature

X

Date of Acceptance

X

Authorized Signature of Custom Stonescaping