

BAR Meeting
September 16, 2015

ISSUE: Permit to Demolish and Certificate of Appropriateness

APPLICANT: Charles M. Sypula

LOCATION: 733 South Fairfax Street

ZONE: RM/Residential

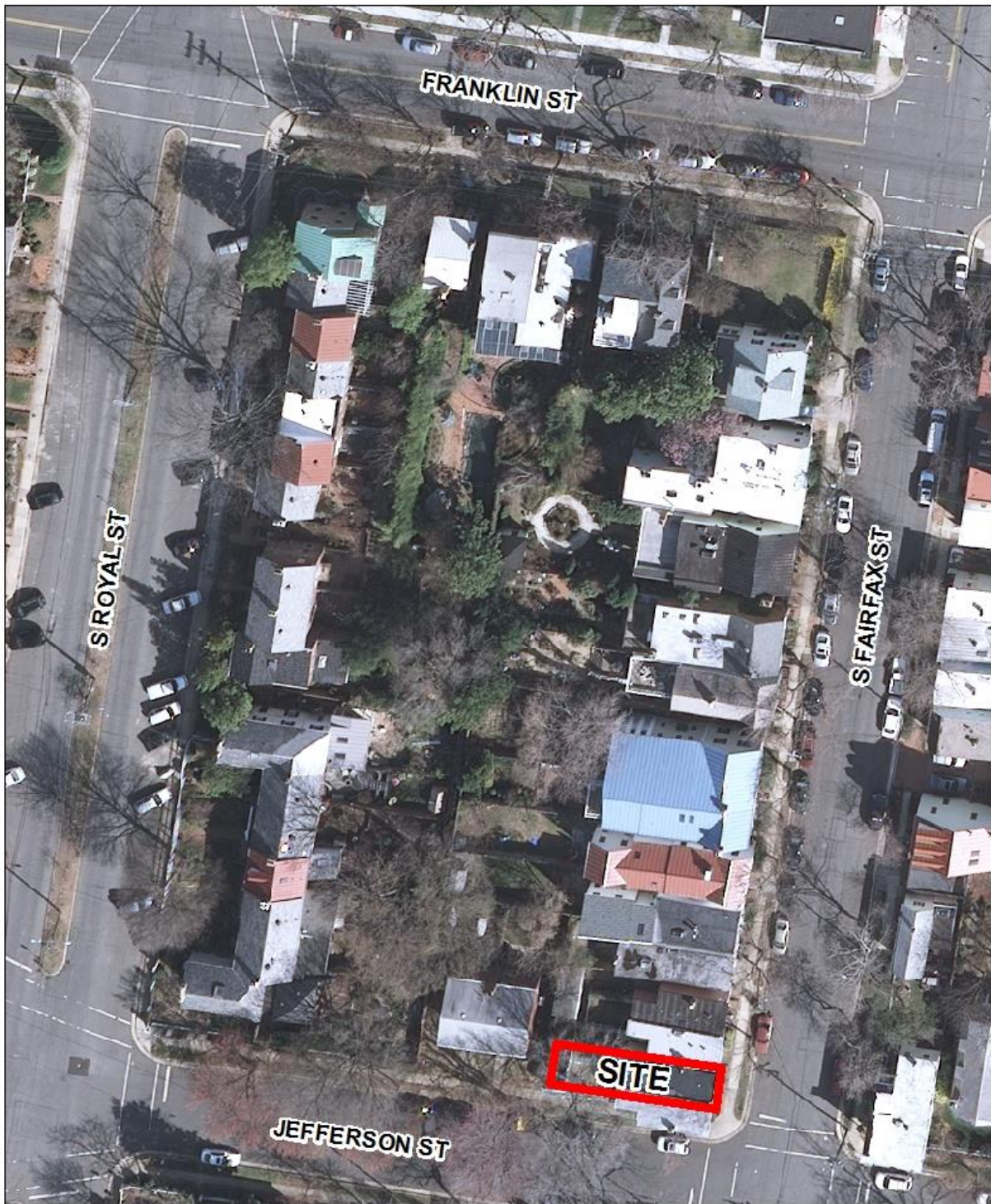
STAFF RECOMMENDATION

Staff recommends approval of a Permit to Demolish the rear shed and approval of a Permit to Demolish and Certificate of Appropriateness for a rear addition with the following conditions:

1. Eliminate the entrance door hood or a substitute design in the Colonial Revival style, to be approved by staff;
2. Work with staff during the building permit process to ensure the details of the addition, such as trim profiles are consistent with the Board's directions;
3. Work with staff in the field to ensure the rooftop AC unit is located in the least visible location and is painted light gray to match the sky; and
4. Include the archaeology conditions below in all construction documents that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements:
 - a. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
 - b. The applicant/developer shall not allow any metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.

GENERAL NOTES TO THE APPLICANT

1. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a stamped copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or preservation@alexandriava.gov for further information.
2. **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.
3. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
4. **BUILDING PERMITS:** 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.
5. **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.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.



BAR2015-00200 & BAR2015-00201



Note: *Staff coupled the reports for BAR #2015-000 (Permit to Demolish) and BAR #2015-000 (Certificate of Appropriateness) for clarity and brevity. This item requires a roll call vote.*

I. ISSUE

The applicant is returning to the Board to request approval of a Permit to Demolish and a Certificate of Appropriateness in order to construct a two-story addition at the rear (west) of the house at 733 S. Fairfax Street. The scope of work has not changed since the Board unanimously deferred the case on July 15, 2015 but the applicant has supplied additional renderings, information regarding the age of the shed, and detailed drawings per the Board's request.

II. HISTORY

The subject property was constructed as one in a group of four townhomes that were built by J.F. Pettey in **1912**, likely replacing an earlier structure shown on the Hopkins Atlas in 1877. The footprints of the houses have remained unaltered since 1912, based on Sanborn Map research. The associated semi-detached sheds were also constructed in 1912, according to the original building permit. However the 1921 Sanborn Map shows these sheds as frame, not clad CMU as they are currently built. Therefore, while they retain the same footprint, they were likely rebuilt at a later date, perhaps in 1967.

In **1967**, the Seaport Development Corporation, organized by Marissa Smith, a friend of Polly Hulfish who also undertook "do it yourself urban renewal", purchased 729, 731, 733, and 735 S Fairfax Street to undertake a "total restoration" as noted on the tax assessor's documentation from that year and in the BAR minutes of February 8, 1967. It was during this renovation that the current six-over-six windows, beaded siding, doors, shutters, and dentil cornices were installed to give the houses a Federal style appearance, which was (and still is) both popular and identifiable with Alexandria's history. According to building permits, the roof was replaced in 1991.

III. ANALYSIS

Staff's recommendation remains unchanged from the previous staff report, with the exception of the condition related to the architectural style of the proposed addition. Previously, staff had asked the Board to provide direction on the appropriate style for an addition on a house that has been significantly altered, such as this one, and with two very important periods of significance. The Board was nearly unanimous that the appropriate style for the addition should be the current style of the main block – colonial revival, as opposed to referencing the former Victorian elements of the building. For this reason, staff still recommends denial of the door hood, a common Victorian element. Front porches, entablatures, enframements, sidelights, and transoms are all Colonial Revival elements that staff finds would be more appropriate to this house.

As noted in the previous staff report, staff believes the proposed addition meets the *Design Guidelines* for residential additions, provided the applicant work with staff during the building permit process to ensure all windows, doors, and trim profiles are consistent with the Board's policies and *Design Guidelines*. Staff notes that the scale and massing of this addition will likely set a precedent for the other three townhomes in this development. At the last hearing for this

case, the Board felt that Colonial Revival was the appropriate style for the addition, in order to be in keeping with its 1967 period of significance.

The Board previously expressed some concern regarding the proposed demolition of the shed, which is necessary in order to gain sufficient open space for the construction of the rear addition. The applicant has supplied photographs showing the construction of the shed as cinderblock with some brick details and simple wood rafters. Staff does not find that the shed meets the criteria listed in section 10-105 of the zoning ordinance and recommends approval of the Permit to Demolish.

In considering a Permit to Demolish, 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?

Permit to Demolish for the Shed (as copied from July 15, 2015 staff report)

While the Board has typically not considered 20th century sheds constructed in CMU block to be significant and, in fact, the *Design Guidelines* discourage demolition of 18th or 19th century structures *only*, staff notes that Board approval of a Permit to Demolish at 733 S Fairfax Street will effectively be setting a precedent for this block and subsequent requests for demolition that will result in the total loss of all four sheds and new additions on the rear are likely. Due to minimum open space requirements in this zone, the construction of the rear addition is contingent on approval of demolition of the shed.

The shed is not of unusual design, material, texture and could easily be reproduced; nor is it of particular historic or public interest given its location and the fact that it has almost certainly been remodeled from its original 1912 construction. Its only potential historic importance is its spatial relationship to the other three sheds and associated houses, as it completes the historic landscape setting of this small rowhouse development. Staff recommends that the Board find

none of the above criteria are met, that the proposed demolition meets the *Design Guidelines* and a Permit to Demolish could be granted.

Permit to Demolish the Rear Ell (as copied from July 15, 2015 staff report)

While the Board is sympathetic to the needs of 21st century building owners and frequently supports rear additions, the *Design Guidelines* are clear that “the amount of demolition be limited to that necessary to accommodate access to the addition rather than wholesale demolition and replacement of the rear façade”. In addition to the preservation of historic fabric, the visibility and legibility of this block of four townhomes must be considered. In instances where the rear elevations and their relationship to the main block were distinctly legible, the Board has often required that a portion of the historic ell be incorporated into the addition so that the historic massing is still evident from the exterior. The Board most recently required this at 214 S Alfred Street, a late 19th century masonry residence, and at 418 S Pitt, a mid-19th century frame residence, of which the rear and side elevations were partially visible from a public way. Both of these examples had excellent integrity, as viewed from the exterior, where the relationship between the main block and rear ell was clearly legible.

An important distinction of the subject property is that it was significantly modified 48 years ago in 1967 by a local developer, Seaport Development Corporation. In the same vein as Marianne (Polly) Hulfish’s company, Old Alexandria Restoration Inc., this corporation sought to “restore” houses to an earlier colonial appearance that was favored in Alexandria at that time. These women were arguably responsible for the stabilization of Old Town during a time of Urban Renewal and suburban growth. Their work reflected a national grassroots trend during the mid-twentieth century towards historic preservation and celebration of our nation’s colonial roots, albeit often at the expense of what we would now consider valuable late 19th and early 20th century architecture.

The applicant is requesting approval to demolish the entire ell and capulate the rear of the main block of the house. While staff has some concern regarding the loss of what may be the original ell of this one house, it will also undoubtedly serve as precedent for the entire group of four. Nevertheless, staff finds that none of the criteria for a Permit to Demolish are reasonably met: the framing could easily be reproduced, it is unlikely this property could be a historic house given its condition and lack of architectural or historical significance, nor would the removal of the ell be to the detriment of the public or general welfare. Therefore, staff recommends that the Board approve a Permit to Demolish for at least some portion of the rear ell, to be determined by the Board.

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

Zoning Comments

- F-1 Based on the updated plat supplied on July 9, 2015 with open space documented the proposed addition will comply with zoning. Applicant must update the FAR/Open Space form section F to match the open space calculation on the plat prior to the BAR hearing.

Note: The AC unit cannot be relocated into the area that is required open space.

Code Administration

The following comments are for site plan review only. Once the applicant has filed for a building permit and additional information has been provided, code requirements will be based upon the building permit plans and the additional information submitted. 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 Demolition, building and trades permits are required for this project. 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) the building official shall be notified in writing by the owner if the registered design professional in the responsible charge is changed or is unable to continue to perform the duties.
- C-2 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-3 Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection shall be provided for footings, foundations, party walls, chimneys, skylights and roofs.
- C-4 The full scope of work shall be identified on the plan prior to the start of construction.
- R-1 Any alterations or revisions to an approved plan shall be reviewed by the plan review staff to determine the applicable regulations.

Transportation and Environmental Services

- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

- R-3 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 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)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (Sec. 5-2-1) (T&ES)

Alexandria Archaeology

- R-1 The applicant/developer shall call Alexandria Archaeology immediately (703-838-4399) If any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
- R-2 The applicant/developer shall not allow any metal detection or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology.

- R-3 The statements in archaeology conditions above marked with an asterisk “*” shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements.
- F-1 Historic maps from the mid- to late nineteenth century depict a small structure standing on this lot. The property therefore has the potential to yield archaeological resources which could provide insight into domestic activities in 19th-century Alexandria.

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR2015-00200 & 2015-00201 : 733 S. Fairfax Street

3 – [Hyperlink for previous staff report and application for BAR 2015-00200 & 2015-00201: 733 S. Fairfax Street](#)



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

A. Property Information

A1. Street Address 733 S. FAIRFAX ST Zone _____

A2. 973 x 1.5 = 1459.5

Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	—	Basement**	—
First Floor	503.84	Stairways**	36
Second Floor	503.84	Mechanical**	13.5
Third Floor	—	Other** SHED DEMOLISH	93.93
Porches/ Other SHED	93.93	Total Exclusions	143.43
Total Gross *	1101.63		

B1. Existing Gross Floor Area *
1101.63 Sq. Ft.

B2. Allowable Floor Exclusions**
143.43 Sq. Ft.

B3. Existing Floor Area minus Exclusions
958.2 Sq. Ft.
(subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement	—	Basement**	—
First Floor	78.61	Stairways**	—
Second Floor	130.11	Mechanical**	—
Third Floor	—	Other**	—
Porches/ Other	—	Total Exclusions	—
Total Gross *	208.72		

C1. Proposed Gross Floor Area *
208.72 Sq. Ft.

C2. Allowable Floor Exclusions**
— Sq. Ft.

C3. Proposed Floor Area minus Exclusions
208.72 Sq. Ft.
(subtract C2 from C1)

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 1166.92 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 1459.5 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.

F. Open Space Calculations

Existing Open Space	295.88
Required Open Space	35% → 340.33
Proposed Open Space	342.29

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

Signature: _____

Date

8/13/2015

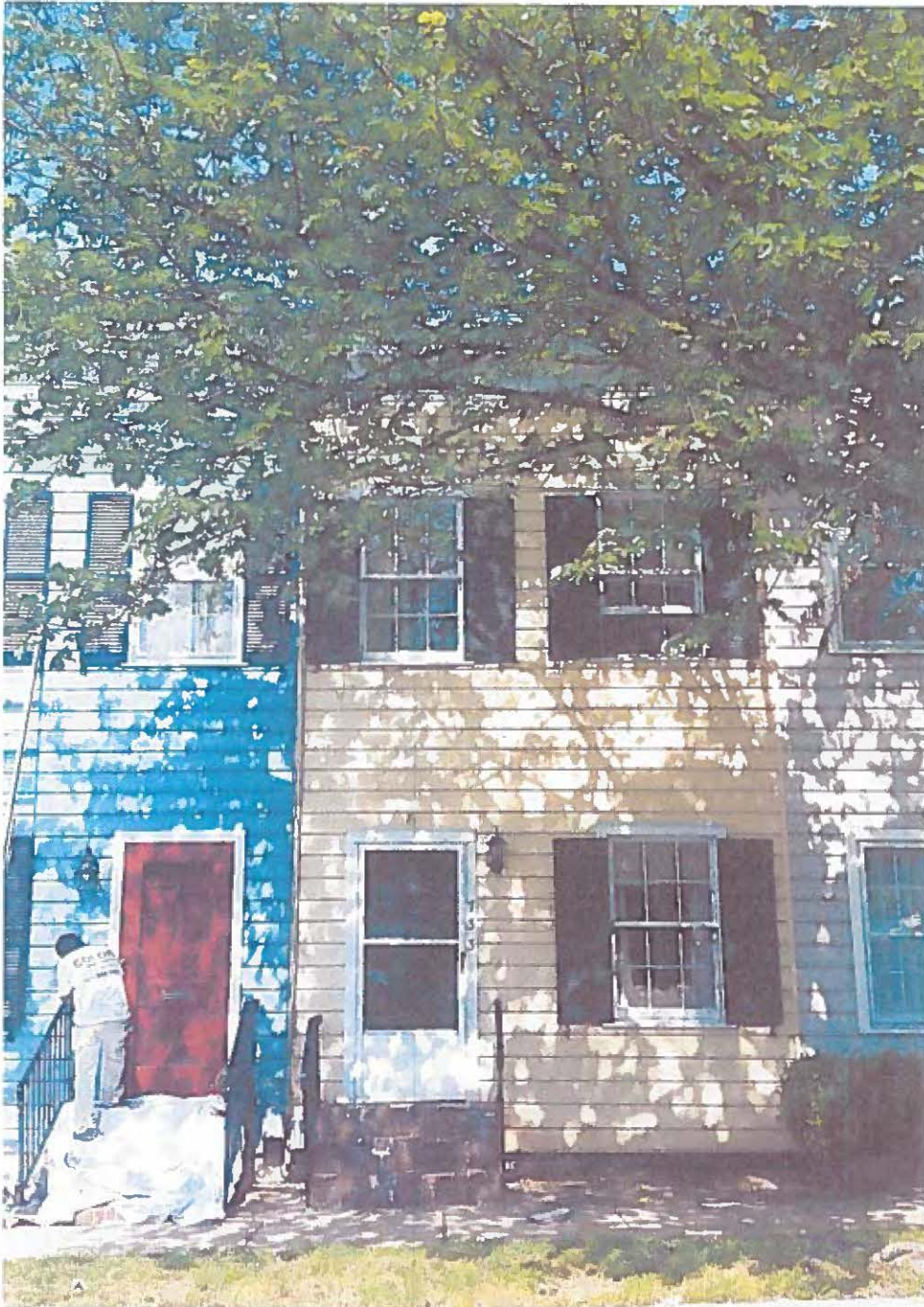


PHOTO #1
THE FRONT OF 733 FROM
S FAIRFAX ST.

APPLICATION MATERIALS
BAR2015-00200/00201
733 S Fairfax St.
8/17/2015



PHOTO # 2
FROM JEFFERSON ST.
733 IS THE YELLOW & WHITE HOUSE
ADJACENT TO THE BLUE HOUSE
IN FEDE GROUND

APPLICATION MATERIALS
BAR2015-00200/00201
733 S Fairfax St.
8/17/2015



PHOTO #3
FROM THE BACK NORTHEAST
SIDE CORNER SHOWING
FIRST FLOOR FURTHEST BACK
WALL, THE FIRST FLOOR SET BACK
AND THE SECOND STORY

APPLICATION MATERIALS
BAR2015-00200/00201
733 S Fairfax St.
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PHOTO #4
THE PORCH AT 725 S. FAIRFAX
THAT WILL BE THE DESIGN
FOR THE ADD ON PORCH
PROPOSED FOR 733

APPLICATION MATERIALS
BAR2015-00200/00201
733 S Fairfax St.
8/17/2015

COMPOSITE OF ALL RENDERINGS

JEFFERSON ST.

EXIST. SPR. BLDG. E. BR.
REMOVED = NEW G. FENCE

EXIST. SPR. BLDG.
E. BR.

A
C

office

EXIST. RESIDENCE

733
S. FAIRFAX

EXIST. RESIDENCE

13'2"

PLAN

SOUTH FAIRFAX. 1/8" ± 1'-0"



733
S. FAIRFAX
FRONT ELEVATION

REAR
PERSPECTIVE &
FENCE STR. BLDG.
VIEW FROM
JEFFERSON ST.

EXIST. SPR.
BLDG. BE
REMOVED

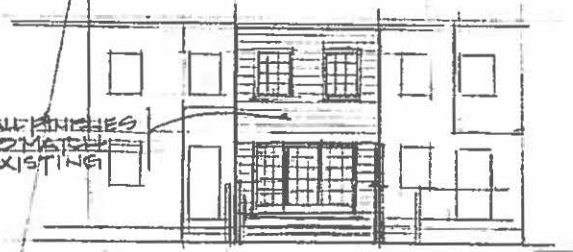


ROBBER
PANEL



ENTRANCE DOOR

ALL FINISHES
TO MATCH
EXISTING



733
S. FAIRFAX
REAR ELEVATION

NEIGHBORS
EXISTING
BLDG. TO
REMAIN

NEW TREES
NEW
6'-4" BOARD
OVER FENCED
AREA

PERSPECTIVE &
REAR VIEW OF 733 C

PERSPECTIVE SKETCH
REAR ADDITION VIEW
FROM JEFFERSON ST. E

PROPOSED ADDITION and REMODELING, To:
733 SOUTH FAIRFAX ST. ALEXANDRIA, VA.

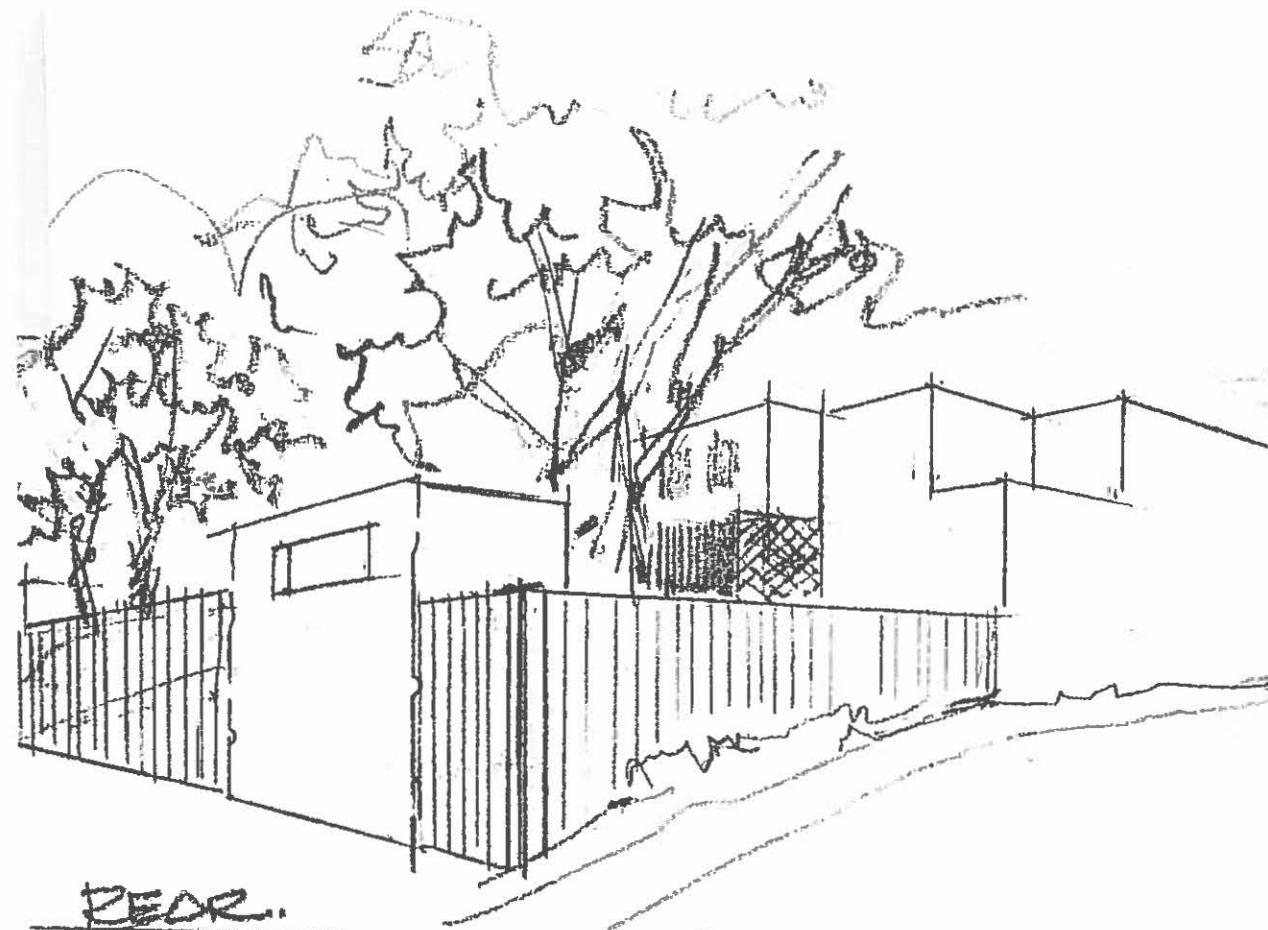
8-9-15



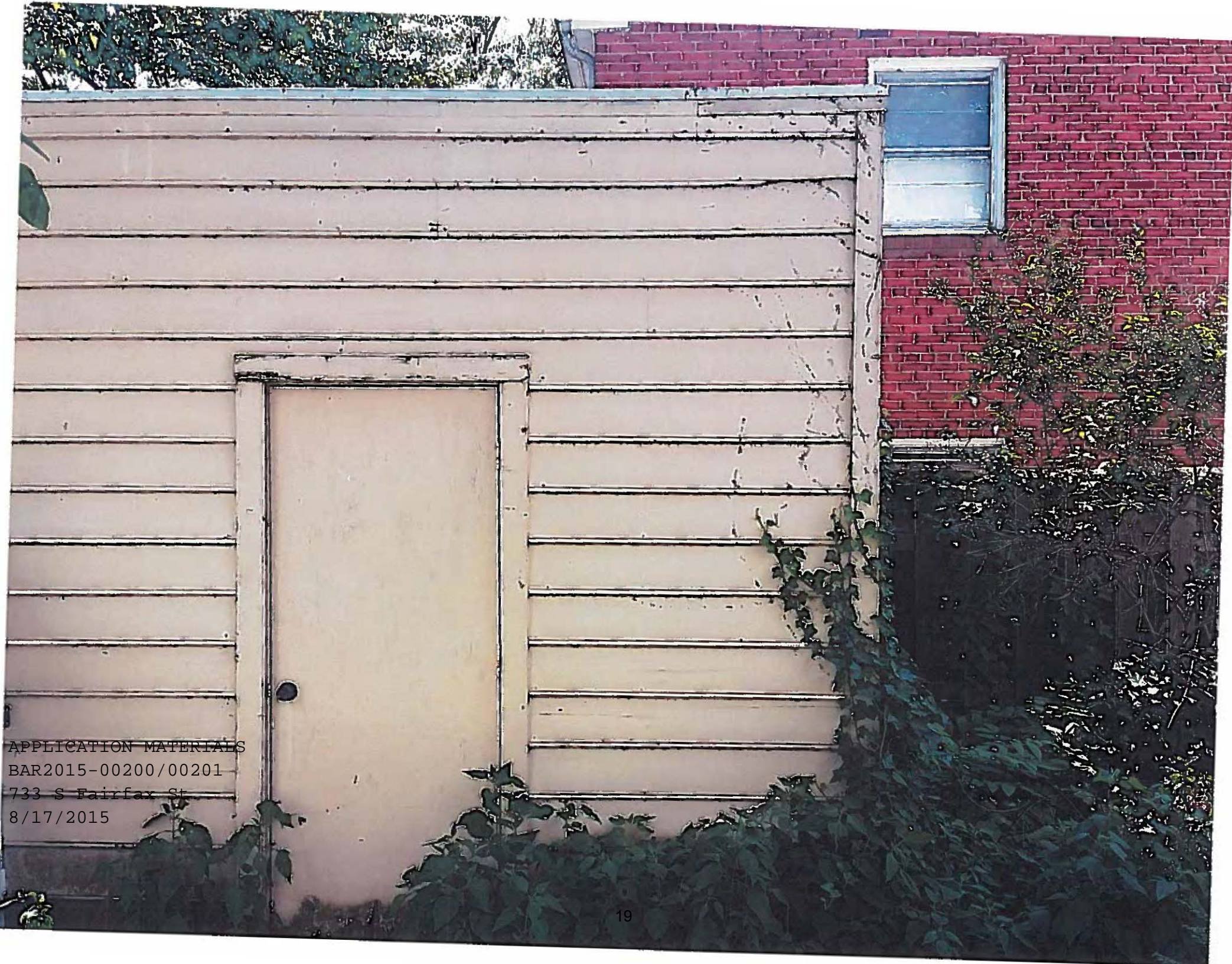
APPLICATION MATERIALS
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APPLICATION MATERIALS
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REAR.
PERSPECTIVE @ (D)
FENCE + STORE BLDG.
VIEW FROM
JEFFERSON ST.



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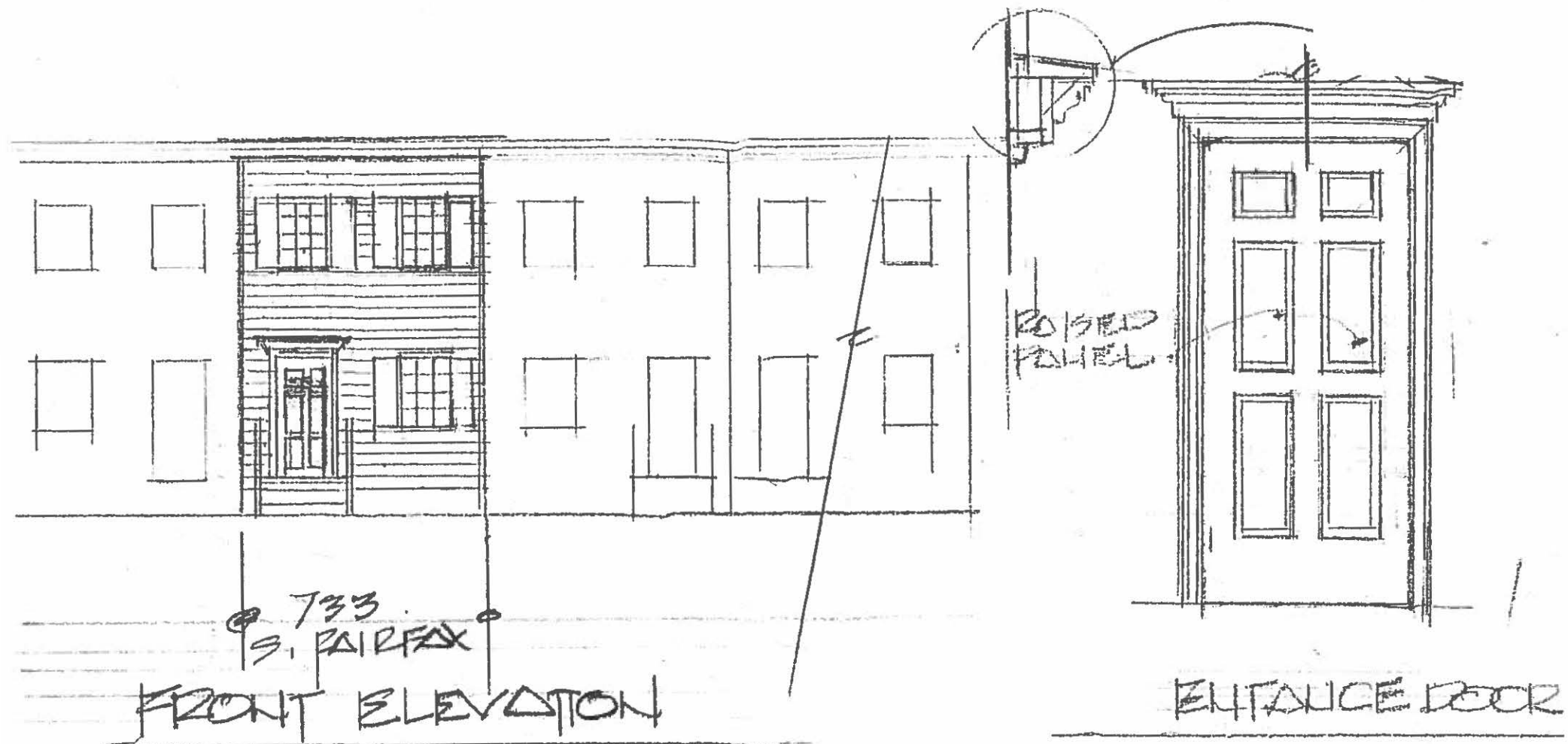
NEIGHBORS
EXIST. SPOR.
BLDG. TO
REMAIN

NEW TREES

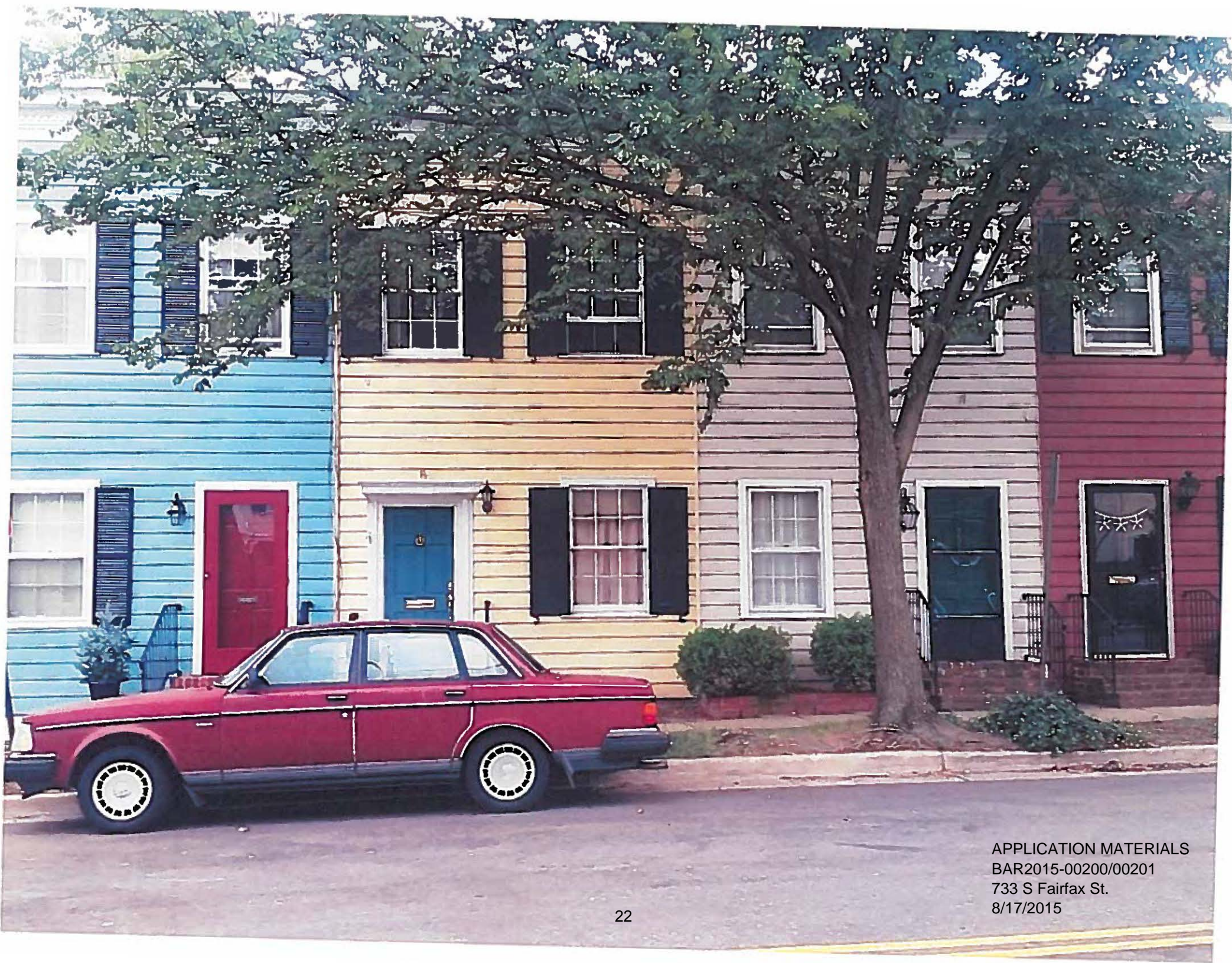
NEW
6" H. BOARD
OVERBOARD
FENCE

LOW PLANTING

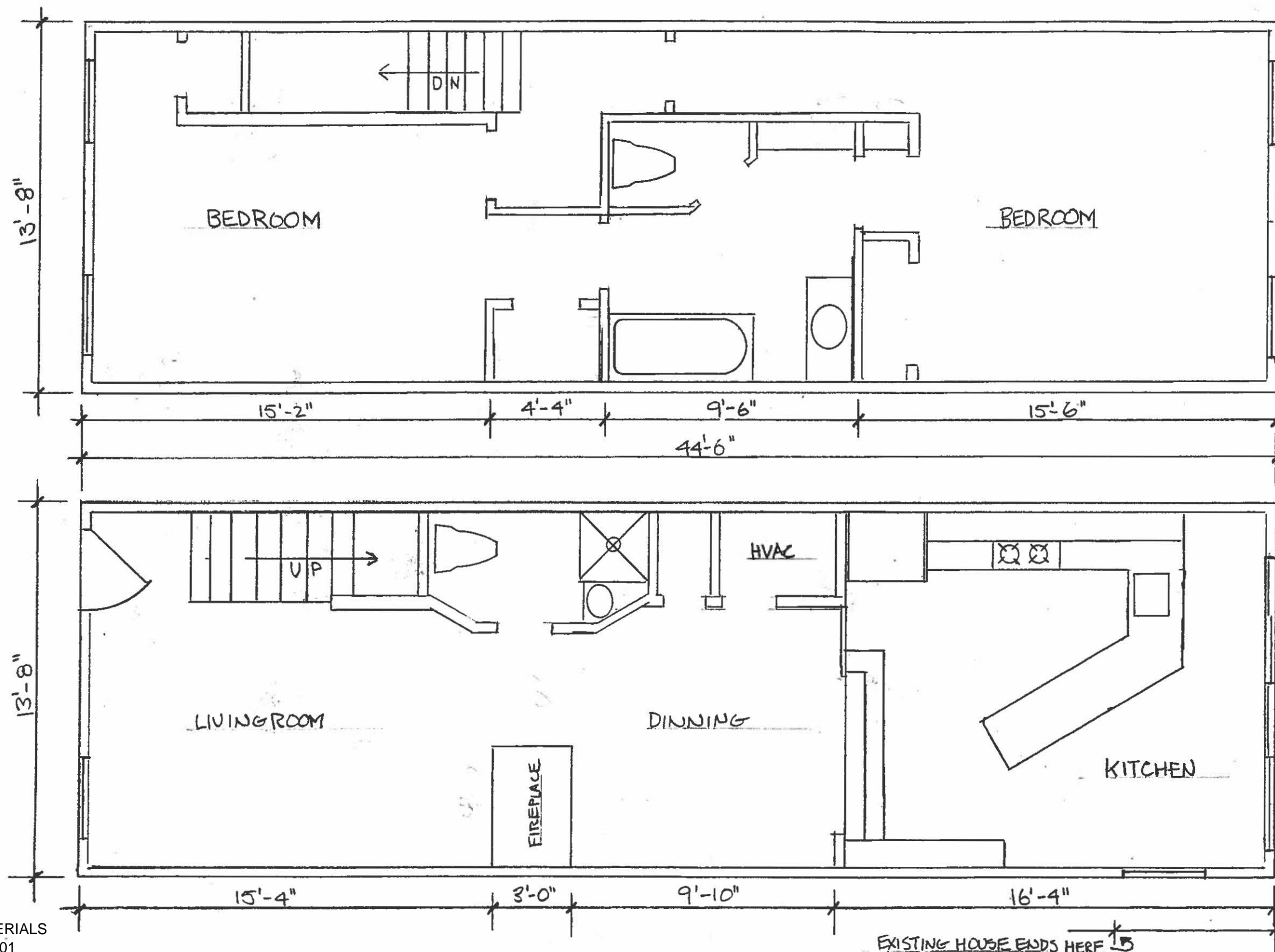
PERSPECTIVE @
REAR YARD 733 (C)



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APPLICATION MATERIALS
BAR2015-00200/00201
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2ND FLOOR SQUARE FOOTAGE
605.2

1ST FLOOR SQUARE FOOTAGE
605.2

TOTAL SQUARE FOOTAGE
1210.40

WOOD DECK AND
STEPS

1ST AND 2ND FLOORS
WITH ADDITION

1/4" = 1 FOOT

A2

NORTH

WEST

SOUTH

15'-10"

13'-8"

6'-0"

ADDITION ROOF
CEILING

1'-2"

2ND FLOOR
CEILING

8'-1"

11"

8'-10 1/2"

EXISTING HOUSE FLOOR

1'-11 1/4"

ADDITION FLOOR

1'-11 1/4"

DECK

7 3/4"

2'-0"

23'-7 1/2"

ANDERSEN 400 SERIES
WINDOWS AND DOORS
COLOR WHITE

BEADED WOOD LAP SIDING
PAINTED HISTORICAL COLOR
7" EXPOSURE

PVC TRIM BOARDS ON DOORS,
CORNERS AND WINDOWS
PAINTED WHITE

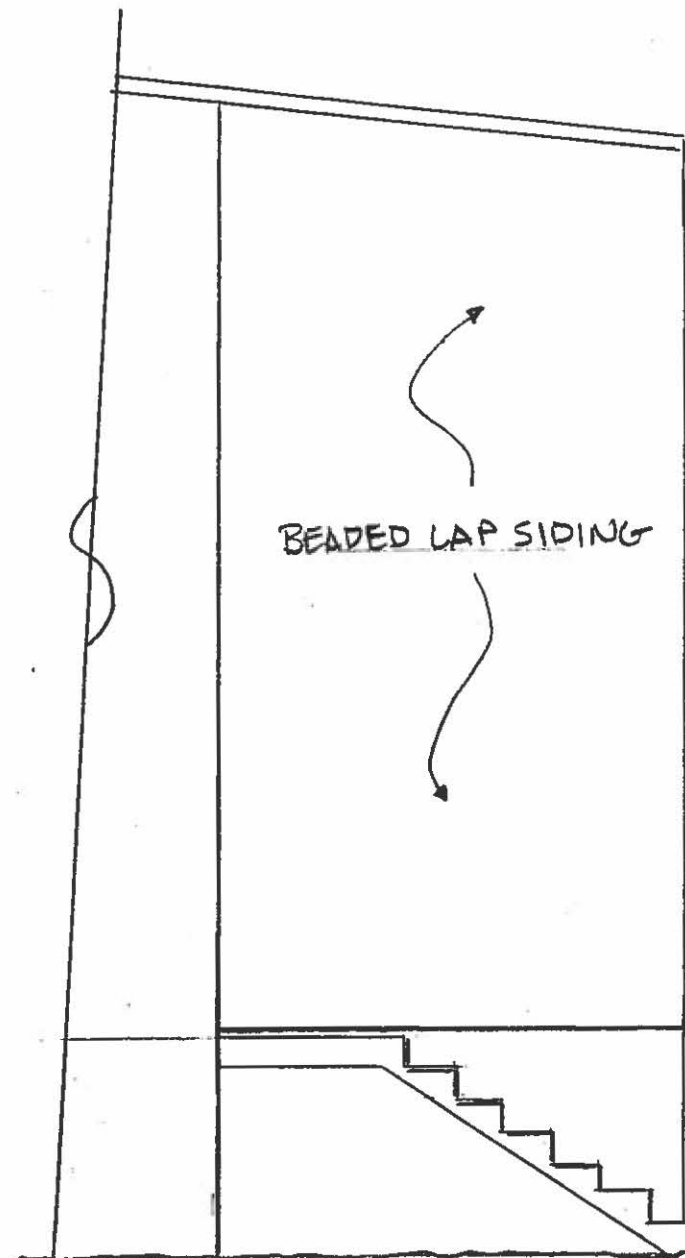
WOODEN DECK WITH
STAIRS

GRADE

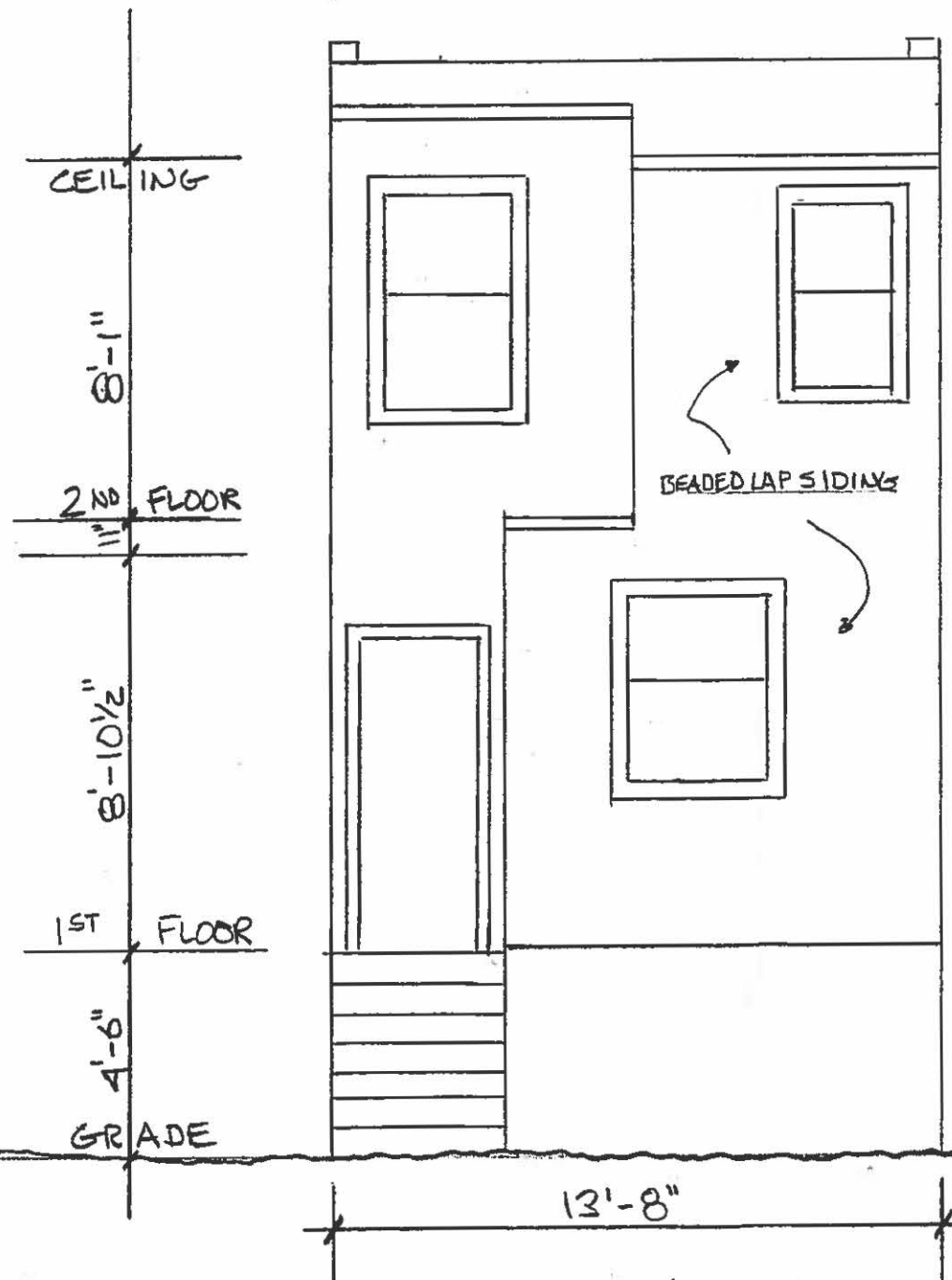
APPLICATION MATERIALS
BAR2015-00200/00201
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ELEVATIONS FOR PROPOSED
ADDITION
1/4" = 1 FOOT
A4

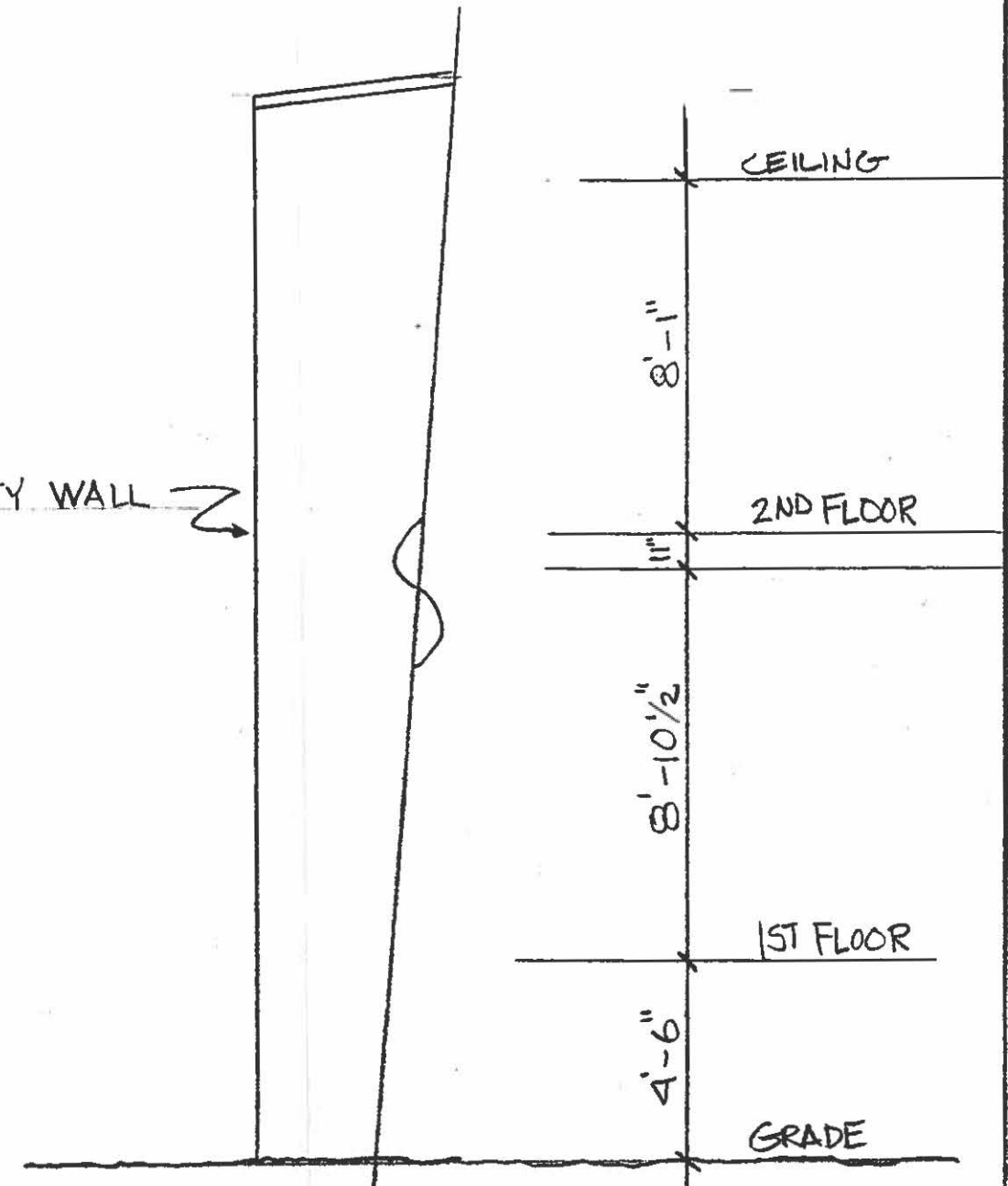
NORTH



WEST



SOUTH



APPLICATION MATERIALS
BAR2015-00200/00201
733 S Fairfax St.
8/17/2015

EXISTING REAR ELEVATIONS
1/4" = 1 FOOT A3



ADDRESS OF PROJECT: 733 S. FAIRFAX
 TAX MAP AND PARCEL: 080.04-02-17 ZONING: RESIDENTIAL

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: CHARLES M SIPULA

Address: 7284 SOLITUDE ROAD

City: ST MICHAELS State: MD Zip: 21663

Phone: 703-304-8189 E-mail: CHUCK SIPULA @ HOTMAIL.COM

Authorized Agent (if applicable): ☐ Attorney ☐ Architect ☐ _____

Name: _____

Phone: _____

E-mail: _____

Legal Property Owner:

Name: CHARLES M. SIPULA

Address: 7284 SOLITUDE RD

City: ST MICHAELS State: MD Zip: 21663

Phone: 703-304-8189 E-mail: CHUCK SIPULA @ HOTMAIL.COM

☐ 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?

EASEMENT IS NOT
 AFFECTED BY
 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*

- | | | | |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> NEW CONSTRUCTION | | | |
| <input type="checkbox"/> EXTERIOR ALTERATION: <i>Please check all that apply.</i> | | | |
| <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 type="checkbox"/> other _____ | | | |
| <input checked="" type="checkbox"/> ADDITION | | | |
| <input checked="" type="checkbox"/> DEMOLITION/ENCAPSULATION | | | |
| <input type="checkbox"/> SIGNAGE | | | |

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

The first floor back of the house is to be extended by 6 feet. The northern side of the house (approximately 3 feet in width) (see Photo #3 attached) which is set back from the majority of the width of the first floor back of the house (approximately 12.7 feet in width) (see Photo #2 attached) and the second story also set back from the very back of the first floor will be extended such that it is all parallel with the entire back of the newly extended house. The first story room created inside the back of the house would be stepped down to 2 feet within ground level by being stepped down inside the house by approximately 2 ft at approximately 15 ft inside of the extended back of the house. There would be 3 French doors across the entire of the back of the house opening onto two small steps (2 feet off ground level) leading to a redone garden. In the front of the house (see Photo #1 attached), a small, period authentic portico much like those that currently exist on numerous houses on the same and surrounding blocks would be added. The design of the portico to be added would be a replication of the portico a few doors down at 725 S Fairfax (see Photo #4 attached).

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.*

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

Printed Name: CHARLES M. SMITH

Date: 8/13/2015