

ADDRESS OF PROJECT: 713 S. Pitt St.

TAX MAP AND PARCEL: 080.02-08-15 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: SEE BELOW

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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

Name: David Isaac Phone: 571-217-1879

E-mail: _____

Legal Property Owner:

Name: Rebecca or Robert Sutton

Address: 713 S. Pitt St

City: Alexandria State: VA Zip: 22314

Phone: 703-725-5395 E-mail: _____

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

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



4. **How do I determine the abutting properties?** Consult the tax maps in the Department of Planning and Zoning to determine the correct map, block and lot numbers of the abutting properties. Use that information to fill out the attached **Property Owners List** form.

5. **How do I find the name and address of the owners of those properties?** Visit our City website at www.alexandriava.gov and follow the link for Real Estate and perform a Real Estate Assessments Search for each property. You may also contact the Office of Real Estate Assessments on the second floor of City Hall, 301 King Street, Room 2600. For each search, look up the name and mailing address of the property owner for each parcel you have listed on the Property Owners List. Fill in that information on the same form under the *Adjoining Property Owner's Name and Mailing Address* and *Tax Assessment Map Number* sections.

6. **What do I do in the case of a condominium property?** Legal notice to an abutting property that is in condominium ownership may be provided in only one of two ways:

- By sending notice to each and every condominium unit owner; or,
- By sending notice to the president of the condominium association.

In order to find the name and mailing address of the unit owners, use the records of the Office of Real Estate Assessments, as you would for any other owner of property. These records will provide the official name and address of each property owner. You may consult the City's Department of Citizen Assistance for the name and address of the association president, but you should also call the condominium association to confirm the information.

7. **How must the notice be mailed?** A copy of the **Notice of Public Hearing** form must be mailed to each property owner listed on the **Property Owners List** (plus the owner of the property, if the applicant is not the owner). The notices must be sent by first-class U.S. mail. Hand-delivered notices are not sufficient.

8. **When must the notice be sent?** The notices must be sent at least 10 days but not more than 30 days prior to the public hearing. Consult the BAR schedule for notification deadline dates.

9. **What documents must be submitted to show that I sent notice correctly?** After you have sent the notice letters, the following documents must be submitted to the Department of Planning and Zoning:

- The attached **Certification of Notice** form. This form tells the City that you have sent the appropriate form to the correct list of owners and that you have sent it at the right time. You must sign this form.
- A copy of the **Notice of Public Hearing** form that you sent to the property owners.
- A copy of the **Property Owners List**, filled in with the names and mailing addresses of the abutting properties to whom you have sent notice.

10. **When must the above documents be submitted?** The above documents must be submitted to the Department of Planning and Zoning at least five days prior to the hearing date.

11. **If my case is deferred do I need to send notice again?** It is likely that you will have to notify abutting property owners of the new hearing date, which will be determined after BAR receives revised information.

If you fail to send correct legal notice as described above, the application will not be heard as scheduled and will be deferred to the next scheduled hearing date or until proper notice is sent. If you have any questions about the notice process, contact BAR staff at (703) 746-3833 for assistance.

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).*

The proposed 14' x 18' one-story addition is to provide a Den and a full Bath to serve the first floor. The intention for this space is to provide first floor access, as the couple ages, as a temporary sleeping area & bath in the event that they are having difficulty navigating the stairs to the second floor. The Kitchen extension, 7'-4" x 4'-0", is to be built on the existing rear covered brick porch. No new building foot print will be added. In addition, the exterior stairs to the basement are to remain as is.

| | |
|----------------------------------|------------------|
| New Construction | = 252.0 sf |
| Enclosing existing covered porch | = <u>29.3</u> sf |
| Total addition | = 281.3 sf |

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: David Isaac

Printed Name: DAVID ISAAC

Date: Aug. 13, 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. REBECCA AND ROBERT SUTTON | 713 G. PITT ST ALEXANDRIA | 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 713 S. Pitt 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. Rebecca or Robert Sutton | 713 S. Pitt. 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. N/A | | |
| 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.

~~David A. Isaac~~ Aug. 13, 2015 Date DAVID A. ISAAC Printed Name [Signature] Signature



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

A. Property Information

A1. Street Address 713 S. Pitt St. Zone RM
 A2. 2928 x 1.50 = 4392
 Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

| Existing Gross Area* | | Allowable Exclusions | |
|----------------------|--------|----------------------|--|
| Basement | 484.2 | Basement** | |
| First Floor | 484.2 | Stairways** | |
| Second Floor | 484.2 | Mechanical** | |
| Third Floor | | | |
| | | Total Exclusions | |
| Total Gross * | 1453.2 | | |

B1. Existing Gross Floor Area *

Sq. Ft.

B2. Allowable Floor Exclusions**

Sq. Ft.

B3. Existing Floor Area minus Exclusions

Sq. Ft.

(subtract B2 from B1)

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

| Proposed Gross Area* | | Allowable Exclusions | |
|----------------------|-------|----------------------|--|
| Basement | 0 | Basement** | |
| First Floor | 281.3 | Stairways** | |
| Second Floor | | Mechanical** | |
| Third Floor | | Other** | |
| Porches/ Other | | Total Exclusions | |
| Total Gross * | 281.3 | | |

C1. Proposed Gross Floor Area *

Sq. Ft.

C2. Allowable Floor Exclusions**

Sq. Ft.

C3. Proposed Floor Area minus Exclusions

Sq. Ft.

(subtract C2 from C1)

D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 1734.5 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 4392 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.

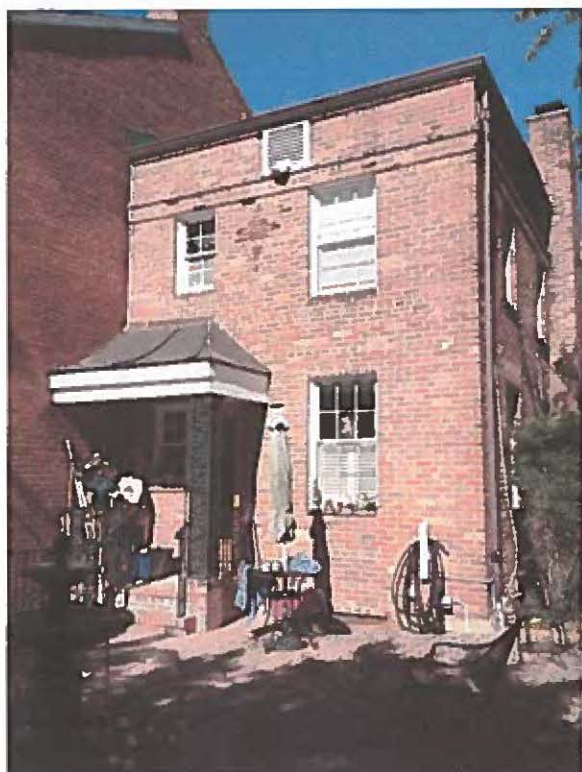
E. Open Space Calculations

| | |
|---------------------|---------|
| Existing Open Space | 2012.64 |
| Required Open Space | 1537.2 |
| Proposed Open Space | 1760.64 |

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

Signature: Regina R. Punt

Date: 8-12-15

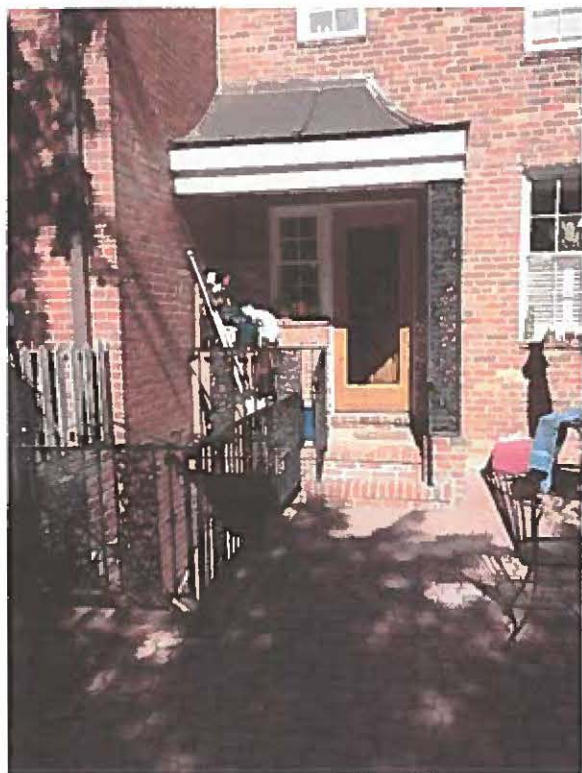


Rear Elevation

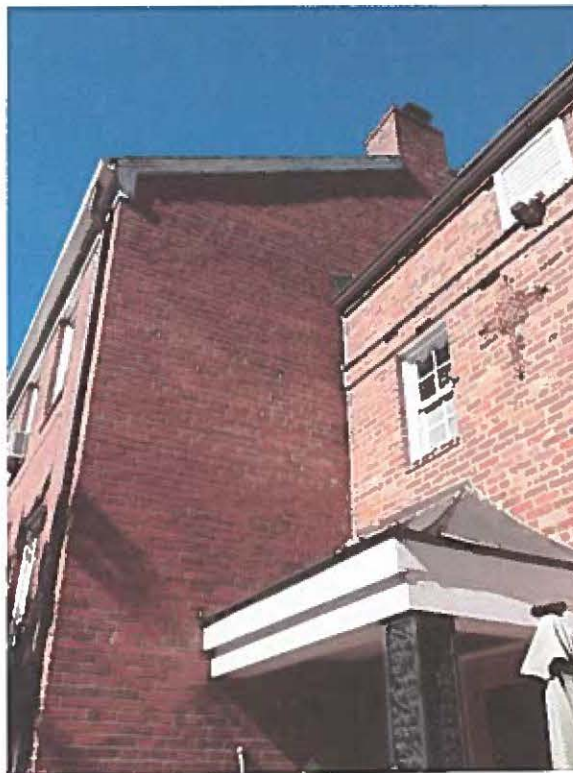


Side Elevation

Rear Entry Porch/ Stairs to Basement



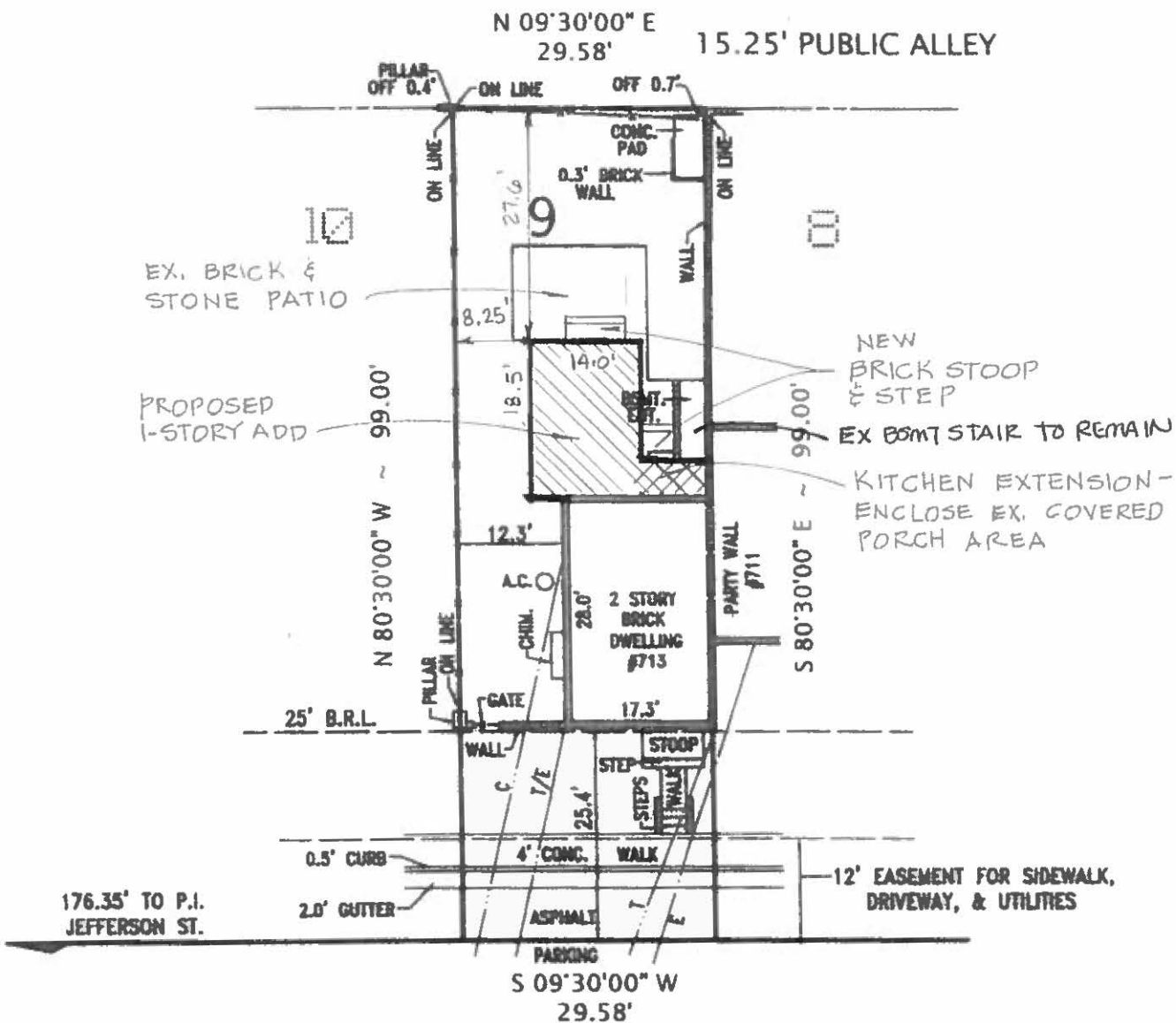
View towards adjacent residence



APPLICATION MATERIALS
BAR2015-00274/00275
713 S Pitt St.
8/13/2015

713 S. Pitt Street

- NOTES : 1. FENCES ARE FRAME.
2. 0.7' BRICK WALL UNLESS NOTED.
3. AREA = 2,928 S.F.



SOUTH PITT STREET

66' R/W

PLAT

SHOWING HOUSE LOCATION ON

LOT 9 BLOCK 5

RESUBDIVISION OF LOT 802

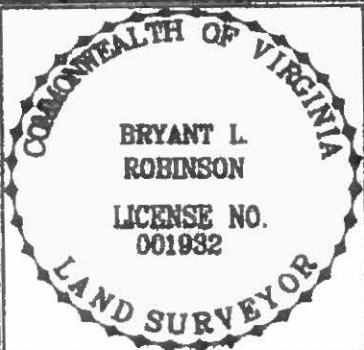
YATES GARDENS

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'

MARCH 30, 2005

GRAPHIC SCALE



CASE NAME:

RECTOR - SUTTON

PLAT SUBJECT TO RESTRICTIONS OF RECORD.
TITLE REPORT NOT FURNISHED.

I HEREBY CERTIFY THAT THE POSITIONS OF
ALL THE EXISTING ENCROACHMENTS HAVE BEEN
CAREFULLY ESTABLISHED BY A TRANSIT TAPE
SURVEY AND UNLESS OTHERWISE SHOWN,
THERE ARE NO VISIBLE ENCROACHMENTS.

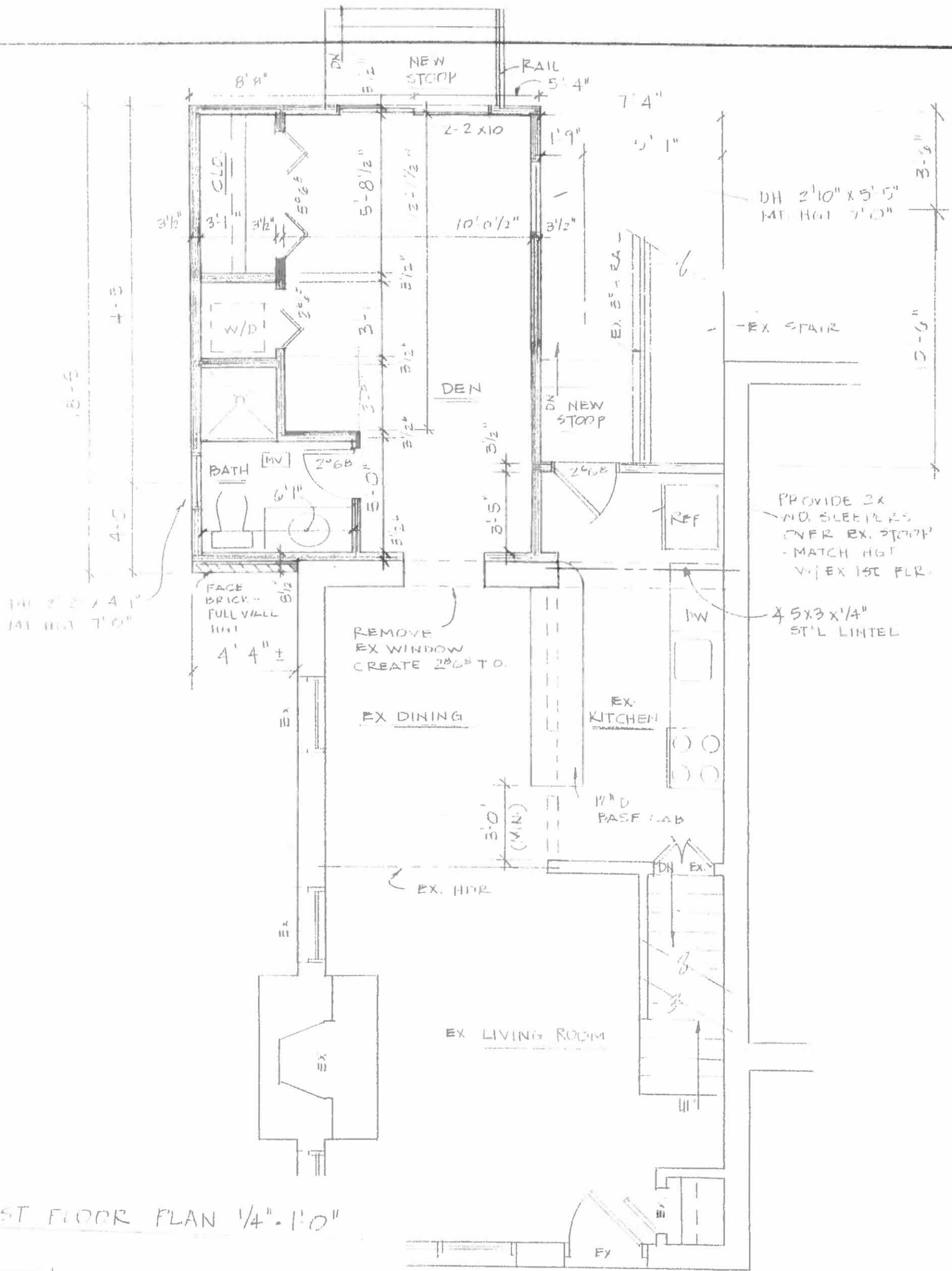
Bryant L. Robinson
BRYANT L. ROBINSON, L.S.

REQUESTED BY:

ROGER BRICK

ALEXANDRIA SURVEYS
INTERNATIONAL, LLC

6343 SOUTH KINGS HIGHWAY ALEXANDRIA, VIRGINIA 22306
TEL. NO. 703-660-8815 FAX NO. 703-768-7764

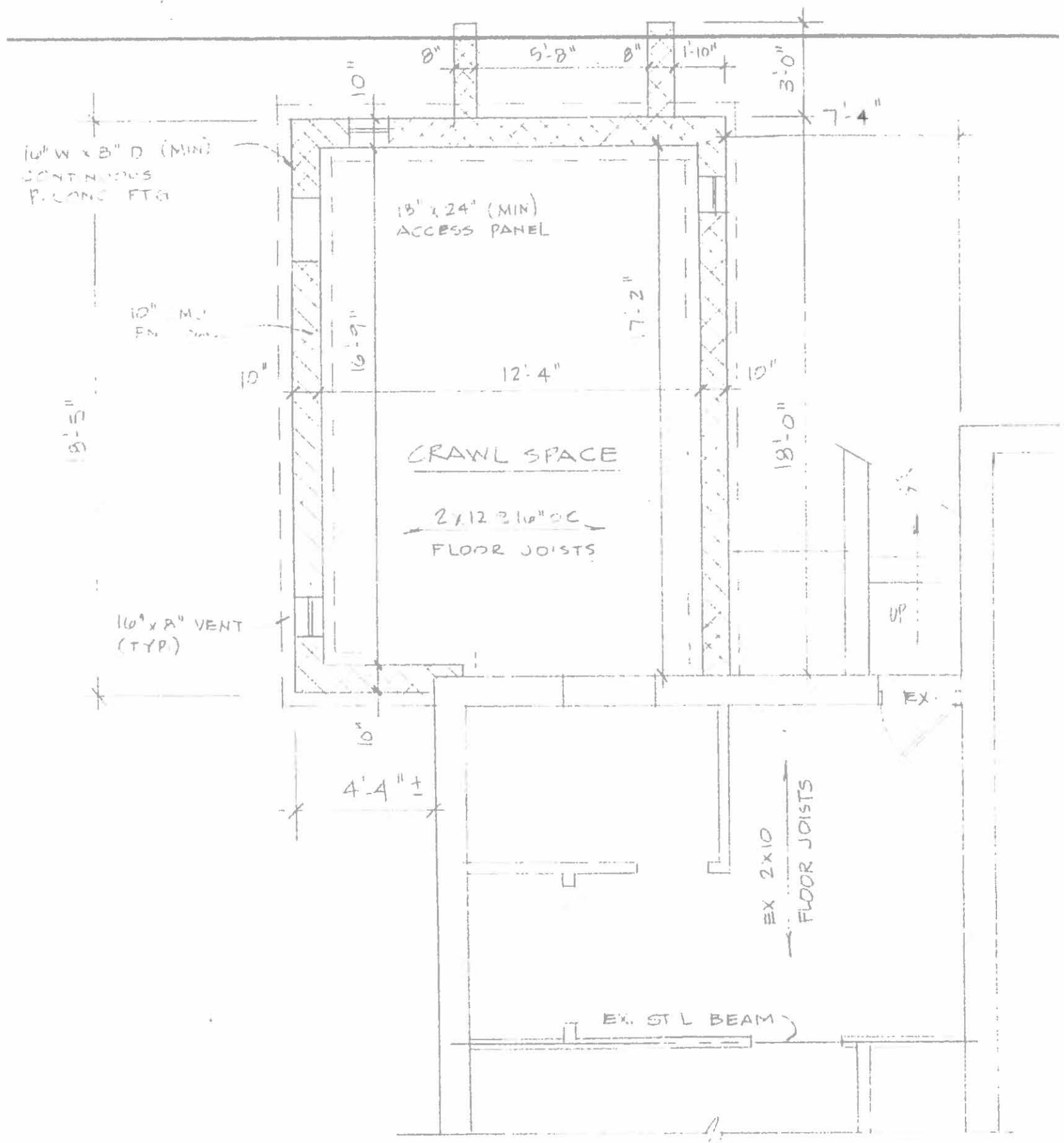


FIRST FLOOR PLAN 1/4" = 1'-0"



EX TO REMAIN
EX TO BE REMOVED
NEW CONSTRUCTION

| | | |
|--|------------------------------------|---------------|
| <p>Regina R. Gagliardo Printz Architect 9025 Ellenwood Lane Fairfax, Virginia 22032 703-503-8208</p> | 1-story Addition | |
| | SCALE: AS NOTED | DATE: 8-12-15 |
| | DRAWN BY: Reg | |
| | 713 S. Pitt Street, Alexandria, VA | |
| | SHEET NO.: 1 OF 4 | |



FOUNDATION PLAN 14' x 10'

Regina R. Gagliardo Printz
Architect
9025 Ellenwood Lane
Fairfax, Virginia 22032
703-503-8208

1-story Addition

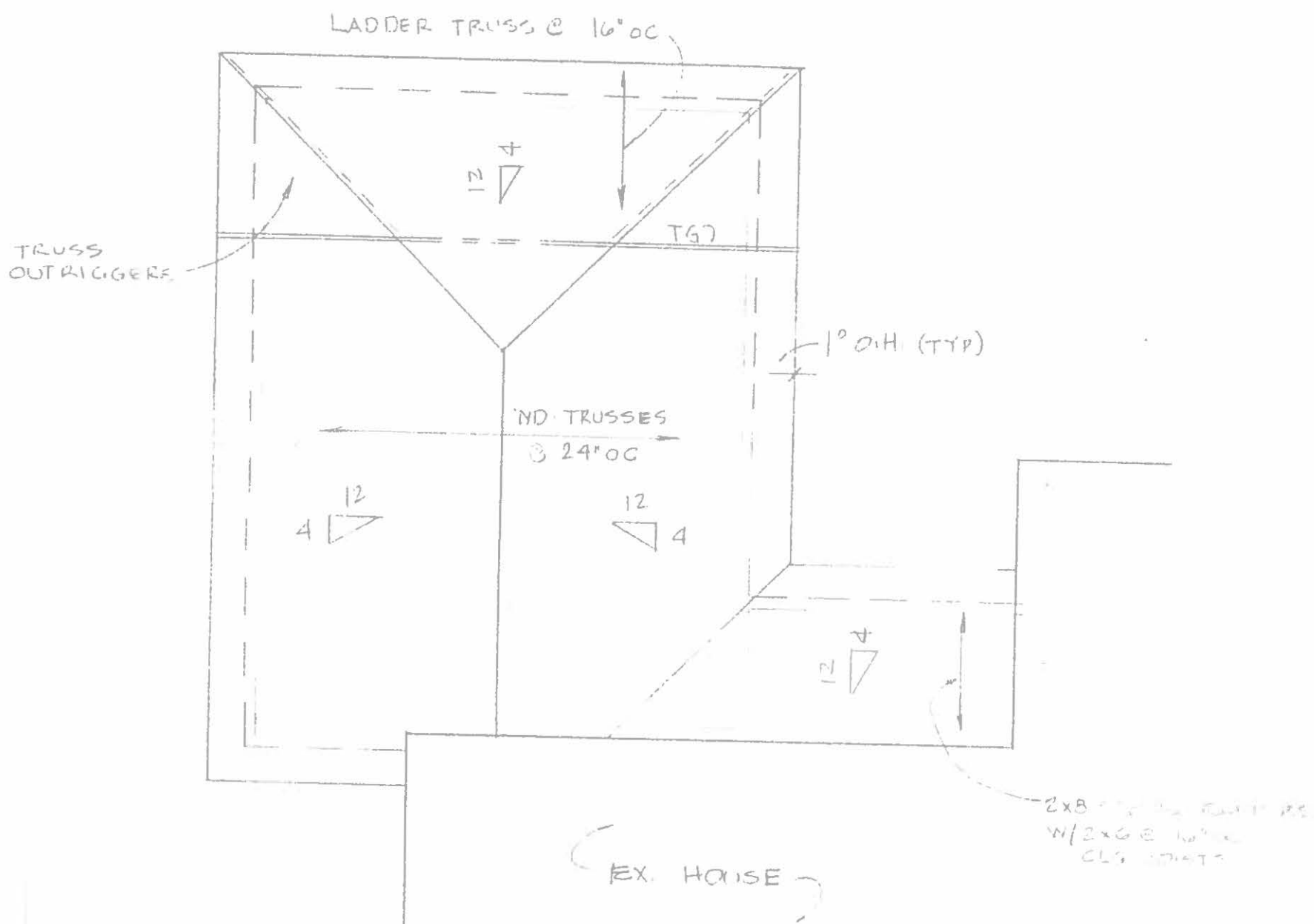
SCALE: AS NOTED

DATE: 8-12-15

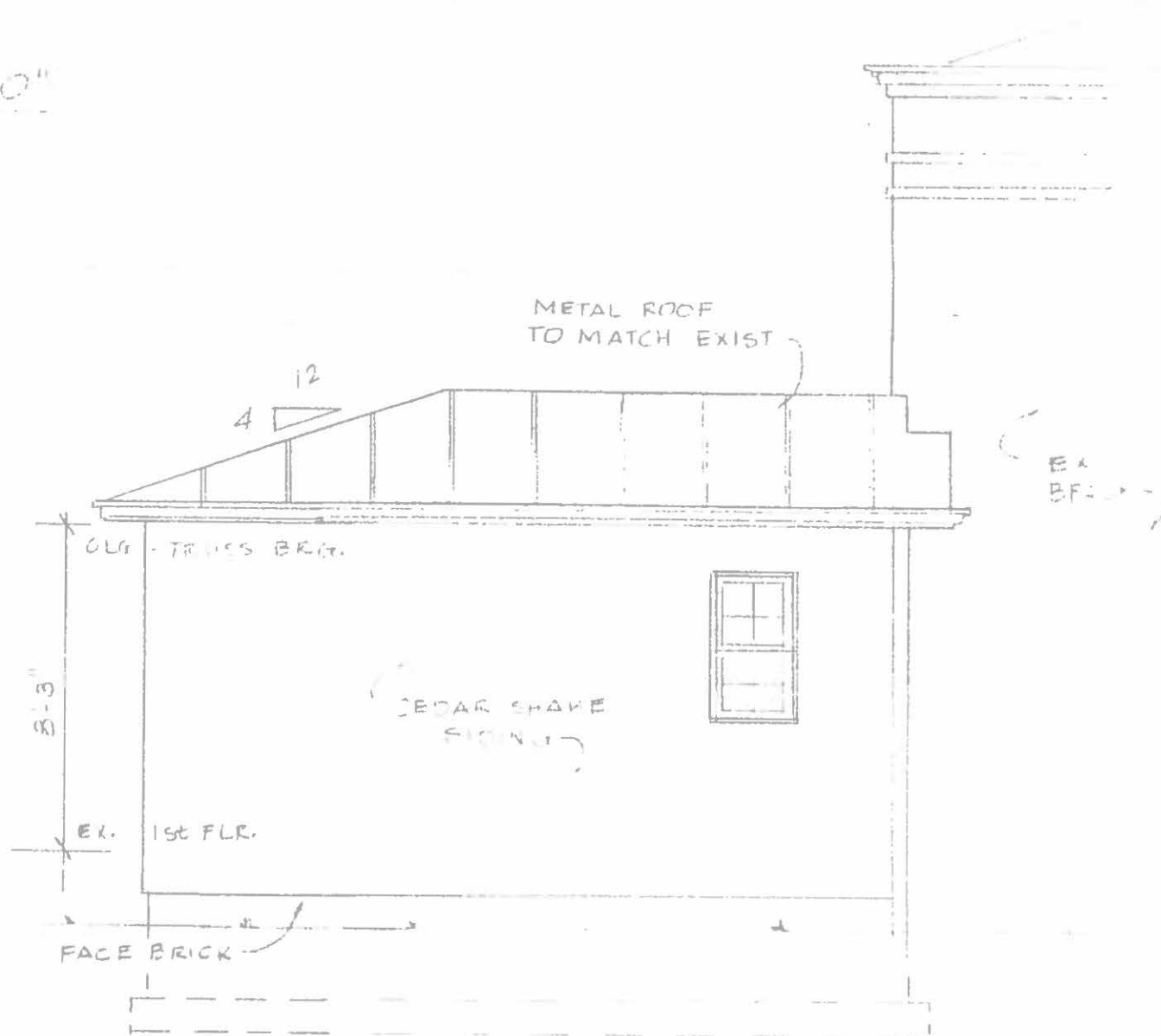
DRAWN BY: REG

713 S. Pitt Street, Alexandria, VA

SHEET NO: 2 OF 4



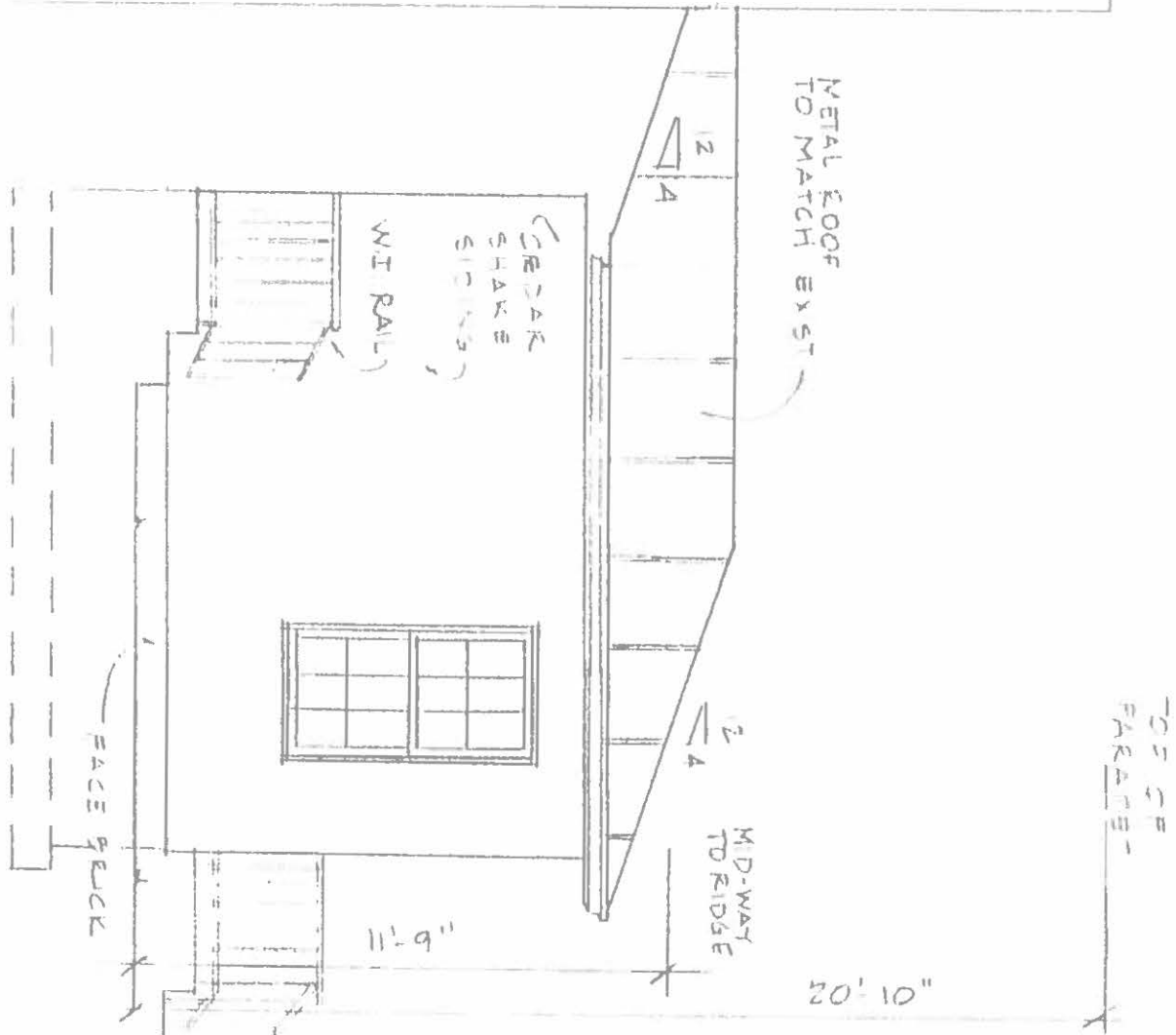
ROOF PLAN 1/4" = 1'-0"



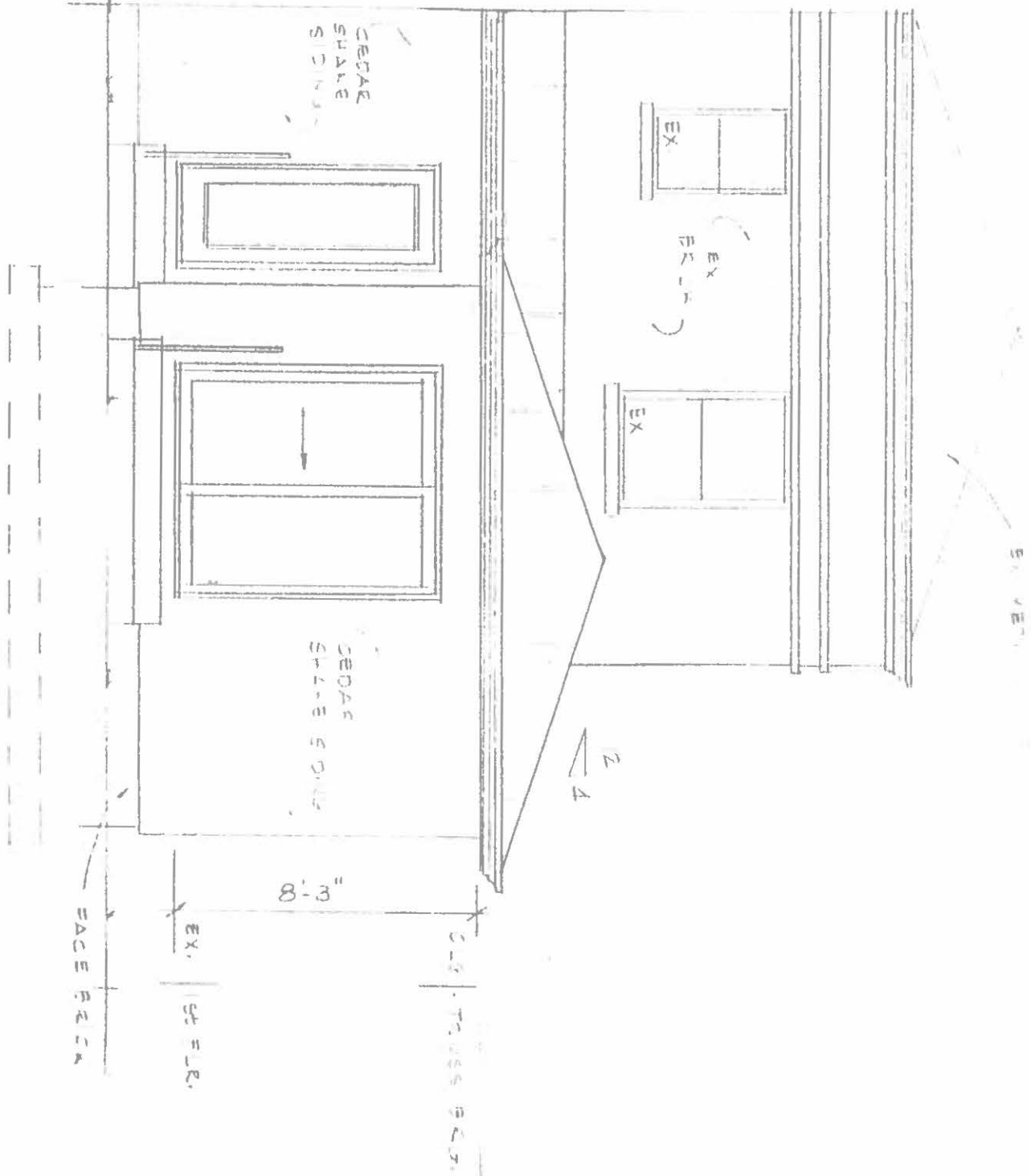
LEFT SIDE ELEVATION 1/4" = 1'-0"

| | | | |
|---|------------------------------------|---------------|---------------|
| Regina R. Gagliardo Printz Architect 9025 Ellenwood Lane Fairfax, Virginia 22032 703-503-8208 | 1-story Addition | | |
| | SCALE: AS NOTED | DATE: 8-12-15 | DRAWN BY: Reg |
| | 713 S. Pitt Street, Alexandria, VA | | |
| | SHEET NO.: 3 OF 4 | | |

RIGHT SIDE ELEVATION 14'-11-0"



REAR ELEVATION 14'-11-0"



Regina R. Gagliardo Printz
Architect
9025 Ellenwood Lane
Fairfax, Virginia 22032
703-503-8208

1-story Addition

SCALE: AS NOTED

DATE: 8-12-15

DRAWN BY: Reg

713 S. Pitt Street, Alexandria, VA

SHEET NO.: 4 OF 4