

BAR Meeting  
November 18, 2015

**ISSUE:** Partial Demolition/Capsulation and Certificate of Appropriateness for Addition and Alterations

**APPLICANT:** David and Rixey Canfield

**LOCATION:** 219 North Royal Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION**

Staff recommends approval of the Permit to Demolish/Capsulate and Certificate of Appropriateness with the archaeology conditions below.

- 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. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
- The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
- All required archaeological preservation measures shall be completed in compliance with Section 11-411 of the Zoning Ordinance.

## **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](mailto: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.



**BAR2015-00357 & BAR2015-00348**



**\*Note:** *The two reports for 219 North Royal Street, BAR #2015-0348 (Permit to Demolish/Capsulate) and BAR #2015-0357 (Certificate of Appropriateness) have been combined for clarity and brevity. This item requires a roll call vote.*

## **I. ISSUE**

The applicant is requesting approval of a Permit to Demolish/Capsulate and a Certificate of Appropriateness in order to renovate the existing 1-1/2 story carriage house into a guest cottage and reconstruct the current garden wall. The subject brick outbuilding is located on a separate lot abutting 217/219 N Royal Street to the west, 308 Queen Street to the north, and a private alley and 218 N Fairfax Street to the east. No alterations are proposed for the historic home at 219 North Royal Street. The proposal includes:

### ***Permit to Demolish/Capsulate:***

- Demolition of wall area on the second floor of the north elevation to house a new window.
- Demolition of wall area on the second floor of the west elevation to house a new window.
- Demolition of wall area on the second floor of the east elevation to house a new window.
- Infill a portion of an existing entrance on the east elevation. The opening is being converted into a window.

### ***Certificate of Appropriateness:***

#### ***North Elevation***

- Removal of the existing wood door and replace with an aluminum-clad, glazed door in the existing opening detailed with a single, paneled, operable, wood shutter. (Not visible from ROW)
- Removal of the existing wood door in the first and second story “window” openings and replace with an aluminum-clad casement window in the existing opening. The new second floor window will also be detailed with a single, paneled, operable, wood shutter.
- Installation a gang of three aluminum-clad casement windows set upon a metal panel bulkhead in the existing carriage entrance opening which is currently filled in with brick.
- Installation of a new, aluminum-clad casement window on the second floor.

#### ***South Elevation – Not visible from ROW***

- Replacement of the existing window with a new single, light, metal window.

#### ***East Elevation***

- Installation of a new aluminum-clad double-hung window in the gable end.
- Conversion of a door into a window and the installation of a new, aluminum-clad window on the first floor (Not visible from ROW.)
- Removal of existing gates, dismantle the existing brick wall and piers and reconstruction of the wall at the same height and design utilizing existing brick as much as possible. Installation of a new, wood sliding gate.

#### ***West Elevation – Not visible from ROW***

- Installation of a new aluminum-clad double-hung window in the gable end.



## II. HISTORY

219 North Royal Street is a two-story, three bay residential rowhouse that was constructed between **1811 and 1814** by James McGuire according to Ethelyn Cox's *Historic Alexandria, Virginia: Street* (pp.150-151). The house was fully completed by 1814 because tax records show that Noblett Herbert was the tenant of 219 North Royal Street at that time.

The carriage house was constructed prior to 1896 based on Sanborn Fire Insurance Maps. The structure features six-course common bond brickwork with a saw-tooth cornice. The side gable roof is clad in standing seam, which was installed between 1907-1912. The original roof was wood shake. The building has been altered throughout the years including the addition and infilling of doors, windows - most notable the carriage door opening on the north elevation (see below.) A one-story addition was also added and removed in the late 19<sup>th</sup> century.<sup>1</sup>



**Infill Ghosting  
Below window on South Elevation**



**Infill Ghosting – South Elevation**



**Metal Lintel above door – East Elevation**



**Infill Ghosting – North Elevation; All windows and doors have metal lintels - indicating at a minimum a repair to the opening.**

**Figure 1: Physical Documentation of alterations**

<sup>1</sup> The Sanborn Fire Insurance Map research.

Staff notes that the only portion of the building visible down the private alley from North Fairfax Street is the second floor of the east elevation and a portion of the north elevation. Both elevations are only visible above the brick wall.

### **III. ANALYSIS**

#### **Permit to Demolish/Capsulate**

In considering a Permit to Demolish or Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, Sec 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 an historic shrine?
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?

While the carriage house is, without question, old and important, staff does not believe the amount of demolition/capsulation proposed in this specific application rises to the level that meets any of the above criteria, as the existing building has had a substantial amount of alteration and demolition over time, based on physical and documentation. Staff supports the application for a Permit to Demolish/Capsulate, as submitted.

#### **Certificate of Appropriateness**

The BAR's *Design Guidelines* encourage alterations to accessory structures that should "complement but not compete with the architecture of the main building" and also notes that materials should be "simpler and not detract from the materials of the main building."

The architect has chosen to utilize a modern design for the windows and doors with the selection of horizontal muntins. This modern architectural vocabulary for the new fenestration is a subtle contrast to the historic mid-19<sup>th</sup> century building that staff finds to be compatible with the very simple/utilitarian character of the existing historic structure. The proposed fenestration provides a clear differentiation from the very simple detailing found on the historic mass and reflects the building's evolution of uses. Additionally, the majority of these features will not be visible from the public right-of-way, due to the existing six foot high garden wall.

The proposal is an excellent example of adaptive reuse of a historic building, where the original use of the building is no longer relevant and a modern use is found where minimal alterations can be made to preserve the building. Working with staff, the architect studied numerous alternatives over a long period of time and the applicant ultimately came back to one of the simplest and most conservative interventions, one that respects the architectural integrity and character of the original structure while adapting it for contemporary needs. Staff finds that the overall visual impact of the proposed alterations from the street is very minimal, if any, and the view will remain unchanged. Staff also commends the applicant for recognizing the importance of this historic outbuilding and keeping the alterations within its existing footprint.

Staff finds that the proposed alterations are thoughtful, appropriate and compatible with the historic building and will not negatively impact the integrity of this historic resource or adjacent historic resources. Therefore, Staff recommends approval of the application.

#### Wall/Gate

Staff has no objections to the applicant's request for the repair/replacement of the existing brick wall and wood gate. The brick wall will reuse the existing brick, as much as possible, noting that the wall has been extensively repaired over the years and many of the bricks are damaged. The height and design of the wall will remain unchanged. The new, wood gate will be a sliding gate, to replace the existing double door gate, however, the material and the gate's overall height is remaining unchanged. Staff finds that these details are compatible and consistent with the architectural style of the main house and the associated outbuilding building.

Staff recommends approval of the application, as submitted.

#### **STAFF**

Michele Oaks, Historic Preservation Planner, Planning & Zoning  
Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

#### **IV. CITY DEPARTMENT COMMENTS**

Legend: C - code requirement R - recommendation S - suggestion F- finding

#### **Zoning Comments**

C-1 Proposed replacement wall and pillars must be located completely on the subject property. It is not clear if the pillar that straddles the rear property line shared with 220 N Fairfax Street is proposed to be demolished.

**Response from applicant:** The proposed wall and pillar replacements occur completely on the property of 219 North Royal. The Pillar that straddles the property line with 220 North Fairfax will remain in place, as is.

**Updated comment:** Proposed replacement wall and pillars comply with zoning.

- C-2 Applicant should indicate the proposed use of the carriage house. No means for cooking or a kitchen should be installed. The carriage house cannot be used as a second dwelling unit on the lot.

**Response from applicant:** The carriage house is intended as family guest quarters and will not contain cooking facilities.

**Updated comment:** Proposed alterations to the carriage house will comply with zoning.

### **Archaeology**

- F-1 Although the proposed project will likely have little or no impact on the ground surface, the lot retains a high level of historic and archaeological significance. The house at 219 N. Royal was built by James McGuire sometime between 1811 and 1814. McGuire lived at 217 N. Royal and rented the adjoining house at 219 N. Royal. McGuire's first tenant at 219 N. Royal was Noblett Herbert in 1814, recently married to the niece of Bushrod Washington of Mount Vernon in 1813. Given the historic significance of the lot, important archaeological information could be found on the property.
- R-1 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. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
- R-2 The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
- C-1 All required archaeological preservation measures shall be completed in compliance with Section 11-411 of the Zoning Ordinance.

### **Code Administration**

- F-1 The following comments are for BAR 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 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC).
- C-2 A building permit is required for this project.

**Transportation and Environmental Services (T&ES)**

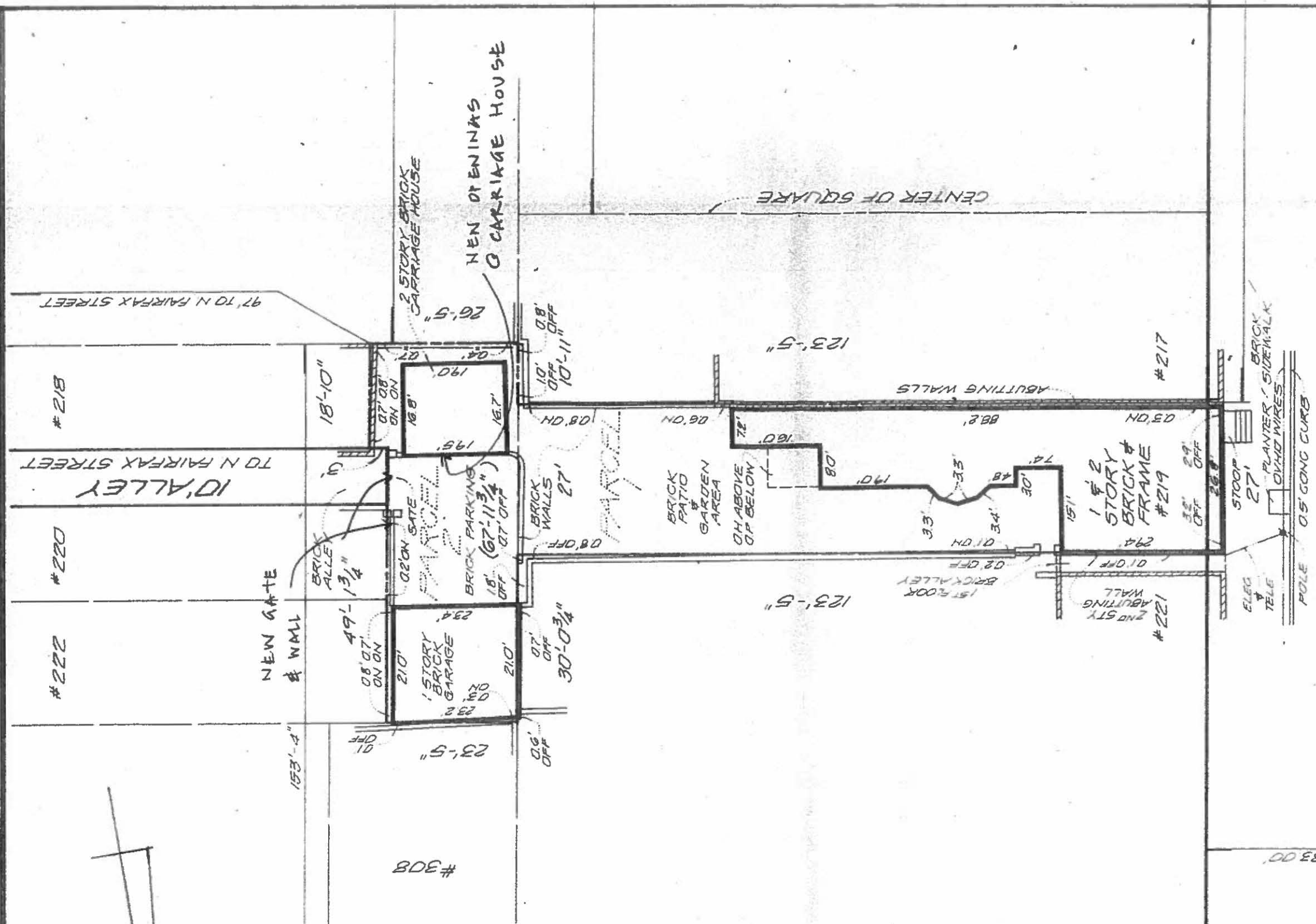
- R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R-3 No permanent structure may be constructed over any 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)
- F-2 If the alley located at the rear of the parcel is to be used at any point of the construction process the following will be required:  
For a Public Alley - The applicant shall contact T&ES, Construction Management & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.  
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (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 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-4 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)

**V. ATTACHMENTS**

*1 – Supporting Materials*

*2 – Application for BAR2015-0348 & 0357 for 219 North Royal Street*






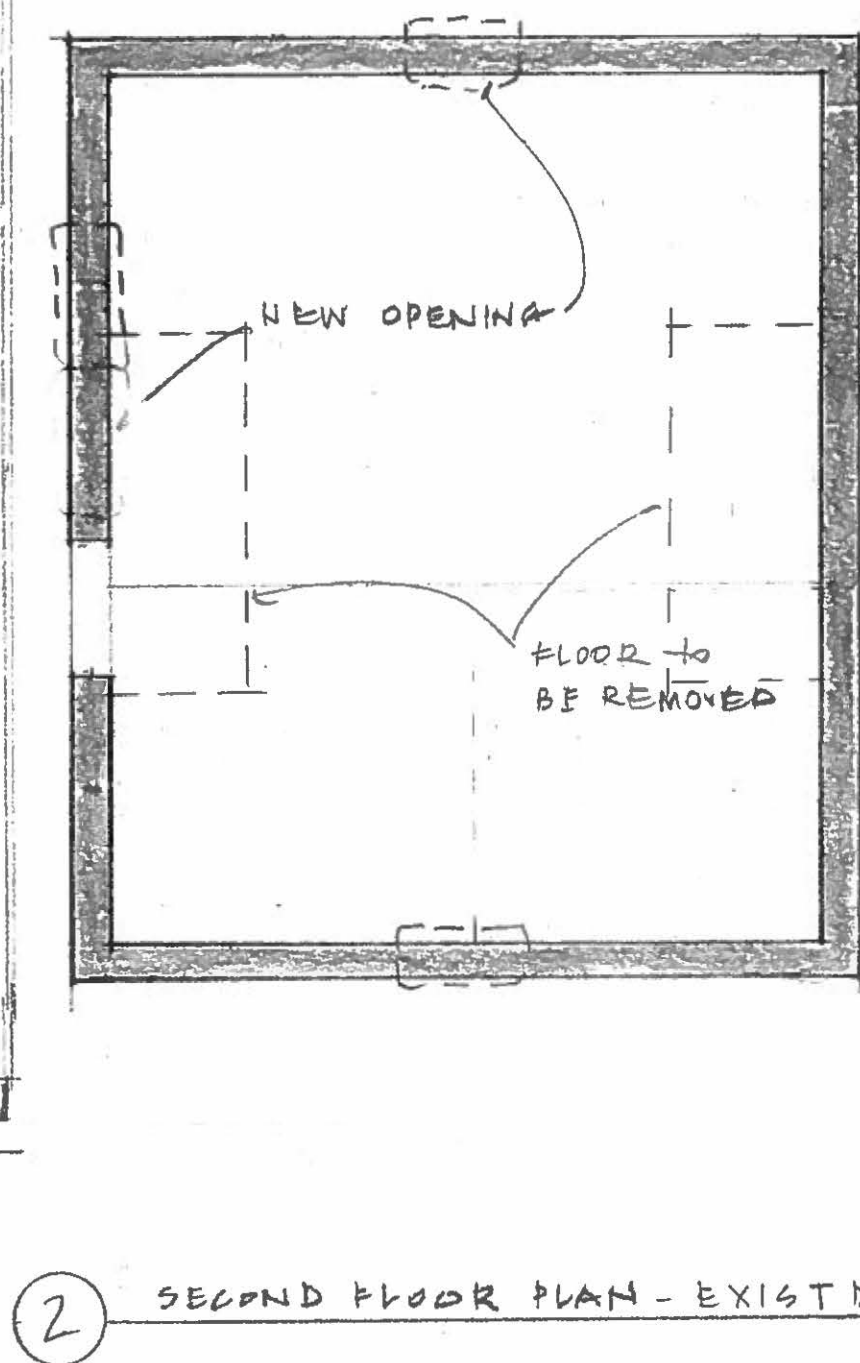
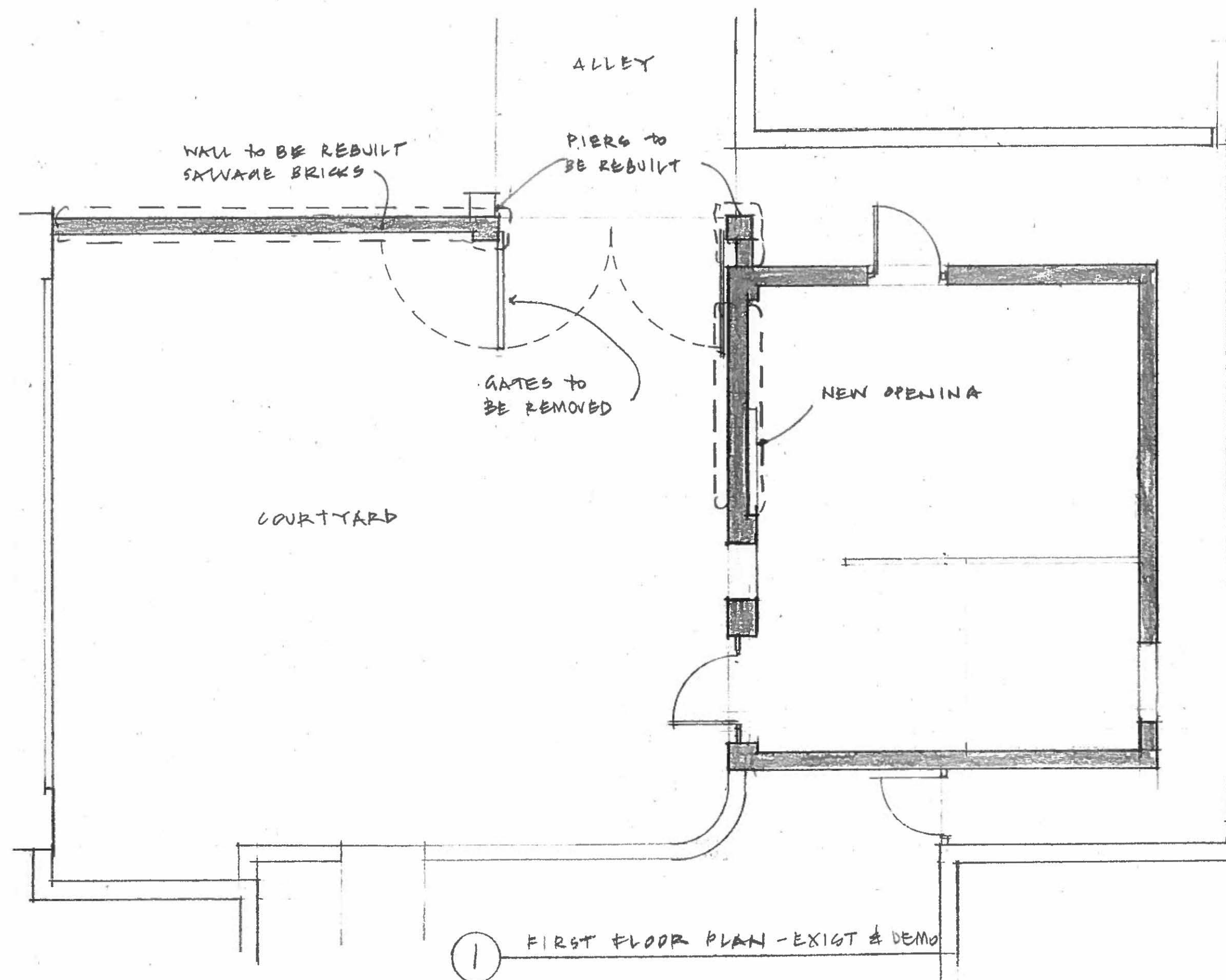
PLAT  
SHOWING HOUSE LOCATED ON  
THE PROPERTY LOCATED AT

219 NORTH ROYAL STREET  
CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1"=20'  
APRIL 19, 1990

|   |  |
|---|--|
| CASE NAME:<br><b>DAMERON - CANFIELD</b><br><b>MAYS &amp; VALENTINE</b>  |  |
|   |  |
| THIS PROPERTY IS NOT LOCATED IN A<br>H.U.D. DESIGNATED FLOOD HAZARD<br>ZONE.<br>PLAT SUBJECT TO RESTRICTIONS OF<br>RECORD.<br>TITLE REPORT NOT FURNISHED.<br>I HEREBY CERTIFY THAT THE POSITIONS OF<br>ALL THE EXISTING IMPROVEMENTS HAVE BEEN<br>CAREFULLY ESTABLISHED BY A TRANSIT TAPE<br>SURVEY AND UNLESS OTHERWISE SHOWN,<br>THERE ARE NO VISIBLE ENCROACHMENTS.<br><i>Kenneth W. White</i> |  |

APPLICATION MATERIAL  
BAR2015-00348  
219 N Royal St  
10/19/2015





APPLICATION MATERIALS  
 BAR2015-00348  
 219 N Royal St  
 10/19/2015

GARAGE

BRICK WALL & PIERS TO  
 BE REBUILT

EXIST BRICK

3 WALL ELEVATION (COURTYARD)

NEW  
 OPENINGS

ROOF TO BE  
 REMOVED

NEW OPENING

EXIST BRICK

1 NORTH ELEVATION - EXIST & DEMOLITION

2 WEST ELEVATION - EXIST & DEMO

C<sup>2</sup>

STUDIO CAMUS LLC

225 North Pitt Street Alexandria Virginia 22314

lynette@camusllc.com

Lynette 703 989 3777

Patrick 703 626 1984

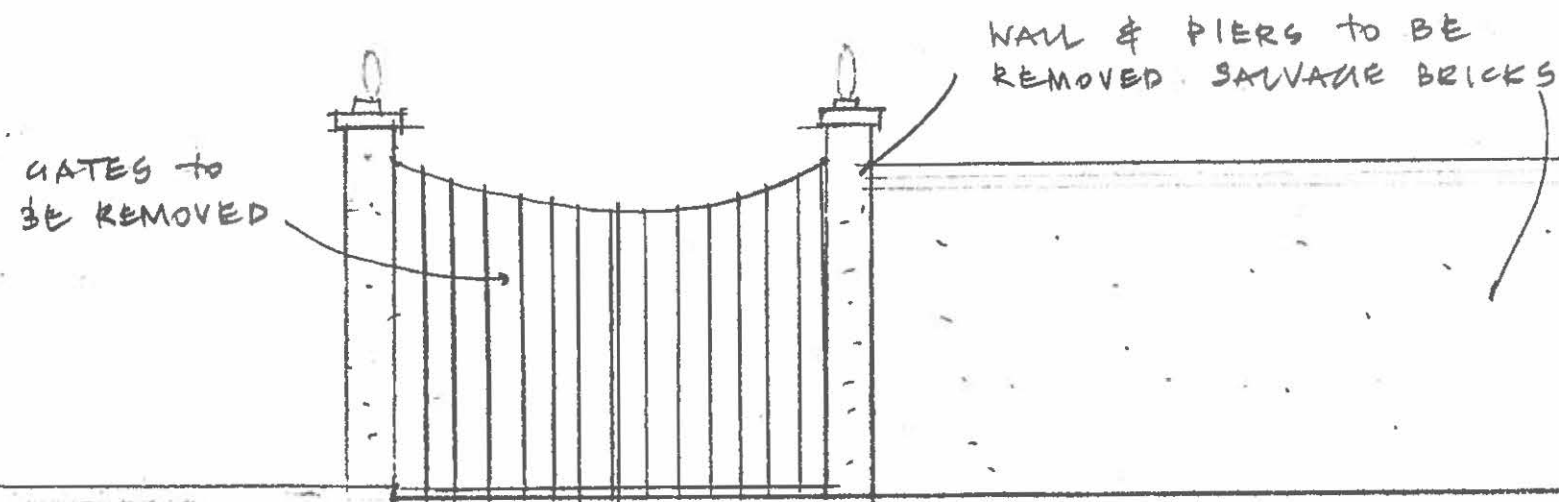
Proposed Modifications to the  
 CANFIELD RESIDENCE

219 North Royal Street Alexandria Virginia

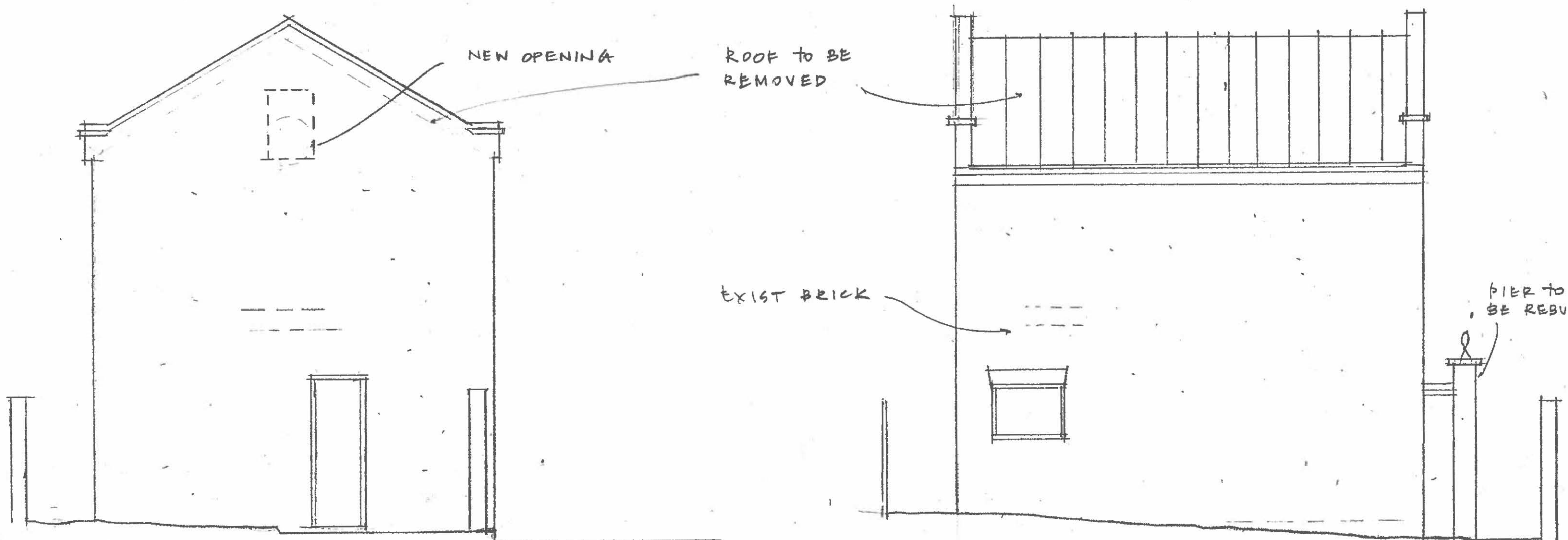
DATE  
 10/01/15  
 SCALE  
 1/4" = 1'-0"

SHEET

A2



3 ALLEY ELEVATION



1 EAST ELEVATION EXIST & DEMOLITION

2 SOUTH ELEVATION EXIST & DEMOLITION

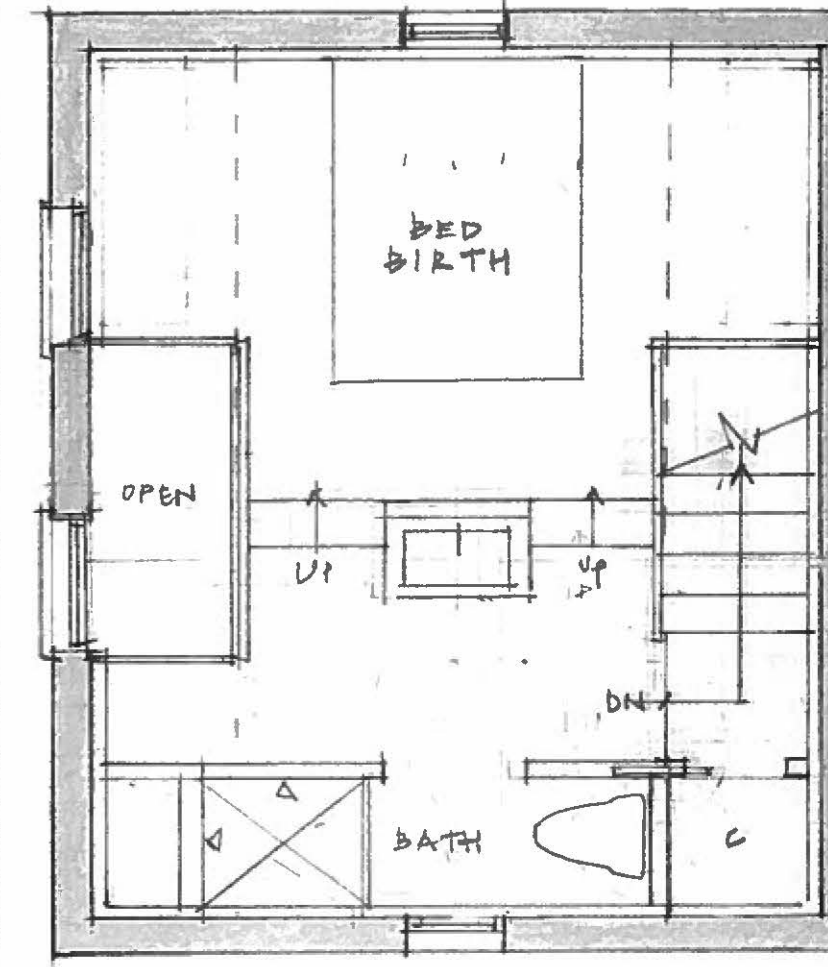
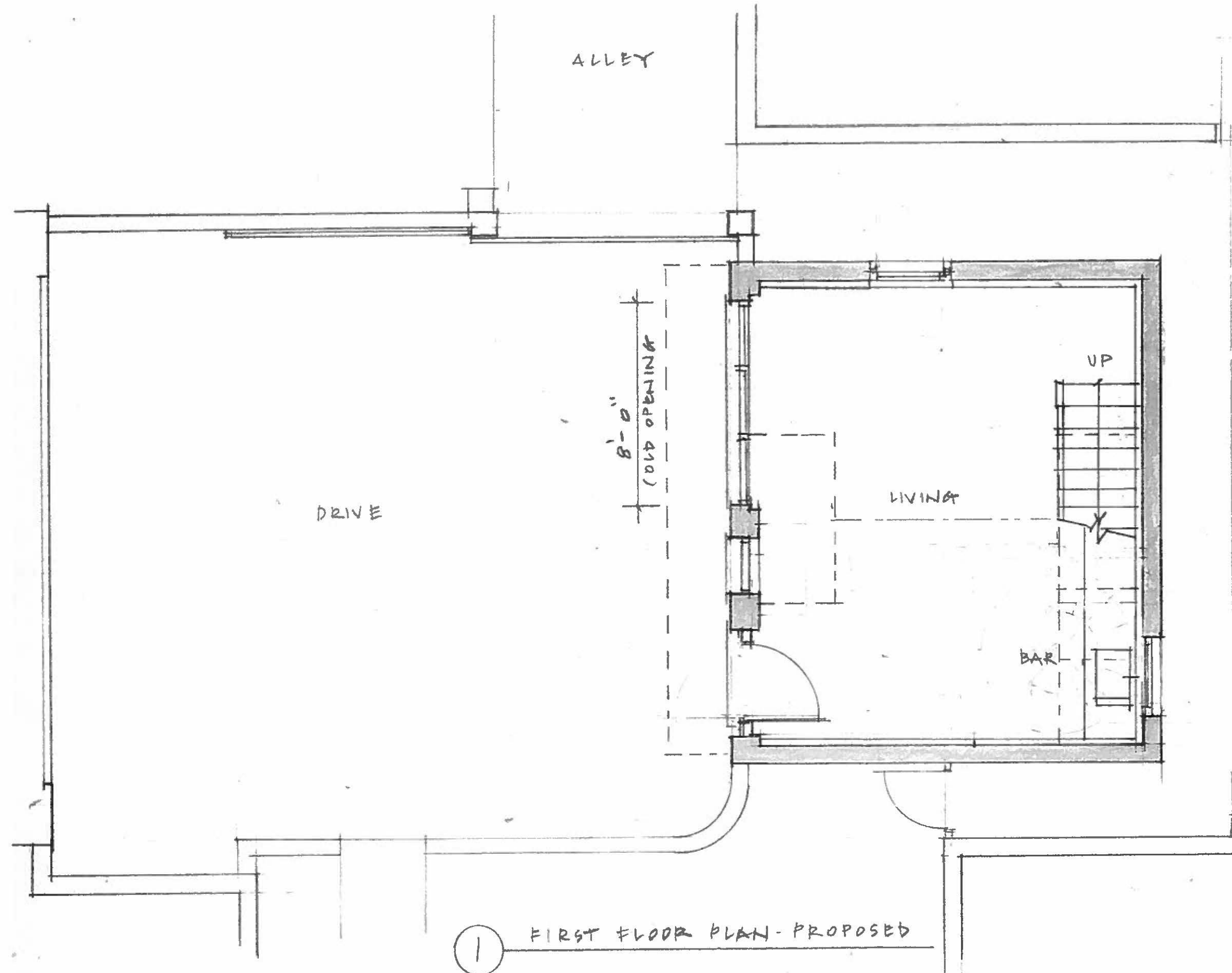
C<sup>2</sup>

STUDIO CAMUS LLC  
225 North Pitt Street Alexandria Virginia 22314  
Lynnette 703 989 3777 Patrick 703 626 1984

Proposed Modifications to the  
CANFIELD RESIDENCE  
219 North Royal Street Alexandria Virginia

DATE  
19 OCT 15  
SCALE  
1/4"=1'-0"

SHEET  
A3



1 FIRST FLOOR PLAN - PROPOSED

2 SECOND FLOOR PLAN PROPOSED



APPLICATION MATERIALS  
 BAR2015-00348  
 219 N Royal St  
 10/19/2015

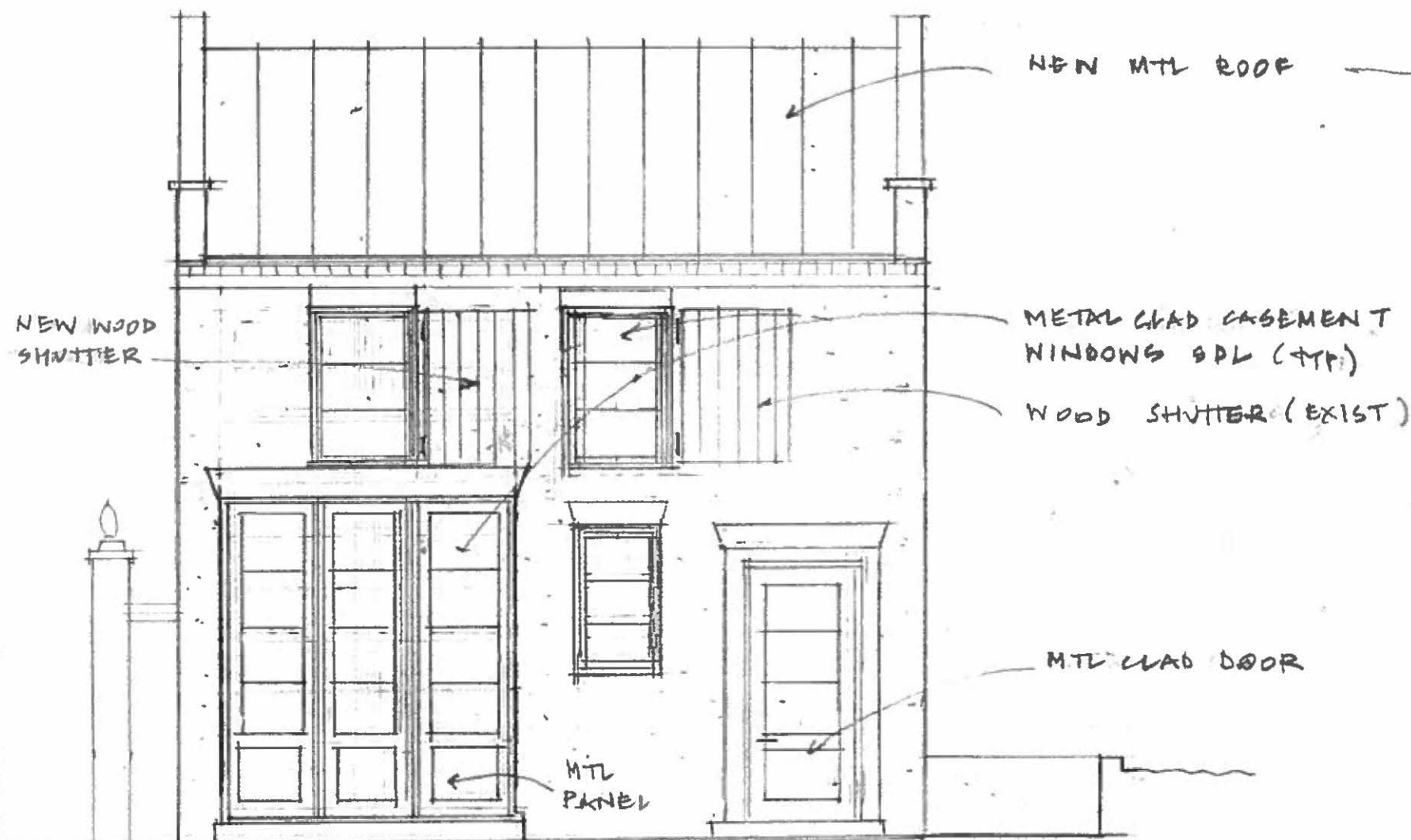
GARAGE

REBUILT BRICK WALL  
 IN KIND

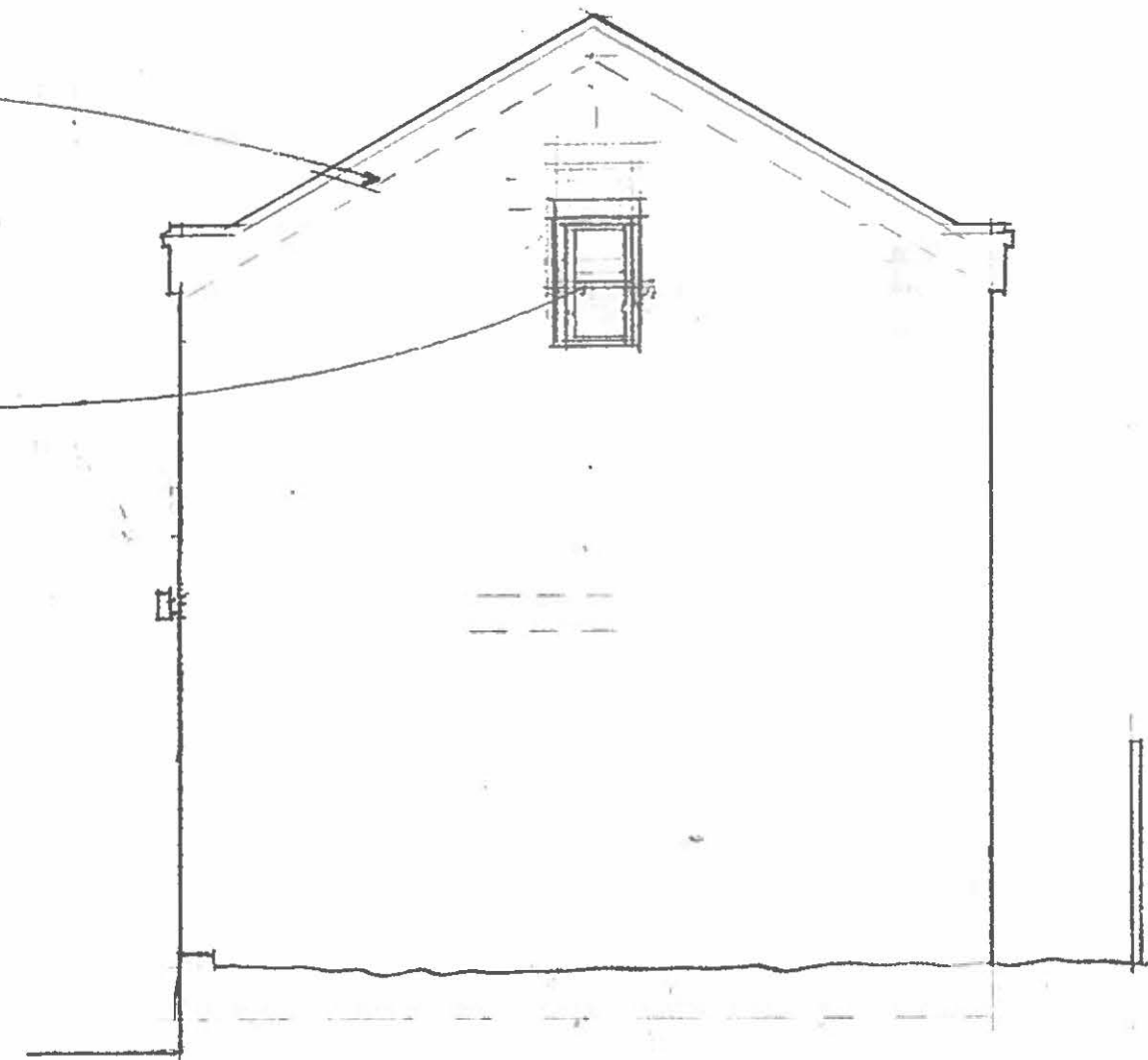
NEW WOOD  
 GATE, SLIDING

REBUILT PIER - IN KIND  
 EXIST WALL

3 WALL ELEVATION (COURTYARD)



1 NORTH ELEVATION - PROPOSED



2 WEST ELEVATION - PROPOSED

C<sup>2</sup>

STUDIO CAMUS LLC  
 225 North Pitt Street Alexandria Virginia 22314  
 Lynnelle 703 989 3777 Patrick 703 626 1984

Proposed Modifications to the  
 CANFIELD RESIDENCE  
 219 North Royal Street Alexandria Virginia

DATE  
 10 OCT 15  
 SCALE  
 1/4" = 1'-0"

SHEET  
 A5

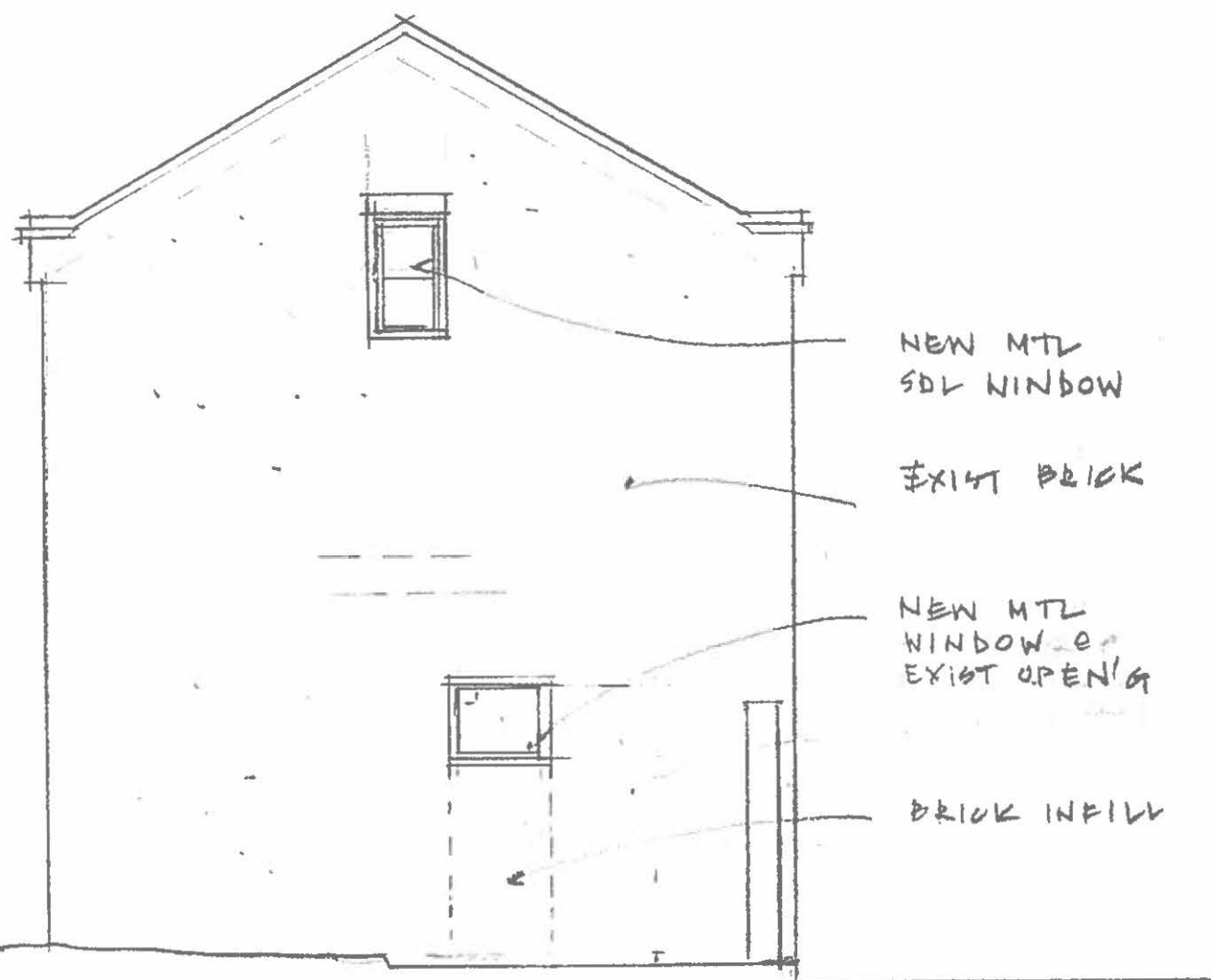
APPLICATION MATERIALS  
BAR2015-00348  
219 N Royal St  
10/19/2015

NEW PAINTED WOOD GATE  
(SLIDING)

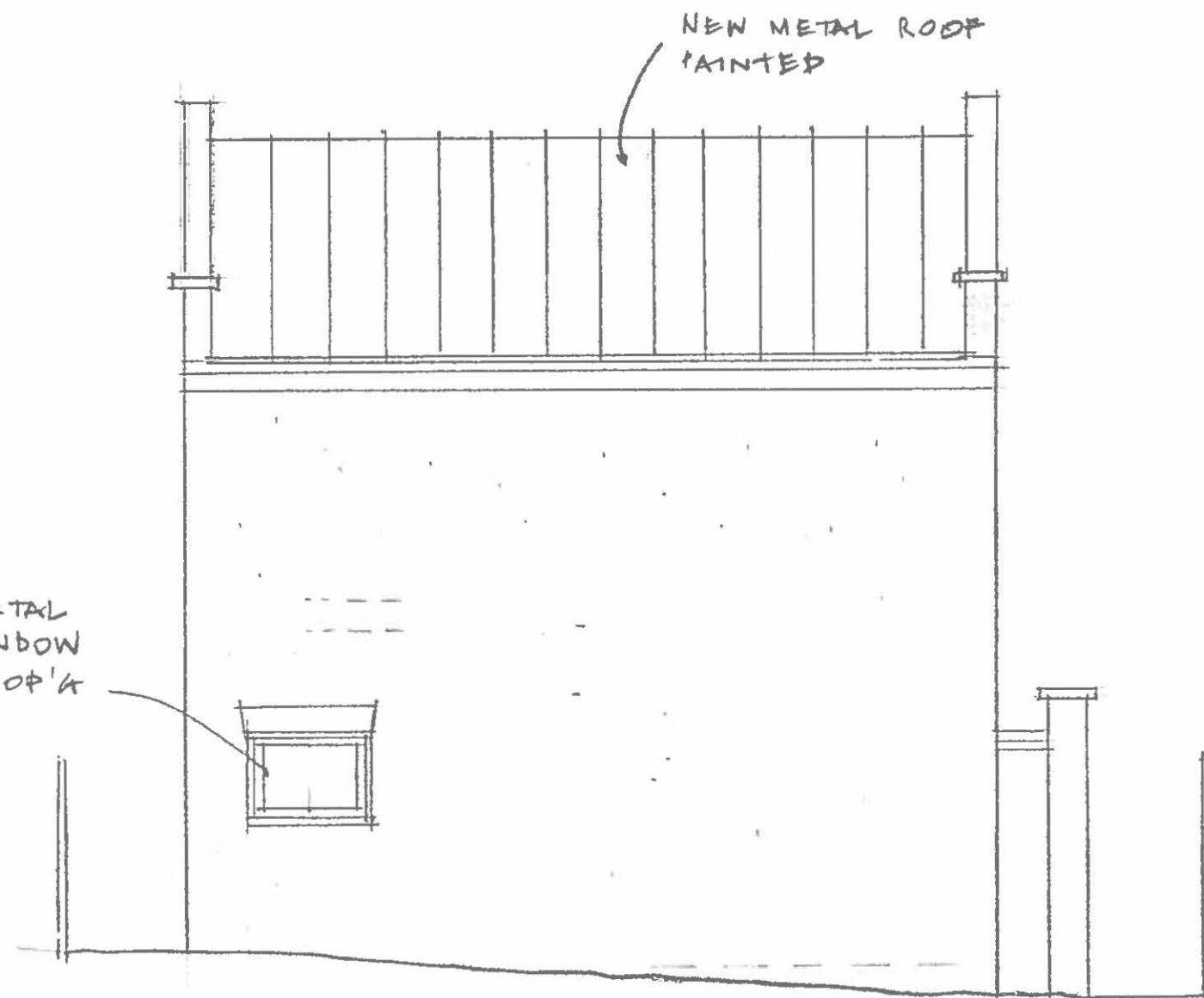
REBUILT WALL  
& PIERS

EXIST GARAGE

3 ALLEY ELEVATION



1 EAST ELEVATION - PROPOSED



2 SOUTH ELEVATION - PROPOSED

C<sup>2</sup>

STUDIO CAMUS LLC  
225 North Pitt Street Alexandria Virginia 22314  
studio@camusconcepts.net  
Lynnette 703 989 3777 Patrick 703 626 1984

Proposed Modifications to the  
CANFIELD RESIDENCE  
219 North Royal Street Alexandria Virginia

DATE  
19 OCT 15  
SCALE  
1/4" = 1'-0"

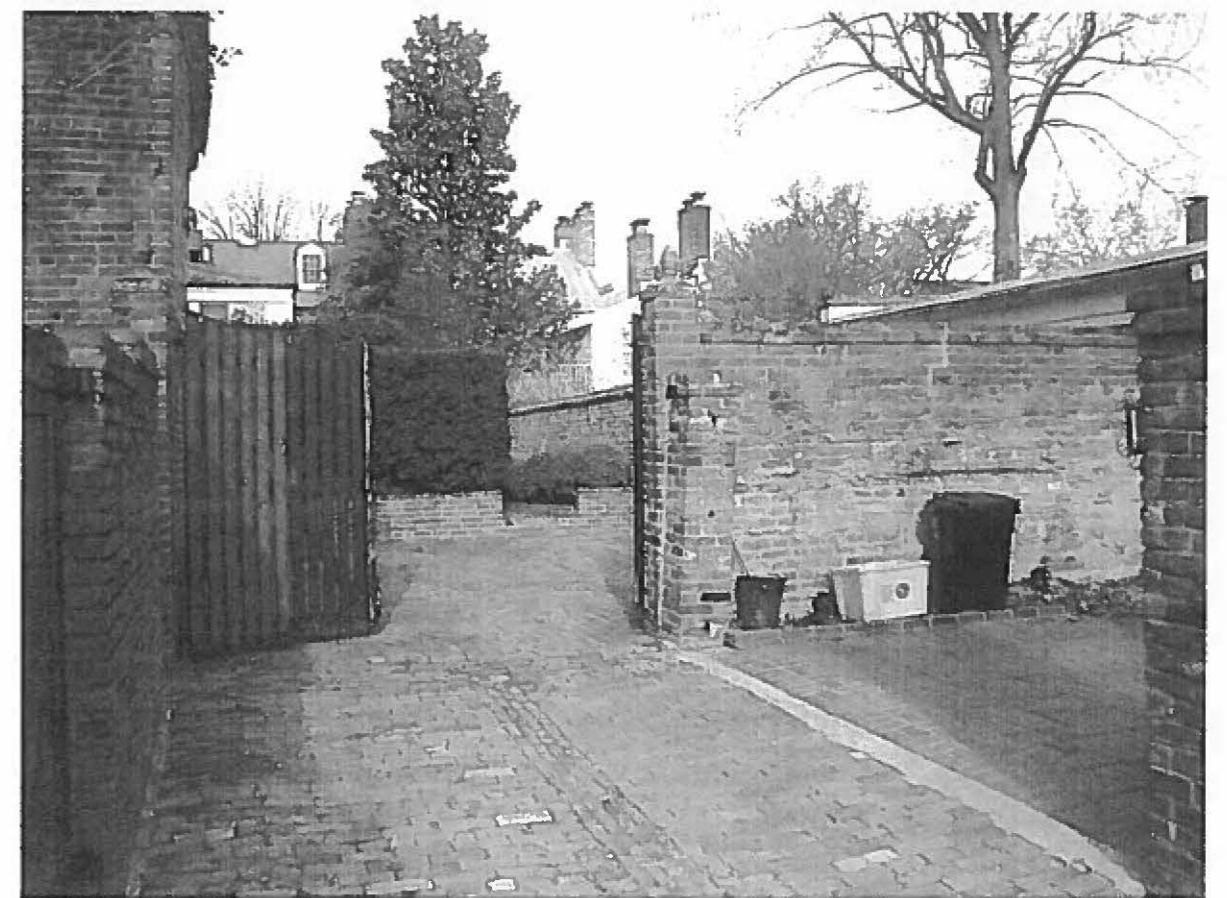
SHEET  
A6



ALLEY  
(FROM FAIRFAX)



COURTYARD



C<sup>2</sup>

**STUDIO CAMUS LLC**  
225 North Pitt Street Alexandria Virginia 22314  
[studiocamus@comcast.net](mailto:studiocamus@comcast.net)  
Lynnette 703 989 3777 Patrick 703 626 1984

APPLICATION MATERIALS  
BAR2015-00348  
219 N Royal St  
10/19/2015

Proposed Modifications to the  
**CANFIELD RESIDENCE**  
219 North Royal Street Alexandria Virginia

DATE  
19 OCT 15  
SCALE  
NTS

SHEET  
A7

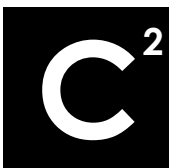




## **JELD WEN Simulated Divided Lites**

(SDL) grilles that are permanently attached to both the interior and exterior glass (aluminum for clad exteriors, wood for wood exteriors), metal bars placed between the panes of insulating glass to provide design detail.

Grilles 7/8" width in putty profile: These grilles are available in wood for wood exteriors or the color that matches the exterior clad color of the window you choose or a custom color.



**STUDIO CAMUS LLC**  
 225 North Pitt Street Alexandria Virginia 22314  
 studiocamus@comcast.net  
 Lynnette 703 989 3777 Patrick 703 261 1984

219 North Royal Street  
 Metal clad window specs

ADDRESS OF PROJECT: 219 NORTH ROYAL  
TAX MAP AND PARCEL: 65.03-10-37 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: DAVID & RIXEY CANFIELD

Address: 219 NORTH ROYAL ST

City: ALEXANDRIA State: VA Zip: 22314

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

☒ DESIGNER

Name: PATRICK CAMUS

Phone: 703 626 1984

E-mail: studhocamus@comcast.net

## Legal Property Owner:

Name: SAME

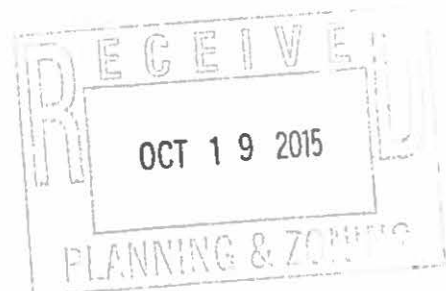
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ 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.





**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 checked="" type="checkbox"/> doors | <input checked="" 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).*

NEW OPENINGS & DOORS / WINDOWS AT EXIST  
 CARRIAGE HOUSE @ REAR OF PROPERTY.  
 NEW GATE @ ALLEY WITH REPAIR TO BRICK WALL

**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 type="checkbox"/> Survey plat showing the extent of the proposed demolition/encapsulation.  |
| <input type="checkbox"/> | <input type="checkbox"/> Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.                       |
| <input type="checkbox"/> | <input 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 type="checkbox"/> Description of the reason for demolition/encapsulation.   |
| <input type="checkbox"/> | <input 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: \_\_\_\_\_

Date: \_\_\_\_\_

PATRICK CAMUS  
19 OCT 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. DAVID & RILEY<br>CANFIELD | 219 N ROYAL | 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 219 N ROYAL (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. DAVID & RILEY<br>CANFIELD | 219 N ROYAL | 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.

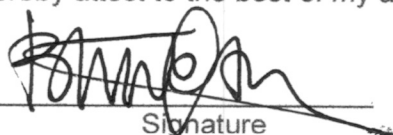
| Name of person or entity     | Relationship as defined by Section 11-350 of the Zoning Ordinance | Member of the Approving Body (i.e. City Council, Planning Commission, etc.) |
|------------------------------|---|---|
| 1. DAVID & RILEY<br>CANFIELD | N/A   | N/A   |
| 2.                           |   |   |
| 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.

13 NOV 15  
Date

PATRICK CAMUS  
Printed Name

  
Signature