

BAR Meeting
November 18, 2015

ISSUE: Permit to Demolish/Capsulate and Certificate of Appropriateness (addition)
APPLICANT: Rebecca & Robert Sutton
LOCATION: 713 South Pitt Street
ZONE: RM / Residential

STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish/Capsulate and the Certificate of Appropriateness with the conditions that:

1. The applicant may use modern materials complying with the BAR's adopted policies for new construction (fiber cement siding, architectural grade asphalt shingles and aluminum clad, wood composite or fiberglass windows) on the rear addition; and,
2. The following Archaeology comments be included on all construction documents related to ground disturbance, so that on-site contractors are aware of the requirements:
 - a. 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.
 - b. No metal detection and/or artifact collection may 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



BAR2015-00274 & BAR2015-00275



Note: Staff coupled the reports for BAR #2015-0274 (Permit to Demolish/Capsulate) and BAR #2015-0275 (Certificate of Appropriateness) for clarity and brevity. This item requires a roll call vote.

UPDATE: The applicant originally submitted an application for a one-story addition at the subject property but it was withdrawn prior to the September 15, 2015 BAR hearing. The applicant now proposes a two-story rear addition with the same footprint as the prior submission.

I. ISSUE

The applicant is requesting approval of a Permit to Demolish and a Certificate of Appropriateness to construct a two-story rear addition at 713 South Pitt Street. The majority of the rear wall and the existing rear portico will be demolished and/or capsulated in order to construct the proposed addition.

The two-story addition will measure 18.5' long by 14' wide, and will be project 4'-4" from the main block of the house. The existing open rear porch will be enclosed to allow for a slightly larger kitchen on the first floor and an expanded bathroom on the second floor, while still allowing the existing basement stair to remain. The addition will be clad with brick on the east elevation where it projects beyond the south elevation of the existing house and is visible from South Pitt Street. All other elevations will be clad with cedar shake siding. The hipped roof will be clad with standing seam metal to match the roof on the main block. The applicant intends to install a four-over-four double-hung window on the first floor of the south elevation. On the north elevation, a sliding French door and a single full light door will be installed on the first floor while there will be a pair of six-over-six double hung windows and a four-over-four window on the second floor. The wood windows will be manufactured by Trimline and have simulated divided lights and the doors will be manufactured by Anderson (400 Series). Stoops with simple wrought iron railings will provide access to the rear yard.

II. HISTORY

The two story brick dwelling at 727 South Pitt Street was constructed around **1941** as part of the Yates Gardens development. In February 18, 2009, the BAR approved decorative porticos on the front and rear elevations (BAR Case #2008-0242).

III. ANALYSIS

The proposed addition complies with the zoning ordinance.

Permit to Demolish

In reviewing a Permit to Demolish, 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 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?

In the opinion of Staff, while this extremely modest mid-20th century townhouse is a successful background building and compatible with nearby single-family and multi-family structures, it is without individual historical interest or uncommon architectural merit and none of the criteria for demolition and encapsulation are met on the rear elevation and the Permit to Demolish/Capsulate should be granted.

Certificate of Appropriateness

The Board routinely approves rear additions throughout the historic district, quite often in Yates Garden where the original houses are modest in size. The proposed addition is a practical solution for additional living space. While many additions are located entirely behind the main building wall, the retention of the existing basement stair shifts the location of the addition. In this particular case, Staff can support the proposed 4' offset because it helps to differentiate the new addition from the existing construction.

Staff appreciates and supports the applicant's proposal to use materials that would have been used historically in the construction of the house in the mid-20th century – metal roofing, wood siding and wood windows. Although the choice of cedar shake siding is unusual for a Colonial Revival style house, visibility of this portion of the addition will be limited primarily to the rear alley behind the house. Staff would not object to the use of modern materials on the rear addition, including fiber cement siding, fiberglass or aluminum clad windows or architectural grade asphalt roof shingles, consistent with the Board's policies which allow for the use of modern materials on new construction. The Board recognizes that appropriate modern materials can be used for both for their longevity but also to help differentiate new construction from a historic building. As with all new construction, the proposed windows should meet the Board's Window Policy.

With the conditions noted above Staff recommends approval of the application.

STAFF

Stephanie Sample, Historic Preservation Planner, Planning & Zoning
Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

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

Code Administration

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

Alexandria Archaeology

- F-1 Tax records indicate that a house was present on the block bounded by Franklin, S. Pitt, Jefferson, and S. St. Asaph Streets by 1830. The 1877 Hopkins insurance map shows a structure, part of the estate of Samuel Miller, in the north central part of the block. While the known structure was probably not situated on the property of 713 S. Pitt, it is possible that archaeological evidence of structures and activities associated with this early to mid-19th - century homestead at the edge of town could remain buried in the yard areas of this 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.

Transportation & 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)
- 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 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)

V. ATTACHMENTS

1 – Supporting Materials

2 – Application BAR2015- 0274 & BAR2015-0275 at 713 S Pitt Street



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	281.3	Mechanical**	
Third Floor		Other**	
Porches/ Other		Total Exclusions	
Total Gross *	562.6		

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) 2015.8 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. Smith

Date: 10-15-15



Rear Elevation



Side Elevation

Rear Entry Porch/ Stairs to Basement



View towards adjacent residence





TrimLine
WINDOWS INCORPORATED

ORDER FORM

Page ____ / ____



Ginkgo Industrial Park
50 Louise Drive • Ivyland, PA 18974
215.672.5233 • 800.213.6100
Fax 215.674.9324 • www.trimlinewindows.com

Name: _____ Date: _____
Address: _____ P.O. No.: _____
City: _____ State: _____ Zip: _____ Phone: _____

APPLICATION MATERIALS
BAR2015-00274/00275
713 S Pitt St
10/19/2015

ALL WOOD

4 1/16" Jamb DOUBLE HUNG • SINGLE HUNG • PICTURE

Qty.	Product Code	Width x Height	Exact Mfg. Size T - T - T			Wood Species ¹	Brickmould Style	Primed Interior (Y / N)	Pre-Finished (Exterior / Interior)	Glass	Jambliner (Beige / White)	Hardware Color	Type	Grille		Screen	Applied Extension Jamb - Specify Size	Additional Specifications
														Lite Pattern	(H)alf / (F)ull			
		X																
		X																
		X																
		X																
		X																
		X																
		X																
		X																
		X																

• L200/L200S with screen 5 1/8" jamb

¹All units standard primed exterior

• LRF/LRS available half screen only

All units standard 4 1/16" jamb only

PRODUCT CODE					
L300	DH Full Frame with Brickmould				
L300S	SH Full Frame with Brickmould				
L200*	DH 4 1/16" Replcmt Frame - No Brickmould				
L200S*	SH 4 1/16" Replcmt Frame - No Brickmould				
LPW200	DH Picture Replcmt Frame - No Brickmould				
LPW300	DH Picture Full Frame - with Brickmould				
LPW100	Direct-Set Picture - No Sash				
LRS400 •	SH Arch Top Sash - Square Frame				
LRS500 •	SH Round Top Sash - Square Frame				
LRF400 •	SH Arch Top Sash & Frame				
LRF500 •	SH Round Top Sash & Frame				
WOOD SPECIES					
PN	Pine (Std)	MA	Mahogany		
GLASS		HWD COLOR			
S	Super Spacer/Clear	A	Almond	W	White
E	Super Spacer/Low E	BR	Brass	B	Bronze
K	Super Spacer/Low E Krypton Gas	CPTN	Coppertone	C	Chromes
GRILLE TYPE					
5/8	5/8" Wood Snap-In	SDL 78	Sim. Div. Lite (7/8" Applied)		
7/8	7/8" Wood Snap-In				
ALF	5/8" Flat In-Glass Aluminum Muntin	SDL 58	Sim. Div. Lite (5/8" Applied)		
ALS	3/4" Sculptured In-Glass Aluminum	C	5/8" In-Glass Alum. & Wood (Snap-In or Perm.)		
TDL	1 1/8" True Divided Lite				
BRICKMOULD STYLE			SCREEN COLORS		
908	STD 908 Pattern		W	White	
J	Jefferson		B	Bronze	
F	Fairmont		ET	Earthtone	
H	Hartford		BG	Beige	
L	Lexington (Flat)				
C	Custom				



TrimLine
WINDOWS INCORPORATED



Energy-tight Windows for comfortable living and fuel efficiency

HOME PAGE

CORPORATE PROFILE

WHAT'S NEW

PRODUCTS

HISTORIC WOOD WINDOWS

ULTRA - FIT SASH KIT

COMFORT PLUS GLASS

TEST RESULTS

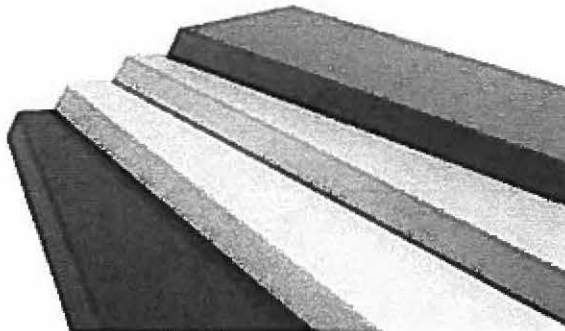
BECOME A DEALER

CONTACT US

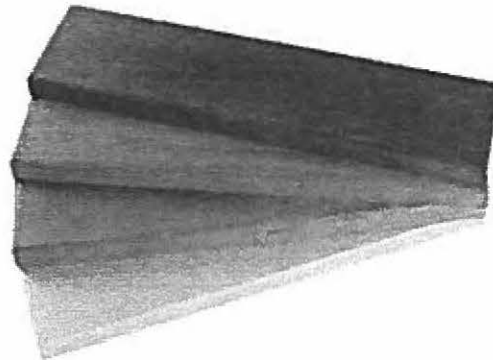
Legends Clad Double Hung Wood Liberty - All Wood Casements, Awnings
Bows and Bays Circle Tops, Ellipticals Trapezoids, Triangles

Options Available on:

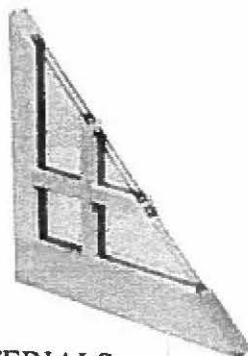
- Legends Double Hung Windows
- Liberty All Wood Windows
- Historic Wood Windows
- Ultra-Fit Sash Pac Windows



Maintenance-free exterior cladding finishes available in white, bronze, earhtone, and beige - custom colors also available.



All Trimline windows are made of the finest quality solid western pine ready for paint or stain and are also available in select hardwoods of oak, cherry and mahogany. All hardwoods used in the window are of actual solid stock not thin veneers or laminates.

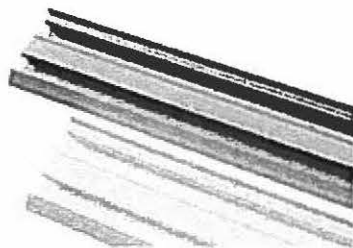


Authentic true divided lite (TDL) with "putty glaze" look 1 1/8" muntin detail shown in western pine with insulating glass and warm edge super spacer glazing (exterior view).



Interior view authentic 1 1/8" True Divided Lite.

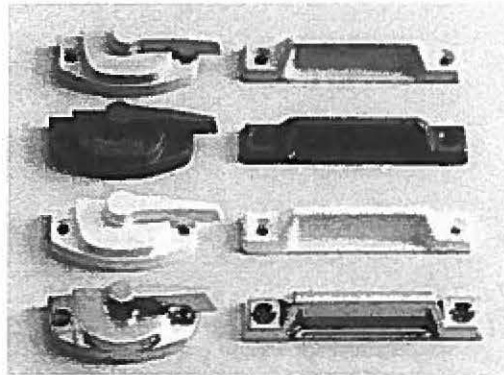
APPLICATION MATERIALS
BAR2015-00274/00275
713 S Pitt St
10/19/2015



Legends, Liberty and Ultra-Fit series available with jambliner in choice of beige or white.



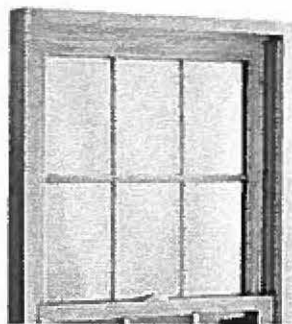
Tilt latch mechanism available in white or beige to match jambliner.



Your choice of locks and sash lift in matching beige, bronze, white and bright polished brass.



This classic "putty glaze" look is achieved with the simulated divided lite grid system available in either 7/8" (shown above) or 5/8" wide extruded aluminum applied mutins.



5/8" removable wooden interior grille (also available in 7/8" wide pattern).

[Home](#) | [Company Profile](#) | [Whats New](#) | [Products](#) | [Historic](#) | [Ultra Fit](#) | [Comfort Plus Glass](#) | [Test Results](#) | [Become a Dealer](#) | [Contact Us](#)

Copyright 2001 [Worldsites](#).

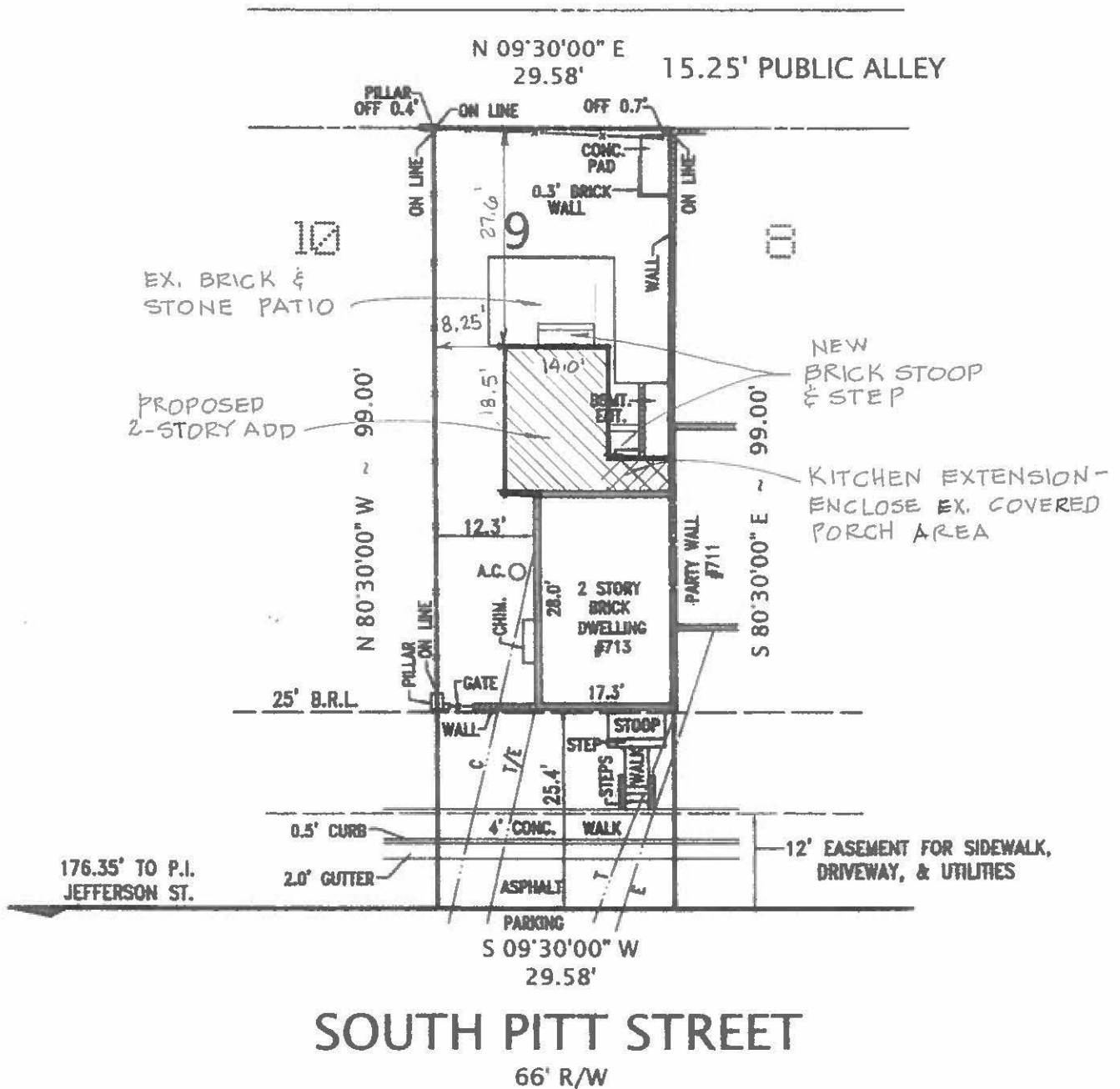
Created and Maintained by [Worldsites Toronto](#).

This site is optimized for [Netscape 4](#) and [Internet Explorer 5](#) or higher. Please download an updated version now.

APPLICATION MATERIALS
BAR2015-00274/00275
713 S Pitt St
10/19/2015

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

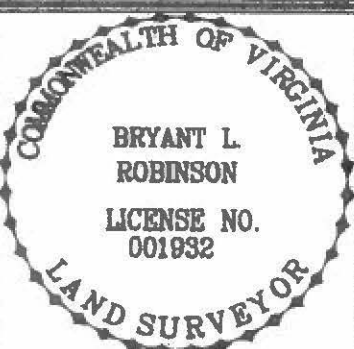


APPLICATION MATERIALS

BAR2015-00274/00275

713 S Pitt St

10/19/2015



CASE NAME:

RECTOR - SUTTON

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

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

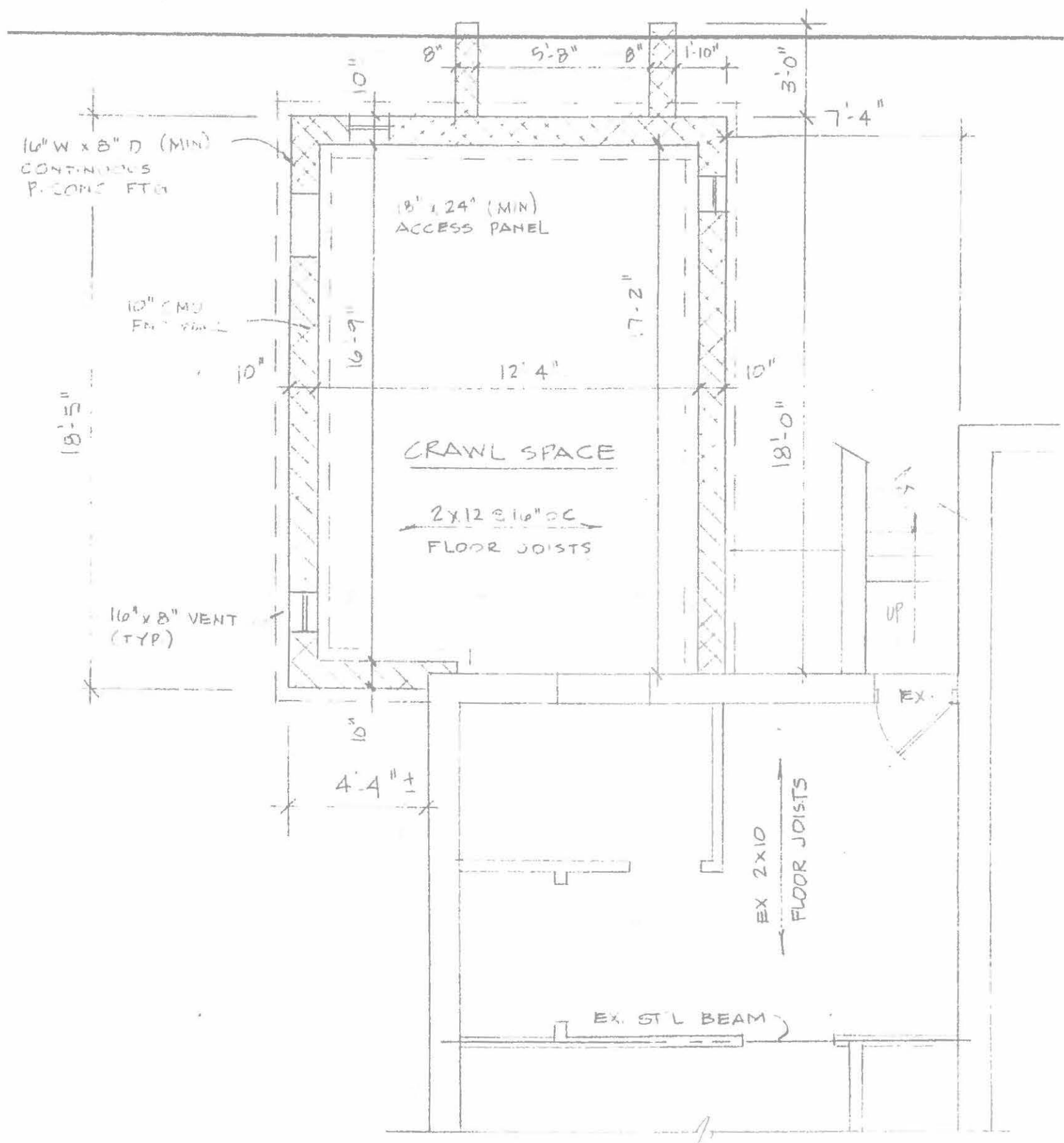
Bryant L. Robinson
BRYANT L. ROBINSON, L.S.

REQUESTED BY:

ROGER BROOK

ALEXANDRIA SURVEYS
INTERNATIONAL, LLC

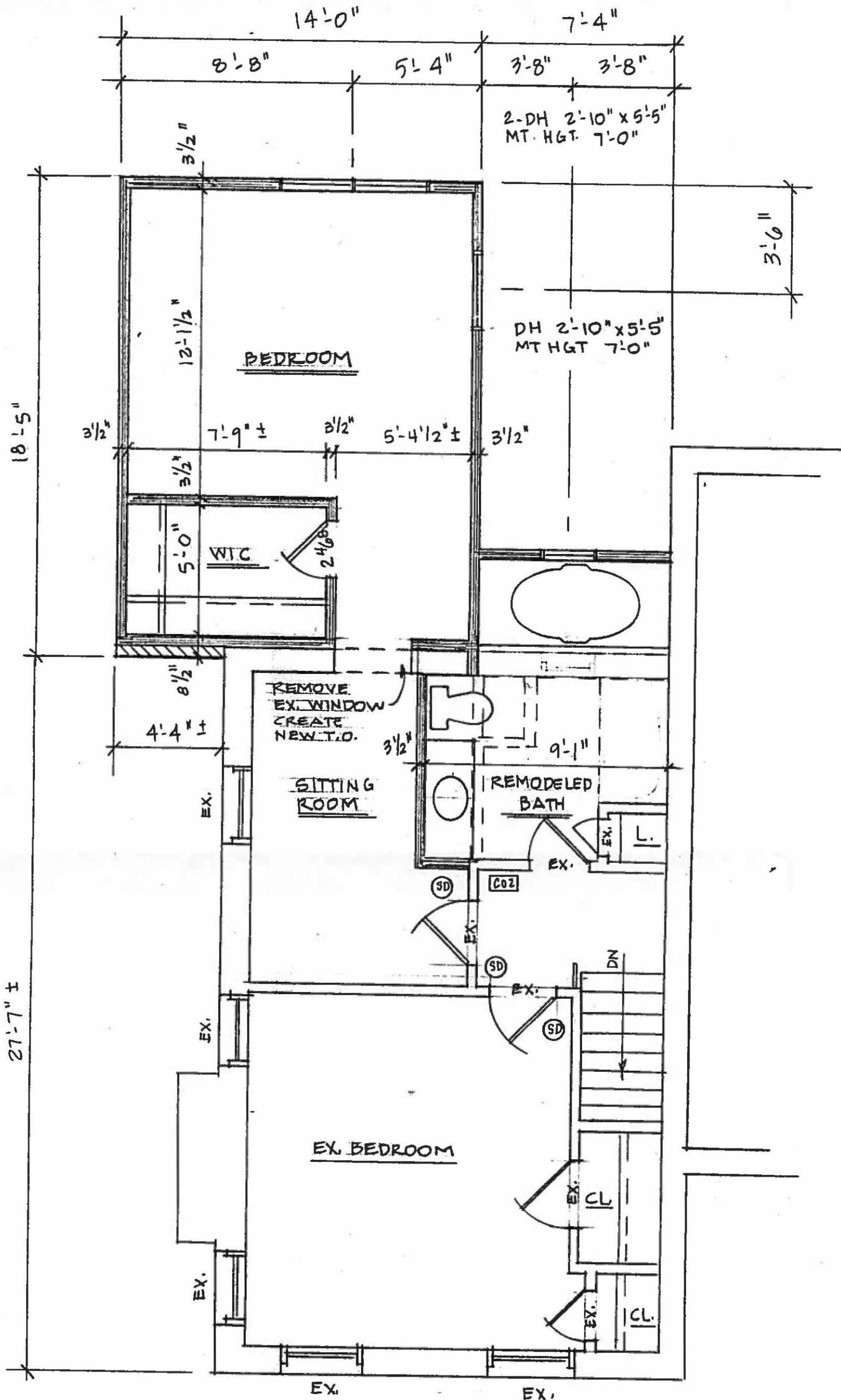
6343 SOUTH KINGS HIGHWAY ALEXANDRIA, VIRGINIA 22306
TEL NO. 703-660-6615 FAX NO. 703-768-7764



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

APPLICATION MATERIALS
BAR2015-00274/00275
713 S Pitt St
10/19/2015

<p>Regina R. Gagliardo Printz Architect 9025 Ellenwood Lane Fairfax, Virginia 22032 703-503-8218</p>	2-story Addition		
	SCALE: AS NOTED	DATE: 8-12-15	DRAWN BY: Reg
	713 S. Pitt Street, Alexandria, VA		
	Foundation Plan	SHEET NO.: 1 OF 5	



Rev 10-15-15

APPLICATION MATERIALS
BAR2015-00274/00275
713 S Pitt St
10/19/2015

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

2-story Addition

SCALE: AS NOTED

DATE: 8-12-15

DRAWN BY:
Reg

713 S. Pitt Street, Alexandria, VA

Second Floor Plan

SHEET NO.:
3 OF 5

Regina R. Gaugliardo Pritz
Architect
9025 Ellerswood Lane
Fairfax, Virginia 22032
703-503-8208

2-story Addition

SCALE: AS NOTED

DATE: 8-12-15

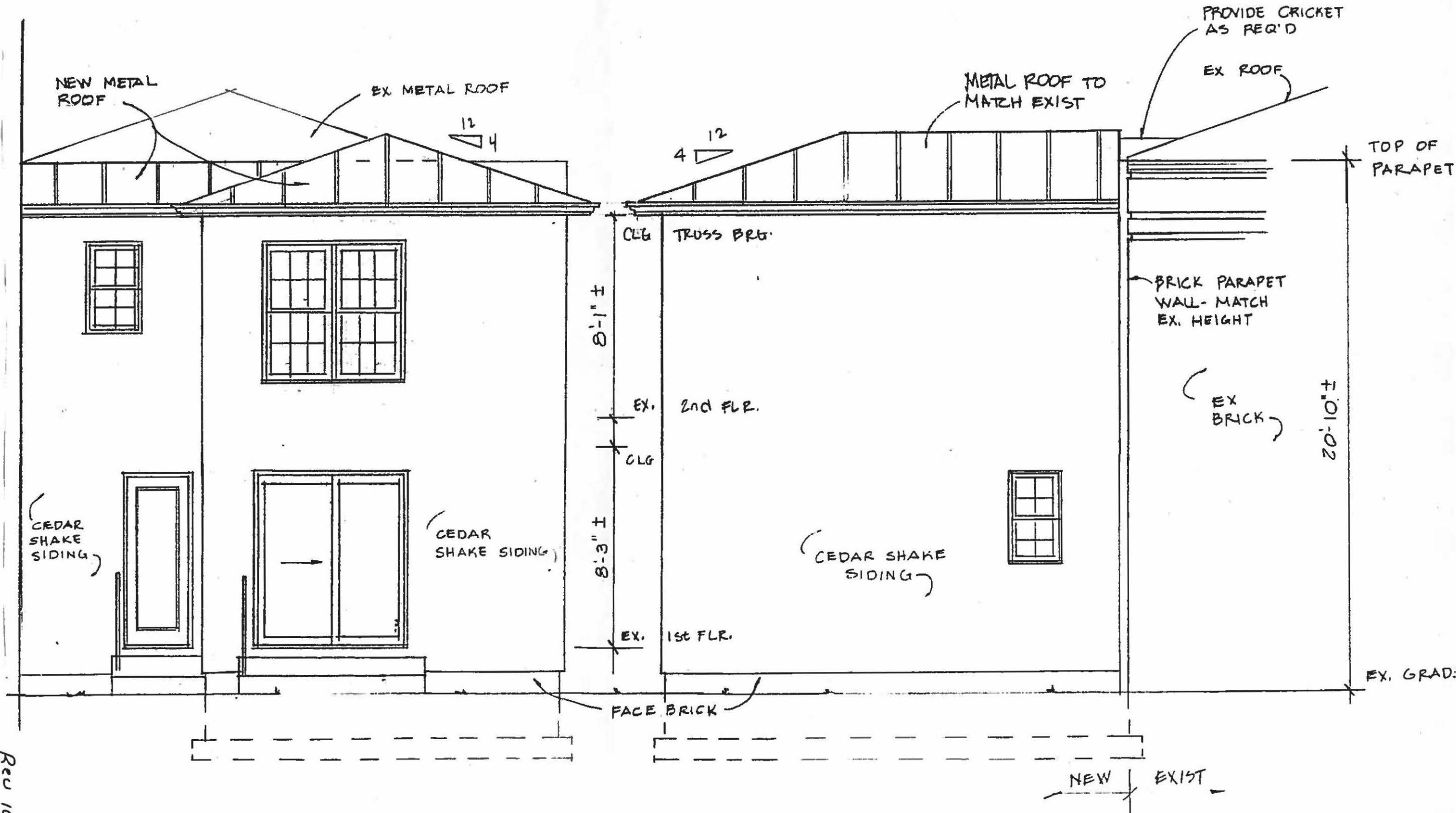
DRAWN BY: Reg

713 S. Pitt Street, Alexandria, VA

Rear + Left Elevation

SHEET NO.: 4 OF 5

Rev 10-15-15



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

2-story Addition

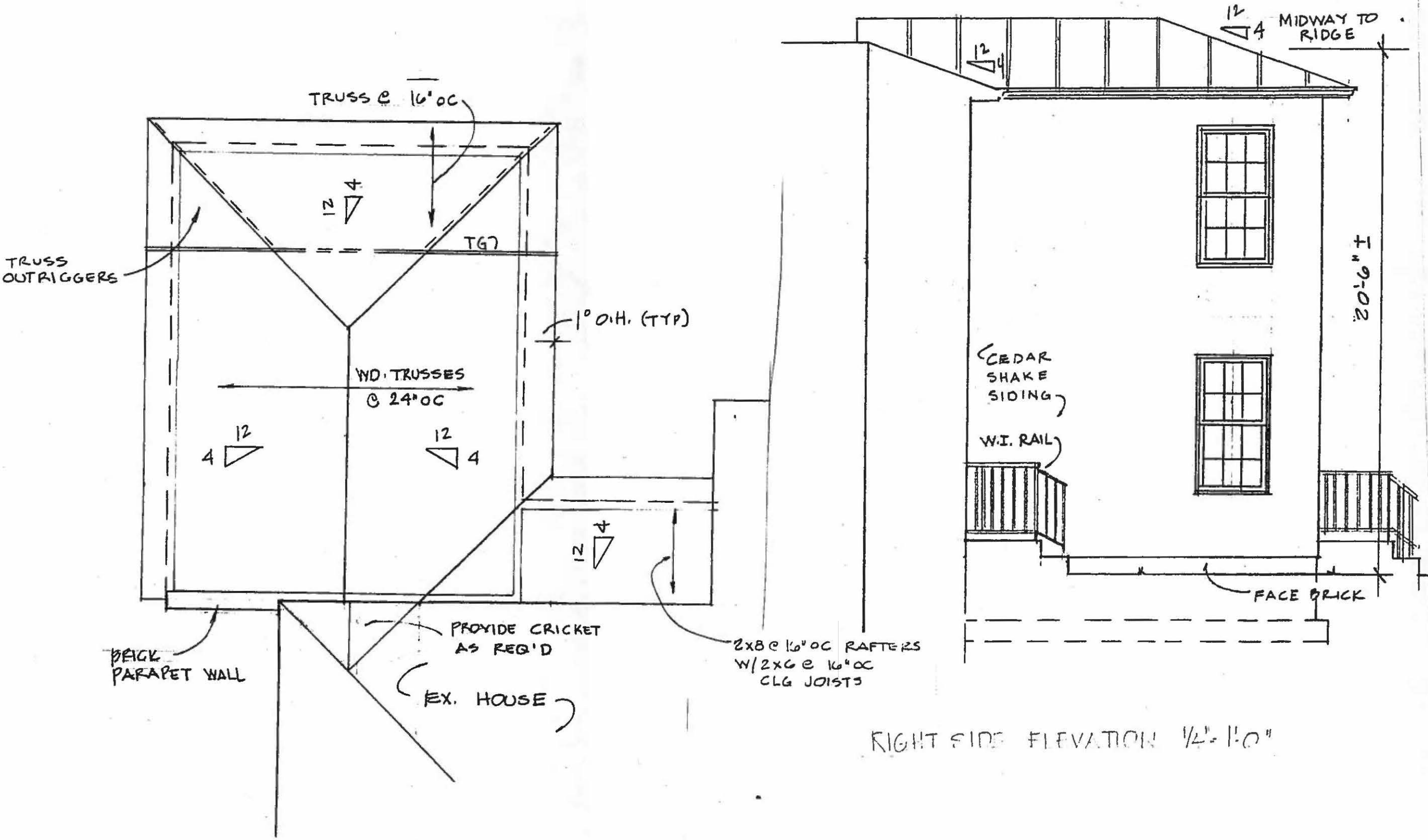
SCALE: AS NOTED
DATE: 8-12-15
DRAWN BY: Reg

713 S. Pitt Street, Alexandria, VA

Roof + Right Elevation

SHEET NO.: 5 OF 5

Rev 10-15-15



BAR Case # 2015-00274/00875ADDRESS OF PROJECT: 713 S. Pitt St.TAX MAP AND PARCEL: 080.02-08-15ZONING: RMAPPLICATION FOR: *(Please check all that apply)*☐ CERTIFICATE OF APPROPRIATENESS☐ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished/impacted)☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION
CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)Applicant: ☐ Property Owner ☐ Business *(Please provide business name & contact person)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Authorized Agent *(if applicable)*: ☐ Attorney ☐ Architect ☒ _____Name: David IsaacPhone: 571-217-1879

E-mail: _____

Legal Property Owner:

Name: Rebecca or Robert SuttonAddress: 713 S. Pitt StCity: Alexandria State: VA Zip: 22314Phone: 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.

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

- ☐ NEW CONSTRUCTION
- ☐ EXTERIOR ALTERATION: *Please check all that apply.*
- | | | | |
|--------------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> awning | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors | <input type="checkbox"/> windows | <input type="checkbox"/> siding | <input type="checkbox"/> shed |
| <input type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry | |
| <input type="checkbox"/> 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	=	533.3
Enclosing existing covered porch	=	29.3 sf
Total addition	=	562.6

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: Regina R. PrintzPrinted Name: Regina R. PrintzDate: 11-15-2015

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 or Robert Sutton	713 S. Pitt St.	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 Street, Alexandria, VA (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. Rebecca or Robert Sutton	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.

11-15-2015

Date

Regina R. Printz

Printed Name



Signature