

Docket Item # 3  
BAR CASE #2015-00368

BAR Meeting  
December 16, 2015

**ISSUE:** Certificate of Appropriateness - Alterations

**APPLICANT:** Susan Joseph

**LOCATION:** 117 Prince Street

**ZONE:** RM/ Residential Zone

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**STAFF RECOMMENDATION**

Staff recommends that the Board approve the Certificate of Appropriateness application with the following conditions:

1. The existing metal roofing may be replaced with either standing seam metal or a wood shingle that complies with the BAR's *Roof Policy*.
2. Shutters may be either wood or a paintable, millable, solid composite material.

**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.



BAR2015-00368



## **I. ISSUE**

The applicant is requesting approval of a Certificate of Appropriateness for façade rehabilitation and renovations 117 Prince Street. The proposed alterations include:

1. Removal of existing first floor, non-historic windows and install new, single-pane TDL wood windows. Repair/replace existing wood window sills, as needed. (Note: The new first floor windows will align and match with width of the window openings above. The new window's height will be taken from the first floor windows at 115 Prince the twin of the subject house.)
2. Repair/replace in-kind the existing window and door hood moulding.
3. Restore the existing windows on the second, third and fourth floors on the front elevation.
4. Install operable, two-paneled, painted wood or wood composite shutters to fit the existing window openings. (Note: Shutter pintels exist on the second and third floor window frames.)
5. Remove the existing Portland cement mortar and on the front façade and repoint with lime-based mortar to match in color, composition and tooling. Replace non-historic hard-fired brick with historically appropriate brick to match the existing in color and density.
6. Remove the existing standing seam metal roof and replace with a painted, standing seam metal roof with a 21" wide pan, and 1" high double lock seam.
7. Remove the non-historic brick planter from the front elevation.
8. Install a limestone step at the front entry.
9. Remove the existing light fixture above the door and install a new, copper lantern above the entry door.

## **II. HISTORY**

115 and 117 Prince Street are three story, three bay brick townhouses constructed in **1853**, according to Ruth Lincoln Kay in The Rebuilding of Captain's Row...After the Great Fire of 1827. The GH Hopkins Map confirms that these buildings and their ells were constructed prior to 1877. By 1902 and until 1921 the building was utilized as a grocery store. Based on Sanborn Fire Insurance Maps, the first floor of the building during this time contained a projected storefront. Although, 117 Prince has undergone some alterations to the first floor windows on the façade, staff believes that the front entry is early, if not original to the building. This can be further documented by the below 1930s photo of 115 Prince Street, which documents that its original entry was relocated and that it was once similar in design to the entry at 117.



*c1930s Photo of the 100 Block of Prince Street  
(Neighboring House at 115 Prince in Top Left)*

### **III. ANALYSIS**

Staff is very excited about this project and the rehabilitation of a wonderful historic building on Captain's Row.

#### *Windows*

Based on site visits and research, staff believes that although the windows on the first floor contain mortise and tenon joints and have cylinder glass, these smaller windows were reused from another part of the house or salvaged from another home and used during a very insensitive early 20<sup>th</sup> century renovation to the building, and are not from the original period of construction. The physical evidence of this assessment can be found by the hard-fired brick and Portland cement mortar infill around the windows and the early 20<sup>th</sup> century applied crown moulding and trim on the interior over the window heads and aprons/stools. In addition, as seen on other buildings of this period, the current windows do not align with the windows above, and are shorter in length. For these reasons staff supports the removal of the first floor windows and the installation of historically appropriate single-glazed, true-divided light painted wood windows that comply with the BAR's replacement *Window Policy*. The remaining historic windows on the façade and the hood mouldings will be restored.

### *Shutters*

Regarding the installation of shutters, staff supports their reinstallation as the shutter pintels remain on the window frames on the floors above and replacing shutters where there is physical evidence of their previous use would typically be an administrative approval. Although the applicant is electing to use a painted mahogany, two-paneled shutter, staff notes that the Board has previously approved painted, solid wood composite shutters in similar situations. Staff has found that composite shutters are often more expensive than wood but require less maintenance than most modern wood shutters and, once painted, are visually indistinguishable. Staff recommends that the Board approve either painted wood or wood composite shutters.

### *Repointing*

The applicant will be working closely with staff on the repointing and replacing the 20<sup>th</sup> century brick that was installed around the windows on the building. BAR staff requires the contractor to prepare mock-up samples for the proposed mortar and brick to be evaluated against the existing historic mortar color, composition and profile prior to commencement of work. Also, given that the joints are small “butter joints” typical of the mid-19<sup>th</sup> century Greek Revival period, the contractor will be removing the mortar from the historic joints utilizing hand tools to prevent damage to the face of the historic brick.

### *Roof*

The existing roof is standing seam metal, which according to Sanborn Fire Insurance Maps was installed between 1931 and 1941 and has been in place for approximately 75 years. Prior to this date, the main block of the house contained a wood shingle roof, presumably since its construction in 1853, for the first 90 years of its history. The ell was converted to metal by 1902. Based on this research, both roof materials were in place for almost the same amount of time and both materials have historic significance.

The BAR’s *Roof Policy* states:

1. Original roofing, or existing roofing which has acquired historic importance over time (such as metal roofing which replaced original wood shingles during the 19th century), should be preserved and repaired whenever possible.
2. When staff concurs that it is not possible to repair or salvage and reuse original historic roofing material, replacement materials should match the original in design, color, texture and other visual qualities and should utilize the same materials and installation method to the maximum extent possible.

Staff concurs that it is not possible to repair the existing metal roofing. Therefore, while staff encourages restoration of the original wood shingle roof, replacement of the existing standing seam metal roof, as the applicant requests, complies with the Board’s policy, which further states that “Preformed and prefinished standing seam metal may replace field installed standing seam if the seams and metal pan are the same sizes.” Staff will work with the applicant to confirm the pan width of the existing metal roofing in the field.

### *Entry*

Staff encourages the removal of the non-historic brick planter, as we find that these typically cause water damage to the historic facades or the interior framing. The installation of the

limestone step and copper lantern is historically appropriate for this period building. Staff recommends the Board support their installation, as submitted.

**STAFF**

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

**I. CITY DEPARTMENT COMMENTS**

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

**Zoning Comments**

C-1 Replacement/ repairs of roof, windows and brick will comply with zoning.

**Code Administration**

No comments Received.

**Transportation and Environmental Services**

R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)

R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

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

### **Alexandria Archaeology**

#### *Archaeology Recommendations*

There is low potential for significant archaeological resources to be disturbed by this project. No archaeological action is required

### **V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR2015-00368; 117 Prince Street*



## DESCRIPTION of PROPOSED WORK

### Roof (See attached description)

Remove and replace existing deteriorated metal roof on main structure with a new metal roof.

### Windows (see attached description)

- 1<sup>st</sup> floor windows: replace with new wood windows, sized to match & align with windows on 2<sup>nd</sup> and 3<sup>rd</sup> floors.
- 2<sup>nd</sup> and 3<sup>rd</sup> floor windows: repair as needed
- Install new wood lintels/headers as needed, per specifications.
- Install solid wood shutters on all 8 windows (2 paneled)
- Move light from within the door frame, to above the door frame.  
NB

### Brick (see attached description)

- Remove and replace brick around 1<sup>st</sup> floor windows, aligning center window with windows on the 2<sup>nd</sup> and 3<sup>rd</sup> floor.
- Repair and repoint entire brick front.
- Remove brick planter
- Install stone step on sidewalk to conform with code.  
(LIMESTONE)



Marc Whitehead  
6500 Linway Terr.  
McLean Va. 22101

Proposal

PROPOSAL NO.

SHEET NO.

DATE 16 NOV 15

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME Susan Joseph	ADDRESS 117 PRINCE ST.
ADDRESS	DATE OF PLANS
PHONE NO. Sg Joseph 27 @ g mail . com	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

REMOVE EXISTING UPPERMOST ROOFING (STANDING SEAM TIN)

INSTALL 30 POUND PAPER, INSTALL STANDING SEAM METAL PANELS.

PANELS TO BE ONE INCH HIGH DOUBLE LOCK TRADITIONAL STANDING SEAM. SEAMS; WILL BE TWENTY-ONE INCHES APART.

PANELS TO BE PREPAINTED FACTORY MADE BY FIRESTONE

ALUMINUM 18,000<sup>00</sup>/<sub>28</sub>

STEEL 17,000<sup>00</sup>/<sub>28</sub>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars (\$) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Per

Note — this proposal may be withdrawn by us if not accepted within days.

ACCEPTANCE OF PROPOSAL

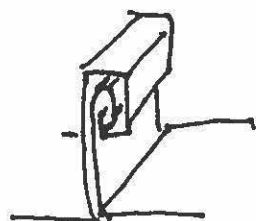
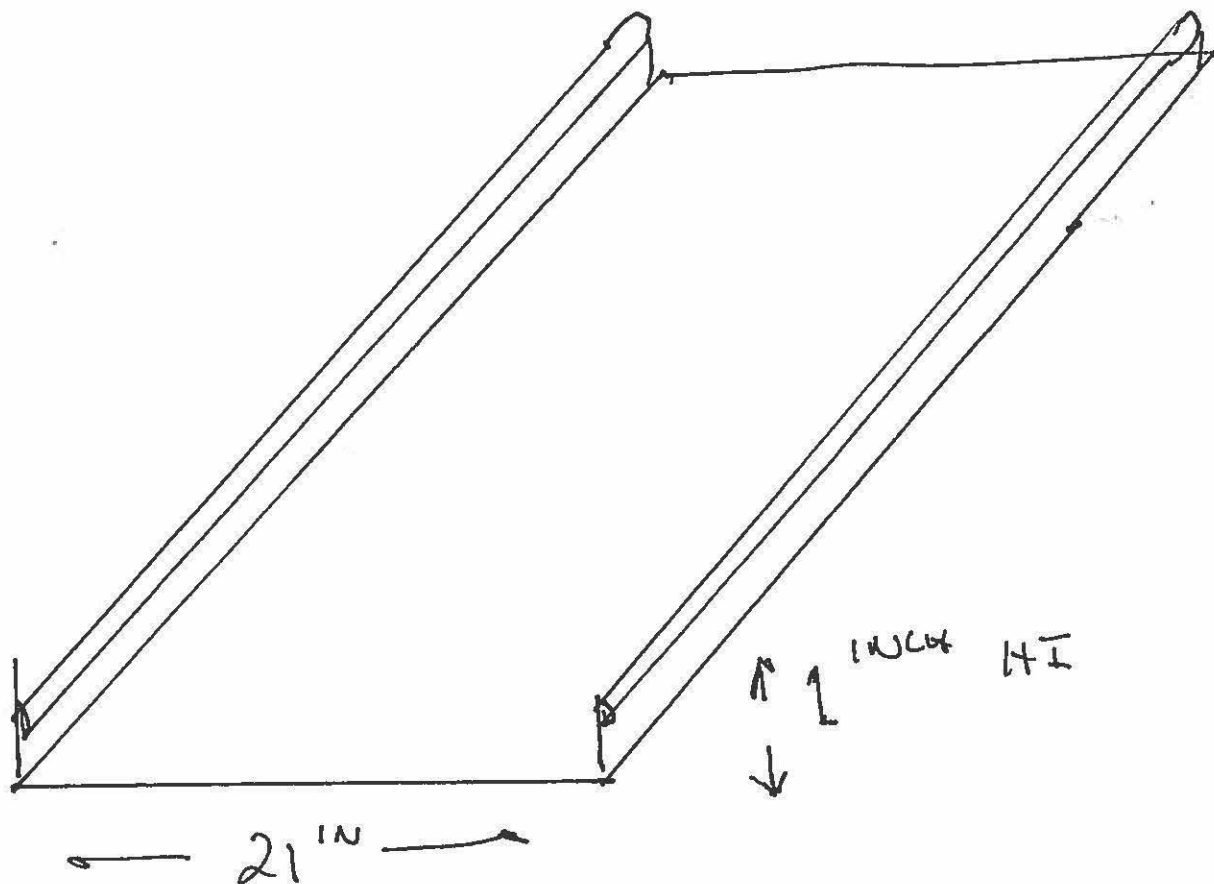
I hereby and are hereby accepted. You are authorized to do the work as specified. Payments will be made as

APPLICATION MATERIALS  
BAR2015-00368  
117 Prince St  
11/16/2015

Signature

Signature

Re 117 PRINCE ST



DOUBLE LOCK

Vaughan Restoration Masonry, Inc.  
 3917 Wheeler Avenue  
 Alexandria, VA 22304-6410  
 (703) 823-5944 Phone  
 (703) 823-5946 Fax

# Estimate

DATE
11/16/2015

Estimate price valid for a  
 period of 30 days.

NAME / ADDRESS
Robert G. Joseph 117 Prince Street Alexandria, Virginia 22314

ESTIMATE #	PROJECT
2564	RGJ01 Facade

DESCRIPTION	QTY	COST	TOTAL
<p>The facade has had window alterations with changing locations and installing steel angle iron lintels above the existing wood lintels in all the masonry openings. The original brick joints have been repointed with a hard portland cement mortar which is popping out, showing the original lime mortar. The alterations and repairs have been done with a hard mortar and modern brick which makes the restoring of any masonry difficult and will require demo of the new bricks, to rework any of the existing alterations. Many of wood lintels and window sills are showing deterioration with several of the window units and repairing or replacement of the wood element will require some dismantling of the surrounding brick work. The masonry opening are supported with exterior wood and new steel lintels and the interior wythe of brick is also supported by wood lintels which could be deteriorated and need to be replace. The condition of the inter wythe brick lintel can not be determine until, either, the exterior masonry is dismantle or the interior trim and plaster is removed to expose the wood lintels. It is typically the first and second floor lintels are more susceptible to the deterioration than the third floor.</p> <p>The center window opening brick work under the sill is new and original brick infill. It is expected there was a basement window or an opening to access the basement. The masonry opening would have had a wood lintel supporting the bricks above and is likely the lintel rotted and the brick work failed and became loose up to the sill. It is likely there is an opening that has be infilled below the sidewalk level. Several of the other houses still have the brick window well and access to the basement.</p>			
<p>Revised          Owner will need to provide VRM with water and electricity.</p>	<b>TOTAL=</b>		

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 117 Prince Street  
 Alexandria, Virginia 22314

Estimate price valid for a  
 period of 30 days

		ESTIMATE #	PROJECT	
		2564	RGJ01 Facade	
DESCRIPTION	QTY	COST	TOTAL	
1. The work on the masonry and the window units will require scaffolding the facade to access the work. Ladders would be impossible to do the work. VRM will provide and erect the scaffolding to access the entire facade and provide public space permits, any building permits are not included. The scaffolding will require a walk thru for pedestrians, at the first level with lights and flashers. The scaffolding will be netted on all sides for protection. Price is for scaffolding, protection, labor and public space permits. Cost for the first month.	1	5,685.00	5,685.00	
2. Scaffolding rental per month after first month. \$350.00				
3. The first floor center window is out of alignment to the window above. If this opening is to remain a window, the brick jams will be dismantled, removing the new brick sections to the original historic bricks. The remaining bricks will be tooled out to allow the new jams to be tied into the existing. The new existing bricks will not be able to be saved and new bricks will be used and will match the previous used bricks of the jams. The interior wythe of bricks will have to be dismantled and rebuilt with the exterior. VRM will provide labor, material, equipment and debris removal to change the location of the window unit.	1	2,360.00	2,360.00	
4. The interior wythe wood lintel, if needed, would be removed and replaced with a steel angle iron, bearing on each jam 4" and the brick in the space from the wood to the remaining interior brick wythe. The need of the interior lintels will be determined once the existing exterior wood lintels are removed to be replaced or the interior finished are removed to expose the lintels. It can be expected the first and second floor window could need the interior lintels replaced. The total cost will be invoiced by the number of lintel that needed replaced.	6	300.00	1,800.00	
Revised Owner will need to provide VRM with water and electricity.		TOTAL=		

APPLICATION MATERIALS  
 BAR2015-00368  
 117 Prince St  
 11/16/2015

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 Alexandria, VA 22304-6410  
 (703) 823-5944 Phone  
 (703) 823-5946 Fax

# Estimate

DATE

11/16/2015

NAME / ADDRESS

Robert G. Joseph  
 117 Prince Street  
 Alexandria, Virginia 22314

Estimate price valid for a  
 period of 30 days.

ESTIMATE #	PROJECT
2564	RGJ01 Facade

DESCRIPTION	QTY	COST	TOTAL
5. The replacement of the deteriorated window sills, typically, requires the first brick course, both wythes, to be removed to install the new sill. Once the sill is installed the bricks will be replaced under the new sill. The price is per sill.	6	183.75	1,102.50
8. The facade has been repointed with a hard portland cement mortar. The existing repointing was done without cutting out the original mortar to the correct depth of 2 to 2.5 times the width of the original joint and is popping throughout the facade. The price is to repoint the facade 100% of the bricks joints, including the existing repair and alterations. The repointing will make the facade consistent and improve the breathability of the masonry and have an original look to the brick. The price is doing the repointing with the scaffolding in place and not re-erecting the scaffolding for the repointing.	1	7,560.00	7,560.00
The back addition or flounder has movement and is leaning to the west and the rear elevation is out of plumb from the ground level to the roof line, 8 plus inches. The window openings on the side and back have had steel angle irons installed and has helped to stabilize the structure but the jams are out of plumb and difficult alterations would need to be done to plumb and square the openings for new windows. To altering the openings could cause the areas around the opening to become unstable. Scope and specification would be needed to price any masonry work of the back masonry walls.			0.00
VRM proposes a specific scope of work in this estimate. You may request additional work at any time. Should any request for additional work be outside of the original scope of work, VRM will provide you with a separate estimate and/or work schedule for your approval.			0.00
Revised Owner will need to provide VRM with water and electricity.	<b>TOTAL=</b>		



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# Estimate

DATE

11/16/2015

NAME / ADDRESS

Robert G. Joseph  
 117 Prince Street  
 Alexandria, Virginia 22314

Estimate price valid for a  
 period of 30 days.

ESTIMATE #	PROJECT
2564	RGJ01 Facade

DESCRIPTION	QTY	COST	TOTAL
VRM has surveyed your worksite before preparing this estimate. This estimate is prepared based upon what is visible during that site visit, without demolition. Upon demolition, we occasionally find unanticipated conditions requiring additional work not previously known. Should this happen, we will discuss this with you promptly. Should these unanticipated conditions cause your originally planned work to increase in scope, price or schedule, we will present you with a revised estimate for your approval.			0.00

Revised

Owner will need to provide VRM with water and electricity

**TOTAL=**

**\$18,507.50**

APPLICATION MATERIALS

BAR2015-00368

117 Prince St

11/16/2015



EGG Construction

1805 August Drive  
Silver Spring, MD 20902  
202-286-2464 (P)  
301-576-5953 (F)

## Estimate

Date	Estimate #
11/15/2015	490

Name / Address
Susan Joseph 117 Prince Street Alexandria, VA 22314

Project	
Description	Total
Plans and Permits (provide by homeowner)	0.00
Windows	22,200.00
1. Replace two 1st Floor windows w/new wood windows to match existing. (single glaze, double hung, beige jamb liner, white hardware, wood, brickmould to be field applied (profile TBD). Jeld-Wen custom wood windows priced. 2. <del>Replace</del> 6 windows (3 @ 2nd floor and 3 @ 3rd floor), strip, repair as needed w/Abatron epoxy or Spanish cedar dutchmen, replace damaged glass w/ "Light Restoration Glass" from Bendheim, install new hardware as needed, install new sash cords, install new weather stripping, <del>Replace</del> Install temporary protection while window is removed for repair. Mill new interior stops of windows. Provide new sash weights, if needed.	
Exterior Trim	6,550.00
1. Install new wood lintels/headers as needed at windows & door. Repair existing where possible. Relocate as needed. 2. Install new lintel details at all windows & door per specifications (TBD). Removal of lintels may require needles to support masonry above, verify with mason. 3. Provide and install new custom brick mould at all eight windows. Profile TBD.	
Door	350.00
1. Level top of door; however, no structural alterations to unit.	
Shutters	10,550.00
1. Provide and install 8 pairs of mahogany shutters for windows. Profile TBD. 2. Install metal flashing at tops of shutters. 3. Provide and install new shutter hardware throughout front.	
Preliminary Estimate -- Subject to change based on final decisions & clarification of specifications	<b>Total</b>

## APPLICATION MATERIALS

BAR2015-00368

117 Prince St

11/16/2015



## French Quarter® on Original Bracket



## Standard Lantern Sizes

Height	Width	Depth
14.0"	9.0"	9.0"
18.0"	10.5"	10.5"
21.0"	11.5"	11.5"
24.0"	13.0"	13.0"
27.0"	14.5"	14.5"
*30.0"	17.5"	17.5"
*36.0"	21.5"	21.5"



APPLICATION MATERIALS

BAR2015-00368

117 Prince St

11/16/2015

BAR Case # 2015-00368ADDRESS OF PROJECT: 117 Prince St. Alexandria, VA 22314TAX MAP AND PARCEL: 075.0-06-26 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 6-402(B)(3), Alexandria 1992 Zoning Ordinance)Contract Buyer  
Applicant: ☐ Property Owner ☐ Business (Please provide business name & contact person)Name: Susan JosephAddress: 211 Prince StCity: Alexandria State: VA Zip: 22314Phone: 703-220-9681 E-mail: sgjoseph27@gmail.comAuthorized Agent (if applicable): ☐ Attorney ☐ Architect ☐ \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Legal Property Owner:

Name: John or Andrea DigiulianAddress: 117 Prince StCity: Alexandria State: VA Zip: 22314

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 type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input checked="" type="checkbox"/> shutters |
| <input type="checkbox"/> doors               | <input checked="" type="checkbox"/> windows         | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed                |
| <input checked="" type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis            | <input type="checkbox"/> painting unpainted masonry |  |
| <input type="checkbox"/> other               | <u>repainting/repair brick</u>                      |   |  |
- ☐ ADDITION
- ☐ DEMOLITION/ENCAPSULATION
- ☐ SIGNAGE

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

see attached

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**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 5 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 5 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: Susan JosephPrinted Name: Susan JosephDate: 11/16/15

## 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. SUSAN JOSEPH	211 PRINCE ST	50%
2. ROBERT G JOSEPH	211 PRINCE ST	50%
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at \_\_\_\_\_ (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. JOHN A DIGIULIAN	117 PRINCE	50%
2. ANDREA L DIGIULIAN	117 PRINCE	50%.
3.		

**3. Business or Financial Relationships.** Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are 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. All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

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.)
NA		
1.		
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.

11/16/15      Susan Joseph      *Susan Joseph*  
 Date                      Printed Name                      Signature