

Docket Item # 2  
BAR CASE # 2015-00400

BAR Meeting  
January 20, 2016

**ISSUE:** Request for alterations

**APPLICANT:** Suzanne Noctor Willett

**LOCATION:** 333 N Royal St

**ZONE:** RM

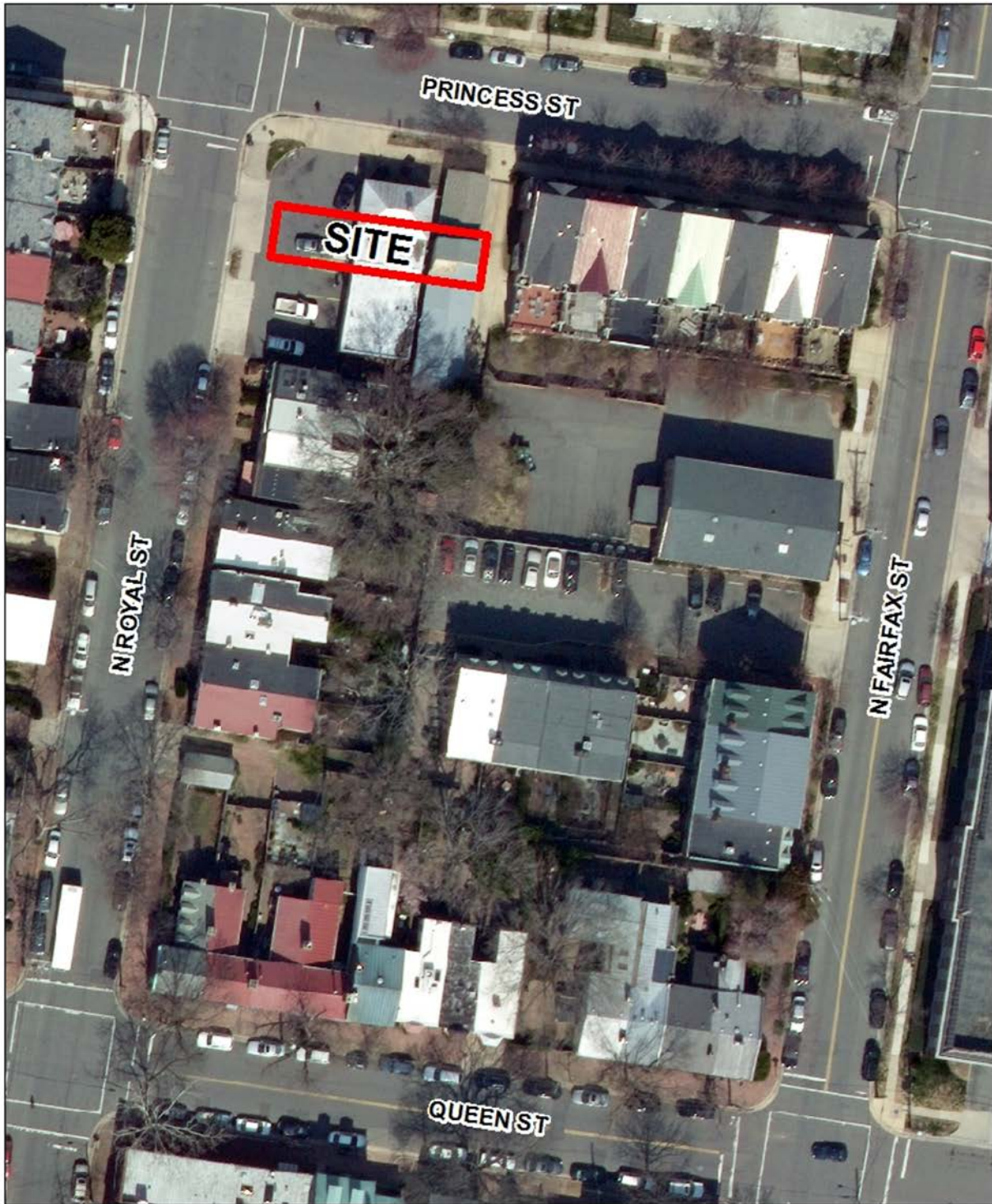
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**STAFF RECOMMENDATION**

Staff recommends approval of the Certificate of Appropriateness application, as submitted.

**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 credit



**BAR2015-0400**



\*The GIS imagery does not reflect the current condition of the subject property.

**Note:** *The subject property is a part of the redevelopment project approved by the Board on June 19, 2013 (BAR2012-0407 & BAR2013-0175).*

*While reviewing this case staff found a rear fence violation and is working with the property owners to correct it.*

## **I. ISSUE**

The applicant is requesting approval of a Certificate of Appropriateness for alterations to the townhouse at 333 N Royal Street.

The proposal includes the construction of a pergola on the existing second floor balcony located at the rear of the property. The proposed pergola is very similar in style and location to the existing pergola at 335 N Royal Street, the neighboring property north of the subject property. That pergola was approved by the BAR at the time of the original development approvals.

## **II. HISTORY**

The subject property is one of four, three-story townhouses construct as a part of the redevelopment of 333 N Royal Street and 316 Princess Street in **2013**. The property has two surface parking spaces at the rear of the unit that is accessed from the existing private, shared alley accessed from Princess Street. The detailing on this townhouse is similar to that of the Wardman style townhouses found in Washington, DC and the suburbs and recalls the many twin, or semi-detached, rowhouses found in Old Town.

## **III. ANALYSIS**

The applicant is proposing to construct an 8'-0" tall pergola over the existing balcony at the rear of 333 N Royal Street. The pergola will be visible looking down the alley from Princess Street. It will be made of 2x8 painted rafters with a decorative tail and Azek brand solid cellular PVC fascia board on all sides of the box beam, and supported by 8" wide x 8'-0" high Azek box columns and the existing 36" high guardrail. The proposed alterations will match the design details of the existing pergola at 335 N Royal Street, which staff believes adds a great deal of architectural character to the rear elevation of that townhouse.

Staff recommends approval of the application, as submitted.

## **STAFF**

Amirah Lane, Senior Planning Technician, 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 pergola will comply with zoning if it is at least 80% open.
- C-2 Project must comply with all terms and conditions of DSP2012-00029.

##### **Development Comments**

Approved, no comments.

##### **Code Administration**

No comments received.

##### **Transportation and Environmental Services**

- 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)
- 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)

### **Alexandria Archaeology**

- F-1 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 BAR2015-00400: 333 N Royal St.*



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

## A. Property Information

A1. Street Address 333 North Royal Street Zone RM

A2.  $\frac{1,864}{\text{Total Lot Area}} \times \frac{1.5}{\text{Floor Area Ratio Allowed by Zone}} = \frac{2,796}{\text{Maximum Allowable Floor Area}}$

## B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	1,132.5	Basement**	1,132.5
First Floor	1,132.5	Stairways**	226.3
Second Floor	977.5	Mechanical**	15
Third Floor	946.4	Other**	86.4
Porches/ Other	N/A	Total Exclusions	1,460.2
<b>Total Gross *</b>	<b>4,188.9</b>		

B1. Existing Gross Floor Area \*  
4,188.9 Sq. Ft.

B2. Allowable Floor Exclusions\*\*  
1,460.2 Sq. Ft.

B3. Existing Floor Area minus Exclusions  
2,728.7 Sq. Ft.  
(subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement	N/A	Basement**	N/A
First Floor	N/A	Stairways**	N/A
Second Floor	N/A	Mechanical**	N/A
Third Floor	N/A	Other**	N/A
Porches/ Other	N/A	Total Exclusions	
<b>Total Gross *</b>	<b>N/A</b>		

C1. Proposed Gross Floor Area \*  
N/A Sq. Ft.

C2. Allowable Floor Exclusions\*\*  
N/A Sq. Ft.

C3. Proposed Floor Area minus Exclusions  
N/A Sq. Ft.  
(subtract C2 from C1)

## D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 2,728.7 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 2,796 Sq. Ft.

\*Gross floor area is the sum of all gross horizontal areas under roof, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

\*\* Refer to the zoning ordinance (Section 2-145(B)) and consult with zoning staff for information regarding allowable exclusions.

If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some exclusions.

## F. Open Space Calculations

Existing Open Space	661
Required Open Space	653
Proposed Open Space	No Change

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

Signature: [Signature] Date: \_\_\_\_\_

ARCHAEOLOGY NOTES:

A PRELIMINARY ARCHAEOLOGICAL ASSESSMENT HAS BEEN CONDUCTED BY THE ALEXANDRIA ARCHAEOLOGY OFFICE OF HISTORIC ALEXANDRIA. IT WAS DETERMINED THAT THE SITE HAS THE POTENTIAL TO CONTAIN ARCHAEOLOGICALLY SIGNIFICANT FINDINGS. AN ARCHAEOLOGICAL CONSULTANT SHALL BE HIRED TO COMPLETE A DOCUMENTARY STUDY AND AN ARCHAEOLOGICAL EVALUATION TO BE SUBMITTED TO THE CITY OF ALEXANDRIA PRIOR TO APPLICATION FOR CERTIFICATE OF OCCUPANCY.

CALL ALEXANDRIA ARCHAEOLOGY IMMEDIATELY IF ANY BURIED STRUCTURAL REMAINS (WALL FOUNDATIONS, WELL, 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 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.

APPLICATION MATERIALS

BAR2015-00400

333 N Royal St.

12/21/2015

ALEXANDRIA  
REDEVELOPMENT &  
HOUSING AUTH.

600 N. FAIRFAX STREET  
ALEXANDRIA, VA 22314  
TM #065.01-01-07  
INSTR. #N/A  
ZONE: RM  
USE: RESIDENTIAL

TEXT LEGEND:

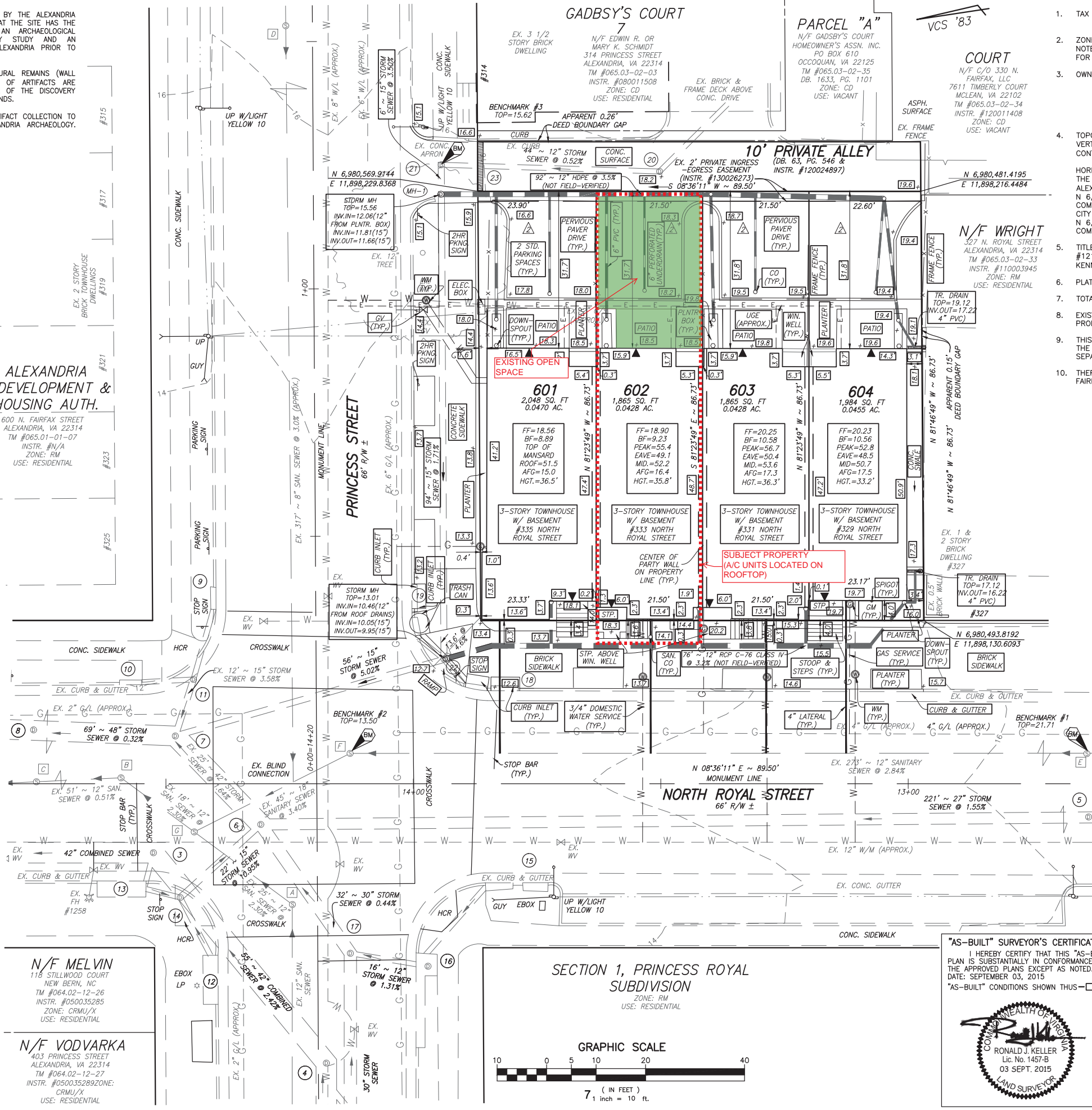
"= DEGREES  
"= MINUTES (OR FEET)  
"= SECONDS (OR INCHES)  
%= PERCENT  
sq= SQUARE FEET  
#= NUMBER  
@= AT  
lbs.= POUNDS  
A= ARC  
AC.= ACRE  
ADA= AMERICANS W/ DISABILITIES ACT  
BF= BASEMENT FLOOR  
BLDG.= BUILDING  
BOL= BOLLARD  
CATV= CABLE UTILITY  
CL= CLASS  
CLEAR= CLEARANCE  
CMP= CORRUGATED METAL PIPE  
C.I.= CURB INLET  
C.O.= CLEAN OUT  
C&G= CURB & GUTTER  
DSP= DEVELOPMENT SITE PLAN  
DU= DWELLING UNIT  
E= EAST  
FDC= FIRE DEPT. CONNECTION  
FF= FINISH FLOOR  
FH= FIRE HYDRANT  
FT.= FEET  
GL= GROUND LIGHT  
G/V= GAS VALVE  
G/M= GAS METER  
G.I.= GRATE INLET  
H.C.= HEADER CURB  
HDCP= HANDICAP  
HDPE= HIGH DENSITY POLYETHYLENE  
HPS= HIGH PRESSURE SODIUM  
IPF= IRON PIPE FOUND  
INV.= INVERT  
L= LUMENS  
LOC.= LOCATION  
LP= LIGHT POLE  
MAX.= MAXIMUM  
MH= MANHOLE  
MIN.= MINIMUM  
MPH= MILES PER HOUR  
MW= MONITORING WELL  
N= NORTH  
OHW= OVERHEAD WIRE  
PN= PANEL  
PPH= POWER POLE  
PVC= POLYVINYL CHLORIDE  
R= RADIUS  
RCP= RE-ENFORCED CONCRETE PIPE  
RELOC.= RELOCATED  
RET.= RETAINING  
RESID.= RESIDENTIAL  
R/W= RIGHT-OF-WAY  
S= SOUTH  
SAN.= SANITARY SEWER  
S.F.= SQUARE FEET  
SQ.FT.= SQUARE FEET  
STM.= STORM SEWER  
STR.= STRUCTURE  
SUB= SUBDIVISION PLAN  
TBR= TO BE REMOVED  
TBS= TO BE SAVED  
T.O.C.= TOP OF CURB  
TOW= TOP OF WALL  
TRAF.SIG.= TRAFFIC SIGNAL  
TYP.= TYPICAL  
VCS= VIRGINIA COORDINATE SYSTEM  
W= WAIT  
W= WEST  
W.S.E.= WATER SURFACE ELEVATION  
W/V= WATER VALVE  
W/M= WATER METER  
W.W.= WINDOW WELL

LEGEND

ITEM	EXISTING	PROPOSED
CURB & GUTTER	=====	=====
CONC. WALK	=====	=====
FIRE HYDRANT	○	●
STRUCTURES	[=====]	[=====]
WATER MAINS	—W—	—W—
GAS MAINS	—G—	—G—
TELEPHONE LINES	—T—	—T—
STORM SEWER	=====	=====
SANITARY SEWER	=====	=====
PAVING	[=====]	[=====]
FENCES	—X—	—X—
POWER LINES	—P—	—P—
SPOT ELEVATIONS	+124.5	+124.5
CONTOURS	-----124-----	-----124-----
BUILDING ENTRANCES	▽	▽
LIMITS OF DISTURBANCE	=====	=====

N/F MELVIN  
118 STILLWOOD COURT  
NEW BERN, NC  
TM #064.02-12-26  
INSTR. #050035285  
ZONE: CRMU/X  
USE: RESIDENTIAL

N/F VODVARKA  
403 PRINCESS STREET  
ALEXANDRIA, VA 22314  
TM #064.02-12-27  
INSTR. #050035289  
ZONE: CRMU/X  
USE: RESIDENTIAL



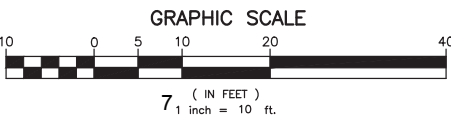
GENERAL NOTES:

- TAX MAP: #065.03-02-01 (LOT 501)  
#065.03-02-02 (LOT 502)
- ZONE: RM  
NOTE: SEE NOTE #12 IN THE ZONING TABULATION ON SHEET 1 FOR SETBACK INFORMATION.
- OWNER: ROYAL MARKETPLACE, LLC (LOT 501)  
ROYAL MARKETPLACE, LLC (LOT 502)  
2417-C MT. VERNON AVENUE  
ALEXANDRIA, VA 22314  
INSTRUMENT #: 120019554 (LOT 501)  
#: 120011405 (LOT 502)
- TOPOGRAPHIC SURVEY WAS FIELD RUN BY THIS FIRM. VERTICAL DATUM USED = NAVD '88 PER CITY OF ALEXANDRIA CONTROL MONUMENT GPS #502: ELEVATION = 26.49.  
  
HORIZONTAL BEARINGS AND LOCATIONS ARE REFERENCED TO THE VIRGINIA COORDINATE SYSTEM (VCS) 1983 PER CITY OF ALEXANDRIA CONTROL MONUMENT GPS #502:  
N 6,980,194.39 E 11,898,348.49  
COMBINED SCALE FACTOR: 0.999952564  
CITY OF ALEXANDRIA CONTROL MONUMENT GPS #52:  
N 6,980,069.16 E 11,898,048.94  
COMBINED SCALE FACTOR: 0.999953503
- TITLE REPORTS FURNISHED BY SUMMIT TITLE GROUP, CASE #121810. DATED 9/7/12 (LOTS 501 & 502) AND BY KENNETH SCHRANTZ, DATED 1/21/13 (10' ALLEY).
- PLAT SUBJECT TO RESTRICTIONS OF RECORD.
- TOTAL SITE AREA = 7,762 S.F. OR 0.1782 AC.
- EXISTING IMPERVIOUS AREA = 7,446 S.F. OR 0.1709 AC.  
PROPOSED IMPERVIOUS AREA = 4,996 SF OR 0.1147 AC.
- THIS SITE IS LOCATED IN A COMBINED SEWER AREA, HOWEVER, THE SANITARY LATERALS DISCHARGE TO A MAIN THAT HAS BEEN SEPARATED.
- THERE IS AN EXISTING BUS STOP ON SOUTHBOUND NORTH FAIRFAX STREET AT PRINCESS STREET.

LEGEND

- [Brick pattern] DENOTES BRICK SIDEWALK
- [Paving pattern] DENOTES PERVIOUS PAVERS
- [Concrete pattern] DENOTES PROP. CONCRETE PAVING
- [Vegetated pattern] DENOTES VEGETATED AREA

SECTION 1, PRINCESS ROYAL  
SUBDIVISION



"AS-BUILT" SURVEYOR'S CERTIFICATION:  
I HEREBY CERTIFY THAT THIS "AS-BUILT" PLAN IS SUBSTANTIALLY IN CONFORMANCE WITH THE APPROVED PLANS EXCEPT AS NOTED.  
DATE: SEPTEMBER 03, 2015  
"AS-BUILT" CONDITIONS SHOWN THUS—



APPROVED ASBUILT

DEVELOPMENT PLAN NO. DSP #2012-00029  
  
DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES  
  
DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_  
  
SPECIAL USE PERMIT \_\_\_\_\_

FINAL SITE PLAN

THE MIDDLETON

NORTH ROYAL STREET AND PRINCESS STREET  
CITY OF ALEXANDRIA, VIRGINIA

**PCFIELDS & ASSOCIATES, INC.**  
PLANNING  
LAND SURVEYING  
ENGINEERING  
730 S. Washington Street  
Alexandria, Virginia 22314  
(703) 549-6422  
www.rcfassoc.com

DATE	REVISION
9/24/13	FINAL-2 SUBMISSION
10/28/13	FINAL-3 SUBMISSION
11/19/13	MYLAR

DESIGN: JCB  
DRAWN: VMG

SCALE: 1" = 10'  
DATE: AUGUST 2015

SHEET 2 OF 7  
FILE: 12-144

CITY OF ALEXANDRIA  
BOARD OF ARCHITECTURAL REVIEW; OLD & HISTORIC DISTRICT  
PLAN SUBMITTAL



333 N. ROYAL STREET - B.A.R. SUBMITTAL  
333 N. ROYAL STREET ALEXANDRIA, VA 22314

PROPOSED SOUTH ELEVATION

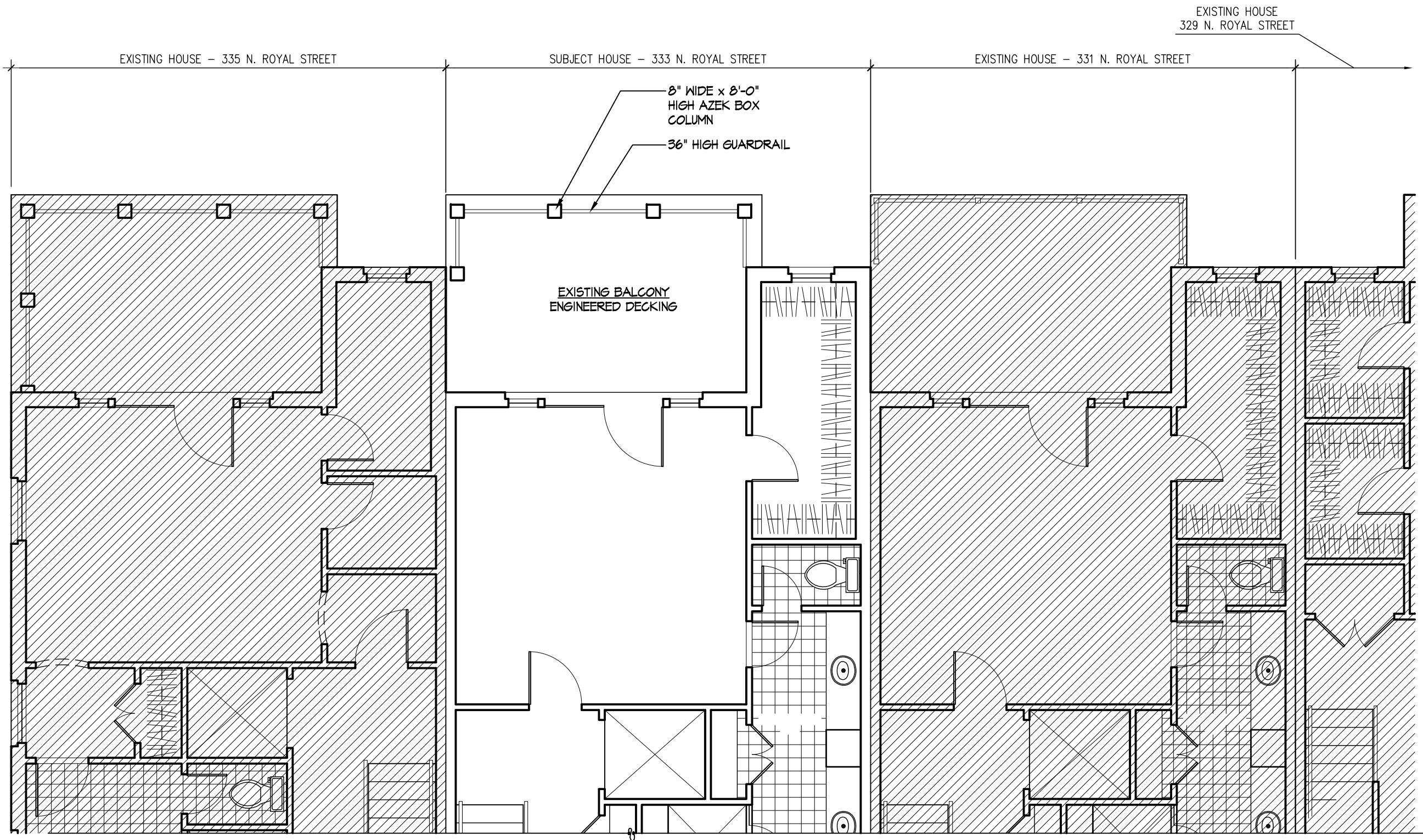
**1** PROPOSED EAST ELEVATION  
A1 SCALE: 3/8" = 1'-0"

APPLICATION MATERIALS  
BAR2015-00400  
333 N Royal St.  
12/21/2015

SHEET NUMBER

A1

CITY OF ALEXANDRIA  
BOARD OF ARCHITECTURAL REVIEW; OLD & HISTORIC DISTRICT  
PLAN SUBMITTAL



**1**  
A2 **PROPOSED PLAN**  
SCALE: 3/8" = 1'-0"

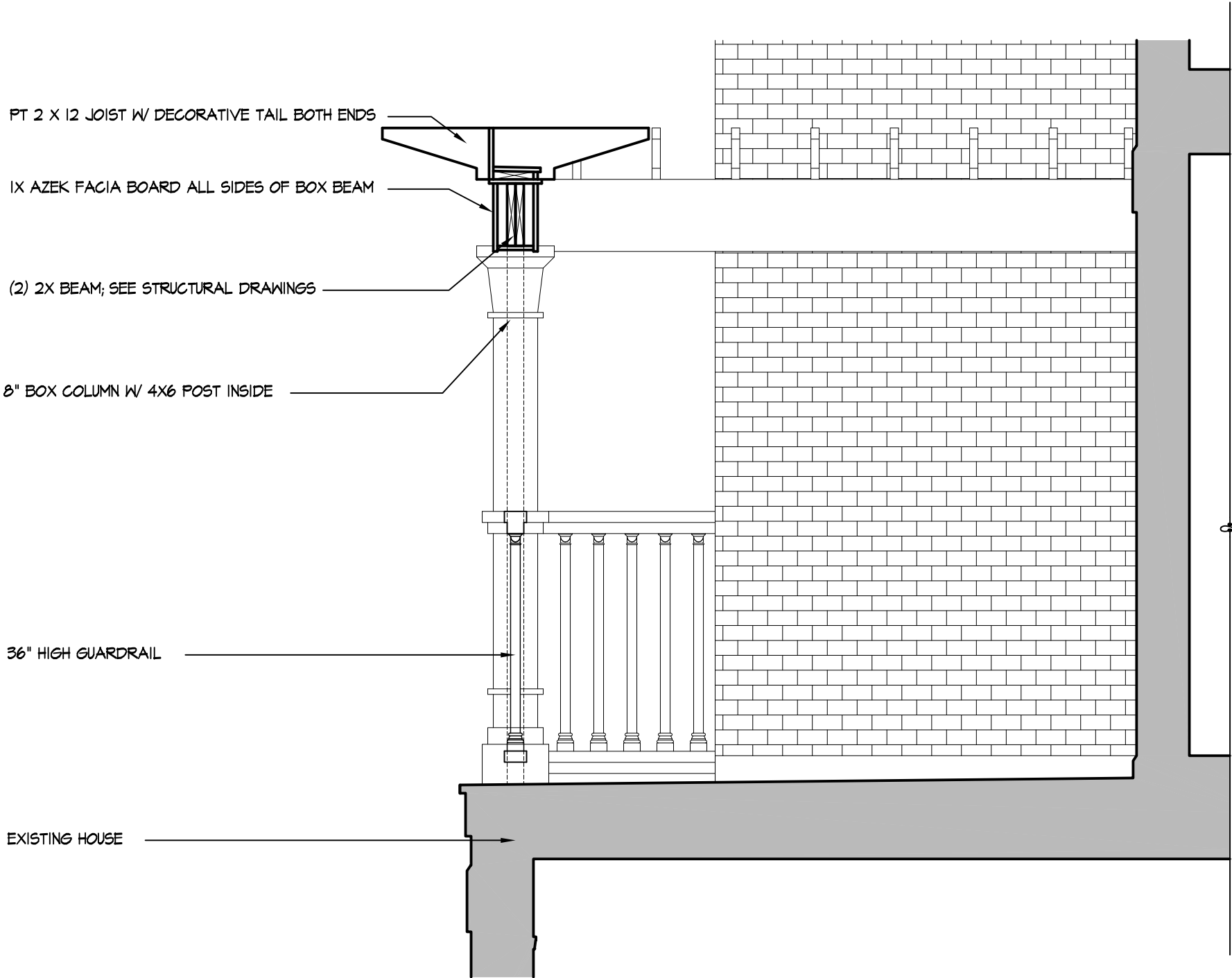
APPLICATION MATERIALS  
BAR2015-00400  
333 N Royal St.  
12/21/2015

333 N. ROYAL STREET – B.A.R. SUBMITTAL  
333 N. ROYAL STREET ALEXANDRIA, VA 22314  
**PROPOSED PLAN**

SHEET NUMBER  
**A2**



CITY OF ALEXANDRIA  
BOARD OF ARCHITECTURAL REVIEW; OLD & HISTORIC DISTRICT  
PLAN SUBMITTAL



**1** PROPOSED SECTION  
A3 SCALE: 1/2" = 1'-0"

APPLICATION MATERIALS  
BAR2015-00400  
333 N Royal St.  
12/21/2015

**KULINSKI**  
GROUP ARCHITECTS P.C.  
KULINSKIGROUP.COM | 703.836.7243

333 N. ROYAL STREET – B.A.R. SUBMITTAL  
333 N. ROYAL STREET ALEXANDRIA, VA 22314  
PROPOSED SECTION

SHEET NUMBER  
**A3**

CITY OF ALEXANDRIA  
BOARD OF ARCHITECTURAL REVIEW; OLD & HISTORIC DISTRICT  
PLAN SUBMITTAL



**1** EXISTING EAST ELEVATION PHOTO  
A4 SCALE: N.T.S.

333 N. ROYAL STREET – B.A.R. SUBMITTAL  
333 N. ROYAL STREET ALEXANDRIA, VA 22314  
EXISTING EAST ELEVATION PHOTO

APPLICATION MATERIALS  
BAR2015-00400  
333 N Royal St.  
12/21/2015

SHEET NUMBER  
**A4**



BAR Case # 2015-00400**ADDRESS OF PROJECT: 333 N Royal Street****TAX MAP AND PARCEL:** 065.03-02-50**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: Suzanne Noctor Willett TR

Address: 333 N Royal Street

City: Alexandria

State: VA

Zip: 22314

Phone:

E-mail :

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

Name: STEPHEN W. KULINSKI

Phone: (703) 836-7243

E-mail: steve@kulinskigroup.com

**Legal Property Owner:**

Name: Suzanne Noctor Willett TR

Address: 333 N Royal Street

City: Alexandria

State: VA

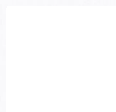
Zip: 22314

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.*☐ awning☐ fence, gate or garden wall☐ HVAC equipment☐ shutters☐ doors☐ windows☐ siding☐ shed☐ lighting☒ pergola/trellis☐ painting unpainted masonry☐ other \_\_\_\_\_☐ ADDITION☐ DEMOLITION/ENCAPSULATION☐ SIGNAGE**DESCRIPTION OF PROPOSED WORK:** *Please describe the proposed work in detail (Additional pages maybe attached).*

Addition of a pergola on the rear of the house, similar to neighbor on the north.

**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 12 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 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.

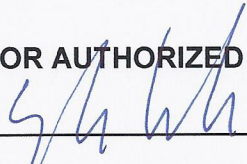


**ALL APPLICATIONS:** *Please read and check that you have read and understand the following items:*

- ☒ 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 12 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: STEPHEN W. KULINSKI

Date: 12/21/15

# 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. Suzanne Noctor Willett TR	333 N Royal Street Alexandria, VA 22314	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 333 N Royal Street (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. Suzanne Noctor Willett TR	333 N Royal Street Alexandria, VA 22314	100%
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. N/A		
2.		
3.		

**NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.**

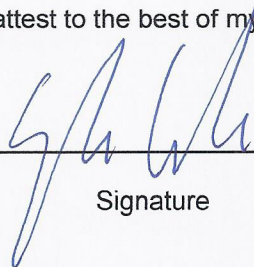
As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

12/21/15

STEPHEN W. KULINSKI

Date

Printed Name

  
Signature