

BAR Meeting  
February 3, 2016

**ISSUE:** Partial demolition and rear addition

**APPLICANT:** Pamela Tiemeyer

**LOCATION:** 215 South Lee Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION:**

Staff recommends approval with the following conditions:

1. The fiber cement siding must be smooth, not wood-grained, per the Board's adopted policies.
2. The statements in the archaeology conditions below shall appear in the General Notes of all construction documents that involve demolition or ground disturbance (including basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements:
  - a. The applicant/developer shall 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.
  - b. The applicant/developer shall not allow any metal detection to 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](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.



BAR2016-00010 & BAR2016-00011



**Note:** Staff coupled the applications for a Permit to Demolish (BAR #2016-0010) and Certificate for Appropriateness (BAR #2016-0011) for clarity and brevity.

## **I. ISSUE**

The applicant is requesting a Permit to Demolish for partial demolition of an existing, non-historic rear addition and a Certificate of Appropriateness for the construction of a new rear addition. The proposed addition will have a low shed roof. The materials include fiber cement siding, solid composite trim, and Fibrex windows.

The north elevation of the addition will be partially and obliquely visible from South Lee Street over the driveway and through the garden. The west (rear) elevation will not be visible from any public way.

## **II. HISTORY**

The two-story house with a one-story front porch at 215 South Lee Street was constructed in the **1910s**, according to Sanborn Fire Insurance Maps. The townhouse is similar in design and form to the well-known “Wardman rowhouses” found in Washington, D.C. The BAR approved the existing rear addition in **1983** (6/15/1983).

## **III. ANALYSIS**

### Permit to Demolish

In considering a Permit to Demolish, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

<b>Standard</b>	<b>Description of Standard</b>	<b>Standard Met?</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?	No
(2)	Is the building or structure of such interest that it could be made into a historic house?	No
(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?	No
(4)	Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	N/A
(5)	Would retention of the building or	No

	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?	No

Staff has no objection to the proposed partial demolition (north and west elevations) of the non-historic rear addition. Although the initial proposal involved capsulation of significant portions of the historic rear ell, the project now proposes no demolition or capsulation of any portion of the historic main block or historic rear ell.

*Certificate of Appropriateness for an Addition*

Regarding residential additions, the *Design Guidelines* state the Board's preference for "contextual background buildings which allow historic structures to maintain the primary visual importance," and for "designs that are respectful of the existing structure and...which echo the design elements of the existing structure."

Staff supports the proposed addition, finding the scale and mass appropriate for the structure and the use of a vernacular architectural design complements the rear portion of this simple townhouse. The proposed rear addition will clearly read as distinct from and subservient to the historic townhouse. Although the width of the addition matches the width of the main block, rather than the rear ell, the change in materials and fenestration, in addition to a low roofline, allow this addition to function as a background element.

The proposed materials are generally consistent with the Board's adopted policies. Although the BAR regularly approves high-quality composite and synthetic trim, as well as fiber cement siding, the Board's policy does require the siding to be smooth rather than wood-grained. The proposed Fibrex (composite cladding) windows are consistent with the *Window Policy* for new construction.

Staff recommends approval of the addition with the conditions noted above.

**STAFF**

Catherine K. Miliaras, Historic Preservation Planner, Planning & Zoning  
Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

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

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

##### **Zoning Comments**

C-1 The proposed addition and alterations complies 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)
- 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)
- 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)

**Alexandria Archaeology**

- F-1 A detailed map of Alexandria in the late 1870s depicts a structure standing on the lot at that time. The Independent Meeting House Cemetery was located immediately to the west. It is extremely unlikely that graves associated with the Meeting House Cemetery would be located on this property, but caution is recommended.
- \*R-1 The applicant/developer shall 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.
- \*R-2 The applicant/developer shall not allow any metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.
- \*R-3 It is illegal to disturb human remains without obtaining appropriate legal authorization. If burials are found during the project and need to be moved, the burials will be removed archaeologically, and appropriate legal authorization will be obtained, including a permit from the Virginia Department of Historic Resources for the archaeological removal of burials.
- R-4 The statements in archaeology conditions above marked with an asterisk “\*” shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements.

**V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR 2016-0010 & 2016-0011: 215 South Lee Street*



**CITY OF ALEXANDRIA, VIRGINIA  
DEPARTMENT OF CODE ADMINISTRATION**

301 King Street, Room 4200, Alexandria, VA 22314  
703.746.4200 www.alexandriava.gov/code

**Property Owner's Affidavit**

**This affidavit certifies that the party listed, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner. This affidavit must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to permit issuance. Copies of affidavits are not acceptable. (Please Print).**

I Pamela Teimeyer Owner of the property

listed below, certify that I have granted John Linam Jr, AIA

my duly authorized agent, permission to obtain the permit(s) for the construction (or installation) of a two story addition to the existing rowhouse

at my property at the following address (include suite no. if available)

215 S. Lee Street, Alexandria, VA 22314

I understand that the permits obtained pursuant to this affidavit will be in my name and that I am acting as contractor for this project. I accept full responsibility for the work performed.

Pamela Teimeyer  
Signature of the Property Owner

12/28/15  
Date

State/ District of Virginia

City/ County of Fairfax

I AMANJOT KAUR, a Notary Public in and for the  
aforesaid State/ District hereby certify that PAMELA TEIMEYER

Appeared before me in the State/District and city / County aforesaid and executed this

affidavit on this 28 day of December 20 15



Notary Public [Signature]

My commission expires on the 28 day of December, 2015

**NOTE TO PROPERTY OWNERS BEFORE SIGNING THIS AFFIDAVIT:**

If you've made arrangements with a contractor to do the work intended by this permit(s), the City of Alexandria strongly recommends that the contractor be the responsible party to secure the permits required by the Uniform Statewide Building Code (USBC). When contractors apply for permits, the City will verify that he/she is properly licensed by the State and City to perform the intended work. Unwillingness by the contractor to obtain required permits may be an indication that he/she is not properly licensed. **For your protection, don't deal with unlicensed contractors.** If you have any questions about licensing regulations, please contact the Permit Center on 703.746.4200 or DPOR/State Board for Contractors, on 804.367.8511 or [www.dpor.virginia.gov](http://www.dpor.virginia.gov)



# DEPARTMENT OF PLANNING AND ZONING

## FLOOR AREA RATIO AND OPEN SPACE CALCULATIONS

### A. Property Information

A1. Street Address 215 S Lee Street Zone RM

A2. 3332 x 1.5 = 4998  
 Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

### B. Existing Gross Floor Area

Existing Gross Area*		Allowable Exclusions	
Basement	635	Basement**	
First Floor	854	Stairways**	60
Second Floor	760	Mechanical**	
Third Floor		Other**	
Porches/ Other	126	Total Exclusions	
<b>Total Gross *</b>	<b>2409</b>		

B1. Existing Gross Floor Area \*  
2375 Sq. Ft.

B2. Allowable Floor Exclusions\*\*  
60 Sq. Ft.

B3. Existing Floor Area minus Exclusions  
2315 Sq. Ft.  
 (subtract B2 from B1)

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

Proposed Gross Area*		Allowable Exclusions	
Basement		Basement**	
First Floor	78	Stairways**	
Second Floor	218	Mechanical**	
Third Floor		Other**	
Porches/ Other	40	Total Exclusions	
<b>Total Gross *</b>	<b>336</b>		

C1. Proposed Gross Floor Area \*  
336 Sq. Ft.

C2. Allowable Floor Exclusions\*\*  
         Sq. Ft.

C3. Proposed Floor Area minus Exclusions  
336 Sq. Ft.  
 (subtract C2 from C1)

### D. Existing + Proposed Floor Area

D1. Total Floor Area (add B3 and C3) 2651 Sq. Ft.

D2. Total Floor Area Allowed by Zone (A2) 4998 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.

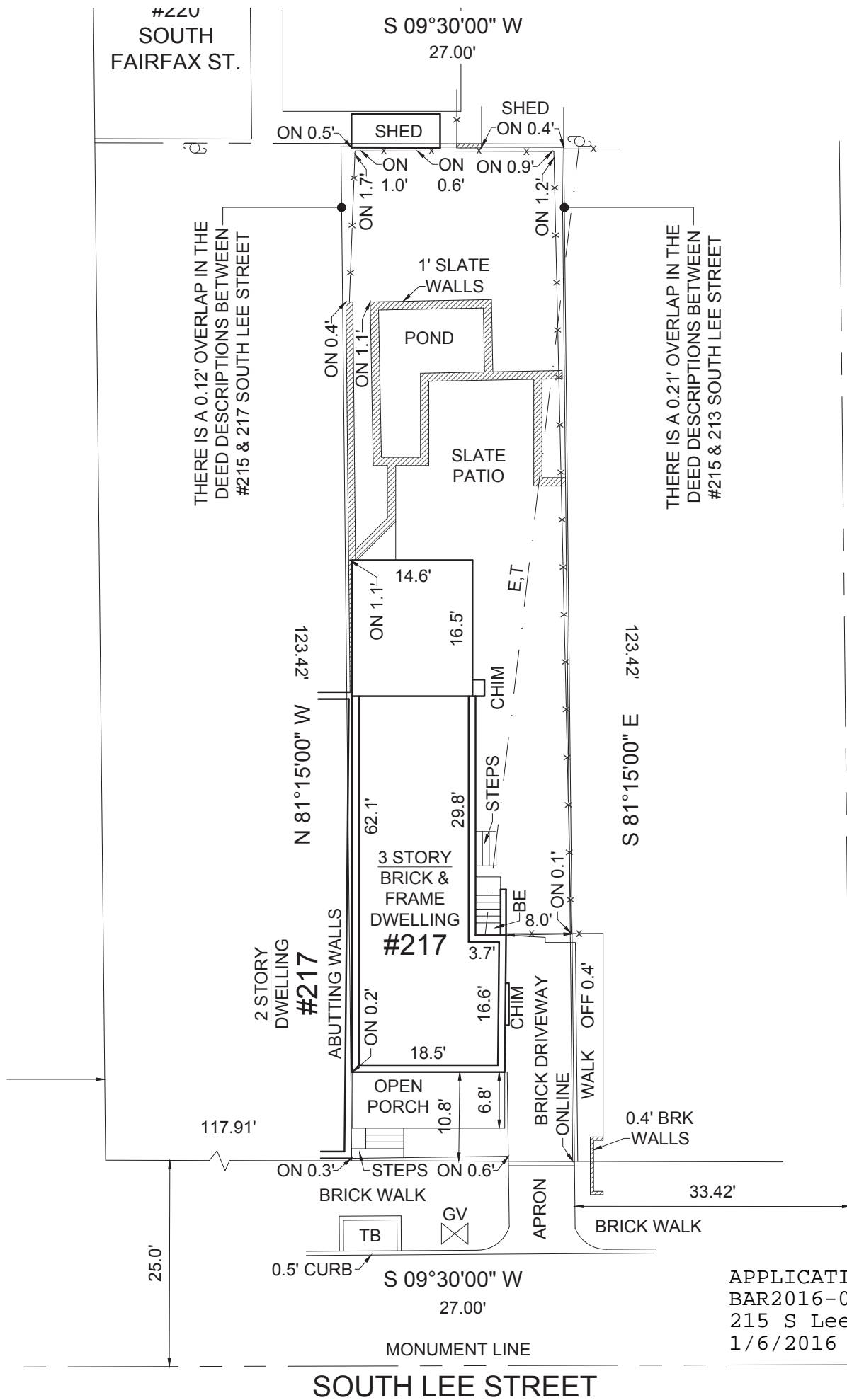
If taking exclusions other than basements, floor plans with excluded areas must be submitted for review. Sections may also be required for some exclusions.

### F. Open Space Calculations

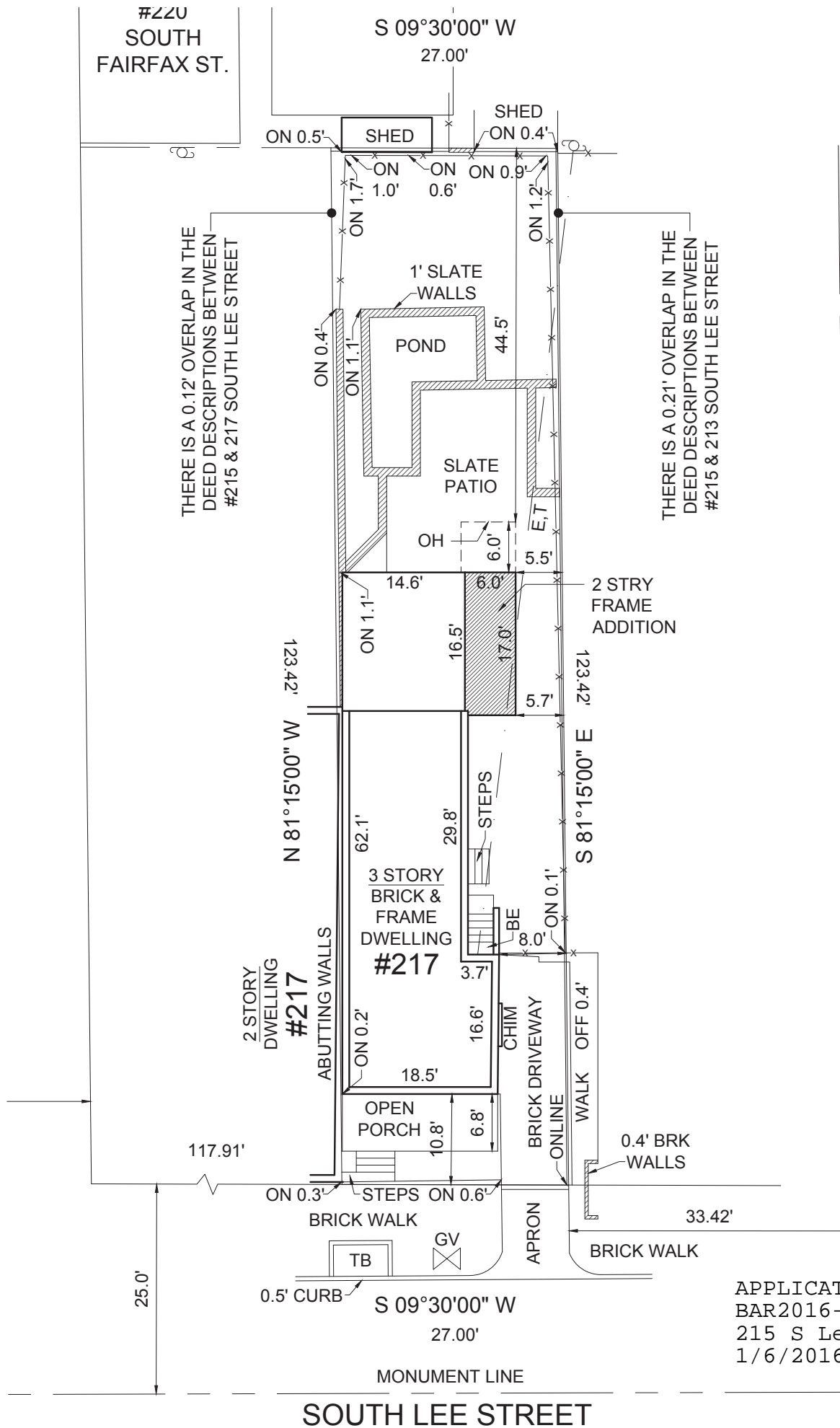
Existing Open Space	2044
Required Open Space	1166
Proposed Open Space	1894

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

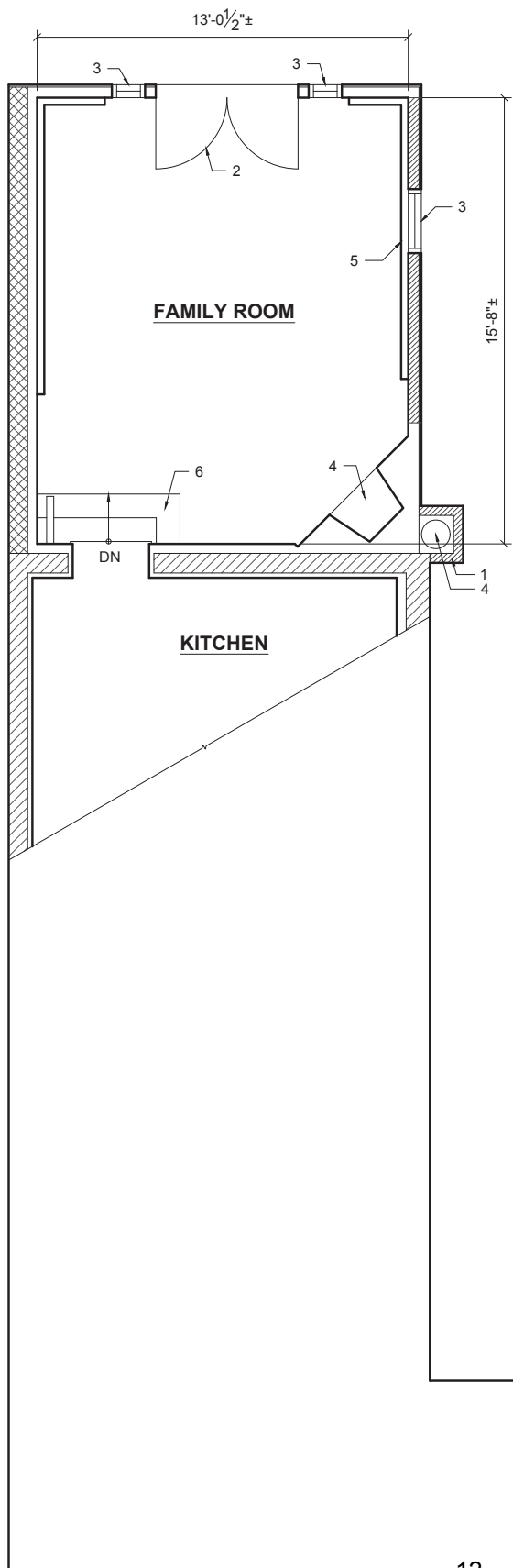
Signature: \_\_\_\_\_ Date: 1/5/2015



APPLICATION MATERIALS  
BAR2016-00010/00011  
215 S Lee St  
1/6/2016

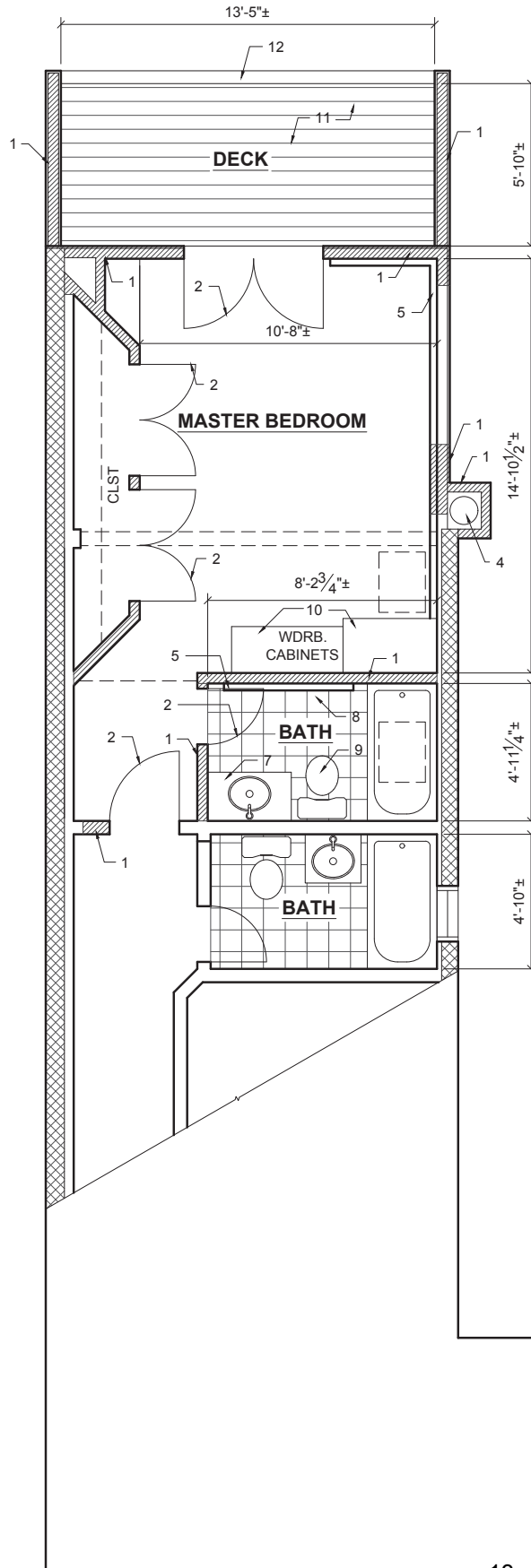


APPLICATION MATERIALS  
 BAR2016-00010/00011  
 215 S Lee St  
 1/6/2016



- DEMOLITION NOTES
- EXISTING DIMENSIONS PROVIDED FOR GENERAL REFERENCE ONLY, CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD
- CONTRACTOR TO REVIEW ALL EXISTING SITE CONDITIONS PRIOR TO STARTING WORK. CONTRACT PRICE MUST INCLUDE ALL INCIDENTAL WORK TO SUPPORT DESIGN INTENT IN PROPOSED PLANS. NOTIFY ARCHITECT/OWNER OF ANY DISCREPANCIES FOUND, EXCLUDING UNFORESEEN CONDITIONS, PRIOR TO STARTING WORK.
- 1. DEMO (PORTION OF) WALL
  - 2. DEMO DOOR
  - 3. DEMO WINDOW
  - 4. DEMO PREFAB FIREPLACE AND CHIMNEY
  - 5. DEMO BASEBOARD HEAT UNIT(S)
  - 6. DEMO A PORTION OF THE WIDTH OF THE EXISTING STEPS TO ALLOW FOR NEW WALL. MAINTAIN/REUSE TREAD AND RISER MATERIAL
  - 7. DEMO CASEWORK/COUNTER
  - 8. DEMO FLOOR AND WALL TILE IN THE ROOM
  - 9. DEMO PLUMBING FIXTURES IN THE ROOM
  - 10. REMOVE/SALVAGE EXISTING WARDROBE CABINETS AND RELOCATE TO THE BASEMENT, EXACT LOCATION TO BE COORDINATED WITH OWNER
  - 11. DEMO EXISTING DECK SURFACE AND REMOVE/REPLACE EXISTING ROOF MEMBRANE AND ASSOCIATED FLASHING BELOW DECK
  - 12. DEMO RAILING

DEMOLITION



#### DEMOLITION NOTES

EXISTING DIMENSIONS PROVIDED FOR GENERAL REFERENCE ONLY, CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD

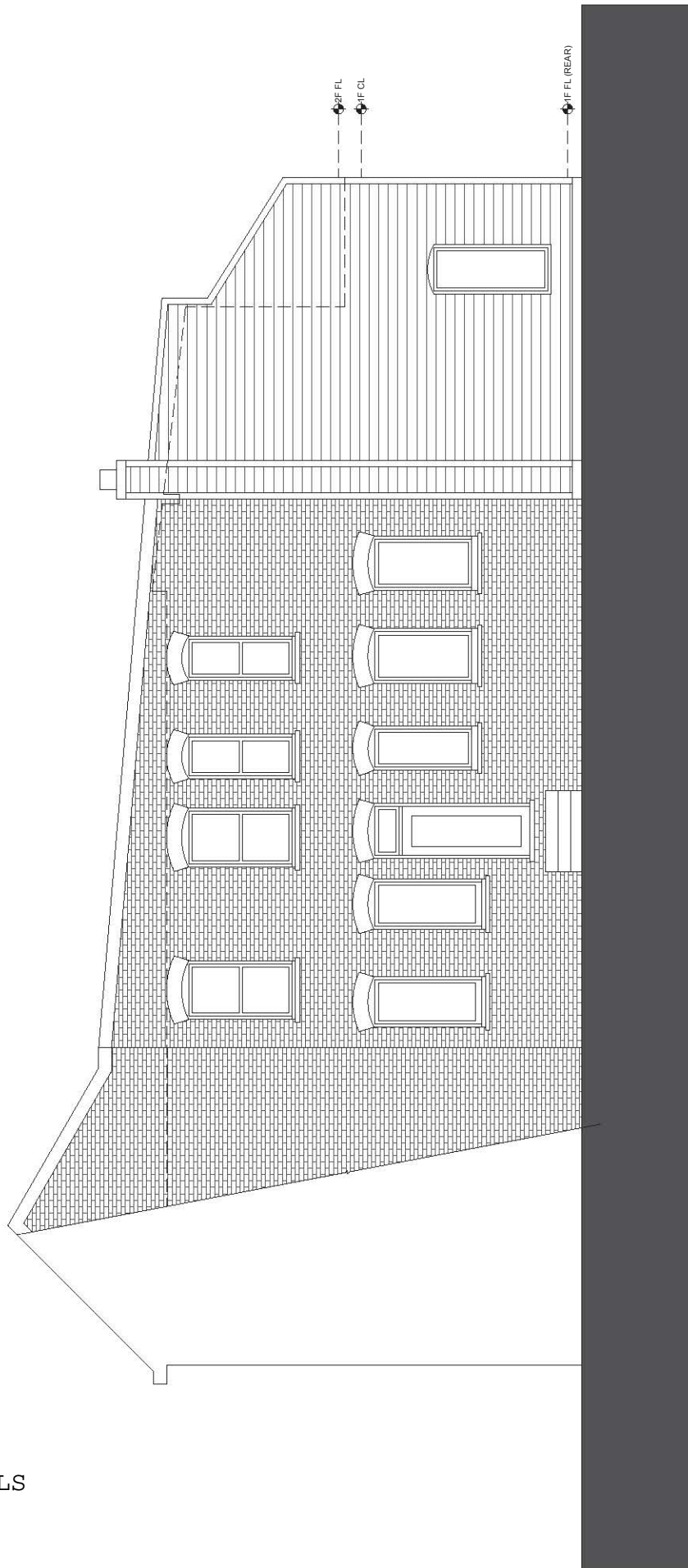
CONTRACTOR TO REVIEW ALL EXISTING SITE CONDITIONS PRIOR TO STARTING WORK. CONTRACT PRICE MUST INCLUDE ALL INCIDENTAL WORK TO SUPPORT DESIGN INTENT IN PROPOSED PLANS. NOTIFY ARCHITECT/OWNER OF ANY DISCREPANCIES FOUND, EXCLUDING UNFORESEEN CONDITIONS, PRIOR TO STARTING WORK.

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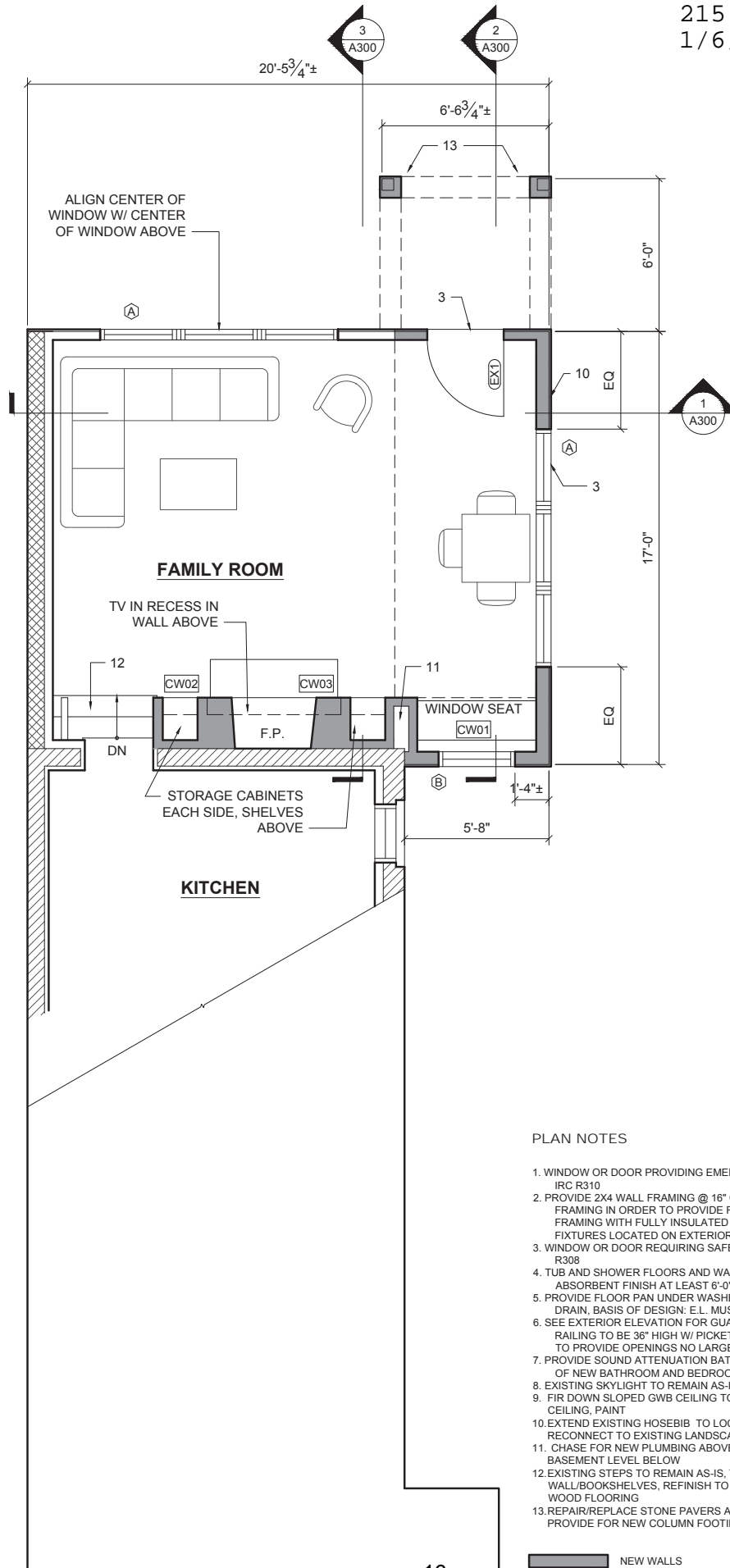
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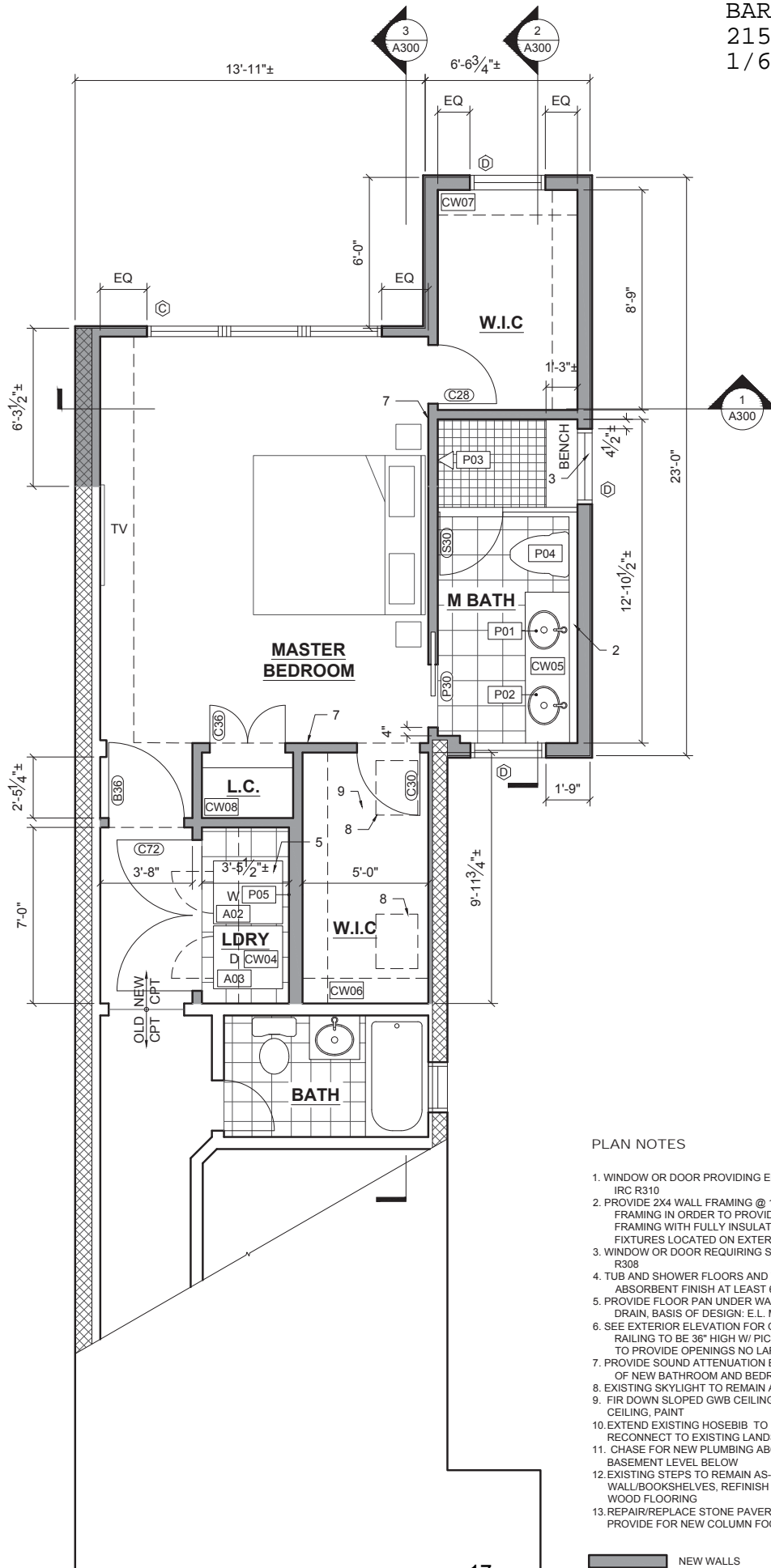


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 BAR2016-00010/00011  
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# PLAN NOTES

1. WINDOW OR DOOR PROVIDING EMERGENCY EGRESS IN COMPLIANCE WITH IRC R310
2. PROVIDE 2X4 WALL FRAMING @ 16" O.C. INSIDE LINE OF EXTERIOR WALL FRAMING IN ORDER TO PROVIDE FOR PLUMBING LINES INSIDE OF 2X4 FRAMING WITH FULLY INSULATED WALL BEHIND PLUMBING, TYP AT FIXTURES LOCATED ON EXTERIOR WALLS, U.N.O.
3. WINDOW OR DOOR REQUIRING SAFETY GLAZING IN COMPLIANCE WITH IRC R308
4. TUB AND SHOWER FLOORS AND WALLS SHALL BE FINISHED WITH A NON ABSORBENT FINISH AT LEAST 6'-0" ABOVE FLOOR
5. PROVIDE FLOOR PAN UNDER WASHER W/ EMERGENCY 2" PVC OVERFLOW DRAIN, BASIS OF DESIGN: E.L. MUSTEE DURAPAN, SIZE AS REQUIRED
6. SEE EXTERIOR ELEVATION FOR GUARDRAIL MATERIAL DESCRIPTION. RAILING TO BE 36" HIGH W/ PICKETS, BOTTOM RAILS AND SUPPORT POST TO PROVIDE OPENINGS NO LARGER THAN PRESCRIBED IN IRC R312.3
7. PROVIDE SOUND ATTENUATION BATT INSULATION (R-15 MIN.) AT PERIMETER OF NEW BATHROOM AND BEDROOM WALLS.
8. EXISTING SKYLIGHT TO REMAIN AS-IS
9. FIR DOWN SLOPED GWB CEILING TO ALIGN FLAT WITH EXISTING FLAT CEILING, PAINT
10. EXTEND EXISTING HOSEBIB TO LOCATION OF NEW EXTERIOR WALL, RECONNECT TO EXISTING LANDSCAPE IRRIGATION SYSTEM
11. CHASE FOR NEW PLUMBING ABOVE TO TIE INTO SUPPLY/DRAIN STACK AT BASEMENT LEVEL BELOW
12. EXISTING STEPS TO REMAIN AS-IS, TRIM EDGE AS NEEDED FOR NEW WALL/BOOKSHELVES, REFINISH TO MATCH NEW REFINISHED FAMILY ROOM WOOD FLOORING
13. REPAIR/REPLACE STONE PAVERS AS NEEDED AT EXISTING PATIO TO PROVIDE FOR NEW COLUMN FOOTINGS



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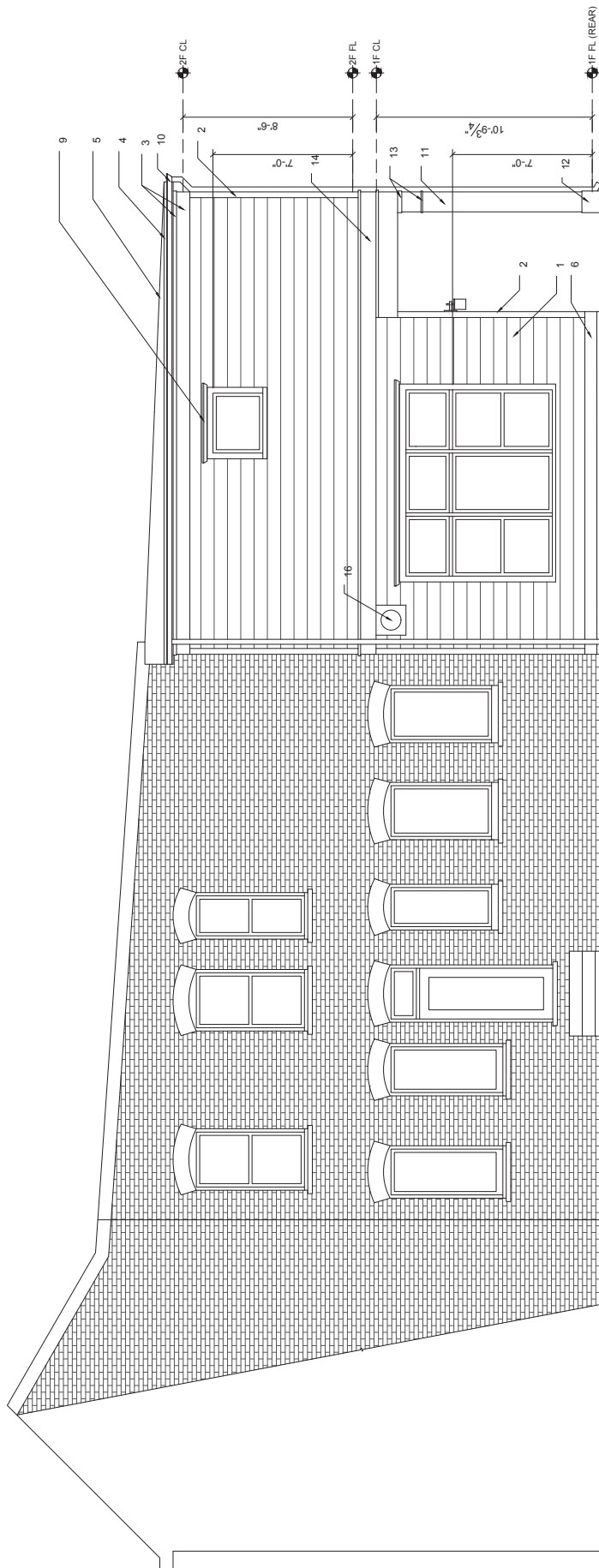
NEW WALLS



#### GENERAL ELEVATION NOTES

EXISTING DIMENSIONS PROVIDED FOR GENERAL REFERENCE ONLY, CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD

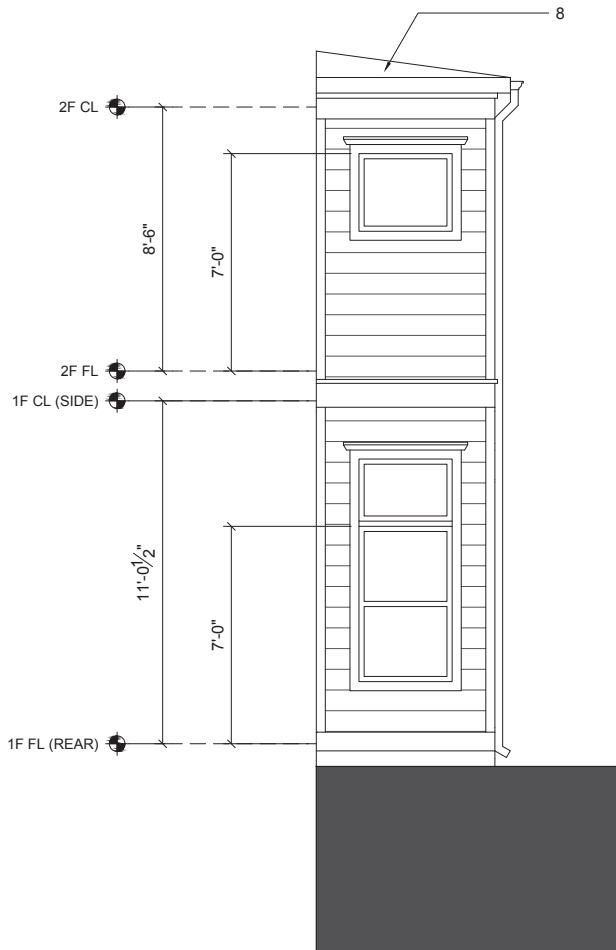
1. CEMENTITIOUS SIDING: HARDIEPLANK LAP SIDING, CEDARMILL SELECT, 7" EXPOSURE, SAILCLOTH COLOR
2. 1X4 CPVC CORNER BOARD TRIM
3. 1X8 CPVC FRIEZE BOARD
4. 1X6 CPVC FASCIA BOARD
5. NOT USED
6. 1X8 CPVC BAND BOARD TRIM
7. DORMER TRIM AND FINISH TO MATCH EXISTING
8. DORMER ROOF TRIM TO MATCH EXISTING
9. PARGE COAT OVER FOUNDATION WALL, COLOR TBD
10. SHUTTERS TO MATCH EXISTING
11. PAINTED STEEL HANDRAILS, 36" TALL
12. RAKE TRIM TO MATCH PROFILE OF EXISTING
13. PROVIDE STEP FLASHING AT EDGE OF EXISTING ROOF TRANSITION TO NEW ROOF
14. EXTERIOR WINDOW TRIM PER SCHEDULE
15. NEW GUTTER AND DOWNSPOUT (BASIS OF DESIGN: ALUMINUM, .032 GAUGE, 6 INCH, COVE STYLE, SEAMLESS GUTTERS W/ 3X4 .025 GAUGE, SEAMLESS DOWNSPOUT, BAKED COLOR FINISH), COLOR TBD, TYP
16. GAS FIREPLACE EXHAUST VENT, PROVIDE REQUIRED CLEARANCE TO WINDOW



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APPLICATION MATERIALS  
 BAR2016-00010/00011  
 215 S Lee St  
 1/6/2016



APPLICATION MATERIALS  
 BAR2016-00010/00011  
 215 S Lee St  
 1/6/2016

ADDRESS OF PROJECT: 215 S Lee StreetTAX MAP AND PARCEL: 075.03-01-20 ZONING: 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: Pamela TiemeyerAddress: 215 S Lee StreetCity: Alexandria State: VA Zip: 22314Phone: 703-403-6003 E-mail: pst2283@gmail.comAuthorized Agent *(if applicable)*: ☐ Attorney ☒ Architect ☐ \_\_\_\_\_Name: John Linam Jr, AIA Phone: 703-980-3117E-mail: john@linamjr.com

## Legal Property Owner:

Name: Pamela TiemeyerAddress: 215 S Lee StreetCity: Alexandria State: VA Zip: 22314Phone: 703-403-6003 E-mail: pst2283@gmail.com

- ☐ 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  
☐ doors  
☐ lighting  
☐ other \_\_\_\_\_

☐ fence, gate or garden wall  
☐ windows  
☐ pergola/trellis

☐ HVAC equipment  
☐ siding  
☐ painting unpainted masonry

☐ shutters  
☐ shed

☒ ADDITION  
☐ DEMOLITION/ENCAPSULATION  
☐ SIGNAGE

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

Two story frame addition to side and portion of the rear of existing frame structure (behind the original brick structure) with new windows and doors, lap siding, and painted trim. Addition will remain be in compliance with current zoning regulations. New low slope membrane roof will tie to existing frame area low slope roof. New exterior columns will support portion of second story addition area to provide for covered entry into new space. The addition will not affect or cover the existing side wall of the original brick structure. Minor repair/revision of existing stone terrace required to accommodate the new columns.

**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: 

Printed Name: John Linam Jr, AIA

Date: January 5, 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. Pamela Tiemeyer	215 S. Lee St. 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 215 S. Lee St. Alexandria, VA 22314 (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. Pamela Tiemeyer	215 S. Lee St. 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.		
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.

12/28/15      Pamela Tiemeyer      Pamela Tiemeyer  
 Date                      Printed Name                      Signature