

BAR Meeting  
May 4, 2016

**ISSUE:** Partial demolition and new construction of accessory garage

**APPLICANT:** Jack Shoptaw and Bob Venezia

**LOCATION:** 508 Queen Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION**

Staff recommends approval with the following conditions:

1. All materials specified must be in conformance with the BAR's adopted policies with final approval by staff as part of the building permit review process.
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.



**BAR2016-0102 & BAR2016-0103**



**Note:** *Staff coupled the applications for a Permit to Demolish (BAR #2016-0102) and Certificate for Appropriate (BAR #2016-0103) for clarity and brevity. The Permit to Demolish requires a roll call vote.*

## **I. ISSUE**

The applicant requests approval to demolish an existing brick wall and garden shed at the rear of the subject property. The applicant separately requests approval to construct an accessory garage/carriage house at the rear of the property. The garage will measure approximately 22 feet by 20 feet and will be located 25 feet from the midpoint of Hammonds Court. The proposed garage will be one-and-one-half stories in height with a gable roof. The alley (south) elevation will have two sets of carriage-style doors and two single dormers. The interior (north) elevation will have a broad flat-roof dormer with doors with four single-light doors with transoms and stairs leading to the yard. This elevation will not be visible from a public way. The side (east and west) elevations are simple elevations with false windows with closed shutters.

The proposed materials include fiber cement siding, painted Azek brand composite trim, painted composite shutters, standing seam metal roof and wood, simulated divided light, six-over-six double-hung windows.

The applicant is also requesting a waiver of the rooftop HVAC screening requirement for the proposed HVAC equipment located at an inset into the gable roof on the north elevation.

## **II. HISTORY**

According to Ethelyn Cox in *Alexandria Street by Street* (page 144), 508 Queen Street is a two and half story three bay frame rowhouse dating from the ownership of Thomas Preston, **1809-1830**. The 1891 Sanborn Fire Insurance Map shows three two-story dwellings located on the north side of Hammonds Court, including one at the rear of 508 Queen Street. In that same year, the building at 508 Queen Street was described as a grocery. The 1958 Sanborn map also shows a two-story dwelling in this same location on Hammonds Court.

In 1996, the Board reviewed a case for window alterations at 508 Queen Street (BAR Case #96-0148, 8/21/1996) which was later withdrawn for restudy (9/17/1996). In 1998, the Board approved a one story rear addition at 506 Queen Street (BAR Case #98-0060, 5/20/1998). On July 18, 2003, the Board approved demolition/capsulation, a new rear addition and alterations for 508 Queen Street (BAR Case #2003-0125 & 0126). The current case involves alterations to these plans. In 2003, the Board approved alterations to previously approved plans (BAR Case #2003-0258, 11/19/03).

Hammonds Court runs east-west at the rear of 508 Queen Street and is a **public** court.

## **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):

Standard	Description of Standard	Standard Met?
(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 structure help preserve and protect an historic place or area of historic interest in the city?	No
(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 demolition of the rear garden wall and shed noting that neither are considered historic, as they were constructed in the latter half of the 20<sup>th</sup> century.

*Certificate of Appropriateness for New Construction*

The *Design Guidelines* note that “historically, outbuildings have been an integral part of residential and commercial properties in the historic districts.” Additionally, “free-standing accessory structures should complement, not compete with, the architecture of the main

building.” Furthermore, the choice of materials “should be selected to complement the main building.”

Accessory buildings such as garages, carriage houses, stables, sheds and the like provide both visual interest and utilitarian function throughout the historic district. Glancing through Sanborn Fire Insurance Maps, many lots in the districts had some type of outbuilding due to their essential functions. Because these buildings were often subsidiary to the primary building and were sometimes built of less durable materials, many historic outbuildings have been lost through the years. When the BAR reviews new outbuildings, such as garages or sheds, the primary concerns are both the relationship with the existing primary building as well as the context in which the new structure will exist. For example, a large garage in a block where there are no outbuildings could be visually intrusive to the character of that area. However, locations where other outbuildings remain extant or where there is evidence that an outbuilding once existed, are often generally appropriate locations for new outbuildings.

The proposed garage at 508 Queen Street will be prominently visible from both Hammonds Court and North Pitt Street. Historic maps indicate that in the late 19<sup>th</sup>-century, and through at least the first half of the 20<sup>th</sup> century, there existed a two-story dwelling on this site. Currently, there are accessory buildings on this block such as the expanded and rehabilitated former stable at 204 North Pitt Street, the two-story garage constructed at the rear of 217 North Saint Asaph Street in 2009 and an existing garage at the rear of 507 Cameron Street. Additionally, the late 20<sup>th</sup>-century house at 512 Queen Street is set deep within its lot, generally in line with the rear yards of its neighbors.

Staff’s preference is generally for modestly-sized new construction that allows historic buildings in the district to retain visual prominence. The proposed garage is effectively a two-story building made to appear as if it were one-and-one-half stories. While this building might be considered too large in other locations, staff finds it appropriately scaled in relation to the other structures in the middle of this block, which historically contained multiple large outbuildings. The use of single dormers, a traditional gable roof and carriage-style garage doors allow the architectural elements of this new building to coexist compatibly within this historic context. The use of blind windows with shutters in the closed position prevents the appearance of a large blank wall on the side elevations. The north elevation is very contemporary in comparison with the south elevation but is not visible from a public way, and therefore not within the BAR’s purview.

Staff supports the proposed materials, finding them consistent with the BAR’s adopted policies for new construction. Staff will require that full specifications be provided as part of the building permit process. Staff has no objection to a waiver of the rooftop HVAC screening requirement as it will be located in a visibly inconspicuous location and not visible from a public way.

#### **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 **Means for cooking may not be installed in the garage/carriage house. Property must continue to be used as a single family dwelling.**
- C-2 AC unit must be screened on all sides or request a waiver of screening by the BAR.
- C-3 **Lots must be consolidated prior to issuance of a building permit.**
- F-1 The subject property is less than 25' in width, no side yard setbacks are required.
- F-2 The rear yard setback can be taken to the center of the rear alley and is in compliance.
- F-3 Carriage house is subordinate to the existing dwelling in FAR, mass and height.

##### Code Administration

*No comments received.*

##### Transportation and Environmental Services

- R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R3. 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)
- F1. 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)
- F2. 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 Permitting & 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)
- C1. 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)

- C2. 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)
- C3. All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C4. Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C5. 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 Tax records from 1810 indicate that a portion of this block may have been a garden plot for the Marsteller estate, but the exact location is not known. By 1850, the documents indicate that there were structures facing the alley adjacent to this property. Some of these were occupied by African Americans, but the precise locations of these free black households are unknown. Historical research indicates that the current structure on the lot may have been built between 1872 and 1877 by George Atwell, an ice dealer. The property therefore has the potential to contain archaeological resources that could provide insight into residential life, perhaps relating to free African Americans, and into commercial activities in 19<sup>th</sup>-century Alexandria.
- R\*1. The applicant/developer shall call Alexandria Archaeology immediately (703-838-4399) 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. 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 2016-0102 & 0103: 508 Queen Street*





STUDIO CAMUS LLC  
225 North Pitt Street Alexandria Virginia 22314  
studiocamus@comcast.net  
Lynette 703 989 3777 Patrick 703 626 1984

Proposed Modifications to the  
SHOP TAW - VENEZIA RESIDENCE  
508 Queen Street Alexandria Virginia

DATE  
4 APR 16  
SCALE  
1" = 20'-0"

SHEET  
CS 1

Application Materials  
BAR2016-00102  
508 Queen Street  
4/5/2016

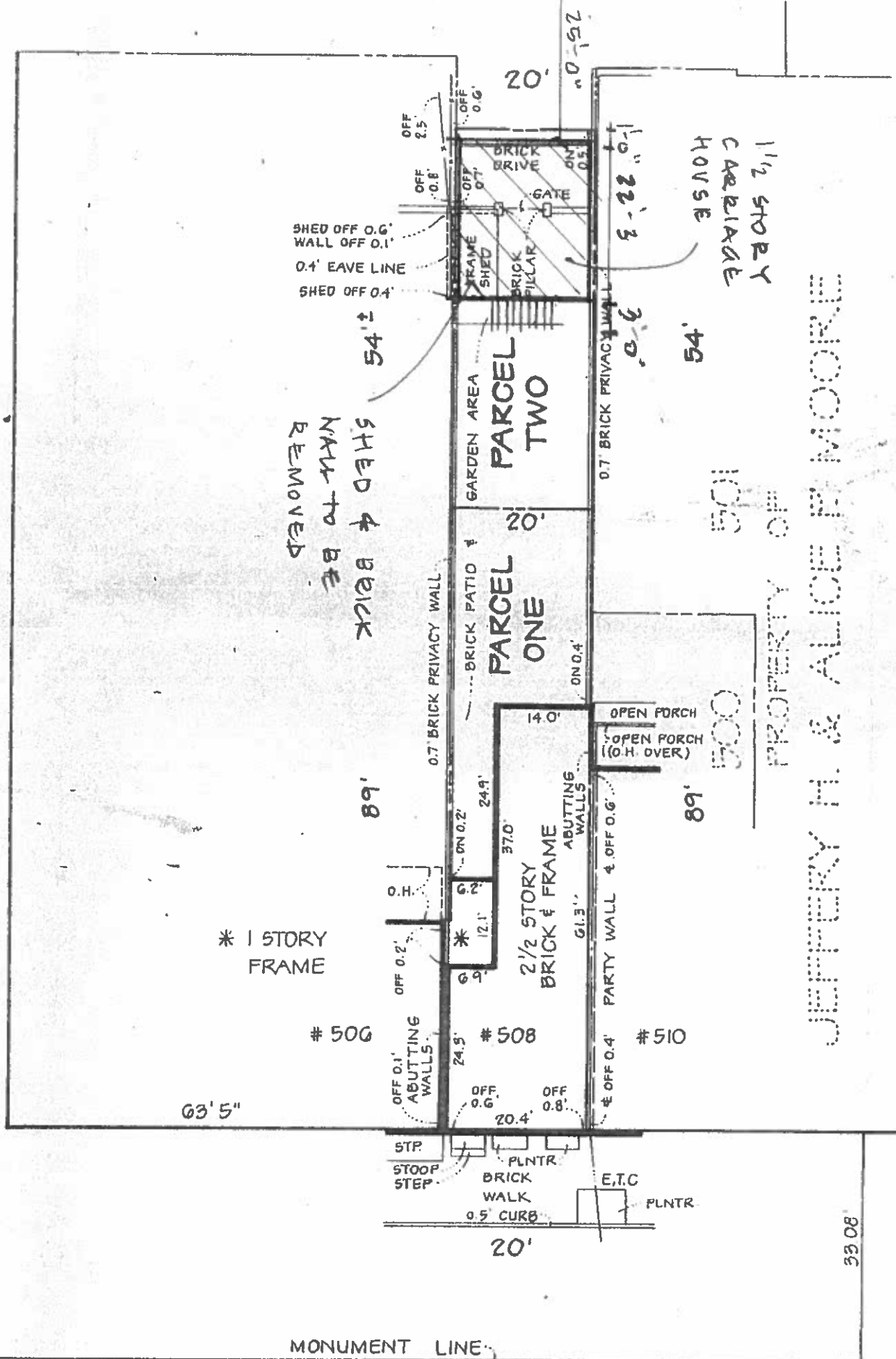
NORTH PITT STREET

MONUMENT LINE

89° 37'

25' ALLEY

Attachment #1



QUEEN STREET

PLAT

SHOWING HOUSE LOCATION ON  
THE PROPERTY LOCATED AT

508 QUEEN STREET  
CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'

JUNE 27, 1997

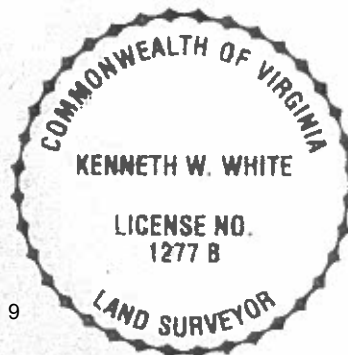
THIS PROPERTY IS NOT LOCATED IN A  
SPECIAL FLOOD HAZARD AREA

PLAT SUBJECT TO RESTRICTIONS OF  
RECORD

TITLE REPORT NOT FURNISHED

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

*Kenneth W. White*



CASE NAME:

GRAY - MANN

LAND, CLARK, CARROLL  
& MENDELSON

ALEXANDRIA SURVEYS, INC.  
6343 SOUTH KINGS HIGHWAY  
ALEXANDRIA, VIRGINIA 22306  
703-860-8615  
FAX 703-768-7764

Application Materials  
 BAR2016-00102  
 508 Queen Street  
 4/5/2016



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

**A. Property Information**  
 A1. Street Address 508 QUEEN ST Zone RM  
 A2. 2860 x 1.5 = 4290  
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

**B. Existing Gross Floor Area**

Existing Gross Area*		Allowable Exclusions	
Basement	920	Basement**	920
First Floor	1079	Stairways**	190
Second Floor	1004	Mechanical**	25
Third Floor	486	Other**	
Porches/ Other		Total Exclusions	1135
Total Gross *	3489		

B1. Existing Gross Floor Area \*  
3489 Sq. Ft.  
 B2. Allowable Floor Exclusions\*\*  
1135 Sq. Ft.  
 B3. Existing Floor Area minus Exclusions  
2354 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	455	Stairways**	
Second Floor	445	Mechanical**	
Third Floor		Other**	54
Porches/ Other		Total Exclusions	54
Total Gross *	900		

C1. Proposed Gross Floor Area \*  
900 Sq. Ft.  
 C2. Allowable Floor Exclusions\*\*  
54 Sq. Ft.  
 C3. Proposed Floor Area minus Exclusions  
846 Sq. Ft.  
 (subtract C2 from C1)

**D. Existing + Proposed Floor Area**

D1. Total Floor Area (add B3 and C3) 3200 Sq. Ft.  
 D2. Total Floor Area Allowed by Zone (A2) 4290 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**

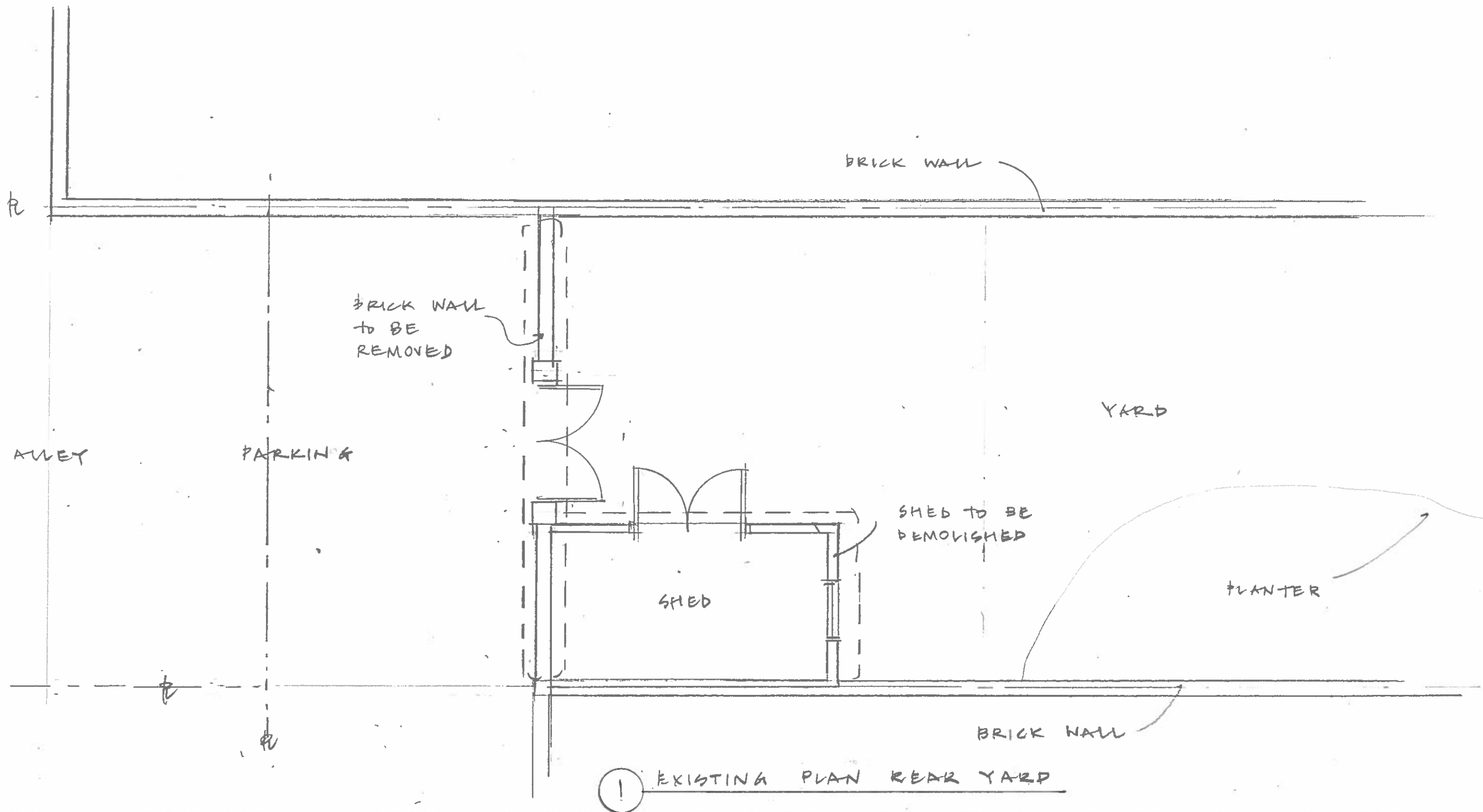
Existing Open Space	1434	50%
Required Open Space	1001	35%
Proposed Open Space	1109	39%

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

Signature: [Signature] Date: 4 APR 2016

Updated July 10, 2008

Application Materials  
 BAR2016-00102  
 508 Queen Street  
 4/5/2016

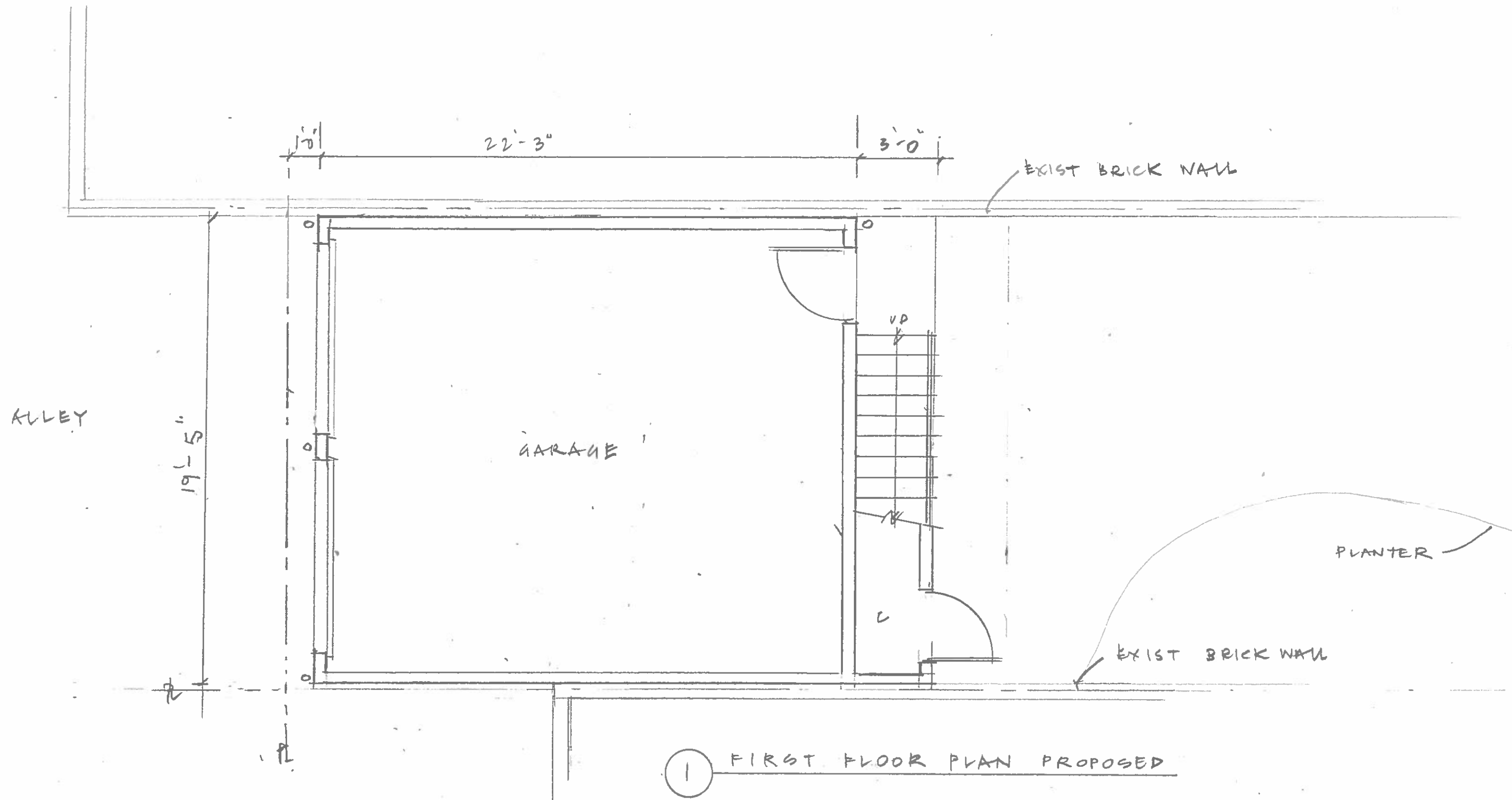


**STUDIO CAMUS LLC**  
 225 North Pitt Street Alexandria Virginia 22314  
 studiocamus@comcast.net  
 Lynnette 703 989 3777 Patrick 703 626 1984

Proposed Modifications to the  
**SHOPTAW- VENEZIA RESIDENCE**  
 508 Queen Street Alexandria Virginia

DATE 4 APR 16	SHEET EX 1
SCALE 1/4" = 1'-0"	

Application Materials  
BAR2016-00102  
508 Queen Street  
4/5/2016



C<sup>2</sup>

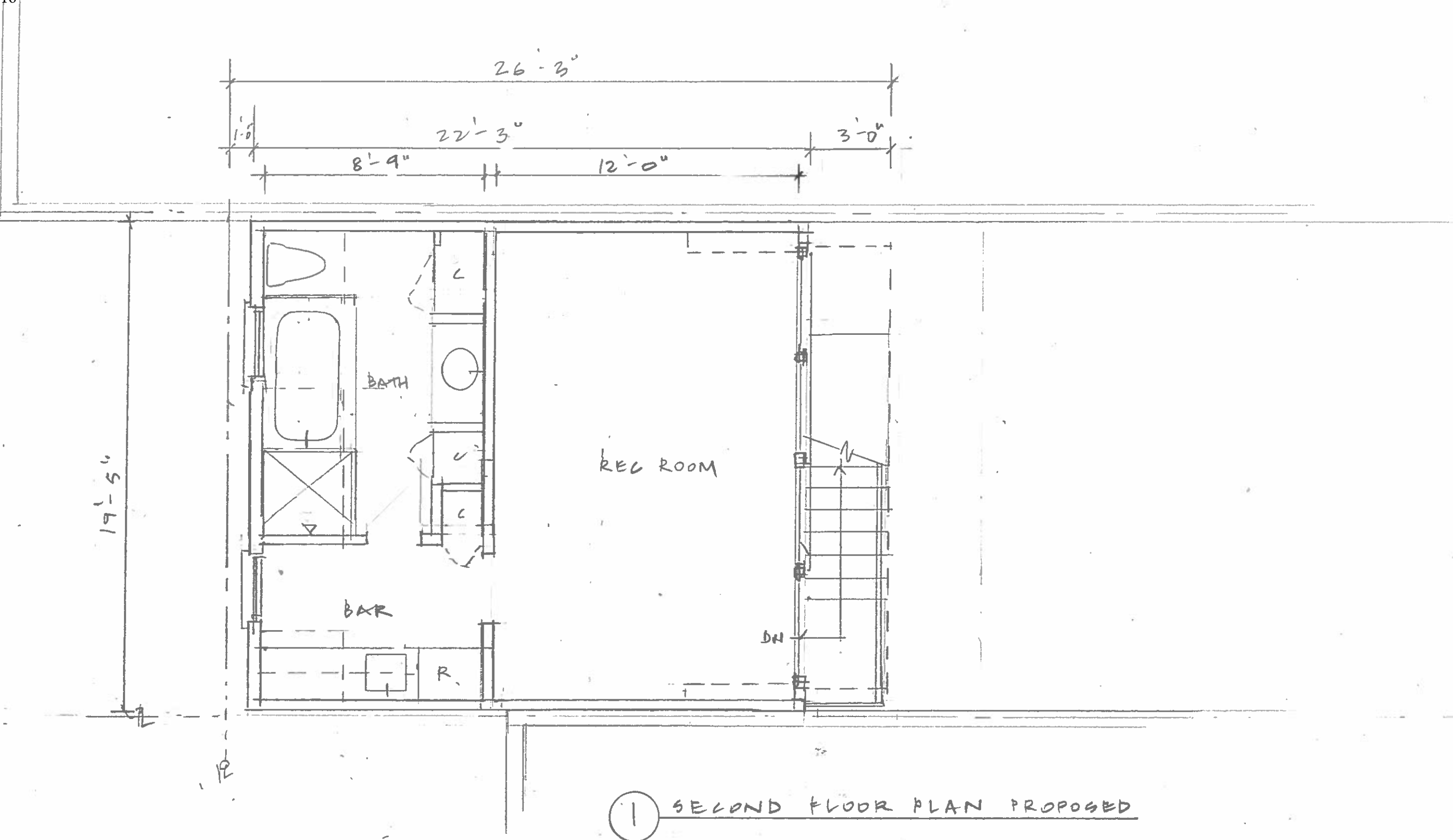
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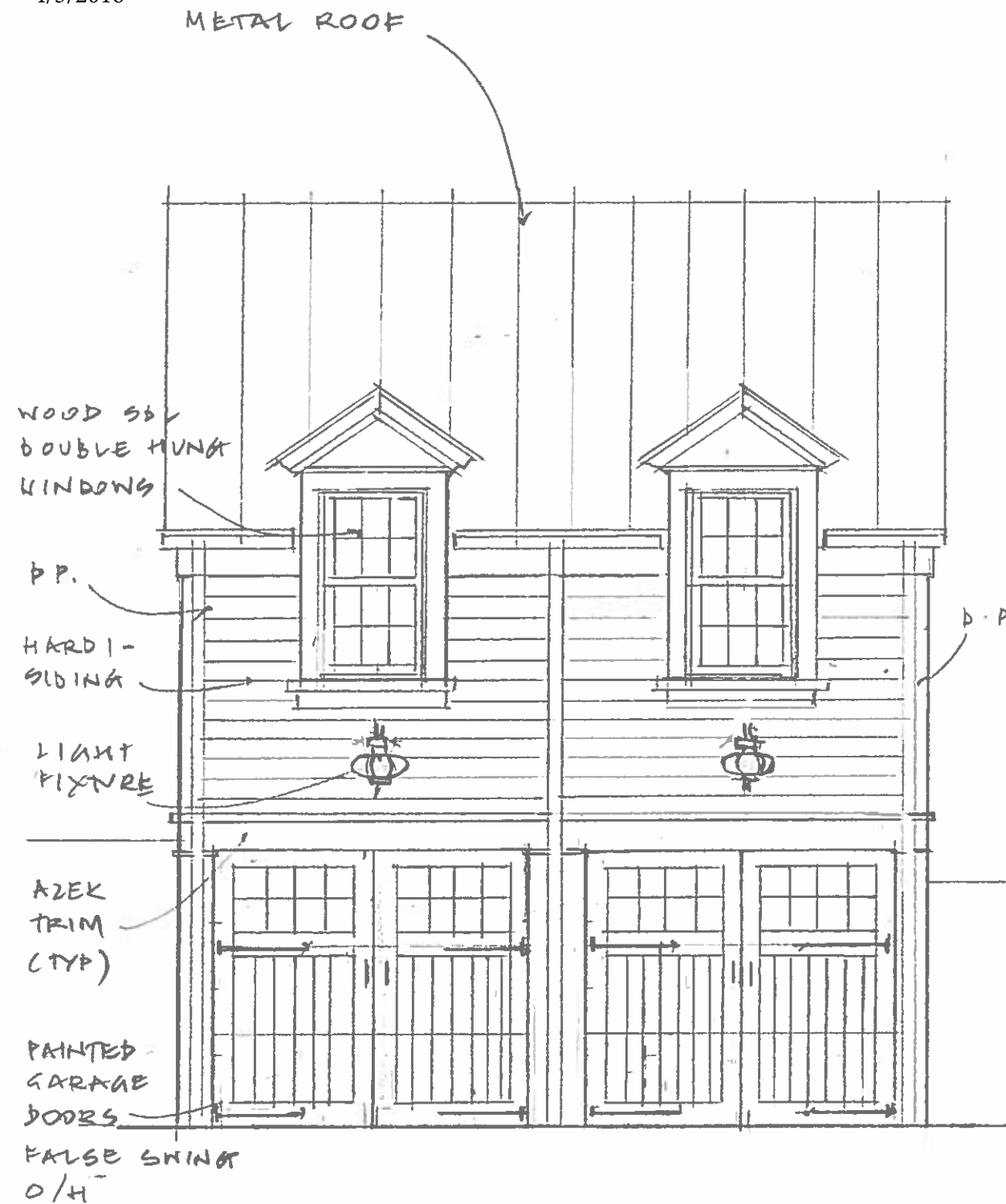
SHEET  
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Application Materials  
BAR2016-00102  
508 Queen Street  
4/5/2016

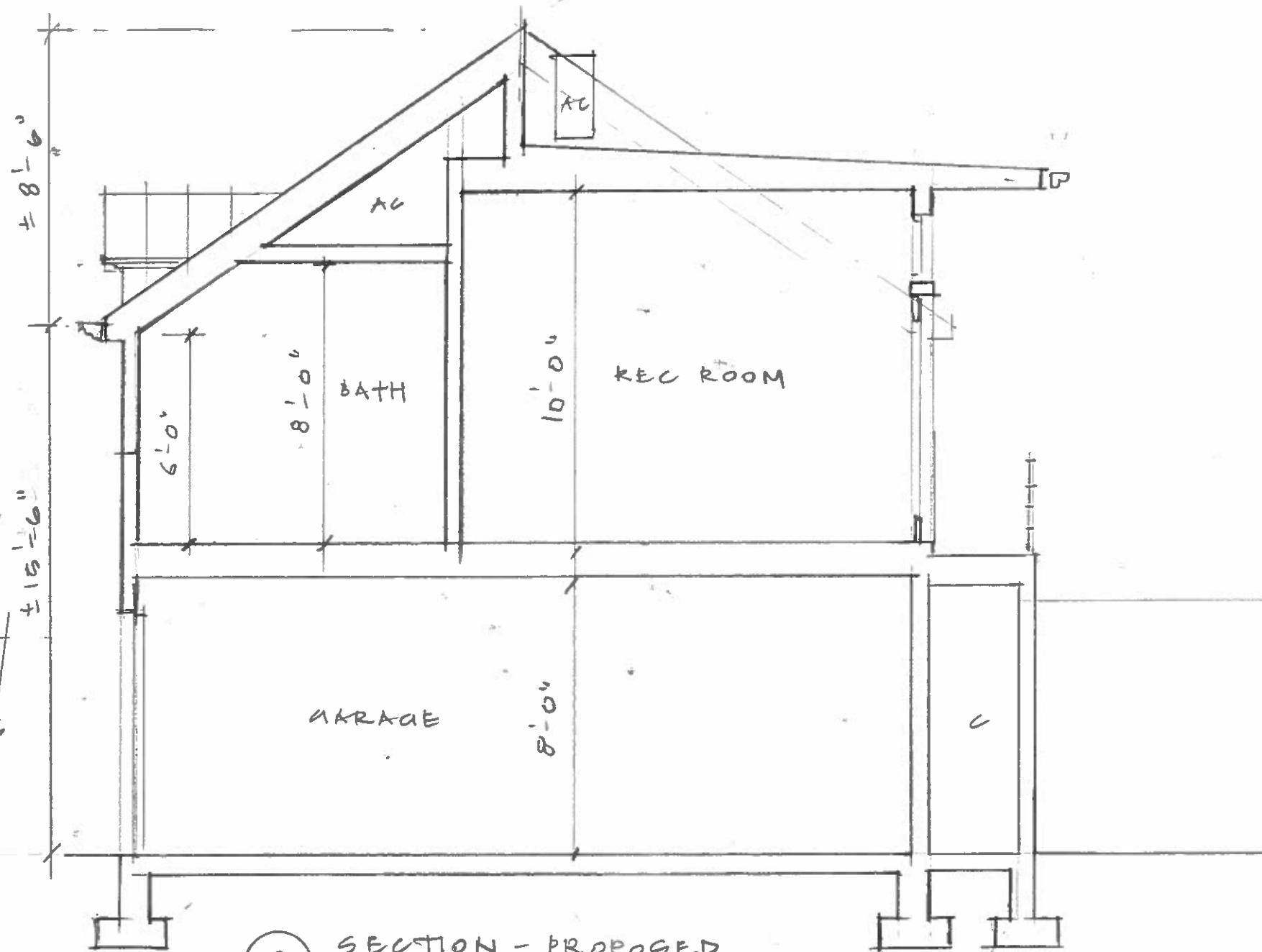


① SECOND FLOOR PLAN PROPOSED

Application Materials  
 BAR2016-00102  
 508 Queen Street  
 4/5/2016

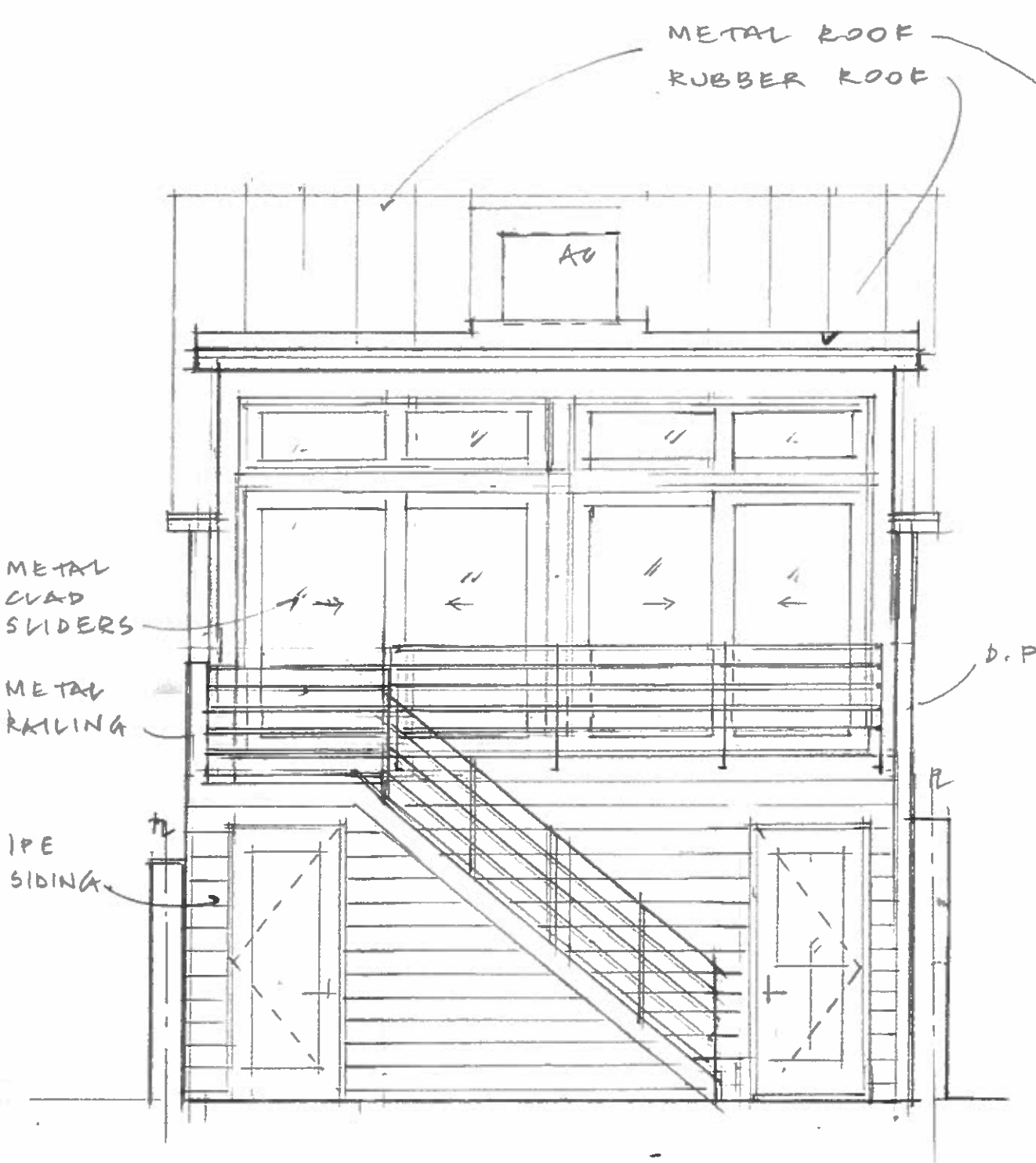


1 ALLEY ELEVATION - PROPOSED

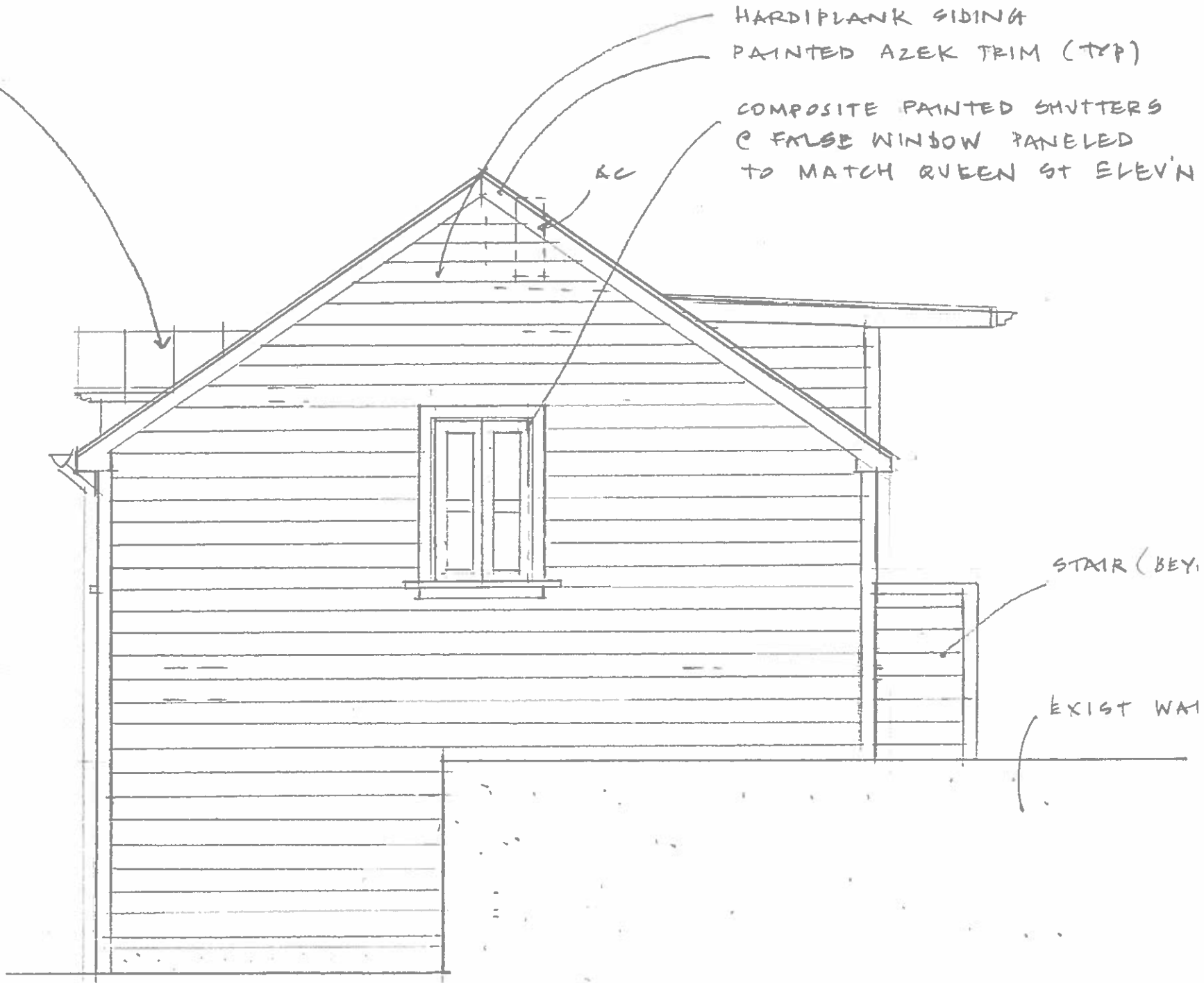


2 SECTION - PROPOSED



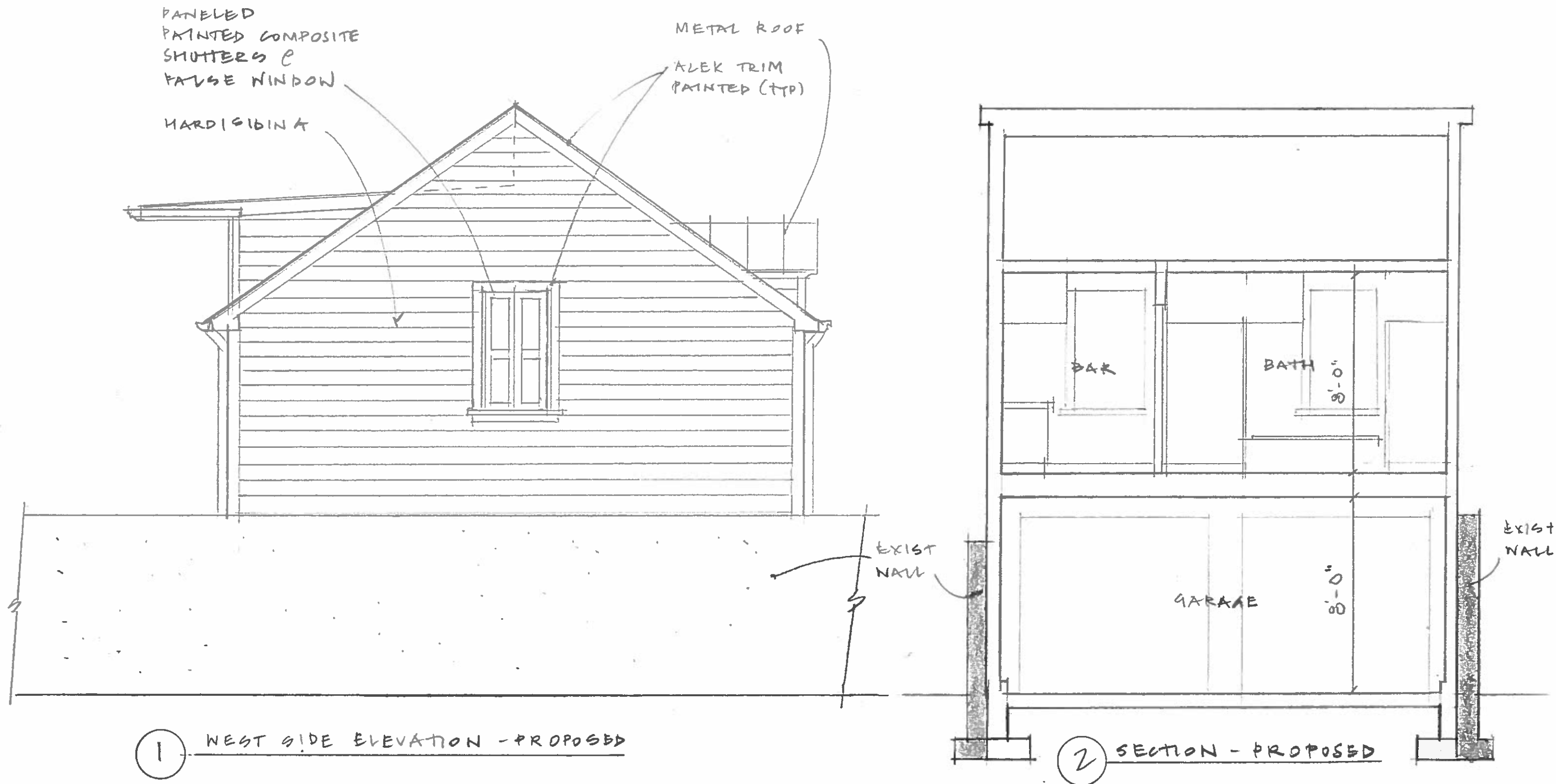


1 REAR ELEVATION - PROPOSED



2 EAST SIDE ELEVATION - PROPOSED

Application Materials  
 BAR2016-00102  
 508 Queen Street  
 4/5/2016



C<sup>2</sup>

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 studiocamus@comcast.net  
 Lynnette 703 989 3777 Patrick 703 626 1984

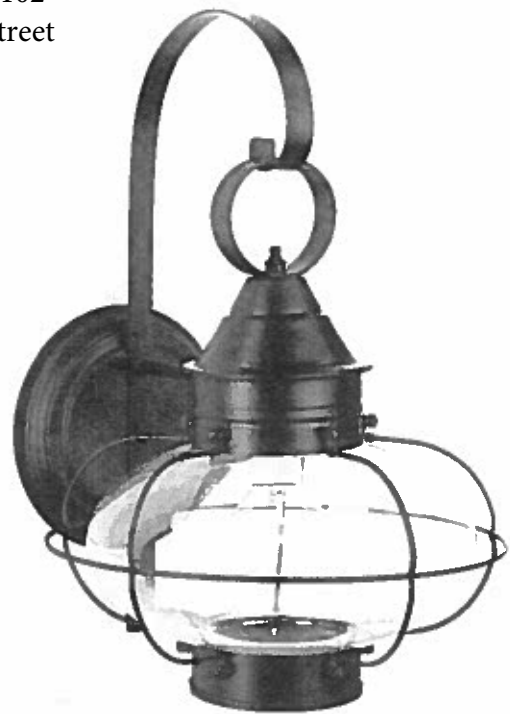
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DATE  
 4 APR 16  
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SHEET  
**A5**



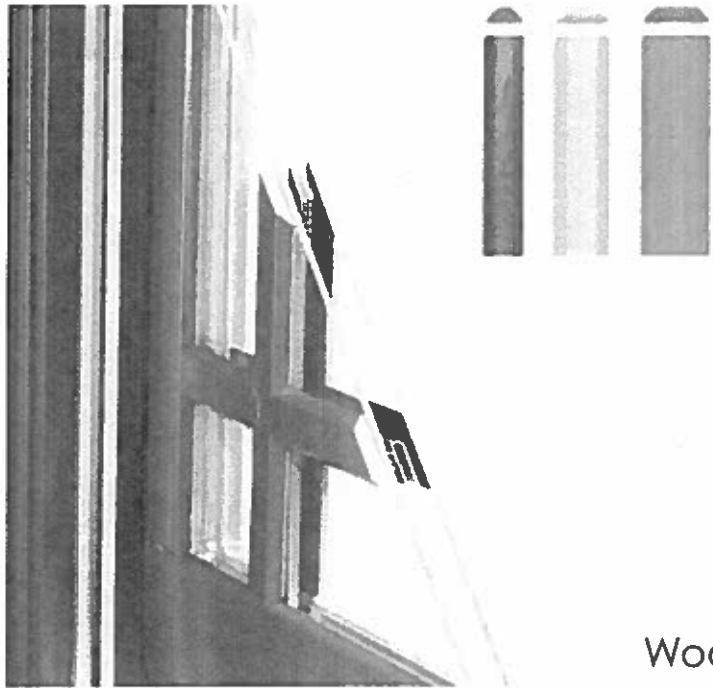
Application Materials  
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508 Queen Street  
4/5/2016



Norwell Cottage Onion Sconce  
15 3/4" h 10 5/8" w



Clingerman Wood painted garage doors

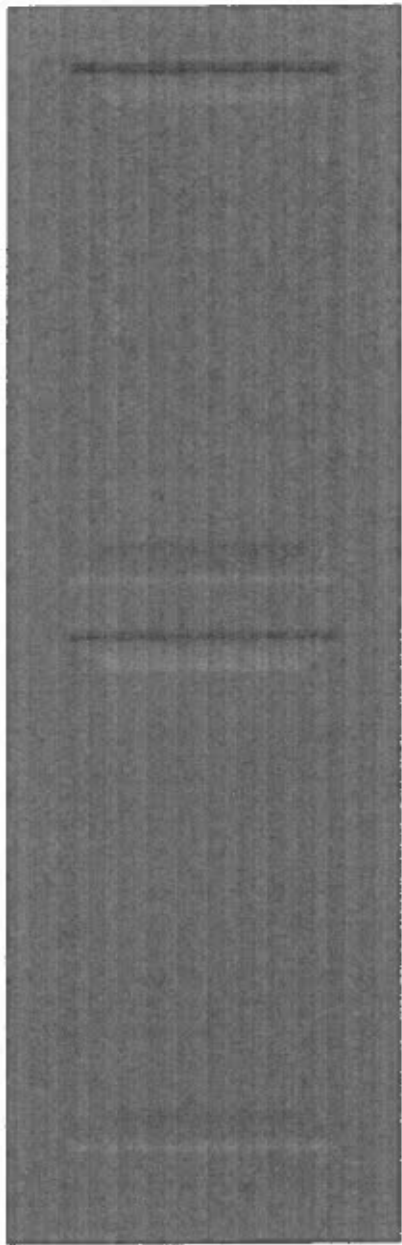


**JELD WEN**  
**Simulated Divided Lites**

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

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

Wood window specs



Wood composite paneled shutter  
Custom Shutter Company



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225 North Pitt Street Alexandria Virginia 22314  
studiocamus@comcast.net  
Lynnette 703 989 3777 Patrick 703 626 1984

Proposed Modifications to the  
**SHOPTAW-VENEZIA RESIDENCE**  
508 Queen Street Alexandria Virginia

DATE  
4 APR 16  
SCALE  
N T S

SHEET  
A6



Application Materials  
BAR2016-00102  
508 Queen Street  
4/5/2016







Application Materials  
BAR2016-00102  
508 Queen Street  
4/5/2016







Application Materials  
BAR2016-00102  
508 Queen Street  
4/5/2016





ADDRESS OF PROJECT: 508 QUEEN STREET  
 TAX MAP AND PARCEL: 6404-09-10 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: JACK SHOFTAN / BOB VENEZIA

Address: 508 QUEEN ST

City: ALEXANDRIA State: VA Zip: 22314

Phone: 202 821 9791 E-mail: jack@nevo-group.com

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

Name: PATRICK CAMUS

Phone: 703 626 1984

E-mail: studiocamus@comcast.net

## Legal Property Owner:

Name: SAME

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

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

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

- ☒ Yes ☐ No Is there an historic preservation easement on this property?
- ☒ Yes ☐ No If yes, has the easement holder agreed to the proposed alterations?
- ☐ Yes ☒ No Is there a homeowner's association for this property?
- ☐ Yes ☐ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

ADDRESS OF PROJECT: 508 QUEEN STREET  
 TAX MAP AND PARCEL: 6404-09-10 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: JACK SHOFTAN / BOB VENEZIA

Address: 508 QUEEN ST

City: ALEXANDRIA State: VA Zip: 22314

Phone: 202 821 9791 E-mail: jack@nevo-group.com

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

Name: PATRICK CAMUS

Phone: 703 626 1984

E-mail: studiocamus@comcast.net

## Legal Property Owner:

Name: SAME

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

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

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

- ☒ Yes ☐ No Is there an historic preservation easement on this property?
- ☒ Yes ☐ No If yes, has the easement holder agreed to the proposed alterations?
- ☐ Yes ☒ No Is there a homeowner's association for this property?
- ☐ Yes ☐ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

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

- ☐ NEW CONSTRUCTION  
☐ EXTERIOR ALTERATION: *Please check all that apply.*  
     ☐ awning                      ☐ fence, gate or garden wall    ☐ HVAC equipment                      ☐ shutters  
     ☐ doors                        ☐ windows                            ☐ siding                                    ☐ shed  
     ☐ lighting                      ☐ pergola/trellis                      ☐ painting unpainted masonry  
     ☐ other  
☒ ADDITION / ACCESSORY STRUCTURE  
☒ DEMOLITION/ENCAPSULATION  
☐ SIGNAGE

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

REQUEST APPROVAL TO REMOVE BRICK WALL & GARDEN SHED TO BUILD A 1 1/2 STORY CARRIAGE HOUSE AT THE REAR OF THE PROPERTY

**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: PATRICK CAMUSDate: 4 APR 2016

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# 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. JACK SHOPTAW	508 QUEEN	50%
2. BOB VENEZIA	508 QUEEN	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 508 QUEEN ST (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. JACK SHOPTAW	508 QUEEN	50%
2. BOB VENEZIA	508 QUEEN	50%
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.

4 Apr 2016 PATRICK CAMMS

Date

Printed Name

  
Signature