

Docket Item #8  
BAR CASE # 2016-0193

BAR Meeting  
July 6, 2016

**ISSUE:** Alterations to existing stoop and steps

**APPLICANT:** Lisa Collis & Mark Warner

**LOCATION:** 505 S Lee Street

**ZONE:** RM / Residential

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**STAFF RECOMMENDATION**

Staff recommends approval of the revised stoop and step layout, subject to approval of an encroachment ordinance by City Council, and that staff be directed to work with the applicant on the final design details of the railing following instructions from the Board at the hearing.

## **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.



BAR2016-00193



## **I. ISSUE**

The applicant is requesting approval of a Certificate of Appropriateness for alterations to the existing sandstone stoop and steps at the front entrance to 505 S Lee Street. The applicant proposes to reuse the existing red sandstone steps to the maximum extent reasonably possible and to turn the steps 90 degrees toward the north and to install a new stoop and iron handrail in order to provide safer steps, landing and handrail.

## **II. HISTORY**

The structure located at 505 S. Lee St. appears to have been constructed c 1802, as the tax records for the property show a frame house on the site. An advertisement for sale of the property in 1812 indicate it was a "good two story framed dwelling house." The house is significant historically for its association with the Hunter family whose shipyard operated on the Potomac between Wilkes and Wolfe Streets, and for its association with the Burke family of Burke and Herbert Bank (Ethelyn Cox, *Historic Alexandria Virginia, Street by Street*, p95). The house was "modernized" in the late 19th century by the addition of a third floor under the present a mansard roof, similar to the evolution of 131 N Washington Street and the Swann Daingerfield house at 706 Prince.

The Sanborn Fire Insurance Company did not map this portion of Alexandria until 1902; examination of this map indicates that the house and flounder outbuilding were present on the site at that time. The 1902 map indicates that the house had constructed its third story mansard and that all of the roofs at that time were clad with wood. The house and outbuilding remained unchanged, except for a roof material change on the rear portions of the house from wood to metal between 1912-1921. The addition of a garage located off Wilkes Street, and the existing one-story porch on the north wall of the historic residence post-date the 1957 Sanborn map.

Alterations and additions to this building were made by two of the original restoration architects for Colonial Williamsburg, Milton Grigg and Walter Macomber. Grigg designed alterations to the house including the entryway at the north side in 1964; Macomber designed the garage in 1969.

The BAR approved major alterations to the property in 1990, including the two story addition to the south and a one story addition on the west (rear). The rear addition connects the existing building with a historic flounder outbuilding to the southwest and to the existing garage. The existing arcade wall to the garage was filled in with French doors. (BAR Case #90-68, 56/2/1990)



### III. ANALYSIS

#### Certificate of Appropriateness

No physical investigation of the structural framing of the house itself was performed for this report but, based on historic records and Sanborn insurance maps alone, this early 19<sup>th</sup> century two story frame house underwent a substantial alteration in the late 19<sup>th</sup> century when a third floor was added behind a mansard roof. It was likely during this period that the iron fence was added to the south (Figure #3) and the red Seneca (?) sandstone steps with cast iron railings were added to the front entrance. This type of dark red stone was commercially quarried in the second half of the 19<sup>th</sup> century along the Chesapeake and Ohio Canal on the north bank of the Potomac River, just west of Seneca Creek in Seneca Montgomery County, Maryland. It was used for the C&O Canal locks and was commonly used for architectural trim and steps because it was easy to quarry and carve, though it sometimes weathered poorly and is often difficult to recognize today because it has often been painted for weather protection and because tastes in color changed in the early 20<sup>th</sup> century. Architect Adolf Cluss used this stone for the window sills at City Hall (now painted white) and it is particularly easy to identify on the pedimented lintels of the Robert E. Lee Camp Hall Museum at 806 Prince.



**Figure 1:** 806 Prince Street sandstone lintels

While the proportions of the dwelling at 505 Prince are handsome, the architectural details are somewhat mixed. The earliest photo that has been found shows the early 6/6 windows and classical architrave around the entrance that are at odds with the later Second Empire Victorian period fishscale shingles clad concave curved mansard roof and curved-top dormers. A three story Second Empire house in Alexandria typically would also have had prominent carved brackets below the cornice and on the door surround (Figure #2) or window lintels but those are missing here. The dwelling at 505 S Lee has a simpler, more vernacular character than the more ostentatious masonry versions of the Second Empire style in Alexandria.



Figure 2: 131 N Washington Street



Figure 2: 505 S Lee photo taken in 1936

Although red sandstone was used for steps during the period when the mansard roof was added, Staff has closely inspected the existing stoop with the applicant several times and questions whether these steps are original to this structure or were repurposed here from another location. In particular, the stone landing overhangs the sides of the stoop with no apparent aesthetic or structural purpose (see the photos on p2 of the application.) The earliest photograph staff has located that clearly shows the steps is from 1936 and they do not appear to have changed since that time.

The stone of the present steps are deteriorated and in need of repair. In addition, the lack of handrails leave guests potentially vulnerable, particularly at night and during rain or snow. Therefore, the applicant proposes to turn the steps 90 degrees to toward the north so that they may be more welcoming and code compliant. Normally, staff would recommend simply extending the landing and steps further toward the curb while retaining the same design but Lee Street is only 50' wide, so the sidewalk is quite narrow and extension is further complicated by a utility manhole located at the base of the steps. Because of the physical constraints and because there is some question about the provenance of these steps, staff can support a new stoop design at this particular location.

Staff has, therefore worked with the architect to balance the functional needs for repair/replacement with the modest and vernacular architectural character of the front elevation. Double steps, as found on some of the grand houses in the 200 block of Prince or the Elliot house at 323 S Fairfax Street are far too high-style for this structure. The proposed single set of steps extend to the north so that they do not block a basement window south of the entrance. The applicant proposes to use as much of the existing sandstone material as possible, trimming the ends and perhaps turning the stones over to expose the un-weathered base. The steps are simple, rectilinear and without the volutes of the Colonial Revival period.

However, staff believes the character of the wrought iron railing is slightly early for the architectural period of significance of the front façade of the house and that these should use more of the cast iron that was prevalent in the late 19<sup>th</sup> century in Old Town. In addition, because the stoop is only three feet above the adjacent grade, balusters are not required by the building code. A simple open handrail would not screen the door and architrave and would not draw attention to itself as a design feature.

Staff recommends approval of the revised stoop and step layout, subject to approval of an encroachment ordinance by City Council, and that staff be directed to work with the applicant on the final design details of the railing following instructions from the Board.

**STAFF**

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 stoop/stair encroachment appears to exceed the maximum projection allowed based in the City Code. Email from Shanna Austin dated 6/15/16 confirms that an encroachment is required.

C-2 The stoop/stair encroachment appears to exceed the maximum projection allowed based on the code. S Lee Street is 50' wide so the maximum encroachment is only 3'.

*5-2-29(a) Steps.* Steps not more than 12 feet in length, including the required landings, may project beyond the street lot line up to five feet on streets with a right-of-way width of 100 feet or more, up to four feet on streets with a right-of-way width between 66 and 100 feet, up to three feet on streets with a right-of-way width between 50 and 66 feet and, notwithstanding the above, up to 20 inches on Union Street and on King Street between the Potomac River and the R.F.&P. railroad right-of-way. The term "steps" in this subsection includes ramps and similar structures necessary to provide access to the handicapped.

##### 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. **A separate encroachment will be needed for stairs.** (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. 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)
- 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**

No comments received

**V. ATTACHMENTS**

*1 – Supplemental Materials*

*2 – Application for BAR 2016-0194 & 0195: 1207 Duke Street*



## Medina Sandstone Building Block

These stones wear their over 100  
years of exposure to the elements

*also sandstone curb pieces very nicely.  
6" x 4" slabs  
Sandstone base foundations - larger bridge abutments*

length: varies

width: varies

height: varies

unit weight: varies

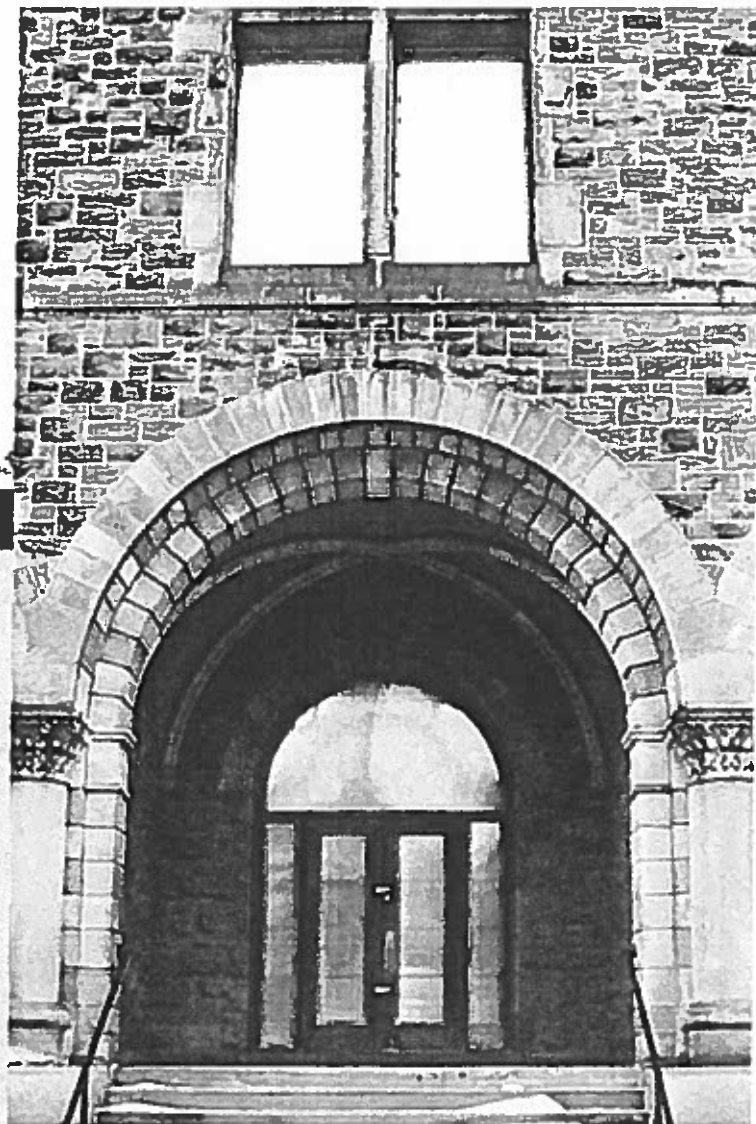
pallet count: units per pallet: N/A

pallet weight: 2,500#

coverage: varies

location: Northeast

all weights approximate



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# CARDINE STUDIOS



## Contact Us (index.html)

**Cardine Studios**  
6588 Balls Mill Road  
Bealeton, VA 22712

*Hot Forged Iron Railing*

**Call**  
540-439-6460

**Fax**  
540-439-6462

**Email**  
[pcardine@cardinestudios.com](mailto:pcardine@cardinestudios.com)

[View our Portfolio \(portfolio.html\)](#)

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[Custom Design Services \(customdesignservices.html\)](#)

[Portfolio ^ \(portfolio.html\)](#)

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# CARDINE STUDIOS

## About Cardine Studios

### **WE ARE METALSMITHS**

Cardine Studios specializes in custom hot-forged metal work as well as highly crafted fabrication. The process used provides options not available in a standard weld shop. The metal is heated in a forge and manipulated between hammer and anvil like "hot clay." The effect is both elegant and dramatic. We are a full custom studio and our work ranges from railings and gates to furniture and lighting. We work with a variety of metals including iron, bronze, stainless, copper, aluminum, and nickel. We also offer custom finishes and patinas.

### **DESIGN**

Excellence in design and master craftsmanship characterize the work of our studio and we are proud of the trustworthy and long lasting relationships we have established with our clients. We have years of experience working with interior designers, architects and builders as well as directly with the owner.

We will work from your existing design but also offer full design consultation and development including scaled drawings and samples. When possible we encourage our clients to visit the studio or you may set up an appointment to meet at your location. Our goal is not simply to sell you something but to satisfy your aesthetic and budgetary requirements.

### **SCOPE**

We welcome project large and small. Due to the expertise and value we offer, we are often chosen for projects far beyond our local Washington DC area. Our work can be seen in the Ritz Towers, NY, The Mellon Estate, Cakewalk, (largest yacht ever built in America) The Washington National Cathedral, George Washington University, Tommy Hilfiger Flagship Store in Beverly Hills, CA, Rice University; and many select properties throughout the country including Boston MA, Lake Forest, Chicago, Greenwich Connecticut, and Manhattan NY.

### **HISTORY**

Founder Patrick Cardine began blacksmithing in 1982. Cardine served an 8 year apprenticeship and worked with masters in Germany, England, France and Switzerland before founding Cardine Studios in 1991. Our team has experience in both classical and modern design and has worked with many designers and architects from around the world. We bring all of this experience both in construction and design to each project large or small.

Thank you for your interest in Cardine Studios, we look forward to working with you on a future project.

Contact us today! ([contactus.html](#)) | View our Portfolio ([portfolio.html](#))

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Applications & Materials  
BAR2016-00192 & 00193  
505 S Lee St  
6/6/2016

### Original Wall Lantern

Crafted from copper and brass this wall-mounted lantern has carefully curved glass panels below the tapered spire and cast brass finial. The delicate pierced gallery forms the division between the top and the hinged front door, which is flanked by canted glass panels to give maximum light. Shown here in a verdigris finish.

#### Dimensions

→ Small: height 17in (43cm) width 7¾in (19.5cm) depth 4¾in (12cm)  
Medium: height 23¾in (60.3cm) width 11¾in (30cm) depth 6¾in (16cm)  
Large: height 34in (86cm) width 19in (48cm) depth 11in (28cm)

#### Finishes

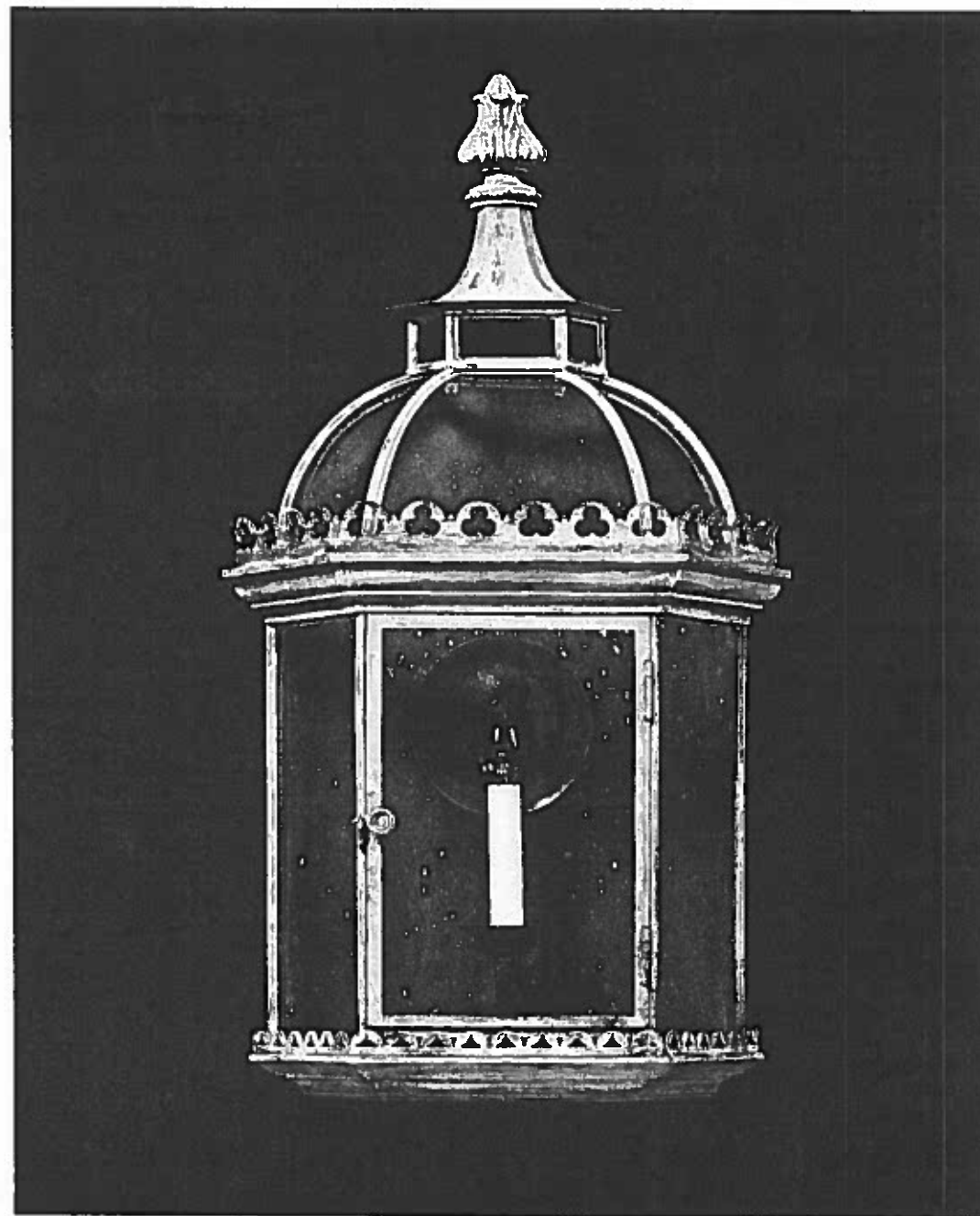
Antique brass, antique brown bronze, antique grey, antique silver, antique verdigris, brass, brown bronze, copper, nickel, painted finish, verdigris, winter green

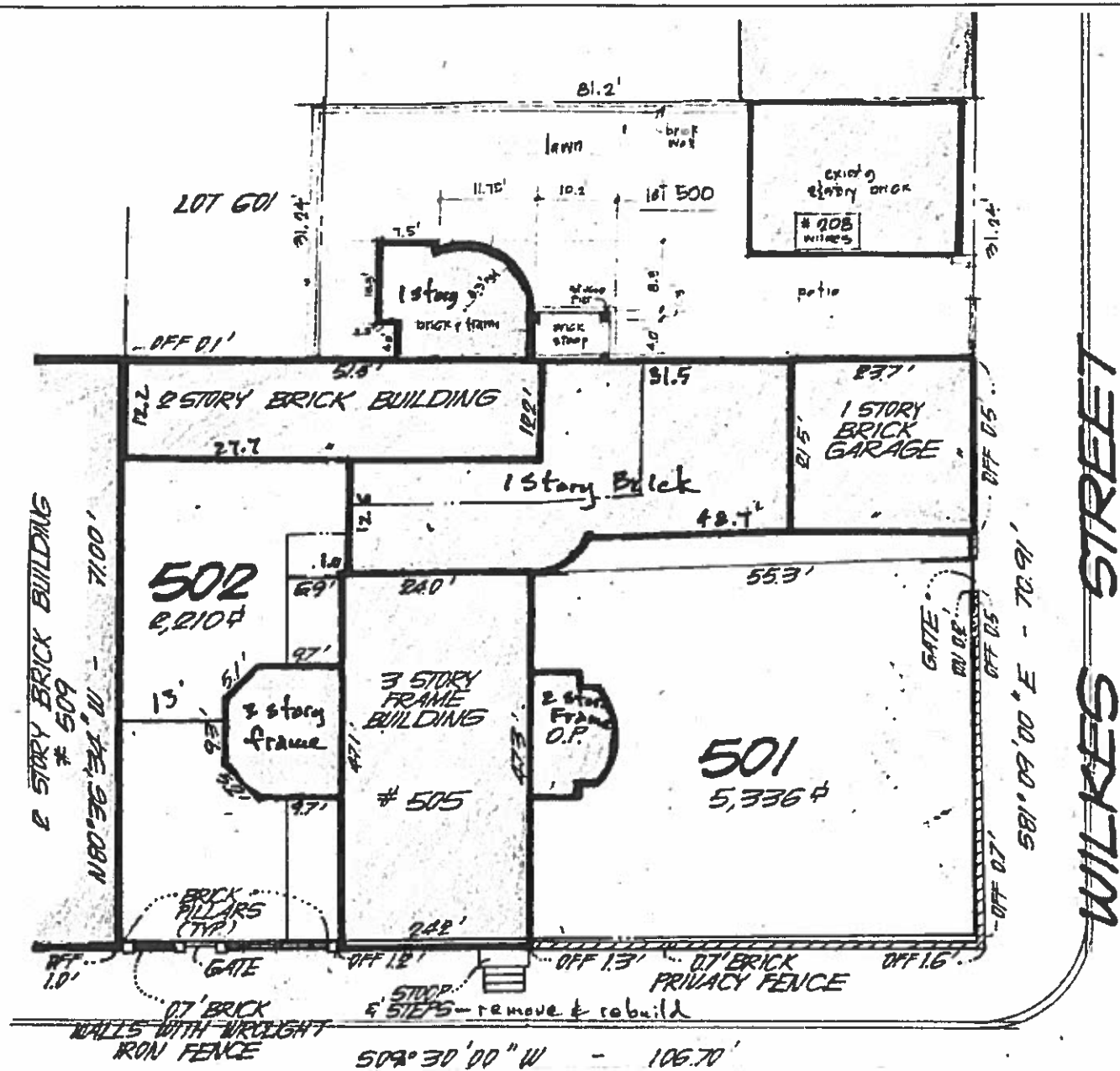
#### Price

Small: £1,250 (+VAT)  
Medium: £1,600 (+VAT)  
Large: £2,800 (+VAT)

T +44 (0) 20 7730 2122 F +44 (0) 20 7730 2132 [info@jamb.co.uk](mailto:info@jamb.co.uk) [www.jamb.co.uk](http://www.jamb.co.uk)  
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**Jamb.**





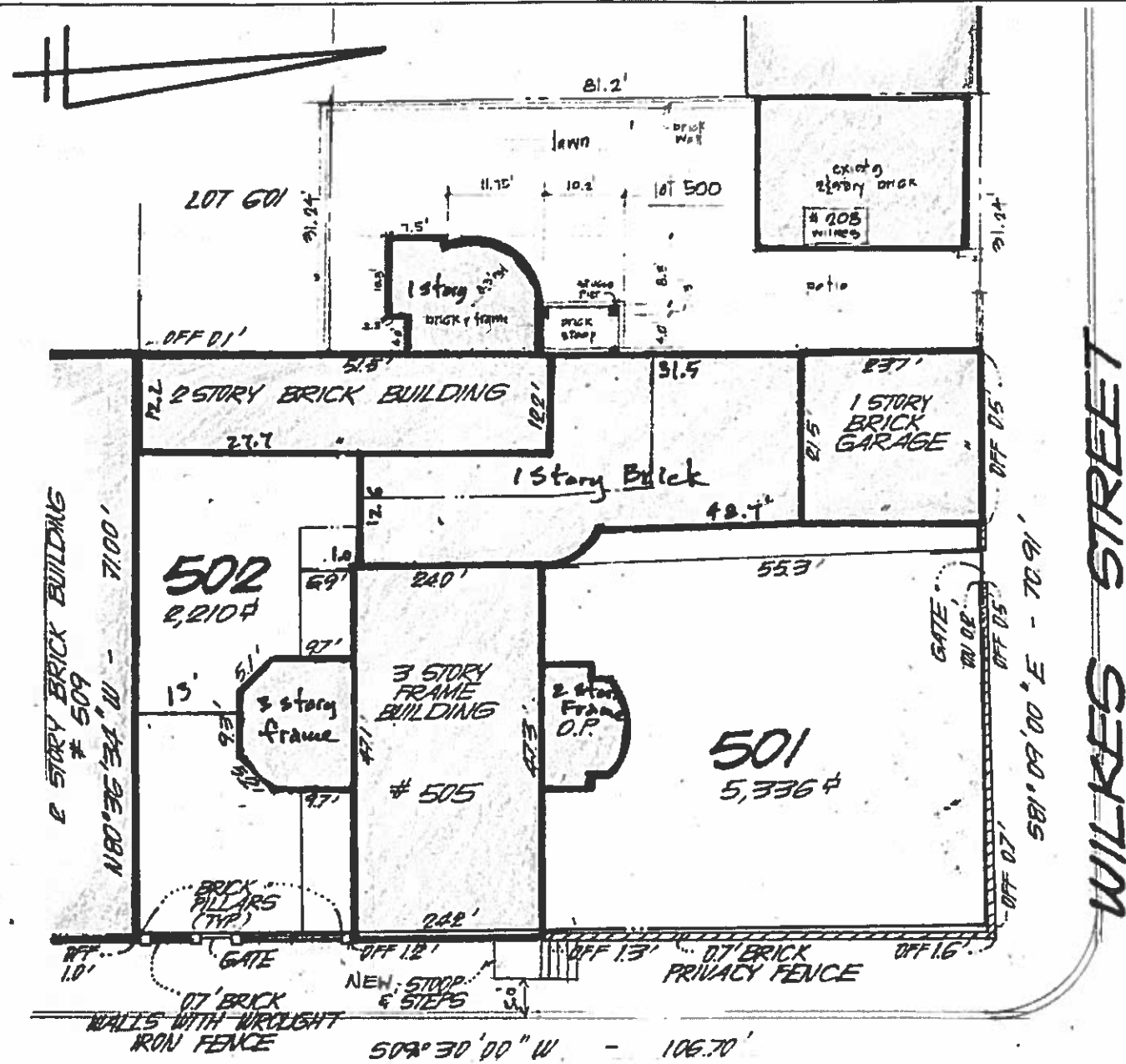
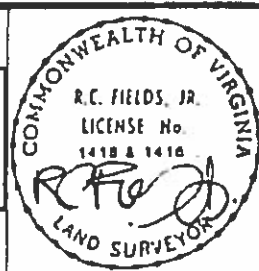
**SOUTH LEE STREET**

PLAT - Existing  
SHOWING WALL CHECK SURVEY  
LOTS 501 & 502

SUBDIVISION OF THE LAND OF  
**PRENTICE E. EDRINGTON**  
CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'  
DATE: NOVEMBER 1, 1990  
THIS DWELLING IS LOCATED IN  
HUD FLOOD ZONE (C)  
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.

CASE NAME: COLLIS - WARNER  
KEYSER CONSTRUCTION COMPANY  
**R.C. FIELDS, JR. & ASSOCIATES**  
A PROFESSIONAL CORPORATION  
718 JEFFERSON STREET ALEXANDRIA, VIRGINIA 22314  
TEL. (703) 549-6422 FAX (703) 549-6452



**SOUTH LEE STREET**

Proposed Site Plan  
1" = 20'

Applications & Materials  
BAR2016-00192 & 00193  
505 S Lee St  
6/6/2016

ROBERT BENTLEY ADAMS & ASSOCIATES P.C.  
405 South Washington Street Alexandria, Virginia 22314  
Tel. 703 549 0650 ©  
Fax. 703 549 3125



Alterations  
**Collis Warner Residence**  
505 S. Lee Street

Date:  
6 June 2016  
BAR Set

Sheet:

1  
of 5





View of front entry looking north



Front entry



View of front entry looking south



505 South Lee Street - East Elevation



Detail of Stair Landing



Detail of Stair Landing



Stair Landing

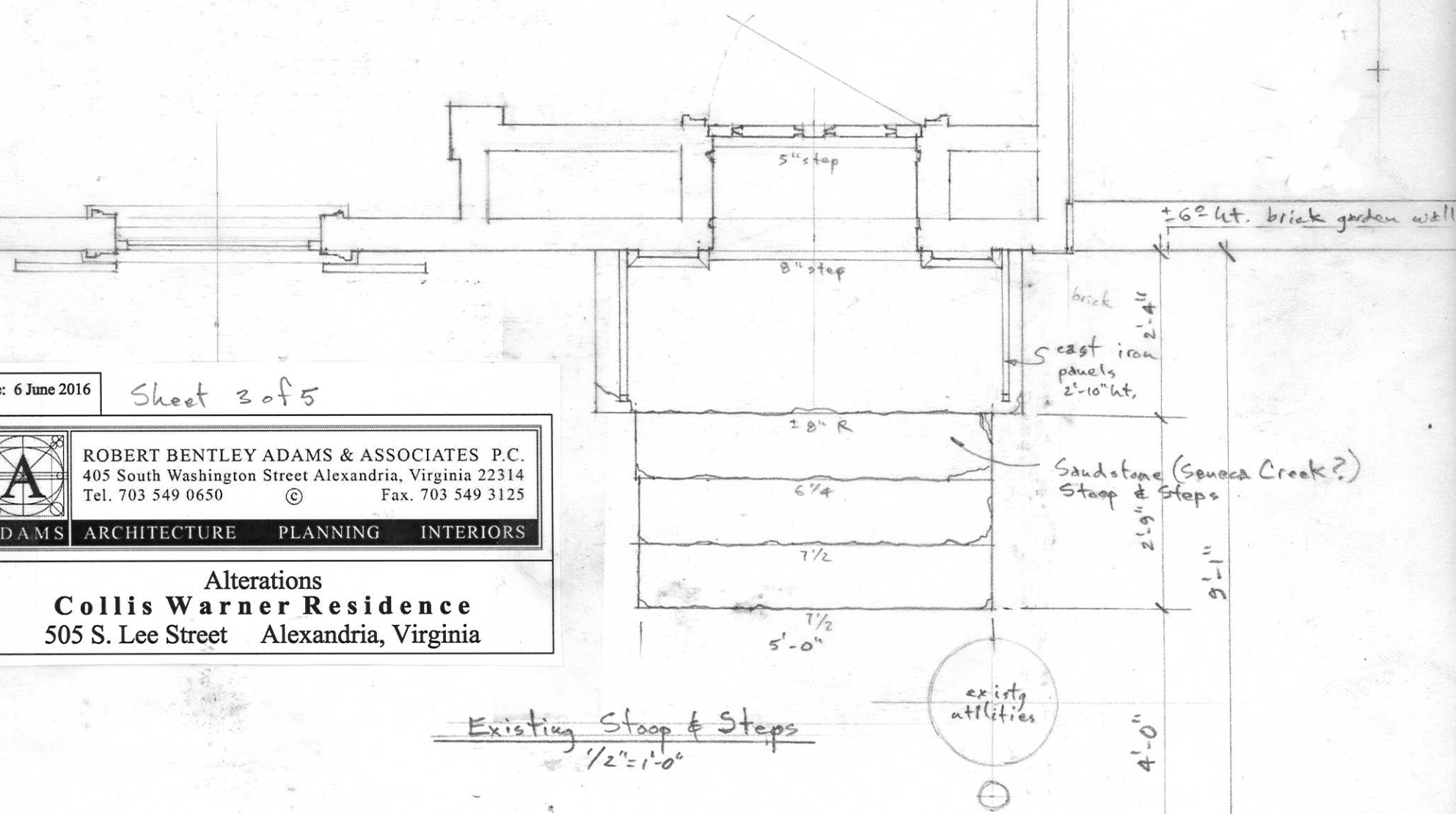




x 5"  
2" x 6"

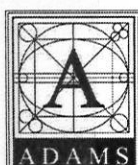
Existg East Elev.  
1/2" = 1'-0"

Exist. sandstone steps  
to be removed - evaluate  
for reuse



Date: 6 June 2016

Sheet 3 of 5



ROBERT BENTLEY ADAMS & ASSOCIATES P.C.  
405 South Washington Street Alexandria, Virginia 22314  
Tel. 703 549 0650 © Fax. 703 549 3125

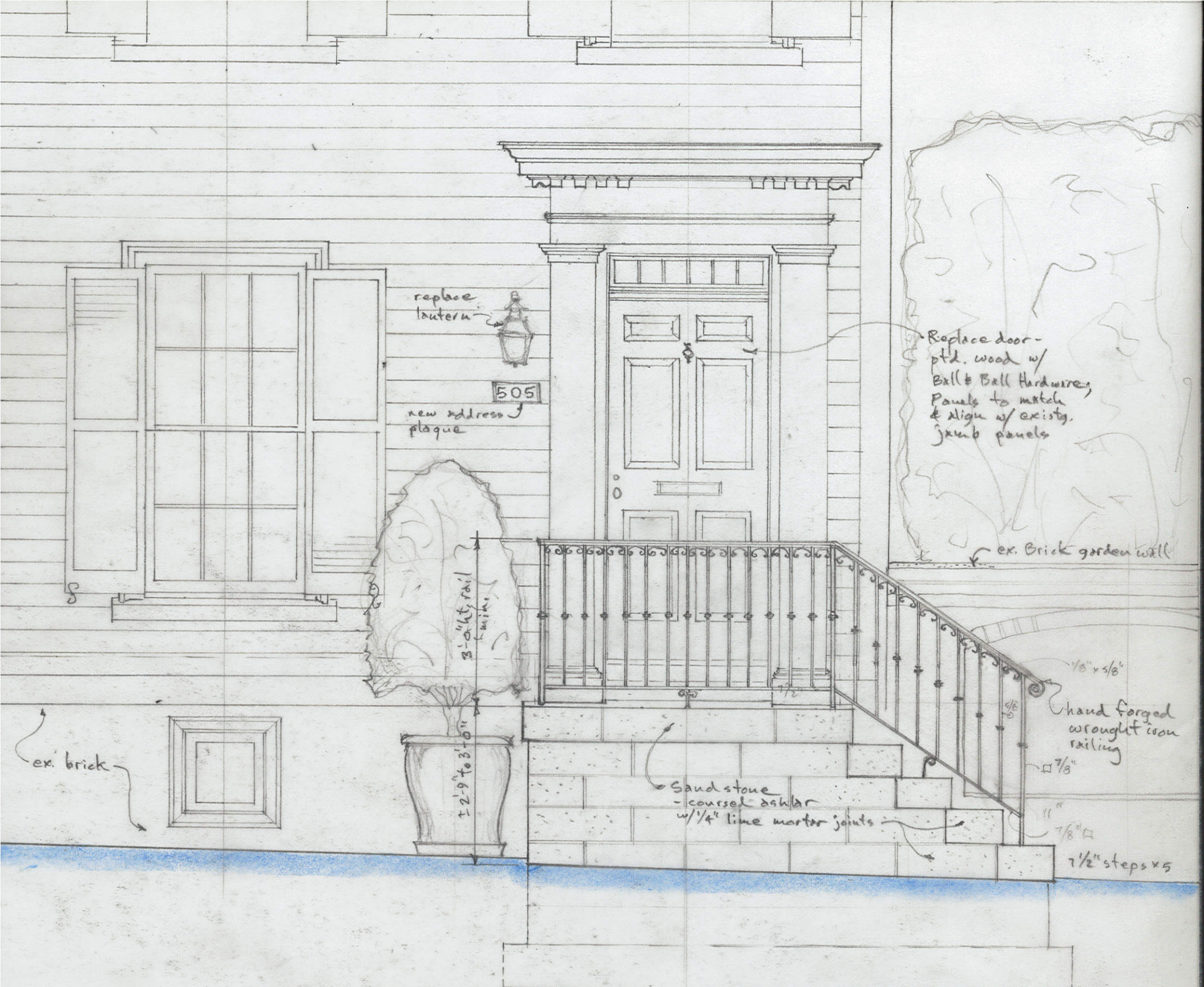
ADAMS ARCHITECTURE PLANNING INTERIORS

Alterations  
**Collis Warner Residence**  
505 S. Lee Street Alexandria, Virginia

Existing Stoop & Steps  
1/2" = 1'-0"

stone curb





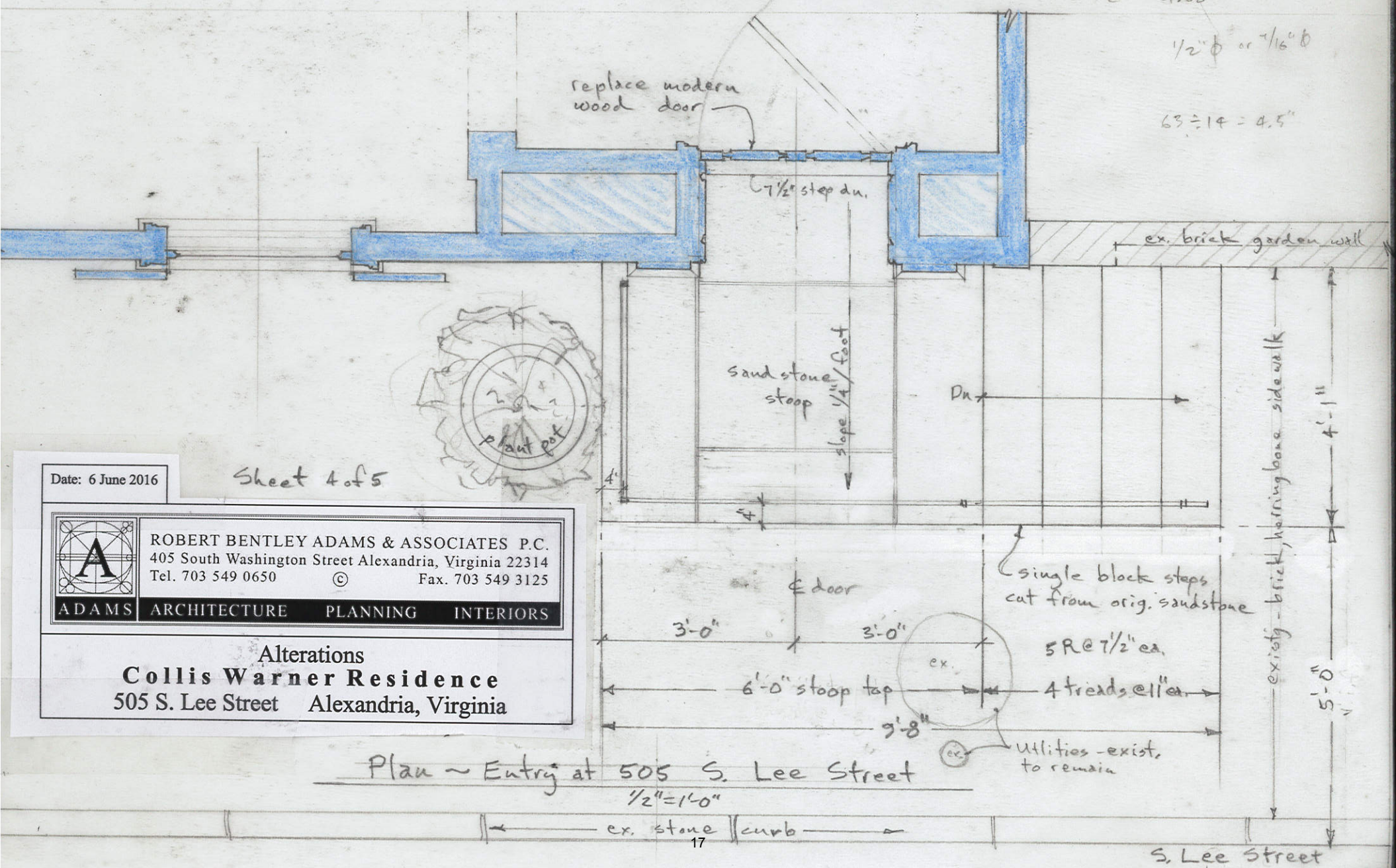
East Elevation of Entry  
1/2" = 1'-0"

63 1/2  
14 equal + 9 equal

63 1/2 ÷ 13 =  
4.88"

1/2" or 1/16"

63 ÷ 14 = 4.5"



Date: 6 June 2016

Sheet 4 of 5



ROBERT BENTLEY ADAMS & ASSOCIATES P.C.  
405 South Washington Street Alexandria, Virginia 22314  
Tel. 703 549 0650 © Fax. 703 549 3125

ADAMS ARCHITECTURE PLANNING INTERIORS

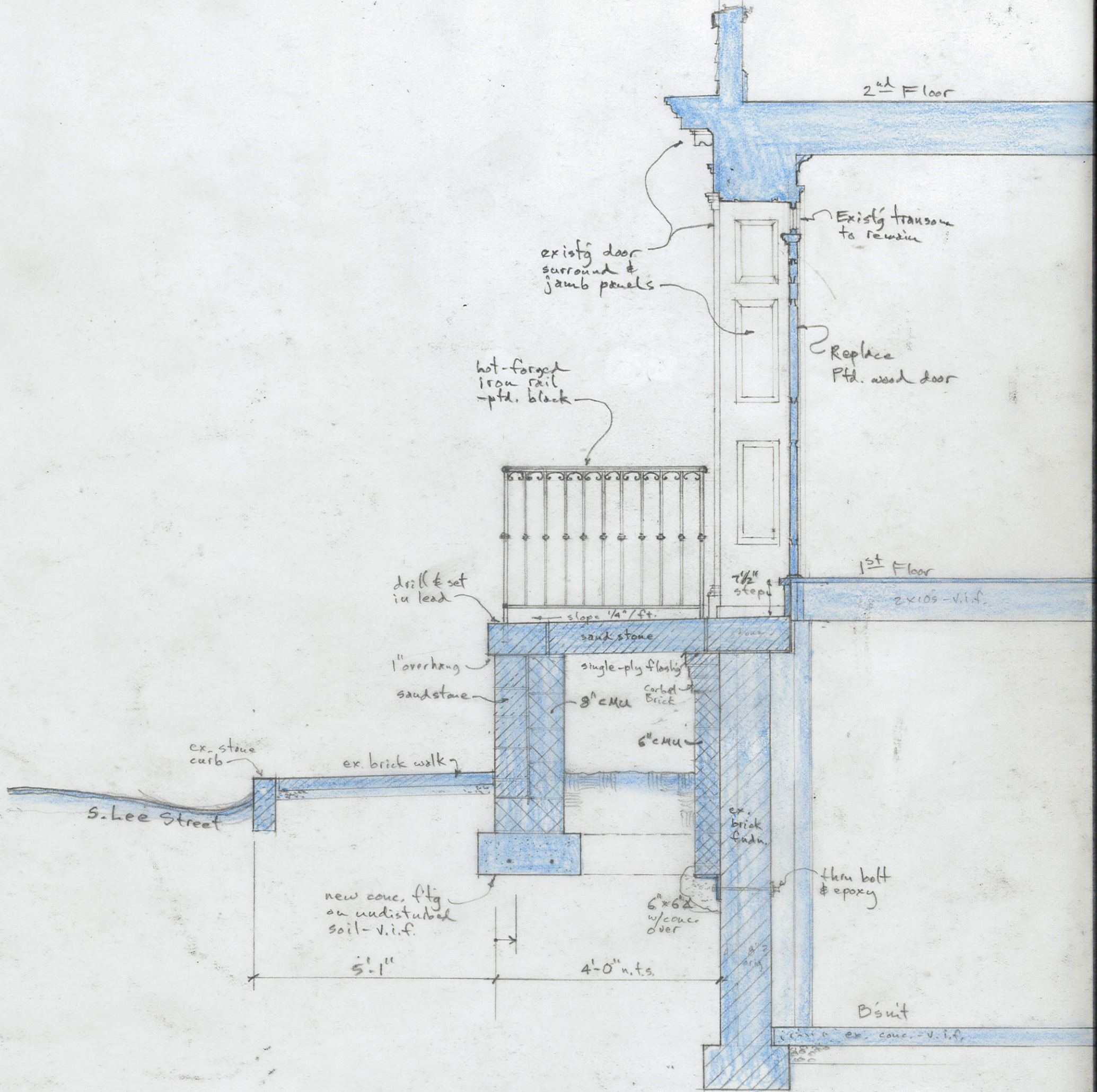
Alterations  
**Collis Warner Residence**  
505 S. Lee Street Alexandria, Virginia

Plan ~ Entry at 505 S. Lee Street  
1/2" = 1'-0"

ex. stone curb

S. Lee Street





Section Thru Stoop  
1/2" = 1'-0"

Date: 6 June 2016

Sheet 5 of 5

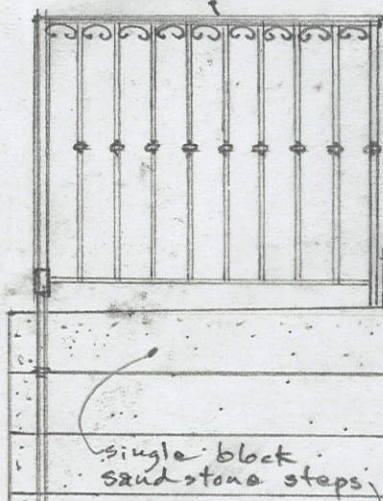


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Tel. 703 549 0650 © Fax. 703 549 3125

ADAMS ARCHITECTURE PLANNING INTERIORS

Alterations  
**Collis Warner Residence**  
505 S. Lee Street Alexandria, Virginia

Painted iron rail



North Elevation  
1/2" = 1'-0"



ADDRESS OF PROJECT: 505 S. Lee StreetTAX MAP AND PARCEL: 081.01-01-06ZONING: 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: Lisa Collis & Mark WarnerAddress: 505 S. Lee St.City: AlexandriaState: VAZip: 22314

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

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

Authorized Agent (if applicable): ☐ Attorney ☒ Architect ☐ \_\_\_\_\_Name: Robert Bentley Adams & Assoc. Phone: 703-549-0650  
↳ Scot McBroom, ArchitectE-mail: scot@adamsarchitects.com

## Legal Property Owner:

Name: Lisa Collis & Mark WarnerAddress: 505 S. Lee St.City: AlexandriaState: VAZip: 22314

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

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

- |                              |  |  |
|------------------------------|--|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there an historic preservation easement on this property?               |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No            | If yes, has the easement holder agreed to the proposed alterations?        |
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Is there a homeowner's association for this property?                      |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No            | If yes, has the homeowner's association approved the proposed alterations? |

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

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

- ☐ NEW CONSTRUCTION  
☒ EXTERIOR ALTERATION: *Please check all that apply.*
- |  |   |   |                                   |
|--|---|---|-----------------------------------|
| <input type="checkbox"/> awning  | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment             | <input type="checkbox"/> shutters |
| <input checked="" type="checkbox"/> doors                                    | <input type="checkbox"/> windows                    | <input type="checkbox"/> siding                     | <input type="checkbox"/> shed     |
| <input type="checkbox"/> lighting  | <input type="checkbox"/> pergola/trellis            | <input type="checkbox"/> painting unpainted masonry |                                   |
| <input checked="" type="checkbox"/> other <u>stoop, steps, &amp; railing</u> |   |   |                                   |
- ☐ ADDITION  
☒ DEMOLITION/ENCAPSULATION  
☐ SIGNAGE

**DESCRIPTION OF PROPOSED WORK:** *Please describe the proposed work in detail (Additional pages may be attached).* Remove unsafe sandstone steps (irregular, uneven, disintegrating; and inadequate railing).

Build new sandstone stoop and steps with iron railing.

- Examine and re-employ existing sandstone in new stoop/steps if possible and safe/sound
- Additional red sandstone to be similar (likely sourced from salvage company Experienced Brick and Stone, Amherst, NY)
- Painted hot-forged iron railing (in 19<sup>th</sup> c. style) by Cardine Studios, Bealeton, VA or similar
- Alter door sill and trim as necessary for installing new stone stoop

Replace modern front door with custom painted wood door (by Master's Woodshop or similar); Baldwin or Ball & Ball brass hardware

Replace lantern with brass lantern (electric) by Bevolo, Jamb. or similar

**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.

- ☐ ☐ 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.

- ☐ ☐ 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.

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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: Scott C. McBroom

Printed Name: Scott C. McBroom

Date: 6 June 2016

**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. Robert Bentley Adams & Assoc. | 405 S. Washington St. | none                 |
| 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 505 S. Lee 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. Lisa Collis & Mark Warner | 505 S. Lee St. | 100%                 |
| 2.                           |                |                      |
| 3.                           |                |                      |

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

| Name of person or entity         | Relationship as defined by Section 11-350 of the Zoning Ordinance | Member of the Approving Body (i.e. City Council, Planning Commission, etc.) |
|----------------------------------|---|---|
| 1. Robert Bentley Adams & Assoc. | none  | B.A.R.  |
| 2. Lisa Collis & Mark Warner     | none  | B.A.R.  |
| 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.

6/6/16      Scot McBroom      Scot McBroom  
 Date                      Printed Name                      Signature