

Historic District & Review Guide

Timeline: The Certificate of Appropriateness (COA) application and approval process usually takes 30-60 days. Generally, you should submit your application by the 4th Friday of each month for your application to be heard at the following month's regularly scheduled meeting.

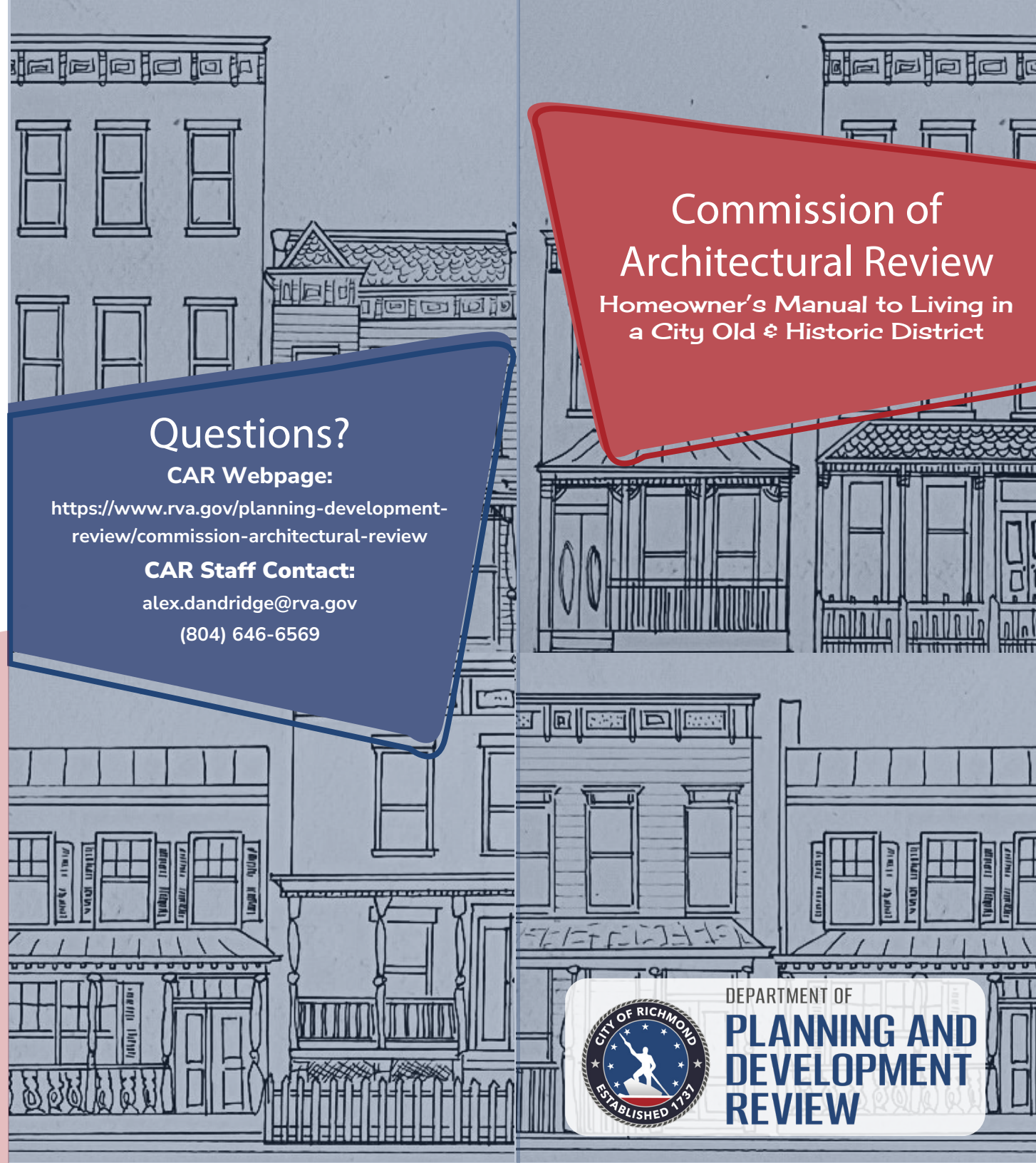
Projects with a smaller scope like in-kind replacements and repair can be administratively approved without going before the commission. The administrative approval process generally takes 1-3 days. The CAR meets on the 4th Tuesday of each month at 3:30 pm at City Hall (December Meeting is the 3rd Tuesday). These meetings are public, and all interested citizens can attend to comment on projects.



While the Commission reviews a variety of projects, this pamphlet outlines some of the most common types of applications. For greater guidance on any of the work types below, or a work type that is not outlined below, please refer to the City of Richmond's Old and Historic District Design and Review Guidelines on the CAR Webpage.

What does not require a COA?

- » Routine Maintenance
- » Painting the same color
- » Work not visible from the public right-of-way (street, alley, sidewalk)



Commission of Architectural Review

Homeowner's Manual to Living in a City Old & Historic District

Questions?

CAR Webpage:

<https://www.rva.gov/planning-development-review/commission-architectural-review>

CAR Staff Contact:

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- » Original siding should be maintained and repaired in-kind as needed.
- » Wood siding may be replaced when it is deteriorated beyond repair.
- » New wood siding must match the reveal and profile of the original.
- » Substitute materials like Fiber Cement and Boral may be approved on minimally visible, secondary, and tertiary elevations. Using substitute materials for siding on primary elevations is generally inappropriate but may be considered by the Commission on a case-by-case basis. A building permit is required for siding replacement within historic districts.
- » Original siding should be constructed of materials commonly found in the Historic District
- » Historic fences should be maintained and repaired.
- » New fences must be painted or stained after weathering.
- » Fences must Abide by zoning district regulations (Front: 4ft. max, Rear & Side: 6ft. max)
- » Vinyl, chain link, and exposed CMU block are not appropriate for historic districts. Walls, or fence designs that feature masonry piers or are more decorative will require Commission Review and Approval. Otherwise, simple fence designs (flat, dog eared, picket) can be administratively approved.

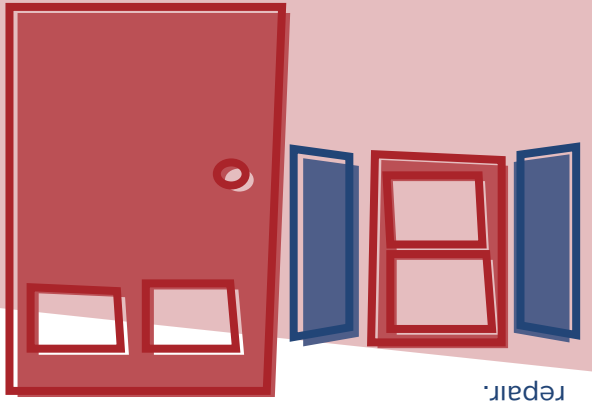
Fencing

- » Original windows should be repaired, not replaced.
- » Window replacement is only acceptable if original components are beyond repair.
- » Replacement windows must match the original design & dimension.
- » Appropriate replacement materials include wood and aluminum clad wood.
- » Vinyl windows and trim wrap will not be approved for use on historic buildings.
- » A building permit is required for windows replacement in Historic districts.
- » Storm windows are encouraged to increase energy efficiency. Storm windows can be approved administratively.
- » Original doors should be maintained and repaired. They may be replaced in-kind if determined to be deteriorated beyond repair.

Windows/Doors

- » Painting may be administratively approved. Unpainted masonry is not permitted to be painted.
- » No approval is needed to paint the same color or touch up existing paint.
- » Overly saturated colors, fluorescent colors, or black are generally not appropriate colors.

Painting



Additions

- » Additions are permitted; however, require review by the CAR.
- » Additions must be smaller than the primary building and compatible in design and material selection.
- » Additions should be differentiated from the primary building.
- » The rear is the most appropriate location for additions; however, in some cases, side additions may be appropriate is set back far from the face of the building and are minimally visible.

Roof

- » Original roof materials should be maintained or replaced in-kind when determined to be beyond repair. This includes slate, tile, metal, etc.
- » In-kind replacement of roof material may be administratively approved.
- » A change in roof material must be approved by the CAR.
- » Flat and non-visible portions of roof do not require review and approval.
- » A building permit is required for roof replacement within historic districts.

