

**Commission of Architectural Review
Guidelines for Administrative Approval:
Addition, Alteration, or Removal of Signage**

Introduction: The signage guidelines in this section shall, upon adoption by the Commission of Architectural Review (CAR), constitute items delegated by the CAR to Commission staff for administrative review in accordance with Sec. 30-930.6(h) of the Code of the City of Richmond. Unless the Commission Secretary deems it desirable, for particular reasons, to present the items listed below to the Commission for review, Commission staff may approve them administratively. All such approvals shall be reported monthly to the Commission in accordance with Sec.30-930.6(h) of the City Code. These guidelines shall serve as a supplement to and be deemed consistent with the Richmond Old and Historic Districts Handbook and Design Review Guidelines. These guidelines shall not foreclose on an applicant's opportunity to have their Certificate of Appropriateness application reviewed by the Commission of Architectural Review.

A. Items delegated for CAR Staff Review and Approval

The installation of new signage that meets the Standards for Signage outlined on pages 73-75 of the Guidelines

Modifications to existing, non-historic signage that meet the Standards for Signage outlined on pages 73-75 of the Guidelines

Removal of non-historic signage

B. Items not delegated for Administrative Approval

The following items shall not be eligible for administrative approval:

Any work that does not meet the Standards for Signage outlined on pages 73-75 of the Guidelines

Modifications to historic signage

All items listed above will require a certificate of appropriateness from the Commission of Architectural Review as per Richmond City Code Section 30-930.6. (a).

C. Adoption and Effect

These administrative approval guidelines were adopted by the Commission of Architectural Review on **July 26, 2011**. The adoption and implementation of these guidelines shall be consistent with Sec. 30-930.6(h) of the Code of the City of Richmond. These guidelines are deemed to be consistent with and a supplement to the *Old and Historic*

District Handbook and Design Review Guidelines. These guidelines shall be in full effect and force until amended or rescinded by the Commission.