

**Commission of Architectural Review
Guidelines for Administrative Approval:
Rehabilitation Tax Credit Projects**

Introduction: State and Federal Rehabilitation Tax Credit projects undergo strict scrutiny by state and federal agencies in order to determine if a project meets the Secretary of the Interior's Standards for Rehabilitation. The Commission of Architectural Review uses the same standards as the basis for its Richmond Old and Historic Design Review Guidelines, so oftentimes the Commission's review of tax credit projects puts a developer through a duplicate review process. The purpose of these administrative approval guidelines is to prevent an applicant from undergoing a duplicate review process.

The rehabilitation tax credit project 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

State and/or Federal Rehabilitation Tax Credit projects that have been granted Part II approval by the Virginia Department of Historic Resources

B. Items not delegated for Administrative Approval

Any work that constitutes a substantial impact as defined in Section 30-930.1 that would require direct notification of affected property owners as specified in Section 30-930.6 (e) of the Code of the City of Richmond. Such work includes partial or total demolition of a structure, new construction, the expansion of an existing building or structure, or the modification of any public building or public right-of-way.

All tax credit projects that are not eligible for administrative approval 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.