



2024-2025

**CITY OF RICHMOND
BOARD OF ZONING APPEALS**

- Meeting Schedule & Filing Deadlines -

BZA MEETING	FILING DEADLINE
Wed., January 3, 2024	Fri., November 17, 2023
Wed., February 7, 2024	Fri., December 15, 2023
Wed., March 6, 2024	Fri., January 19, 2024
Wed., April 3, 2024	Fri., February 16, 2024
Wed., May 1, 2024	Fri., March 15, 2024
Wed., June 5, 2024	Fri., April 12, 2024
Wed., July 10, 2024*	Fri., May 17, 2024
Wed., August 7, 2024	Fri., June 14, 2024
Wed., September 4, 2024	Fri., July 19, 2024
Wed., October 2, 2024	Fri., August 16, 2024
Wed., November 6, 2024	Fri., September 13, 2024
Wed., December 4, 2024	Fri., October 18, 2024
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Wed., January 8, 2025*	Fri., November 15, 2024
Wed., February 5, 2025	Fri., December 13, 2024

BZA Meetings are held the 1st Wednesday of each month* and begin promptly at 1:00 PM.

* = Except as revised by the Board of Zoning Appeals due to a conflict with a City holiday.

Applications shall be processed for docketing with the Board once ALL of the following are submitted:

- *Application form (Certificate of Occupancy/Zoning Compliance, building permit, sign permit, etc.)*
- *Required Documents: Survey**, Floor Plan(s), and Building Elevation(s) and proposed building materials.*
** = *In limited instances, a scaled Site Plan may be permitted at the discretion of the Zoning Administrator.*
- *Signed "BOARD OF ZONING APPEALS PRESENTATION SUGGESTIONS" document.*
- *Other information determined by the Zoning Administrator or BZA Secretary, as applicable.*
- *Required fee.*

NOTE: No application for a Special Exception or Variance shall be accepted for review unless the applicant has had a pre-filing conference with a Zoning Administration Staff member.

A \$175.00 fee is required for any application involving single- or 2-family dwellings.

A \$550.00 fee is required for any application involving all other uses.

A \$250.00 fee is required to appeal a decision of the Zoning Administrator.

A \$750 fee is required for any use where a zoning violation resulted from construction that is not in compliance with the approved plans.