



**CITY OF RICHMOND, VA**  
**Department of Planning and Development Review**  
**Land Use Administration Division**  
900 East Broad Street, City Hall - Room 511, Richmond, Virginia 23219

**AUTHORIZATION FROM PROPERTY OWNER**

**TO BE COMPLETED BY THE APPLICANT**  
Applicant must complete ALL items

HOME/SITE ADDRESS: \_\_\_\_\_ APARTMENT NO/SUITE \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME (IF APPLICABLE): \_\_\_\_\_

SUBJECT PROPERTY OR PROPERTIES: \_\_\_\_\_

**APPLICATION REQUESTED**

- Plan of Development (New or Amendment)
- Wireless Plan of Development (New or Amendment)
- Special Use Permit (New or Amendment)
- Rezoning or Conditional Rezoning
- Certificate of Appropriateness (Conceptual, Administrative Approval, Final)
- Community Unit Plan (Final, Preliminary, and/or Amendment)
- Subdivision (Preliminary or Final Plat Correction or Extension)

**TO BE COMPLETED BY THE AUTHORIZED OWNER**  
Owner must complete ALL items

Signing this affidavit acknowledges that you, as the owner or lessee of the property, authorize the above applicant to submit the above selected application/s on your behalf.

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

PROPERTY OWNER EMAIL ADDRESS: \_\_\_\_\_

PROPERTY OWNER PHONE NUMBER: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney.



Conditional use permits are intended as a means for the City Council, after review and recommendation by the Planning Commission, to authorize certain uses which, although generally appropriate in the district in which they are permitted, have potentially greater impacts on neighboring properties than uses which are permitted as a matter of right. Such uses may or may not be appropriate at a particular location in the district depending on surrounding land uses, other site-specific factors, and determination in each case of potential local impacts from the use and the measures proposed by the applicant to mitigate any adverse impacts. The conditional use permit procedure provides the opportunity for the City Council to review each proposed conditional use and to approve or disapprove the use or impose such conditions as reasonably necessary to ensure the use will be compatible with the surrounding area.

Conditional use permits can only be applied for those uses enumerated in the zoning ordinance as being eligible to be authorized by a conditional use permit. These listed uses vary according to the zoning district in which a property is located. The listing of a use as being permitted in a particular zoning district by conditional use permit does not constitute assurance or presumption that a conditional use permit for such use will be approved. Approval of a conditional use permit for a particular use at a specific location within a district is subject to evaluation by the City Council and a determination in each case based on the standards and conditions set forth in the City's Zoning Ordinance.

***Applicants must schedule a pre-application conference with the Division of Land Use Administration staff to review the standards for approval of conditional use permits, the specific conditions applicable to particular uses, the City's Master Plan, and other issues that may be involved prior to making application.*** Please call (804) 646-6304 to schedule an appointment with the staff. Staff will review submitted applications to ensure all required materials and information are provided. If the application is not acceptable, the required information must be provided prior to formal staff review.

Applicants should also discuss the proposed conditional use permit with area civic associations, property owners, residents, and the area Council Representative prior to applying. Letters from the associations and property owners stating their position in regard to the request should be submitted with the application.

The Division of Land Use Administration circulates the application materials to appropriate City agencies as determined necessary. City agencies reviewing the proposal may include: Public Works, Building Permits & Inspections, Public Utilities, Water Resources, Zoning Administration, and Fire and Emergency Services. The Division of Land Use Administration will coordinate responses by City agencies. Written comments will be provided generally within 30 days of the application submittal date.

After review by these agencies and by the Division of Land Use Administration, the staff will confer with the applicant regarding suggested conditions to be included in the ordinance and any suggested changes to the application. **If** the property is located in a City Old and Historic District and the request involves exterior alterations, additions or new construction, the plans should also be reviewed by the Commission of Architectural Review prior to an ordinance being introduced in City Council. Once the application is in final form, an ordinance is drafted, and the plans are attached to and are made a part of the ordinance. The staff will forward a copy of the ordinance to the applicant for review and approval.

The ordinance is then reviewed by the City Attorney's office and the City Administration. Once their review is complete, the ordinance is introduced to City Council and a public hearing is scheduled, usually thirty days after introduction. During this thirty-day period, public notice of the hearing is posted on the site and in a daily newspaper. Notices are also mailed to the owners of all properties within 150 feet of the subject property. One week prior to the City Council public hearing, the Planning Commission, after receiving a report from the Department of Planning and Development Review, considers the proposed special use permit and forwards a recommendation to City Council.



The Planning Commission welcomes information submitted prior to the meeting and may ask questions of proponents and opponents during the course of its deliberation on the ordinance.

A conditional use permit shall be approved by the City Council only if it finds, after consideration of the recommendation of the Planning Commission, that the proposed use and related plans are appropriate at the location proposed based upon its consideration of the following standards and the specific conditions, where applicable, for the particular use in the district in which it is proposed to be located. No conditional use permit shall be approved by the City Council unless it finds the proposed use and development:

1. Will not be contrary to the general purposes of this chapter as stated in section 114-100;
2. Will not be in conflict with the objectives and policies of the master plan for the city;
3. Will conform with all applicable sections of this article and other applicable requirements of the district in which it is proposed to be located;
4. Will not substantially diminish or impair the established property values in the neighborhood in which it is proposed to be located;
5. Will not have an undue adverse effect on the public health, safety or general welfare;
6. Will not adversely affect the character of the surrounding area or the continued use and development of surrounding property in a manner consistent with applicable zoning regulations or master plan objectives;
7. Will not cause undue traffic congestion on public streets or significantly increase traffic volumes on minor residential streets;
8. Will be adequately served by essential public services and facilities and will not cause an undue burden on such services and facilities;
9. Will not cause the destruction, loss or damage of significant natural, scenic or historic features to any greater degree than development of the property for uses permitted by right in the district;
10. Will ensure compatibility with surrounding property through existing and proposed landscaping, screening and buffering and the location, arrangement and character of existing and proposed buildings, structures, open spaces, parking areas, vehicular circulation, driveways, signage and lighting; and
11. Will not cause or result in any significant increase in negative cumulative impact when considered in conjunction with other conditional uses in the neighborhood in which it is proposed to be located.

In general, the approval process for conditional use permits takes between 120 to 180 days. However, depending on the complexity of the proposed conditional use permit, more or less time may be required. Incomplete submissions or major modifications to the plan during the review process may cause delays in the schedule.



## FILING

Conditional use permit applications are filed with the:

### **Department of Planning and Development Review**

Land Use Administration Division, Room 511  
City Hall, 900 East Broad Street, Richmond, Virginia 23219  
Telephone (804) 646-6304

## APPLICATION REQUIREMENTS

The application for a conditional use permit must include the following, each part of which is explained below. Application documents must be submitted in an electronic form (PDF) through the Online Permit Portal.

1. Authorization from Property Owner
2. Application Fee
3. Applicant's Report
4. Management program or operations plan, if applicable
5. Plans
6. Survey Plat

1. **Authorization from Property Owner Form:** All the owners of the property must sign the form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required.
2. **Application Fee:** The appropriate fee must accompany the application. Online payments can be made through the Online Permit Portal. Checks should be made payable to the "City of Richmond".
3. **Applicant's Report:** A written report must be submitted describing the proposed conditional use and explaining the manner in which it complies with the requirements and standards of the zoning ordinance. The zoning ordinance has set forth specific conditions for each particular use permitted under a conditional use permit (§30-1045.6). The report should address how the requested use meets the specific conditions for that use. The report should also address how the proposed use and development will meet the standards for approval. Please note that the above materials will be forwarded to the City Planning Commission and City Council along with the conditional use permit ordinance.
4. **Management Program or Operations Plan, if applicable:** A management program is required with an application for conditional use permit for adult care residences, group homes, lodgings, shelters, and social service delivery uses. An operations plan is required for non-dwelling uses occupying the ground floor of existing buildings in the R-8 zoning district. If a management program is required, it shall include the items listed below. If a particular element listed below is not applicable to a specific type of use because of the characteristics of that use, the management program shall include a statement of why the element is not applicable:
  - a. Detailed description of the managing entity, including the organizational structure, names of the board of directors, mission statement, and any bylaws;
  - b. Detailed descriptions of programs offered on the premises, including operating procedures and characteristics, the intent of the programs and a description of how the programs support a long-term strategy for meeting the residents' or clients' needs;
  - c. Detailed description of off-site programs offered, and/or description of linkages to programs operated by others;
  - d. Detailed description of the number and type of residents or clients to be served, including an outline of program objectives, eligibility criteria, and requirements for referrals to other programs;



- e. Operational details for on-site programs including hours of operation, number and type of staff, staff qualifications, and typical hours worked by staff; method of resident or client supervision; operating procedures including procedures for orienting a new resident or client to the facility's programs; expectations for residents or clients; prerequisites for continued client enrollment such as a requirement that the resident or client participate in programs; rules of behavior for residents or clients; the location and nature of any security features and arrangements; and names and telephone numbers of persons to contact in emergencies and any emergency procedures; and
- f. Annual operating budget, including sources of funding.

If an operations plan is required, it shall include the items listed below. If a particular element listed below is not applicable to a specific type of use because of the characteristics of that use, the management program shall include a statement of why the element is not applicable:

- a. Operational characteristics and features of the use;
  - b. Staffing levels;
  - c. Hours of operation;
  - d. Type of ABC license and related restrictions;
  - e. Floor plan showing the general arrangement of the use and seating capacity of tables and other facilities for patrons;
  - f. Description of intended use of the upper floor(s) of the building, including floor plans and plans for ingress and egress;
  - g. Provisions for containing trash and refuse generated by the use, including screening of containers, and means of preventing trash from blowing onto adjacent properties or streets; Provisions for off-street parking;
  - h. Provisions for security, including procedures, features, arrangements and staffing levels for both the interior and exterior of the premises; and
  - i. A plan and procedures for mitigating potential impacts on nearby dwelling uses.
5. **Plans:** Plans are required to provide sufficient detail to permit the staff to make a determination of the compatibility of the proposed project with surrounding development. The following items must be included in the plans:
- a. Site Plan
  - b. Elevation Plans
  - c. Floor Plans
  - d. Landscape Plans
  - e. Signage Plan & Details
  - f. Lighting Plan & Details
6. **Survey Plat:** A copy of a survey plat showing the property and including metes and bounds is required. The plat should show existing physical features of the property, including:
- a. North arrow, scale, property address, the distance to nearest public street, preparer of plat, date, revision dates, area of site; and
  - b. Existing structures, buildings, paved areas, fences, streets, alleys, easements, and limits of the 100-year flood plain, Chesapeake Bay Preservation Area limits, wetlands, and streams.

***Please note that the above materials will be forwarded to the City Planning Commission and City Council.***



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

(As of 7/1/2024) **(FEE SCHEDULE)**

Department of Planning and Development Review  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
(804) 646-6304

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

**COMMUNITY UNIT PLAN**

Preliminary	\$3,000 + \$100/acre <sup>1</sup>
Extension of Preliminary Approval	\$1,500
Final	\$1,500 + \$100/acre <sup>1</sup>
Amendment	\$1,500 + \$100/acre <sup>1</sup>

**CONDITIONAL USE PERMIT**

Initial	\$1,500 + \$100/acre <sup>2</sup>
Amendment	\$1,000 + \$100/acre <sup>2</sup>

**PLAN OF DEVELOPMENT**

Floor area & Land disturbed ≤5,000 square feet	\$ 500 + \$100/acre <sup>2</sup>
Floor area & Land disturbed ≥5,001 & ≤50,000 square feet	\$1,000 + \$100/acre <sup>2</sup>
Floor area & Land disturbed ≥50,001 square feet	\$1,500 + \$100/acre <sup>2</sup>

**REZONING/CONDITIONAL REZONING**

Each continuance caused by the applicant	\$1,500 + \$100/acre <sup>2</sup>
	\$250

**SPECIAL USE PERMIT**

<i>Use</i>	<i>Initial</i>	<i>Amendment</i>
Sign, patio, fence, wall, other improvement that is not a building/structure	\$400	\$200
Principal use of 1 or 2 dwelling units (excluding short term rental uses)	\$400	\$200
Principal use of 3-12 dwelling units (excluding short term rental uses)	\$800	\$400
Day nursery or outdoor dining uses, less than or equal to 5,000 square feet and less than or equal to 3 stories	\$400	\$200
Adult care residence, adult day care facility, emergency/permanent supportive housing, social services delivery, and transitional housing uses, less than or equal to 5,000 square feet and less than or equal to 3 stories	\$800	\$400
Adult care residences, adult day care facility, emergency/permanent supportive housing, social service delivery, and transitional housing uses, greater than 5,000 square feet or greater than or equal to 3 stories	\$1,200	\$600
Other uses, less than or equal to 5,000 square feet and less than or equal to 3 stories	\$2,400	\$1,200
Other uses, greater than 5,000 square feet or greater than 3 stories	\$3,600	\$1,800

**A full refund of the application fee is permitted if the application is withdrawn prior to the second submittal of plans. Once a second submittal of plans is made, fees are not refundable.**

<sup>1</sup>For Community Unit Plans (CUP), the first 10 acres are included in the base price.

<sup>2</sup>For Conditional Use Permits, Plans of Development, and Rezonings, the first acre is included in the base price.

For all applications with an additional price per acre, fractions of an acre are rounded up to the nearest whole number. Do not prorate the fee per fraction of acre.

• Example: A Conditional Use Permit (CUP) for a 0.76 acre property would owe \$1,500 (base fee only). A CUP for a 2.3 acre property would owe \$1,700 (\$1,500 base fee + 2\*100 (for the 1.3 acres over the first acre))

\* No charge for the 1st continuance requested by the applicant or for any continuance requested by the Planning Commission. The second or subsequent continuance request by the applicant costs \$50.

# Legislative Land Use Application Process

