



Application for **PLAN OF DEVELOPMENT**

Department of Planning and Development Review  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
(804) 646-6304  
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- plan of development**
- plan of development amendment** (conversion, addition or modification)

**Project Name/Location**

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_  
Tax Map #: \_\_\_\_\_ Fee: \_\_\_\_\_  
Total area of affected site in acres: \_\_\_\_\_

(See page 4 for fee schedule, please make check payable to the "City of Richmond")

**Zoning**

Current Zoning: \_\_\_\_\_  
Existing Use: \_\_\_\_\_

**Proposed Use**

(Please include a detailed description of the proposed use in the required applicant's report)

Existing Use: \_\_\_\_\_

Is this property subject to any previous land use cases?

Yes  No  If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** \_\_\_\_\_

Company: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

If Business Entity, name and title of authorized signee: \_\_\_\_\_

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**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. **Faxed or photocopied signatures will not be accepted.**

**NOTE:** Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for plans of development)



## Review & Approval process for **PLAN OF DEVELOPMENT**

A plan of development is required to be filed for certain land uses as specified in the City's Zoning Ordinance and must be approved by the Director of Planning and Development Review prior to the issuance of any Building Permit or a Land Disturbing Permit.

The plan of development is reviewed for compliance with the City's Master Plan, for preservation of landscape, for arrangement of buildings and spaces, for functions of yards and spaces, and for parking and circulation. This review is in addition to the intensity, yard, parking, height and other requirements set forth in the City's Zoning Ordinance that are normally applicable to the proposed development. The review process is intended to ensure that the development will be compatible with its surroundings and will have the lowest reasonable impact on the surrounding properties, streets and alleys.

The Division of Land Use Administration circulates the plan of development to appropriate City agencies as determined necessary. City agencies reviewing the plan of development may include: Public Works, Permits & Inspections, Public Utilities, Water Resources, Zoning, 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.

If an incomplete plan of development has been submitted or if additional information is required, the review period may be extended to allow appropriate review. Land Use Administration will circulate revised plans as it determines necessary and will provide any additional comments and recommendations to the applicant within 2 weeks. Following action by the Director of Planning and Development Review, the applicant will be formally notified as to approval, disapproval or conditional approval of the plan of development.

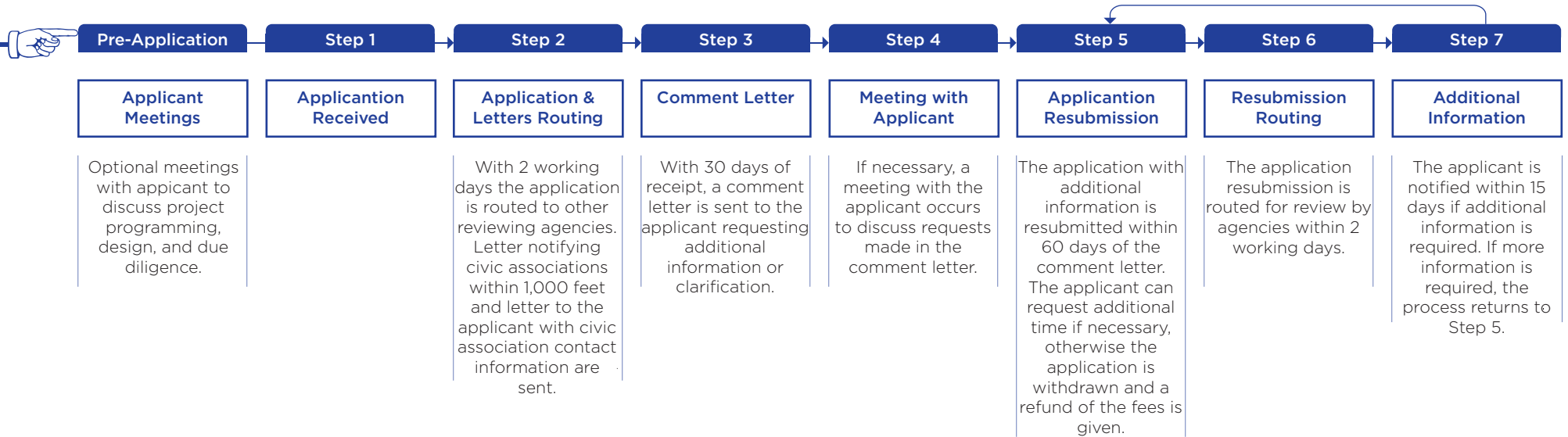
Approval of a plan of development does not relieve the applicant from their responsibility to fulfill other legal obligations including, but not exclusively, obligations under the City's Zoning and Encroachment Codes and the State Building Code.

### **Applicant Certification of Completeness:**

I do hereby certify that I have read and am familiar with the requirements for the submission of plans of development as provided under Section 30-1030.0 of the Zoning Ordinance and further that this submittal is in compliance with those requirements and applicable provisions of the Zoning Ordinance for the zone in which this project is located, or variances and/or special use permits have been properly requested or granted in accordance with Sections 30-1040.0 & 30-1050.0 of the Zoning Ordinance.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Administrative Land Use Application Process





## FILING

Plan of development 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

The applicant should discuss the proposed plan of development with the staff of the Division prior to submission to review related Master Plan, zoning, land use and other issues that may be involved.

## APPLICATION REQUIREMENTS

The application for a plan of development must include the following, each part of which is explained below. **Application must be submitted in an electronic format (PDF).**

1. **Application form,**
2. **Application fee; and**
3. **PDF of plans and a completed checklist;**

1. **Application Form:** All the owners of the property must sign the application 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. Checks should be made payable to the **“City of Richmond”**. The fees are determined by the floor area and area of land disturbing activity proposed:

Application Size	Fee Required
Less than or equal to 5,000 square feet	\$500.00 + \$100 per acre*
5,001 square feet to 50,000 square feet	\$1,000.00 + \$100 per acre*
Over 50,000 square feet	\$1,500.00 + \$100 per acre*

\*\$100 for each acre or fraction thereof over the first acre (fee is not prorated by acreage)

3. **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. Plans must be properly scaled and include a scale bar. The plans must contain the information required in the checklist on page 5 and a completed checklist is required with the application.
  - a. Site Plan
  - b. Elevation Plans
  - c. Floor Plans
  - d. Landscape Plans
  - e. Signage Plan & Details
  - f. Lighting Plan & Details

A PDF of the plan set is required to be submitted. Electronic plans may be submitted on a disk or via email at: [DCDLanduseadmin@richmondgov.com](mailto:DCDLanduseadmin@richmondgov.com).

\*\*The Director of Planning and Development Review may waive the submission of any of the plans listed that are not applicable to the particular site. If necessary, the Director may also require additional information to be submitted to evaluate the plan of development.



Checklist Requirement For:  
**PLAN OF DEVELOPMENT**

**SITE:**

- Name of project, developer, preparer of plan, plan date and revision dates.
- North arrow, scale, and vicinity map.
- Dimensions and bearings of property lines taken from deed or survey and the area of site.
- Existing and proposed public and private rights-of way or easements adjoining or crossing the subject property, including unimproved rights-of-way or easements.
- Existing and proposed features within the rights-of-way and easements, including: streets, alleys, curbs, gutters, sidewalks, fire hydrants, light poles, curb cuts or driveway crossings, traffic signs, signal posts, planters, street trees, trash cans and other related encroachments.
- Existing and proposed features, (e.g., 5 ft wide brick sidewalk, 20 ft wide alley, 10 in. caliper street tree with a 5 ft wide tree grate).
- Existing and proposed public and private utility services, including: location, type and size of service; locations of poles, manholes and vaults; locations and types of related facilities, (e.g., transformers, back-flow preventers, grease and oil traps, detention or retention basins, etc.).
- Existing and proposed hazardous features, (e.g., underground storage tanks, abandoned wells or septic fields, filled areas, known or suspected contaminated soils, etc.).
- Limits of any water bodies, known or suspected wetlands, 100-year flood plains and/or Chesapeake Bay Preservation Areas, located on or adjacent to the site.
- Zoning and historic districts, located on or adjacent to the site.

**TOPOGRAPHY:**

- Topography, grading and/or cross-section plans (if site grading is proposed, or if needed to evaluate site drainage and conservation of natural features).

**BUILDING:**

- Existing and proposed buildings and structures, including: location, floor plans, elevations; and a description of their proposed use, exterior finishes and features (e.g., drive-thru windows, canopies, cornices, porches, decks, etc.).

**LANDSCAPING & SCREENING:**

- Existing and proposed landscaping features on the site, including: locations, quantities, sizes and types of trees and shrubs.
- Height, character and location of screening fences and walls for structures and HVAC equipment, generators, transformers, fuel tanks, hazardous materials lockers and other mechanical equipment, trash containers, incinerators, car washes and other service areas.

**CIRCULATION & PARKING:**

- Proposed vehicular circulation plan, including: driveways, crosswalks, access aisles, parking areas, lots and decks, pedestrian drop-offs areas, loading areas and docks and fire lanes.
- Proposed number, arrangement and sizes of parking spaces and aisles.
- Proposed improvements to vehicular areas, including: types and locations of paved areas, regulatory signage and striping, curbs, gutters, bollards and bumper blocks.
- Proposed pedestrian circulation plans, including: types and locations of sidewalks, handicapped ramps, accessible aisles, handicapped lifts and entrances.

**LIGHTING:**

- Exterior lighting: location, height and type of fixtures, and an isolux diagram.

**SIGNAGE:**

- Signs: location, height, size, content, elevation, finish and method of illumination (including: directional, attached and freestanding signs).



## Submission Guidelines for: **PLAN OF DEVELOPMENT**

The following is a guideline of plans to be submitted. Additional information may be required or omitted depending on the scope of the project. For additional information please contact Land Use Administration at (804) 646-6304.

### **PLANS TO BE SUBMITTED:**

#### **1. TITLE SHEET**

- a. NAME OF PROJECT (Plan of Development for \_\_??\_\_)
- b. ADDRESS OF PROPERTY
- c. NAME OF ENGINEER/SURVEYOR/ARCHITECT (Include addresses, phone numbers and contact person for each)
- d. DATE
- e. VICINITY MAP with north arrow and scale
- f. INDEX OF SHEETS
- g. NOTES:
  - Zoning: \_\_??\_\_
  - Map Reference Number: \_\_??\_\_
  - Owner: \_\_??\_\_
  - Developer: \_\_??\_\_
  - Project Summary:
  - Existing Use: \_\_\_\_\_??\_\_\_\_\_
  - Proposed Use: \_\_\_\_\_??\_\_\_\_\_
  - Acreage: \_\_\_\_\_??\_\_\_\_\_
  - Buildings: \_\_??\_\_ Stories, \_\_ ?? \_\_ Square feet
  - Height: \_\_??\_\_
  - Parking Spaces Required: \_\_\_\_\_ ?? \_\_\_\_\_
  - Parking Spaces Provided: \_\_\_\_\_??\_\_\_\_\_
- h. A BLANK BOX (2" X 3") at the bottom of sheet for POD approval.

#### **2. EXISTING CONDITIONS & DEMOLITION PLAN**

- a. Dimensions and bearings of property lines of site.
- b. Abutting streets and widths.
- c. Rights-of-way, easements and encroachments, buildings, driveways, sidewalks, lighting, utility services, basins, signs, landscaping, underground structures, hydrants, etc. Note items to be removed or relocated.
- d. Limits of water bodies, wetlands and Chesapeake Bay Preservations Areas.
- e. Zoning and historic districts on the site or adjacent.

#### **3. SITE LAYOUT**

- a. Dimensions and bearings of property lines of site.
- b. Abutting streets and widths.
- c. Proposed improvements: buildings, parking lots, sidewalks, etc., if parking is provided indicate the circulation pattern.

#### **4. UTILITY PLAN**

- a. Utility services, lighting, rights-of-way, easements, underground structures, hydrants, etc.

#### **5. GRADING AND DRAINAGE PLAN**



**6. ARCHITECTURAL**

- a. Building elevations, with details and colors of finishing elements.
- b. If buildings are close to the property line, then a vertical property line should be indicated so that encroachments or setbacks may be identified.
- c. Floor plans, basic layout, height of structure.

**7. LANDSCAPE AND SCREENING/FENCING PLAN**

- a. Planting design, plant schedule that list plant specifications and quantity.
- b. Buffer detail and type.
- c. Details of screening and/or fencing, including height and composition of screening.

**8. LIGHTING PLAN**

- a. Detail of fixtures, including height and type.
- b. Location of lights on the site.
- c. An isolux diagram.
  - Lighting considerations:
  - A lighting plan should have a uniformity of light coverage, type and color of lighting, location and fixture style.
  - Off street parking should be well lit with an even distribution of a minimum of 1.0 foot candle within the area devoted to parking.
  - Lighting is to be directed downward and light shall not spill over to adjacent property or cause a traffic hazard. Illumination at property lines should be no more than approximately .5-foot candles.
  - Type of fixtures should be consistent with the style of fixture already installed in the neighborhood.

**9. SIGNAGE PLAN**

- a. Location of signs or flags on the site.
- b. Detail of signs/flags, including dimensions and wording.



**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>
Day Nursery	\$300	\$200
Single- or two-family detached or attached dwelling	\$300	\$200
Outdoor dining	\$300	\$200
Mobile food business	\$300	\$200
Sign	\$300	\$200
Multi-family dwelling (3 to ten units)	\$1,800	\$1,200
Commercial or industrial equal to or less than 5,000 sq ft	\$1,800	\$1,200
Multi-family dwelling (more than 10 units)	\$2,400	\$1,800
Commercial or industrial more than 5,000 sq ft	\$2,400	\$1,800

Each continuance caused by the applicant \$250

**SUBDIVISION**

Preliminary Plat	\$500 + \$15/lot
Extension of Preliminary Plat Approval	\$150
Final Plat	\$500 + \$15/lot
Subdivision Confirmation Letter	\$100
Continuance*	\$50
Plat of Correction	\$100

**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 Rezoning, 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.

Fees went into effect upon adoption of Ordinance No. 2018-209 by City Council on September 10, 2018.