



2025-2026

CITY OF RICHMOND  
BOARD OF ZONING APPEALS

**- Meeting Schedule & Filing Deadlines -**

**BZA MEETING**

**FILING DEADLINE**

**Wed., January 8, 2025\***

Wed., February 5, 2025	Fri., December 13, 2024
Wed., March 5, 2025	Fri., January 17, 2025
Wed., April 2, 2025	Fri., February 14, 2025
Wed., May 7, 2025	Fri., March 14, 2025
Wed., June 4, 2025	Fri., April 18, 2025
Wed., July 2, 2025	Fri., May 16, 2025
Wed., August 6, 2025	Fri., June 13, 2025
Wed., September 3, 2025	Fri., July 18, 2025
Wed., October 1, 2025	Fri., August 15, 2025
Wed., November 5, 2025	Fri., September 12, 2025
Wed., December 3, 2025	Fri., October 17, 2025

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Wed., January 7, 2026	Fri., November 14, 2025
Wed., February 4, 2026	Fri., December 19, 2025

**BZA Meetings are held the 1<sup>st</sup> 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.