



# Request for Pre-Application Meeting

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

**Project Name:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Total area of site in acres: \_\_\_\_\_

Zoning: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_ Special Use Permit  YES  NO

Richmond 300 Land Use: \_\_\_\_\_

**Applicant/Contact/Company** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Preliminary requirements checklist:

- Updated Survey
- Clearly labeled and scaled site layout
- Clearly labeled existing and proposed Rights-Of-Way, including those to remain privately owned and maintained.
- Location and dimensions of all existing and proposed entrances, exits, off-street parking areas, loading zones, hand-capped spaces, interior drives, sidewalks, ADA ramps and walkways.
- 100 year floodplains, streams, wetlands and Chesapeake Bay Preservation Areas.
- Existing City water and/or sewer lines and easements, properly labeled horizontal, vertical distances, proposed BMPs, and storm water plan if applicable.
- Existing buildings, fences, wells and other structures. Lawns, trees and shrubs are shown (size and type).
- Building elevations, showing height, materials, and exterior features
- Show compliance with Elements of the Richmond 300 Master Plan.
- Completed Richmond Fire Department Checklist
- Will this proposal require federal permitting or funding?  YES  NO
- City of Richmond Natural Gas connection  WILL NOT USE  NEW  USE EXISTING  WILL REMOVE

**Project Overview / Questions for Staff:** (50 words or less)

**Note:** Development Review Committees meet every Tuesday at 11:00 am, and every Thursday at 2:00 pm & 3:30 pm. Requests for meetings will only be considered at least 2-weeks in advance and must include Required Preliminary Documents (see above). Please contact Saunder Johnson, City of Richmond Administrative Technician, Department of Planning and Development Review, 804-646-5648, [saunder.johnson@rva.gov](mailto:saunder.johnson@rva.gov) to request a meeting time and date.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_