

# WHAT IS A PRE-APPLICATION MEETING?

- A “one-stop-shop” approach to meeting with multiple City of Richmond agencies for regulation refinement of proposed city development projects and businesses.



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

# CONTACT US



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**



Planning and  
Development Review



### Phone

804-646-6304  
804-646-5771



### Our Website

[www.rva.gov/planning-development-review](http://www.rva.gov/planning-development-review)



### Our E-mail

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# PRE-APPLICATION MEETINGS



*Building our City Together*

*Explore a way for City staff to thoroughly review your project plans and recommend best practices.*



## WHY CHOOSE A PRE-APP?

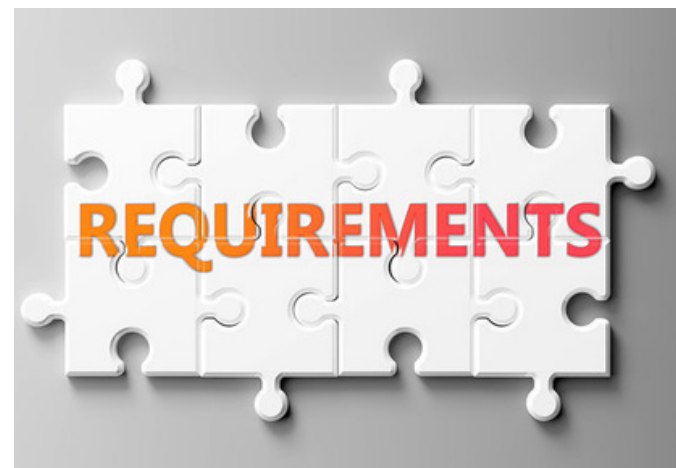


- ✓ A “one-stop-shop” approach to meet with multiple City of Richmond agencies.
- ✓ Our virtual meeting format provides convenience and ease.
- ✓ A way to gather information and refine your project based on development regulations.
- ✓ An efficient way to help lower adverse impacts on the environment & neighborhoods.
- ✓ A means to ensure proposed development projects are in alignment with Richmond 300
- ✓ It’s free of charge.

# REVIEWING DEPARTMENTS

## MEET THE STAFF

- **Planning and Development Review**
  - Zoning Administration, Planning and Policy, Land Use Administration, Permits & Inspection and Urban Design
- **Department of Public Works**
  - Urban Forestry and Traffic Engineering/Right of Way Management
- **The Fire Department**
- **Department of Public Utilities**
  - Storm Water, Sanitary Sewer, Water Resources, Water, Street Lights, Utility Review and Gas
- **Other Agencies**



## MUST HAVE:



- Pre-Application Form
- Fire Checklist
- Preliminary Site Plan (pdf under 10mb)
- Survey (if available)



\*Please contact us to request for the Pre-Application Form and the Fire Checklist  
\*Contact for general inquiries