



**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.



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: \_\_\_\_\_



## 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 Land Use Administration 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 documents must be submitted in an electronic form (PDF) through the Online Permit Portal.

1. Authorization from Property Owner
  2. Application Fee
  3. Plans and a completed checklist
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. **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 on the checklist; a completed checklist is required with the application. Depending on the request, plans may include the following:
    1. Site Plan
    2. Elevation Plans
    3. Floor Plans
    4. Landscape Plans
    5. Signage Plan & Details
    6. Lighting Plan & Details

*\*\*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.*



**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. 1) RPA areas must retain an undisturbed and vegetative 100-foot-wide buffer area, as specified in the Chesapeake Bay Preservation Area Designation and Management Regulations; and 2) Only water-dependent facilities or redevelopment is allowed the 100-foot-wide buffer areas of the RPA.
- 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 and 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 and 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 and Signage:**

- Exterior lighting: location, height and type of fixtures, and an isolux diagram. Signs: location, height, size, content, elevation, finish and method of illumination (including: directional, attached and freestanding signs).



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
- 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 (number of Stories and square footage)
  - Height/Parking Spaces Required
  - Parking Spaces Provided

2. A BLANK BOX (2" X 3") at the bottom of sheet for POD approval.

**3. Existing Conditions and 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

**4. 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

**5. Utility Plan**

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

**6. Grading and Drainage Plan**



**6. Architectural Plans**

- 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. Landscaping 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



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.