



**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.



In instances where it has been determined that underlying zoning regulations cannot be met, a special use permit may be granted by City Council to provide relief from zoning regulations.

Special use permit applications are reviewed for compliance with the *Richmond 300 Master Plan* to ensure the proposal is compatible with the surrounding area and that it is an appropriate use for the site. Specifically, applications are reviewed to ensure that the City Charter conditions for granting special use permits have been met. The City Charter requires that prior to City Council approval; it must be shown that the proposed special use will **not**:

1. Be detrimental to the safety, health, morals and general welfare of the community involved;
2. Create congestion in streets, roads, alleys and other public ways and places in the area involved;
3. Create hazards from fire, panic or other dangers;
4. Tend to cause overcrowding of land and an undue concentration of population;
5. Adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
6. Interfere with adequate light and air.

Applicants **are encouraged** to schedule a pre-application conference with the Division of Land Use Administration staff to review related Master Plan, land use and other issues that may be involved prior to making application. Please call (804) 646-6304 to schedule an appointment with the staff. Staff will review submitted applications to ensure all required materials and information are provided. If the application is not acceptable, the required information must be provided prior to formal staff review.

Applicants should also discuss the proposed special use permit with area civic associations, property owners, residents, and the area Council Representative prior to applying. Letters from the associations and property owners stating their position in regard to the request should be submitted with the application.

The Division of Land Use Administration circulates the special use permit application materials to appropriate City agencies as determined necessary. City agencies reviewing the proposal may include: Public Works, Building Permits & Inspections, Public Utilities, Water Resources, Zoning Administration, 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.

After review by these agencies and by the Division of Land Use Administration, the staff will confer with the applicant regarding suggested conditions to be included in the ordinance and any suggested changes to the plans. If the property is located in a City Old and Historic District and the request involves exterior alterations, additions or new construction, the plans should also be reviewed by the Commission of Architectural Review prior to an ordinance being introduced in City Council. Once the plans are in final form, an ordinance is drafted, and the plans are attached to and are made a part of the ordinance. The staff will forward a copy of the ordinance to the applicant for review and approval.

The ordinance is then reviewed by the City Attorney's office and the City Administration. Once their review is complete, the ordinance is introduced to City Council and a public hearing is scheduled, usually thirty days after introduction. During this thirty-day period, public notice of the hearing is posted on the site and in a daily newspaper. Notices are also mailed to the owners of all properties within 150 feet of the subject property. One week prior to the City Council public hearing, the Planning Commission, after receiving a report from the Department of Planning and Development Review, considers the proposed special use permit and forwards a recommendation to City Council. The Planning Commission welcomes



information submitted prior to the meeting and may ask questions of proponents and opponents during the course of its deliberation on the ordinance. Six affirmative votes of City Council are required to adopt a special use ordinance. Please note that there is a fee of \$250 for each continuance caused by the applicant.

If the special use ordinance is adopted by City Council, the applicant has a specified time period in which to apply for a building permit to implement the special use permit. Building permit plans must be substantially in accordance with the adopted special use permit plans, otherwise a building permit will not be issued. In general, the approval process for special use permits takes between 120 to 180 days. However, depending on the complexity of the proposed special use permit, more or less time may be required. The City Planning Commission considers approval of special use permits at its regular meetings on the first and third Monday of each month. ***Incomplete submissions or major modifications to the plan during the review process may cause delays in the schedule.***



## FILING

Special use permit 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

## APPLICATION REQUIREMENTS

The application for a special use permit 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. Applicant's Report
  4. Plans
  5. Survey Plat
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. **Applicant's Report: A written report must be submitted describing the proposed use.** For non-residential development, the description should include the anticipated number of employees, hours of operation, and an estimated amount of vehicular traffic that will be generated by the use. The report should point out the specific features of the special use that will ensure that it will be compatible with the surrounding area, and that it is an appropriate use for the site. In addition, the City Charter specifies certain conditions that must be met before City Council can approve a special use permit. It must be shown that the proposed special use will **not**:
    - a. Be detrimental to the safety, health, morals and general welfare of the community involved;
    - b. Create congestion in streets, roads, alleys and other public ways and places in the area involved;
    - c. Create hazards from fire, panic or other dangers;
    - d. Tend to cause overcrowding of land and an undue concentration of population;
    - e. Adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
    - f. Interfere with adequate light and air.

The report must indicate the reasons why the applicant feels these conditions will be met (e.g., features of the plan, characteristics of the proposed use or surrounding area). Please note that the above materials will be forwarded to the City Planning Commission and City Council along with the special use permit ordinance.
  4. **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. Depending on the request, plans may include the following:



- a. Site Plan
- b. Elevation Plans
- c. Floor Plans
- d. Landscape Plans
- e. Signage Plan & Details
- f. Lighting Plan & Details

*In some cases, not all plans listed above are required. If you have questions about the level of detail required for a specific application, please contact Land Use Administration Staff.*

5. **Survey Plat:** A copy of a survey plat showing the property and including metes and bounds is required. The plat should show existing physical features of the property, including:
  - a. North arrow, scale, property address, the distance to nearest public street, preparer of plat, date, revision dates, area of site; and
  - b. Existing structures, buildings, paved areas, fences, streets, alleys, easements, and limits of the 100-year flood plain, Chesapeake Bay Preservation Area limits, wetlands, and streams.

***Please note that the above materials will be forwarded to the City Planning Commission and City Council.***



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.

