



**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.



**FILING**

Plan of development for wireless & telecommunication facilities 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, including 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"

Application Type	Fee Required
Initial Application	\$500.00 + \$100 per acre**

\*\*\$100 for each acre or fraction thereof over the first acre (fee is not prorated by acreage)

3. **Applicant's Report:** See "Applicant's Report & Supplemental Materials" for requirements.
4. **Plans/Plats:** Plans are required with initial and subsequent plan submittals.



**Standard Plat Notes:**

- Name of project, developer, preparer of plans
- Plan date and revision dates
- Dimensions and bearings of property lines taken from deed or survey
- Vicinity map, north arrow, and bar scale
- Land area of site
- Zoning and existing use of subject property and all adjacent properties

**Existing Features:**

- Physical features including structures, buildings, paved areas, fences, signage, curbs, gutters, fire hydrants, public rights-of-way (note width), streets, alleys, easements, and/or other adjacent improved or unimproved rights-of-way
- Trees and other significant vegetative material
- Bodies of water and limits of 100-year floodplain
- Limits of Chesapeake Bay Preservation Areas

**Proposed Features:**

- Proposed curb cuts and curb improvements for site access
- Location and materials to be used for access and service of site as shown on site plan
- Equipment structure(s): dimensions, materials, color, and use shown on site plan and elevation drawings  
Outside lighting: location, height and type
- Height, character and location of any additional screening (fences, walls, vegetation)
- Detailed landscape plan, including type and size of proposed material, height, character and location
- of any additional screening (fences, walls, vegetation), and extent of retained vegetation

**Project Information:**

Owner of Property, Manager/Operator of Structure (if a monopole or tower)

- Latitude and longitude of structure
- Site elevation
- Type of structure (Building Mount, Power Mount, Monopole)
- Structure height and mounting height of existing (if any) and proposed arrays
- Signal type/ Frequency (PCS, Cellular, Paging, etc.)
- Number of vacant slots made available for co-location
- Narrative describing services provided from site, the site selection process, status of any regulatory review (FCC, FAA, NEPA, etc.), compliance with NIER standards, statement of noninterference with other nearby public safety signals, and noting whether site may be used at no cost for public safety antennas (see Sec. 114-692.2(a) of the City Zoning Ordinance)
- Statement regarding need for height of monopole and availability for co-location
- (see Sec 114-692.5(3))
- Statement regarding necessity for traditional array if uni-cell or side mount antennas are not utilized (see Sec 114-692.5(d) of the City Zoning Ordinance)

**Network Information:**

- Map showing location of proposed site and location of existing facilities within city and with 3 miles of city.
- Table with data and all sites noted on map, identifying address, lat./long., type of support structure tower, monopole, power mount, building, etc.) mounting height of antenna arrange.



**Applicant's Report & Supplemental Materials:**  
***(Required for ALL Proposed Facilities)***

1. The applicant's narrative report should be drafted separately from the plans and contain the following information:
  - a. The address and latitude/longitude of the proposed location;
  - b. A description of communications/broadcast services which the applicant intends to provide at the site;
  - c. The methodology behind the site selection (i.e., describe alternative sites considered in the site selection process and why the proposed site is the most suitable);
  - d. A description of any other regulatory review required for the site and the status of that review (Federal Communications Commission, Federal Aviation Administration, NEPA impact report);
  - e. The measures that will be taken to ensure compatibility with surrounding properties;
  - f. A statement acknowledging removal of antennas upon termination of the use;
  - g. A statement indicating compliance with NIER standards;
  - h. A noninterference statement;
  - e. A statement indicating willingness to allow and the feasibility of collocation of other users at the site; and
  - j. A statement indicating whether the site will be shared with the city if needed for public safety purposes.
  
2. A map showing the location of the proposed site and the location of existing facilities operated or owned by the applicant within the city and within three miles of the corporate limits, with an accompanying description of each facility (address, latitude/longitude, height of support structure, mounting height of antenna array, and willingness to allow and feasibility of collocation of other users at site).
  
3. Plans required for applications shall also clearly depict the following:
  - a. The location of the facility within the overall property, the access point from a public street, the location of other structures within 100 feet.
  - b. A detailed layout plan consisting of a site plan, roof plan, floor plan, as applicable to the specific proposal.
  - c. Detailed elevation drawings showing the location and type of antenna array, the structural element to which the array will be affixed, and for mounts using alternative support structures, any architectural device used to incorporate the array into building/ structure design, the location and materials of any security fencing where required.
  - d. The location and details of lighting when required.
  - e. The location, type of equipment, noise suppression measures and operational procedure for any emergency power supply.
  - f. The color of antennas, cables, supports structure.
  - g. Landscape plans--minimum evergreen hedge for the base of the support structure and ground-mounted equipment, with additional trees for support structure screening.
  
4. A statement within the applicant's narrative and on the plan that states any antenna, support structure, and/or related electronic equipment which have not been used for the purpose of radio transmission for a continuous period of 12 months shall be deemed to be abandoned and shall be removed from the premises within 90 days of such abandonment.



**1. 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.

**2. Utility Plan**

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

**3. Grading and Drainage Plan**

**4. Architectural**

- 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.

**5. Landscape 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.

**6. Lighting Plan**

- a. Location of lights on the site.
- b. Detail of fixtures, including height and type.
- 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.

**7. 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.