



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

- ☐ Site Plan (New or Amendment)
- ☐ Wireless Site Plan (New or Amendment)
- ☐ Special Use Permit (New or Amendment)
- ☐ Rezoning or Conditional Rezoning
- ☐ Conditional Use Permit
- ☐ 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.



The owner of any tract of land situated in any zoning district and which comprises not less than ten contiguous acres in area, except for intervening public streets and alleys, may submit to a Community Unit Plan for the use and development of such land in a manner that does not conform with the regulations and restrictions prescribed for the zoning district in which such tract is situated.

Community Unit Plan applications are broken into two phases of review and approval; preliminary plan and final plan. The preliminary plan requires review and approval by the City Planning Commission and the City Council in the form of an ordinance. After approval of a preliminary Community Unit Plan by the City Council and within a period of time specified in the ordinance adopting such plan, a final plan indicating in detail the proposed layout of the site and character of improvements thereon must be approved by the City Planning Commission.

Applicants **must** 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.

Preliminary Plan Review & Approval Process: Applicants should discuss the proposed preliminary plan application with area civic associations, property owners, residents, and the area Council Representative prior to submitting an application. Letters from the associations and property owners stating their position in regard to the request should be submitted with the application.

A preliminary plan application must contain the following information:

1. The maximum number of dwelling units and maximum amount of commercial and residential floor area proposed;
2. The general character and location of all buildings, structures, and open spaces;
3. The general location of all means of ingress and egress and areas for the parking and circulation of vehicles;
4. The specific features of the plan which are intended to ensure compatibility with adjacent development; and
5. A report showing how the plan meets the criteria set forth in §30-456.4 of the City Code. It must be shown that the use of the land and the design, construction, maintenance and operation of the structures, facilities and appurtenances proposed will adequately safeguard the health, safety and welfare of the occupants of the adjoining and surrounding property; will not unreasonably impair an adequate supply of light and air to adjacent property; will not unreasonably increase congestion in streets; will not unreasonably increase public danger from fire or otherwise unreasonably affect public safety; and will not diminish or impair the established values of property in surrounding areas.

Once a complete application is received, the Division of Land Use Administration circulates the 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. 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 proposed preliminary plan is then scheduled for a public hearing in front of the City Planning Commission. 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. After receiving a report from the Department of Planning and Development Review and holding a public hearing, the City Planning Commission considers the proposed preliminary plan and takes action on the plan by formal resolution. When the City Planning Commission approves a preliminary plan, it forwards its resolution, together with its finding of fact, to the City Council.

The proposed ordinance authorizing the preliminary plan 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 in front of City Council is scheduled, usually thirty days after introduction. During this thirty-day period, public notice of the hearing is again posted on the site and in a daily newspaper. Notices are mailed to the owners of all properties within 150 feet of the subject property.

In general, the approval process for preliminary plans takes between 120 to 180 days. However, depending on the complexity of the proposed plan, more or less time may be required. **Incomplete submissions or major modifications to the plan during the review process may cause delays in the schedule.**

Final Plan Review & Approval Process: After approval of a preliminary plan by City Council and within a period of time specified in the ordinance adopting such plan, a final plan indicating in detail the proposed layout of the site and character of improvements thereon must be submitted for review and approval by the City Planning Commission.

As with the preliminary plan, the final plan must that the requirements of §30-456.4 of the City Code. It must be shown that the use of the land and the design, construction, maintenance and operation of the structures, facilities and appurtenances proposed will adequately safeguard the health, safety, and welfare of the occupants of the adjoining and surrounding property; will not unreasonably impair an adequate supply of light and air to adjacent property; will not unreasonably increase congestion in streets; will not unreasonably increase public danger from fire or otherwise unreasonably affect public safety; and will not diminish or impair the established values of property in surrounding areas.

The final plan must include enough detail to show that it is consistent with objectives of the preliminary plan as adopted by City Council and not in conflict with any conditions specified by City Council. The City Planning Commission cannot approve the final plan if revisions subsequent to City Council approval have resulted in an increase in the number of dwelling units or amount of residential or commercial floor area, or in any greater deviation from the zoning district regulations than proposed in the preliminary plan.

Once a complete application is received, the Division of Land Use Administration circulates the 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 proposed final plan is then scheduled for consideration by the City Planning Commission. The City Planning Commission considers the proposed final plan and takes action on the plan by formal resolution. Once the final plan is approved, application for building permits must be made within a period of time specified in the resolution.



FILING

Community Unit Plan 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 Community Unit Plan 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
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.* The report should point out the specific features of the plan that will ensure that it will be compatible with the surrounding area, and that it is an appropriate use for the site. In addition, §30-456.4 of the City Code requires that it must be shown that the use of the land and the design, construction, maintenance and operation of the structures, facilities and appurtenances proposed will do the following:
 - a. Will adequately safeguard the health, safety and welfare of the occupants of the adjoining and surrounding properties;
 - b. Will not unreasonably impair an adequate supply of light and air to adjacent property;
 - c. Will not unreasonably increase congestion in streets;
 - d. Will not unreasonably increase public danger from fire or otherwise unreasonably affect public safety; and
 - e. Will not diminish or impair the established values of property in surrounding areas.

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). In addition to the above information the report for a preliminary plan application must include the following information:

- a. The maximum number of dwelling units and maximum amount of commercial and residential floor area proposed;
- b. The general character and location of all buildings, structures and open spaces;
- c. The general location of all means of ingress and egress and areas for the parking and circulation of vehicles; and
- d. The specific features of the plan which are intended to ensure compatibility with adjacent development.



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. The following items must be included in the plans:
- a. Site Plan
 - b. Elevation Plans
 - c. Floor Plans
 - d. Landscape Plans
 - e. Signage Plan & Details
 - f. Lighting Plan & Details

For items required on the submitted plans, please see the attached "Checklist of Plan Requirements".

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.



The following checklist of information must be shown on the plans:

Plan Requirements:

- ☐ Name of project, developer, preparer of plans
- ☐ North arrow and bar scale;
- ☐ Vicinity sketch;
- ☐ Plan date and revision dates;
- ☐ Boundaries of the site, with dimensions, and the delineation of proposed phasing of development; Area of site;
- ☐ Maximum number of dwelling units and maximum amount of commercial and residential floor area proposed, in tabular form;
- ☐ Location and character of all buildings, structures and open spaces;
- ☐ Location of all means of ingress and egress and areas for the parking and circulation of vehicles, including all existing or proposed public or private streets, alleys, or easements for access, ingress or egress;
- ☐ Specific features of the plan which are intended to ensure compatibility with adjacent development;
- ☐ Existing topography of the site;
- ☐ The location of all existing or proposed bodies of water, wetlands, flood plains, Chesapeake Bay Preservation Areas, stormwater detention or retention areas;
- ☐ The location of all existing or proposed stands of trees, landscape areas, buffers, or other significant vegetation;
- ☐ The location of existing or proposed open spaces, parks and recreation facilities, common areas, or other public spaces; and
- ☐ Other information as requested by the staff which may be needed to adequately review the plan. Such other information may include, but not be limited to, traffic studies, drainage studies, and other impact studies.

ADDITIONAL PLAN REQUIREMENTS FOR FINAL PLANS:

- ☐ Floor plans of all proposed buildings;
- ☐ Elevation drawings of all proposed buildings or structures, showing the color and type of exterior building materials and treatments;
- ☐ Construction plans for all proposed public facilities, including streets, sidewalks, drainage facilities and utilities, with profiles as necessary.
- ☐ Location, size and type of all proposed drainage structures, stormwater management facilities and best management practices;
- ☐ Complete sets of drainage computations, stormwater management computations for compliance with the Chesapeake Bay Preservation Ordinance, as required, and computations for the design of any proposed stormwater detention or retention area, as required. Computations may be provided on separate sheets, rather than included in the plans;
- ☐ Proposed grading or proposed contours, including proposed erosion control measures;
- ☐ Location, size and type of all utility lines, including gas, water, sanitary sewer, electric, telephone and cable television service;
- ☐ The location, number, size and type of all proposed plant materials;
- ☐ Location, type, height and details of all proposed lighting on the site, including photometric drawings as required by the staff; and
- ☐ The location and details of all existing and proposed signage.



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 ¹
Extension of Preliminary Approval	\$1,500
Final	\$1,500 + \$100/acre ¹
Amendment	\$1,500 + \$100/acre ¹

CONDITIONAL USE PERMIT

Initial	\$1,500 + \$100/acre ²
Amendment	\$1,000 + \$100/acre ²

PLAN OF DEVELOPMENT

Floor area & Land disturbed ≤5,000 square feet	\$ 500 + \$100/acre ²
Floor area & Land disturbed ≥5,001 & ≤50,000 square feet	\$1,000 + \$100/acre ²
Floor area & Land disturbed ≥50,001 square feet	\$1,500 + \$100/acre ²

REZONING/CONDITIONAL REZONING

Each continuance caused by the applicant	\$1,500 + \$100/acre ²
	\$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.

¹For Community Unit Plans (CUP), the first 10 acres are included in the base price.

²For Conditional Use Permits, Plans of Development, and Rezoning, 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.

Legislative Land Use Application Process

