



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.



In instances where it has been determined that underlying zoning regulations cannot be met, a rezoning/conditional rezoning may be granted by City Council to provide relief from zoning regulation. It is the policy of the City of Richmond to encourage the voluntary proffering of conditions by the applicant in cases where the use of conventional rezoning methods are inadequate to achieve certain desired goals. With conditional rezoning, the applicant voluntarily proffers written conditions designed to offset identified problems and render an otherwise unacceptable rezoning acceptable. Off-site impacts on public infrastructure may be mitigated by the inclusion of proffers that address circumstances directly related to the rezoning proposal. Rezoning/conditional rezoning should not be used if proffered conditions will not sufficiently offset or are unrelated to the identified problems.

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 may reject any application without a pre-application conference.** 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 rezoning/conditional rezoning 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 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 zoning districts and proffers to be included with the application. Once the application is in final form, an ordinance is drafted, and the proffers 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 rezoning/conditional rezoning 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.

In the event that additions, deletions, or other modifications to proffered conditions are desired, they shall be made in writing to the Planning Commission before the Commission makes its recommendation to City Council. City Council may consider additional conditions, deletions, or modifications to conditions after the Planning Commission makes its recommendation, provided that such are voluntarily proffered in writing prior to the public hearing at which City Council is to consider the request. City Council may refer the request back to the Planning Commission for further review and action if additions, deletions, or modifications to conditions are proposed after the Planning Commission makes its recommendation.



FILING

Rezoning/conditional rezoning 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 rezoning/conditional rezoning 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. Survey Plat
 5. Applicable Proffers signed by the property owner(s)
-
1. **Authorization from Property Owner Form:** All the owners of the property must sign the form and any proffers. In the event that the applicant for a conditional rezoning is a contract purchaser, such purchaser must also be made a part to the proffer and must sign their name. Faxed or photocopied signatures will not be accepted.
 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 explaining the reasons for the rezoning/conditional rezoning request, and the intended use of the property. Information contained in the report will assist the staff in the preparation of its recommendation to the Planning Commission. The report and any supporting materials (i.e., plans) will also be used by staff to determine which zoning district would best accommodate the proposed development.
 4. **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.
 5. **Written Proffers:** The written proffers (the original must be signed and executed by the property owner(s) and the contract purchaser, if applicable) shall only be accepted as conditions attached to the rezoning if they meet the following criteria:
 - a. The rezoning itself must give rise to the need for the conditions;
 - b. The conditions shall have a reasonable relation to the rezoning;
 - c. The conditions shall be in conformity with the City Master Plan;
 - d. The conditions shall be drafted in such manner as to be clearly understandable
 - e. The conditions cannot impose upon the applicant the requirement to create a property owners' association nor a condition that members of a property owners' association pay an assessment for the maintenance of public facilities owned in fee by a public entity, including open space, parks, schools, fire departments, and other public facilities; however, such facilities shall not include sidewalks, special street signs or markers, or special street lighting in public rights-of-way not maintained by the City;



- f. The conditions cannot be less restrictive than the provisions of the requested zoning district, and shall not require or permit a standard that is less than required by any applicable law; and
- g. Where proffered conditions include the dedication of real property or payment of cash, such property may not transfer, and such payment of cash may not be made until the facilities for which such property is dedicated, or cash is tendered are included in the Capital Improvement Program (CIP). However, the City may accept proffered conditions which are not normally included in the CIP. If proffered conditions include the dedication of real property or the payment of cash, the proffered conditions must provide for the disposition of such property or cash payment in the event the property or cash payment is not used for the purpose for which proffered.



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

(As of 7/1/2025) **(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

SITE PLAN

Area of Proposed Development:

Less than or equal to 5,000 square feet (sf)	\$600
Greater than 5,000 sf and less than or equal to 50,000 sf	\$1,200
Greater than 50,000 sf and less than 200,000 sf	\$2,400
Greater than 200,000 square feet	\$3,600
Development qualifying for administrative review ³	\$500

REZONING/CONDITIONAL REZONING

Each continuance caused by the applicant *	\$1,500 + \$100/acre ²
	\$250

SPECIAL USE PERMIT

Use	Initial	Amendment
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.

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

² For Conditional Use Permits 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))

³ As defined by Section 30-692.1:1 in the City of Richmond Zoning Ordinance

* 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

