



Request for Pre-Application Meeting

Department of Planning and Development Review
Land Use Administration Division
900 E. Broad Street, Room 511
Richmond, Virginia 23219
(804) 646-6304
<http://www.rva.gov>

Project Name: _____

Property Address: _____

Tax Map #: _____ **Total area of site in acres:** _____

Zoning: Current: _____ Proposed: _____ **Special Use Permit** ☐ YES ☐ NO

Richmond 300 Land Use: _____

Applicant/Contact/Company _____

Phone: _____ **Email:** _____

Preliminary requirements checklist:

- ☐ Updated Survey
- ☐ Clearly labeled and scaled site layout
- ☐ Clearly labeled existing and proposed Rights-Of-Way, including those to remain privately owned and maintained.
- ☐ Location and dimensions of all existing and proposed entrances, exits, off-street parking areas, loading zones, hand-capped spaces, interior drives, sidewalks, ADA ramps and walkways.
- ☐ 100 year floodplains, streams, wetlands and Chesapeake Bay Preservation Areas.
- ☐ Existing City water and/or sewer lines and easements, properly labeled horizontal, vertical distances, proposed BMPs, and storm water plan if applicable.
- ☐ Existing buildings, fences, wells and other structures. Lawns, trees and shrubs are shown (size and type).
- ☐ Building elevations, showing height, materials, and exterior features
- ☐ Show compliance with Elements of the Richmond 300 Master Plan.
- ☐ Completed Richmond Fire Department Checklist
- ☐ Will this proposal require federal permitting or funding? ☐ YES ☐ NO
- ☐ City of Richmond Natural Gas connection ☐ WILL NOT USE ☐ NEW ☐ USE EXISTING ☐ WILL REMOVE

Project Overview / Questions for Staff: (50 words or less)

Note: Development Review Committees meet every Tuesday at 11:00 am, and every Thursday at 2:00 pm & 3:30 pm. Requests for meetings will only be considered at least 2-weeks in advance and must include Required Preliminary Documents (see above). Please contact PDRpreapplication@rva.gov to request a meeting time and date.

Applicant Signature _____ **Date** _____