



BOARD OF ZONING APPEALS DOCUMENT REQUIREMENTS

CITY OF RICHMOND, VIRGINIA

Each part of the required Application Documents is explained below.

Application Form:

The application form is available in the Zoning Administration Division. It must be signed by the owner(s) of the property, the owners' legal representative or the owners' agent.

Survey and/or Site Plan(s):

Two (2) complete sets of a survey and/or site plan(s), drawn using an engineering scale, showing:

- Existing physical improvements, as appropriate, of the individual property (buildings, structures, parking areas, paved areas, fences, signage, landscaping, lighting, curbs, streets, alleys, walks, easements, trash collection, etc.)
- Proposed physical improvements, as appropriate, of the individual property (buildings, structures, parking areas, paved areas, fences, signage, landscaping, lighting, curbs, streets, alleys, walks, easements, trash collection, etc.)
- Address
- Scale
- North arrow
- Plan date (and revision date(s), if applicable)
- Preparer of plans

The sets need to include a full-sized set and a set that has been reduced to an 8½" x 11".

Floor Plan(s):

Two (2) copies of floor plans of the building, drawn using an architectural scale, showing:

- Interior floor layout labeling the use to be made of each room and/or space
- Calculations for gross floor area of all levels of the building, measured along interior faces of walls with no deduction for intervening walls or partitions
- Address
- Plan Date (and revision date(s), if applicable)
- Preparer of plans

Fee: (The fee can be remitted by cash, credit card or check payable to the City of Richmond.)

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| • Single- or Two-Family Dwellings | \$175 |
| • All Other Uses | \$550 |
| • Violation Remediation due to plan non-compliance | \$750 |
| • Appeal of Zoning Administrator | \$250 |
| • Continuance(s) | \$150 |