



Application for **COMMUNITY UNIT PLAN**

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

Application is hereby submitted for: (check one)

- preliminary plan
- preliminary plan admendment
- final plan
- final plan admenment

Project Name/Location

Project Name: _____ Date: _____

Property Address: _____ Tax Map #: _____

Fee: _____ Total area of affected site in acres: _____
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

Zoning

Current Zoning: _____

Existing Use: _____

Is this property subject to any previous land use cases? _____

- Yes
- No

If Yes, please list the Ordinance Number: _____

Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _(_____) _____ Fax: _(_____) _____

Email: _____

Property Owner: _____

If Business Entity, name and title of authorized signee: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _(_____) _____ Fax: _(_____) _____

Email: _____

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. **Faxed or photocopied signatures will not be accepted.**)

NOTE: Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for community unit plans)



Review & Approval Process: **COMMUNITY UNIT PLAN**

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 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 regards 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 §114-456.4 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 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 Planning Commission considers the proposed preliminary plan and takes



Review & Approval Process: **COMMUNITY UNIT PLAN**

action on the plan by formal resolution. When the 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 also again 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 Planning Commission.

As with the preliminary plan, the final plan must that the requirements of §114-456.4 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 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 Planning Commission. The 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 Procedures: COMMUNITY UNIT PLAN

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 plans must include the following, each part of which is explained below.

Application must be submitted in both hard copy and electronic format (PDF).

- 1) **Application form, including a completed checklist;**
- 2) **Application fee;**
- 3) **Applicant's report;**
- 4) **Plans; and**
- 5) **Survey plat.**

- 1) **Application Form:** All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required. Faxed or photocopied signatures will not be accepted.
- 2) **Application Fee:** The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the following schedule:

| Application Type | Fee Required |
|-------------------------------------|------------------------------|
| Preliminary Plan | \$3,000.00 + \$100 per acre* |
| Final Plan | \$1,500.00 + \$100 per acre* |
| Preliminary or Final Plan Amendment | \$1,500.00 + \$100 per acre* |

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

- 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, §114-456.4 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 property;
 - 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



Filing Procedures: **SPECIAL USE PERMIT**

- 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.

Please note that the above materials will be forwarded to the City Planning Commission and City Council.

- 4) **Plans:** Initially, nine (9) sets of the following 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. Each set of plans should be bound, **folded** and include a title page with index to all of the included sheets. Preferred size of plans is six (6) full size sets (24"x36") and three (3) 11"x17" sets. Plans must be properly scaled and include a scale bar.

- a) Site Plan
- b) Elevation Plans
- c) Floor Plans
- d) Landscape Plans
- e) Signage Plan & Details
- f) Lighting Plan & Details

Electronic Plans (PDF and/or JPG) are also required with the initial application and any subsequent resubmissions. Electronic plans may be submitted on a disk or via email at:
DCDLanduseadmin@richmondgov.com.

An additional fourteen (14) 11"x17" sets of plans will be required at a later date for distribution to City Planning Commission members.

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;
 - 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.



Checklist of Plan Requirements: **COMMUNITY UNIT PLAN**

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

PLAN REQUIREMENTS:

- Name of project, developer, and 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.



Sign Posting Requirement

It shall be the responsibility of the applicant to post on the property that is the subject of the proposal, a sign(s) notifying interested parties of the application and pending public hearings. Such sign(s) shall comply with the following requirements:

- **TIMING:** The sign(s) shall be posted at least 15 days prior to the scheduled planning Commission public hearing on the application, shall remain on the property until final disposition of the application by City Council, and shall be removed from the property within ten days after final action by City Council.
- **CONTENT:** The sign(s) shall contain the words "Zoning Application Pending" together with the words "For Planning Commission and City Council Public Hearings Information Call (804) 646-6304."
- **LOCATION:** The sign(s) shall be posted within five feet of the right-of-way of the street along each street frontage of the property, and shall be located at approximately the mid-point of the street frontage in such manner as to be readable from the street.
 - In the case of street frontages greater than 1000 feet in length, in addition to the foregoing requirement, signs shall be posted at approximately 500-foot intervals. The required number and/or location of signs may be adjusted by the Secretary of the Planning Commission in case where the applicant can present sufficient justification to warrant such adjustment, provided that the spirit and intent of the notice requirements are met.
- **SIZE AND MATERIAL:** The sign(s) shall be of wood or metal material, 36" by 48" in size, with black lettering at least three inches in height on a white background. The top edge of such sign(s) shall not be greater than six feet in height as measured from the adjacent ground level.
- **SUPPORT:** The support element for such sign(s) shall be a four-inch by four-inch wood post fastened securely in the ground.
- **ILLUMINATED:** The sign(s) shall not be illuminated.
- **MAINTENANCE:** The applicant shall be responsible for maintaining the sign(s) in a sound and legible condition. Any sign which is the subject of theft or damage shall immediately be replaced or repaired.
- **AFFIDAVIT AND PHOTO:** The applicant shall submit the following affidavit to the secretary of the Planning Commission not less than ten days prior to the scheduled Planning Commission public hearing attesting to the fact that the sign(s) is posted on the property as required. The applicant shall also submit a photo of the sign(s) verifying that the sign(s) is posted as required.



Affidavit for Sign Posting

I, _____, _____ do hereby certify that
Name Title
notice of Ordinance No. _____, was posted on the subject
property(ies) on this _____ day of _____, 20 ____, in
conformance with the notice requirements of City of Richmond Code .

Signature

Witness Name

Witness Signature

Secretary of the City Planning Commission

Date Received