



# Application for REZONING

The Department of Community Development  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
<http://www.richmondgov.com/>

## Name/Location

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Tax Map # \_\_\_\_\_

Fee: \_\_\_\_\_ Total Area of Site in Acres: \_\_\_\_\_  
(Please make check payable to the "City of Richmond")

## Zoning

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Is this property subject to any previous land use case(s)?  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:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Company: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

If Business Entity, title and individual who can sign for the company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**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 Rezoning)

Revised: 9/1/2007



## Review & Approval Process: **Rezoning**

### **PRE-APPLICATION CONFERENCE**

*Applicants are encouraged to schedule a pre-application conference with the staff prior to submittal to review related Master Plan, land use and other issues that may be involved. Please call 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.*

Applicants are encouraged to discuss the proposed rezoning with area civic associations, property owners and residents prior to the introduction of the ordinance. Letters from the associations and property owners stating their position to the request should be forwarded to the staff at least one week prior to the City Planning Commission meeting.

### **CITY PLANNING COMMISSION AND CITY COUNCIL APPROVAL PROCESS**

After staff review of Master Plan, land use and other issues that may be involved, the application and supporting documents are then forwarded by the staff to the Law Department for preparation of an ordinance. The ordinance is introduced and a public hearing is scheduled for approximately 30 days after introduction. During this thirty-day period the applicant is required to post public notice of the hearing on the site. The City Clerk will advertise notice of the public hearings in a daily newspaper and will also mail notice of the hearings to nearby property owners. One week prior to the Council hearing, the Planning Commission, after receiving a report from the staff, considers the proposed rezoning and forwards a recommendation to Council. A staff report and recommendation is prepared for each application. Staff reports are available prior to the Planning Commission meeting, and applicants are encouraged to review the reports at this time.

### **DEFERRAL OF APPLICATIONS AFTER INTRODUCTION TO CITY COUNCIL**

Applicants may request a continuance of the application if more time is needed to prepare for the scheduled public hearing.



## Filing Procedures: Rezoning

### **FILING**

Conditional Rezoning applications are filed with the:

Department of Community Development  
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 must include the following, each part of which is explained below:

- 1) **Application form;**
- 2) **Application fee;**
- 3) **Applicant's report;**
- 4) **Certificate of Title; and**
- 5) **Survey Plat.**

1) **Application Form:** The application form is available in the Department of Community Development and online at <http://www.richmondgov.com/departments/communityDev/>. 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.

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 fee schedule available in room 511.

3) **Applicant's Report:** A written report **must** be submitted explaining the reasons for the rezoning request, and the intended use of the property, if such has been determined. Information contained in the report will assist the staff in the preparation of its recommendation to the Planning Commission.

4) **Certificate of Title:** Two copies of a Certificate of Title must be prepared and signed by an attorney licensed to practice law in the Commonwealth of Virginia. The title certificate shall describe the property that is the subject of the petition and shall identify all parties having a recorded interest in the property, including legal and equitable owners, and shall state the source of title or interest for each party. The Certificate of Title may not be more than six months prior to the date of filing the petition and must accurately reflect the property ownership at the time of application. The City Attorney shall reject any Certificate of Title which, in his opinion, is incomplete or is otherwise insufficient.

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, ChesBay limits, wetlands, and streams.



## Sign Posting Requirements: **Rezoning**

(Applicable to Special Use Permit, Conditional Use Permit, Community Unit Plan, Rezoning, and Conditional Rezoning requests)

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 the city council, and shall be removed from the property within ten days after final action by the 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.
- **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 Rezoning Sign Posting

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I, \_\_\_\_\_, \_\_\_\_\_ do hereby certify that  
Name Title  
notice of Ordinance No. \_\_\_\_\_, was posted on the subject  
property(ies) on this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_, in  
conformance with the notice requirements of Richmond Code Section 114-1140.

\_\_\_\_\_  
Name