



# Application for **SPECIAL USE PERMIT**

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)

- ☒ special use permit, new  
☐ special use permit, plan amendment  
☐ special use permit, text only amendment

## Project Name/Location

Project Name: Dear Neighbor Retail / Gift Store Date: 02/09/2016

Property Address: 2415 Jefferson Ave / 616 N. 25th Street Tax Map #: E0000335009

Fee: \$1200.00 Total area of affected site in acres: Under 1 acre  
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

## Zoning

Current Zoning: R-63

Existing Use: Home / Garage

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)

Conversion of garage into retail store.

**Applicant/Contact Person:** Kristy Santelli

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

Mailing Address: 616 North 25th Street

City: Richmond State: VA Zip Code: 23223

Telephone: ( 317 ) 777- 1269 Fax: ( )

Email: kristy.santelli@gmail.com

**Property Owner:** Kristy Santelli

If Business Entity, name and title of authorized signee: \_\_\_\_\_

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: 616 North 25th Street

City: Richmond State: VA Zip Code: 23223

Telephone: ( 317 ) 777- 1269 Fax: ( )

Email: kristy.santelli@gmail.com

**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 special use permits)