



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**

Property Address: 1707 WESTOVER HILLS BLVD, RICHMOND, VA 23225 Date: 10/05/2020  
 Tax Map #: S006-0221/014 Fee: \$200  
 Total area of affected site in acres: .305

(See **page 6** for fee schedule, please make check payable to the "City of Richmond")

**Zoning**

Current Zoning: R-5 - RESIDENTIAL (SINGLE FAMILY)

Existing Use: Planned usage is retail/office/commercial pursu

**Proposed Use**

(Please include a detailed description of the proposed use in the required applicant's report)  
as above, requesting addition of one exterior sign on property - wooden sign measuring 32" x 20"

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

Is this property subject to any previous land use cases?

Yes  No  If Yes, please list the Ordinance Number: 2020-142

**Applicant/Contact Person:** WESTOVER HILLS UNITED METHODIST CHURCH/Donna Holder

Company: WESTOVER HILLS UNITED METHODIST CHURCH  
 Mailing Address: 1705 WESTOVER HILLS BLVD  
 City: RICHMOND State: VA Zip Code: 23225  
 Telephone: ( 804 ) 399-9295 Fax: ( )  
 Email: donnaholder@vaumc.org

**Property Owner:** WESTOVER HILLS UNITED METHODIST CHURCH

If Business Entity, name and title of authorized signee: Susan Stanley, Chair, Board of Trustees

(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: 1705 WESTOVER HILLS BLVD,  
 City: RICHMOND State: VA Zip Code: 23225  
 Telephone: ( 804 ) 232-1769 Fax: ( )  
 Email: WESTOVERHILLSUMC@GMAIL.COM

**Property Owner Signature:** Susan S. Stanley *Chair of Trustees*

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)

Special Use Permit Amendment Application  
Westover Hills United Methodist Church

The current application includes only a request we be permitted to install a 32" x 20" wooden sign on a 6 foot high wooden post as indicated in the attached drawing at the location on the 1707 Westover Hills Blvd, as noted on the plat.

The sign will in no way be detrimental to the safety, health, morals and general welfare of the community. The sign will not create congestion in streets, roads, alleys and other public ways and places in the area involved, and in fact, will prevent such congestion by clearly making the location. The sign will not create hazards from fire, panic or other dangers. It will not cause overcrowding of land or any undue concentration of population. The proposed sign will not adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or interfere with adequate light and air.