



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: \_\_\_\_\_ Date: \_\_\_\_\_

Parcel I.D. #: \_\_\_\_\_ Fee: \_\_\_\_\_

Total area of affected site in acres: \_\_\_\_\_

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

**Zoning**

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

Richmond 300 Land Use Designation: \_\_\_\_\_

**Proposed Use**

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

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

Is this property subject to any previous land use cases?

Yes  No  If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** \_\_\_\_\_

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

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

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

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

Email: \_\_\_\_\_

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

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: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**Property Owner Signature:** Olivia Kent

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)



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Application is hereby submitted for: (check one)

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**Project Name/Location**

Property Address: 3006 LAWSON STREET Date: 13 DEC 2023  
Tax Map #: S0001473004 Fee: \_\_\_\_\_  
Total area of affected site in acres: 800 SQFT

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

**Zoning**

Current Zoning: R5

Existing Use: COMMUNITY MIXED USE

**Proposed Use**

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

**SEE ATTACHED LETTER**

Existing Use: SINGLE FAMILY DETACHED DWELLING (PROPOSED AND EXISTING)

Is this property subject to any previous land use cases?

Yes  No  If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** MILTON LEWIS

Company: \_\_\_\_\_  
Mailing Address: 3006 LAWSON STREET  
City: RICHMOND State: VA Zip Code: 23224  
Telephone: (703) 887-6490 Fax: ( )  
Email: MILTONLEWIS71@GMAIL.COM

**Property Owner:** MILTON LEWIS

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: 3006 LAWSON STREET  
City: RICHMOND State: VA Zip Code: 23224  
Telephone: (703) 887-6490 Fax: ( )  
Email: MILTONLEWIS71@GMAIL.COM

**Property Owner Signature:** Milton Lewis

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)

11 December 2023

To: Richmond City Planning Office,

I am writing this report to accompany my special use permit application to actuate a property line adjustment between "Survey of Lot 4 & 5, Block 3, Burfoot's Addition, Richmond, Va." (3004 Lawson Street & 3006 Lawson Street). I am the sole owner of 3004 Lawson Street. Prior to my purchasing the home earlier this year, a fence was installed that bifurcates my property and lot, [measuring 120' long, 4'7" wide (at the rear) and 7'1" wide at the front of property]. This area, while currently my property, appears to be my neighbor's property.

My neighbor, Mr. Milton Lewis, and I have agreed that the best remedy for this issue is to request a property line adjustment, so that the new property line will follow the current fence line. I intend to sell the property behind the current fence line to Mr. Lewis. The strip of land that is currently my property but on Mr. Lewis' side of the fence will simply be transferred to Mr. Lewis.

The attached survey plat and site plan provide the required lot data, including displaying current and proposed building setbacks, fence line, etc. Pending Council approval, the new side yard and property lines will result in both lots (3004 and 3006) being consistent with the lot areas and lot widths elsewhere in the neighborhood.

This is a simple property line adjustment that will not result in any detriment to the safety, health, morals, or general welfare of the community involved, as it reflects a legal change to a current state (the fence line). It will not have any effect on any other property, the city, or the community population as it is simply reconciling the de facto property line and the legal property line. Approval of this petition will also not create any congestion in the streets, roads, alleys, or other public ways and places in the involved area, create any hazards from fire panic, or other dangers, cause any overcrowding of land or an undue concentration of the population; adversely affect or interfere with schools, parks, playgrounds, water supplies, sewage disposal, transportation, or any other public requirements, conveniences, or improvements. Approving this petition will cause no interference whatsoever with adequate light and air, traffic, or anything else. Mr. Lewis will simply continue using the strip of property as a part of his lawn as he is currently doing.

Please contact me with any questions.

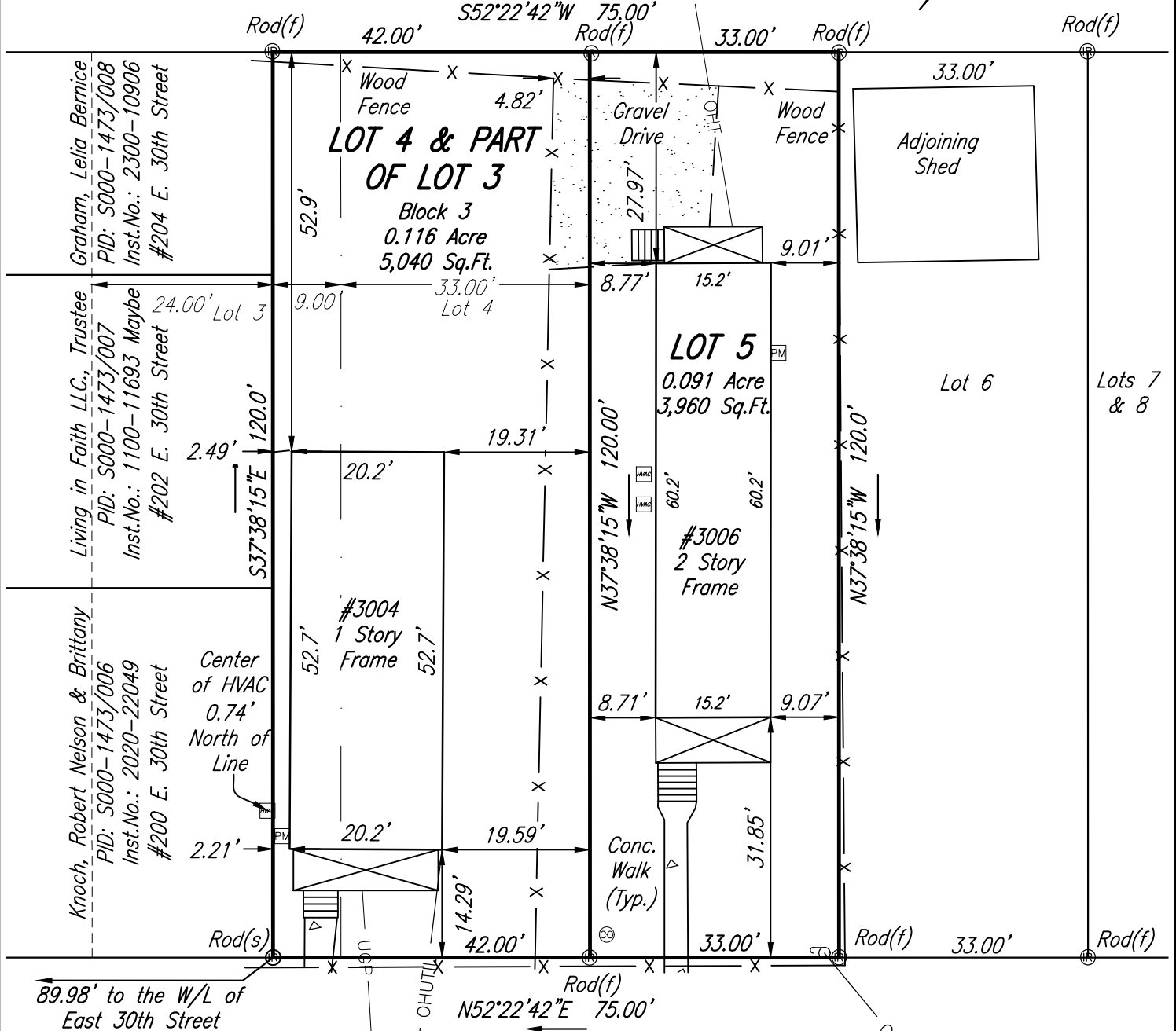
*Olivia Kent*

Olivia Kent  
(404) 771-0171  
[oliviamkent@gmail.com](mailto:oliviamkent@gmail.com)

This is to certify that this plat or map was prepared under my direction from an actual field survey performed on 11/03/2023 without the benefit of a title report. Unless otherwise noted, to the best of my knowledge and belief all visible evidence of improvements, easements and apparent encroachments are shown hereon. Not all easements may be shown.

Urban Management LLC.  
 #3009 Hull Street  
 PID: S000-1473/009

\*Protracted from Richmond  
 City Baseline 29 SW



**LEGEND**

- PM Power Meter
- HVAC HVAC
- ⊙ Cleanout
- Utility Pole

Current Owner #3304:  
 Olivia Mae Kent  
 PID: S000-1473/005  
 ID: 2300-12812

Current Owner #3006:  
 Milton L. Lewis  
 PID: S000-1473/004  
 ID: 2300-14101

DATE: 11/03/2023  
 SCALE: 1"=20'  
 JOB NO.: 55230261.MS  
 DRAWN BY: FJE  
 CHECKED BY: JAB

**LAWSON STREET**  
 50'± R/W

IMPROVEMENTS ON  
**PART OF LOT 3 & ALL OF  
 LOT 4 & LOT 5, BLOCK 3**  
**BURFOOTS ADDITION**

CITY OF RICHMOND, VIRGINIA

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS

ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY

15871 City View Drive, Suite 200 / Midlothian, Virginia 23113 / Phone (804) 794-0571 / www.balzer.cc



11/03/2023 11:52:21 AM T:\Drawings\230261.MS.dwg

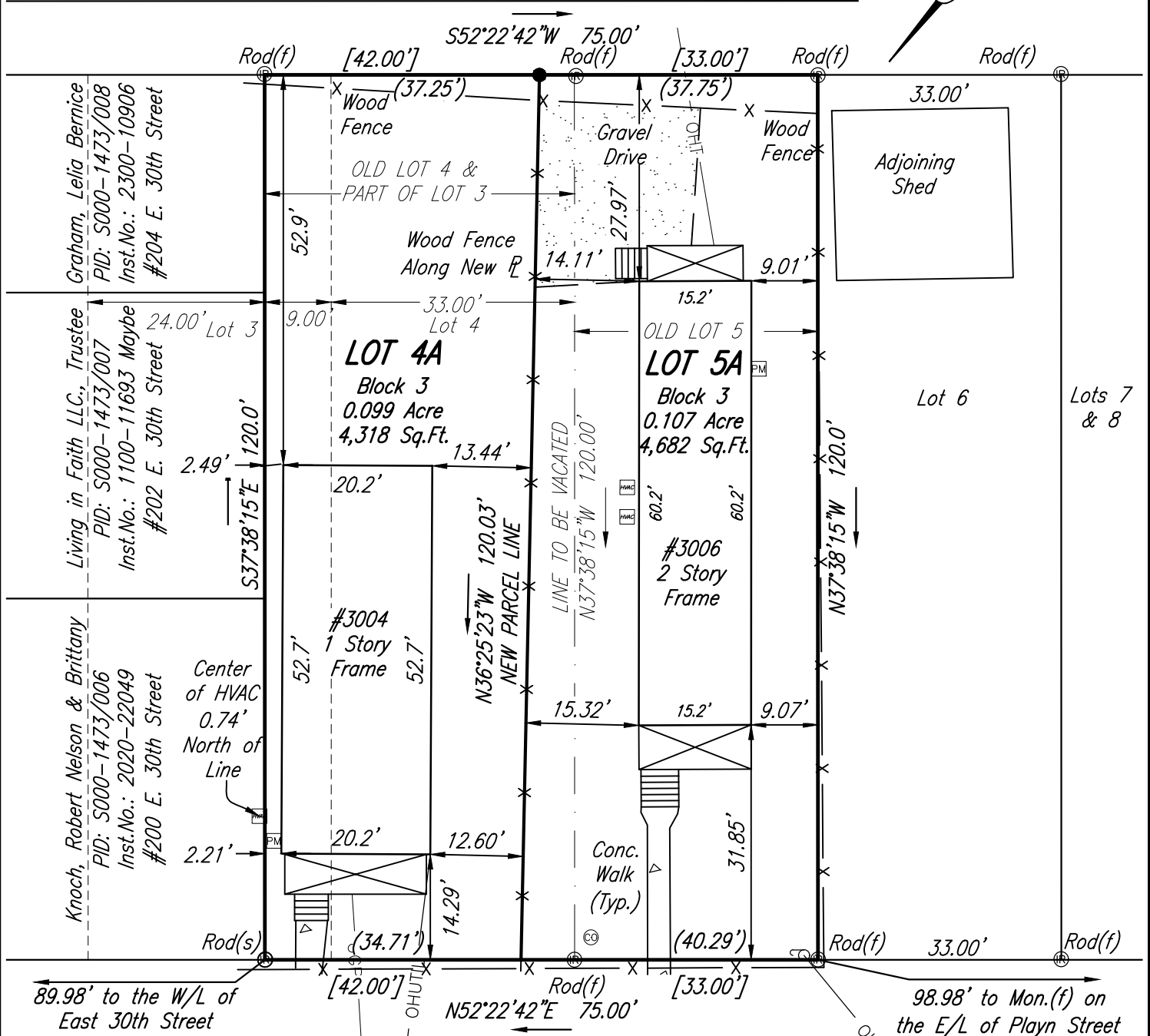
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(XX.XX') Denotes Dimensions to New Property Corner.

[XX.XX'] Denotes Existing Rod to Rod Dimensions.

Urban Management LLC.  
#3009 Hull Street  
PID: 5000-1473/009

\*Protracted from Richmond  
City Baseline 29 SW



**LEGEND**

- PM Power Meter
- HVAC HVAC
- ⊙ Cleanout
- Utility Pole

**LAWSON STREET**  
50'± R/W



Current Owner #3304:  
Olivia Mae Kent  
PID: 5000-1473/005  
ID: 2300-12812

Current Owner #3006:  
Milton L. Lewis  
PID: 5000-1473/004  
ID: 2300-14101

PLAT SHOWING IMPROVEMENTS ON &  
A LOT LINE MODIFICATION BETWEEN  
PART OF LOT 3 WITH ALL OF  
LOT 4 & LOT 5, BLOCK 3  
BURFOOTS ADDITION  
CITY OF RICHMOND, VIRGINIA

DATE: 11/16/2023  
SCALE: 1"=20'  
JOB NO.: 55230261.MS  
DRAWN BY: NWD  
CHECKED BY: JAB

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS  
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY  
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**City of Richmond  
Department of Planning  
& Development Review**

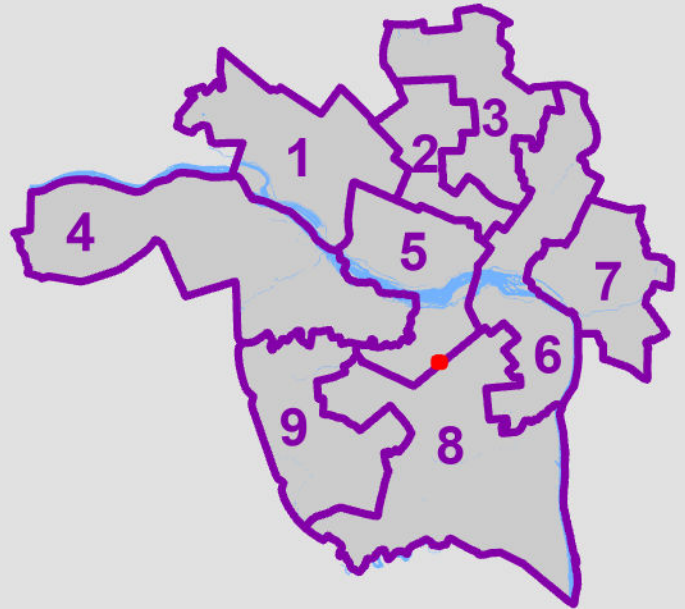
**Special Use**

**LOCATION:** 3004-3006 Lawson Street

**APPLICANT:** Olivia Kent and Milton Lewis

**COUNCIL DISTRICT:** 5

**PROPOSAL:** To authorize the special use of the properties known 3004 Lawson and 3006 Lawson for the purpose of two single-family dwellings.



*For questions, please contact David Watson  
at 804-646-1036 or David.Watson@RVA.gov*

