

INTRODUCED: April 27, 2026

AN ORDINANCE No. 2026-097

To authorize the special use of the property known as 3601 Hopkins Road for the purpose of a multifamily development containing up to 172 dwelling units within four residential buildings, upon certain terms and conditions. (8th District)

Patron – Mayor Avula (By Request)

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAY 11 2026 AT 6 P.M.

WHEREAS, the owner of the property known as 3601 Hopkins Road, which is situated in a R-4 Single-Family Residential District, desires to use such property for the purpose of a multifamily development containing up to 172 dwelling units within four residential buildings, which use, among other things, is not currently allowed by section 30-408.1 of the Code of the City of Richmond (2020), as amended; and

WHEREAS, in accordance with section 17.11 of the Charter of the City of Richmond (2020), as amended, it has been made to appear that, if granted subject to the terms and conditions set forth in this ordinance, the special use granted by this ordinance will not be detrimental to the

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

safety, health, morals and general welfare of the community involved, will not tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, will not create hazards from fire, panic or other dangers, will not tend to overcrowding of land and cause an undue concentration of population, 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, and will not interfere with adequate light and air; and

WHEREAS, (i) the City Planning Commission has conducted a public hearing to investigate the circumstances and conditions upon which the Council is empowered to authorize such use, (ii) the City Planning Commission has reported to the Council the results of such public hearing and investigation and its recommendations with respect thereto, and (iii) the Council has conducted a public hearing on this ordinance at which the person in interest and all other persons have had an opportunity to be heard;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. **Finding.** Pursuant to section 30-1050.1 of the Code of the City of Richmond (2020), as amended, the Council hereby finds that the special use set forth in and subject to the terms and conditions of this ordinance will not (i) be detrimental to the safety, health, morals and general welfare of the community involved, (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved, (iii) create hazards from fire, panic or other dangers, (iv) tend to overcrowding of land and cause an undue concentration of population, (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements, or

(vi) interfere with adequate light and air.

§ 2. **Grant of Special Use Permit.**

(a) Subject to the terms and conditions set forth in this ordinance, the property known as 3601 Hopkins Road and identified as Tax Parcel No. C009-0789/050 in the 2026 records of the City Assessor, being more particularly shown as “Lot 6” on a survey entitled “Compiled Plat Showing the Division of Lot 1, ‘Good Hopewell Baptist Church’ in the City of Richmond, VA.,” prepared by Virginia Surveys, and dated April 29, 2025, a copy of which is attached to and made a part of this ordinance, hereinafter referred to as “the Property,” is hereby permitted to be used for the purpose of a multifamily development containing up to 172 dwelling units within four residential buildings, hereinafter referred to as “the Special Use,” substantially as shown on the plans entitled “3601 Hopkins Rd,” prepared by Timmons Group, dated February 12, 2026, and last revised March 26, 2026, hereinafter referred to as “the Plans,” a copy of which is attached to and made a part of this ordinance.

(b) The adoption of this ordinance shall constitute the issuance of a special use permit for the Property. The special use permit shall inure to the benefit of the owner or owners of the fee simple title to the Property as of the date on which this ordinance is adopted and their successors in fee simple title, all of which are hereinafter referred to as “the Owner.” The conditions contained in this ordinance shall be binding on the Owner.

§ 3. **Special Terms and Conditions.** This special use permit is conditioned on the following special terms and conditions:

(a) The Special Use of the Property shall be as a multifamily development containing up to 172 dwelling units within four residential buildings, substantially as shown on the Plans, which development shall include amenity spaces, including those labeled “Clubhouse” and

“Amenity Space/Recreational Space,” substantially as shown on the Plans.

(b) No more than 260 off-street parking spaces shall be provided for the Special Use, substantially as shown on the Plans.

(c) No fewer than ten long-term bicycle spaces per residential building shall be provided on the Property.

(d) The height of the Special Use shall not exceed four stories. Stories shall be not less than ten feet in height and not greater than 15 feet in height.

(e) Signs on the Property shall be limited to signs permitted in all districts pursuant to section 30-505 of the Code of the City of Richmond (2020), as amended, and signs permitted in the I Institutional District, pursuant to section 30-511 of the Code of the City of Richmond (2020), as amended. Internally illuminated signs and roof-mounted signs shall not be permitted.

(f) Brick, brick veneer, stone, stone veneer, masonry, vinyl, fiber cement, and engineered wood shall be permitted building siding materials.

(g) All mechanical equipment serving the Property, including but not limited to transformers, shall be located or screened so as not to be visible from any public right-of-way.

(h) The materials and architectural style of the structure labeled as “Maintenance Building,” substantially as shown on the Plans, shall be of equivalent, or nearly equivalent, quality and character as those of the principal buildings on the Property.

(i) Street trees and ornamental vegetation shall be installed and maintained on both sides of the proposed street section shown on the Plans connecting Hopkins Road and Broadwick Road. The final number, species, and location of street trees and ornamental vegetation shall be shown on a final landscape plan approved by the City’s Urban Forestry Division in accordance with the most up-to-date version of that Division’s “Approved Species List.” Installation of street

trees and ornamental vegetation in accordance with such plan shall occur prior to issuance of a certificate of occupancy.

§ 4. **Supplemental Terms and Conditions.** This special use permit is conditioned on the following supplemental terms and conditions:

(a) All required final grading and drainage plans, together with all easements made necessary by such plans, must be approved by the Director of Public Utilities prior to the issuance of the building permit.

(b) Storm or surface water shall not be allowed to accumulate on the land. The Owner, at its sole cost and expense, shall provide and maintain at all times adequate facilities for the drainage of storm or surface water from the Property so as not to adversely affect or damage any other property or public streets and the use thereof.

(c) Facilities for the collection of refuse shall be provided in accordance with the requirements of the Director of Public Works. Such facilities shall be located or screened so as not to be visible from adjoining/abutting properties and public streets.

(d) Any encroachments existing, proposed on the Plans or contemplated in the future shall require separate authorization and shall be subject to the applicable provisions of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws.

(e) All improvements and work within the public right-of-way shall be (i) completed in accordance with the requirements of the Director of Public Works, (ii) considered completed only upon written confirmation by the Director of Public Works or the designee thereof that such improvements and work are in accordance with such requirements, and (iii) transferred to the City following the written confirmation by the Director of Public Works or the designee thereof, pursuant to a transfer of interest document approved as to form by the City Attorney and accepted

by the Chief Administrative Officer or the designee thereof on behalf of the City. The Chief Administrative Officer or the designee thereof, for and on behalf of the City, is hereby authorized to accept, in the manner for which this subsection provides, all improvements and work required by and meeting the requirements of this subsection. The final certificate of occupancy shall not be issued for the Property until all requirements of this subsection are fully satisfied.

(f) In all other respects, the use of the Property shall be in accordance with the applicable underlying zoning regulations.

§ 5. **General Terms and Conditions.** This special use permit is conditioned on the following general terms and conditions:

(a) No permit implementing this special use permit shall be approved until satisfactory evidence has been presented to the Zoning Administrator that any delinquent real estate taxes applicable to the Property have been paid.

(b) The Owner shall be bound by, shall observe and shall comply with all other laws, ordinances, rules and regulations applicable to the Property, except as otherwise expressly provided in this ordinance.

(c) Words and phrases used in this ordinance shall be interpreted to have the meanings ascribed to them by section 30-1220 of the Code of the City of Richmond (2020), as amended, unless the context clearly indicates that a different meaning is intended.

(d) Notwithstanding any other provision of law, this special use permit is being approved due, in part, to the mitigating effects of each and every condition attached hereto; consequently, if any portion of this ordinance is determined to be invalid for any reason by a final, non-appealable order of any Virginia or federal court of competent jurisdiction, the invalidity shall cause the entire ordinance to be void and of no further effect from the effective date of such order.

(e) The privileges granted by this ordinance may be revoked pursuant to the provisions of sections 30-1050.7 through 30-1050.11 of the Code of the City of Richmond (2020), as amended, and all future amendments to such laws. Failure to comply with the terms and conditions of this ordinance shall constitute a violation of section 30-1080 of the Code of the City of Richmond (2020), as amended, and all future amendments to such law, or any other applicable laws or regulations.

(f) When the privileges granted by this ordinance terminate and the special use permit granted hereby becomes null and void, whether as a result of the Owner relinquishing this special use permit in a writing addressed to the Director of Planning and Development Review or otherwise, use of the Property shall be governed thereafter by the zoning regulations prescribed for the district in which the Property is then situated.

§ 6. **Implementation.** The Commissioner of Buildings is authorized to issue a building permit substantially in accordance with the Plans for the Special Use subject to the terms and conditions set forth in this ordinance. An application for the building permit shall be made within 1,096 calendar days following the date on which this ordinance becomes effective. If either the application for the building permit is not made within the time period stated in the previous sentence or the building permit terminates under any provision of the Virginia Statewide Building Code, this ordinance and the special use permit granted hereby shall terminate and become null and void.

§ 7. **Effective Date.** This ordinance shall be in force and effect upon adoption.



City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: April 15, 2026

TO: The Honorable Members of City Council

THROUGH: The Honorable Dr. Danny Avula, Mayor (by request)
(This in no way reflects a recommendation on behalf of the Mayor)

THROUGH: Odie Donald II, Chief Administrative Officer

THROUGH: Sharon L. Ebert, DCAO for Economic Development and Planning

FROM: Kevin J. Vonck, Director of Planning & Development Review

RE: To authorize the special use of the property known as 3601 Hopkins Road for the purpose of a multifamily development containing up to 172 dwelling units within four residential buildings, upon certain terms and conditions.

ORD. OR RES. No. _____

PURPOSE: The applicant is requesting a Special Use Permit to allow for a multifamily use within an R-4 Single-Family Residential District. Multifamily uses are not permitted within the R-4 district. A Special Use Permit is therefore required.

BACKGROUND: The property is located within the Walmsley neighborhood situated between Warwick Road and Rusk Avenue. The property is currently vacant, totaling 231,782 (5.3 acres). The City's Master Plan designates a future land use for the subject property as Neighborhood Mixed-Use, which is defined as "existing or new highly walkable urban neighborhoods that are predominantly residential with a small, but critical, percentage of parcels providing retail, office, personal service, and institutional uses."

Intensity: Building heights are generally two to four stories. Buildings taller than four stories may be found along major streets. Parcels are generally between 1,500 and 5,000 sq. ft.

Primary Uses: Single-family houses, accessory dwelling units, duplexes, small multi-family buildings (typically 3-10 units), and open space.

Secondary Uses: Large multi-family buildings (10+units), retail/office/personal service, institutional, cultural, and government.

The property is located in an R-4 Single-Family Residential District. Properties to the south and west are located within the R-3 single-family zoning district, and properties to the north are located in the R-6 single-family attached residential district. The proposed density is 172 units upon 5.3 acres of land equivalent to approximately 32 units per acre.

COMMUNITY ENGAGEMENT: The district Council representative has been notified of this application. Additional community notification will take place after introduction.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: Richmond 300 Master Plan

FISCAL IMPACT: \$3,600 application fee.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: April 27, 2026

CITY COUNCIL PUBLIC HEARING DATE: May 11, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Planning Commission, May 5, 2026

AFFECTED AGENCIES: Office of Chief Administrative Officer

Law Department (for review of draft ordinance)

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: Draft Ordinance, Application Form, Applicant's Report, Survey, Plans, Map

STAFF: Jonathan Brown, Principal Planner, Land Use Administration (Room 511) 646-5734



SCALE 1"=40'

0 40 80

NAD 83

TOTAL PARKING PROVIDED: 260
(INCLUDES 14 ADA SPACES)

3601 HOPKINS RD

SITE LAYOUT - February 12, 2026 (Revised March 26, 2026)

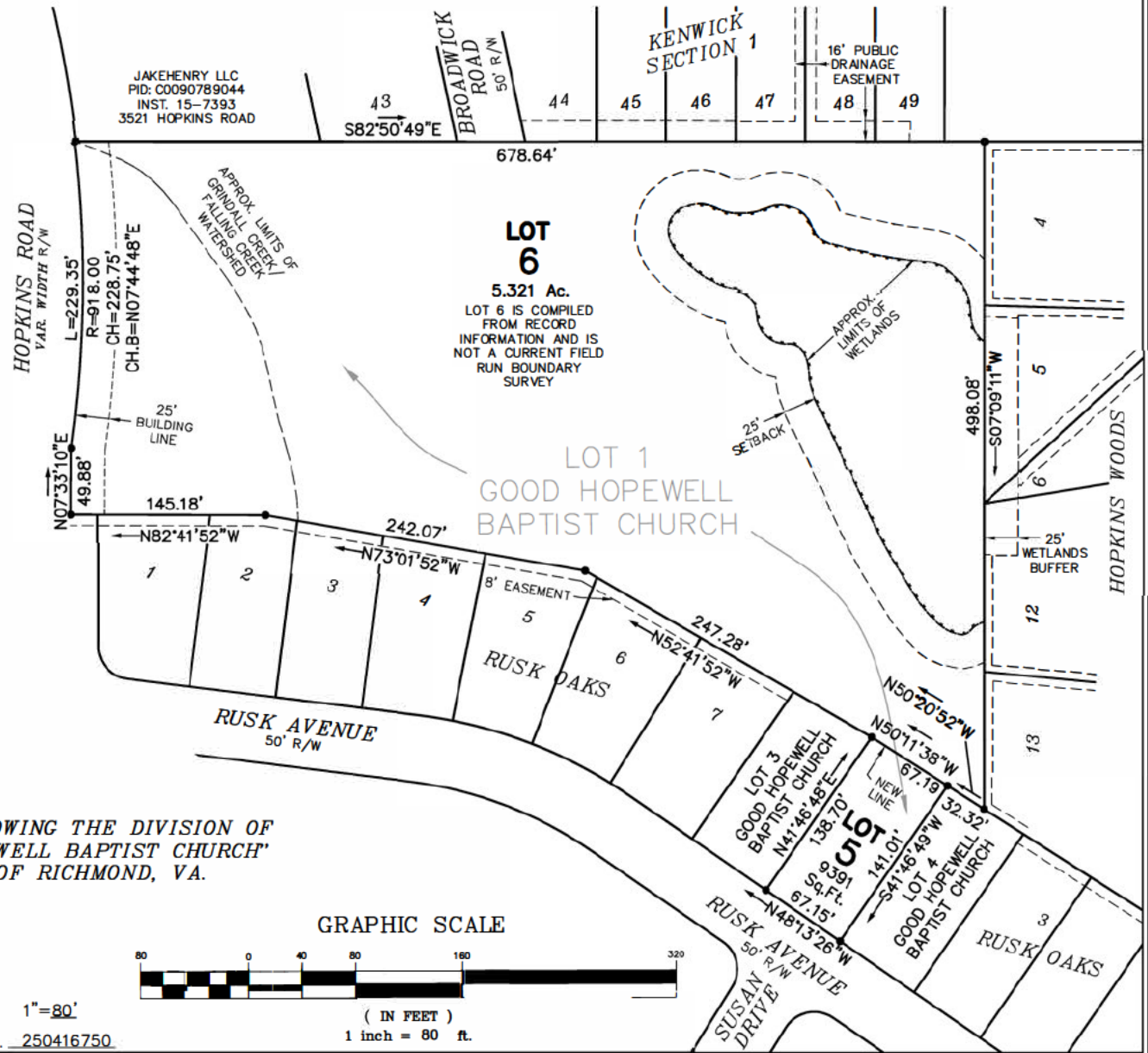
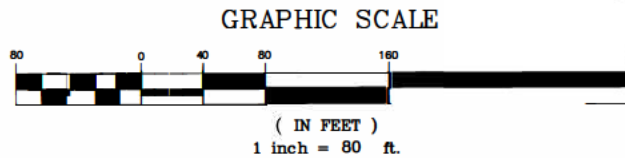
This is to certify to the PURCHASER/OWNER shown hereon, and his TITLE INSURER and Lender, that on 4-29-2025 I made an Accurate survey of LOT 5 shown hereon and that there are no easements or encroachments visible on the ground other than those shown hereon. This survey has been made without the benefit of a title search and is subject to any uses recorded and unrecorded and other pertinent facts in which a title search may disclose. Copies of this plat without the certifying surveyor's seal with an original signature are INVALID.



Virginia Surveys
 P.O. BOX 118
 CHESTERFIELD, VA 23832
 (804) 748-9481
 COPYRIGHT © VIRGINIA SURVEYS
 All rights reserved.

DATE: 4-29-2025
 CERTIFIED BY JEFFREY K. FLOYD SCALE: 1"=80'
 VIRGINIA CERTIFICATE NO. 001905 JOB NO. 250416750

COMPILED PLAT SHOWING THE DIVISION OF
 LOT 1, "GOOD HOPEWELL BAPTIST CHURCH"
 IN THE CITY OF RICHMOND, VA.



WILLIAMS MULLEN

Direct Dial: 804.420.6000
[REDACTED]

February 12, 2026

City of Richmond Department of Planning and Development Review
City Hall, 900 East Broad Street, Room 511
Richmond, Virginia 23219

Re: Special Use Permit Application – 3601 Hopkins Road known as City Parcel Id. No. C0090789050 (the “Property”)

Ladies and Gentlemen:

This firm is counsel to The Lawson Companies (the “Applicant”), on whose behalf we submit the enclosed materials referenced on Exhibit A (collectively, the “Application”) to request approval of the special use of certain property pursuant to Section 30-1050.1 et seq. of the Code of the City (the “Code”). This letter will serve as the Applicant’s Report.

Subject Property

The subject Property is composed of one parcel totaling 5.321 acres, more or less, located on Hopkins Road in the City’s Walmsley neighborhood.

Current Use

The Property is presently vacant and wooded and contains no improvements. The Property is currently designated R-4 Residential District on the Zoning Map of the City. Neighboring parcels to the north are designated as R-6-C Residential District, parcels to the south and east are designated as R-4 Residential, while property to the west are designated as R-3 Residential District.

Proposed Special Use

The Applicants propose the special use of the Property to authorize the construction of up to 172 affordable multi-family housing units and ancillary uses customary to residential uses (e.g. amenity spaces), as authorized in the R-4 Residential District and subject to the corresponding applicable zoning district regulations.

The proposed development is in conformance with the R-4 Residential with the following requested exceptions:

1. Yard requirements per § 30-408.5;
2. Lot coverage requirements per § 30-408.6; and
3. Height requirements per § 30-408.7.

Notwithstanding any contrary provision of the City Code, the Property shall be developed subject to the following additional conditions:

1. Development Plan. The Property shall be developed in general conformance with the attached Exhibit A.2, entitled “3601 Hopkins Rd Site Layout” dated February 12, 2026, prepared by Timmons Group (the “Concept Plan”). In connection with review and approval of the Plan of Development, the Director of Planning and Development Review shall be authorized to approve changes in the location and extent of features of the proposed development of the Property, provided that such changes are in general conformance with the Concept Plan and Conceptual Elevations.
2. Minimum multifamily unit size. Multifamily buildings shall not be subject to any minimum floor area for each dwelling unit.
3. Usable open space. Usable open space of not less than ten percent of the area of the lot shall be provided for multifamily dwellings.
4. Height. Multifamily buildings shall not exceed four (4) stories in height.
5. Density. No greater than one hundred and eighty (172) dwelling units shall be permitted on the Property.

Conformance with Richmond 300 Master Plan

The Property is located to the northeast and southeast of two Micro Nodes at the intersections of Broad Rock and Walmsley Blvd and Broad Rock and Warwick, as well as to the southwest of both Hull/Warwick Neighborhood Node and Hull/Chippenham Neighborhood node and is designated as “Neighborhood Mixed Use” on the Future Land Use Map of the City’s Richmond 300 Master Plan (the “Master Plan”). The properties directly across Hopkins Road are designated as Institutional and the properties adjacent to the east are designated as Residential. Garden style multi-family residential is contemplated as a secondary use in the Neighborhood Mixed Use designation. Accordingly, the proposed special use is consistent with the Master Plan’s vision for this area.

With up to 172 units of affordable housing, the proposed project would bring new residential uses to the neighborhood. The proposed height of up to four stories will not overwhelm nearby single-family and townhome residential uses. The primary entrance to the project will be from Hopkins Road with a second connection to the north to the HHHunt Kinwick Community, which is currently under construction.

This Application is consistent with several features in the Master Plan, which are outlined in the table below (emphasis added to excerpted text in the left column):

Master Plan Features	Elements of Project
Chapter 1, Future Land Use, Neighborhood Mixed Use, Development Style: <i>New developments on larger parcels continue or introduce a gridded street pattern to increase</i>	This project provides interconnectivity both vehicular and pedestrian within the project and to the adjacent HHHunt Kinwick Community. The connections also allow for a continuation of a

<p><i>connectivity within the neighborhood and to adjacent neighborhoods.</i></p>	<p>gridded street pattern from the Kinwick Community.</p>
<p>Chapter 1, Future Land Use, Neighborhood Mixed Use, Intensity: <i>Buildings taller than four stories may be found along major streets</i></p>	<p>Hopkins Road is designated as a Major Residential Street, where the Plan anticipates additional density and height. While the Plan would support building heights exceeding four stories in this location, the proposed development is limited to four stories to provide a transition between the existing single family residential and the HHHunt townhomes.</p>
<p>Chapter 2, High-Quality Places, Urban Design, Goal 4, Objective 4.1(i): <i>Encourage design approaches that support creative solutions for transitions among varying intensities of building types and land uses.</i></p>	<p>As noted above, this project provides an opportunity to allow a transition between the existing single family residential and the HHHunt townhomes currently under construction to allow a variety of residential types.</p>
<p>Chapter 5, Inclusive Housing, Vision: <i>Richmond is a city where all people can access quality housing choices. By preserving and increasing housing options, Richmond supports existing and new residents, regardless of income. As the city grows, Richmond provides options to existing residents, preventing involuntary displacement and reducing housing disparities. Housing is the foundation of inclusive Richmond neighborhoods that are walkable with adequate linkages to services, goods, and open spaces.</i></p>	<p>This project would support the Vision of Inclusive Housing within the City by providing additional housing options for new and existing low-income residents.</p>
<p>Chapter 5, Inclusive Housing, Goal 14, Objective 14.3: <i>Create 10,000 new affordable housing units for low and very low-income households over the next 10 years.</i></p>	<p>This project would advance the City’s goal of creating 10,000 new units of affordable housing.</p>

Charter Requirements

Based on the foregoing, the proposed use on the Property meets the criteria set forth in Section 17.11(b) of the Charter of the City that the Application is not (i) detrimental to the safety, health, morals and general welfare of the community involved; (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; (iii) create hazards from fire, panic or other dangers; (iv) tend to cause overcrowding of land and an undue concentration of population; (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or (vi) interfere with adequate light and air.

Conclusion

Based on the foregoing, the proposed special use permit of the Property is consistent with the recommendations of the City’s Richmond 300 Master Plan. Accordingly, we respectfully request that the

City of Richmond Department of Planning and Development Review
February 12, 2026
Page 4

Department of Planning and Development Review forward the Application with its recommendation for approval to the City Planning Commission and City Council, respectively, for public hearing.

Thank you for your consideration of this matter. Please feel free to contact the undersigned at 804.420.6615 or [REDACTED], at any time if you have any questions or require additional materials.

Very truly yours,



T. Preston Lloyd, Jr.

cc. Will Sexauer, The Lawson Companies (via email)
The Hon. Reva Trammell, Councilperson for the 8th District (via email)
Kevin J. Vonck, Ph.D., Director, Department of Planning and Development Review (via email)

EXHIBIT A

Enclosures

1. Special Use Permit Application Form;
2. Conceptual master plan entitled “3601 Hopkins Rd Site Layout” dated February 12, 2026, prepared by Timmons Group (the “Conceptual Master Plan”); and
3. Special Power of Attorney by the Applicants.

This is to certify to the PURCHASER/OWNER shown hereon, and his TITLE INSURER and Lender, that on 4-29-2025 I made an Accurate survey of LOT 5 shown hereon and that there are no encroachments or encroachments visible on the ground other than those shown hereon. This survey has been made without the benefit of a title search and is subject to any uses recorded and unrecorded and other pertinent facts in which a title search may disclose. Copies of this plat without the certifying surveyor's seal with an original signature are INVALID.

GOOD HOPEWELL BAPTIST CHURCH

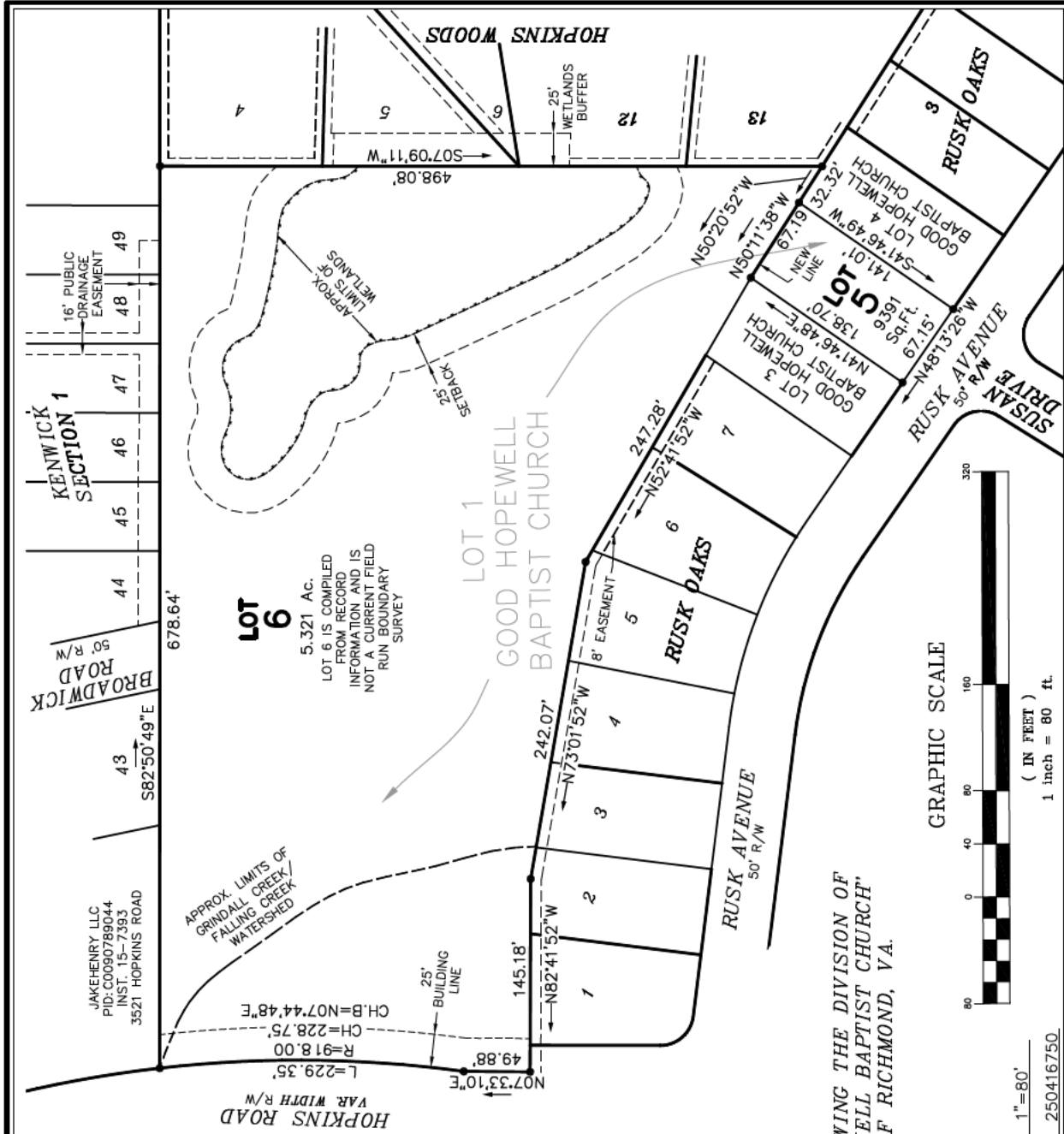


Virginia Surveys
 P.O. BOX 118
 CHESTERFIELD, VA 23832
 (804) 748-9481
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DATE: 4-29-2025
 CERTIFIED BY JEFFREY K. FLOYD SCALE: 1"=80'
 VIRGINIA CERTIFICATE NO. 001905 JOB NO. 250416750.

COMPILED PLAT SHOWING THE DIVISION OF
 LOT 1, "GOOD HOPEWELL BAPTIST CHURCH"
 IN THE CITY OF RICHMOND, VA.

GRAPHIC SCALE



SPECIAL LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that ANTHONY T. JOHNSON, as Director of KINGDOM LIFE CHURCH, INC., a Virginia nonstock corporation, and owner of real property referenced herein (the "Owner"), has made, constituted and appointed, and by these presents does make, constitute and appoint T. PRESTON LLOYD, JR., of WILLIAMS MULLEN, their true and lawful attorney-in-fact ("Attorney"), to act as its true and lawful attorney-in-fact in its name, place and stead with such full power and authority it would have, if acting on its own behalf to file all such applications and supporting documentation to the Department of Planning and Development Review of the City of Richmond, Virginia (the "City"), as may be necessary or convenient in connection with the application for special use permit by such jurisdiction filed concerning real property owned by the Owner commonly known by the address 3601 Hopkins Road, located in the City of Richmond, Virginia, being shown on the tax map of the City as Tax Parcel ID C0090789050 (the "Application"). The said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the Application and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the Application, as fully as the Owner might or could do if acting on its own behalf.

The undersigned hereby confirms all lawful acts done by its Attorney pursuant to this Special Limited Power of Attorney. The undersigned further declares that as against the Owner or persons claiming thereunder, everything which the Owner's Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This authorization shall expire two (2) years from the day it is signed, or until it is otherwise rescinded or modified.

[SIGNATURE PAGE FOLLOWS]

WITNESS the following signatures and seal effective as of the date below.

KINGDOM LIFE CHURCH, INC.,
a Virginia nonstock corporation

By: Anthony T. Johnson (SEAL)
Name: Anthony T. Johnson
Title: Director

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF Chesterfield, to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by Anthony T. Johnson as Director of Kingdom Life Church, Inc., a Virginia nonstock corporation, this 6 day of February, 2026, who is personally known to me or has submitted government-issued identification.



Sydelle B. Freelon-Watts
Notary Public

Registration No.: 222913
My commission expires: 12-31-2026



FD LETTERHEAD

The submitted plans for your commercial or multi-family project are under review with Fire & Emergency Services. Applications which only require conceptual plans will be reviewed to the appropriate level of detail for this stage of development planning.

Per the Department of Planning & Development Review, Final Subdivision Plat site plan and Building Permit architectural plan reviews require 100% construction drawings. When applicable, the following sheets should be noted in the Table of Contents of the plan set. Any symbols, fire lines, hydrants, etc. pertaining to our review should be in noted in red.

- Site Layout
- Utility Layout
- First Floor Plan
- Life Safety Plan
- Roof Plan
- Elevation Drawings

Please respond to the checklist items below **and include the corresponding sheet number when asked to provide locations** to expedite our review process. Further discussion may be necessary to provide approval from this department on your application's plans.

We reserve the right to change or amend our decisions should new evidence be discovered, site conditions change during the review period, or revisions on subsequent submissions for this application modify previously approved items which fall within our scope of review.

We look forward to working with you to design a safe project for our city's residents and visitors.

Office of the Fire Marshal
City of Richmond Fire Department
201 East Franklin Street
Richmond, VA 23219



**FIRE & EMERGENCY
PLAN REVIEW CHECKLIST
FD LETTERHEAD**

Project Summary

1. Is this new construction or a rehabilitation project?
 - [New Construction](#)
2. What is the height of the building(s)? How many stories?
 - [4-Story Buildings](#)
 - [Height: 46'](#)
3. Is there an accessory parking garage or parking garage levels?
 - [No Parking Garages](#)
4. Are any levels below street level or below grade?
 - [No, all buildings will be at grade level.](#)

Building Occupant Egress

5. Provide locations of roof access points on the plans.
 - [Noted, to be provided with site plan/permit submittal.](#)
6. If there is a basement or floors below street level, provide locations for egress on the plans.
 - [All buildings will be at grade level and no basements will be included.](#)
7. For projects with 6 stories or more, stairways must be noted with compass directions (North, South, etc.) and the inside of stairwells must note each floor number.
 - [N/A – No building will be 6 stories or more.](#)
8. If a fire escape is part of the structure, it must be inspected by a design engineer and necessary repairs or replacements must be made before a Certificate of Occupancy can be issued.
 - [N/A - Fire escapes are not included in the design of the project.](#)

Suppression Systems

9. A temporary standpipe is required on site during construction. Its operative should be on the finished floor below the next floor being constructed. Provide the location on the plans.
 - [Noted, to be provided with site plan/permit submittal.](#)
10. Alarm panel box. This must be in the first-floor lobby area on the street address side of the building. Provide location on the plans.
 - [Noted, to be provided with site plan/permit submittal.](#)
11. Knox-Box® Rapid Entry System. One is required on any new construction or renovated enclosed multi-story building. Provide the location on the plans.
 - [Noted, to be provided with site plan/permit submittal.](#)
12. Fire pump(s). Provide the location on the plans.
 - [Noted, to be provided with site plan submittal if needed.](#)
13. Command Center. This needs to be clearly marked outside of the door. Provide the location on the plans.
 - [N/A](#)
14. Sprinkler shut off valve. Provide the location on the plans.
 - [Noted, to be provided with site plan/permit submittal.](#)
15. Sprinkler connections. Provide the FDC location on the plans – in red ink please.
 - [Noted, to be provided with site plan/permit submittal.](#)



Hydrants & Fire Department Connections FD LETTERHEAD

16. More than one hydrant may be required to support the project. How many existing hydrants are near the project? How many are proposed? Provide the locations on the plans.
 - [Noted, to be provided with site plan/permit submittal.](#)
17. The dedicated hydrant should be public. Special circumstances may allow for a private hydrant if an ISO Class 1 Rating can be maintained and the Department of Public Utilities approves of it. A private hydrant must also be maintained in accordance with NFPA 291 and the current Virginia Statewide Fire Prevention Code.
 - [Noted, to be provided with site plan/permit submittal.](#)
18. The FDC for each building. Provide the location on the plans. Signage is required around it (i.e. FDC Connection, No Parking) and curbing before it must be painted yellow. We highly recommend a Knox FDC secure system to safeguard the sprinkler system.
 - [Noted, to be provided with site plan/permit submittal.](#)
19. The FDC should be at least 50 feet from its dedicated hydrant, but no more than 100 feet.
 - [Noted, to be provided with site plan/permit submittal.](#)

Emergency Vehicle Access to Site

20. New construction projects require at least (2) two roads for emergency vehicles *to access the site* and shall comply with Chapter 5 of Statewide Virginia Fire Prevention Code Fire Service Features.
 - [Two points of access are provided](#)
21. Proposed or improved road surfaces used for emergency access must be able to support a minimum weight of 75,000lbs.
 - [Noted, the onsite drive aisles will be designed accordingly.](#)
22. Proposed or improved road surfaces used for emergency access must be at least 20 feet in width. In some cases, 27 feet may be required.
 - [Noted, the onsite drive aisle widths will be designed accordingly.](#)
23. Curb cuts into and around the site for emergency access must support a fire apparatus turning radii of 36' inside and 52' outside.
 - [Noted, the onsite drive aisle widths will be designed accordingly.](#)
24. New construction projects may require *access to all sides of the building* for emergency vehicles.
 - [Noted.](#)

Environmental Concerns

25. Are you aware of any underground storage tanks (USTs) or above ground storage tanks (ASTs) which currently hold, or may have at one time held, flammable or combustible substances? If any are discovered during land disturbance, excavation, or construction activities, they must be immediately reported to the Fire Marshal's Office. A permit is required before removal or abandonment. All documents pertaining environment reports shall be forwarded to the Fire Marshal's Office.
 - [No underground storage tanks \(USTs\) or above ground storage tanks \(ASTs\) are known.](#)
26. Are you aware of any environmental concerns that need to be mitigated before construction, i.e. leaks, spills, etc.?
 - [No environmental concerns that require mitigation are known.](#)
27. Will this project involve any rock blasting? A rock blasting permit shall be obtained from the Fire Marshal's Office.
 - [The project is not anticipated to involve any rock blasting.](#)