



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: _____

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 Application - 4236 Shirley Road

Applicant: Cornerstone Homes

Contact: Joe Mullins

Email: JMullins@Cornerstonehomes.net

Phone: 804-484-3242 x211

Project Description:

Cornerstone Homes is currently constructing a residential home at 4236 Shirley Road. The initial design included a 12-foot-wide driveway for access from Shirley Road. However, the standard permit requirements stipulate a minimum driveway width of 9 feet.

Request for Variance:

Cornerstone Homes respectfully requests a special use permit to allow the construction of a 12-foot-wide driveway. This request is based on the following considerations:

- **Limited Space:** Due to the layout of the front yard, a 9-foot-wide driveway would pose significant challenges for safely entering and exiting the garage, particularly for larger vehicles.
- **Enhanced Functionality:** A 12-foot-wide driveway would provide additional space for new homeowners to maneuver their vehicles, improving overall convenience and safety.
- **Guest Parking:** The wider driveway would also offer additional parking space for guests, further enhancing the functionality of the property.

Environmental Considerations:

Cornerstone Homes is committed to minimizing the environmental impact of the project. As such, we have incorporated the following measures:

- **Drainage System:** The design includes the installation of drains that will channel water runoff into a Micro-Bioretention Basin located in the backyard. This system will effectively manage stormwater and protect local water quality.

Supporting Documents:

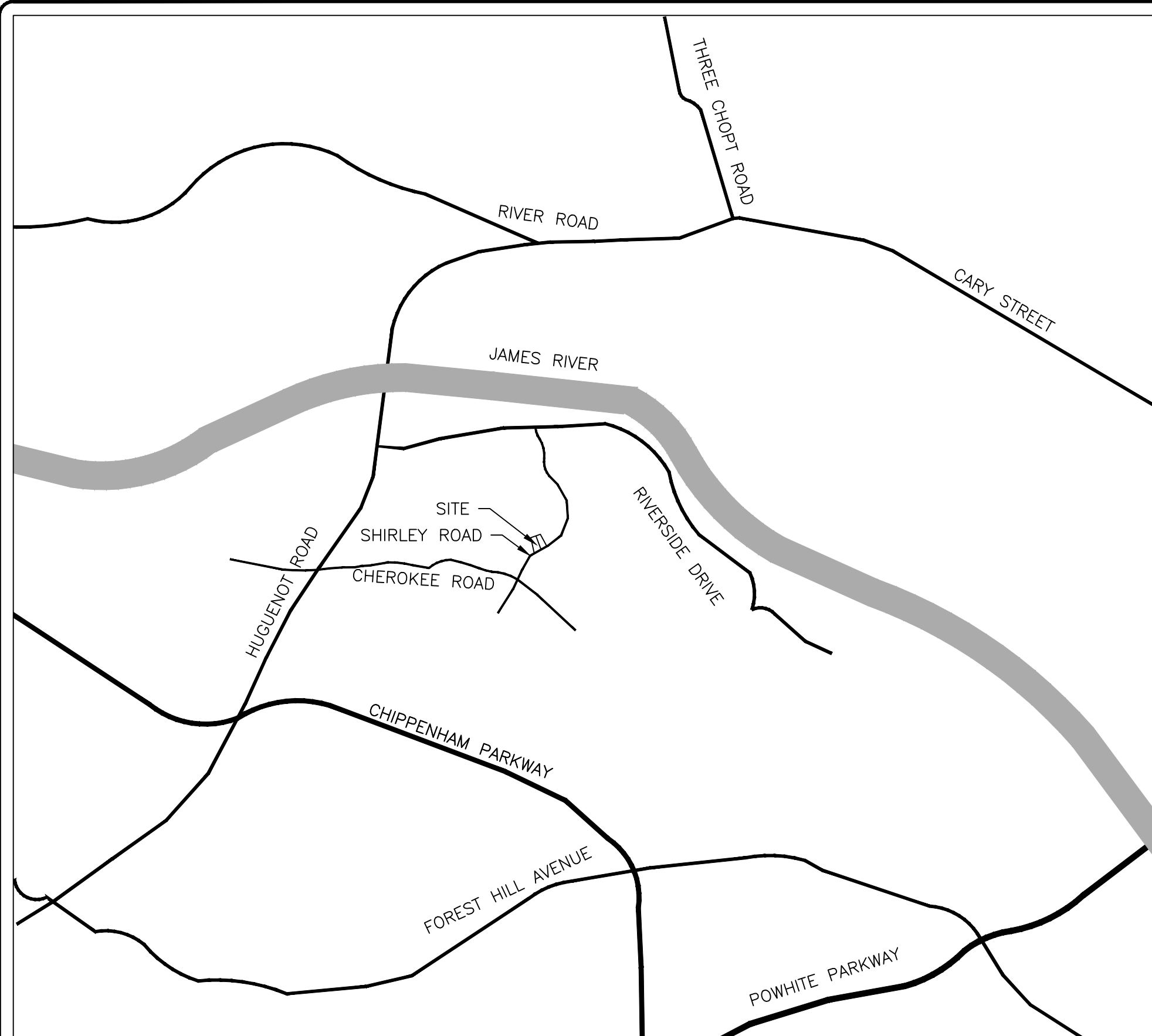
- Survey of the property
- Site plan

Conclusion:

Cornerstone Homes believes that the proposed 12-foot-wide driveway is essential for ensuring the safe and functional use of the property. We are confident that this design can be implemented while adhering to all environmental regulations. We appreciate your time and consideration and welcome the opportunity to discuss this request further.

SHIRLEY ROAD SITE PLAN

4240 & 4236 SHIRLEY ROAD
HUGUENOT DISTRICT
CITY OF RICHMOND, VIRGINIA



LEGEND/QUANTITIES:

SCALE: 1"=2000'

2 EA	3.02	TEMPORARY STONE CONSTRUCTION ENTRANCE	CE
382 LF	3.05	SILT FENCE	SF
3 EA	--	SILT FENCE OUTLET	SFO
0.25 AC	3.31	TEMPORARY SEEDING	TS
0.25 EA	3.32	PERMANENT SEEDING	PS

DISTURBED AREA=0.69 AC

Sheet List Table	
Sheet Number	Sheet Title
C01	COVER SHEET
C02	EXISTING CONDITIONS
C03	LAYOUT PLAN
C04	GRADING PLAN
C05	STORM PROFILES
C06	EROSION AND SEDIMENT CONTROL PLAN
C07	PRE-DEVELOPMENT DRAINAGE PLAN
C08	POST-DEVELOPMENT DRAINAGE PLAN
C09	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS
C10	STORMWATER MANAGEMENT DETAILS
C11	BMP DETAILS
C12	BMP DETAILS
C13	BMP DETAILS
C14	BMP DETAILS
C15	CALCULATIONS
C16	CALCULATIONS

LEGEND

---348---	EX. INTRMDT. CONTOUR	---345---	EX. INDEX CONTOUR	+35.55	EX. SPOT ELEVATION	8" WL	EX. WATER LINE	8" SAN	EX. SANITARY SEWER	18" STP	EX. STORM PIPE	---	EX. EDGE OF PAVEMENT	---	EX. BUILDING	---	EX. CONCRETE	---	EX. PAVEMENT	---	EX. GRAVEL	////	PAVEMENT REPLACEMENT	○	EX. POWER POLE	○	EX. SANITARY SEWER MANHOLE	○	EX. STORM SEWER MANHOLE	○	CLEANOUT	○	EX. LIGHT POLE	▶	WATER LINE REDUCER	□	EX. TELEPHONE	G	EX. GAS LINE	OHU	EX. OVERHEAD CABLE	X	EX. FENCE	~	EX. TREE LINE	---	ADJOINING PROPERTY LINE	■	EXISTING ROAD MONUMENTS	---X---	WETLAND AREA	---RMA---	RESOURCE MANAGEMENT AREA	---	PROP. INTRMDT. CONTOUR	1320	PROP. INDEX CONTOUR	35.55 35.05	PROP. SPOT ELEVATION	8" WL	PROP. WATER LINE	8" SAN	PROP. SANITARY SEWER	---	PROP. STORM PIPE	---	PROP. EDGE OF PAVEMENT	---	PROP. BUILDING	---	PROP. CONCRETE	---	PROP. ASPHALT PAVEMENT (STANDARD/HEAVY DUTY)	---	PROP. GRAVEL	////	PROP. PAVERS	●	PROP. POWER POLE	○	PROP. MANHOLE	+	SIGN	□	WATER METER	◇	PROP. GATE VALVE	✕	BLOW-OFF VALVE	☆	BENCHMARK	G	PROP. GAS LINE	OHU	PROP. OVERHEAD CABLE	P	PROP. UNDERGRND POWER LINE	X	PROP. FENCE	~	PROP. TREE LINE	---	SITE PROPERTY LINE	○	INLET PROTECTION	---	RPA	---	RESOURCE PROTECTION AREA
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ABBREVIATIONS

AHFH	ARROW HEAD TOP OF FIRE HYDRANT	EVCS	END VERT. CURVE STA.	RR	RAILROAD
APPROX	APPROXIMATE	EW	ENDWALL	RYS	REAR YARD SETBACK
ASPH	ASPHALT	EXIST	EXISTING	SAN	SANITARY
BC	BACK OF CURB	FDN	FOUNDATION	SBL	SOUTH BOUND LANE
BIT	BITUMINOUS	FF	FINISHED FLOOR	SD	STORM DRAIN
BLDG	BUILDING	FG	FINISH GRADE	SECT	SECTION
BLK	BLOCK	GBE	GRADE BREAK ELEVATION	SE	SLOPE EASEMENT
BM	BENCHMARK	GBS	GRADE BREAK STATION	SS	SANITARY SEWER
BS	BOTTOM OF BOTTOM STEP	HOA	HOMEOWNERS ASSOCIATION	SSD	STOPPING SIGHT DISTANCE
BVCE	BEGIN VERT. CURVE ELEV.	HPT	HIGH POINT	SSE	SANITARY SEWER EASEMENT
BVCS	BEGIN VERT. CURVE STA.	HSD	HEADLIGHT SIGHT DISTANCE	STA	STATION
BW	BOTTOM OF WALL	INTX	INTERSECTION	STD	STANDARD
CB	CINDER BLOCK	INV	INVERT	STO	STORAGE
C&G	CURB & GUTTER	IP	IRON PIN	SY	SIDE YARD SETBACK
CMP	CORRUGATED METAL PIPE	LT	LEFT	TBM	TEMPORARY BENCHMARK
CONC	CONCRETE	LVC	LENGTH OF VERTICAL CURVE	TBR	TO BE REMOVED
COR	CORNER	MH	MANHOLE	TC	TOP OF CURB
DBL	DOUBLE	MIN	MINIMUM	TEL	TELEPHONE
DEFL	DEFLECTION	MBL	MINIMUM BUILDING LINE	TRANS	TRANSFORMER
DI	DROP INLET	MON	MONUMENT	TS	TOP OF TOP STEP
DIA	DIAMETER	NBL	NORTH BOUND LANE	TW	TOP OF WALL
DE	DRAINAGE EASEMENT	PROP	PROPOSED	TYP	TYPICAL
ELEC	ELECTRIC	PUE	PUBLIC UTILITY EASEMENT	VDOT	VIRGINIA DEPARTMENT OF TRANSPORTATION
ELEV	ELEVATION	PVMT	PAVEMENT	R	RADIUS
ENTR	ENTRANCE	R	VERTICAL	VERT	VERTICAL
EP	EDGE OF PAVEMENT	RT	RIGHT	WBL	WEST BOUND LANE
EVCE	END VERT. CURVE ELEV.	R.O.W.	RIGHT OF WAY	YD	YARD
		REQD	REQUIRED		

BUILDER: 3-CHOPT HOMES, LLC
FRANK X. LACKMAN
CONTACT: CHRIS ALLEN
ADDRESS: 6912 THREE CHOPT ROAD, SUITE C
RICHMOND, VA 23226
PHONE: 703-463-1808
EMAIL: CALLEN@CORNERSTONEHOMES.NET

AGENT: BALZER AND ASSOCIATES, INC.
CONTACT: DAVID LISOWSKI
ADDRESS: 15871 CITY VIEW DRIVE, SUITE 200
MIDLOTHIAN, VA 23113
PHONE: 804-794-0571
FAX: (804)-794-2635
EMAIL: DLISOWSKI@BALZER.CC

LOT 1
PARCEL ID# C0040246039
4236 SHIRLEY ROAD
0.7268 ACRES

LOT 2
PARCEL ID# C0040246005
4240 SHIRLEY ROAD
1.1511 ACRES

TOTAL ACRES: 1.8779 ACRES

PARCEL AREA = 1.047 ACRES
SITE AREA = AREA OF DISTURBANCE

PERMITS REQUIRED:
• BUILDING PERMIT
• RSMP PERMIT
• LAND DISTURBANCE PERMIT

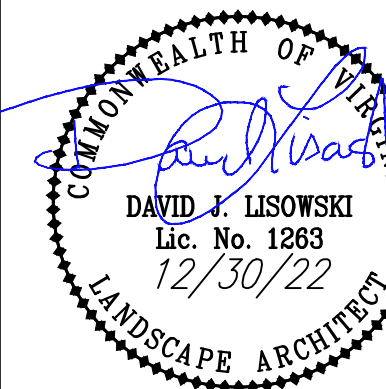
CATEGORY:
-MS-4
-RMA LOT
-OVER 2,500 SF

HUC CODE: JM 86
RECEIVING WATERS: JAMES RIVER
- LITTLE WESTHAM CREEK
LAT: 37.5561° N
LONG: 77.5336° W



BALZER & ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS

Roanoke / Richmond
New River Valley / Staunton
Harrisonburg / Lynchburg
www.balzer.cc
15871 City View Drive
Suite 200
Midlothian, VA 23113
804.794.0571



SHIRLEY ROAD SITE PLAN
SINGLE FAMILY HOUSE SITE PLAN FOR TWO LOTS
COVER SHEET

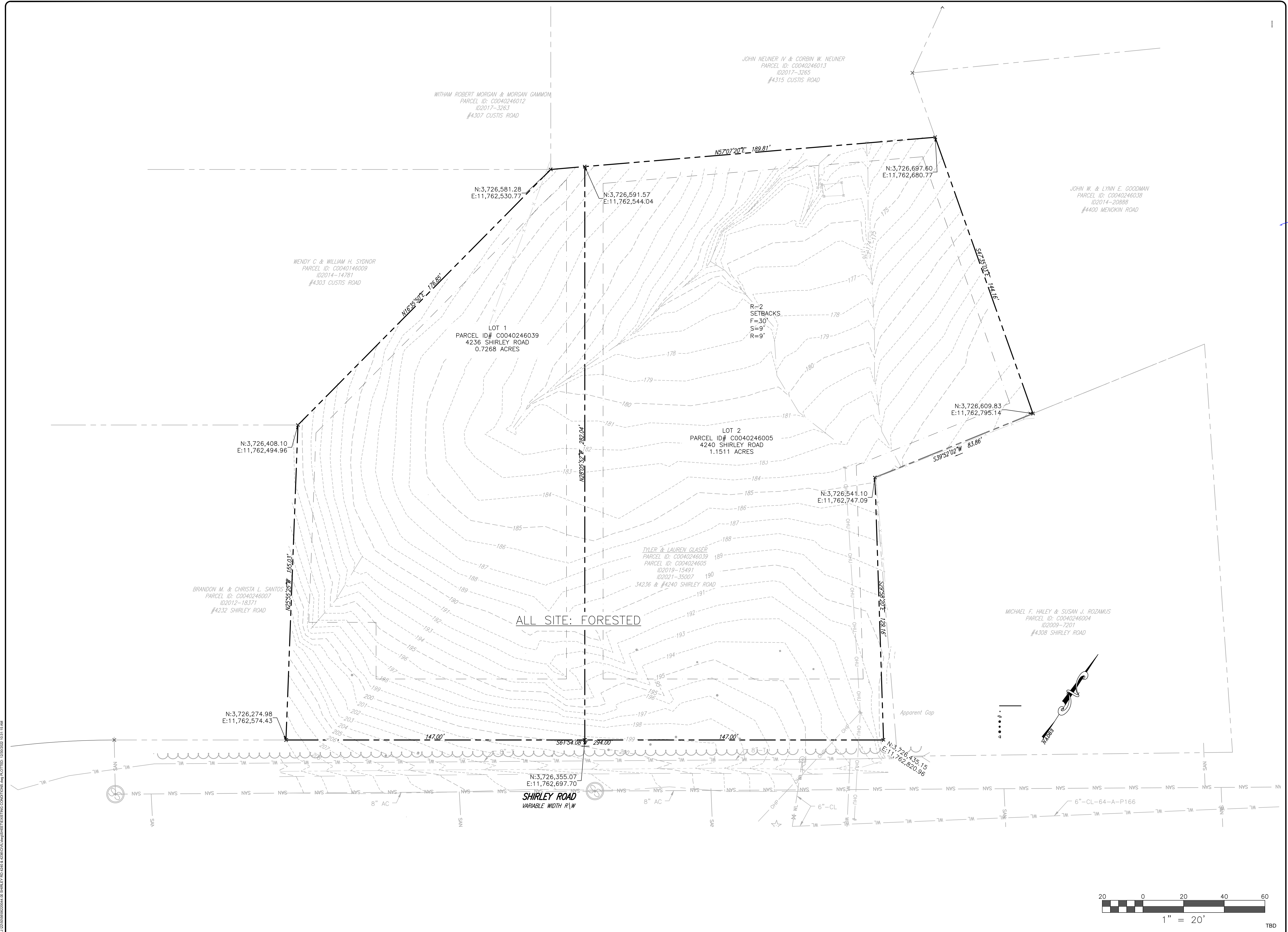
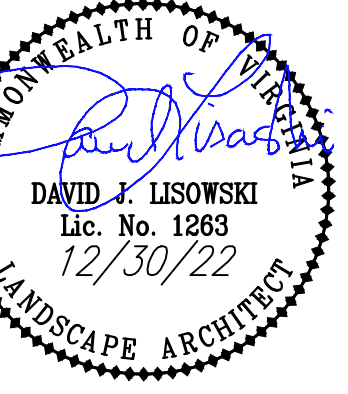
DRAWN BY: JLW
DESIGNED BY: DJL
CHECKED BY: DJL
DATE: 12/30/22
SCALE: 1" = 40'
REVISIONS:

C01
PROJECT NO. 56220044.00



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 804.794.0571



SHIRLEY ROAD SITE PLAN
 SINGLE FAMILY HOUSE SITE PLAN FOR TWO LOTS
 EXISTING CONDITIONS

DRAWN BY	JLW
DESIGNED BY	D.J.L.
CHECKED BY	D.J.L.
DATE	12/30/22
SCALE	1" = ##'
REVISIONS	

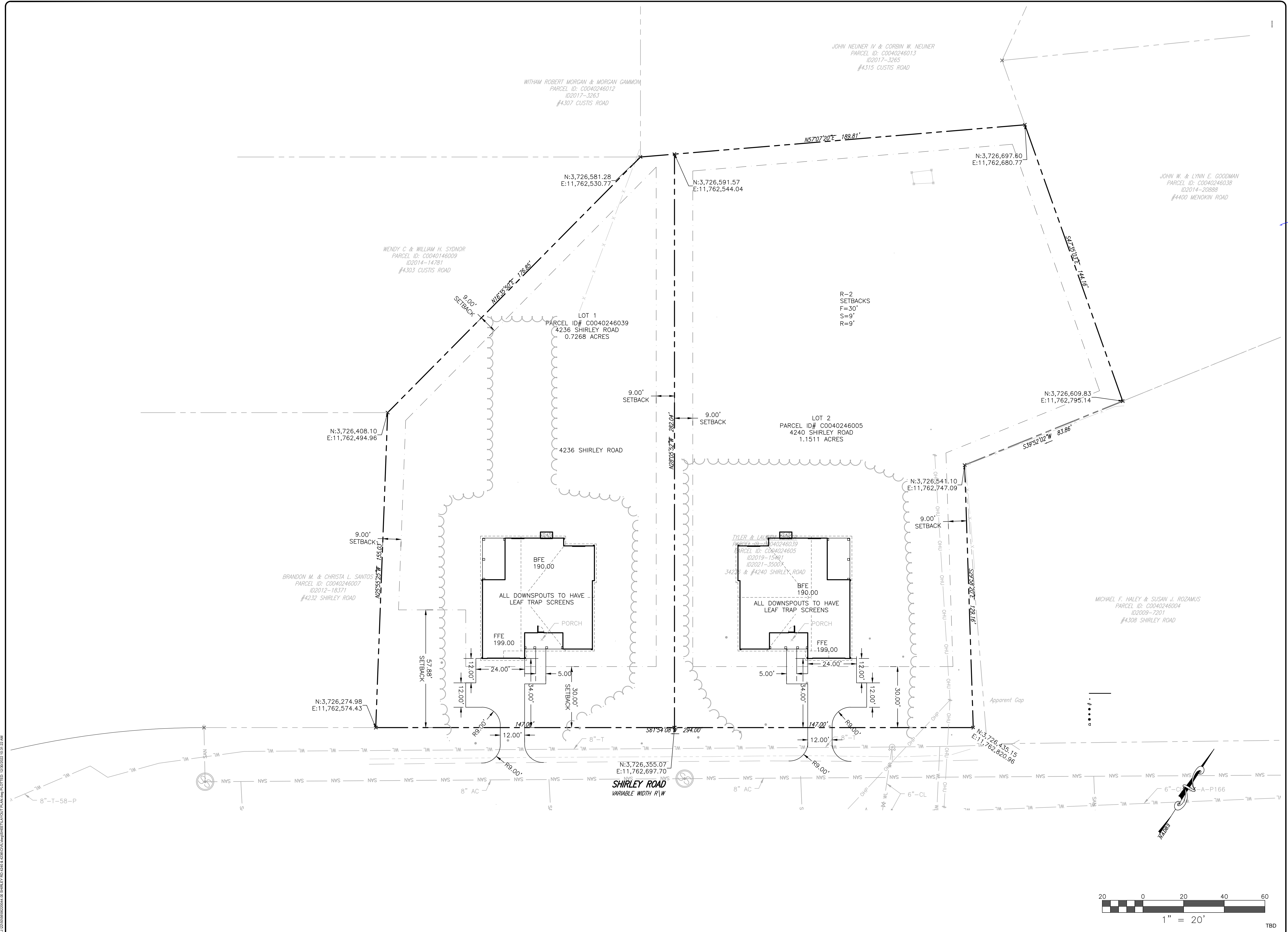
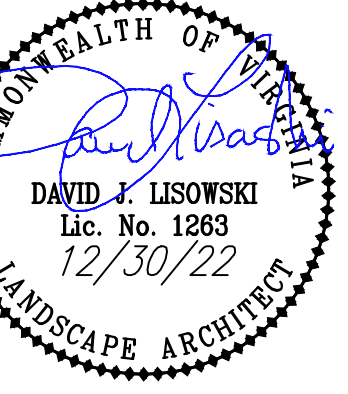
C02
 PROJECT NO. 5622044.00

J:\2022\5622044.00 SHIRLEY RD 4240 & 4236 SHIRLEY ROAD EXISTING CONDITIONS SHIP PLOTTED: 12/30/22 10:31:15 AM



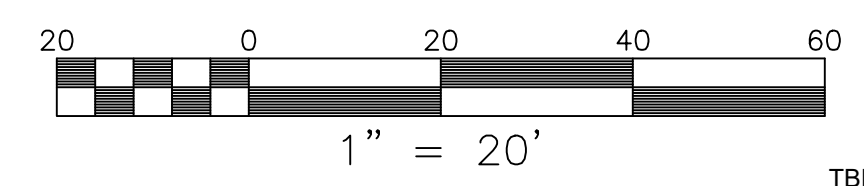
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SHIRLEY ROAD SITE PLAN
 SINGLE FAMILY HOUSE SITE PLAN FOR TWO LOTS
 LAYOUT PLAN

DRAWN BY: JLW
 DESIGNED BY: DJL
 CHECKED BY: DJL
 DATE: 12/30/22
 SCALE: 1" = 20'
 REVISIONS:



C03
 PROJECT NO. 56220044.00

J:\2022\56220044.00 SHIRLEY RD 4240 & 4236\DWG\SHIRLEY SITE LAYOUT PLAN.dwg PLOTTED: 12/30/2022 10:31:22 AM



**City of Richmond
Department of Planning
& Development Review**

Special Use Permit

LOCATION: 4240 Shirley Road

APPLICANT: 3 Chopt Homes, LLC

COUNCIL DISTRICT: 4

PROPOSAL: To authorize the special use of the property known as 4240 Shirley Avenue for the purpose of a single family detached dwelling, upon certain terms and conditions.

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

