



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: 1400 PERRY STREET Date: 12/1/2022  
Tax Map #: S0000155011 Fee: 300  
Total area of affected site in acres: 672 SQ FT

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

**Zoning**

Current Zoning: R8

Existing Use: SACRED HEART SCHOOL CONVENT

**Proposed Use**

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

PLEASE SEE REPORT ATTACHED

Existing Use: PLACE OF WORSHIP, CONVENT, MONASTERY, ABBEY

Is this property subject to any previous land use cases?

Yes

No

If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:** LILIANA CASTILLO

Company: SACRED HEART CENTER

Mailing Address: 1400 PERRY STREET

City: RICHMOND State: VA Zip Code: 23224

Telephone: (804) 502-0311 Fax: ( )

Email: liliana\_castillo@shcrichmond.org

**Property Owner:** BISHOP WALTER SULLIVAN/CATHOLIC DIOCESE OF RICHMOND / FATHER SHAY AUERBACH REPRESENTAT

If Business Entity, name and title of authorized signee: CATHOLIC DIOCESE OF RICHMOND

(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: 1400 PERRY STREET

City: RICHMOND State: VA Zip Code: 23224

Telephone: (804) 232-8964 Fax: ( )

Email: sauerbach@richmonddiocese.org

**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)



1400 Perry St  
Richmond VA 23224  
[www.shcrichmond.org](http://www.shcrichmond.org)

City of Richmond, Virginia  
900 E Broad St  
Richmond, VA 23219

Dear Sir/Madam,

I am writing on behalf of Sacred Heart Center (SHC) at Perry Street 23224. The Sacred Heart Center is a non-profit organization where we connect Latino families with the tools to thrive and flourish. Guided by our values of compassion, inclusion, equity, and collaboration to commit to a compassionate approach, serve vulnerable people in various ways, and co-create empowered communities.

SHC is a 501 c 3, we are part of the Catholic Diocese of Richmond and the SHC is leasing the land from the Catholic Diocese. It is properly permitted as a daycare facility, community center, convent, and school education center. As per the Real Estate Assessor property search site, the exemption code is listed as 400, Place of worship, convent, monastery, and Abbey. The original certificate of Occupancy was issued by the Department of Community Development Bureau of Permits and Inspection in 2003. This will be an identical use to the facility that operated until 2021.

In 1999, SHC started food storage in the building to help families in need. As the need increased, it was necessary to move the food storage to a trailer unit approved by the city. SHC upgraded the storage unit to improve services.

At SHC, the number of people served from 2017 to 2021 increased from 7,700 to 37,000. As the need for service increased we decided to acquire another trailer for food storage and to continue serving our families. This report is part of the application process. We are applying for a permit to utilize the mobile unit for food storage.

The SHC employs about 30 people. Hours of operation are from 9 am to 10 pm Mon- Fri and some weekends, depending on the outreach events and the church programs. The church community, the members that use the center, and the daycare are the community that primarily will benefit from the food. The incremental use is minor compared to total use. We are getting an incremental amount of an average of 5 cars per day when we are providing the food. Food distribution is done after a review of center staff or church and by appointment only.

The previous mobile unit was at the same location for 30 years. As mentioned before, the mobile unit was used for food storage and distribution of food to the community. This process is an organized process that does not affect the neighborhood, nor is detrimental to the safety of the community. The food storage unit won't cause any congestion on the streets, or alleys or create any hazards from fire, panic, or other dangers. Some of the members of the community volunteer and donate food to the center. The mobile unit for storage only won't interfere with public or private schools, and no water supply or sewage disposal will be needed. The concentration of people will be similar to the traffic that the center has on a regular day. The incremental increase will be minimal.

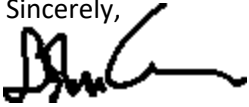
The reasons we feel these conditions will meet are the following:

- The people of the center and our community are the same people who benefit from the food.

- The incremental traffic will be minimal, about 5 cars a day.
- The distribution of food is done by appointment only.
- The previous mobile unit was at the same site for 30 years and there was never a problem nor a complaint from the neighborhood.
- The mobile unit will be adjacent to the existing building so there would no expansion of the building footprint.
- No water lines need to be connected to the mobile unit.
- No sewage disposal
- The mobile unit will be adjacent to the existing building so there would no expansion of the building footprint.
- No need for improvements that will interfere with adequate light and air.

We are enclosing the application form, fees, survey plan, and electronic pdf plans together with this report. If you have any questions or comments, please call me directly at 804-502-0311 or email me at [Liliana\\_castillo@shcrichmond.org](mailto:Liliana_castillo@shcrichmond.org). I look forward to discussing this request with you.

Sincerely,



Liliana Castillo

Director of Administration

Tel: 804-502-0311

[Liliana\\_castillo@shcrichmond.org](mailto:Liliana_castillo@shcrichmond.org)