



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: 3400 STONY POINT ROAD, RICHMOND VA 23235 Date: 5/9/18  
Tax Map #: \_\_\_\_\_ Fee: 1800  
Total area of affected site in acres: 1

**RECEIVED**  
MAY 18 2018  
LAND USE ADMINISTRATION

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

**Zoning**

Current Zoning: R-2 Single family residential  
Existing Use: R-2 Single family residential

**Proposed Use**

(Please include a detailed description of the proposed use in the required applicant's report)  
Existing Use: would like to use facility to continue hosting events for the public, limited to weekends

Is this property subject to any previous land use cases?

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

**Applicant/Contact Person:** CHRISTINE WEBB  
Company: SABOT AT STONY POINT  
Mailing Address: 3400 STONY POINT ROAD  
City: RICHMOND State: VA Zip Code: 23235  
Telephone: (804) 272-1341 Fax: ( )  
Email: CWEBB@SABOTATSTONYPOINT.ORG

**Property Owner:** SABOT AT STONY POINT  
If Business Entity, name and title of authorized signer: CHRISTINE WEBB, DIRECTOR OF FINANCE + OPERATIONS

(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: SAME AS ABOVE  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: ( ) Fax: ( )  
Email: \_\_\_\_\_

**Property Owner Signature:** [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)

**Background:**

Sabot at Stony Point is a preschool – 8<sup>th</sup> grade independent school located on the former estate of the Larus family in the Bon Air neighborhood of Richmond, just south of the James River. Sabot at Stony Point's main building is a tudor-style residence designed by Baskerville and constructed in 1926. The adjoining historic garden was designed by Charles Gillette, prominent landscape architect of the early 1900s. The garden is surrounded by a tall brick wall, at some parts over 14' high.

**Current Use:**

Currently, the property primarily functions as an educational home for 200 students. The children use the garden daily for outdoor play and experiences. Additionally, the garden is the perfect setting for outdoor events and has been home to school-wide functions and events, small garden concerts hosted by the school, and other events.

On weekends, we have enjoyed the opportunity to share our historic campus with the larger Richmond community to host weddings and other events. Our Gillette Garden has been available to the public to lease under the following circumstances.

- Up to 4 hours after 4 p.m. on Friday for pre-event rehearsal and tent setup
- Up to 8 hours of access to the venue on Saturday
- Up to 4 hours before 2 p.m. on Sunday for tent removal

The property is leased to host between 6 and 12 outdoor, private events per year. Tent permitting allowances that we became aware of in 2018 limit our patrons to 4 tents per year.

**Proposed Use:**

Sabot at Stony Point is seeking a special use permit to continue making our property available to the public to host private, tented functions in excess of 4 per year but limited to no more than 12 per year. This will not change the number of events on the property.

All private functions will continue to abide by the following guidelines:

- **Tents:** Tents may be constructed within the walled Garden. When installing a tent or other structure, the vendor will acquire all required permits.
  - Installation will occur after 4:00 p.m. on Friday and be completed by 9:00 p.m.
  - Removal will occur between 9:00 a.m. and 2:00 p.m. on Sunday
- **Noise:** Noise will be kept at a reasonable level and comply with City of Richmond ordinances. All music, including any amplified music, will cease at 10:00 p.m.
- **Parking:** All vendors and visitors will park within the gates of the school property.
- **Smoking:** Sabot at Stony Point is a smoke-free campus. There will be no trace of tobacco products left on the campus following the event.
- **Equipment Rental:** The school will maintain a list of preferred vendors for the rental of tents, linens, tables, chairs, etc. Lessees must use a vendor on the preferred list.
- **Alcohol:** Alcohol is permitted by permit only. Event attendees must be 21 years of age to consume or possess alcohol. All necessary licenses will be obtained and copies provided to the school.
- **Restoration of Property/Clean-up:** Lessee is responsible for restoring the property at the completion of the event. All spaces must be returned to their original condition.

- **Insurance:** Lessee must provide a Certificate of Liability Insurance. The Insurance certificate must explicitly state at least \$1,000,000 Bodily Injury and Property Damage Liability Limits; \$1,000,000 Host Liquor Liability; and name Sabot at Stony Point as additional insured for any claim or claims resulting from or growing out of the Lessee's event.