



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: 4410 Kensington Ave, Richmond, VA 23221 Date: 12/11/2017
Tax Map #: W0190235017 Fee: \$300
Total area of affected site in acres: 0.17

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

Zoning

Current Zoning: R-5

Existing Use: Garage

Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)
Modify 280 square feet of existing 480 square foot garage to create a dwelling unit serving primarily as a quiet area to work from home.

Existing Use: Garage

Is this property subject to any previous land use cases?

Yes No If Yes, please list the Ordinance Number: _____

Applicant/Contact Person: Andy Daniel

Company: _____
Mailing Address: 4410 Kensington Ave
City: Richmond State: VA Zip Code: 23221
Telephone: (804) 2,488,597 Fax: ()
Email: adaniel@synpartners.com

Property Owner: Andy Daniel & Courtney O'Hara

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: 4410 Kensington Ave
City: Richmond State: VA Zip Code: 23221
Telephone: (804) 2,488,597 Fax: ()
Email: adaniel@synpartners.com

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)

Andy Daniel & Courtney O'Hara
4410 Kensington Ave, Richmond, VA 23221
(804) 248-8597 | adaniel@synpartners.com

December 11, 2017

Department of Planning & Development Review
900 East Broad Street, Suite 511
Richmond, VA 23219

RE: Applicant's Report for Special Use Permit Application at 4410 Kensington Ave

To Whom It May Concern:

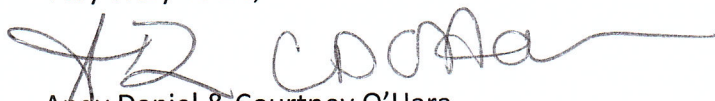
Please accept this letter as the Applicant's Report for the Special Use Permit (SUP) application for 4410 Kensington Ave. With this application, we are petitioning the City Council for authorization to modify the interior of an existing garage at the rear of the property to add a dwelling unit to serve as a home office and suite for overnight family guests. As we are expecting our first child this Spring, we consulted with several contractors and determined that adding the proposed dwelling unit is most cost-efficient manner to expand our 1406 square foot home to accommodate our needs. The dwelling unit will serve primarily as a quiet area to work from home, will only be occupied by family members, and will not be rented out to the general public.

The property is located north of Kensington Ave at the intersection of Kensington Ave and Commonwealth Avenue. The property is comprised of .17 acres (7425 square feet). The existing garage, located at the rear of the property, is a one-story, 480 square foot structure that, today, is used to store household items and lawn equipment. We propose to divide the existing garage's interior space into two sections, leaving 200 square feet as unfinished storage space and modify 280 square feet into a finished dwelling unit. This studio space would include a full bath and kitchenette. With the exception of adding additional windows and modifying existing siding, no exterior modifications are planned. As proposed, the project will not result in a significant change to property's existing use, nor increase the concentration of population, and thus will not:

1. be detrimental to the safety, health, morals and general welfare of the community involved;
2. create congestion in streets, roads, alleys and other public ways and places in the area involved;
3. create hazards from fire, panic or other dangers;
4. tend to cause overcrowding of land and an undue concentration of population;
5. adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
6. interfere with adequate light and air.

Thank you for your consideration of this application. Please feel free to contact us at adaniel@synpartners.com or (804) 248-8597 if you have any questions or require additional materials to process the application.

Very Truly Yours,



Andy Daniel & Courtney O'Hara

Enclosures