



# Application for PRELIMINARY PLAT SUBDIVISION

The City Planning Commission  
c/o Department of Planning and Development Review  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- Preliminary Approval (New)
- Preliminary Approval (Extension)
- Plat of Correction
- Subdivision Confirmation Letter

### Name/Location

Name of the Subdivision: LAND OWNED BY CBD DEVELOPMENT, LLC Date: 11-21-14

Property Address: 411 BALL BRIDGE ST., RICH., VA. Tax Map # 5000038001

Number of Lots: 4 Fee: \$ 560.00 (check made payable to "City of Richmond")

### Statistical Summary

- 1) Total Area: 329,575 (SF)
- 2) Area in Roads: 0 (SF)
- 3) Area in Lots: 329,575 (SF)
- 4) Area for Public Purpose: \_\_\_\_\_ (SF)
- 5) Average Lot Size: 82,394 (SF)
- 6) Minimum Lot Size: 79,092 (SF)
- 7) Maximum Lot Size: 112,419 (SF)

### Zoning

Current Zoning: RF-2 RIVERFRONT

Is this property subject to any previous land use case(s)?  Yes  No  
If Yes, please list the Ordinance Number: \_\_\_\_\_

### Public Utilities

- Underground
- Overhead [Existing]
- Overhead [New]\*

### Proposed Use

- Single Family Detached
- Single Family Attached
- Two Family Attached/Detached
- Multi-Family
- Commercial
- Industrial

\* A CPC exception request is required. Please attach a written request per Section 94-9 of the Subdivision Ordinance.

### Drainage

- Curbs & Gutter
- Roadside Ditches\*

Applicant/Contact Person: DAVID PUGH - VHB

Company: VHB

Mailing Address: 115 S. 15TH ST, SUITE 200 City: RICHMOND

State: VA. Zip Code: 23219 Telephone: ( 804 ) 441-7165

Fax: ( 804 ) 343-1713 E-mail: DPUGH@VHB.COM

Property Owner: CBD DEVELOPMENT, LLC

If Business Entity, title and individual who can sign for the company: MATTHEW RAGGI

Mailing Address: 11100 WEST BROAD ST. City: GLEN ALLEN

State: VA. Zip Code: 23060 Telephone: ( 804 ) 344-7156

Fax: ( \_\_\_\_\_ ) E-mail: MATT.RAGGI@THALHIMER.COM

The City will send all correspondence to the applicant/contact person. Please check this box if the property owner would also like to receive copies of all correspondence.

Property Owner Signature: Matthew Raggi

(Except for subdivision confirmation letters, 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 plats, checklist, subject parcel information and a check for the application fee.  
(See Filing Procedures for Subdivisions.)



## Checklist of Requirements: Preliminary Plat Subdivision

In order to expedite the review of the Preliminary Plat, please be sure that all of the following items have been included on the plans. **Please return this completed checklist with the Application**, to assure that all items have been addressed. Should an item not apply, indicate why you believe it is not necessary in the space provided at the end of the checklist. The design and layout of lots, streets, alleys, easements, and other public improvements within any subdivision shall comply with the design standards contained in Chapter 94 of the City Code.

For preliminary plat review, nine (9) paper prints of the plat are required. Preliminary plats must be drawn to scale and submitted on sheets measuring 16" X 24". Plats must show, with dimensions where applicable, all of the information on the Preliminary Plat Checklist:

- Name of subdivision, preparer of plat, property address, tax map number, owner of record, and developer;
- Source of Title (Should there be no prior subdivision, provide title back to a deed prior to 1942);
- Vicinity sketch at scale of 1"=2000', north arrow and scale;
- Boundaries and bearings of the subdivision and each lot;
- Acreage & square footage of each of the following: subdivision, lots, roads, reserved areas, and land to be dedicated for common or public purpose;
- Address, owner, tax map parcel numbers, & zoning of the subject and abutting properties (available at <http://map.richmondgov.com/parcel/>);
- Setbacks listed and graphically shown on the plat;
- All existing and proposed lot lines, easements, streets and alleys (with right of way width noted), drainage ways, storm water retention areas and water bodies;
- Topography and significant vegetative material;
- The location and extent of Chesapeake Bay preservation areas;
- The location and extent of wetland areas;
- The location and extent of flood plain areas;
- The subdivision and surveyor's certificates;
- Existing structures, noting those to be retained and those to be demolished;
- Existing utilities;
- Schedule showing minimum, maximum and average lot size and notation of lot widths at setback lines; proposed lot and block numbers;
- Traffic projections of proposed streets and existing streets abutting the subdivision;
- Notation of vertical and horizontal datum used;
- Horizontal blank 2" x 3" box at bottom of plat for approval ;
- Such other information deemed necessary by the Secretary of the Commission to determine compliance with applicable zoning and subdivision requirements.

The following items were not checked and do not apply to this application for the following reasons (continue on the back of the page if more space is needed):

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# Filing Procedure: Preliminary Plat Subdivision

## **FILING**

Subdivision applications are filed with the Department of Community Development, Land Use Administration Division, Room 511, City Hall, 900 East Broad Street, Richmond, Virginia 23219, Telephone (804) 646-6304. The applicant, prior to submission, should discuss and review with staff any potential issues relating to the City's Master Plan, zoning and any other land use issues that may be involved.

## **DEADLINES**

The Planning Commission considers preliminary approval of subdivisions at its regular meetings on the first and third Monday of each month. The submission deadline is thirty (30) days prior to the meeting. Incomplete submissions or major modifications required to the plat that are identified during the review process may cause the plat to be carried over to the next meeting. Once a hearing date is set, a digital copy of the preliminary plat (PDF file) should be submitted to staff ([Jeff.Eastman@Richmondgov.com](mailto:Jeff.Eastman@Richmondgov.com)) for Planning Commission distribution. In lieu of a digital copy, thirteen (13) folded paper copies of the preliminary plat may be submitted.

## **APPLICATION REQUIREMENTS**

Application for subdivision must include: 1) Application form, including a completed Preliminary Checklist; 2) folded plans or plats and 3) application fee. Each part is explained below.

**1) Application Form:** The application form is available in the Department of Community Development and online at <http://www.richmondgov.com/departments/communitydev/>. All the owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required. The certificate of completeness must also be signed by the applicant of the subdivision application.

### **2) Plans/Plats:**

- Nine (9) paper prints on sheets measuring 16" X 24" are required.
- Plats must be drawn to scale and must show dimensions of the information required.
- Plats must be folded to approximately 8" x 12" for submittal.

### **3) Application Fee**

The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the following schedule:

Preliminary Approval of Plat	\$500.00 plus \$15.00 per lot
Extension of Approved Preliminary Plat	\$150.00
Plat of Correction	\$100.00
Subdivision Confirmation Letter	\$100.00

4 PARCELS  
\$500 + \$60 = \$560.00



## Certificate of Completeness: Preliminary Plat Subdivision

### Applicant Certification of Completeness:

I do hereby certify that I have read and am familiar with the requirements for the submission of subdivisions as provided under the Subdivision Ordinance and further that this submittal is in compliance with those requirements, or exceptions have been properly requested in accordance with Section 94-9 of the Subdivision Ordinance.

Signature of Applicant:  Date: 12-10-14