



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: 1637 Williamsburg Rd Date: 1/8/2018  
 Tax Map #: E0100049016 Fee: \$300  
 Total area of affected site in acres: 2.746

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

**Zoning**

Current Zoning: R5

Existing Use: Church

**Proposed Use**

(Please include a detailed description of the proposed use in the required applicant's report)  
Fulton Montessori School proposes leasing space within the church to operate a non-profit school.

Existing Use: Church

Is this property subject to any previous land use cases?

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

**Applicant/Contact Person:** Natisha Knight

Company: Fulton Montessori School  
 Mailing Address: PO Box 38624  
 City: Richmond State: VA Zip Code: 23231  
 Telephone: (804) 9381978 Fax: ( )  
 Email: teachnknight@gmail.com

**Property Owner:** Calvary United Methodist Church

If Business Entity, name and title of authorized signee: Don Ellis, Trustee

(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: 1637 Williamsburg Rd  
 City: Richmond State: VA Zip Code: 23231  
 Telephone: (804) 2222891 Fax: ( )  
 Email: donaldwellis@comcast.net

**Property Owner Signature:** Donald W. Ellis

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)

Fulton Montessori School  
Applicant Report for Special Use Permit in City of Richmond

Fulton Montessori School proposes a nonprofit preschool program within an existing place of worship, Calvary United Methodist Church located at 1637 Williamsburg Rd, Richmond, VA 23223. The site is zoned R-5. No modifications of the existing structure are proposed.

The anticipated max number of employees for Fulton Montessori School is 6. Hours of operation will be 8 am to 6 pm. Fulton Montessori School anticipates having a maximum of 42 students in the space with approximately 35 – 40 vehicles visiting the property between 8 am – 9:30 am and 4 pm – 6 pm.

There is no comparable business in the proposed area. Fulton Montessori School is the product of the closing of the Montessori preschool program at the Neighborhood Resource Center located at 1519 Williamsburg Rd. As a nonprofit organization, Fulton Montessori School will make it possible for working families of all income levels to have access to affordable, high-quality preschool education for youth ages 2.5 – 6.

**Conditions to be met prior to approval:**

- Fulton Montessori School (FMS) will not be detrimental to the safety, health, morals and general welfare of the community. The school will provide a service for families in the community of all income levels.
- FMS will not create congestion in any public ways or areas. Families will drop off their children between 8 am and 9 am and pick up children from 4 pm to 6 pm. FMS will serve a maximum of 42 students. There will be a maximum of 6 employees. There is a large parking lot that is adjacent to the building which will keep traffic out of the street.
- FMS will not create hazards from fire, panic or other dangers nor will FMS cause overcrowding of land or undue concentration of population. Occupation of the space will be limited to staff, enrolled students, parents and potential families.
- There are no public or private schools, parks or playgrounds in the immediate area. Calvary United Methodist Church is capable of safely having several hundred people on-site at one time. During the proposed hours of business for FMS, there are never more than 5 adults on site from Calvary. There will be no negative impact on water supplies, sewage disposal, transportation or interfere with adequate light and air.