



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.richmondva.gov/>

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: 1706 Floyd Avenue, Richmond Virginia 23220 Date: May 24, 2019  
Tax Map #: W0000730021 Fee: \$300  
Total area of affected site in acres: 0.056

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

**Zoning**

Current Zoning: R-6

Existing Use: R Two Familv Blt-As

**Proposed Use**

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

Renovate basement into a accessory apartment  
Existing Use: Basement

Is this property subject to any previous land use cases?

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

**Applicant/Contact Person:** W. Kent Ruffin

Company: Townhouse Management Ltd, LLC  
Mailing Address: 1706 Floyd Avenue, Suite C, BMST  
City: Richmond State: Virginia Zip Code: 23220  
Telephone: ( 804 ) 649-7400 Fax: ( )  
Email: kent@soulofvirginia.com

**Property Owner:** Townhouse Management Ltd, LLC

If Business Entity, name and title of authorized signee: W. Kent Ruffin

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

**Property Owner Signature:** *William K Ruffin*

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)

# APPLICANT'S REPORT

*May 24, 2019*

*Special Use Permit Request  
1706 Floyd Avenue, Richmond, Virginia  
Map Reference Number: W0000730021*

**Submitted to: City of Richmond**  
Department of Planning and Development Review  
Land Use Administration  
900 East Broad Street, Suite 511  
Richmond, Virginia 23219

**Submitted by: Townhouse Management Ltd., LLC**  
1706 Floyd Avenue, BSMT  
Richmond, Virginia 23220  
804 649-7400

## **Introduction**

Townhouse Management Ltd., LLC request a special use permit for 1706 Floyd Avenue. The proposed renovation project is to convert the existing basement into a third dwelling unit for longterm rental [to exclude short term bed & breakfast rental, ie - Air B&B use].

## **Property Site Description**

The real estate property know as 1706 Floyd Avenue, an existing two-story structure with basement, containing 2423.91 square feet, acreage 0.056, located on the north side of Floyd Avenue between Vine Street and Allen Avenue, being more completely described as follows: beginning at a point on the north line of Floyd Avenue, said point being 61.79 feet west of the west line of vine street, thence fronting 18.79 feet in westerly direction along the north line of Floyd Avenue and extending back 129.00 feet between parallel lines, parallel to the west line of Vine Street, to the south line of a 10.75 foot wide east-west public alley

## **Purpose of Request**

The property has a previous existing SUP [Ord. #: 91-220-208 ] for two family dwelling unit on the lot. The owner now proposes to renovate the existing building basement into a dwelling unit. The current R-6 zoning does permit the proposed use of the Property.

In exchange for the SUP authorization, the intent of this request is to allow the basement renovation of the property into an accessory apartment for the purpose of use as a three family dwelling unit on the lot. Proposed change of use will comply with all applicable provisions of the Building Code.

## **Summary**

The project would be consistent with the existing neighborhood character and the urban scale, density and pedestrian orientation that is found in the Fan District, R-6 designation. This SUP would allow for the renovation to the property that is compatible with other surrounding Property.