



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: 706 Libbie Avenue 23226 Date: 11/18/2020
 Tax Map #: W021V188007 Fee: \$ 1800.00
 Total area of affected site in acres: .179

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

Zoning

Current Zoning: R4

Existing Use: NONE/VACANT LOT

Proposed Use

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

OFFICE - SMALL / LIGHT
 Existing Use: NONE

Is this property subject to any previous land use cases?

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

Applicant/Contact Person: Robert Lancaster
 Company: Lancaster Custom Builder Inc.
 Mailing Address: P.O. Box 18372
 City: Richmond State VA Zip Code: 23226
 Telephone: (804) 784-9898 Fax: ()
 Email: robert@lancastercustombuilder.com

Property Owner: Lancaster Custom Builder Inc
 If Business Entity, name and title of authorized signee: Robert Lancaster VP

(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: P.O. Box 18372
 City: Richmond State VA Zip Code: 23226
 Telephone: (804) 784-9898 Fax: ()
 Email: robert@lancastercustombuilder.com

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)



City of Richmond Virginia
Land Use Department

November 18th, 2020

RE: SUP for 706 Libbie Avenue

Applicant Report:

We are proposing light office use for our property at 706 Libbie Avenue that will house our business operations. Our homebuilding business builds and improves the finest homes in the Richmond Virginia area. Our office consists of 5 company employees inclusive of the two owners. We would hire one extra administrative assistant to act as on office manager of the building, bringing our future total to six employees. Of those 6 employees, only 3 would be in the office for the most or part of their day. The other three are field workers that do not see the office daily. As for traffic, our employees do not leave cars at the office at night. We have only 2, true, full-time office employees. Our client meetings are generally done at our client's property. Our hours are 8AM to 5PM Monday thru Friday, and we do not have deliveries or store materials on site. Our traffic impact will be minimal at best.

We intend for this office to be a showcase of our work. The building is designed to be a residential home that will keep and distinguish the residential nature of the area including having the fit and finish of a million-dollar home. Our exterior, landscaping, and drive will keep in style with the residential appearance of the building and mimic neighboring homes. There will be no significant signage or lighting that would differentiate us from neighborhood. The building will increase the property value of the neighboring homes because of the aesthetic appeal and amount of money that will be invested into the building. There are similar residential looking office buildings on Libbie closer to Grove, but ours will be new and feature newer, nicer materials and design elements that will distinguish it from other buildings and create a beautiful entrance to the Avenues from the Patterson Avenue intersection.

We are confident that our office will be a net positive impact on the neighborhood, and we will set design expectations for future development.