



DEPARTMENT OF  
**PLANNING AND  
DEVELOPMENT  
REVIEW**

# CPCR.2022.103

MONDAY, 17 OCTOBER 2022



Kevin J. Vonck, Ph.D., Director

# § 15.2-2204 Code of Virginia

when a planning commission considers a change in proposals to change the zoning map classification of twenty-five (25) or fewer parcels of land, the body, or its representative, shall notify certain parties of the associated hearing in writing

traditionally, a representative of the City of Richmond Planning Commission has sent such notices by registered or certified mail

permits an agency, department or division of the local governing body, or its representative, to send such notices by first class mail so long as an affidavit that such mailings have been made is attached to the papers for consideration

# Mailing cost comparison

	CERTIFIED LETTER	FIRST CLASS LETTER	LARGE POSTCARD
Postage per mailing	\$7.82	\$0.60	\$0.60
Supplies per mailing	\$0.04	\$0.02	\$0.00
Total mailing cost	\$7.86	\$0.62	\$0.60
Annual mailings	4,080	4,080	4,080
Annual cost	\$32,068.80	\$2,529.60	\$2,448.00
Annual cost difference		(\$29,539.20)	(\$29,783.72)

# Mailing cost comparison

	CERTIFIED LETTER	FIRST CLASS LETTER	LARGE POSTCARD
Annual cost	\$32,068.80	\$2,529.60	\$2,448.00
Staff time per batch	4 hours	1.5 hours	1 hours
Total staff time 2022	424 hours	159 hours	106 hours
Total staff time 2022	53 days	20 days	13 days
Annual time difference		(33 days)	(40 days)

# Questions?

