



## Application for Urban Design Committee Review

Department of Planning and Development Review

Land Use Administration

900 E. Broad Street, Room 510

Richmond, Virginia 23219 | (804) 646-6335

<https://www.rva.gov/planning-development-review/urban-design-committee>



### Application Type (select one)

- Location, Character, & Extent  
 Section 17.05  
 Other:

- Encroachment  
 Design Overlay District

### Review Type (select one)

- Conceptual  
 Final

### Project Information

Submission Date:

Project Name:

Project Address:

Brief Project Description (this is not a replacement for the required detailed narrative):

### Applicant Information (a City representative must be the applicant, with an exception for encroachments)

Name:

Email:

City Agency:

Phone:

Main Contact (if different from Applicant):

Company:

Phone:

Email:

### Submittal Deadlines

All applications and support materials must be filed no later than 21 days prior to the scheduled meeting of the Urban Design Committee (UDC). Please see the schedule on page 3 as actual deadlines are adjusted due to City holidays. **Late or incomplete submissions will be deferred to the next meeting.**

### Filing

It is important that the applicant discuss the proposal with appropriate City agencies, Zoning Administration staff, and area civic associations and residents prior to filing the application with the UDC. Applications should be emailed to the Urban Design Committee Secretary, Ray Roakes, at [Raymond.roakes@rva.gov](mailto:Raymond.roakes@rva.gov).

### Background

The UDC is an 11 member committee created by City Council in 1968 whose purpose is to advise the City Planning Commission (CPC) on the design of projects on City property or right-of-way. The UDC provides advice of an aesthetic nature in connection with the performance of the duties of the Commission under Sections 17.05, 17.06, and 17.07 of the City Charter. The UDC also advises the Department of Public Works in regards to private encroachments in the public right-of-way.

last revised 12/06/2022



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## Submission Requirements

- An electronic copy (PDF) of all application materials, which can be emailed, or delivered by FTP or USB.
- Plan sheets should be electronically scaled to be 11" x 17" if printed.
- All applications must include the attached application form and the following support materials, as applicable to the project, based on Review Type:

### **Conceptual Review:**

- A detailed project narrative which includes the following: purpose of the project, project background, project budget and funding sources, description of construction program and estimated construction start date (description should also provide information on the surrounding area to provide context).
- A site plan for the project indicating site characteristics which include: building footprints, parking areas, pedestrian routes, recreation areas, open areas, and areas of future expansion.
- A set of floor plans and elevations, as detailed as possible.
- A landscaping plan which shows the general location and character of plant materials and notes any existing tree to be removed.

### **Final Review:**

- A detailed project narrative which includes the following: purpose of the project, project background, project budget and funding sources, description of construction program, and estimated construction start date (description should also provide information on the surrounding area to provide context).
- A site plan for the project indicating site characteristics which include: building footprints, parking areas, pedestrian routes, recreation areas, open areas, and areas of future expansion.
- A set of floor plans and elevations, as detailed as possible.
- A landscaping plan that includes a complete plant schedule, the precise location of all plant materials, and a landscape maintenance analysis. The plant schedule must show number, size and type of each planting proposed. If existing trees are to be removed, their size, type, and location must be noted on the landscape plan.
- The location of all lighting units should be noted on a site plan, including wall-mounted, site, and parking lot lighting. Other site details such as benches, trash containers, and special paving materials should also be located. Include specification sheets for each item.
- Samples of all proposed exterior building materials, including but not limited to brick, mortar, shingles, siding, glass, paint, and stain colors. When an actual sample cannot be provided, a product information sheet that shows the item or a photo of an existing item may be substituted.

## Review and Processing

- Once an application is received, it is reviewed by Staff, who compiles a report that is sent to the UDC.
- A copy of the report and the meeting agenda will be sent to the applicant prior to the meeting.
- At the UDC meeting, the applicant or a representative should be present or the application may be deferred to the next regularly scheduled meeting. It is also strongly suggested that a representative of the City Agency which will have final responsibility for the item be present at the meeting (if the applicant and the representative are not the same).
- Once the UDC recommends action on the application, it is automatically placed on the agenda for the next City Planning Commission (CPC) meeting. Exceptions to this are encroachment applications, recommendations for which are forwarded to the Department of Public Works.
- At the CPC meeting, the applicant or a representative should be present, or the application may be deferred to the next regularly scheduled meeting.



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Regular meetings are scheduled on the Thursday after the first Monday of each month at **10:00 a.m. in the 5th floor conference room of City Hall, 900 E. Broad Street**. Special meetings are scheduled as needed.

## Meeting Schedule 2023

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
January 5, 2023	December 15, 2022	January 17, 2023 <sup>1</sup>
February 9, 2023	January 19, 2023	February 21, 2023 <sup>2</sup>
March 9, 2023	February 16, 2023	March 20, 2023
April 6, 2023	March 16, 2023	April 17, 2023
May 4, 2023	April 13, 2023	May 15, 2023
June 8, 2023	May 18, 2023	June 20, 2023 <sup>3</sup>
July 6, 2023	June 15, 2023	July 17, 2023
August 10, 2023	July 20, 2023	August 21, 2023 <sup>4</sup>
September 7, 2023	August 17, 2023	September 18, 2023
October 5, 2023	September 14, 2023	October 16, 2023
November 9, 2023	October 19, 2023	November 20, 2023
December 7, 2023	November 16, 2023	December 18, 2023

<sup>1</sup>Monday January 16, 2023 is a City of Richmond Holiday

<sup>2</sup>Monday February 20, 2023 is a City of Richmond Holiday

<sup>3</sup>Monday June 19, 2023 is a City of Richmond Holiday

<sup>4</sup>This meeting is subject to cancellation. If so, Planning Commission hearing would be September 4, 2023

The Richmond Urban Design Committee is an 11 member advisory committee created by City Council in 1968. Its purpose is to advise the City Planning Commission on the design of City projects. The Urban Design Committee reviews projects for appropriateness in "location, character, and extent" and for consistency with the City's Master Plan and forwards recommendations to the City Planning Commission. The Urban Design Committee also advises the Department of Public Works in regards to private encroachments in the public right-of-way.

**For more information, please contact the Urban Design Committee Secretary, Ray Roakes, at (804) 646-6335 and [raymond.roakes@rva.gov](mailto:raymond.roakes@rva.gov).**