



DEPARTMENT OF
**PLANNING AND
DEVELOPMENT
REVIEW**

ORD. 2024-099

Zoning fees for Fiscal Year 2025



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TUESDAY, APRIL 16TH 2024

Framework

What is the intent?

better categorize fees across various categories based on size, use, intensity, or relevant building code

make fees commensurate with the services rendered, taking into consideration the actual time, skill, and administrative expenses involved

reduce fees for structures and uses that further specific *Richmond 300* and City priorities

remain competitive in the development market

Regulatory framework

we are required to review and render decision on site plans, plans of development, subdivisions, building plans, and permits (administrative entitlements) within:

- sixty (60) calendar days on first submission
- forty-five (45) calendar days for subsequent submission

there are no time requirements to review and render a decision on any rezoning, conditional use permit (CUP), special use permit (SUP) (legislative land entitlements)

Regional market comparison

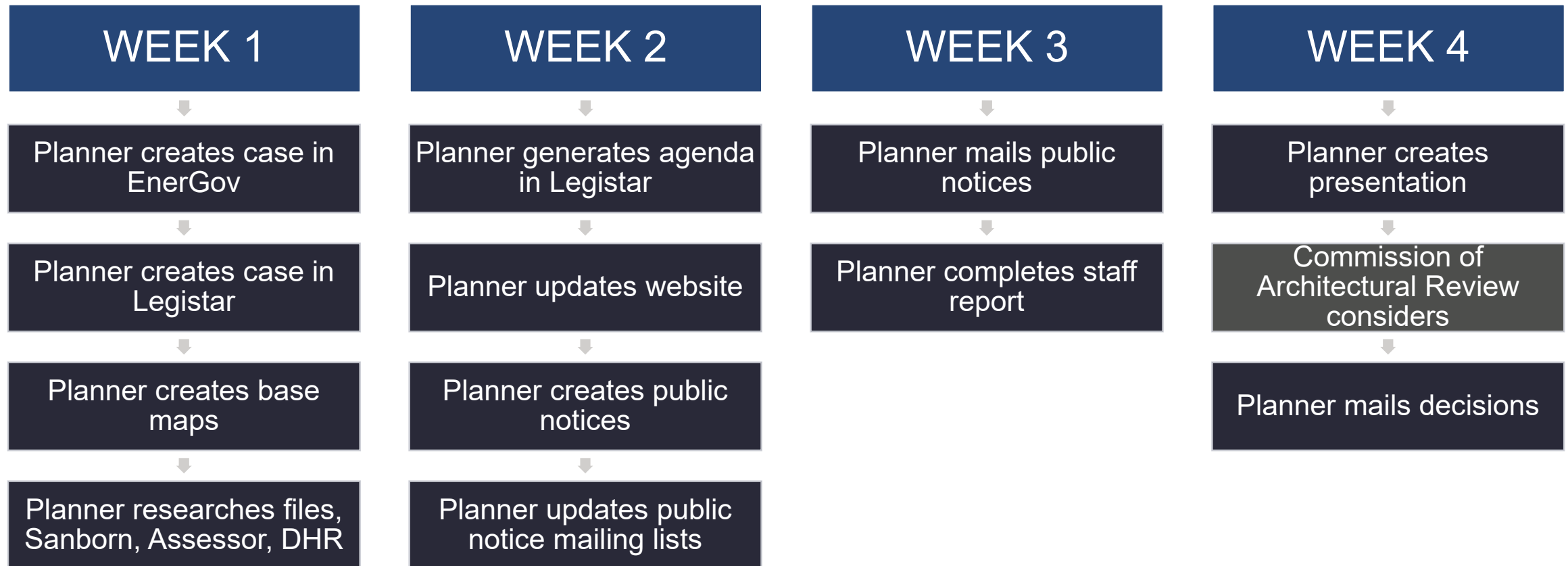
SECTION	PROPOSED	HENRICO	CHESTERFIELD
30-930.6. certificate of appropriateness	\$50 to \$4,800	not applicable	\$0
30-1020.4. certificate of zoning compliance	\$50 to \$600	not applicable	not applicable
30-1020.5. zoning confirmation letter	\$50 to \$600	\$25	\$100 to \$150
30-1050.6. special use permit	\$400 to \$3,600	\$750 to \$1,400*	\$300 to \$7,500*

Municipal market comparison

SECTION	PROPOSED	NORFOLK	ALEXANDRIA
30-930.6. certificate of appropriateness	\$50 to \$4,800	\$15 to \$840	\$110 to \$5,035+
30-1020.4. certificate of zoning compliance	\$50 to \$600	\$95 to \$525	\$500
30-1020.5. zoning confirmation letter	\$50 to \$600	\$95 to \$115	\$500
30-1050.6. special use permit	\$400 to \$3,600	\$355 to \$1,080*	\$575 to \$3,300+*

§30-930.6. Certificate of appropriateness

How do we issue a COA?



§30-930.6. Certificate of appropriateness

(1) sign, patio, fence, or wall; or where no building permit is required	INITIAL	HOURS
(a) administrative approval	\$50	1
(b) exterior alteration with no change in floor area	\$100	1-2
(c) exterior alteration, addition, or partial demolition with change in floor area	\$200	3-5
(d) new construction	\$200	3-5
(e) full demolition	\$200	3-5
(f) extension of approved certificate of appropriateness	\$50	1
(g) amendment to approved certificate of appropriateness	\$100	1-2
(h) appeal of approved or disapproved certificate of appropriateness	\$400	7-11

§30-930.6. Certificate of appropriateness

(2) principal use of one (1) or two (2) dwelling units	INITIAL	HOURS
(a) administrative approval	\$50	1
(b) exterior alteration with no change in floor area	\$100	1-2
(c) exterior alteration, addition, or partial demolition with change in floor area	\$400	7-11
(d) new construction	\$800	14-23
(e) full demolition	\$1,600	28-47
(f) extension of approved certificate of appropriateness	\$50	1
(g) amendment to approved certificate of appropriateness	\$100	1-2
(h) appeal of approved or disapproved certificate of appropriateness	\$400	7-11

§30-930.6. Certificate of appropriateness

(3) other uses, ≤ 5,000 square feet and ≤ 3 stories	INITIAL	HOURS
(a) administrative approval	\$100	1-2
(b) exterior alteration with no change in floor area	\$200	3-5
(c) exterior alteration, addition, or partial demolition with change in floor area	\$800	14-23
(d) new construction	\$1,600	28-47
(e) full demolition	\$3,200	56-94
(f) extension of approved certificate of appropriateness	\$100	1-2
(g) amendment to approved certificate of appropriateness	\$200	3-5
(h) appeal of approved or disapproved certificate of appropriateness	\$800	14-23

§30-930.6. Certificate of appropriateness

(4) other uses, > 5,000 square feet or > 3 stories	INITIAL	HOURS
(a) administrative approval	\$150	2-4
(b) exterior alteration with no change in floor area	\$300	5-8
(c) exterior alteration, addition, or partial demolition with change in floor area	\$1,200	21-35
(d) new construction	\$2,400	42-70
(e) full demolition	\$4,800	84-141
(f) extension of approved certificate of appropriateness	\$150	2-4
(g) amendment to approved certificate of appropriateness	\$300	5-8
(h) appeal of approved or disapproved certificate of appropriateness	\$1,200	21-35

§30-1020.4. Certificate of zoning compliance

How do we issue a ZCL or CZC?

What do we review?

- zoning entitlements
- BZA cases
- building permits
- land divisions
- deeds and title records
- historic uses

Where do we find it?

- EnerGov
- hard files
- microfiche
- Assessor records
- Sanborn maps
- circuit court

§30-1020.4. Certificate of zoning compliance

TYPE	INITIAL	HOURS
(1) Portable storage unit or building or structure less than or equal to one hundred (100) square feet for which no building permit is required	\$50	1
(2) Portable storage unit or building or structure greater than one hundred (100) square feet for which no building permit is required	\$100	1-2
(3) One (1) or two (2) dwelling units	\$100	1-2
(4) Three (3) to twelve (12) dwelling units	\$200	3-5
(5) Day nursery or home occupation	\$50	1

§30-1020.4. Certificate of zoning compliance

TYPE	INITIAL	HOURS
(6) Church or other place of worship or private school	\$200	3-5
(7) Wireless communications facility	\$500	8-14
(8) Short-term rental, valid for two (2) years	\$600	10-17
(9) Other uses, less than or equal to five thousand (5,000) square feet	\$300	5-8
(10) Other uses, greater than five thousand (5,000) square feet	\$600	10-17

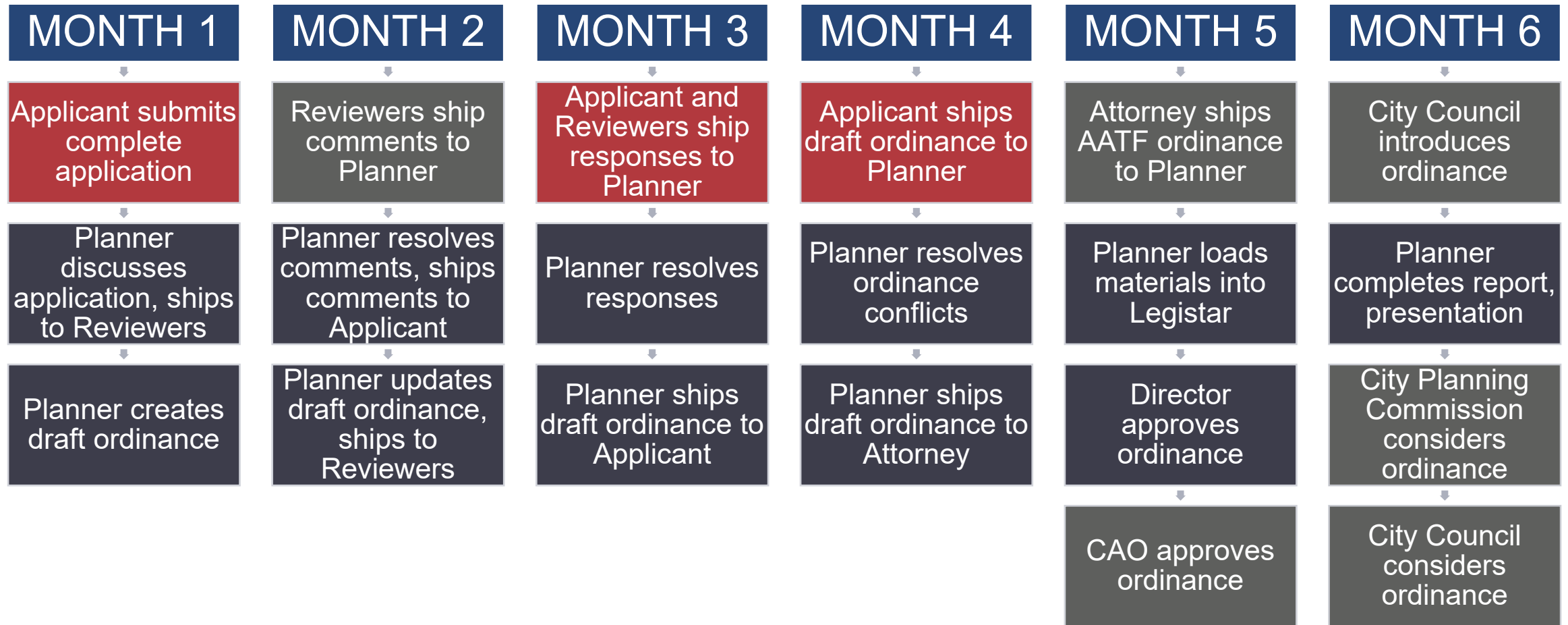
§30-1020.5. Zoning confirmation letter

§30-1020.5. Zoning confirmation letter

TYPE	INITIAL	HOURS
(1) One (1) or two (2) dwelling units	\$100	1-2
(2) Three (3) to twelve (12) dwelling units	\$200	3-5
(3) Day nursery or home occupation	\$50	1
(4) Church or other place of worship or private school	\$200	3-5
(5) Other uses, less than or equal to five thousand (5,000) square feet	\$300	5-8
(6) Other uses, greater than five thousand (5,000) square feet	\$600	10-17
(7) Buildable lot letter	\$300	5-8
(8) Expedited application, which shall be processed within 5 business days	\$600	10-17

§30-1050.6. Special use permit

How do we rezone (or SUP) a parcel?



§30-1050.6. Special use permit

TYPE	INITIAL	HOURS	AMEND	HOURS
(1) sign, patio, fence, wall, or other improvement that is not a building or structure	\$400	7-11	\$200	3-5
(2) principal use of 1 or 2 dwelling units, excluding short-term rental uses	\$400	7-11	\$200	3-5
(3) principal use of 3 to 12 dwelling units, excluding short-term rental uses	\$800	14-23	\$400	7-11
(4) day nursery or outdoor dining uses, ≤ 5,000 square feet and ≤ 3 stories	\$400	7-11	\$200	3-5

§30-1050.6. Special use permit

TYPE	INITIAL	HOURS	AMEND	HOURS
(5) adult care residence, adult day care facility, emergency housing, permanent supportive housing, social service delivery, and transitional housing uses, ≤ 5,000 square feet and ≤ 3 stories	\$800	14-23	\$400	7-11
(6) adult care residence, adult day care facility, emergency housing, permanent supportive housing, social service delivery, and transitional housing uses, > 5,000 square feet or > 3 stories	\$1,200	21-35	\$600	10-17
(7) other uses, ≤ 5,000 square feet and ≤ 3 stories	\$2,400	42-70	\$1,200	21-35
(8) other uses, > 5,000 square feet or > 3 stories	\$3,600	63-105	\$1,800	31-52

What is our recommendation

To recommend the City Council adopt increases to certain fees for certificates of appropriateness, certificates of zoning compliance, zoning confirmation letters, and other filing fees set forth in ch. 30 of the City Code, concerning zoning, for the fiscal year commencing Jul.1, 2024, and ending Jun. 30, 2025, and to appropriate the estimated revenues for such fiscal year for the objects and purposes stated in such budget.

Questions and discussion