

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: 3406 E. BROAD ST. Date: NOV 26, 2019  
 Tax Map #: E0000974021 Fee: \$300,-  
 Total area of affected site in acres: 0.7

(See **page 6** for fee schedule, please make check payable to the "City of Richmond")**Zoning**Current Zoning: R8Existing Use: RESIDENTIAL LOT C**Proposed Use**

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

CONVERT BASEMENT TO 2 BEDROOM APARTMENT SEE ATTACHED DESCRIPTION  
 Existing Use: SINGLE FAMILY HOUSE.

Is this property subject to any previous land use cases?

Yes

No

☐
☒

If Yes, please list the Ordinance Number: \_\_\_\_\_

**Applicant/Contact Person:**

UJWALA WAREK  
 Company: \_\_\_\_\_  
 Mailing Address: 3406 EAST BROAD ST.  
 City: RICHMOND State: VA Zip Code: 23223  
 Telephone: (804) 381 8111 Fax: ( )  
 Email: UWAREK@GMAIL.COM

**Property Owner:**

UJWALA WAREK  
 If Business Entity, name and title of authorized signee: -

(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: 3406 E. BROAD ST.  
 City: RICHMOND State: VA Zip Code: 23223  
 Telephone: (804) 381 8111 Fax: ( )  
 Email: UWAREK@GMAIL.COM

**Property Owner Signature:**

Ujwala Warek

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)



To:

Richmond City

Dept. Of Planning and Development Review

Land Use Administration Division

9000 E. Broad St. room 511

Richmond, VA 23219

November 26, 2019

Attn: Mr. Jonathan Brown

Senior Planner

Ref.: Application for Special Use Permit – Proposed Use

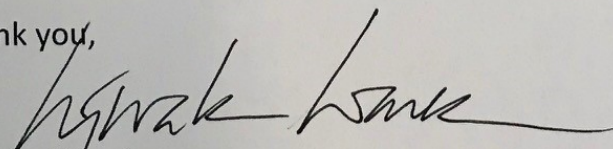
Ujwala Warek; 3406 E. Broad street, Richmond VA 23223

I am applying for a "Special Use Permit" to convert the basement of my house at 3406 E. Broad St., Richmond, VA 23223 into a 2-bedroom apartment for renting out to my children (or to others) as an income source and for future for use for myself if/when climbing staircases become a challenge as age progresses.

The apartment renovations will be inside the house and no changes will be made to the exterior of the house. The house is historic and beautiful. I have already spent a fortune restoring the house and I plan to invest in the house further to enhance the charm and value of the house and that of Churchill. Entrance to the apartment will be from the back garden and alley. A couple of the houses near my house have such a similar set-up.

I believe this will add to the ambience of the house and locality and I am looking forward to getting started on this project. If you have any further questions, please let me know via email [uwarek@gmail.com](mailto:uwarek@gmail.com) or call me on my cell phone at (804) 381 8111.

Thank you,



Ujwala Warek

To:  
Richmond City  
Dept. Of Planning and Development Review  
Land Use Administration Division  
9000 E. Broad St. room 511  
Richmond, VA 23219

November 26, 2019

Attn: Mr. Jonathan Brown  
Senior Planner

Ref.: Applicant's Report for Special Use Permit – Applicant's Report  
Ujwala Warek; 3406 E. Broad street, Richmond VA 23223

This letter is to state that the "Special Use Permit" to convert the basement of my house at 3406 E. Broad St., Richmond, VA 23223 into a 2-bedroom apartment for renting out to my children (or to others) as an income source and/or for future for use for myself if/when climbing staircases become a challenge as age progresses **WILL NOT**:

- a. Be detrimental to the safety, health, morals and general welfare of the community involved  
***The use of the apartment is meant responsible adults like myself, my children and families***
- b. Tend to create congestion in streets, roads, alleys and other public ways and places in the area involved  
***There is ample street parking in this area on Broad street near the park as well as the side streets***
- c. Create hazards from fire, panic, or other dangers  
***All construction will be to code to meet the requirements***
- d. Tend to cause overcrowding of land and an undue concentration of population  
***The 2-bedroom apartment if rented out will comfortably house four people and I do not believe will cause an overflow of population in the area. In most cases there will be my two children living there who currently otherwise reside with me in the house***
- e. Adversely affect or interfere with public or private school, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements  
***All construction will be to code to meet the requirements about water supplies and sewage disposal, conveniences and improvements. Transportation will be with private vehicles and will not affect the public services***
- f. Interfere with adequate light and air  
***All construction will be to code to meet the requirements. There will be no negative effect on the public***

The apartment will be designed to have the capacity to run of a separate meter in the future. At present it will run off the same meter as the house. I sincerely believe this will add to the ambience of the house and locality and I am looking forward to getting started on this project.

Thank you,  
Ujwala Warek