



## 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: \_\_\_\_\_ Date: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Fee: \_\_\_\_\_

Total area of affected site in acres: \_\_\_\_\_

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

### Zoning

Current Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

### Proposed Use

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

Existing Use: \_\_\_\_\_

Is this property subject to any previous land use cases?

Yes ☐ No ☐ If Yes, please list the Ordinance Number: \_\_\_\_\_

### Applicant/Contact Person:

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner:

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: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_(\_\_\_\_\_) \_\_\_\_\_ Fax: \_(\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner 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)

## *SPECIAL USE PERMIT - APPLICANT REPORT*

*The proposed use for this application is to request the carriage house on the property of 3310 E Broad Street be considered for use as a single family detached dwelling applicable for both short term and long term rental usage.*

*In speaking with surrounding neighbors, and the neighborhood civic group, Church Hill Association, all parties have reviewed preliminary plans and are in agreement that the proposed special use Zoning will in no way be a health or safety risk for the community. The proposed plan provides for a parking space on the property and will not negatively impact any services or resources which include schools, parks, playgrounds, water supplies, sewage disposal, transportation.*

*The carriage house renovation will improve alley safety with the inclusion of proper lighting and motion sensor cameras. The zoning request is in line with the nature of zoning in the surrounding block which is a mixture of single family owner occupied, multi family long term rentals, and multi family short term rental units. Included are two letters of support for this proposed project.*

*Thank you for your consideration*