



CITY OF RICHMOND URBAN DESIGN COMMITTEE

APPLICATION COVER SHEET

I. Application Information

PLEASE PRINT OR TYPE

For Review: (check one)

- Addition to Existing Structure(s)
- Alteration to Existing Structure(s)
- New Construction
- Encroachment

- Site Amenity
- Master Plan
- CUP
- Sign/Banner
- Other

Urban Design Committee Meeting Date: _____

Review Type: _____ Conceptual _____ Final

Project Name: _____

Project Address: _____

Brief Project Description: _____

II. Applicant Information

Name: _____ Phone: _____

Firm/Agency: _____ Fax: _____

E-Mail Address: _____

Address: _____

Sponsoring City Agency: _____

Agency Staff: _____ Phone: _____

OFFICE USE ONLY

UDC# _____ Review Date: _____ Review Type: _____

UDC Recommendation: _____

CPC Review Date: _____ CPC Recommendation: _____



CITY OF RICHMOND URBAN DESIGN COMMITTEE

APPLICATION PROCEDURE

A. FILING

Applications to the Urban Design Committee (UDC) are filed with the Department of Community Development, Comprehensive Planning Division, located in Room 510 of City Hall, 900 East Broad Street, Richmond, Virginia 23219. Applicants are encouraged to submit applications two to three days prior to the deadline and to have their applications reviewed by staff for completeness. Meetings with staff throughout the design process are recommended. Large or complex development projects should be reviewed by the UDC at both the conceptual and final design review levels.

B. DEADLINES

All applications and support material must be filed no later than 2 1/2 weeks prior to the scheduled meeting date of the UDC. Please refer to published meeting dates as actual deadlines are adjusted due to City holidays. Late or incomplete submissions may be deferred to the next meeting. Meetings are normally scheduled for the Thursday after the first Monday of each month at 10:00 a.m. in the fifth floor conference room of City Hall.

C. SUBMISSION REQUIREMENTS

All applications must include the attached cover sheet and the following support materials, as applicable:

I. For Conceptual Review:

- (a) A detailed project description 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).
- (b) A letter of zoning compliance from the City's Zoning Administrator.
- (c) 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.
- (d) A set of floor plans and elevations, as detailed as possible.
- (e) A landscaping plan which shows the general location and character of plant materials and notes any existing trees to be removed.

II. For Final Review:

- (a) A detailed project description 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).
- (b) A letter of zoning compliance from the City's Zoning Administrator.

- (c) The site plan for the project, indicating building footprints, parking areas, sidewalks, recreation areas, open areas and areas of future expansion.
- (d) A set of elevations with proposed colors, materials and finishes indicated on the elevations.
- (e) 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.
- (f) 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.
- (g) 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.

NOTE: One (1) application coversheet and twenty-six (26) copies of all support materials must be submitted; twelve (12) copies are provided to the UDC and fourteen (14) copies are forwarded to the City Planning Commission staff. Only twelve (12) copies are needed for administrative encroachment applications. Copies should not be larger than 11" by 17", and if reductions of larger drawings must still be legible. For presentation purposes, larger size drawings are desirable. The site plan should be mounted on board and color-coded to show site characteristics; a set of elevation drawings should be mounted and colored to match the proposed colors as closely as possible.

D. DEPARTMENTAL REVIEW AND PROCESSING

Once an application is received, it is reviewed by staff, and the results of the review are incorporated into a staff report that is sent to the UDC. A copy of this document may be obtained prior to the Committee's meeting. The applicant or a representative should be present at the UDC meeting 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 agency and the applicant are not the same). Once the UDC recommends action on the application, it is automatically placed on the next City Planning Commission (CPC) agenda. An exception to this is administrative encroachments, recommendations for which are forwarded to the Department of Public Works. The applicant or a representative must be present at the CPC meeting or the application may be deferred to the next regularly scheduled meeting.

NOTE: It is important that the applicant discuss the proposal with appropriate City agencies, the City Zoning Administration staff, and area civic associations and residents prior to filing the application.

For further information or assistance with any of the above items, please contact the Planning and Preservation Division at (phone) 646-6335 or (fax) 646-5789. The mailing address is: Department of Community Development, Planning & Preservation Division, City Hall, Room 510, Richmond VA 23219. Inquiries may also be sent via e-mail to DCDCOMPPLAN@RICHMONDGOV.COM. Information about the UDC, the application and instructions are also available at the City of Richmond website, richmondgov.com/departments/communitydev/udc.aspx