



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

### 2019-2020 CITY OF RICHMOND BOARD OF ZONING APPEALS \* Meeting & Filing Schedule \*

BZA MEETING	FILING DEADLINE: (IN ZONING OFFICE)	STAFF REVIEW MEETING
January 2, 2019	November 16, 2018	November 26, 2018
February 6, 2019	December 14, 2018	December 21, 2018*
March 6, 2019	January 18, 2019	January 28, 2019
April 3, 2019	February 15, 2019	February 25, 2019
May 1, 2019	March 15, 2019	March 25, 2019
June 5, 2019	April 12, 2019	April 22, 2019
July 3, 2019	May 17, 2019	May 28, 2019*
August 7, 2019	June 14, 2019	June 24, 2019
September 4, 2019	July 19, 2019	July 29, 2019
October 2, 2019	August 16, 2019	August 29, 2019
November 6, 2019	September 13, 2019	September 23, 2019
December 4, 2019	October 18, 2019	October 28, 2019
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January 2, 2020**	November 15, 2019	November 25, 2019
February 5, 2020	December 13, 2019	December 23, 2019

**BZA Meetings are held the 1<sup>st</sup> Wednesday of each month and begin promptly at 1:00 PM.**  
**\*\* NOTE: The January 2020 BZA meeting date is amended due to the January 1<sup>st</sup> holiday.**

**Applications shall be processed for docketing with the Board once the following are submitted:**

- *Application form (Certificate of Occupancy/Zoning Compliance, building permit, sign permit, etc.)*
- *Required plans (survey/site plan, floor plan(s) and elevation drawing(s)).*
- *Signed instruction pamphlet.*
- *Other information, as applicable.*
- *Required fee.*

A \$175.00 fee is required for any application involving single- or 2-family dwellings.  
 A \$550.00 fee is required for any application involving all other uses.  
 A \$250.00 fee is required to appeal a decision of the Zoning Administrator.  
 A \$750 fee is required for any use where a zoning violation resulted from construction not in compliance with the approved plans.