



Zoning Administration

Zoning Administration is responsible for processing applications and providing assistance to the public, developers and other City agencies regarding zoning and other land development issues.

Location and Contact Information:

900 East Broad Street
City Hall, Room 110
Richmond, Virginia 23219
E-mail: DCDZoningAdministration@richmondgov.com

Main Number (804) 646-6340

William Davidson	Zoning Administrator	646-6353
Neil Brooks	Planner II	646-6356
David Duckhardt	Planner II	646-6917
Rashad Gresham	Planner II	646-6970
Michelle Peters	Planner II	646-6354
Gary Burton	Zoning Officer	646-6923
Angela Greene	Zoning Officer	646-6701
James Harrington	Zoning Officer	646-6941
Terry Hensley	Zoning Officer	646-3726
Paul Rogerson	Zoning Officer	646-6493
Cheryl Taylor	Zoning Officer	646-4088
Virginia Maddox	Senior Customer Service Representative	646-6340

Other Important Numbers:

Roy Benbow	Secretary to the Board of Zoning Appeals (BZA)	646-3409
James Hill	Secretary to the Commission of Architectural Review (CAR)	646-6313
Tyler Potterfield	Secretary to the Urban Design Committee (UDC)	646-6309
Lory Markham	Secretary to the City Planning Commission (CPC)	646-5207
Ray Abbasi	Commissioner of Buildings	646-7483

Zoning Division duties include:

Permit Review & Approvals -

- Review of all *building permit (BP)* and sign applications to ensure code compliance with the City's Zoning Ordinance.
- Review of *Certificate of Occupancy (CO)* applications and inspects development for conformance with regulations for issuance.
- Process Administrative Variance requests and approvals.
- Conducts intra- and inter-agency review of projects for *Commission of Architectural Review (CAR)*, *City Planning Commission (CPC)*, and *Urban Design Committee (UDC)* approval.
- Review of electrical permits for exterior parking lot lighting.
- Review of trade and tank permits for properties in historical areas involving exterior elements that are visible from the public right-of-way.
- Review of plumbing permits for adding plumbing fixtures in accessory structures or plumbing fixtures that might create a second kitchen in a single-family dwelling.
- Review of applications involving exterior work, including paint color, located in a *City Old & Historic District*.
- Review of *Work-in-Street (WISP)* and Land Disturbance permit applications.

Small Business Coordination -

Assists small businesses in obtaining necessary approval(s) to begin operation and facilitates the obtaining of business license approval, including review and issuance of *Home Occupation* approvals. Assists the *Office of Minority Business Development (OMBD)* by providing staff support to small and minority business owners in developing business and marketing plans, preparing finance strategies and negotiating the bid process.

Zoning Advice and Analysis -

Provides over-the-counter assistance to walk-in customers, and answers telephone inquires from the public. Provides inter-agency support and analysis regarding zoning information and other development issues, including:

- Subdivision of land;
- *Special and Conditional Use Permits*;
- *Plan of Developments (POD's)*;
- Re-zoning and other land use approvals; and,
- Zoning text amendments, updates and studies.

Zoning Confirmation Requests -

Reviews Certificate of Zoning Compliance (CZC) and Zoning Confirmation Letter requests to ensure development has been completed and is maintained in conformance with requirements.

Board of Zoning Appeals -

Provides staff support and coordinates and prepares necessary documentation for monthly Board of Zoning Appeals (BZA) agendas for Variances, Special Exceptions and appeals of decisions of the Zoning Administrator.

Code Enforcement –

Investigates complaints from the public, City Administration and City council on zoning violations and takes appropriate action to seek voluntary compliance of zoning regulations or initiates court proceedings to force compliance.

State and City Agency Reviews –

Provides assistance, review and approval for State of Virginia and other City agencies regarding development and licensing issues, including:

- Department of Motor Vehicle (DMV) license review and approvals;
- Virginia Department of Transportation (VDOT) permit review and approvals;
- Virginia Department of Environmental Quality (DEQ) project reviews and approvals;
- Virginia Department of Social Services (DSS) license review and approvals
- Virginia Department of Mental health, Mental Retardation and Substance Abuse Services (DMHMRSAS) license review and approvals
- Alcohol Beverage Control (ABC) license review and approvals;
- Department of Public Works (DPW) review and approval for Work-in-Street Permit (WISP), land disturbance, encroachment permit, street widening and other right-of-way enhancements and projects; and,
- Department of Real Estate Services (DRES) review of tax sale properties.

Zoning Ordinance & Zoning Web-Page Maintenance –

Provides updates to the Zoning Ordinance documents upon adoption of amendments and provides and updates information on the Zoning Administration web-page.

Costs of Zoning Services:

Zoning Permits –

Home occupation	\$50
One- or 2-family dwellings	\$50
Private elementary or Secondary school	\$50
Church or other place of worship	\$50
Day nursery	\$50
Adult day care facility	\$50
Multifamily dwelling (3-10 Units)	\$100
Multifamily dwelling (11+ Units)	\$200
Commercial or industrial use (5,000 square feet or less)	\$100
Commercial or industrial use (Over 5,000 square feet)	\$200
Adult care residence or lodginghouse	\$200
Uses not specified (“Lot splits”, determination of lot build-ability, etc.)	\$100

Zoning Board of Zoning Appeals (BZA)

Variance or Special Exception	
- Single or 2-family	\$150
- Multi-family or Commercial	\$500
- Violation Correction	\$750
Appeal	\$250
Continuance	\$150
Administrative Variance (Approvable by the Zoning Administrator)	\$100

Zoning Ordinance and Maps –

The Zoning Ordinance can be found on the City’s web page at: <http://municipalcodes.lexisnexis.com/codes/richmondva/ DATA/TITLE114/index.html>

Zoning Map Information is available at: <http://map.richmondgov.com/zoning/>