



## Application for URBAN DESIGN COMMITTEE Review

Department of Planning and Development Review  
Planning & Preservation Division  
900 E. Broad Street, Room 510  
Richmond, Virginia 23219  
(804) 646-6335

<http://www.richmondgov.com/CommitteeUrbanDesign>

### Application Type

- Addition/Alteration to Existing Structure  
 New Construction  
 Streetscape  
 Site Amenity

- Encroachment  
 Master Plan  
 Sign  
 Other

### Review Type

- Conceptual  
 Final

Project Name: Commerce Road Improvements

Project Address: Bells Road to Bellemeade Road

Brief Project Description (this is not a replacement for the required detailed narrative) : Roadway reconstruction to add a raised median, landscaping, storm sewer, curb & gutter, sidewalks, intersection improvements at Bellemeade, street trees, streetlights, bike lanes (Bells Rd to Bells Rd Connector), entrance improvements and aesthetic improvements throughout the corridor.

### Applicant Information

(on all applications other than encroachments, a City agency representative must be the applicant)

Name: Kevin Newcomb Email: kevin.newcomb@richmondgov.com

City Agency: DPW - CPM Phone: 804-646-1847

Address: 900 E. Broad Street, Rm 603

Main Contact (if different from Applicant): \_\_\_\_\_

Company: City of Richmond Phone: \_\_\_\_\_

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

### Submittal Deadlines

All applications and support materials must be filed no later than 21 days prior to the scheduled meeting of the Urban Design Committee (UDC). Please see the schedule on page 3 as actual deadlines are adjusted due to City holidays. **Late or incomplete submissions will be deferred to the next meeting.**

### Filing

Applications can be mailed or delivered to the attention of "Urban Design Committee" at the address listed at the top of this page. **It is important that the applicant discuss the proposal with appropriate City agencies, Zoning Administration staff, and area civic associations and residents prior to filing the application with the UDC.**

### UDC Background

The UDC is a ten member committee created by City Council in 1968 whose purpose is to advise the City Planning Commission on the design of projects on City property or right-of-way. The UDC provides advice of an aesthetic nature in connection with the performance of the duties of the Commission under Sections 17.05, 17.06 and 17.07 of the City Charter. The UDC also advises the Department of Public Works in regards to private encroachments in the public right-of-way.



## Application for URBAN DESIGN COMMITTEE Review

Department of Planning and Development Review  
Planning & Preservation Division  
900 E. Broad Street, Room 510  
Richmond, Virginia 23219  
(804) 646-6335

<http://www.richmondgov.com/CommitteeUrbanDesign>

### Submission Requirements

- 9 copies of the application cover sheet and all support materials (see below), unless the application is for an encroachment, in which case only 4 copies are required. Plan sheets should be 11" x 17", folded to 8 1/2" x 11". If it is not possible to scale plans to these dimensions, please provide one set of larger, scaled plans.
- An electronic copy (PDF preferred) of all application materials, which can be burned to disc, emailed, or delivered by FTP.

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

#### For Conceptual Review

- A detailed project narrative 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).
- 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.
- A set of floor plans and elevations, as detailed as possible.
- A landscaping plan which shows the general location and character of plant materials and notes any existing tree to be removed.

#### For Final Review

- A detailed project narrative 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).
- 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.
- A set of floor plans and elevations, as detailed as possible.
- 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.
- 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.
- 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.

### Review and Processing

Once an application is received, it is reviewed by staff, who compile a report that is sent to the UDC. A copy of the report and the meeting agenda will be sent to the applicant prior to the 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 applicant and the representative are not the same). Once the UDC recommends action on the application, it is automatically placed on the agenda for the next City Planning Commission (CPC) meeting. An exception to this is encroachment applications, 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.



## Application for URBAN DESIGN COMMITTEE Review

Department of Planning and Development Review  
 Planning & Preservation Division  
 900 E. Broad Street, Room 510  
 Richmond, Virginia 23219  
 (804) 646-6335

<http://www.richmondgov.com/CommitteeUrbanDesign>

### MEETING SCHEDULE 2013-2014

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
December 5, 2013	November 14, 2013	January 6, 2014
January 9, 2014	December 19, 2013	January 21, 2014 <sup>1</sup>
February 6, 2014	January 16, 2014	February 18, 2014 <sup>2</sup>
March 6, 2014	February 13, 2014	March 17, 2014
April 10, 2014	March 20, 2014	April 21, 2014
May 8, 2014	April 17, 2014	May 19, 2014
June 5, 2014	May 15, 2014	June 16, 2014
July 10, 2014	June 19, 2014	July 21, 2014
August 7, 2014	July 17, 2014	September 2, 2014 <sup>3</sup>
September 4, 2014	August 14, 2014	September 15, 2014
October 9, 2014	September 18, 2014	October 20, 2014
November 6, 2014	October 16, 2014	November 17, 2014
December 4, 2014	November 11, 2014*	January 5, 2015

<sup>1</sup> Monday, January 20<sup>th</sup> is a City of Richmond Holiday

<sup>2</sup> Monday, February 17<sup>th</sup> is a City of Richmond Holiday

<sup>3</sup> Monday, September 1<sup>st</sup> is a City of Richmond Holiday

\* Moved forward to account for Thanksgiving Holiday Schedule

For further information or assistance, please contact the Planning and Preservation Division by phone at (804) 646-6335 or by email at [DCDCCompPlan@RichmondGov.com](mailto:DCDCCompPlan@RichmondGov.com).

Information about the UDC along with the application and meeting schedule is available at the City of Richmond website, <http://www.richmondgov.com/CommitteeUrbanDesign>



## Application for URBAN DESIGN COMMITTEE Review

Department of Planning and Development Review  
 Planning & Preservation Division  
 900 E. Broad Street, Room 510  
 Richmond, Virginia 23219  
 (804) 646-6335

<http://www.richmondgov.com/CommitteeUrbanDesign>

### MEETING SCHEDULE 2014-2015

UDC Meetings	UDC Submission Deadlines	Anticipated Date of Planning Commission Following the UDC Meeting
December 4, 2014	November 11, 2014*	January 5, 2015
January 8, 2015	December 11, 2014	January 20, 2015 <sup>1</sup>
February 5, 2015	January 15, 2015	February 17, 2015 <sup>2</sup>
March 5, 2015	February 12, 2015	March 16, 2015
April 9, 2015	March 19, 2015	April 20, 2015
May 7, 2015	April 16, 2015	May 18, 2015
June 4, 2015	May 14, 2015	June 15, 2015
July 9, 2015	June 18, 2015	July 20, 2015
August 6, 2015	July 16, 2015	September 8, 2015 <sup>3</sup>
September 10, 2015	August 20, 2015	September 21, 2015
October 8, 2015	September 17, 2015	October 19, 2015
November 5, 2015	October 15, 2015	November 16, 2015
December 10, 2015	November 12, 2015	January 4, 2016

<sup>1</sup> Monday, January 19<sup>th</sup> is a City of Richmond Holiday

<sup>2</sup> Monday, February 16<sup>th</sup> is a City of Richmond Holiday

<sup>3</sup> Monday, September 7<sup>th</sup> is a City of Richmond Holiday

\* Moved forward to account for Thanksgiving Holiday Schedule

For further information or assistance, please contact the Planning and Preservation Division by phone at (804) 646-6335 or by email at [DCDCCompPlan@RichmondGov.com](mailto:DCDCCompPlan@RichmondGov.com).

Information about the UDC along with the application and meeting schedule is available at the City of Richmond website, <http://www.richmondgov.com/CommitteeUrbanDesign>