



CONDITIONAL USE PERMIT - SMALL RECYCLING FACILITY
Application Submittal Checklist

The following materials are required at minimum in order to submit a conditional use permit application for a small recycling facility. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- WRITTEN AUTHORIZATION FROM A PROPERTY OR BUSINESS OWNER(S)**
- PROJECT DESCRIPTION**
 - Describe the subject property's existing use(s)
 - State whether the provider has any existing facilities at the subject property
 - Describe what is being proposed and list all of the related improvements
 - Explain why the permit is being sought; the reasons that the subject site is necessary to accomplish your objectives; and the reasons the proposed site is the most appropriate location.
- FACILITY LOCATION LIST** - Provide a table listing all of the locations where you currently have a small recycling facility within Richmond city limits. The spreadsheet must include columns for assessor parcel number, address, type of facility, and number of facilities.
- FACILITY LOCATION MAP** - Provide a map depicting the existing location and proposed location areas within a half-mile radius of the subject site. The map must show the proposed location area.
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
 - 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"
- TITLE SHEET** - Include:
 - Title block with the project name, address, assessor's parcel number and contact information
 - Project description with proposed scope of work
 - Vicinity map with north arrow, project location and major cross streets
- SITE PLAN** (1'-0" = 1/10" min. scale) - Show:
 - Property boundaries and dimensions
 - Footprints, dimensions and setbacks of existing/proposed structures
 - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
 - Easements and waterways, if any
- PHOTO EXHIBIT** - Provide an exhibit with several photos of the subject site and buildings on abutting properties. Label all photos with addresses. Photos may also be included as a separate sheet on the project plans.
- BUSINESS LICENSE** - Provide a copy of your business license pursuant to Richmond Municipal Code Chapter 7.04.

- PLANNING DIVISION USE -

Project:	Notes:
Location:	
Staff :	
Date:	