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.
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- PLANNING DIVISION USE -