



Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: Commonwealth Baptist Church, 700 Commonwealth Ave., Alexandria, VA, 22301

ZONE: R-5 **TAX MAP REFERENCE:** 53.03

APPLICANT'S INFORMATION:

Applicant: Valley Drive Preschool, Inc. Business/Trade Name: Valley Drive Preschool, Inc.

Address: 1719 N. Quaker Lane, Alexandria, VA 22302

Phone: 703-283-6462 Email: president@valleydrive.com

PROPOSED USE:

- Restaurant
- Day Care Center (in church or school building only)
- Outdoor Garden Center
- Outdoor Food and Crafts Market Center
- Overnight Pet Boarding (in shopping center only)
- Catering Business
- Light Auto Repair (industrial or flex space only)
- Valet Parking (King Street only)
- Outdoor Display (Mount Vernon Overlay only)

Please read and initial after the statement:

I have read and understand the requirements for the use for which I am applying and have attached the Worksheet for the use from the Guide for Administrative SUP Uses.

Signature: *Jessie Cox*

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interim features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give

dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of (property address) 700 Commonwealth Ave., for the purposes of operating a (use) child development center business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: Wallace B. Boswell Phone 703-548-8000

Address: 3520 Wilson Ave Email: ben@commonwealthbaptistchurch.org

Signature: Wallace B. Boswell Date: April 10th 2009

1. The applicant is the (check one):

- Owner
- Contract Purchaser
- Lessee or
- Other: _____

of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

- Yes. Provide proof of current City business license
- No. The agent shall obtain a business license prior to filing application, if required by the City Code.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

Valley Drive will operate a half day, morning preschool program for children ages 2 ½ to 5 years old.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	8:30am – 2:30pm
Tuesday	8:30am – 2:30pm
Wednesday	8:30am – 2:30pm
Thursday	8:30am – 2:30pm
Friday	8:30am – 2:30pm
Saturday	Closed
Sunday	Closed

4. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

Maximum of 44 students per day. Classes run from 9:00am – 12:00pm. After school programs may run to 2:00pm.

B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

Eight paid employees and 3 parent volunteers per day. Employees arrive at 8:30am and will depart by 2:30pm. Parent volunteers arrive at 8:45am and depart by 12:15pm.

5. A. How many parking spaces of each type are provided for the proposed use:

10 Standard and compact spaces (in private church lot).

2 Handicapped accessible spaces (on Commonwealth Ave).

_____ Other.

B. Please give the number of:

Parking spaces on-site: There are 21 spaces in the private church lot which will be shared by church employees, Valley Drive Preschool employees, and Abracadabra Day Care. The Abracadabra Day Care program also will use this lot for pick up and drop off for children in their program.

Parking spaces off-site: Street parking and the public commuter lot across from Commonwealth Baptist Church provide more than 80 spaces within one block of Commonwealth Baptist.

If the required parking will be located off-site, where will it be located?

Street parking on Commonwealth Ave and public commuter lot on corner of Commonwealth and West Chapman Avenue.

6. Please provide information regarding loading and unloading for the use:

- A. How many loading spaces are available for the use? N/A
- B. Where are off-street loading spaces located? N/A
- C. During what hours of the day do you expect loading/unloading operations to occur? N/A
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? N/A

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

N/A

APPLICANT'S SIGNATURE

Please read and initial each statement:

Initial: X THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Initial: _____ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Leslie J. Cox

Print Name of Applicant or Representative

Leslie J. Cox
Signature

4-15-09
Date

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address: 53 Skyhill Rd #104

Alexandria, VA 22314

Phone: 703 739-1513

Email: lesliejlong@hotmail.com

Fax: _____

DAY CARE IN A CHURCH OR SCHOOL BUILDING

PERMITS

and Before opening the facility, all required state, federal and local licenses and certificates must be obtained.

Have you already obtained your permits? No building permits are required.

Have you applied for permits? N/A – see above

Which permits have you applied for? None. Fire Marshall is aware of pending change of address and will inspect location after Admin SUP is acquired.

Have you contacted the Office of Early Childhood (703-838-0750)? Yes, and Virginia Department of State Licensing who will be inspecting the location after an SUP is issued.

DROP OFF AREA

There must be an area that is big enough where the children can be dropped off and picked up without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be? Valley Drive Preschool will use the entrance to Commonwealth Baptist Church located on the Commonwealth Avenue side. This is the 700 Block of Commonwealth Avenue.

How many cars will fit in the area at one time? There is space for approximately 10 vehicles (including 2 handicapped spaces) on Commonwealth immediately adjacent to the Valley Drive Preschool entrance. Approximately 10 cars will fit along Commonwealth immediately opposite the church. There is a 25 space public commuter lot on the corner opposite from the church (at the intersection of Commonwealth Avenue and West Chapman Street). There is space for another 20 vehicles along the 600 Block of Commonwealth Avenue as well as another 20 vehicles along the 800 Block of Commonwealth Avenue. There are marked crosswalks at the intersection of Commonwealth and West Chapman as well as at the intersection of Commonwealth and Masonic View.

The pick up/drop off area must be shown on the site plan which is part of the application.

PROTECTION FOR NEARBY HOMES

Choose a location that is far enough away from nearby homes and apartments so they will not be affected by the day care facility.

Where in the church or school building will the day care be located? Valley Drive Preschool classrooms will be located on the ground level of Commonwealth Baptist Church.

How large an area is proposed for day care? There is an area of more than 3650 square feet available for Valley Drive Preschool. This area includes classrooms, multipurpose rooms, restrooms, storage facilities, kitchen facilities and hallways.

The location must be shown on the site plan which is part of the application.

What steps will be taken to buffer the day care from nearby residences? Commonwealth Baptist Church is bordered by Commonwealth Ave and a 20 foot deep side garden to the east. The church is bounded by West Chapman Street and a 25 foot deep side garden to the south, a 95 foot wide parking lot to the west, and by Masonic View Avenue and a 100 foot playground to the north. Immediately adjacent to the playground is Abracadabra daycare, not a private residence.

