

APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

| [] Chang | e of Ownership | [] Minor Am | e n d m e n t |
|---|--|---|---|
| [must use black ink or type] | | | |
| PROPERTY LOCATION: | | | |
| TAX MAP REFERENCE: | | | ZONE: |
| APPLICANT | | | |
| Name: | | | |
| Address: | | | |
| PROPERTY OWNER | | | |
| Name: | | | |
| Address: | | | |
| SITE USE: | | | |
| Business Name: Current: | | Proposed (if cha | anging): |
| [] THE UNDERSIGNED here the provisions of Article XI, Division A, | • • • • | | n 0 wnership, in accordance with e of City of Alexandria, Virginia. |
| provisions of Article XI, Division A, Se | eby applies for a Special L ction 11-509 and 11-511 o ving obtained permission that all of the information h | Ise Permit for Minor Am f the 1992 Zoning Ordina from the property owner, nerein required to be furn | nendment, in accordance with the ance of City of Alexandria, Virginia. hereby requests this special use |
| sometime about to the book of the | nor miomodgo dna bollor | | |
| Print Name of Applicant or Agent | | Signature | |
| Mailing/Street Address | : | Telephone # | Fax # |
| City and State Zip C | ode I | Email address | |
| | ī | Date | |
| D 0 | NOT WRITE IN THIS SP | ACE - OFFICE USE ON | ILY |
| Application Received: | | Fee Paid: \$ | |
| Legal advertisement: | | ACTION OF CONTRACT | |
| ACTION - PLANNING COMMISSION | | ACTION - CITY COLINCIL: | |

| S | necial | Use | Permit | # | |
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| • | poorar | 000 | 1 01 11111 | " | |

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

| 1. | | | = | use permit ap | - | the subje | ct use. | |
|-------|-----------------|--------------|-------------|--|---------------|---------------|---------------------------------------|----------------|
| | | | | / | | | | |
| | Date approve | | | year | _ | | | |
| | Name of app | licant on mo | st recent s | pecial use permit | : | | · · · · · · · · · · · · · · · · · · · | |
| | Use | | | | | | | |
| opera | ning and Zoning | can underst | and the nat | the existing of ture of the changer of employees, | e in operatio | n; include in | formation rega | ording type of |
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| 3. Describe any proposed <i>changes</i> to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary) | |
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| Jacariha any proposad | ohangaa ta tha | oonditions | of the ence | ial waa narm | :+. |
|---|---------------------|---------------|---------------|----------------|-------------|
| Describe any proposed | changes to the | CONUITIONS | or the spec | iai use periii | IL. |
| | | | | | |
| | | | | | |
| Are the hours of operatives, list the current hours | | | Yes _ | No | |
| Current Hours: | | Prop | oosed Hours: | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Will the number of emp | | | | No | |
| Current Number of Employe | es: | Prop | oosed Number | of Employees: | |
| | | | | | |
| Nill there be any renov | ations or new | equipment | for the busi | ness? | _Yes |
| f yes, describe the type of r | enovations and/or l | ist any new e | quipment prop | osed. | |
| | | | | | |
| | | | | | |

Special Use Permit #___

| | | 0 No. 1 |
|--|--|--|
| If yes, how many spaces, and | vided for your customers d where are they located? | ? res no |
| f yes, describe the current nu | mber of seats or patrons serve | or patrons served?Yes ed and the proposed number of se type (i.e. bar stools, seats at tables |
| Current: | Pro | pposed: |
| | | |
| f yes, attach drawings showi | | space requested?Yesuts. In both cases, include the floored/or office spaces. |
| If yes, attach drawings showing devoted to uses, i.e. storage and there a proposed increases there and the storage and the sto | ng existing and proposed layou area, customer service area, ar ase in the building area dev | uts. In both cases, include the floo |
| If yes, attach drawings showing devoted to uses, i.e. storage and there a proposed increases there and the storage and the sto | ng existing and proposed layou area, customer service area, ar ase in the building area dev amount of building area and the | uts. In both cases, include the floor ind/or office spaces. Toted to the business?Ye |
| If yes, attach drawings showing devoted to uses, i.e. storage and the storage | ng existing and proposed layouarea, customer service area, areas in the building area devimount of building area and the | uts. In both cases, include the floor ind/or office spaces. Toted to the business?Yes proposed amount of building area. |

Special Use Permit #____

| Special Use Permit # | Special | Use | Permit | # |
|----------------------|---------|-----|--------|---|
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17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

| Please provide ownership information here: | | | | | | | |
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FOR YOUR INFORMATION

Special Use Permits Eligible for Administrative Approval

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

Special Use Permit for Change of Ownership

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will to continue to comply with the special use permit conditions.

Special Use Permit for Minor Amendment

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

Approval Process

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council members. If the Director determines that the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

PROCESS FLOW CHART: Change of Ownership SUP

