



# Administrative Special Use Permit Application

Department of Planning & Zoning  
301 King Street, Room 2100, Alexandria, Virginia 22314  
Phone: 703.746.4666 | [www.alexandriava.gov/planning](http://www.alexandriava.gov/planning)

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**PROPERTY LOCATION:** 3205 Colvin St Alexandria VA 22314

**ZONE:** I

**TAX MAP REFERENCE:** 061.04-01-03

## APPLICANT'S INFORMATION:

**Applicant:** Ray Baskerville

**Business/Trade Name:** Total Package Auto LLC

**Address:** 108 Equest Dr, Canton GA 30115

**Phone:** 7039306440

**Email:** [justemailray@gmail.com](mailto:justemailray@gmail.com)

## PROPOSED USE:

- |   |   |
|---|---|
| Animal Care with Overnight Accommodations | Massage Establishment                                       |
| ✓ Auto Trailer Rental or Sales            | Outdoor Dining (Other than King Street Outdoor Dining Area) |
| Catering Operation                        | Outdoor Food and Crafts Market                              |
| Child and Elder Care Homes                | Outdoor Garden Center                                       |
| Day Care Center                           | Outdoor Display   |
| Health and Athletic Club                  | Public School Trailers                                      |
| Light Assembly, Service, and Craft        | Restaurant  |
| Light Auto Repair                         | Valet Parking   |
| Live Theater                              | Vehicle Parking or Storage for More Than 20 Vehicles        |

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner, I hereby grant the applicant use of **3205 COLUEN ST ALEXANDRIA VA 22301** (property address), for the purposes of operating a **AUTO SALES** (USE) 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: James S. Schonberger  
for the Eugene Stein Trust

Phone: 703-628-0285

Address: 6 Sunset Drive; Ste. 1  
Alexandria, VA 22301

Email: tsiassociates1987@gmail.com

Signature: 

Date: July 24, 2023

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.

RAYMOND BASKERVILLE 100%

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?

N/A

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:

**Space to be used for Auto Sales. Our Business**

3. Please describe the proposed hours of operation:

Days                      Hours  
Daily

Or give hours for each day of the week

Monday      11-4  
Tuesday     11-4  
Wednesday By Appointment  
Thursday    By Appointment  
Friday        By Appointment  
Saturday    9-7  
Sunday        By Appointment

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).

**During operating hours, 1-2 customers (mon, tues, sat) periodically wed, thur, fri, sun from 9-7**

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

**During operating hours 2-3 employees, (mon, tues, sat) periodically wed, thur, fri, sun from 9-7**

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

23                      Standard and compact spaces  
1                        Handicapped accessible spaces  
Other

B. Please give the number of:

24 Parking spaces on-site

0 Parking spaces off-site

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

NA

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

A. How many loading spaces are available for the use?

NA

B. Where are off-street loading spaces located?

NA

C. During what hours of the day do you expect loading/unloading operations to occur?

NA

D. How frequently are loading/unloading operations expected to occur per day or per week?

NA

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:

NA

8. What is the square footage the use will be occupying?

NA square feet

**APPLICANT'S SIGNATURE**

Please read and initial each statement:

- 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.
- 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.
- THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff to visit, inspect, and photograph the building premises, land etc., connected with the application.

**Print Name of Applicant or Representative** Ray Baskerville

**Signature** 

**Date** 26 Jun 23

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:

Phone:

Email:

Fax:



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use Checklist**

**Application form**

**Application fee**

**Supplemental Worksheet for the following uses:**

**Catering Operation**

**Child or Elder Care Home**

**Day care Center**

**Light Automobile Repair, Auto & Trailer Rental or Sales, Vehicle Parking or Storage**

**Live Theater**

**Outdoor Dining**

**Outdoor Display**

**Outdoor Food and Crafts Market**

**Outdoor Garden Center**

**Valet Parking**

**Interior floor plan**

**Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)**

**Contextual site image**

**Show subject site, on-site parking area, surrounding buildings, cross streets**

**If applicable**

**Outdoor plan for outdoor uses**



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use**  
**Automobile Use Supplemental**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**STORAGE OF STRIPPED VEHICLES**



**Any junked, abandoned, or stripped vehicles must be parked or stored inside.**

Describe storage location for junked, abandoned or stripped vehicles?

N/A We will not house junked abandoned or stripped vehicles

**VEHICLE LOADING AND UNLOADING**



**All loading or unloading of vehicles must take place on private property, and not on the public right-of-way.**

Where on private property will vehicle loading take place?

If necessary, vehicles can be dropped off in our lot which is accessible to trailers and vehicle delivery trucks and free of public right of way

**DISCARDING OF VEHICLE PARTS**



**All debris or vehicle parts must be kept on private property, and not on the public right-of-way.**

Describe methods for keeping debris and vehicle parts off the public right-of-way?

N/A We do not have situations that require vehicle parts storage or debris from vehicles in the public right away

**VEHICLE PARKING**



**Vehicles must be displayed, parked, or stored on private property, and not on the public right-of-way.**

Where on private property will vehicles be displayed, parked or stored?

Vehicles will only be parked in assigned parking spaces on the property and not in the public right of way

**STORAGE AND DISPOSAL OF VEHICLE PARTS**



**All vehicle parts, tires, or other materials must be kept inside the building, in a dumpster or other suitable trash receptacle or enclosure.**

Describe the methods that will be used to ensure vehicle parts, tires and other materials are contained?

N/A We will not store any vehicle parts, tires or materials

**KEEPING THE BUILDING AND SITE CLEAN**



**The area around the building must be kept free of debris and maintained in an orderly and clean condition.**

How will you monitor the building and site to keep it clean?

We have constant staff on site to inspect the premises and ensure cleanliness. The success of our business depends on how our space is presented to our customers

**WASTE PRODUCTS**



**All waste products, including but not limited to, organic compounds (solvents), motor oils, and antifreeze must be disposed of following all local, state and federal ordinances or regulations. Waste products may not be discharged into the sanitary or storm sewers.**

What are the plans for disposing of waste products?

We rarely run into situations where we have solvents that need disposal, when we do, we ensure they are placed in the proper receptacle and are free from storm sewers

**BEST MANAGEMENT PRACTICES**



**You must follow the City of Alexandria Best Management Practices manual for automotive related industries. Contact the T&ES Environmental division at (703)519-3400 to obtain a copy of the manual.**

Have you reviewed the Best Management Practices manual?

What steps will you take to follow the Best Management Practices Manual?

I was able to review Best Management Practices information online since the number provided in this questions no longer works to order the manual

I will ensure we stay up to date with the information provided regarding automotive related industries and the environment



**CONTROLLING ODORS AND SMOKE**



**Odors, smoke and any other air pollution from operations at the site must be controlled to prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services.**

What equipment is included in the building to help control odors, smoke and air pollution?

We do not have materials that cause harmful odors, but we do have fans and proper extinguishing gear in the event something should persist that would require us to prevent pollution to neighbors

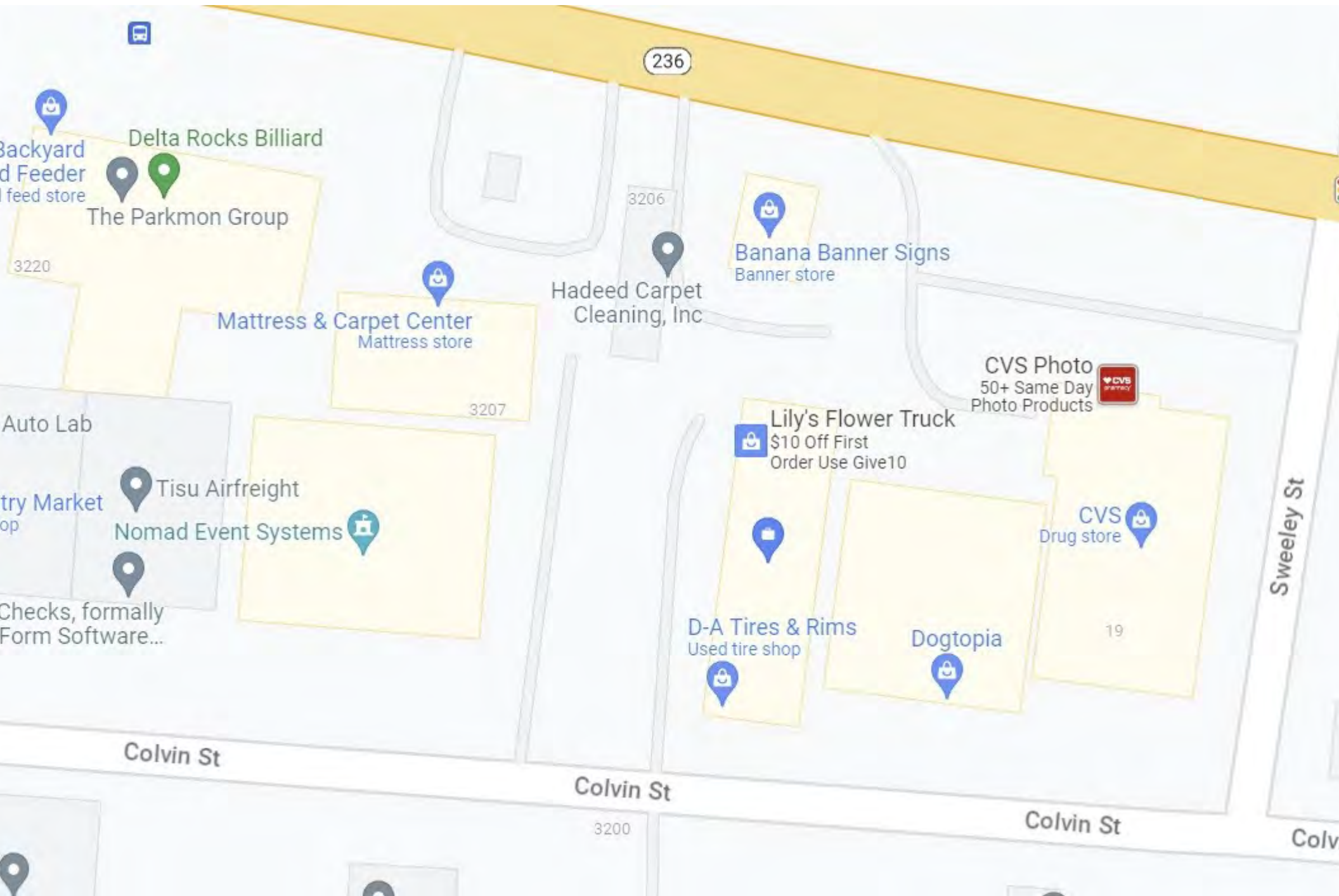
**CAR WASHING**



**Car wash discharges resulting from a commercial operation may not be discharged into a storm sewer. It is recommended that any car washing be done at a commercial car wash facility.**

Where will car washing take place?

Our cars are washed away from the property.



236

3206

3220

3207

3200

19

Sweeley St

Colvin St

Colvin St

Colvin St

Colv

Backyard  
d Feeder  
feed store

Delta Rocks Billiard

The Parkmon Group

Mattress & Carpet Center  
Mattress store

Hadeed Carpet  
Cleaning, Inc

Banana Banner Signs  
Banner store

CVS Photo  
50+ Same Day  
Photo Products

Lily's Flower Truck  
\$10 Off First  
Order Use Give10

D-A Tires & Rims  
Used tire shop

Dogtopia

CVS  
Drug store

Auto Lab

Tisu Airfreight

Nomad Event Systems

Checks, formally  
Form Software...

try Market  
op



















Virginia Labor Chapter 20  
United Brotherhood of Carpenters & Joiners of America  
THE LAW  
Job Safety and Health Protection