



# 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:

ZONE:

TAX MAP REFERENCE:

## APPLICANT'S INFORMATION:

Applicant:

Business/Trade Name:

Address:

Phone:

Email:

## PROPOSED USE:

Animal Care with Overnight  
Accommodations

Auto Trailer Rental or Sales

Catering Operation

Child and Elder Care Homes

Day Care Center

Health and Athletic Club

Light Assembly, Service, and Craft

Light Auto Repair

Live Theater

Massage Establishment

Outdoor Dining (Other than King Street Outdoor  
Dining Area)

Outdoor Food and Crafts Market

Outdoor Garden Center

Outdoor Display

Public School Trailers

Valet Parking

Vehicle Parking or Storage for More Than 20  
Vehicles

**Private School, Academic**

### PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of  
(property address), for the purposes of operating a School (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: Lana Hurdle Phone: 703-671-8557  
Chair, Trustees (church)  
Farmington United Methodist 703-965-9188 (Lana's)  
Address: 3900 King Street Email: lanahurdle@aol.com  
Alexandria, VA 22302  
Signature: [Signature] Date: 1/21/2024

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.

N/A - FUMC is 100% owner of the property

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:

3. Please describe the proposed hours of operation:

Days                      Hours

Daily

Or give hours for each day of the week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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).

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

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

Standard and compact spaces

Handicapped accessible spaces

Other

B. Please give the number of:

Parking spaces on-site

Parking spaces off-site

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

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

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

B. Where are off-street loading spaces located?

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

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

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:

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

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.

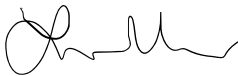
THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, 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

Signature



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:

Phone:

Email:

Fax:



## **Department of Planning & Zoning**

### **Administrative Special Use Permit New Use Checklist**

**Application form**

**Application fee**

**Supplemental Worksheet for the following uses:   Private School**

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



# FAIRLINGTON UNITED METHODIST CHURCH

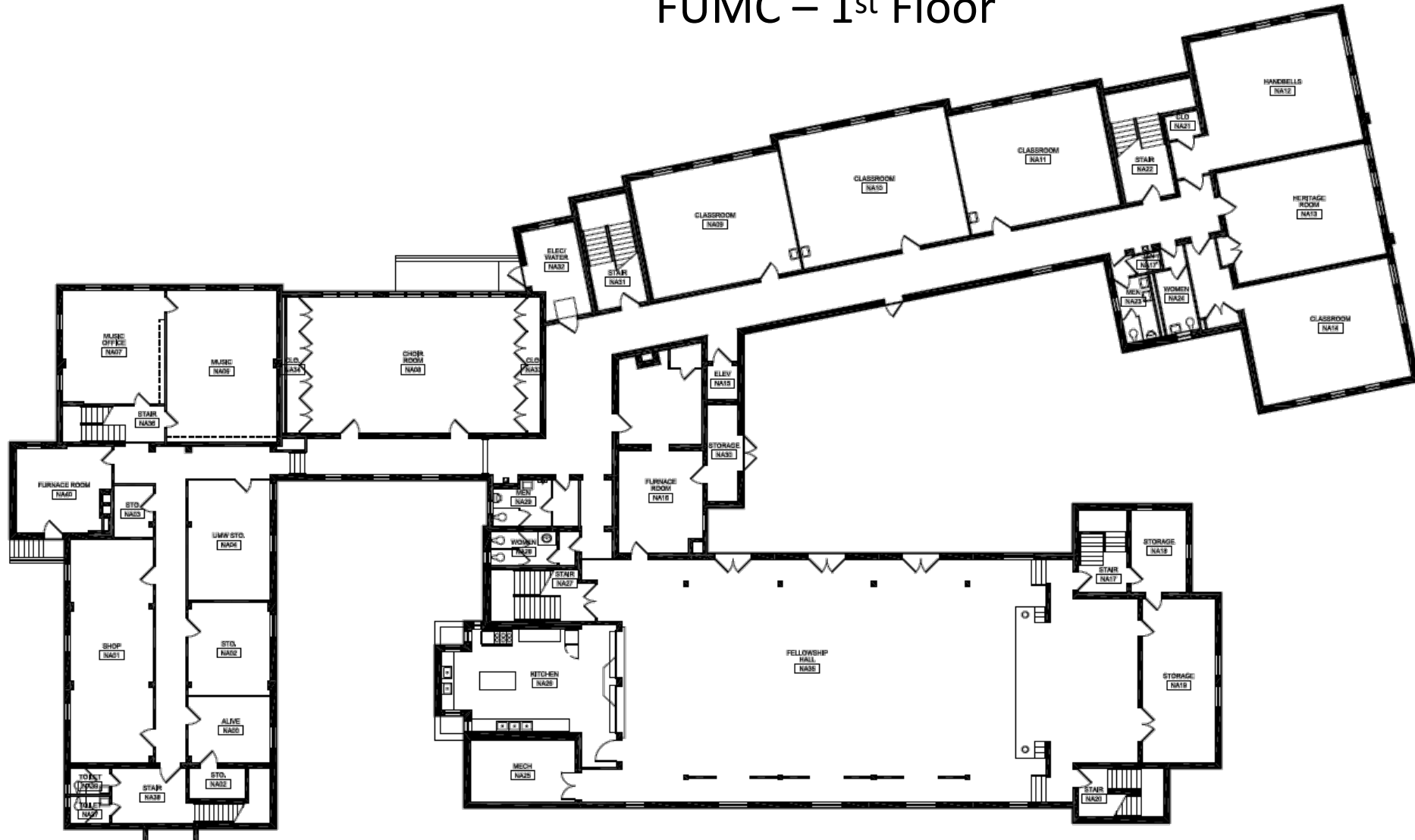
## EXISTING FLOOR PLANS

13 JULY 2017

LEMAY  
ERICKSON  
WILLCOX  
ARCHITECTS

0 16 32 64 FT.

### FUMC – 1<sup>st</sup> Floor





## EXISTING FLOOR PLANS

15 JULY 2017



**FUMC – 2nd Floor**

The floor plan shows the following rooms and areas:

- Classrooms:** CLASSROOM NA10, CLASSROOM NA11, CLASSROOM NA12, CLASSROOM NA13.
- Sanctuary:** A large central area with rows of pews, labeled SANCTUARY NA28.
- Offices:** PRESCHOOL OFFICE NA17, CHURCH OFFICE NA27, LEAD PASTOR NA29, ASSOCIATE PASTOR NA33, WORK ROOM NA31.
- Other Rooms:** NURSERY NA35, NURSERY NA36, CHAPEL NA40, PARLOR NA26, LIBRARY NA30, NARTEX NA32, SACRISTY NA34, CHANCEL NA27.
- Restrooms:** TOILET NA18, TOILET NA19, TOILET NA21, TOILET NA22, WOMEN NA23, MEN NA24.
- Stairwells:** STAIR NA16, STAIR NA12, STAIR NA13, STAIR NA38, STAIR NA39, STAIR NA41, STAIR NA42.
- Other Features:** ELEV NA25, CLO NA15, CLO NA16, CLO NA17, CLO NA18, CLO NA19, CLO NA20, CLO NA21, CLO NA22, CLO NA23, CLO NA24, CLO NA25, CLO NA26, CLO NA27, CLO NA28, CLO NA29, CLO NA30, CLO NA31, CLO NA32, CLO NA33, CLO NA34, CLO NA35, CLO NA36, CLO NA37, CLO NA38, CLO NA39, CLO NA40, CLO NA41, CLO NA42.





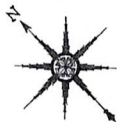
## EXISTING FLOOR PLANS

15 JULY 2017

LEMAY  
ERICKSON  
WILLCOX  
ARCHITECTS

# FUMC – 3rd Floor

The floor plan of the 3rd floor of FUMC is divided into several sections. The top right section contains a series of classrooms labeled NA10 through NA20. The middle section features a large 'HEAD START' room (NA21) and a 'STAIR NA22'. The bottom left section includes a 'YOUTH NA23' room, a 'KITCHENETTE NA24', and a 'STAIR NA25'. The bottom right section contains a 'YOUTH NA26' room, a 'STAIR NA27', and a 'YOUTH NA28' room. The bottom center section includes a 'YOUTH NA29' room, a 'STAIR NA30', and a 'YOUTH NA31' room. The bottom right section also features a 'YOUTH NA32' room, a 'STAIR NA33', and a 'YOUTH NA34' room. The bottom right section includes a 'YOUTH NA35' room, a 'STAIR NA36', and a 'YOUTH NA37' room. The bottom right section contains a 'YOUTH NA38' room, a 'STAIR NA39', and a 'YOUTH NA40' room. The bottom right section includes a 'YOUTH NA41' room, a 'STAIR NA42', and a 'YOUTH NA43' room. The bottom right section contains a 'YOUTH NA44' room, a 'STAIR NA45', and a 'YOUTH NA46' room. The bottom right section includes a 'YOUTH NA47' room, a 'STAIR NA48', and a 'YOUTH NA49' room. The bottom right section contains a 'YOUTH NA50' room, a 'STAIR NA51', and a 'YOUTH NA52' room. The bottom right section includes a 'YOUTH NA53' room, a 'STAIR NA54', and a 'YOUTH NA55' room. The bottom right section contains a 'YOUTH NA56' room, a 'STAIR NA57', and a 'YOUTH NA58' room. The bottom right section includes a 'YOUTH NA59' room, a 'STAIR NA60', and a 'YOUTH NA61' room. The bottom right section contains a 'YOUTH NA62' room, a 'STAIR NA63', and a 'YOUTH NA64' room. The bottom right section includes a 'YOUTH NA65' room, a 'STAIR NA66', and a 'YOUTH NA67' room. The bottom right section contains a 'YOUTH NA68' room, a 'STAIR NA69', and a 'YOUTH NA70' room. The bottom right section includes a 'YOUTH NA71' room, a 'STAIR NA72', and a 'YOUTH NA73' room. The bottom right section contains a 'YOUTH NA74' room, a 'STAIR NA75', and a 'YOUTH NA76' room. The bottom right section includes a 'YOUTH NA77' room, a 'STAIR NA78', and a 'YOUTH NA79' room. The bottom right section contains a 'YOUTH NA80' room, a 'STAIR NA81', and a 'YOUTH NA82' room. The bottom right section includes a 'YOUTH NA83' room, a 'STAIR NA84', and a 'YOUTH NA85' room. The bottom right section contains a 'YOUTH NA86' room, a 'STAIR NA87', and a 'YOUTH NA88' room. The bottom right section includes a 'YOUTH NA89' room, a 'STAIR NA90', and a 'YOUTH NA91' room. The bottom right section contains a 'YOUTH NA92' room, a 'STAIR NA93', and a 'YOUTH NA94' room. The bottom right section includes a 'YOUTH NA95' room, a 'STAIR NA96', and a 'YOUTH NA97' room. The bottom right section contains a 'YOUTH NA98' room, a 'STAIR NA99', and a 'YOUTH NA100' room.



ARLINGTON COUNTY  
CITY OF ALEXANDRIA

KING STREET - ROUTE 7

EXISTING BUILDING  
3360 KING STREET

N. VAN DORN STREET

2701 N. VAN DORN STREET

Pickup-Dropoff parking indicated in red (parents will proceed into the building at the entrance indicated by an arrow). Additional parking for staff and families available across the street (2701 N. Van Dorn St).



NOTE: PLAN INFORMATION SHOULD BE CONSIDERED AS APPROXIMATE AS IT HAS BEEN TAKEN FROM RECORD INFORMATION AND IS NOT BASED ON A SURVEY.

# FAIRLINGTON UNITED METHODIST CHURCH

SCALE: 1" = 30'