



DEPARTMENT OF  
**PLANNING & ZONING**

**MEMORANDUM to INDUSTRY NO. 27-04**

DATE: JUNE 3, 2026

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: <sup>RWK</sup> ROBERT KERNS, AICP, DIVISION CHIEF, DEPARTMENT OF  
PLANNING & ZONING

<sup>RF</sup> RYAN FREED, CLIMATE ACTION OFFICER, OFFICE OF CLIMATE  
ACTION

SUBJECT: 2026 GREEN BUILDING PLAN OPTION MATRIX

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Alexandria City Council adopted the Green Building Plan (the “Plan”) on February 21, 2026. Effective July 1, 2026, newly submitted Development Site Plan (DSP) and Development Special Use Permit (DSUP) Concept One submissions should conform with the Green Building Plan. The Green Building Plan Option Matrix describes the information to be submitted – and when the information should be submitted – for each of the Options in the Plan:

- **Option 1: Standard**
- **Option 2: Green Building Certifications**
- **Option 3: Affordable Housing**
- **Option 4: Small Projects** (Residential projects with 4 or fewer units or projects under 10,000 square foot gross floor area)
- **Option 5: Public Projects** (City-owned buildings, including Alexandria City Public Schools and major renovations of public facilities that require a Development Site Plan or a Development Special Use Permit)

For more information, reference the City of Alexandria's Green Building Plan here:  
[www.AlexandriaVA.gov/GreenBuilding](http://www.AlexandriaVA.gov/GreenBuilding)

**ATTACHMENTS:**

1. Green Building Matrix: Option 1 – Standard
2. Green Building Matrix: Option 2 – Green Building Certification
3. Green Building Matrix: Option 3 – Affordable Housing Projects
4. Green Building Matrix: Option 4 – Small Projects
5. Green Building Matrix: Option 5 – Public Projects

# Green Building Matrix: Option 1 – Standard

1. **Directions:** Provide information for each of the submissions indicated in the tables below. Table 1 is an overview of when in the development review process topic-related materials are required to be submitted. For Plan topic areas in Table 1 that require more than one submission (as indicated by a checkmark), each submission should build on the last by incorporating new information as the project design progresses. The final submission for each topic area should include all previously submitted information and reflect the current design of the project. Table 2 details the materials required per topic area.

**Table 1:**

|   | Concept 1 | Concept 2 | Preliminary Plan (Completeness) | Final Site Plan | Building Permit Submission | First Certificate of Occupancy | Final Certificate of Occupancy |
|---|-----------|-----------|---------------------------------|-----------------|----------------------------|--------------------------------|--------------------------------|
| <b>General</b>  | ✓         | ✓         |                                 |                 |                            |                                |                                |
| <b>Energy Use Intensity (EUI)</b> – see Plan page 18  |           | ✓         | ✓                               | ✓               | ✓                          |                                |                                |
| <b>Renewable Energy</b> – see Plan page 19            |           |           | ✓                               |                 |                            | ✓                              |                                |
| <b>Electrification</b> – see plan page 21             |           |           | ✓                               |                 |                            |                                |                                |
| <b>Energy &amp; Water Meters</b> – see plan page 21   |           |           |                                 | ✓               |                            |                                |                                |
| <b>Indoor Water Conservation</b> – see plan page 21   |           |           |                                 |                 |                            |                                | ✓                              |
| <b>Outdoor Water Conservation</b> – see Plan page 22  |           |           |                                 | ✓               |                            |                                |                                |
| <b>Energy-Efficient Appliances</b> – see Plan page 22 |           |           |                                 |                 |                            |                                | ✓                              |

|  |  |  |  |   |  |  |   |
|--|--|--|--|---|--|--|---|
| <b>EV Charging Infrastructure</b> – see Plan page 22 |  |  |  | ✓ |  |  |   |
| <b>Low Emitting Materials</b> – see Plan page 24     |  |  |  |   |  |  | ✓ |

**Table 2:**

| <b>Topic</b>                        | <b>Requirements</b>  | <b>Submission</b>   |
|-------------------------------------|--|---|
| <b>1. General</b>                   | Provide a narrative confirming plan requirements have been reviewed and will be met, conceptual energy modeling encouraged for Concept 1. Conceptual energy modeling is required for Concept 2.  | Concept 1 and Concept 2   |
| <b>2. EUI</b>                       | Provide the following: ( <i>Draft, list below might be updated</i> )<br>a. Energy Model Report (e.g., ASHRAE Standard 209)<br>b. Applicable Property Use Type/Types<br>c. Project Gross Floor Area (sq ft)<br>d. Project's Anticipated Total Annual Energy Use<br>i. Electricity (kWh/year)<br>ii. Natural Gas (therms/year)<br>e. Site EUI (kBtu/sf/year) | Concept 2, Preliminary Plan, Final Site Plan, and Building and Permit |
| <b>3. Renewable Energy</b>          | Provide one of the following:<br>Option 1: Onsite Renewable Energy Plan<br>Option 2: Clean Energy Fund in-lieu Calculation   | Preliminary Plan and First Certificate of Occupancy                   |
| <b>4. Electrification</b>           | Indicate all combustion uses onsite.   | Preliminary Plan  |
| <b>5. Energy and Water Meters</b>   | Meters (building-level and/or unit-level) are indicated on site plans:<br>a. Electric<br>b. Natural Gas (as applicable)<br>c. Water  | Final Site Plan   |
| <b>6. Indoor Water Conservation</b> | Provide a plumbing fixture schedule, specifications, manufacturer documentation or equivalent demonstrating fixtures meet the flush/flow rates and WaterSense-label requirements (as applicable).  | Final Certificate of Occupancy  |

|                                       |  |                                      |
|---------------------------------------|--|--------------------------------------|
| <b>7. Outdoor Water Conservation</b>  | Provide EPA's WaterSense Water Budget Tool indicating low flow irrigation or provide no permanently-installed irrigation system.   | Final Site Plan                      |
| <b>8. Energy-Efficient Appliances</b> | Provide an appliance schedule, specifications, manufacturer documentation or equivalent demonstrating newly installed appliances are ENERGY STAR labeled.  | Final Certificate of Occupancy       |
| <b>9. EV Charging Infrastructure</b>  | Provide the following: <ul style="list-style-type: none"> <li>a. Total Number of Parking Spaces</li> <li>b. Number of Parking Spaces with EV Chargers             <ul style="list-style-type: none"> <li>i. Parking spaces with Level 2 chargers</li> <li>ii. Parking spaces with Level 3 chargers (DC Fast Chargers)</li> </ul> </li> <li>c. Number of EV-charger Make-ready Parking Spaces             <ul style="list-style-type: none"> <li>i. Level 1 make ready parking spaces (multi-family only)</li> <li>ii. Level 2 make ready parking spaces</li> <li>iii. Level 3/DC Fast Charger make ready parking spaces</li> </ul> </li> </ul> | Preliminary Plan and Final Site Plan |
| <b>10. Low Emitting Materials</b>     | Provide one of following or equivalent: <ul style="list-style-type: none"> <li>a. Completed LEED v4.1 Low-Emitting Materials credit form</li> <li>b. Division 01 specifications with low emitting material requirements included</li> </ul>  | Final Certificate of Occupancy       |

**For questions:**

**Contact –** Dustin Smith, Green Building Manager at [dustin.smith@alexandriava.gov](mailto:dustin.smith@alexandriava.gov) , 571.447.7606

## Green Building Matrix: Option 2 – Green Building Certification

**Directions:** Provide information for each of the submissions indicated in the tables below. Table 1 is an overview of when in the development review process topic-related materials are required to be submitted. For Plan topic areas in Table 1 that require more than one submission (as indicated by a checkmark), each submission should build on the last by incorporating new information as the project design progresses. The final submission for each topic area should include all previously submitted information and reflect the current design of the project. Table 2 details the materials required per topic area.

**Table 1:**

|                      | Concept 1 | Concept 2 | Preliminary Plan | Final Site Plan | Building Permit Submission | First Certificate of Occupancy | Final Certificate of Occupancy |
|----------------------|-----------|-----------|------------------|-----------------|----------------------------|--------------------------------|--------------------------------|
| <b>General</b>       | ✓         | ✓         |                  |                 |                            |                                |                                |
| <b>Certification</b> |           |           | ✓                | ✓               | ✓                          |                                | ✓                              |

**Table 2:**

| Topic                   | Requirements  | Submission  |
|-------------------------|---|---|
| <b>1. General</b>       | Provide a narrative confirming plan requirements have been reviewed and will be met. Provide an initial list of certifications the project is considering. Conceptual energy modeling encouraged. | Concept 1 and Concept 2                                     |
| <b>2. Certification</b> | Provide the following:<br>a. Draft certification scorecard at Preliminary Site Plan,<br>b. Updated certification scorecard at Final Site Plan and Building Permit.                                | Preliminary Site Plan, Final Site Plan, and Building Permit |
| <b>3. Certification</b> | Provide the following: Documentation of final certification and scorecard.  | Final Certificate of Occupancy                              |

**For questions:**

**Contact – Dustin Smith, Green Building Manager at [dustin.smith@alexandriava.gov](mailto:dustin.smith@alexandriava.gov), 571.447.7606**

## Green Building Matrix: Option 3 – Affordable Housing

**Directions:** Provide information for each of the submissions indicated in the tables below. Table 1 is an overview of when in the development review process topic-related materials are required to be submitted. For Plan topic areas in Table 1 that require more than one submission (as indicated by a checkmark), each submission should build on the last by incorporating new information as the project design progresses. The final submission for each topic area should include all previously submitted information and reflect the current design of the project. Table 2 details the materials required per topic area. This Option applies to development projects utilizing Virginia Housing's Low-Income Housing Tax Credits which require a Development Site Plan (DSP) or a Development Special Use Permit (DSUP).

**Table 1:**

|  | Concept 1 | Concept 2 | Preliminary Plan | Final Site Plan | Building Permit Submission | First Certificate of Occupancy | Final Certificate of Occupancy |
|--|-----------|-----------|------------------|-----------------|----------------------------|--------------------------------|--------------------------------|
| <b>General</b>   | ✓         | ✓         |                  |                 |                            |                                |                                |
| <b>Low Income Housing Tax Credit Requirements</b> (Certification and Baseline Energy Performance Standard) |           |           | ✓                | ✓               | ✓                          | ✓                              | ✓                              |
| <b>EV Charging Infrastructure</b> – see Plan page 22   |           |           | ✓                | ✓               |                            |                                |                                |

**Table 2:**

| Topic | Requirements | Submission |
|-------|--------------|------------|
|-------|--------------|------------|

|  |  |   |
|--|--|---|
| <b>1. General</b>                                    | Provide a narrative confirming plan requirements have been reviewed and will be met. Conceptual energy modeling encouraged.  | Concept 1 and Concept 2   |
| <b>2. Low Income Housing Tax Credit Requirements</b> | Provide the following: <ol style="list-style-type: none"> <li>1. Certification – A copy of the draft certification scorecard which indicates the project will meet the requirements for either EarthCraft Gold, LEED, NGBS Silver, or Enterprise Green Communities.</li> <li>2. Baseline Energy Performance Standard:             <ol style="list-style-type: none"> <li>a. EPA EnergyStar Certification</li> <li>b. DOE Zero Energy Ready Home</li> </ol> </li> <li>3. A copy of the final certification scorecard indicating the project met the certification requirements and baseline energy performance standard of Virginia Housing LIHTC funding.</li> </ol> | Preliminary Site Plan, Final Site Plan, and Building Permit, First Certificate of Occupancy, Final Certificate of Occupancy |
| <b>3. EV Charging Infrastructure</b>                 | Provide the following: <ol style="list-style-type: none"> <li>1. Total Number of Parking Spaces</li> <li>2. Number of Parking Spaces with EV Chargers             <ol style="list-style-type: none"> <li>iv. Parking spaces with Level 2 chargers:</li> <li>v. Parking spaces with Level 3 chargers (DC Fast Chargers):</li> </ol> </li> <li>3. Number of EV-charger Make-ready Parking Spaces:             <ol style="list-style-type: none"> <li>vi. Level 1 make ready parking spaces (multi-family only):</li> <li>vii. Level 2 make ready parking spaces:</li> <li>viii. Level 3/DC Fast Charger make ready parking spaces:</li> </ol> </li> </ol>              | Preliminary Plan and Final Site Plan  |

**For questions:**

**Contact – Dustin Smith, Green Building Manager at [dustin.smith@alexandriava.gov](mailto:dustin.smith@alexandriava.gov), 571.447.7606**

## Green Building Matrix: Option 4 – Small Projects

**Directions:** Provide information for each of the submissions indicated in the tables below. Table 1 is an overview of when in the development review process topic-related materials are required to be submitted. For Plan topic areas in Table 1 that require more than one submission (as indicated by a checkmark), each submission should build on the last by incorporating new information as the project design progresses. The final submission for each topic area should include all previously submitted information and reflect the current design of the project. Table 2 details the materials required per topic area. This Option applies to residential projects with four or fewer units, or projects under 10,000 square foot gross floor area.

**Table 1:**

|   | Concept 1 | Concept 2 | Preliminary Plan | Final Site Plan | Building Permit Submission | First Certificate of Occupancy | Final Certificate of Occupancy |
|---|-----------|-----------|------------------|-----------------|----------------------------|--------------------------------|--------------------------------|
| General                                       | ✓         | ✓         |                  |                 |                            |                                |                                |
| No or Low Flow Irrigation                     |           |           |                  | ✓               |                            |                                |                                |
| EV Charging Infrastructure – see Plan page 22 |           |           | ✓                | ✓               |                            |                                |                                |
| Solar-Ready Design                            |           |           |                  | ✓               |                            |                                |                                |
| Water Conservation                            |           |           |                  |                 |                            |                                | ✓                              |
| Energy Efficient Appliances                   |           |           |                  |                 |                            |                                | ✓                              |

**Table 2:**

| <b>Topic</b>                         | <b>Requirements</b>   | <b>Submission</b>                    |
|--------------------------------------|---|--------------------------------------|
| <b>1. General</b>                    | Provide a narrative confirming plan requirements have been reviewed and will be incorporated into the project.  | Concept 1 and Concept 2              |
| <b>2. No or Low Flow Irrigation</b>  | Demonstrate all newly installed irrigation systems use drip, mist, or other low-impact irrigation methods or that the project has no permanent irrigation systems installed.  | Final Site Plan                      |
| <b>3. EV Charging Infrastructure</b> | Provide the following:<br>1. Total Number of Parking Spaces<br>2. Number of Parking Spaces with EV Chargers<br>ix. Parking spaces with Level 2 chargers<br>x. Parking spaces with Level 3 chargers (DC Fast Chargers)<br>3. Number of EV-charger Make-ready Parking Spaces<br>xi. Level 1 make ready parking spaces (multi-family only)<br>xii. Level 2 make ready parking spaces<br>xiii. Level 3/DC Fast Charger make ready parking spaces  | Preliminary Plan and Final Site Plan |
| <b>4. Solar-Ready Design</b>         | Demonstrate that the roof(s) is solar-ready, with the necessary conduit and available electrical panel area to enable future solar panel installation.  | Final Site Plan                      |
| <b>5. Water Conservation</b>         | Provide specifications, spec sheets, plumbing fixture schedule, or other manufacturer documentation demonstrating the following newly installed plumbing fixtures are WaterSense labeled and do not exceed the following flow/flush rates:<br>1. Water closets (toilets): 1.28 gpf<br>2. Urinals: 0.25 gpf<br>3. Public lavatory faucets: 0.35 gpm<br>4. Private lavatory faucets: 0.8 gpm<br>5. Kitchen faucets: 1.5 gpm<br>6. Showerheads: 2.0 gpm<br>7. Prerinse spray valves: 1.3 gpm | Final Certificate of Occupancy       |

|  |   |                                       |
|--|---|---------------------------------------|
| <p><b>6. Energy Efficient Appliances</b></p> | <p>Provide specifications, spec sheets, appliance schedule, or other manufacturer documentation demonstrating the following appliances within the project's scope are EnergyStar-rated:</p> <ol style="list-style-type: none"> <li>1. Residential clothes washer</li> <li>2. Residential clothes dryer</li> <li>3. Residential dishwasher</li> <li>4. Residential refrigerators</li> <li>5. Ice makers</li> </ol> | <p>Final Certificate of Occupancy</p> |
|--|---|---------------------------------------|

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## Green Building Matrix: Option 5 – Public Projects

**Directions:** Provide information for each of the submissions indicated in the tables below. Table 1 is an overview of when in the development review process topic-related materials are required to be submitted. For Plan topic areas in Table 1 that require more than one submission (as indicated by a checkmark), each submission should build on the last by incorporating new information as the project design progresses. The final submission for each topic area should include all previously submitted information and reflect the current design of the project. Table 2 details the materials required per topic area. This Option applies to public development (City-owned buildings, including Alexandria City Public Schools) and major renovations of public facilities that require a Development Site Plan (DSP) or a Development Special Use Permit (DSUP).

**Table 1:**

|                                   | Concept 1 | Concept 2 | Preliminary Plan | Final Site Plan | Building Permit Submission | First Certificate of Occupancy | Final Certificate of Occupancy |
|-----------------------------------|-----------|-----------|------------------|-----------------|----------------------------|--------------------------------|--------------------------------|
| <b>General</b>                    | ✓         | ✓         |                  |                 |                            |                                |                                |
| <b>Renewable Energy</b>           | ✓         |           | ✓                |                 |                            |                                | ✓                              |
| <b>Electrification</b>            |           |           | ✓                |                 |                            | ✓                              |                                |
| <b>EV Charging Infrastructure</b> | ✓         | ✓         | ✓                |                 |                            |                                |                                |
| <b>Certification</b>              |           |           | ✓                | ✓               | ✓                          |                                | ✓                              |

**Table 2:**

| Topic             | Requirements   | Submission              |
|-------------------|--|-------------------------|
| <b>1. General</b> | Provide a narrative confirming Green Building Plan requirements have been reviewed and will be met, conceptual energy modeling encouraged. | Concept 1 and Concept 2 |

|                                      |  |   |
|--------------------------------------|--|---|
| <b>2. Renewable Energy</b>           | Public projects are required to achieve net zero energy. Provide the following:<br>a. Onsite Energy Generation Estimate (kW)<br>b. Onsite PV Panel Quantity Estimate<br>c. Roof plan with renewable energy system designated   | Concept 1 and Preliminary Site Plan                         |
| <b>3. Renewable Energy</b>           | Public Projects must be net zero energy. Provide the following:<br>a. Evidence of meeting the Net Zero energy requirement.<br>b. Onsite Energy Generation Estimate (kW):<br>c. Onsite PV Panel Quantity Estimate:<br>d. Roof plan with renewable energy system designated  | Final Certificate of Occupancy                              |
| <b>4. Electrification</b>            | Indicate all combustion uses onsite.   | Preliminary Site Plan                                       |
| <b>5. EV Charging Infrastructure</b> | EV Charging installations and EV make-ready requirements for public projects may vary, based on requirements of any current public charging programs and policies for public property. Work with the Office of Climate Action to identify an EV charger strategy appropriate for the project                         | Concept 1, Concept 2, and Preliminary Site Plan             |
| <b>6. Certification</b>              | Provide the following:<br>a. Draft certification scorecard (LEED, Green Globes, EarthCraft, or equivalent),<br>b. Updated certification scorecard  | Preliminary Site Plan, Final Site Plan, and Building Permit |
| <b>7. Certification</b>              | Provide energy efficiency, water efficiency and indoor environmental quality documentation for the priority performance points in the Green Building Plan prior to building permit release for above-grade construction for LEED, Green Globes, EarthCraft, NGBS, or equivalent. Provide a draft commissioning plan. | Building Permit   |
| <b>8. Certification</b>              | Provide the following: Documentation of final certification and scorecard demonstrating the required performance points and certification threshold has been met.  | Final Certificate of Occupancy                              |

**For questions:**

**Contact –** Dustin Smith, Green Building Manager at [dustin.smith@alexandriava.gov](mailto:dustin.smith@alexandriava.gov) , 571.447.7606.