Docusign Envelope ID: 04FAEC70-9F42-8A12-81ED-DA290DC4AD84

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

PROPERTY LOCATION: 2018 Mount Vernon Ave, Alexandria, VA 22301

ZONE:

TAX MAP REFERENCE: 034.04-06-11

APPLICANT'S INFORMATION:

Applicant: Jay Portlance

Business/Trade Name: Rosie's Tavern

Address: 2018 Mount Vernon Ave, Alexandria, VA 22301

Phone: 3013460424

Email: jay@delrayhardwarestore.com

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

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PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 2018 Mount Vernon Ave (property address), for the purposes of operating a Restaurant (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: Nusrat Mahmood Phone: 703-795-5217

Address: 4735 Neptune Dr, Alexandria, VA Email: davemobil1@aol.com

Signature: Signed by: Nusrat Mahmood 422138F037FE4A7... Date: 10/19/2026

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.

D Jason Portlance, 3108 Landover St, Alexandria, VA 22305 - 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?

✓ 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.

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USE CHARACTERISTICS

2. Please give a brief statement describing the use:

Outdoor dining for a restaurant. I currently do not have a business license yet because construction is still underway.

3. Please describe the proposed hours of operation:

Days	Hours
Daily	10am-12am

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).

200 patrons daily

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

10 employees daily

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

0 Standard and compact spaces

0 Handicapped accessible spaces

0 Other

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B. Please give the number of:

0 Parking spaces on-site

0 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?

0

B. Where are off-street loading spaces located?

Rear of building.

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

Monday - Friday 8am-3pm

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

6-8 deliveries per week (multiple vendors)

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: The use of cleaning and degreasing products will be used as a standard commercial kitchen would use. Stored in the mop closet.

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

800 square feet

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APPLICANT'S SIGNATURE

Please read and initial each statement:

DS 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.

DS 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.

DS 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.

DS 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

D Jason Portlance

Signature DocuSigned by: 130B8B82945E45D... **Date** 10/19/2026

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:

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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

Outdoor Dining Supplemental

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

Describe the outdoor dining arrangement. What type of food service establishment is this associated with?

This is associated with Rosies Tavern, LLC located at 2018 Mount Vernon Ave, Alexandria, VA 22301. Outdoor dining will be surrounding the front and side of the building, facing Mount Vernon Ave and E Windsor Ave. Dining area will be identified by railing and rope stanchions.
There is a total of 49 seats outside. 20 sets one southeast corner of the building (facing Mt. Vernon Ave) and 29 seats under the covered patio structure on the north side of the building (facing Windsor Ave). This structure has yet to be constructed.

HOURS

What are the proposed hours for the outdoor dining?

Everyday, Monday-Sunday 10am-Midnight

LOCATION ON PRIVATE PROPERTY

☑ **Outdoor dining, including seats, planters, wait stations and barriers, must be located on private property unless authorized by an encroachment ordinance.**

Will the outdoor dining be located only on private property? What is the square footage of the outdoor dining area?

Submit a drawing indicating the layout for tables, seats, planters, wait stations and barriers.

Outdoor dining is roughly 1000 sq/ft and is only located on private property. (drawing attached)

NUMBER OF SEATS

☑ **Only 20 seats may be located at outdoor tables in front of the restaurant.**

How many seats will be included in the outdoor seating?

49 total

20 seats in the front of building
29 seats on side enclosed patio

ALCOHOL SERVICE

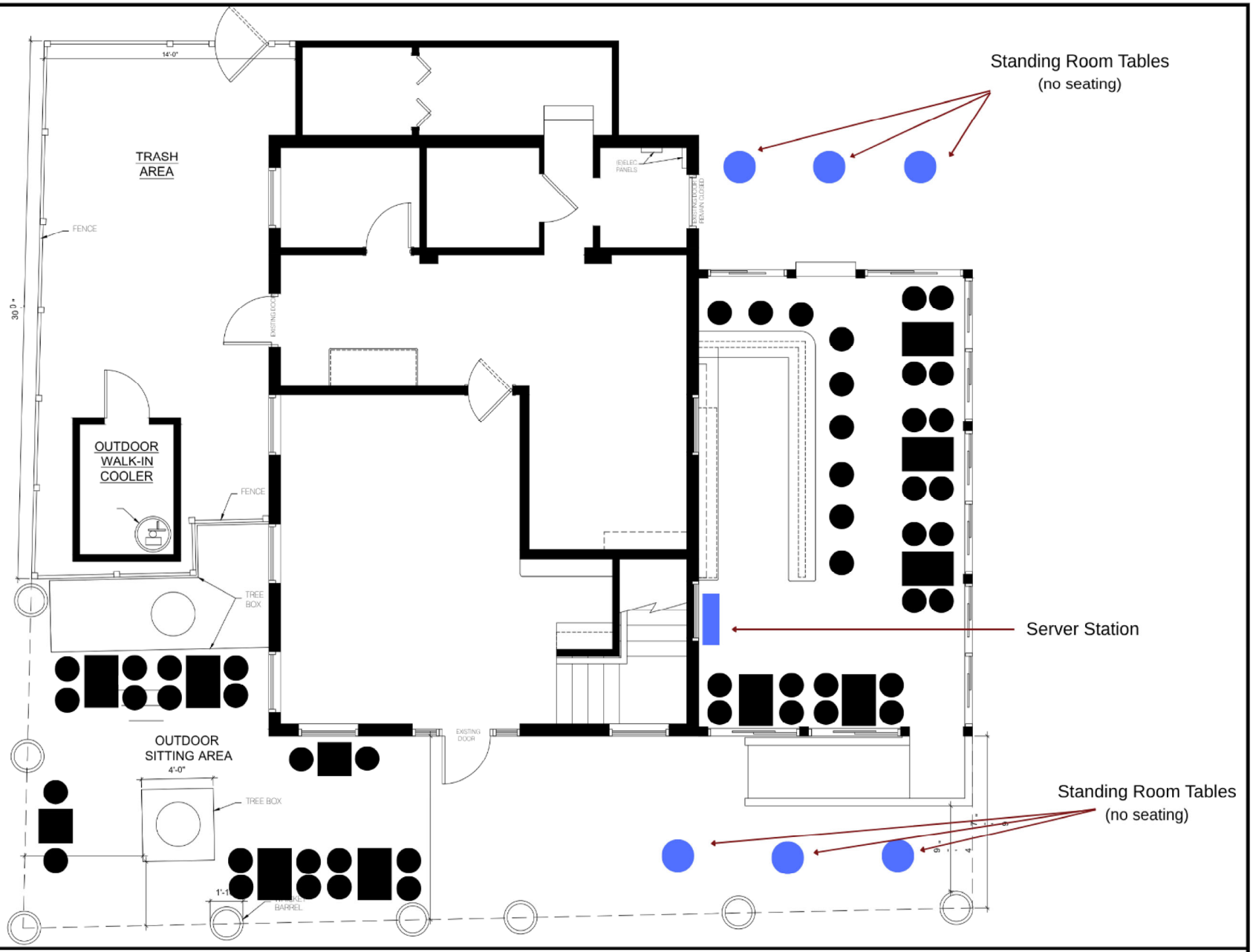
☑ **Alcohol service, to the extent allowed for indoor dining, is permitted; no off–premise alcohol sales are permitted.**

Is on-premise alcohol service proposed?

Yes.

OUTDOOR DINING PLAN

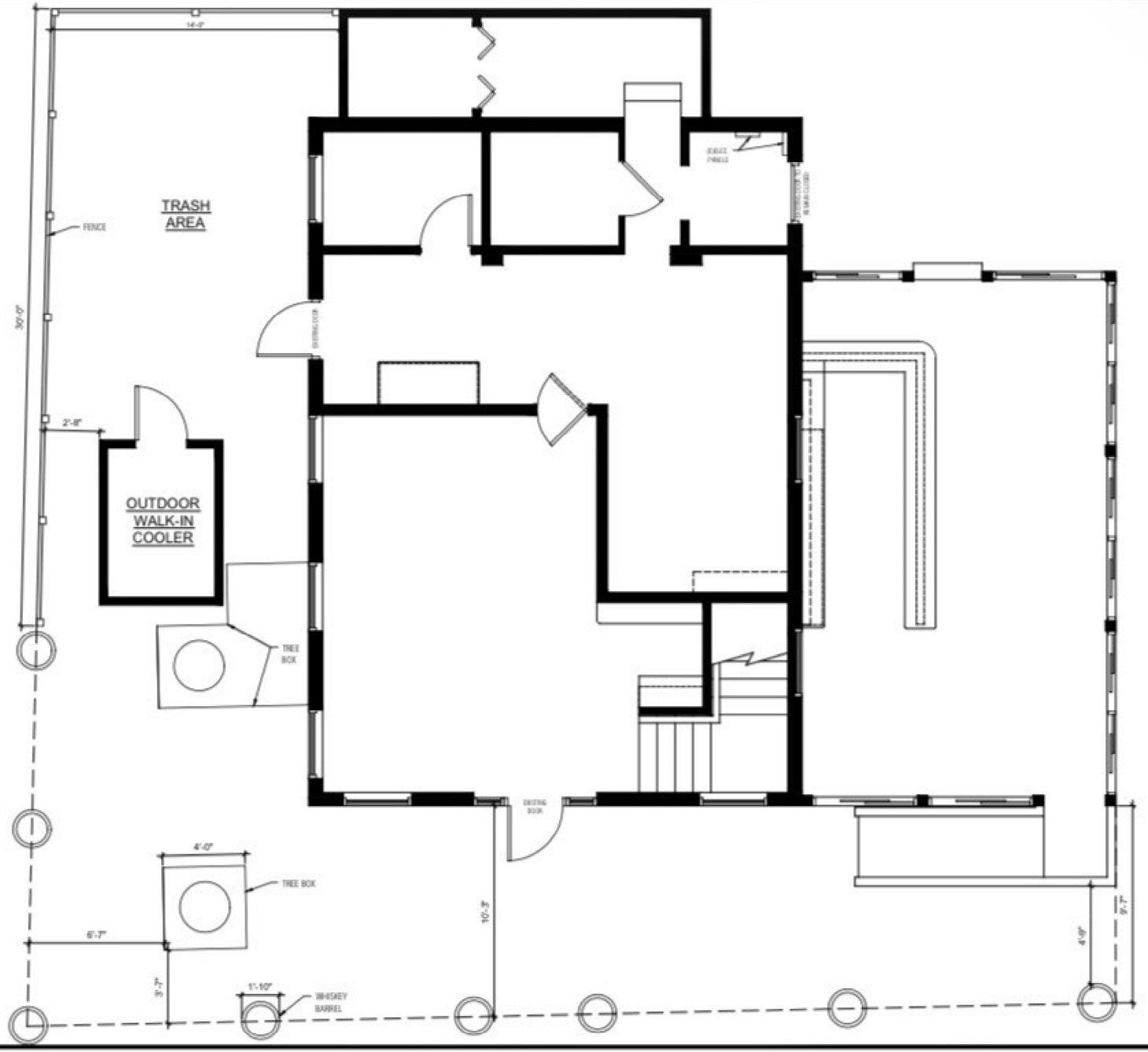
☑ **Please submit a detailed plan with your application**
A plan for layout of the outdoor dining must be submitted for review and approval by the director. The business must maintain compliance with the approved layout. Any changes to the approved layout may require further review by staff.



OUTDOOR SEATING LAYOUT

2018 MOUNT VERNONAVE.
ALEXANDRIA, VA 22301

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ELYSIAN PLAIN
DESIGN - BUILD
OFFICE: 540.706.8416
P.O. BOX 729
MANASSAS PARK, VA 20113

SITE PLAN - EQUIPMENT LAYOUT

2018 MOUNT VERNON AVE.
ALEXANDRIA, VA 22301

DATE:
07/06/26

SCALE:
N.T.S.

001