



SUP 20091-00040  
SUP # 76-0177

## Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: 3830 Seminary Rd

ZONE: A-20 TAX MAP REFERENCE: 040.02

### APPLICANT'S INFORMATION:

Applicant: Beth El Hebrew Congregation Business/Trade Name: BETH-JCCMW Preschool

Address: 3830 Seminary Rd Alexandria, VA 22304

Phone: 703-537-3084

Email: dina@jccmw.org

### PROPOSED USE:

- Day Care Center
- Restaurant
- Outdoor Dining (not within the King Street Retail Overlay)
- Light Auto Repair
- Overnight Pet Boarding
- Live Theater
- Outdoor Food and Crafts Market Center
- Outdoor Garden Center
- Catering Business
- Outdoor Display
- Valet Parking

### Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: Dina Ballan

### Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interior features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner, I hereby grant the applicant use of 3830 Seminary Rd  
(property address), for the purposes of operating a Preschool (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: BETH EL HEBREW CONGREGATION Phone 703-370-9400

Address: 3830 SEMINARY ROAD ALEX, VA Email: mtreichman@bethelhebrew.org  
22304

Signature: Moshe A. Reichman Date: 6/17/09

**1. The applicant is the (check one):**

- Owner
- Contract Purchaser
- Lessee or
- Other: Executive Director

**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

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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.

**USE CHARACTERISTICS**

2. Please give a brief statement describing the use:

Our preschool would be expanding from its current 72 max occupancy.

3. Please describe the proposed hours of operation:

Days	Hours
Daily - M-F	7:30 - 6p

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).

108 students (nine classes) 18 mo - 4 yrs

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

18 classroom staff, 2 admin. staff

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

18 Standard and compact spaces -2 for each classroom  
4 Handicapped accessible spaces  
 \_\_\_\_\_ Other

- B. Please give the number of:  
Parking spaces on-site 130  
Parking spaces off-site N/A

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? N/A
- B. Where are off-street loading spaces located? N/A
- 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, as appropriate? \_\_\_\_\_

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: N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAY CARE IN A CHURCH OR SCHOOL BUILDING**  
Zoning Ordinance Section 11-5-3(D)

**Qualify for Administrative Review?**

Will the day care be located in any one of the residential zones?  Yes \_\_\_ No

Will the day care be located in a church or school building?  Yes \_\_\_ No

If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.

Note: City staff will need to determine if the proposed location provides adequate drop off and pick up, and if there is an adequate buffer between the day care and near-by residents.

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

**DROP OFF AREA**

There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be located? Parents will pick up and drop off students at the west entrance of the building with in parking lot

How many cars will fit in the area at one time? \_\_\_\_\_

The pick up/drop off area must be shown on the site plan which is part of the application.

**PROTECTION FOR NEARBY HOMES**

The location must be far enough away from nearby homes and apartments so they will not be affected by the operations of the day care facility.

Where in the church or school building will the day care be located? (i.e. basement, upper floors, west side of the building)

West side of the building on the 1<sup>st</sup> + 2<sup>nd</sup> floors

How large an area is proposed for day care's operations? 2734 sq. feet  
(classroom space)

What steps will be taken to buffer the day care from nearby residences (ex. shrubbery, fencing, etc.)? N/A

The location of the child care in relation to nearby homes and apartments must be shown on the site plan which is part of the application.

Complete the Administrative Special Use Permit Application on the following pages.

**DAY CARE IN A CHURCH OR SCHOOL BUILDING**

**PERMITS**



Before opening the facility, all required state, federal and local licenses and certificates must be obtained.

Have you already obtained your permits? License by State of Virginia

Have you applied for permits? \_\_\_\_\_

Which permits have you applied for? \_\_\_\_\_

Have you contacted the Office of Early Childhood (703-838-0750)? \_\_\_\_\_

**DROP OFF AREA**



There must be an area that is big enough where the children can be dropped off and picked up without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be? West entrance of the building w/in parking lot

How many cars will fit in the area at one time? \_\_\_\_\_

The pick up/drop off area must be shown on the site plan which is part of the application.

**PROTECTION FOR NEARBY HOMES**



Choose a location that is far enough away from nearby homes and apartments so they will not be affected by the day care facility.

Where in the church or school building will the day care be located? West end of building

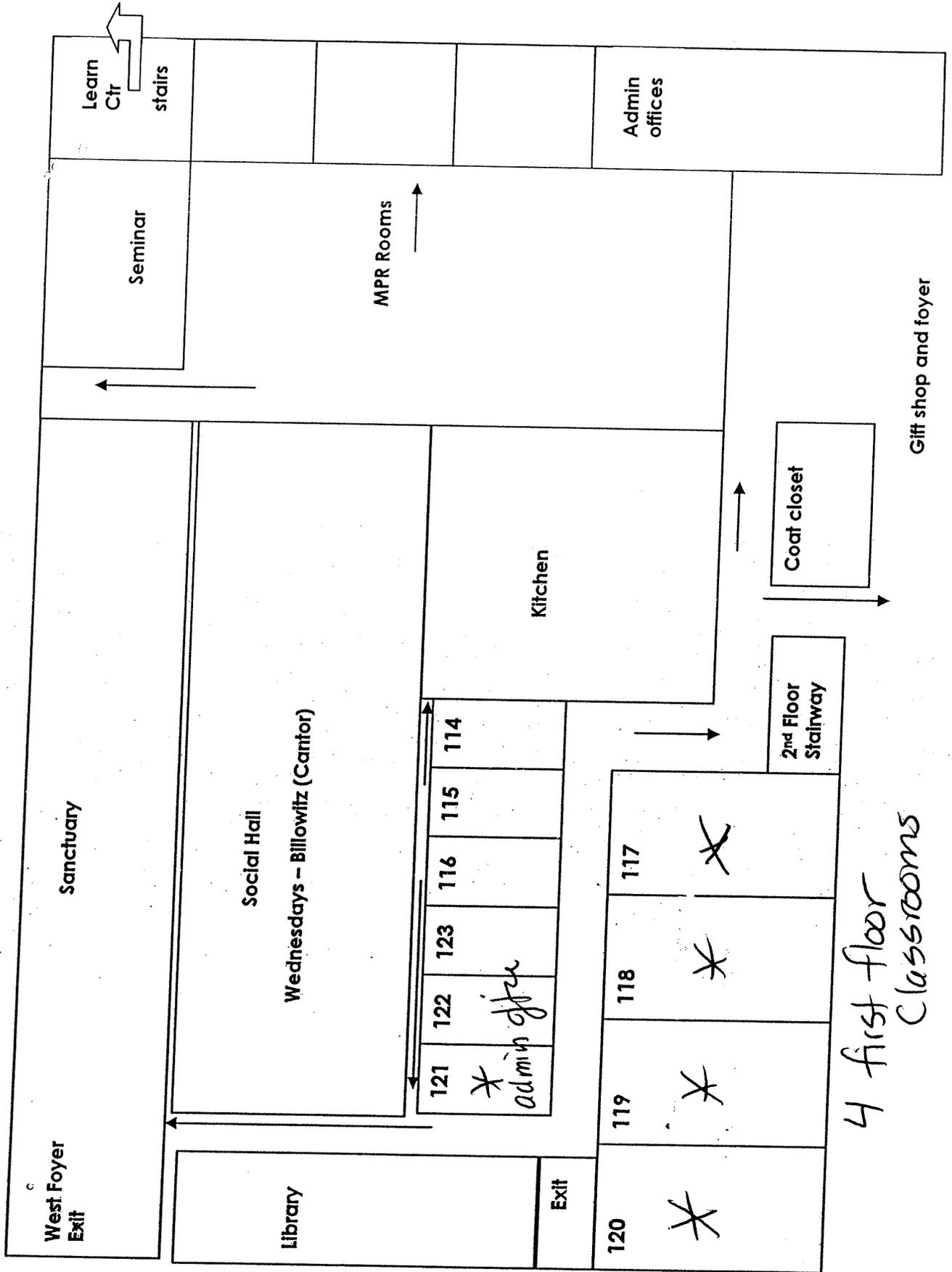
How large an area is proposed for day care? 2736 sq. feet (classroom space)

The location must be shown on the site plan which is part of the application.

What steps will be taken to buffer the day care from nearby residences? NA

# Beth El 1st Floor Room Assignment 2008-09

Sup 2009-0010



BETH EL 2ND FLOOR ROOM ASSIGNMENT  
2008-09

0904-000209 Sup

