

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # 2001-0137

Date approved: 03 / 16 / 2002
month day year

Name of applicant on most recent special use permit CPS II, Inc. t/a Creative Play School
 Use Child care center

2. Describe below the nature of the existing operation in detail so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

Creative Play School is a child care center open Monday through Friday, from 7 am to 6 pm year round. We serve 120 children ages 16 months through 12 years. Sixty preschool age children are served on the first floor of the Del Ray United Methodist Church. There are 10 teachers and 2 administrative staff working at the preschool.

Sixty school age children are served after school during the school year on the third floor of the church. During the summer months, the after school program ends and sixty school age campers are served on the third floor. There are 5 teaching staff working at the school age program throughout the year. There is no before school program for school age children currently in operation.

There are 17 parking spaces in a parking lot next to the church. When children are delivered and picked up by car, this is done from within the off street parking lot. Parents and staff are required to escort children in or out of the center for pick up. The school age children are picked up after school by staff who walk them from Mt. Vernon Elementary School to Creative Play School. Approximately 5 children arrive by bus from other elementary schools (Cora Kelly, Charles Barrett, and George Mason). These busses let the children off on Clyde Avenue and are met by a staff person from Creative Play School.

The outdoor playground area is on site and fenced and not more than 45 children are allowed on the playground area at any time.

4. Is the use currently open for business? Yes No

If the use is closed, provide the date closed. _____ / _____ / _____
month day year

5. Describe any proposed changes to the conditions of the special use permit:

see 3 above

6. Are the hours of operation proposed to change? Yes No

If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
_____	_____
_____	_____
_____	_____
_____	_____

7. Will the number of employees remain the same? Yes No

If no, list the current number of employees and the proposed number.

Current Number of Employees:	Proposed Number of Employees:
_____	_____

8. Will there be any renovations or new equipment for the business? Yes No

If yes, describe the type of renovations and/or list any new equipment proposed.

9. Are you proposing changes in the sales or service of alcoholic beverages? Yes No

If yes, describe proposed changes:

10. **Is off-street parking provided for your employees?** Yes No
If yes, how many spaces, and where are they located?

11. **Is off-street parking provided for your customers?** Yes No
If yes, how many spaces, and where are they located?

12. **Is there a proposed increase in the number of seats or patrons served?** Yes No
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:	Proposed:
_____	_____
_____	_____
_____	_____

13. **Are physical changes to the structure or interior space requested?** Yes No
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. **Is there a proposed increase in the building area devoted to the business?** Yes No
If yes, describe the existing amount of building area and the proposed amount of building area.

Current:	Proposed:
_____	_____
_____	_____
_____	_____

15. **The applicant is the** (check one) Property owner Lessee
____ other, please describe: _____

16. **The applicant is the** (check one) Current business owner Prospective business owner
____ other, please describe: _____

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (10%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:

Diane Smalley 6382 Lakeview Dr.
Ralph Smalley Falls Church, Va 22041
100% ownership