To qualify for the administrative special use permit review process, you must be able to meet the following standards:

- Must be located in a residential zone.
- Must be able to obtain all required state, federal and local licenses and certificates prior to operation.
- For child care, must have between six to nine children, including children aged 12 or under that reside in the home.
- There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians. The pick-up/drop off area must be shown on a site plan as a part of this application.
- If the nearest park or playground is more than 500 feet from the location of the child care home, a sufficient play area must be provided.

If your business cannot meet the standards above, please speak with Planning and Zoning staff about the full hearing SUP process.

In addition to the use-specific standards listed above, all uses must follow additional general standards. To review the general standards, click here or contact Planning and Zoning staff for assistance (703)-746-4666.
Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: 4514 venable, ave, Alexandria, VA, 22304

ZONE: ___________________ TAX MAP REFERENCE: ___________________

APPLICANT’S INFORMATION:

Applicant: soniya Ashraf Business/Trade Name: Day care
Address: 4514 venable ave, Alexandria, va, 22304
Phone: 571-501-1297 Email: soniyaashraf199@gmail.com

PROPOSED USE:

[ ] Animal Care Facility with Overnight Boarding [ ] Outdoor Display
[ ] Automobile and Trailer Rental and Sales [ ] Outdoor Food and Crafts Market Center
[ ] Catering Business [ ] Outdoor Garden Center
[ ] Day Care [ ] Restaurant [ ] Valet Parking
[ ] Health and Athletic Club
[ ] Light Auto Repair
[ ] Live Theater
[ ] Massage Establishment
[ ] Motor Vehicle Storage/Parking for 20 or more Vehicles
[ ] Outdoor Dining (exclude King Street Retail Overlay)

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: ___________________

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 interim 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 4514 venable ave, alexandria, va, 22304 (property address), for the purposes of operating a Day Care (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: Soniya Ashraf

Phone: 571-501-1297

Email: soniyaashraf1991@gmail.com

Address: 4514 venable ave, alexandria, va, 22304

Signature: Soniya Ashraf

Date: 07-09-19

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.

Soniya Ashraf

Md Yousuf Mia

4514 venable ave, alexandria, va, 22304 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.
USE CHARACTERISTICS

2. Please give a brief statement describing the use:

The applicant is requested special use permit for home day care for 9 children.

Applicant currently approved for city care provider.

3. Please describe the proposed hours of operation:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td></td>
</tr>
</tbody>
</table>

Or give hours for each day of the week

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7am-6pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7am-6pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>7am-6pm</td>
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<tr>
<td>Thursday</td>
<td>7am-6pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7am-6pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>closed</td>
</tr>
</tbody>
</table>

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).

Requesting for 9 kids - Monday to Friday - 7am - 6pm

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

1 employee will be working

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

- [ ] 1 Standard and compact spaces
- [X] 0 Handicapped accessible spaces
- [ ] Other (Street Parking available in the neighborhood)
B. Please give the number of:
   Parking spaces on-site 1
   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? 1

B. Where are off-street loading spaces located? Spaces are in front of home and my driveway

C. During what hours of the day do you expect loading/unloading operations to occur? Parents will drop-off children between , parents will pick-up children between

D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? 9 times daily

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
S/A

Initial:____ S/A 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.

S/A

Initial:____ S/A 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.

Soniya Ashraf

Print Name of Applicant or Representative

Signature

Date

01/08/10

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:________________________________________________________
APPLICATION - SUPPLEMENTAL

CHILD CARE

This Supplemental information is to be filed by applicants requesting special use permit approval of a child care home or child care center. All applicants must submit a plot plan of the property, showing play areas and parking, and an interior floor plan. If a play area that is not owned or leased by the operator is to be used by the children, written permission from the owner must be obtained and a copy submitted with this application.

CHILD CARE HOMES

Applicants requesting special use permit approval of a child care home for six to nine children within a home shall complete this section.

1. Is the proposed facility the principal residence of the operator?  ✔ Yes  ☐ No

2. Is the operator registered with the City of Alexandria Office of Early Childhood Development to provide child care in the home?  ✔ Yes  ☐ No

3. How many children, including resident children, will be cared for?  ☑

4. How many children reside in the home?  1

5. How old are the children? (List the ages of all children to be cared for)
   Resident:  4 years
   Non-resident:  2 kids (both 3 years)

6. A minimum of 75 square feet of outdoor play area on the lot must be provided for each child above age two.
   Play area required:
   Number of children above age two: 3 x 75 square feet = 225 square feet
   Play area provided: 5000 square feet

7. If the lot does not have room for on-site play area, is the child care home within 500 feet of a park or playground available for the children to play in?  ✔ Yes  ☐ No

   If yes, please describe the park's play area:

   ____________________________________________

   ____________________________________________
CHILD CARE HOMES and CHILD CARE CENTERS
Applicants for both child care homes and child care centers (day care center, day nursery and nursery schools) shall complete this section.

1. How many employees will staff the child care facility, including the operator?

   ____________________________________________
   How many staff members will be on the job at any one time?

2. Where will staff and visiting parents park?  __________ on the street

3. Please describe how and where parents will drop off and pick up children. A site plan detailing where the pickup & drop off area will be & how many cars will fit in the area at any moment is also required.
   Children will be dropped off early in the morning at different times (street parking is available on my driveway, parking for 2 cars at the same time). Pick up will be at the same location.

4. At what time will children usually be dropped-off and picked-up?
   Drop-off _______ 7am - 9am
   Pick-up _______ 4pm - 6pm

5. What type of outdoor play equipment is proposed for the child care facility, if any? Where will it be located on the property?
   I have a big backyard with playground equipment.

6. Are play areas on the property fenced?
   Yes ______ No ______
   If no, do you plan to fence any portion of the property?
   Yes ______ No ______

   Please describe the existing or proposed fence.
   The backyard of my house is completely fenced. There are two doors for access, the fence is located around all the play area.
PLAT
SHOWING HOUSE LOCATION ON
LOT 16, BLOCK 5, SECTION ONE
TARTLETON
(DEED BOOK 423, PAGE 95)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 30'  APRIL 11 2019