

# CERTIFICATION OF NOTICE

- DEVELOPMENT SPECIAL USE PERMIT
- DEVELOPMENT SITE PLAN
- SPECIAL USE PERMIT
- SUBDIVISION
- VACATION OF RIGHT-OF-WAY
- ENCROACHMENT IN RIGHT-OF-WAY
- REZONING
- OTHER: \_\_\_\_\_

TO: DIRECTOR OF PLANNING AND ZONING  
301 KING STREET, ROOM 2100  
ALEXANDRIA, VIRGINIA 22314

Article XI, Section 11-301(A)(3), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia states:

At least five days prior to the hearing the applicant shall supply the director with:

- (a) a copy of the notice letter sent
- (b) a list of the names and addresses of those persons to whom notice was sent
- (c) a copy of the post office receipts for the certified or registered mail
- (d) a certification statement that notice has been sent by certified or registered mail to those to whom notice is required to be given

The undersigned hereby certifies that the notice to adjoining property owners (copy attached), as required pursuant to Article XI, Section 11-301(A)(3) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia, was sent to the attached list of property owners concerning the following issue on (DATE)

\_\_\_\_\_.

PROPERTY ADDRESS: \_\_\_\_\_

ISSUE DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date