



Administrative Special Use Permit  
Automobile and Trailer Rental or Sales Area or  
Motor Vehicle Parking or Storage for more than 20 Vehicles  
Prescreening Checklist

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

**The business must be located in the Industrial zone.**

**The parking lot must be limited to parking of vehicles in conjunction with the business.**

**Adequate appearance of the site must be maintained.**

**All stored vehicles must be parked off-street and not in any portion of the public way.**

**Ensure no junked, abandoned, stripped or visibly damaged vehicles are to be displayed, parked or stored outside.**

**For car wash discharges resulting from a commercial operation, discharge into a storm sewer is not permitted.**

It is recommended that the car washes be done at a commercial car wash facility.

If your business cannot meet the standards above speak to 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: \_\_\_\_\_

ZONE: \_\_\_\_\_ TAX MAP REFERENCE: \_\_\_\_\_

### APPLICANT'S INFORMATION:

Applicant: \_\_\_\_\_ Business/Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPOSED USE:

- |  |  |
|--|--|
| <input type="checkbox"/> Animal Care Facility with Overnight Boarding          | <input type="checkbox"/> Outdoor Display                       |
| <input type="checkbox"/> Automobile and Trailer Rental and Sales               | <input type="checkbox"/> Outdoor Food and Crafts Market Center |
| <input type="checkbox"/> Catering Business                                     | <input type="checkbox"/> Outdoor Garden Center                 |
| <input type="checkbox"/> Day Care  | <input type="checkbox"/> Restaurant                            |
| <input type="checkbox"/> Health and Athletic Club                              | <input type="checkbox"/> Valet Parking                         |
| <input type="checkbox"/> Light Auto Repair                                     |  |
| <input type="checkbox"/> Live Theater  |  |
| <input type="checkbox"/> Massage Establishment                                 |  |
| <input type="checkbox"/> Motor Vehicle Storage/Parking for 20 or more Vehicles |  |
| <input type="checkbox"/> 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 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).

<b>PROPERTY OWNER'S AUTHORIZATION</b>	
As the property owner, I hereby grant the applicant use of _____	
(property address), for the purposes of operating a _____ (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: _____	Phone _____
Address: _____	Email: _____
Signature: _____	Date: _____

**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.

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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:**

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**3. Please describe the proposed hours of operation:**

Days	Hours
Daily	

**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).

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

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

\_\_\_\_\_ Standard and compact spaces  
 \_\_\_\_\_ Handicapped accessible spaces  
 \_\_\_\_\_ Other

- B. Please give the number of:  
Parking spaces on-site \_\_\_\_\_  
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? \_\_\_\_\_
- B. Where are off-street loading spaces located? \_\_\_\_\_  
\_\_\_\_\_
- 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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S SIGNATURE**

Please read and initial each statement:

Initial: \_\_\_\_\_ 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.

Initial: \_\_\_\_\_ 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.

\_\_\_\_\_  
Print Name of Applicant or Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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: \_\_\_\_\_