



# APPLICATION

## DEVELOPMENT SITE PLAN

\_\_\_\_\_ Filing Fee

\_\_\_\_\_ Planning Commission Hearing

### REQUIREMENTS FOR MAILING NOTICES:

Applicants must send written notice to all abutting property owners. See detailed instructions on "Notice Requirements for Development Site Plans."

The applicant must send a notice of the Planning Commission (PC) meeting to all abutting property owners, by certified mail, at least 10 days and not more than 30 days prior to the PC meeting, stating the date, time and place of the meeting. The applicant must supply to the Department of Planning and Zoning a copy of (1) the Certification of Notice, (2) the Notice of Meetings, (3) the List of Property Owners Notified, and (4) the Post Office Stamped Receipts.

Planning Commission public hearing notice must be sent by\_\_\_\_\_.

Return notice materials to Department of Planning and Zoning by \_\_\_\_\_.



APPLICATION

**DEVELOPMENT SITE PLAN**

DSP # \_\_\_\_\_ Project Name: \_\_\_\_\_

PROPERTY LOCATION: \_\_\_\_\_

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

APPLICANT

Name: \_\_\_\_\_

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

PROPERTY OWNER

Name: \_\_\_\_\_

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

PROPOSED USE: \_\_\_\_\_

[ ] THE UNDERSIGNED hereby applies for Development Site Plan approval in accordance with the provisions of Section 11-400 of the Zoning Ordinance of the City of Alexandria, Virginia.

[ ] THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

[ ] THE UNDERSIGNED also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his/her knowledge and belief.

\_\_\_\_\_  
Print Name of Applicant or Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing/Street Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**

Application Received: \_\_\_\_\_

Received Plans for Completeness: \_\_\_\_\_

Fee Paid and Date: \_\_\_\_\_

Received Plans for Preliminary: \_\_\_\_\_

ACTION - PLANNING COMMISSION: \_\_\_\_\_

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

The applicant is: (check one)

the 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, unless the entity is a corporation or partnership in which case identify each owner of more than three percent.

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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.

## OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

**1. Applicant.** State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

**2. Property.** State the name, address and percent of ownership of any person or entity owning an interest in the property located at \_\_\_\_\_(address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

**3. Business or Financial Relationships.** Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose any business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

\_\_\_\_\_

Date
Printed Name
Signature

## INSTRUCTIONS DEVELOPMENT SITE PLAN APPLICATION

1. APPLICATIONS FOR DEVELOPMENT SITE PLAN. A Development Site Plan for new construction in the City of Alexandria is permitted in accordance with Section 11-400 of the Alexandria Zoning Ordinance. Such Development Site Plan must be approved by the Alexandria Planning Commission through a public hearing. If the project includes land subdivision, a subdivision application must also be filed. Complete all parts of the application form using black ink or type. Sign the form, and include a daytime telephone number.

2. FILING DEADLINES AND REQUIRED PLANS. The Development Site Plan application form and 12 copies (folded) of plans for City staff Completeness Review must be submitted to the Department of Planning and Zoning at least 75 calendar days prior to the Planning Commission public hearing date. Staff will evaluate the application materials for completeness and will notify the applicants of additional materials required to complete the application. A revised application form (if necessary) and 24 full-sized (folded) copies, 12 half-sized copies, and one 8.5 x 11 copy of the complete preliminary Development Site Plan must be submitted to the Department of Planning and Zoning at least 60 calendar days prior to the Planning Commission public hearing date.

Full-sized plans must be individually folded to a maximum size of 9" x 14" and in such manner that the lower right corner of the plan is on top with the plan title in view. Rolled plans will not be accepted. Plans received after 4:30 p.m. will be stamped as received on the following business day.

3. FILING FEE. See current fee schedule for fees.

4. PROPERTY OWNER NOTIFICATION. Applicants must send written notice to all abutting property owners. See detailed instructions on "Notice Requirements for Development Site Plans".

The applicant must send a notice of the Planning Commission (PC) meeting to all abutting property owners, by certified mail, at least 10 days and not more than 30 days prior to the PC meeting. The notice must state the date, time and place of the meeting. The applicant must supply to the Department of Planning and Zoning a copy of (1) the Certification of Notice, (2) the Notice of Meetings, (3) the List of Property Owners Notified, and (4) the Post Office Stamped Receipts.

Failure to send accurate or correct notices will result in deferral of the application to a later hearing date.

Property ownership information is to be obtained from the City Office of Real Estate Assessments, Room 2600, City Hall, 301 King Street, or at the office's web site: [www.realestate.alexandriava.gov](http://www.realestate.alexandriava.gov).

6. STAFF REPORT. A staff report and recommendation will be prepared and made available in the Department of Planning and Zoning office. The report is typically available 11 days prior to the Planning Commission public hearing.

For assistance with any of these procedures,  
please call the Department of Planning and Zoning at 703-746-4666