CITY OF ALEXANDRIA

DEPARTMENT OF PLANNING AND ZONING

SPECIAL USE PERMIT APPLICATION PACKAGE

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Reviewed on: _____ Staff: _____

Accepted: ( ) Y ( ) N Rejected: ( ) Y ( ) N

Grace period granted: ( ) Y ( ) N

Return by _____ for inclusion on _____ docket.

Returned complete on: _____

Department of Planning and Zoning
301 King Street
Alexandria, VA 22314
703-746-4666

Instructions for Special Use Permit Applications

A Special Use Permit (SUP) is issued for certain uses of property in the City. If approved, the permit may require that special conditions be imposed to assure the health, safety and welfare of the surrounding area. Applications for special use permit approval are considered by the Planning Commission and City Council.

I. What To Know Before Applying

Who May Apply for a Special Use Permit: Only an owner, a contract purchaser, a lessee, or another party with a legal interest in the property may apply for a special use permit.

Types of Special Use Permit Requests
Uses that require special use permit approval are outlined in the Zoning Ordinance. It is recommended that potential applicants contact staff to verify if a SUP is required for a particular use. Special Use Permit applications may be submitted for the following:

- New uses requiring a SUP;
- An expansion or change to an existing use without a SUP or grandfathered use;
- An expansion or change to an existing use with a SUP.

Filing Deadline and Application Acceptance: Application submissions must be received on or before the monthly filing deadline. Applications are accepted at the Planning and Zoning office in City Hall, Suite 2100. Although a mailed application will be accepted, it is highly recommended that applications be submitted in person. This gives staff an opportunity to review the application and advise the applicant if more information is required. The filing schedule is available on the web at http://alexandriava.gov/planningandzoning/forms/feedeadlines.pdf or in the Planning Office. Staff may grant a grace period to allow the applicant time to submit missing materials. Incomplete applications will not be held by staff. The applicant will be responsible for resubmitting the complete application package before the grace period ends (the grace period is typically 3 days). Applications submitted after a filing deadline and after the grace period will be processed for the next hearing cycle.

Application Forms and Plans: All portions of the SUP application package must be completed in order for the application to be reviewed. Please use the application checklist contained in the application package to ensure that all components are completed. The checklist also outlines the requirements for the site plan and floor plan which are a part of the SUP application package. Please consult Planning and Zoning staff before the filing deadline for assistance with preparing a proper site plan and floor plan.

Filing Fee: Application packages will not be processed unless the correct filing fee has been paid in full. The current fee schedule is available on the web at http://alexandriava.gov/planningandzoning/forms/fee_schedule.pdf or contact the Planning Office at 703-838-4666.

II. After Filing The Application

Review Process: Once the application package has been accepted, it will be assigned a case number and circulated to various City agencies for their review. City agencies will review the application materials and provide P&Z staff comments and recommend conditions for the use. A Planner will be assigned to review the application and prepare a staff report with a recommendation to the Planning Commission and City Council.

During the review process, the Planner will visit the site, analyze the existing conditions, determine the impacts that the proposed use will have on the surrounding area, notify affected civic and neighborhood associations and gather information from other departments. The Planner may require the applicant to submit additional information. The Planner will also write a staff report which will outline the proposal, discuss challenges and advantages of the use, discuss staff's recommendation of approval or denial and list conditions of approval.

Applicants will be expected to strictly adhere to all conditions if the request is approved by City Council. At any point during the review process, the applicant may contact the Planner to ask questions about the application or the review process. Approximately two to three weeks before the Planning Commission hearing, the Planner will send the applicant the recommended conditions of approval. **The applicant is responsible for ensuring that they understand and are in agreement with the conditions, and address any problems with the Planner before the hearings.**

The City Council may grant a SUP if it finds that:

1) The use for which a SUP is sought will not adversely affect the health or safety of persons residing or working in the neighborhood of the proposed use;
2) The use will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood;
3) The use will be in accord with the purposes of the City's Master Plan and Zoning Ordinance; and
4) The applicant will comply with all regulations and provisions of law.

Property Owner Written Notification: The applicant must provide written notice to all adjoining and facing property owners. See attached detailed instructions. New written notice is required for each and every public hearing, including hearings for deferred or continued items or items referred back to the Planning Commission by the City Council.

Requests to Defer or Withdraw: At any point during the review process, the applicant may request that the application be deferred to an upcoming docket, or withdrawn entirely. All requests to defer or withdraw must be submitted in writing. An application may also be put on hold for up to six months. It is the responsibility of the applicant to notify staff to re-docket a held application. If there is no activity within six months, the application will be withdrawn by staff and a refund will be processed if the request has not been advertised.

Filing Fee Refund: An applicant is entitled to a full refund of the filing fee if a written request to withdraw has been received before the case has been advertised by the City in local newspapers. Advertising in local newspapers usually occurs two weeks before the hearing. An applicant considering withdrawal should contact Planning staff to verify the last day to withdraw without a refund.

III. Planning Comm./City Council Hearings

Planning Commission and City Council Hearings: SUP requests are considered by the Planning Commission during their regular meeting which normally occurs on the first Tuesday of each month in the City Council Chambers, City Hall, at 7:30 P.M. Special Use Permits are subsequently considered by the City Council on the second Saturday following the Planning Commission hearing in the City Council Chambers, City Hall, at 9:30 A.M. Meeting dates may change and should be verified by the applicant at the time of filing the application. **Please note that the applicant or a representative must attend the meetings. Failure to attend the Planning Commission hearing will result in a deferral or possibly denial or dismissal of the application.**

Approval of a SUP request: If a SUP request is approved by Council, the approved conditions and a SUP certificate will be mailed to the applicant. Council's decision is effective immediately, therefore an applicant is not required to wait for the approved conditions and certificate to begin filing for other necessary permits (i.e. building permits, business license, etc.). Refer to the "Alexandria Small Business Guide" for more information on obtaining other permits or licenses that may be required.

Effective Period of Special Use Permit Approval: Construction or operation must be commenced within 18 months of the date the Special Use Permit is granted or the permit becomes void, unless an application to extend the permit is filed prior to the expiration date.

Special Use Permit Appeal: Persons aggrieved by an approval or denial of a SUP by the City Council may appeal that decision to the Circuit Court.

Reapplication After Denial of a Special Use Permit Request: If a Special Use Permit is denied by City Council, it will not be considered again by the Planning Commission or City Council for a period of one year. If a new application differs in a substantial and material respect from the application denied, the request may be considered after a period of six months. The applicant is responsible for resubmitting the application package for reconsideration by the Planning Commission and City Council.

Revocation and Suspension: A special use permit may be revoked or suspended upon proof that the conditions set forth or any regulations or laws are not being followed.

Special Use Permit Application Submission Checklist

WARNING: If any required portion of the application is not submitted, the application may not be accepted.

____ Completed and signed Special Use Permit application. All questions must be answered fully and legibly.

____ Supplemental Application for the following uses:

___ Automobile Oriented
___ Parking Reductions
___ Restaurants
___ Child Care Homes and Daycare Centers
___ Freestanding Signs

____ **Interior Floor Plan**

____ Submit one copy no larger than 11 x 17
____ Show and label all entrance and exit doors and windows;
____ Show and label all rooms/areas, staircases, elevators, bathrooms;
____ Show all seats, tables, counters, equipment, etc., as appropriate to the use;
____ Show outdoor seating areas, if applicable;
____ Title block showing the address, name of the business, name of applicant(s) and square footage of the interior space

Note: Please provide drawings to scale if possible. Drawings must be legible and a clear representation of the proposed use.

____ **Site Plan**

____ Submit one copy no larger than 11 x 17
____ Show the subject site and surrounding buildings;
____ Show cross streets;
____ Show all points of ingress and egress on the property (include curbcuts, entrance gates and doors, etc.);
____ If use is contained in a multi use building, show the exact location of the proposed use;
____ Show and label any landscaping, trees or open space on the property. Indicate caliper of trees if available;
____ Show and label all parking available to the use on-site and/or within 300 feet of the site;
____ Show dimensions of each on-site parking space.

Note: Please provide drawings to scale if possible. Drawings must be legible and a clear representation of the proposed use.

____ Application fee. Check the current fee schedule.

____ Other pictures or exhibits that explain the nature of the use and the site. (Not required but recommended)

____ Letters of support from the community (Not required but recommended)

APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT #_____

PROPERTY LOCATION: _____

TAX MAP REFERENCE:_____ **ZONE:** _____

APPLICANT:

Name: _____

Address: _____

PROPOSED USE: _____

_____

☐ **THE UNDERSIGNED**, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 of the 1992 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 staff and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.

☐ **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 IV, Section 4-1404(D)(7) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

☐ **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 Agent	Signature	Date
Mailing/Street Address	Telephone #	Fax #
City and State / Zip Code	Email address	

ACTION-PLANNING COMMISSION: _____ **DATE:**_____

ACTION-CITY COUNCIL: _____ **DATE:**_____

SUP #_____

PROPERTY OWNER'S AUTHORIZATION

As the property owner of _____, I hereby
(Property Address)
grant the applicant authorization to apply for the _____ use as
(use)
described in this application.

Name:_____ Phone_____
Please Print
Address:_____ Email: _____

Signature:_____ **Date:** _____

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

[ ] **Required floor plan and plot/site plan attached.**

[ ] **Requesting a waiver. See attached written request.**

2. 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 of more than three percent.

_____

_____

_____

_____

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 indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are require 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 the12-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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicated each person or entity and "None" in the corresponding fields).**

For a list of current council, commission and board members, as well as the definition of business and financial relationship, click here.

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

SUP #_____

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.

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request **in detail** so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

USE CHARACTERISTICS

4. The proposed special use permit request is for *(check one):*

[ ] a new use requiring a special use permit,
[ ] an expansion or change to an existing use without a special use permit,
[ ] an expansion or change to an existing use with a special use permit,
[ ] other. Please describe:_____

5. 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).

_____

_____

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

_____

_____

6. Please describe the proposed hours and days of operation of the proposed use:

Day:	Hours:
_____	_____
_____	_____
_____	_____
_____	_____

7. Please describe any potential noise emanating from the proposed use.

A. Describe the noise levels anticipated from all mechanical equipment and patrons.

_____

_____

B. How will the noise be controlled?

_____

_____

SUP #_____

8. Describe any potential odors emanating from the proposed use and plans to control them:

_____

_____

_____

9. Please provide information regarding trash and litter generated by the use.

A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)

_____

_____

B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

_____

_____

C. How often will trash be collected?

_____

_____

D. How will you prevent littering on the property, streets and nearby properties?

_____

_____

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

[ ] Yes. [ ] No.

If yes, provide the name, monthly quantity, and specific disposal method below:

_____

_____

SUP #_____

11. Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

[ ] Yes. [ ] No.

If yes, provide the name, monthly quantity, and specific disposal method below:

_____

_____

_____

12. What methods are proposed to ensure the safety of nearby residents, employees and patrons?

_____

_____

_____

ALCOHOL SALES

13.

A. Will the proposed use include the sale of beer, wine, or mixed drinks?

[ ] Yes [ ] No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

_____

_____

_____

_____

SUP #_____

PARKING AND ACCESS REQUIREMENTS

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

_____ Standard spaces

_____ Compact spaces

_____ Handicapped accessible spaces.

_____ Other.

Planning and Zoning Staff Only

Required number of spaces for use per Zoning Ordinance Section 8-200A_____

Does the application meet the requirement?

[ ] Yes [ ] No

B. Where is required parking located? *(check one)*

[ ] on-site

[ ] off-site

If the required parking will be located off-site, where will it be located?

_____

PLEASE NOTE: Pursuant to Section 8-200 (C) of the Zoning Ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

C. If a reduction in the required parking is requested, pursuant to Section 8-100 (A) (4) or (5) of the Zoning Ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

[ ] Parking reduction requested; see attached supplemental form

15. Please provide information regarding loading and unloading facilities for the use:

A. How many loading spaces are available for the use? _____

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200_____

Does the application meet the requirement?

[ ] Yes [ ] No

SUP #_____

B. Where are off-street loading facilities 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?

_____

_____

16. Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?

_____

_____

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? [ ] Yes [ ] No

Do you propose to construct an addition to the building? [ ] Yes [ ] No

How large will the addition be? _____ square feet.

18. What will the total area occupied by the proposed use be?

_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____sq. ft. (total)

19. The proposed use is located in: *(check one)*

[ ] a stand alone building
[ ] a house located in a residential zone
[ ] a warehouse
[ ] a shopping center. Please provide name of the center: _____
[ ] an office building. Please provide name of the building: _____
[ ] other. Please describe:_____

End of Application

NOTICE REQUIREMENTS

CITY COUNCIL AND PLANNING COMMMISSION

For each application for a public hearing before the Planning Commission, City Council, the Board of Architectural Review, or the Board of Zoning Appeals (for example, for a special use permit, a certificate of appropriateness, an encroachment, a variance or subdivision approval), the law requires that notice is given so that people interested or affected by the application have a chance to express their views. ***If incorrect notice is given, the request cannot be heard and must be deferred.***

Three types of notice are required:

- The City publishes notice in the newspaper prior to the hearing.
- The City also posts the property with a sign prior to the hearing.
- The third type of notice is ***"written notice" and must be provided by the applicant.***

WRITTEN NOTICE FREQUENTLY ASKED QUESTIONS

What is written notice?

Written notice is a letter sent to the owners of those properties that abut the property that is the subject of the application. The notice describes the application before the City and gives the date when public hearings on the application will take place.

What form should I use for the written notice?

Using the attached form called "Notice of Public Hearing," fill in the blank spaces for the date of the hearings, the issue description, the property address and tax map number. Prior to mailing, date the form, sign it, and indicate your telephone number in the appropriate place so that people who receive the notice have someone to call with questions.

The ***issue description*** part of the notice form is very important. At the time you submit your application, you may ask staff for assistance formulating the issue description. You must be thorough in your description. Feel free to check with staff regarding the content of the issue description at any time during the application review process.

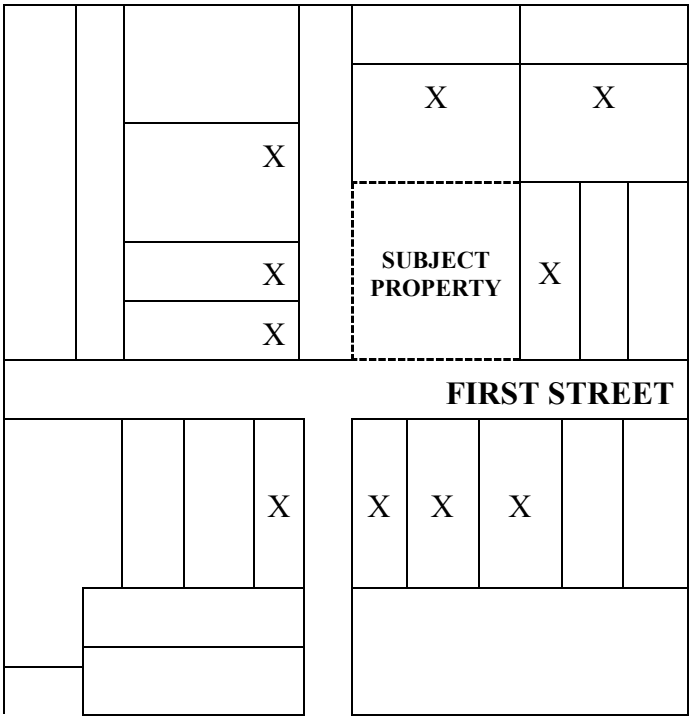
The following ***example*** illustrates a description:

> *Request to operate a full-service restaurant with carry-out and delivery service. Live entertainment will be provided. A parking reduction of six spaces is requested.*

To whom must I send written notice?

Written notice must be sent to the owner of the property if the applicant is not the owner. In addition, written notice must be sent to the owner of each abutting property. An abutting property is one that touches the property in question or directly faces (and, in the case of a corner lot, diagonally faces) the property in question. See diagram below.

Below is a ***sample sketch*** showing a hypothetical subject property and the property owners required by law to be notified. This is a sample only and is not to be used as a final authority when sending notice. If in doubt, it is advisable to provide notice to additional properties.



X = Property Owners to be Notified

How do I determine the abutting properties?

Consult the tax maps in the Department of Planning and Zoning or at the department's web page (http://alexandriava.gov/city/planning_zoning/gis/taxmaps.htm). Abutting properties may also be identified by visiting the Office of Real Estate Assessments web site (http://realestate.alexandriava.gov). Determine the correct map, block and lot numbers of the abutting properties and use that information to fill out the appropriate spaces on the attached form called "Property Owners List."

How do I find the name and address of the owners of those properties?

Visit the web page of the Office of Real Estate Assessments (http://realestate.alexandriava.gov) or search the records in the Office of Real Estate Assessments on the second floor of City Hall, Room 2600. Look up the correct name and address of the property owner of each parcel you have listed on the Property Owners List. Fill in that information on the same form under "Abutting Property Owner's Name and Mailing Address."

What do I do in the case of a condominium property?

Legal notice to an abutting property that is in condominium ownership may be provided in only one of two ways:

- by sending notice to each and every condominium unit owner; or
- by sending notice to the president of the association of condominium owners.

In order to find out the proper name and address of the unit owners, you may use the records of the Office of Real Estate Assessments, as you would for any other owner of property. These records will provide the official name and address of each property owner. If you choose to avoid notice to each individual owner and wish to send notice to the condominium association president instead, then you must use other means to determine the correct name and address of the president. You may consult with the City's Department of Citizen Assistance for the name and address of the association president, but should also call the condominium or otherwise research and confirm the information yourself.

How must the notice be mailed?

Notice of the meetings must be sent by registered or certified mail only. Save the stamped receipts from the post office and a copy of the notice letter. Do not ask the post office to send the notices by restricted delivery or return receipt requested.

When must the notice be sent?

Notice of the meetings must be sent at least 10 days prior to the meeting and no more than 30 days prior to the meeting. Planning staff has a schedule with the correct dates for mailing notice prior to each meeting. Consult them for assistance.

What documents must be submitted to show that I sent notice correctly?

After you have sent the notice letters for the public hearings, the following documents must be submitted to the Department of Planning and Zoning:

- A completed Certification of Notice form. This form tells the City that you have sent the appropriate form to the correct list of owners and that you have sent it at the right time. You must sign this form.
- A copy of the Notice of Public Hearing form that you sent to property owners.
- A copy of the Property Owners List, filled in with the names and addresses of the properties to whom you have sent notice.
- Copies of the certified or registered mail receipts from the post office. The receipts must be stamped by the post office.

When must the above documents be submitted?

The above documents must be submitted to the Department of Planning and Zoning by 5:00 PM of the fifth day prior to the meeting date.

Who can help me complete the notice process correctly?

If you have any questions about the notice process, staff in the Department of Planning and Zoning can assist you. Please call 703.838.4666.

If you fail to send correct legal notice as described above, the application will not be heard as scheduled. It will be deferred to the next scheduled hearing date so that proper notice can be sent. If it is heard, the improper notice may affect the validity of the hearing.

NOTICE OF PUBLIC HEARING

CITY COUNCIL AND PLANNING COMMISSION

Date:_____

Dear Property Owner:

You are hereby notified of the following public hearings to be held by the Alexandria Planning Commission and City Council on the issue described below.

ALEXANDRIA PLANNING COMMISSION
DATE:_____

7:00 PM, CITY HALL
301 KING STREET
CITY COUNCIL CHAMBERS, 2nd FL
ALEXANDRIA, VIRGINIA 22314

ALEXANDRIA CITY COUNCIL
DATE:_____

9:30 AM, CITY HALL
301 KING STREET
CITY COUNCIL CHAMBERS, 2nd FL
ALEXANDRIA, VIRGINIA 22314

ISSUE DESCRIPTION:_____

_____

_____

_____

PROPERTY ADDRESS: _____

TAX ASSESSMENT MAP NUMBER: _____

As a citizen and party in interest, you are invited to attend these meetings and express your views concerning the above issue. If you have any questions regarding the request, you can reach me at _____.

Sincerely,

_____
Applicant Signature

_____
Applicant Printed Name

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

REQUIRED ATTACHMENTS:

(a) copy of the notice letter sent
(b) list of the names and addresses of those persons to whom notice was sent
(c) copy of the post office receipts for the certified or registered mail

SUBJECT ADDRESS	MAP	BLOCK	LOT

ADJOINING PROPERTY OWNER'S NAME & ADDRESS	MAP	BLOCK	LOT

To Completed by Planning and Zoning Staff, For the Applicant's Information

Important Dates

*Planning Commission Hearing _____

Reminder - Applicants are required to attend the Planning Commission Hearings

*City Council Hearing _____

Noticing Period

Written notices must be mailed between _____ and _____.

Certification of Notice Packets must be returned to the P&Z office no later than _____.

Return Certification of Notice Packets to Planning and Zoning, 301 King Street, Suite 2100, Alexandria, VA 22314.

***NOTE: PLEASE REMEMBER THAT ALL HEARING AND NOTICING DATES ARE SUBJECT TO CHANGE.**