



APPLICATION

SUBDIVISION OF PROPERTY

_____ Filing Fee
_____ Filing Deadline
_____ Planning Commission Hearing

REQUIREMENTS FOR MAILING NOTICES:

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

Mail certified or registered notice of hearings between _____ and _____.

Return notice materials to Department of Planning and Zoning by _____.

WAIVER REQUIRED FOR EARLY SUBMISSIONS:

For any subdivision application submitted 45 days or more prior to the hearing date, the applicant must sign a "Waiver of Right to Automatic Approval" or wait to file the application after the 45-day time limit.

INSTRUCTIONS

SUBDIVISION OF PROPERTY APPLICATION

FILING DEADLINE. Subdivision applications must be submitted to the Department of Planning and Zoning at least 49 calendar days prior to the hearing date. Failure to submit all required information and plans by the filing deadline will result in the application being deferred to a later hearing date.

APPLICATION FORMS. Complete all parts of the application form using black ink or type. Sign the form, and include a daytime telephone number.

PLATS. Applicants must submit 20 copies of the proposed subdivision plat with the subdivision application. Plats which do not comply with the minimum requirements of Section 11-1706 of the Zoning Ordinance will not be processed. (See attached Checklist). Plats must be individually folded to a maximum size of 9" x 14" and in such manner that the lower right corner of the plat is on top with the plan title in view. Rolled plans will not be accepted.

FILING FEE. See current fee scheduled available in the Planning and Zoning office.

PROPERTY OWNER NOTIFICATION. Applicants must send written notice to all abutting property owners; notices must be sent by certified or registered mail at least 10 days and not more than 30 days prior to the Planning Commission hearing. Applicants may use the notice form supplied with the application forms. In the event the application is deferred, notification must be given again.

The following must be submitted to the Planning Department no later than five calendar days prior to the public hearing:

- a copy of the notice letter sent,
- a copy of the list of the names and addresses of those persons to whom notice was sent,
- a copy of the post office receipts for the certified or registered mail,
- a certification of notice statement that notice was sent by certified or registered mail to those to whom notice is required to be given.

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 Real Estate Assessment Office, Room 2600, City Hall, 301 King Street.

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 hearing.

FOR ASSISTANCE WITH ANY OF THESE PROCEDURES,
PLEASE CALL THE DEPARTMENT OF PLANNING & ZONING AT 703.838.4666



APPLICATION

SUBDIVISION OF PROPERTY

SUB # _____

PROPERTY LOCATION: _____

TAX MAP REFERENCE: _____ ZONE: _____

APPLICANT:

Name: _____

Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

SUBDIVISION DESCRIPTION _____

[] THE UNDERSIGNED hereby applies for Subdivision in accordance with the provisions of Section 11-700 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: _____

Fee Paid and Date: _____

ACTION - PLANNING COMMISSION: _____

ALL APPLICANTS MUST COMPLETE THIS FORM.

Supplemental forms are required for child care facilities, restaurants, automobile oriented uses and freestanding signs requiring special use permit approval.

1. 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 ten percent.

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 ten 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 ten 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 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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicated each person or entity below and "None" in the corresponding fields)**

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

Alexandria City Council

William Euille
Kerry Donley
Frank Fannon IV
Alicia Hughes
Redella "Del" Pepper
Paul Smedberg
Rob Krupicka

Planning Commission

John Komoroske
H. Stewart Dunn, Jr.
Jesse Jennings
Mary Lyman
J. Lawrence Robinson
Eric Wagner
Donna Fossum

Board of Zoning Appeals

Mark Allen
Geoffrey Goodale
John Keegan
Stephen Koenig
David Lantzy
Jennifer Lewis
Eric Zander

**Board of Architectural Review
Old and Historic District**

Chip Carlin
Oscar Fitzgerald
Thomas Hulfish
Arthur Keleher
Wayne Neale
Peter Smeallie
John Von Senden

**Board of Architectural Review
Parker-Gray District**

William Conkey
Theresa del Ninno
Robert Duffy
Christina Kelley
Douglas Meick
Philip Moffat

Updated 8/2/2011

Definition of business and financial relationship.

Section 11-351(A) of the Zoning Ordinance defines a business or financial relationship as any of the following:

- (1) a direct one;
- (2) by way of an ownership entity in which the member or a member of his immediate household is a partner, employee, agent or attorney;
- (3) through a partner of the member or a member of his immediate household;
- (4) through a corporation in which any of them is an officer, director, employee, agent or attorney or holds 10 percent or more of the outstanding bonds or shares of stock of a particular class. In the case of a condominium, this threshold shall apply only if the applicant is the title owner, contract purchaser, or lessee of 10% or more of the units in the condominium;
- (5) not as an ordinary customer or depositor relationship with a professional or other service provider, retail establishment, public utility or bank, which relationship shall not be considered a business or financial relationship;
- (6) created by the receipt by the member, or by a person, firm, corporation or committee on behalf of the member, of any gift or donation having a value of more than \$100, singularly or in the aggregate, during the 12-month period prior to the hearing on the application from the applicant.

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

SUBMITTED TO
THE DEPARTMENT OF PLANNING AND ZONING
CITY OF ALEXANDRIA, VIRGINIA

PROJECT NAME: _____

PROJECT ADDRESS: _____

DESCRIPTION OF REQUEST:

THE UNDERSIGNED hereby waives the right to the 45 day automatic approval provision of Section 11-1708 (B)(2) of the Zoning Ordinance of the City of Alexandria, Virginia, for the application stated above.

Date: _____

Applicant

Agent

Signature: _____

Printed Name: _____

MATERIALS CHECKLIST

SUBDIVISION OF PROPERTY APPLICATION

The following materials are required for a **preliminary subdivision submission**.

COMPLETED SUBDIVISION APPLICATION FORM

FILING FEE of \$2,000 plus \$500.00/lot for each lot including outlots if total lots <10;
or \$3,000 plus \$500.00/lot for each lot including outlots if 10 or more total lots.

PRELIMINARY PLAT

Format:

1. Plat size shall not exceed 24" x 36"
2. 20 folded copies of the plat
3. Scale no less than 100' to 1"

Required contents:

1. Subdivision name
2. Name, address of owner of record and the applicant
3. Name, address, certificate number and seal of the surveyor or engineer
4. Gross area in acres and total number of buildings, lots or sites involved
5. Date, scale and north point with reference to source of meridian
6. Zoning of the property
7. A form or space, not less than two and one-quarter by three and one-half inches, on which approval by the commission may be shown
8. Lot lines with the dimensions of the length and width of the lots
9. In the case of resubdivisions, all lot lines or lot numbers that are proposed to go out of existence by reason of the resubdivision shall be shown by dotted lines and numbers
10. Location of the property immediately adjoining the proposed subdivision and the names and addresses of all its owners
11. Location and width of all proposed streets, alleys and public areas and their dimensions
12. Points of connection with the city sewer system
13. Location of all easements, reservations, and highway setbacks, as established by section 7-1006 of the zoning ordinance
14. The width and name of adjacent existing streets, alleys, easements and public utilities, including without limitation, liens for water, gas, electric, telephone, storm and sanitary sewer, and railroads shown graphically
15. Limits of floodplains and resource protection areas
16. Location of any grave or object or structure marking a place of burial

SUBDIVISION APPLICATION MATERIALS CHECKLIST (cont'd)

- ___ 17. In the following cases the preliminary plat shall be superimposed on a topographic map, at a scale of not greater than 100 feet to the inch, showing contours at intervals not greater than two feet or greater intervals when permitted by the director, and correlated to the U.S. Coast and Geodetic Survey datum, for the purpose of showing the character and drainage of the land:
 - a. Whenever any land within the parcel subdivided is to be dedicated to public use; or
 - b. For all subdivisions containing lots or parcels of less than one-half acre.
- ___ 18. Proposed street grade data and the method of storm water disposal
- ___ 19. General location, dimension, size, height, and species of major trees and shrubs
- ___ 20. Existing buildings with dimensions from the buildings to the nearest lot lines
- ___ 21. When known, areas that can reasonably be expected to or which do contain soils or materials contaminated with, but not limited to heavy metals, petroleum products, PCB's, pesticides, flyash, or other toxic or hazardous materials
- ___ 22. When known, underground storage tanks
- ___ 23. When known, areas located within 1,000 feet of a former sanitary landfill, dump, or disposal area
- ___ 24. When known, areas with the potential of generating combustible gases

___ **FINAL PLAT (Mylar)**

Required contents:

- ___ 1. All of the information required of a preliminary plat under Section 11-1706(D), except for items 16-24
- ___ 2. The location of all metals monuments of not less than one inch in diameter and 24 inches in length shown this: O, and located in the ground at each intersection of streets and alleys with plat boundary lines, and at all points on a street, alley and boundary lines where there is a corner, change in direction, or curvature
- ___ 3. A surveyor's or engineer's seal and certificate of survey in the following form, which may be modified to accommodate title information (see Section 11-1709 B(3) for language)
- ___ 4. A curve table containing the following for all curvilinear boundaries and street centerlines; delta, radius, arc, tangent, chord and chord bearing. All distances shall be shown to the nearest one-hundredth of a foot; angles or bearings to the nearest ten seconds.

FOR ASSISTANCE WITH ANY OF THESE PROCEDURES,
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See Section 11-1700 of the Alexandria Zoning Ordinance for additional information