



# 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 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 indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are 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. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate 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

**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,  
PLEASE CALL THE DEPARTMENT OF PLANNING & ZONING AT 703.838.4666

See Section 11-1700 of the Alexandria Zoning Ordinance for additional information



## NOTICE REQUIREMENTS

### PLANNING COMMISSION ONLY (DSP and SUB CASES)

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 the Planning Commission public hearing will take place.

What form should I use for the written notice?

Using the attached form called "Notice of Public Hearing of Planning Commission," fill in the blank spaces for the date of the meeting, 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 should provide a draft of the description of your request that you intend to use in the notice form. You must be thorough in your description. Staff will review the draft wording to confirm its completeness.

The following *examples* illustrates a description:

*(DSP) Site plan to build 142 townhouses with private streets, and modifications requested for yards and for reduced open space.*

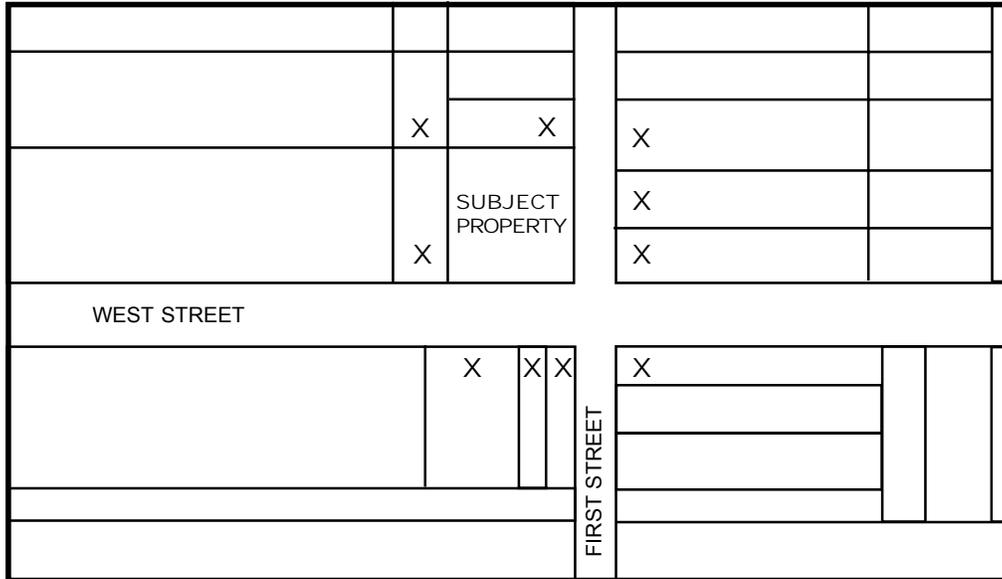
*(SUB) Subdivision request to subdivide one lot into two lots.*

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 on page 2.

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](http://alexandriava.gov/city/planning_zoning/gis/taxmaps.htm)) . 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 Planning Commission meeting 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 Planning Commission meeting 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 hearing, the following documents must be submitted to the Department of Planning and Zoning:

- The attached Certification of Notice form, correctly filled out. 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 have to 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

**PLANNING COMMISSION**

Dear Property Owner:

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

PLANNING COMMISSION PUBLIC HEARING DATE:

\_\_\_\_\_

AT  
7:00 PM, CITY HALL  
301 KING STREET  
CITY COUNCIL CHAMBERS, SECOND FLOOR  
ALEXANDRIA, VIRGINIA 22314

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

TAX ASSESSMENT MAP NUMBER: \_\_\_\_\_

CERTIFICATION OF NOTICE

- [ ] BOARD OF ARCHITECTURAL REVIEW
[ ] BOARD OF ZONING APPEALS
[ ] DEVELOPMENT SPECIAL USE PERMIT
[ ] DEVELOPMENT SITE PLAN
[ ] SPECIAL USE PERMIT
[ ] SUBDIVISION PLAT
[ ] 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

**PROPERTY OWNERS LIST**

SUBJECT ADDRESS	MAP	BLOCK	LOT
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ADJOINING PROPERTY OWNER'S NAME & ADDRESS	MAP	BLOCK	LOT
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