CERTIFICATE OF OCCUPANCY SURVEY/ PARTIAL AS-BUILT

Department of Planning and Zoning
Department of Transportation and Environmental Services

Project Name: _____
Project Address: _____
Applicant Name: _____
Applicant Address: _____
Applicant E-mail Address: _____
Site Plan Number: _____

Submit the following materials prior to scheduling a Certificate of Occupancy inspection with the Office of Building and Fire Code Administration. Inspections will be completed within five business days of requesting an inspection and submission of a Certificate of Occupancy Survey.

____ Completed and Signed Survey Requirements for Certificate of Occupancy Checklist.

____ Five (5) copies of the Certificate of Occupancy Survey to the Department of Transportation and Environmental Services Site Plan Coordinator, 301 King Street, Room 4130, Alexandria, Virginia 22314.

____ Statement verifying fulfillment of all Development Site Plan and / or Development Special Use Permit conditions required prior to issuance of a Certificate of Occupancy.

FORMAT REQUIREMENTS FOR EACH SHEET:

____ Print size shall not exceed 24" x 36" and all sheets in a set shall be the same size
____ Scale
____ North point with reference to source of meridian
____ Legend of symbols, patterns, and abbreviations used
____ Identify adjacent street names on each sheet
____ Specify design standards for all improvements

COVER SHEET:

____ Vicinity map and sheet index
____ Lot number, address and development name
____ As-Built zoning tabulations for gross floor area, net floor area, FAR, height, open space and number of units by type
____ As-Built number of parking and loading spaces by type (standard, compact or handicap)

SITE IMPROVEMENTS:

____ Property lines with dimensions
____ Building footprint with dimensions, entrances and setbacks from property lines and other buildings[1]

[1] Building footprint should include all protrusions including, but not limited to, bay windows, chimneys, etc.

____ Building height[2]
____ Finished floor elevation
____ Walls, railings and fences with top and bottom elevations and type identified
____ Patios, decks and stoops
____ Streets, driveways, sidewalks, curbs, alleys, steps and crosswalks with dimensions and type of material identified
____ Location of accessible handicap ramps with slope identified
____ Tree wells, landscape strips and planters
____ Site amenities: bicycle racks, trash cans, benches, gang mailboxes, etc.
____ Parking spaces (standard, compact and handicap) numbered consecutively[3]
____ Loading spaces (number required and number proposed)
____ As-built topographic information with elevations at control points sufficient to determine site drainage
____ Canopy and clearance height over vehicular drive aisles

UTILITIES:

____ Site and street light poles/fixtures
____ Transformers, A/C condensers and other above grade utilities
____ Location of all underground utilities
____ As-built storm and sanitary sewer information; type, size, flow direction, top/invert elevations and % of grade
____ Water main size, fire hydrants, standpipes and sprinkler connections

GARAGE SURVEY:

____ Limits of underground parking garage
____ Overall garage dimensions
____ Parking spaces (all numbered consecutively and labeled by type) and drive aisles with dimensions (excluding columns)
____ Tabulation of standard, compact and handicap spaces (note van accessible)
____ Tabulation of residential, commercial, visitor and carpool spaces
____ Location of stairs and/or elevators
____ Location of bicycle racks (identify the number of bikes that can be accommodated)

Note: For development projects with phased occupancy, clearly delineate complete and incomplete site improvements.

I certify that I am responsible for the preparation of certificate of occupancy survey being submitted and that the survey is consistent with all prior approvals granted by the City except. I further certify that I have filled out the attached checklist and confirmed that all required information has been provided.

_____ _____

Signature of Engineer/Surveyor Date of Submission

[2] Provide note: "Building height measured from average finished grade."
[3] Numbering should be continuous and not restart if spaces are in multiple lots or garage levels.