

City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 05-10

DATE: DECEMBER 7, 2010

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: EMILY BAKER, P.E., DEPUTY DIRECTOR/ENGINEERING, TRANSPORTATION AND ENVIRONMENTAL SERVICES *EMB*

GWEN WRIGHT, CHIEF, DEVELOPMENT DIVISION PLANNING AND ZONING *GW*

SUBJECT: UPDATED CERTIFICATE OF OCCUPANCY CHECKLIST AND REQUIREMENTS

For projects with a Development Site Plan (DSP) or Development Special Use Permit (DSUP), both Transportation and Environmental Services (T&ES) and Planning and Zoning (P&Z) have plan submission requirements that must accompany a request for a Certificate of Occupancy. Previously, T&ES required a 'Partial As-built' and P&Z required a 'Final Location Survey', each submitted to different staff members in separate departments. Staff has consolidated these requirements into one list, the 'Certificate of Occupancy Survey/ Partial As-built' (Attachment 1). This combines the existing plan requirements for both departments on to one list. A landscape as-built is not required with the plan submission for a Certificate of Occupancy, but information regarding required landscape certifications for Final Occupancy can be found online at http://alexandriava.gov/uploadedFiles/recreation/info/040907_land_guidelines.pdf.

New Requirements: Given the increased complexity of phased occupancy submissions, a requirement was added to clearly delineate complete and incomplete site improvements for phased occupancy requests. A statement verifying completion of all DSP or DSUP conditions is also now required prior to issuance of a Certificate of Occupancy.

Plan Submission: Effective immediately, the Occupancy Survey/Partial As-built will be submitted to the Site Plan Coordinator only instead of multiple staff members, providing one point of contact for all Occupancy and As-built plan submissions.

Please note that you must still call Code Administration at 703-746-4200 to schedule your occupancy inspections, and that T&ES and P&Z reviews under the OCC permits will not begin until the Certificate of Occupancy Survey/ Partial As-built is submitted.

If you have any questions, please call Shanna M. Austin, Site Plan Coordinator at 703-746-4064.



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 buildings¹

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

- _____ Building height²
- _____ 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 consecutively³
- _____ 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.