



# APPLICATION SPECIAL USE PERMIT

SOP 2010-0083

## ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

Change of Ownership       Minor Amendment

[must use black ink or type]

PROPERTY LOCATION: 5500 Holmes Run Pkwy Suite C4  
TAX MAP REFERENCE: 038.03-0A-0001      ZONE: RC

### APPLICANT

Name: MODOCO, INC  
Address: 5500 HOLMES RUN PKWY SUITE C4

### PROPERTY OWNER

Name: Chris W. Small & MAURICE J. MAYFIELD  
Address: same  
SITE USE: Office (in Residential zone)

**THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

**THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

**THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

**THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Chris W. Small  
Print Name of Applicant or Agent  
5500 Holmes Run Pkwy C4  
Mailing/Street Address  
Alex      VA 22314  
City and State      Zip Code

[Signature]  
Signature  
703-504-4982      703-778-0439  
Telephone #      Fax #  
chris\_small@arrowpoint.net  
Email address  
11-16-10  
Date

**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**

Application Received: _____	Fee Paid: \$ _____
Legal advertisement: _____	_____
ACTION - PLANNING COMMISSION _____	ACTION - CITY COUNCIL: _____

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1. Please describe prior special use permit approval for the subject use.

Most recent Special Use Permit # 1670

Date approved: 06 / 16 / 1984  
month day year

Name of applicant on most recent special use permit Real Estate Associates & Professional Real Estate Trust  
Use Office

2. Describe below the nature of the existing operation in detail so that the Department of Planning and Zoning can understand the nature of the change in operation; include information regarding type of operation, number of patrons served, number of employees, parking availability, etc. (Attach additional sheets if necessary.)

office space for sublet

Lined area for describing the existing operation.

3. Describe any proposed *changes* to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)

N/A

Lined area for text input.

4. Is the use currently open for business?  Yes  No

If the use is closed, provide the date closed. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

5. Describe any proposed changes to the conditions of the special use permit:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are the hours of operation proposed to change?  Yes  No N/A  
If yes, list the current hours and proposed hours:

Current Hours:	Proposed Hours:
_____	_____
_____	_____
_____	_____
_____	_____

7. Will the number of employees remain the same?  Yes  No N/A  
If no, list the current number of employees and the proposed number.

Current Number of Employees:	Proposed Number of Employees:
_____	_____

8. Will there be any renovations or new equipment for the business?  Yes  No  
If yes, describe the type of renovations and/or list any new equipment proposed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Are you proposing changes in the sales or service of alcoholic beverages?  Yes  No  
If yes, describe proposed changes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Is off-street parking provided for your employees?  Yes \_\_\_ No ~~\_\_\_~~  
If yes, how many spaces, and where are they located?  
(6) 5500 HOLMES RUN PI2WAY

11. Is off-street parking provided for your customers? ~~\_\_\_~~ Yes \_\_\_ No N/A  
If yes, how many spaces, and where are they located?

12. Is there a proposed increase in the number of seats or patrons served? \_\_\_ Yes  No  
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Are physical changes to the structure or interior space requested? \_\_\_ Yes  No  
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. Is there a proposed increase in the building area devoted to the business? \_\_\_ Yes  No  
If yes, describe the existing amount of building area and the proposed amount of building area.  
Current: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. The applicant is the (check one)  Property owner \_\_\_ Lessee  
\_\_\_ other, please describe: \_\_\_\_\_

16. The applicant is the (check one)  Current business owner \_\_\_ Prospective business owner  
\_\_\_ other, please describe: \_\_\_\_\_

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (10%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

**Please provide ownership information here:**

33% Chris W. Small

6529 Old Chesterbrook

McLean, VA 22101

33% MAURICE J. MAYFIELD

8806 Parliament Dr.

Spstld, VA 22151

33% Estate of Kim Burnham

46300 Humer Run Pkwy Sec. 4

Alex. Va. 22304