

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 24, 2009

TO: CHAIRMAN AND MEMBERS OF THE PLANNING COMMISSION

FROM: RICH JOSEPHSON, DEPUTY DIRECTOR, PLANNING AND ZONING

SUBJECT: SMALL BUSINESS ADMINISTRATIVE SUP CHECKLIST AND WORKSHEETS

ISSUE: Small Business Administrative SUP Checklist and Worksheets

RECOMMENDATION: Approve the use of the attached Checklist and Worksheets for Administrative Special Use Permits

BACKGROUND: On December 13, 2008, City Council adopted changes to the City's Zoning Ordinance to permit some small businesses to operate in the City with approval of an Administrative Special Use Permit (SUP).

In approving these new administrative special uses, City Council directed staff to prepare a checklist and worksheets that can be provided to businesses to assist them in obtaining approvals of new uses or expansions/modifications of existing uses, and to obtain approval of this checklist/worksheet from the Planning Commission and City Council.

These changes will simplify the process for businesses to obtain zoning approval for building uses such as small commercial schools, childcare centers and small restaurants in certain locations. Previously, these uses were subject to review and approval through a formal hearing process and required the submission of a Special Use Permit request. Under the new regulations, some of these uses can now be approved as either permitted or administrative uses, rather than requiring a Special Use Permit.

The changes, which were a result of the efforts of the Small Business Task Force, Planning and Zoning staff, the Planning Commission and both businesses and residents, came about after significant public outreach and several public hearings.

An Administrative SUP will require that an applicant submit information to the Department of Planning and Zoning about the requested use. The applicant will also have to certify that they will be able to comply with specific requirements for the proposed use.

Uses that qualify for an Administrative SUP under the new ordinance include:

- Child care center or preschool in a church or school building in residential zones
- Small garden centers in certain commercial zones
- Outdoor food and crafts market in certain commercial zones
- Overnight pet accommodations in a shopping center
- In Industrial or Flex space centers:
 - o Light auto repair
 - o Catering operation
- Full service restaurants of 60 seats or less, except in Old Town, where a full SUP is required (Restaurants in a shopping center, hotel or an industrial or flex space center are now allowed without a SUP)

The attached Checklist and Worksheets provide information to applicants for an Administrative SUP. The package of information includes general information applicable to all administrative SUPs and then a separate checklist for the particular use that is requested.

There are instructions for how to use the Checklist and Worksheets. There is also a checklist for how to get started and approved. The first item on the “Getting Started” checklist is scheduling a pre-application meeting with staff from Planning and Zoning. We cannot emphasize enough the importance of meeting with staff ahead of time to discuss the proposal and make sure the applicant is fully aware of all of the requirements for obtaining approval through the administrative process.

There is also an explanation of what the City will do, including providing public notice, obtaining and reviewing comments from other departments and the public, and providing a written decision. A timeline is included that shows the approximate amount of time to go through the administrative process.

The checklists are for each individual use that is permitted to be approved through the administrative process. We have tried to keep these checklists to one page and still contain all of the required information.

Planning staff has been meeting with staff from other agencies to make sure that all are on the same page regarding this process. Staff has also asked for comments from community and business organizations and will continue to do so as part of a process of continual review and improvement.

Staff is committed to make this process work and to assist applicants for Administrative Special Use Permits to the greatest extent possible.

STAFF: Faroll Hamer, Director
Rich Josephson, Deputy Director
Kendra Jacobs, Administrative Officer
Elieen Oviatt, Planner
Nathan Randall, Planner

ATTACHMENT: Administrative Special Use Permit Checklist and Worksheets

**ADMINISTRATIVE
SPECIAL USE PERMIT**

**CHECKLIST AND
WORKSHEETS**

*CITY OF ALEXANDRIA, VIRGINIA
DEPARTMENT OF PLANNING AND ZONING*

INTRODUCTION

On December 13, 2008, City Council adopted changes to the City's Zoning Ordinance to permit some small businesses to operate in the City with approval of an Administrative Special Use Permit (SUP). The changes will simplify the process for businesses to obtain zoning approval for building uses such as small commercial schools, childcare centers and small restaurants in certain locations. Previously, these uses were subject to review and approval through a formal hearing process and required the submission of a Special Use Permit request. Under the new regulations, some of these uses can now be approved as either permitted or administrative uses, rather than requiring a Special Use Permit.

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The Department of Planning and Zoning has prepared this checklist and worksheets to assist applicants in understanding and providing information necessary for obtaining approval of an Administrative SUP.

Any questions should be directed to the Department of Planning and Zoning, 703-838-4666.

This information is also available on our website at
<http://www.alexandriava.gov/planning/info/default.aspx?id=6644>

How to use the Checklist and Worksheets:

- 1. This guide is designed to help you -- applicants, businesses and citizens -- understand the process and requirements for administrative SUP uses.*
- 2. For technical language and legal standards for administrative SUP uses, please refer to the Zoning Ordinance, Section 11-513.*
- 3. Please follow the information on pages 3, 4 and 5 to understand how to get an administrative SUP started and approved, to learn what the City will do, and to learn about the general operating requirements for all administrative SUP uses.*
- 4. Then, find the specific use that applies to your business on pp. 3-15. Use that worksheet page to find the requirements for your type of business.*
- 5. Answer the questions on the worksheet page for your business, detach it from this package, and attach it to your application for administrative SUP approval. In some cases, additional information will be required.*
- 6. Additional conditions may be required by the Director if reasonably necessary to support the use and its compatibility with the neighborhood.*
- 7. For additional information or any questions about this checklist, the worksheets, administrative SUPs, or the process for approval, please contact Planning and Zoning at 703-838-4666.*

PROCESS: GETTING STARTED AND APPROVED

<input type="checkbox"/>	Schedule Pre-Application Meeting with P&Z Staff (Strongly Recommended) Contact Planning and Zoning Staff at 703/838-4666
<input type="checkbox"/>	Submit Complete Application Application Form Supplemental Worksheet for Specific Use Floor Plan Site Plan/Survey Plat Application Fee - \$250.00 Other items (may be required)
<input type="checkbox"/>	Contact Other City or State Agencies Regarding Other Applicable Requirements
<input type="checkbox"/>	Contact Civic Association
<input type="checkbox"/>	Contact Immediate Neighbors/Property Owners
<input type="checkbox"/>	Apply for Building Permit and Other Permits as Necessary
<input type="checkbox"/>	Receive SUP Certificate and Final Conditions when notified by Planning and Zoning staff and Agree to Follow SUP Conditions/Operating Requirements for Business
<input type="checkbox"/>	Receive Building Permit and Other Permits as Necessary
<input type="checkbox"/>	Obtain Final Zoning Sign-Off on Business License
<input type="checkbox"/>	Follow All Applicable Codes & Ordinances

PROCESS: WHAT THE CITY WILL DO

- Provide Public Notice of the Request for approval of an Administrative SUP**
 - Property will be posted with a placard describing the request
 - Emails will be sent to community and business associations
 - Information about the request will be posted on the City’s website
 - The request will be advertised in a local newspaper

- Transmit the request to other City departments**

- Review the Request**
 - Review comments from City departments and the public

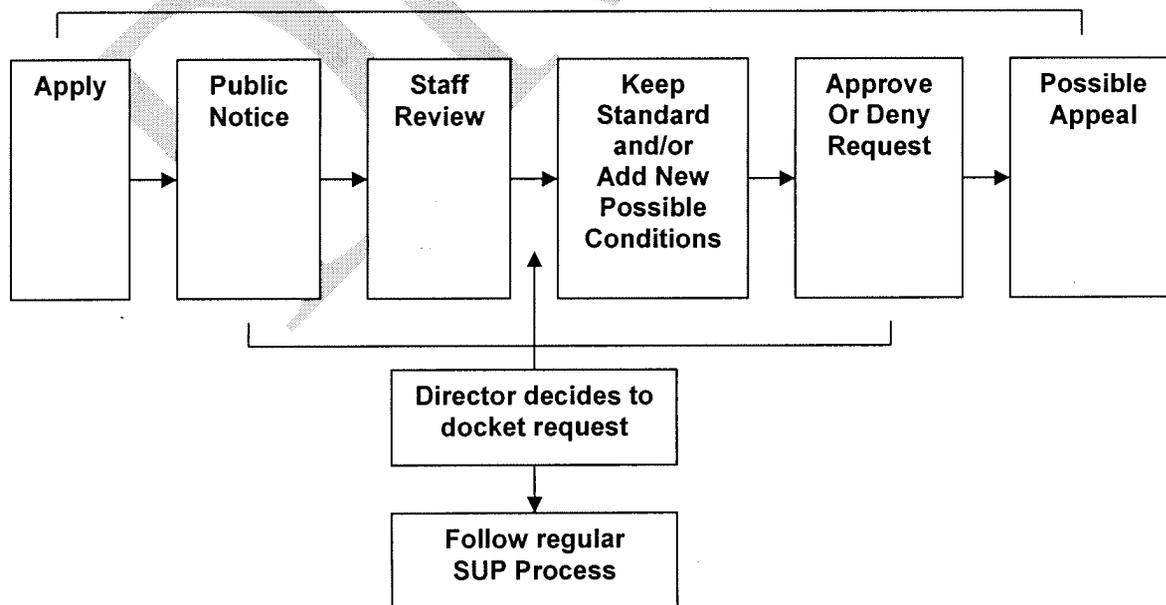
- Determine if other conditions, in addition to the standard conditions, are needed**

- Determine, based on comments from City Departments and the public, if the requested use needs to be docketed for public hearing**

- Provide written decision to the applicant, and place on the City’s website, either approving or denying the requested use**

Administrative SUP Process Timeline

(approximately 30 days from application to possible appeal and minimum 21 days from notice to decision)



REQUIRED STANDARDS FOR ALL USES

Applicants for all uses must comply with the following standards.

PERMIT AND CONDITIONS

Only the person who receives the permit may be in charge of the use that is approved. If there is a change in the future, including a sale of the business, then administrative approval of that change is needed.

The SUP permit must be displayed at the business. The list of requirements for the business must be available if anyone asks to see it.

The applicant shall conduct employee training sessions to discuss all SUP provisions and requirements, and methods to prevent underage sales of alcohol.

As part of the application and approval process, the Director may add further operating requirements to the business if necessary for the specific use and its compatibility with the neighborhood.

TRANSPORTATION AND TRANSIT

Encourage customers and employees to use different ways to get to travel to the business, including by car, bus, bicycle and Metro. The business should put signs in the business about it and use printed and Internet information, and any other effective methods.

Encourage its employees and customers to use mass transit or to carpool when traveling to and from the business.

Post signs about carpooling, DASH and METRO routes and where to buy transit passes.

PARKING

Participate in organized parking programs adopted by the City for the area.

Require employees who drive to work to use off-street parking.

Inform customers about the where to park and install signs showing where it is.

TRASH/LITTER

Keep trash and garbage inside the building or outside in sealed containers. Trash and debris may not accumulate outside of those containers. Outdoor trash receptacles must be screened to the satisfaction of the director.

Litter on and near the business must be picked up at least twice every day and at the close of the business, and more often if necessary.

The applicant may be required to purchase a trash can for public use or make a monetary contribution to the Litter Control Fund.

POLICE

Before opening the business, contact the Crime Prevention Unit of the Alexandria Police Department for a security survey and robbery awareness program for employees.

NOISE

No loud noise is permitted. The business must obey the City's noise ordinance.

No outdoor speakers shall be permitted. No amplified sound shall be audible at the property line.

BUILDING AND LANDSCAPING IMPROVEMENTS

Improvements, including landscaping, may be required and must be maintained.

The applicant may be required to purchase a tree for planting or make a monetary contribution to a street tree planting fund.

CATERING OPERATION

HOURS OF OPERATION

The hours of operation must be posted at the entrance of the business.

What are the hours of the business? _____

ALCOHOL SERVICE

No alcohol service is permitted.

Will alcohol service be provided? _____

LOCATION OF STORAGE

No food, beverages, or other material may be stored outside.

Where will supplies be stored? _____

CONTROLLING ODORS AND SMOKE

Cooking odors and smoke must be controlled to prevent them from becoming a nuisance to neighboring properties and the Department of Transportation & Environmental Services will review the proposed controls.

What equipment is included in the building to help control odors and smoke? _____

Have you contacted T&ES to review those controls? (703-838-4318) _____

DELIVERIES TO THE BUSINESS

There can be no deliveries to the business between 11:00 p.m. and 7:00 a.m.

When will deliveries occur? _____

What steps will you take to control deliveries to the business? _____

SOLID WASTE AND RECYCLING

There must be storage space for solid waste and recyclable materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines," or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: www.alexandriava.gov or contact the City's Solid Waste Division at 703-519-3486 ext.132.

Where will the waste and recycling containers be located? _____

Have you contacted T&ES about the containers? _____

DISPOSAL INTO SEWERS

Kitchen equipment shall not be cleaned outside, nor shall any cooking residue be washed into the streets, alleys or storm sewers.

DAY CARE IN A CHURCH OR SCHOOL BUILDING

PERMITS

Before opening the facility, all required state, federal and local licenses and certificates must be obtained.

Have you already obtained your permits? _____

Have you applied for permits? _____

Which permits have you applied for? _____

Have you contacted the Office of Early Childhood (703-838-0750)? _____

DROP OFF AREA

There must be an area that is big enough where the children can be dropped off and picked up without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be? _____

How many cars will fit in the area at one time? _____

The pick up/drop off area must be shown on the site plan which is part of the application.

PROTECTION FOR NEARBY HOMES

Choose a location that is far enough away from nearby homes and apartments so they will not be affected by the day care facility.

Where in the church or school building will the day care be located? _____

How large an area is proposed for day care? _____ sq. feet

The location must be shown on the site plan which is part of the application.

What steps will be taken to buffer the day care from nearby residences? _____

LIGHT AUTOMOBILE REPAIR

TYPE OF REPAIR WORK

Repair work done on the premises shall be limited to light automobile repair.

Describe the types of services the business will offer? _____

LOCATION OF REPAIR WORK

No repair work shall be done outside.

Where will repair work take place? _____

STORAGE OF STRIPPED VEHICLES

No junked, abandoned, or stripped vehicles shall be parked or stored outside.

Where will junked, abandoned or stripped vehicles be stored? _____

VEHICLE LOADING AND UNLOADING

No vehicles shall be loaded or unloaded on the public right-of-way.

Where will vehicle loading take place? _____

DISCARDING OF VEHICLE PARTS

No debris or vehicle parts shall be discarded on the public right-of-way.

Where will debris and vehicle parts be discarded? _____

VEHICLE PARKING

No vehicles shall be displayed, parked, or stored on a public right-of-way.

Where will vehicles be displayed, parked or stored? _____

STORAGE AND DISPOSAL OF VEHICLE PARTS

No vehicle parts, tires, or other materials shall be permitted to accumulate outside except in a dumpster or other suitable trash receptacle or enclosure.

Where will vehicle parts, tires and other materials be kept? _____

LIGHT AUTOMOBILE REPAIR CONTINUED

KEEPING THE BUILDING AND SITE CLEAN

The area around the building shall be kept free of debris and maintained in an orderly and clean condition.

How will you monitor the building and site to keep it clean? _____

WASTE PRODUCTS

All waste products including but not limited to organic compounds (solvents), motor oils, and antifreeze must be disposed of following all local, state and federal ordinances or regulations. Waste products may not be discharged to the sanitary or storm sewers.

What are the plans for disposing of waste products? _____

BEST MANAGEMENT PRACTICES

You must follow the City of Alexandria Best Management Practices manual for automotive related industries. Contact the Office of Environmental Quality at (703)383-4334 or visit [http://alexandriava.gov/uploadedFiles/tes/info/Automotive BMP manual.pdf](http://alexandriava.gov/uploadedFiles/tes/info/Automotive_BMP_manual.pdf) to obtain a copy of the manual.

Have you reviewed the Best Management Practices manual? _____

What steps will you take to follow the Best Management Practices Manual? _____

CONTROLLING ODORS AND SMOKE

You must control odors, smoke and any other air pollution from operations at the site and prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services.

What equipment is included in the building to help control odors, smoke and air pollution? _____

Have you contacted T&ES to review those controls? (phone) _____

CAR WASHING

Car wash discharges resulting from a commercial operation shall not be discharged into a storm sewer. It is recommended that the car washes be done at a commercial car wash facility.

Where will car washing take place? _____

LIVE THEATER

PERFORMANCE SCHEDULE

Performances must be scheduled to occur between 11:00 a.m. and 11:00 p.m. daily.

What are the hours proposed for performances? _____

What type of performances are planned for the theater? _____

WINE AND BEER SALES

Wine and beer sales are permitted but only in conjunction with performances. Wine and beer may be sold at the intermission or one hour before the performances begin.

Are sales of wine and beer proposed? _____

If so, will they be limited to sales right before or during intermission of a performance? _____

SPECIAL EVENTS

Once each month, there can be a special event, such as a show opening or a wine and cheese event at which wine and beer is offered.

Do you plan to have any special events? _____

If so, please describe? _____

Will wine and beer be offered at the events? _____

How frequently will the events occur? _____

ABC LICENSE

In order to offer wine and beer, the business must have appropriate licenses as required by law.

Have you applied for an ABC license? _____

Have you contacted the Alcohol Beverage Control office? (703/313-4432) _____

OUTDOOR DINING

PART OF APPROVED INDOOR RESTAURANT

Outdoor dining must be connected to an approved indoor restaurant.

What restaurant is the outdoor dining is connected to? _____

LOCATION ON PRIVATE PROPERTY

Outdoor dining, including seats, planters, wait stations and barriers, must be located on private property.

Will the outdoor dining be located only on private property? _____

What steps will you take to ensure that components, such as planters and barriers, do not encroach onto the public sidewalk? _____

NUMBER OF SEATS

Only 20 seats may be located at outdoor tables in front of the restaurant.

How many seats will be included in the outdoor seating? _____

HOURS OF OPERATION

The hours of operation for the outdoor dining shall be the same as permitted for the indoor restaurant.

What are the proposed hours for the outdoor dining? _____

ENTERTAINMENT

No live entertainment shall be permitted in the outdoor seating area.

Is any entertainment proposed? _____

Please describe: _____

SIGNAGE

Outdoor seating areas shall not include advertising signage, including on umbrellas.

Are any signs proposed for the outdoor dining? _____

ALCOHOL SERVICE

Alcohol service, to the extent allowed for indoor dining, is permitted; no off-premise alcohol sales are permitted.

What is the plan for alcohol service? _____

Have you contacted the Alcohol Beverage Control office (703/313-4432)? _____

CLEANING

The outdoor dining area shall be cleared and washed at the close of each business day that it is in use.

Who will perform this job? _____

OUTDOOR DINING PLAN

A plan for layout of the outdoor dining shall be submitted for review and approval by the director. The business shall maintain compliance with the approved layout. Any changes to the approved layout may require further review by staff.

Please submit a detailed plan with your application

OUTDOOR DISPLAY

MOUNT VERNON AVENUE OVERLAY ZONE

Outdoor display of retail goods is only permitted in conjunction with an existing retail sales establishment and only within the Mount Vernon Avenue Overlay Zone.

What is the retail store that the outdoor display is connected to? _____

What is the address of the store? _____

DISPLAY OF RETAIL GOODS

Only goods from the adjacent store are permitted to be displayed.

What is proposed to be displayed outside? _____

LOCATION ON PRIVATE PROPERTY

The outdoor sales may not encroach into the public right-of-way.

Will the outdoor display be located only on private property? _____

What steps will you take to ensure that the display does not encroach onto the public sidewalk?

SIGNAGE

Signage for the outdoor display is allowed in addition to signage otherwise permitted for the business, but shall be limited to a maximum aggregate size of one square foot.

Is signage proposed for the outdoor display? _____

How large is the proposed sign? _____

Please supply a copy or sample of the sign with your application.

PROHIBITIONS

No sales may occur in the outdoor display area.

The outdoor display area may include no structures or other permanent changes to the exterior.

There shall be no music, speakers, or amplified sounds associated with the outdoor display.

OUTDOOR FOOD AND CRAFTS MARKETS

HOURS OF OPERATION

The market may open at 7:00 a.m. and must close at sundown. It may not be open more than two days a week, and the days must be specified in the permit.

What are the hours for the market? _____

MARKET MASTER

A market master must be designated, and an alternate, and their names and contact information must be provided before opening the market.

The market master must be present at the opening and the closing of the market, and must oversee cleanup of the area.

The market master shall maintain a list of vendors with addresses and telephone numbers.

Who is the market master? _____ (name)
_____ (address)
_____ (phone)
_____ (email)

Who is the alternate market master? _____ (name)
_____ (address)
_____ (phone)
_____ (email)

MARKET PLAN

There has to be a plan for the layout of the market and the plan must be approved before beginning operations. Any changes to the plan must be approved.

Please provide a detailed plan showing the layout of the market and location of vendors, storage, and all activities, as part of your application.

MARKET RULES FOR VENDORS

There has to be a set of rules for all vendors and for the market. The Director approves the rules and any changes to the rules. Copies of the rules must be given to each vendor, to nearby residents and businesses, and to the civic associations in the vicinity.

The rules shall state who is eligible to sell goods in the market and under what conditions. It is expected that the market shall include the sale of produce, and baked and prepared goods, and that the produce will be predominantly grown by the vendors, except during the spring and late fall when resale produce may predominate.

Please provide the market rules with your application.

All vendors shall adhere to, and the market master shall enforce, appropriate food safety guidelines developed by the Alexandria Health Department.

Have you reviewed the Health Department Guidelines? _____

Are they part of the market rules for vendors? _____

PROHIBITED ACTIVITIES

The market may not include alcohol sales, trailers stored on site or on site food preparation

OUTDOOR GARDEN CENTER

HOURS OF OPERATION

The hours of operation shall be limited to between 7:00 a.m. and 9:00 p.m. Monday through Saturday, and from 8:00 a.m. to 8:00 p.m. on Sunday.

What are the proposed hours of operation of the center? _____

What are the hours that the business will be open to the public? _____

SIZE OF GARDEN CENTER

The garden center site may not be larger than 10,000 square feet.

How large is the garden center site? _____ sq. feet

GARDEN CENTER LAYOUT

The layout of the garden center shall be submitted for review and approval by the director. The plan should include all elements of the use, including:

Areas for storage, deliveries and parking

Design of any building or structure

Screening from neighboring uses

The view from the public street

The business shall maintain compliance with the approved layout. Any changes to the approved layout may require further review by staff.

Please provide a detailed plan with your application

DELIVERIES TO THE BUSINESS

Deliveries shall be limited to during normal business hours and shall occur in the location shown in the approved plan.

When will deliveries occur? _____

What steps will you take to control deliveries to the business? _____

PROTECTION OF NEARBY HOMES

The use shall be located a suitable distance or otherwise protected from nearby residential uses in order to avoid undue impacts.

What is the distance to the closest homes or apartments? _____

What steps will the business take to protect those homes from impacts? _____

OVERNIGHT PET BOARDING

STATE LAWS

There are state laws and regulations that the business must comply with: the Department of Agriculture and Consumer Services Division of Animal Industry Services laws and Animal Care, Control, Property and Protection Laws regarding Boarding Establishments.

Have you researched the above rules? _____

How will you comply with these rules? _____

HEALTH DEPARTMENT REVIEW

The Health Department must review and approve a plan that shows proposed methods of ventilation, storage and operations. All issues, including noise, and waste and odor control must be addressed.

Have you contacted the Health Department (703/838-4400)? _____

How will the facility dispose of animal waste? _____

How will it control odors? _____

How will it control noise? _____

RESTAURANTS

SEATS

The restaurant may not include more than 60 seats.

How many seats are proposed? _____

FULL SERVICE

The restaurant must offer "full service," meaning it will have printed menus, wait service provided at tables and preset tables with non-disposable tableware.

Does the proposal meet this standard? Yes _____ No _____

ALCOHOL

Full alcohol service, consistent with a valid ABC license is permitted. No off-premise alcohol sales are permitted. Within the Mount Vernon Avenue Overlay zone and the NR zone areas, alcohol may only be served at tables.

Will the restaurant offer alcohol service? _____

Will off premise alcohol sales be offered? _____

Is the restaurant located within the Mount Vernon Avenue Overlay or NR zone? If so, will alcohol service be limited to tables? _____

DELIVERY SERVICE

If you have at least 40 seats, you may include delivery service. Only one delivery vehicle is allowed and there must be a dedicated parking place for it, which is not on the public street. No delivery of alcoholic beverages is permitted.

Is delivery proposed? _____ Is delivery of alcohol proposed? _____

How many vehicles will be used for delivery service? _____

Where will the delivery vehicle be parked? _____

HOURS

The hours of operation may be similar to other restaurants in the area, but must close by 12:00 midnight and may not open before 5:00 a.m. Meals ordered before the closing hour may be served, but no new patrons may be admitted after the closing hour, and all patrons must leave by one hour after the closing hour. The hours of operation as well as the location of all off street parking must be posted at the entrance to the restaurant.

HOURS IN MOUNT VERNON OVERLAY OR NR ZONE AREAS

Within the Mount Vernon Avenue Overlay zone and the NR zone areas, hours are limited to from 6:00 a.m. to 11:00 p.m., Sunday through Thursday, and from 6:00 a.m. to midnight, Saturday and Sunday, although the closing hour for indoor seating may be extended until midnight four times a year for special events.

What hours are proposed? _____

What are the prevailing hours in the area for similar uses? _____

RESTAURANTS CONTINUED

DELIVERIES TO THE RESTAURANT

Supply deliveries (loading and unloading) to the restaurant may only take place between and 11:00 p.m. 7:00 a.m.

What days will deliveries occur? _____

What time will deliveries to the restaurant occur? _____

Where will deliveries to the restaurant occur? _____

STORAGE LOCATION

No food, beverages or other materials may be stored outside.

Where will supplies be stored? _____

DISPOSAL INTO SEWERS

Kitchen equipment may not be cleaned outside, and cooking residue may not be washed into the streets, alleys or storm sewers.

Where will equipment be cleaned? _____

Where and how will cooking residue be disposed? _____

CONTROLLING ODORS AND SMOKE

The applicant shall control odors and smoke from the property to prevent them from becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services.

What equipment is included in the building to help control odors and smoke? _____

SOLID WASTE AND RECYCLING

The applicant shall provide storage space for solid waste and recyclable materials containers as outlined in the City's "Solid Waste and Recyclable Materials Storage Space Guidelines," or to the satisfaction of the Director of Transportation & Environmental Services. The City's storage space guidelines and required Recycling Implementation Plan forms are available at: www.alexandriava.gov or contact the City's Solid Waste Division at 703-519-3486 ext.132.

Where will the waste and recycling containers be located? _____

Have you contacted T&ES about the containers? _____

VALET PARKING

KING STREET URBAN RETAIL ZONE

Valet parking is only permitted in the King Street Overlay Zone.

Where is the proposed valet parking to be located? _____

VALET PARKING PLAN

A detailed plan must be submitted showing and explaining all components of the valet parking, including at least the following:

- (a) The location of the drop off area as well as the location for the parked vehicles to be stored;
- (b) The proposed days and hours of operation of the valet parking plan;
- (c) The number of spaces available at the vehicle storage site, which shall be of sufficient capacity for the use or uses from which vehicles will be valeted;
- (d) Adequate assurance that the owner and operator of the vehicle storage site is agreeable to the proposed valet plan;
- (e) The size and design of the drop off site and identification of any on street parking spaces that will be lost during the period that the valet parking plan is in effect, such spaces to be kept to a minimum;
- (f) Demonstration that the location of the drop off site will not interfere with traffic, remaining parking, bus stops, or transit passengers or pedestrians;
- (g) The proposed graphics for the drop off site, including signage and uniformed staff, with sufficient visibility but designed to be compatible with the streetscape as determined by the director;
- (h) The proposed number of attendants, which shall be sufficient to adequately staff the operation; and
- (i) If the proposed valet plan includes more than one business, the identity of the party or entity responsible for compliance with the approved valet parking plan.

Please provide a copy of the plan with your application.

Have you contacted Planning and Zoning about valet parking? _____

Have you contacted Transportation and Environmental Services? _____

LOCATION OF STORED VEHICLES

No vehicle shall be parked or temporarily stored by an attendant on streets, sidewalks.

Where will the parked vehicles be stored? _____

SHARED PARKING PROGRAM

No structures are permitted in conjunction with a valet parking program, unless associated with a shared parking program among several businesses, and only after the design is reviewed for comment by the Old and Historic Alexandria district board of architectural review. Please review section 11-513 (N) of the zoning ordinance for more detail.

Are any structures proposed as part of the valet parking program? _____

If so, please include a description, plan and detail for the structure with your application.

Is the program part of a shared parking program with other businesses? _____

If so, please describe the program and identify the other businesses to be included. _____