

**Docket Item #11**  
**Development Site Plan 2008-0017**  
**Encore Apartments Clubhouse**  
**4615 Seminary Road and 4550 West Braddock Road**

<b>Application</b>	<b>General Data</b>	
<b>Project Name:</b> Encore Apartments Clubhouse Renovation	PC Hearing:	April 7, 2009
	If approved, DSUP Expiration:	April 18, 2012 (36 Months)
	Plan Acreage:	Parcel 500: 380,437 SF (8.73 ac) Parcel 501: 361,229 SF (8.29 ac) Total: 741,666 SF (17.03 ac)
<b>Location:</b> 4615 Seminary Road and 4550 West Braddock Road	Zone:	RB/Townhouse Zone R8/Single Family Zone
	Proposed Use:	Pool House Addition
	Dwelling Units:	0
	Gross Floor Area:	7,087 SF
<b>Applicant:</b> Clark Seminary Forest, LLC and BPMS Seminary Forest c/o Bonaventure Realty Group by M. Catharine Puskar, attorney	Small Area Plan:	Seminary Hill/Strawberry Hill
	Historic District:	NA
	Green Building:	NA

**Purpose of Application:** The applicant is proposing to renovate an existing pool house, construct a 7,087 square foot two-story addition to the pool house and create 21 additional parking spaces. Sixteen spaces are proposed in an area currently occupied by an antiquated central plant and cooling tower – both of which are proposed to be demolished with this application. Five additional spaces are proposed in an existing parking lot adjacent to the pool house and are created by elongating the existing parking lot.

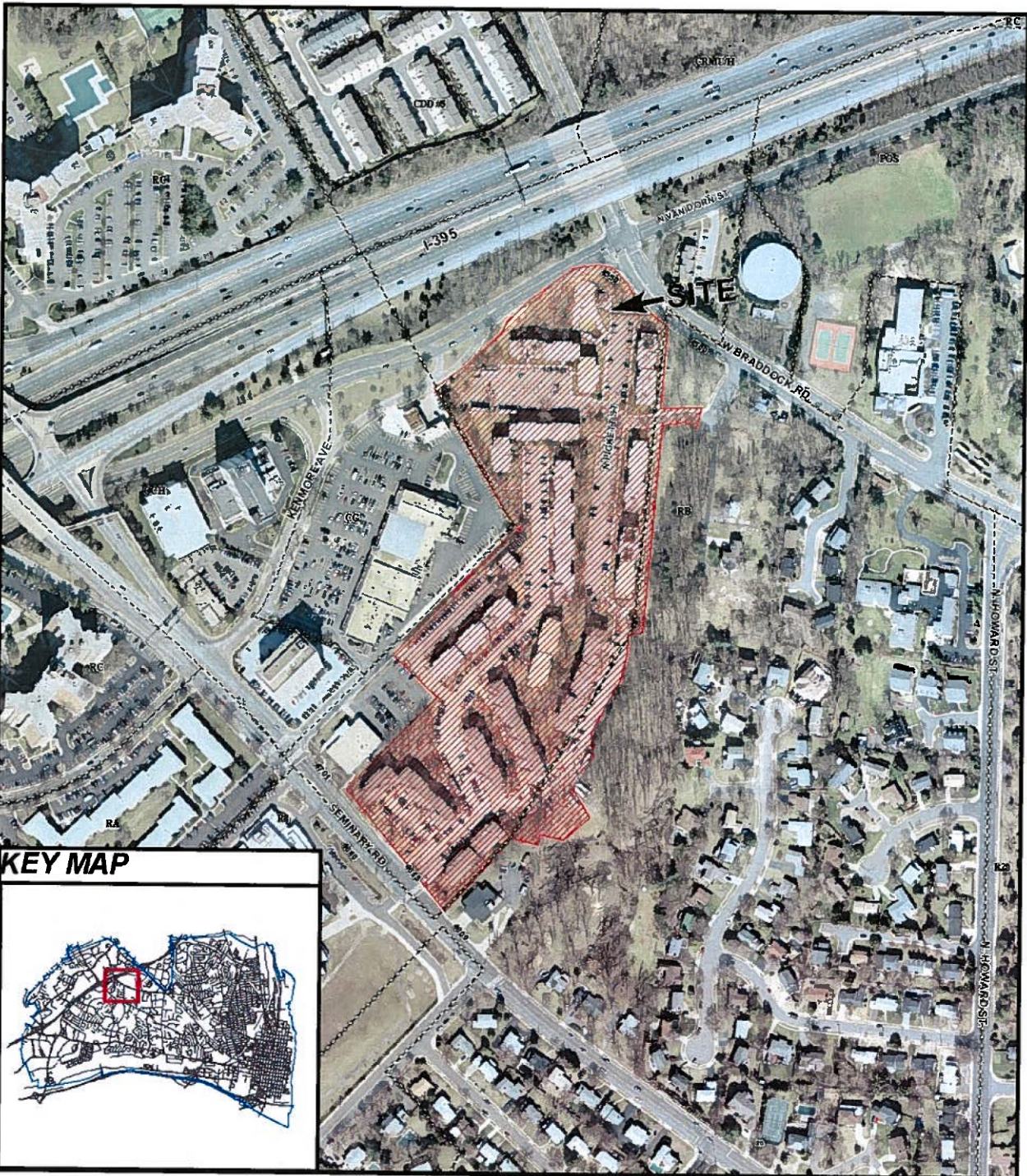
**Special Use Permits and Modifications Requested:**

NA

**Staff Recommendation: APPROVAL WITH CONDITIONS**

**Staff Reviewers:** Patricia Escher, AICP [Patricia.Escher@alexandriava.gov](mailto:Patricia.Escher@alexandriava.gov)  
 Jessica Ryan, AICP [Jessica.Ryan@alexandriava.gov](mailto:Jessica.Ryan@alexandriava.gov)

**PLANNING COMMISSION ACTION:**



**DSP #2008-0017**

**04/07/09**



## **I. SUMMARY**

### ***A. Recommendation***

Staff recommends approval of the development site plan to allow site improvements – including the renovation of an existing pool house, construction of an addition to the pool house and construction of 21 additional parking spaces – in the existing Encore community. Staff believes that the proposed application provides recreational opportunities for the existing residents and eases parking constraints for both residents and visitors.

### ***B. Project Description and Summary of Major Uses***

The applicant, Bonaventure Realty Group, requests approval of a development site plan to complete site improvements in the Encore community, located in the northwestern portion of the City. With this application, the applicant proposes to renovate an existing pool house, construct a 7,087 square foot addition to the pool house, demolish an existing central plant building, demolish an existing cooling tower and construct 21 additional parking spaces in the area currently occupied by the central plant and cooling tower.

The applicant submitted an initial proposal for the pool house addition and additional parking in the summer of 2008. During the initial review, staff noted many technical concerns, including whether additional floor area was permitted on the site, the height of a proposed tower element – which exceeded the permitted height, the proposed parking design, the loss of mature trees in the southern portion of the property and a Resource Protection Area that was not noted on the property.

Since the initial submission, the applicant has worked with staff to evaluate the existing and proposed floor area, refine the proposed building design including the tower, reconfigure the proposed parking design, reduce the loss of mature trees by eliminating some of the proposed parking spaces and delineate the Resource Protection Area on the site.

## **II. BACKGROUND**

### ***A. Site Context***

The proposed development site is located in the northwestern portion of the City, north of Seminary Road and south of the intersection of West Braddock Road and North Van Dorn Street. The site is bordered by public open space to the east and the Seminary Plaza shopping center to the west. The area surrounding the site is characterized by a mixture of uses including public school facilities, medical offices, multifamily residential units and single-family homes.

The site is approximately 17 acres and includes two parcels; the northern parcel is approximately 8.3 acres and the southern parcel is approximately 8.7 acres. The northern parcel is located entirely within the RB/Townhouse zone and the southern parcel is split-zoned RB/Townhouse

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and R-8/Single-Family, with the majority of the property zoned RB/Townhouse and only one-acre located within the R-8/Single-Family zone.

The site includes 34 multifamily residential buildings, constructed in 1966 pursuant to Site Plan #65-094, and associated uses such as a pool, a maintenance building, parking areas and internal streets. The buildings range in height from 3-to 4-stories and consist of approximately 460 units. The existing buildings are classified as grandfathered uses and structures pursuant to Section 3-707 of the Zoning Ordinance which states that land which contained multifamily buildings prior to 1978 may be used for multifamily dwellings although they are no longer a permitted use within the RB zone.

### **III. PROJECT DESCRIPTION**

The applicant requests development site plan approval to complete site improvements on one acre of the 17-acre site. These improvements, located within two separate areas on site, include the renovation of an existing pool house, construction of a 7,087 square foot addition to the pool house, demolition of an existing central plant building, demolition of a cooling tower and construction of 21 additional parking spaces. Due to the negligible scale and nature of the proposed site improvements, the applicant requests that only the disturbed areas be subject to review and compliance with City plans, policies, and code requirements.

As previously mentioned, Section 3-700 of the Zoning Ordinance prohibits multifamily buildings within the RB/Townhouse zone, with the exception of buildings which were constructed or approved prior to 1978. As the multifamily buildings on the site were constructed prior to 1978, the buildings, as well as the use, are considered legal non-complying under the existing zoning. Although the buildings and the use are grandfathered, proposed site improvements must comply with the density, yard, open space, floor area ratio and height requirements of the RB zone.

With this application, the applicant is not increasing the non-compliance of the site as the proposed project complies with the open space, floor area ratio, height and setback requirements of the RB zone. Further, as no units are proposed with this application, there is no increase in density.

## IV. ZONING

Table 1: Zoning Table

Property Address:	4615 Seminary Road and 4550 West Braddock Road	
	Tax Map # 030.02.-02-40; 020.04-01-21	
Total Site Area:	Parcel 500: 380,437 SF (8.73 ac)	
	Parcel 501: 361,229 SF (8.29 ac)	
	Total: 741,666 SF (17.03 ac)	
Zone:	RB/Townhouse Zone	
	R-8/Single Family Zone	
Current Use:	Residential	
Proposed Use:	Residential	
	Permitted/Required	Proposed
FAR		
RB	.75	.70
R-8	.35	N/A
Setbacks		
Front	20'	23'
Side	25'	25'+
Rear	N/A*	N/A
Parking		
Residential Use**:	679	700
Total:	679	700

\* Property is a through lot with no rear yard

\*\*Exempt from current standards pursuant to Section 8-100(A)(3) - Statutory Exception

## V. STAFF ANALYSIS

### *A. Building Design*

With this application, the applicant proposes to renovate the existing pool house and construct a 7,087 square foot addition to provide additional recreational amenities for residents and additional office space for employees. The renovated pool house includes offices, work areas and a reception area, while the proposed addition provides additional office space, a gym, a weight room and a room reserved for group exercise on the first floor and a library, conference room and a club room on the second floor.

Designed to be consistent with the existing buildings in the Encore community, the proposed pool house incorporates a variety of building materials, including stone, stucco and siding. The proposed addition, which ranges in height from one- to two-stories, is also consistent in height, mass and scale with the existing buildings in the Encore community, which generally range in

height from three- to four-stories. The proposed addition incorporates a tower feature, which adds visual interest to the pool house as well as emphasizes the community nature of the structure.

### ***B. Open Space***

Section 3-706(B) of the Zoning Ordinance requires a minimum of 800 square feet of open and usable space for each dwelling unit. Although the multifamily buildings are grandfathered, the applicant is required to comply with the open space regulations of the RB/Townhouse zone and provide a minimum of 8.47 acres (368,800 square feet) of open space. With this application, the applicant proposes to provide 8.53 acres (371,576 square feet) of open and usable space, generally in the form of small yards surrounding each of the multifamily buildings. Therefore, the applicant continues to comply with the open space requirements of the RB/Townhouse zone.

### ***C. Parking***

As the multifamily buildings were constructed in 1966, the site is exempt from the parking requirements of the Zoning Ordinance, per Section 8-100(A)(3). Approximately 679 parking spaces are currently provided on the site. The Zoning Ordinance would require 733 parking spaces to accommodate the residential units, if this was not an exempt project. Further, staff generally recommends 15 percent visitor parking for residential uses, which would result in a total parking requirement of 843 spaces.

In an effort to provide additional parking for the Encore's residents and visitors, the applicant proposes to provide 21 additional spaces in two locations on the site 16 spaces east of Library Lane in the center of the site and 5 spaces near the proposed pool house addition at the northern portion of the site. To accommodate the 16 spaces east of Library Lane, the applicant proposes to demolish the existing central plant and boiler room and extend the existing surface parking lot approximately 60 feet in width and 90 feet in length. Similarly, the applicant proposes to extend the existing surface parking lot near the pool house approximately 60 feet in width and 45 feet in length.

While the site is currently under-parked, staff notes that the pool house addition does not increase the intensity of the development as the pool house is an amenity for the Encore residents and does not generate additional parking demands. Staff supports the applicant's proposal to provide 21 additional parking spaces and has included recommendations requiring additional pedestrian improvements and landscaping near the proposed parking areas to ensure adequate pedestrian circulation and screening of the surface parking lot.

### ***D. Traffic***

At the request of staff, the applicant provided a brief traffic memorandum which evaluated whether the proposed site improvements would generate additional traffic. Similar to the parking analysis, the traffic memorandum affirmed that the proposed site improvements will not result in increased traffic, as the number of the apartments will remain the same and the proposed pool house addition and the additional parking spaces are designed to serve existing residents. Therefore, the improvements will not generate additional traffic impacts.

## **VI. COMMUNITY**

The applicant contacted the Seminary Hill Association to notify the community of the proposal to construct an addition to the pool house as well as provide additional parking on-site. While a formal meeting was not requested by the Association, residents of Braddock Court – located east of the site – requested additional information from the applicant, particularly related to the height of the proposed addition and the landscaping proposed. In response, the applicant provided a copy of the proposed plans and offered to answer additional questions. Overall, the Seminary Hill Association, neighboring property owners and the general public have not expressed concern with the proposed site improvements.

## **VII. CONCLUSION**

Staff recommends **approval** of the development site plan subject to compliance with all applicable codes and the following staff recommendations.

Staff:           Faroll Hamer, Director, Planning and Zoning;  
                    Gwen Wright, Chief, Development;  
                    Patricia Escher, AICP, Principal Planner;  
                    Jessica Ryan, AICP, Urban Planner.

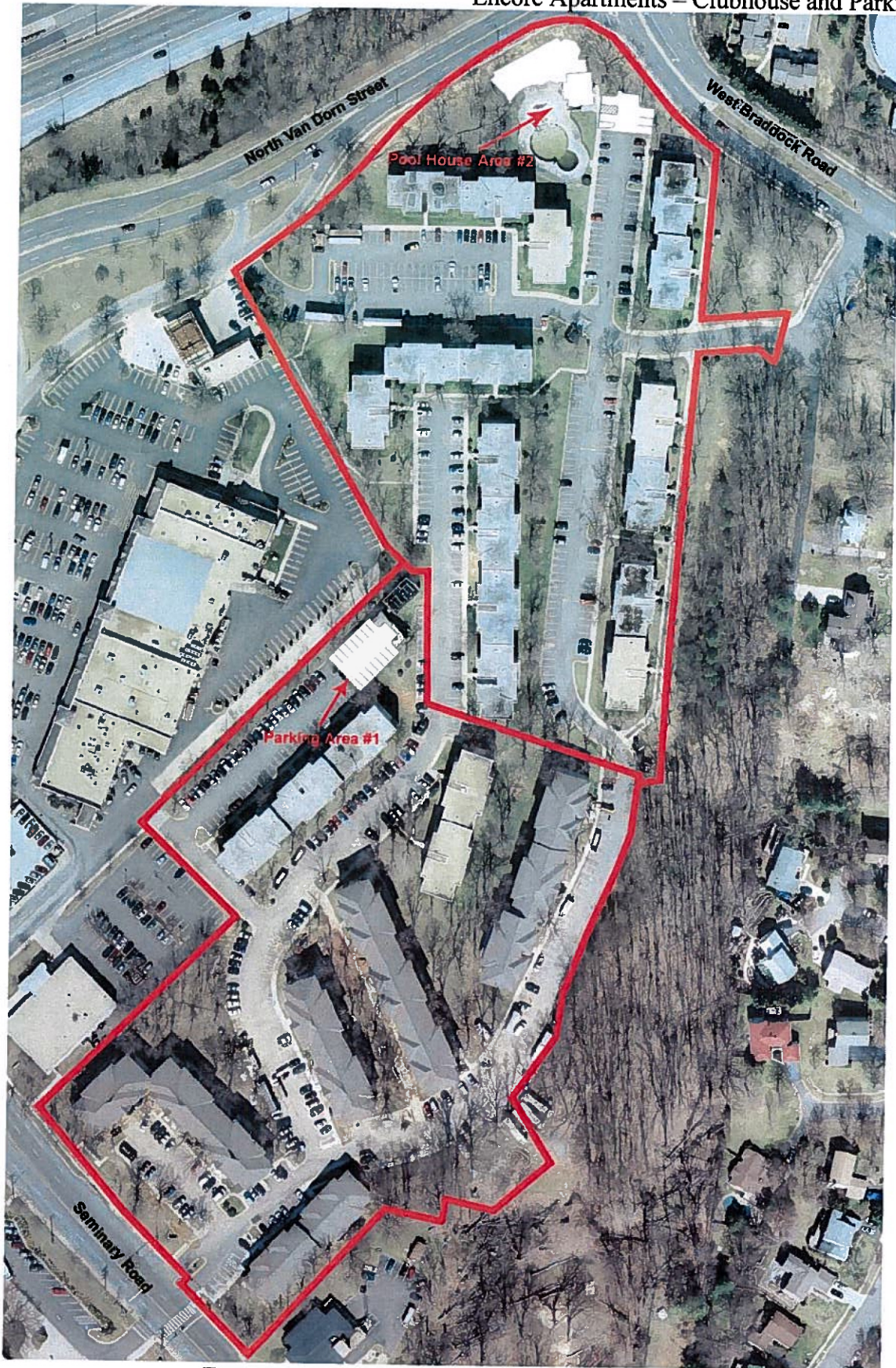
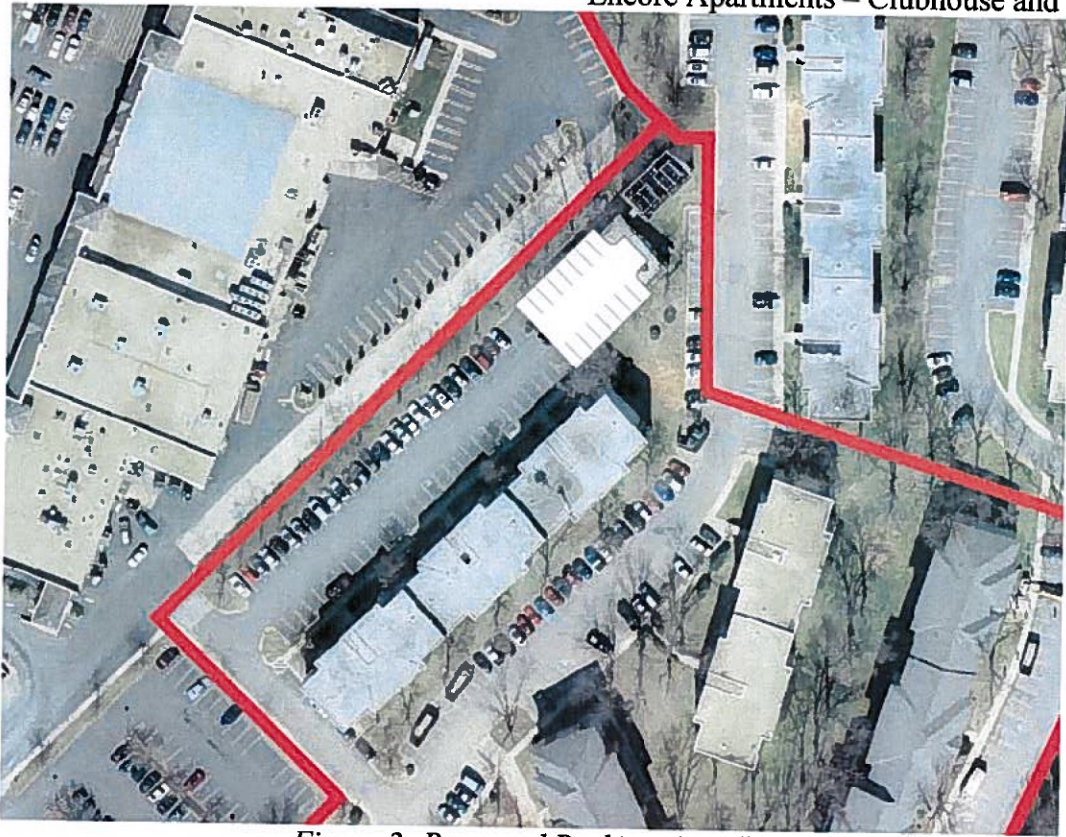


Figure 1: Proposed Site Improvements in Aerial





*Figure 2: Proposed Parking Area #1*



*Figure 3: Proposed Pool House Area #2*



*Figure 4: Proposed View from the South*

## **VIII. STAFF RECOMMENDATIONS**

1. The applicant shall provide all improvements depicted on the preliminary plan sealed February 10, 2009 and comply with the following conditions of approval. For purposes of these conditions, the term “site” includes only the disturbed areas that are the subject of the Preliminary Site Plan.
  - A. *PEDESTRIAN/STREETScape:***
2. The applicant shall provide the following pedestrian improvements to the satisfaction of the Directors of P&Z, RP&CA and T&ES:
  - a. The applicant shall install and maintain ADA accessibility to and from the newly developed parking lot adjacent to the clubhouse.
  - b. A sidewalk shall be extended along the eastern side of parking area #1 to the full length of the revised parking lot.
  - c. Widen the sidewalk to meet the western edge of parking lot #2 to service the two handicapped parking spaces. Provide the required ramp at this location.
  - d. All new sidewalks shall be unobstructed minimum 4’-0” wide.
  - e. Proposed new sidewalks shall have a smooth transition to existing walks.
  - f. All pedestrian improvements shall be completed prior to the issuance of a certificate of occupancy permit. (P&Z)(RP&CA)(T&ES)
- B. *OPEN SPACE/LANDSCAPING:***
3. The applicant shall provide the following landscape improvements to the satisfaction of the Directors of P&Z and RP&CA:
  - a. The applicant shall revise the proposed landscape plan along North Van Dorn Street to provide more naturalized plantings of both evergreen and deciduous trees.
  - b. The applicant shall provide tree plantings to extend to the existing trees in parking area #1. (P&Z)(RP&CA)
4. The applicant shall develop, provide, install and maintain an integrated Landscape Plan that is coordinated with other associated site conditions to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. At a minimum the Landscape Plan shall:
  - a. Provide foundation plantings along the northern and western portion of the building addition.
  - b. Provide an enhanced level of detail plantings throughout the site (in addition to street trees). Plantings shall include a simple mixture of seasonally variable, evergreen and deciduous shrubs, ornamental and shade trees, groundcovers and perennials that are horticulturally acclimatized to the Mid-Atlantic and Washington, DC National Capital Region.

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- c. Ensure positive drainage in all planted areas.
  - d. Provide planting details for all proposed conditions including street trees, multi-trunk trees, shrubs, perennials, and groundcovers. Planting details shall demonstrate contemporary industry standard procedures.
  - e. In compliance with City of Alexandria Landscape Guidelines, landscape plans shall be prepared and sealed by a Landscape Architect certified to practice in the Commonwealth of Virginia. (RP&CA)(P&Z)(T&ES)
5. The following modifications to the landscape plan and supporting drawings are required:
- a. Provide height specification for *Acer rubrum*.
  - b. Provide single or multi-trunk specification for *Cercis Canadensis*.
  - c. In compliance with City of Alexandria Landscape Guidelines provide City standard planting/landscape notes on drawings.
  - d. Provide quantities for *Viburnum plicatum* and *Nandina domestica*. Minimum size shall be 30 inch balled and burlapped.(RP&CA)
6. Provide a site irrigation/water management plan developed installed and maintained to the satisfaction of the Directors of RP&CA and Code Administration.
- a. Plan shall demonstrate that all parts of the site immediately adjacent to the clubhouse can be accessed by a combination of building mounted hose bibs and ground set hose connections.
  - b. Provide external water hose bibs continuous at perimeter of building. Provide at least one accessible external water hose bib on all building sides at a maximum spacing of 90 feet apart. Provide an exhibit in the landscape plan demonstrating accessible water coverage including hose bib locations and 90' hose access radii.
  - c. Hose bibs, ground set water connections and FDCs must be fully accessible and not blocked by plantings, site utilities or other obstructions.
  - d. All lines beneath paved surfaces shall be installed as sleeved connections.
  - e. Locate water sources and hose bibs in coordination with City Staff. (RPCA)(Code)
7. The proposed trees shall not be planted under or near light poles. (Police)
8. Maintain tree canopies at least 6-feet above grade level as they mature to allow for natural surveillance. (Police)
9. The proposed shrubbery should have a natural growth height of no more than 2 ½ to 3 feet with a maximum height of 36 inches when it matures. (Police)
10. Provide material, finishes, and architectural details for all retaining walls, seat walls, decorative walls, and screen walls. Indicate methods for grade transitions, handrails- if required by code, directional changes, above and below grade conditions. Coordinate with adjacent conditions. Design and construction of all walls shall be to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. (RP&CA)(P&Z)(T&ES)

**C. BUILDING:**

11. The applicant shall provide the following building refinements to the satisfaction of the Director of P&Z:
  - a. The proposed addition and existing clubhouse shall match the materials and colors of the existing apartments.
  - b. The applicant shall provide a materials board with the first site plan for review and approval. (P&Z)
12. The City of Alexandria encourages the use of green/sustainable building technology. Provide specific examples as to how this development will incorporate this technology, including low impact development (LID) measures and energy efficient materials into the design. (T&ES)

**D. HOUSING:**

13. A voluntary contribution of \$9,024 (based on a contribution of \$1.50 per square foot of gross floor area) would be consistent with the conclusions of the “Developer Housing Contribution Work Group Report” dated May 2005 and accepted by the Alexandria City Council on June 14, 2005. The contribution is to be made prior to issuance of Certificate of Occupancy. (Housing)

**E. TREE PROTECTION AND PRESERVATION:**

14. The applicant shall contract with a professional tree save/preservation company and /or contractor to provide, implement and follow a tree conservation and protection program that is developed per the City of Alexandria Landscape Guidelines and to the satisfaction of the Directors of P&Z, RP&CA and the City Arborist. (P&Z)(RP&CA)
15. The area of the limits of disturbance and clearing for the site shall be limited to the areas as generally depicted on the preliminary site plan sealed February 10, 2009 and reduced if possible to retain existing trees and grades. (P&Z)(RP&CA)

**F. PARKING:**

16. The applicant shall provide off-street parking for all construction workers without charge. For the construction workers who use Metro, DASH, or another form of mass transit to the site, the applicant shall subsidize a minimum of 50% of the fees for mass transit. Compliance with this condition shall be based on a plan, which shall be submitted to the Department of P&Z and T&ES prior to the issuance of the Excavation/Sheeting, and Shoring Permit. This plan shall:
  - a. Establish the location of the parking to be provided at various stages of construction, how many spaces will be provided, how many construction workers

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will be assigned to the work site, and mechanisms which will be used to encourage the use of mass transit.

- b. Provide for the location on the construction site at which information will be posted regarding Metro schedules and routes, bus schedules and routes.
- c. If the plan is found to be violated during the course of construction, a correction notice will be issued to the developer. If the violation is not corrected within ten (10) days, a "stop work order" will be issued, with construction halted until the violation has been corrected. (P&Z)(T&ES)

**G. *SITE PLAN:***

17. Coordinate location of site utilities with other site conditions to the satisfaction of the Directors of RP&CA, P&Z, and T&ES. These items include:
  - a. Location of site utilities including above grade service openings and required clearances for items such as transformers, telephone, HVAC units and cable boxes.
  - b. Minimize conflicts with plantings, pedestrian areas and major view sheds.
  - c. Do not locate above grade utilities in dedicated open space areas. (RP&CA)(P&Z)(T&ES)
  
18. Provide a lighting plan, for the disturbed areas (Parking Area #1 and Pool House Area #2), with the final site plan to verify that lighting meets City standards. The plan shall be to the satisfaction of the Directors of T&ES, P&Z, RP&CA in consultation with the Chief of Police and shall include the following:
  - a. Clearly show location of all existing and proposed street lights and site lights, shading back less relevant information;
  - b. A lighting schedule that identifies each type and number of fixtures, mounting height, and strength of fixture in Lumens or Watts;
  - c. Manufacturer's specifications and details for all proposed fixtures including site, landscape, pedestrian, sign(s), and security lighting.
  - d. A photometric plan with lighting calculations that include all existing and proposed light fixtures, including any existing street lights located on the opposite side(s) of all adjacent streets. Photometric calculations must extend from proposed building face(s) to property line and from property line to the opposite side(s) of all the adjacent streets and/or 20 feet beyond the property line on all adjacent properties, and right-of-way. Show existing and proposed street lights and site lights.
  - e. Photometric site lighting plan shall be coordinated with architectural/building mounted lights, site lighting, street trees and street lights and minimize light spill into adjacent residential areas.
  - f. Provide location of conduit routing between site lighting fixtures so as to avoid conflicts with street trees.
  - g. Detail information indicating proposed light pole and footing in relationship to adjacent grade or pavement. All light pole foundations shall be concealed from view.

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- h. The lighting for the areas not covered by the City of Alexandria' standards shall be designed to the satisfaction of Directors of T&ES and P&Z.
- i. Provide numeric summary for various areas (i.e., roadway, walkway/ sidewalk, alley, and parking lot, etc.) in the proposed development.
- j. Full cut-off lighting shall be used at the development site to prevent light spill onto adjacent properties. (T&ES)(P&Z)(Police)(RP&CA)

**H. STORMWATER**

- 19. All stormwater designs that require analysis of pressure hydraulic systems, including but not limited to the design of flow control structures and storm water flow conveyance systems shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. The design of storm sewer shall include the adequate outfall, inlet, and hydraulic grade line (HGL) analyses that shall be completed to the satisfaction of the Director of T&ES. Provide appropriate reference and/or source used to complete these analyses. (T&ES)
- 20. The project site lies within The Four Mile Run watershed thus stormwater quantity controls shall be designed to demonstrate that post development stormwater runoff does not exceed the existing runoff quantities for the 2-year, 10-year, and 100-year storm events. (T&ES)
- 21. The storm water collection system is located within the Four Mile Run watershed. All on-site storm water curb inlets and public curb inlets within 50 feet of the property line shall be duly marked using standard City markers, or to the satisfaction of the Director of T&ES. (T&ES)

**I. WASTEWATER / SANITARY SEWERS**

- 22. Discharge from the pool shall be connected to the sanitary sewer. The discharge shall be released into the public sewer at a time not coinciding with the peak sanitary usage. (T&ES)

**J. BMP FACILITIES**

- 23. The City of Alexandria's storm water management regulations regarding water quality are two-fold: first, phosphorus removal requirement and second, water quality volume default. Compliance with the phosphorus requirement does not relieve the applicant from the water quality default requirement. The water quality volume determined by the site's proposed impervious area shall be treated in a Best Management Practice (BMP) facility. (T&ES)
- 24. Provide BMP narrative and complete pre and post development drainage maps that include areas outside that contribute surface runoff from beyond project boundaries to include adequate topographic information, locations of existing and proposed storm drainage systems affected by the development, all proposed BMPs and a completed Worksheet A or B and Worksheet C, as applicable. (T&ES)

25. The storm water Best Management Practices (BMPs) required for this project shall be constructed and installed under the direct supervision of the design professional or his designated representative. Prior to release of the performance bond, the design professional shall submit a written certification to the Director of T&ES that the BMPs are:
  - a. Constructed and installed as designed and in accordance with the approved Final Site Plan.
  - b. Clean and free of debris, soil, and litter by either having been installed or brought into service after the site was stabilized. (T&ES)
26. Surface-installed storm water Best Management Practice (BMP) measures, i.e. Bio-Retention Filters, Vegetated Swales, etc. that are employed for this site, require installation of descriptive signage to the satisfaction of the Director of T&ES. (T&ES)
27. The Applicant shall submit two originals of a storm water quality BMP Maintenance Agreement with the City to be reviewed as part of the Final #2 Plan. It must be executed and recorded with the Land Records Division of Alexandria Circuit Court prior to approval of the final site plan. (T&ES)
28. The Applicant/Owner shall be responsible for installing and maintaining storm water Best Management Practices (BMPs). The Applicant/Owner shall execute a maintenance service contract with a qualified private contractor for a minimum of three years and develop an Owner's Operation and Maintenance Manual for all Best Management Practices (BMPs) on the project. The manual shall include at a minimum: an explanation of the functions and operations of the BMP(s); drawings and diagrams of the BMP(s) and any supporting utilities; catalog cuts on maintenance requirements including mechanical or electrical equipment; manufacturer contact names and phone numbers; a copy of the executed maintenance service contract; and a copy of the maintenance agreement with the City. A copy of the contract shall also be placed in the BMP Operation and Maintenance Manual. Prior to release of the performance bond, a copy of the maintenance contract shall be submitted to the City. (T&ES)
29. Prior to release of the performance bond, a copy of the Operation and Maintenance Manual shall be submitted to the Division of Environmental Quality on digital media. (T&ES)
30. Prior to release of the performance bond, the Applicant is required to submit a certification by a qualified professional to the satisfaction of the Director of T&ES that any existing storm water management facilities adjacent to the project and associated conveyance systems were not adversely affected by construction operations and that they are functioning as designed and are unaffected by construction activities. If maintenance of the facility or systems were required in order to make this certification, provide a description of the maintenance measures performed. (T&ES)



**K. STREETS/TRAFFIC**

31. The applicant shall make the bus stop adjacent to the property at 4649 Seminary Road ADA compliant. The applicant shall provide an easement and install a concrete passenger loading pad for the bus stop adjacent to the property at 4649 Seminary Road. The easement and concrete passenger loading pad shall be six (6) feet parallel to the sidewalk by eight (8) feet perpendicular to the sidewalk. The concrete passenger loading pad shall be installed behind the existing sidewalk and shall be at grade with the existing sidewalk. (T&ES)
32. If the City's existing public infrastructure is damaged during construction, or patch work required for utility installation then the applicant shall be responsible for construction/installation or repair of the same as per the City of Alexandria standards and specifications and to the satisfaction of Director, Transportation and Environmental Services. A pre-construction walk/survey of the site shall occur with Construction and Inspection staff to document the existing conditions. (T&ES)
33. As a part of the final site plan, a Traffic Control Plan for construction detailing proposed controls to traffic movement, lane closures, construction entrances, haul routes, and storage and staging shall be provided for informational purposes. In addition, the Traffic Control Plan shall be submitted to the Director of T&ES along with the Building Permit and other Permit Applications as Required. The Final Site Plan shall include a statement "FOR INFORMATION ONLY" on the Traffic Control Plan Sheets. (T&ES)
34. All Traffic Control Device design plans, Work Zone Traffic Control plans, and Traffic Studies shall be signed and sealed by a professional engineer, registered in the Commonwealth of Virginia. (T&ES)
35. Show turning movements of standard vehicles in the parking lots constructed under this Development Site Plan. The turning movements shall meet AASHTO vehicular guidelines and shall be to the satisfaction of the Director of T&ES. (T&ES)

**L. UTILITIES**

36. All the existing and proposed public and private utilities and easements shall be shown on the plan and a descriptive narration of various utilities shall be provided. (T&ES)

**M. SOILS**

37. Provide a geotechnical report, including recommendations from a geotechnical professional for proposed cut slopes and embankments at the first Final Site Plan submission. (T&ES)

**N. NOISE**

38. All loudspeakers shall be prohibited from the exterior of the building, and no amplified sounds shall be audible at the property line. (T&ES)
39. Supply deliveries, loading, and unloading activities shall not occur between the hours of 11:00 pm and 7:00 am.(T&ES)

**O. AIR POLLUTION**

40. Contractors shall not cause or permit vehicles to idle for more than 10 minutes when parked. (T&ES)

**P. CONSTRUCTION**

41. Prior to commencing clearing and grading of the site, the applicant shall hold a meeting with notice to all adjoining property owners and civic associations to review the location of construction worker parking, plan for temporary pedestrian and vehicular circulation, and hours and overall schedule for construction. The Departments of P&Z and T&ES shall be notified of the date of the meeting before the permit is issued. (P&Z)(T&ES)
42. Temporary construction trailer(s) shall be permitted and be subject to the approval of the Director of P&Z. The trailer(s) shall be removed prior to the issuance of a certificate of occupancy permit. (P&Z)
43. The applicant shall submit a wall check to the Department of P&Z prior to the commencement of framing for the building(s). The wall check shall include the building footprint, as depicted in the approved final site plan, the top-of-slab elevation and the first floor elevation. The wall check shall be prepared and sealed by a registered engineer or surveyor, and shall be approved by the City prior to commencement of framing. (P&Z)
44. As part of the request for a certificate of occupancy permit, the applicant shall submit a height certification and a location survey for all site improvements to the Department of P&Z. The height certification and the location survey shall be prepared and sealed by a registered architect, engineer, or surveyor. The height certification shall state that the height was calculated based on all applicable provisions of the Zoning Ordinance. (P&Z)
45. The applicant shall work with the City for reuse of the existing building materials as part of the demolition process, leftover, unused, and/or discarded building materials.(T&ES)(P&Z)
46. A temporary informational sign shall be installed on the site prior to the approval of the final site plan for the project and shall be displayed until construction is complete or replaced with a marketing sign incorporating the required information; the sign shall notify the public of the nature of the upcoming project and shall provide a phone number for public questions regarding the project. (P&Z)(T&ES)

47. All public notice signage erected by the applicant prior to the public hearing(s) shall be removed within 10 days of the completion of the public hearing process for the project. (P&Z)
48. The applicant shall submit a construction management plan for review and approval by the Directors of P&Z, T&ES and Code Administration prior to final site plan release. The plan shall:
  - a. Designate a location for off-street parking for all construction employees during all stages of construction and provide parking at no cost for the employee and may include applicable provisions such as shuttles or other methods deemed necessary by the City;
  - b. Include a plan for temporary pedestrian and vehicular circulation;
  - c. Include the overall schedule for construction and the hauling route;
  - d. Copies of the plan shall be posted in the construction trailer and given to each subcontractor before they commence work;
  - e. If the plan is found to be violated during the course of construction, citations will be issued for each infraction and a correction notice will be forwarded to the applicant. If the violation is not corrected within five (5) calendar days, a “stop work order” will be issued, with construction halted until the violation has been corrected. (P&Z)(T&ES)(Code)
49. A “Certified Land Disturber” (CLD) shall be named in a letter to the Division Chief of C&I prior to any land disturbing activities. If the CLD changes during the project, that change must be noted in a letter to the Division Chief. A note to this effect shall be placed on the Phase I Erosion and Sediment Control sheets on the site plan. (T&ES)
50. The applicant shall identify a person who will serve as liaison to the community throughout the duration of construction. The name and telephone number, including an emergency contact number, of this individual shall be provided in writing to residents, property managers and business owners whose property abuts the site and shall be placed on the project sign, to the satisfaction of the Directors of P&Z and T&ES. (T&ES)
51. Submit an approvable construction phasing plan to the satisfaction of the Director of T&ES, which will allow review, approval and partial release of Erosion and Sediment Control for the Final Site Plan. In addition, building and construction permits required for site preconstruction shall be permitted prior to release of the final site plan to the satisfaction of the Direction of T&ES. (T&ES)
52. No major construction staging shall be allowed from public right of ways. The Applicant shall meet with T&ES to discuss construction staging activities prior to release of any permits for ground disturbing activities. (T&ES)
53. The sidewalks shall remain open during construction or pedestrian access shall be maintained to the satisfaction of the Director of Transportation and Environmental Services throughout the construction of the project. (T&ES)

54. During the construction phase of this development, the site developer, their contractor, certified land disturber, or owner's other agent shall implement a waste and refuse control program. This program shall control wastes such as discarded building materials, concrete truck washout, chemicals, litter or trash, trash generated by construction workers or mobile food vendor businesses serving them, and all sanitary waste at the construction site and prevent offsite migration that may cause adverse impacts to neighboring properties or to the environment to the satisfaction of Directors of Transportation and Environmental Services and Code Administration. All wastes shall be properly disposed offsite in accordance with all applicable federal, state and local laws. (T&ES)

**CITY DEPARTMENT CODE COMMENTS**

Legend: C - Code Requirement R - Recommendation S - Suggestion F – Finding

**Planning and Zoning**

- F-1 The set of plans shall be revised using varying line weights and other methods to enhance readability with the first final site plan submission. The applicant shall meet with P&Z planning staff prior to the first final site plan submission for recommendations for these graphic enhancements. (P&Z)
- F-2 Remove the 2215 Picket Road address from the title block. Use the existing address of the two properties with the final site plan submission. The 2215 Picket Road address shall be used during the building permit process with reference to lot address. (P&Z)

**Transportation and Environmental Services**

- F-1 Sheet C-1 acknowledges an intermittent stream with associated 50 foot buffer. This is a Resource Protection Area. Note 24 on Sheet C-2 should reflect this as should the Environmental Site Assessment, also on this sheet. (T&ES- OEQ)
- F-2 Sheet C-6 of Stormwater Master Plan (BMP calculations): Line 4 of Total Pollutant Removal Requirement table is incorrect. Phosphorous removal provided by Filterra is 1.15 lbs/year not 1.3 lbs/year. (T&ES- OEQ)
- F-3 BMP calculations need to be on the Preliminary plan also. The Stormwater Master Plan is an administrative approval and the Preliminary Plan goes to Planning Commission. Each is a stand alone document. (T&ES- OEQ)
- F-4 Since the record drawings, maps, and other documents of the City of Alexandria, State, and Federal agencies show the true north pointing upwards, therefore, the Site Plan shall show the true north arrow pointing upward as is customary; however, for the sake of putting the plan together and/or ease of understanding, the project north arrow pointing upward, preferably east, or west may be shown provided it is consistently shown in the same direction on all the sheets with no exception at all. The north arrow shall show the source of meridian. The project north arrow pointing downward will not be acceptable even if, it is shown consistently on all the sheets. (T&ES)
- F-5 The plan shall show sanitary and storm sewer, and water line in plan and profile in the first final submission and cross reference the sheets on which the plan and profile is shown, if plan and profile is not shown on the same sheet. Clearly label the sanitary and storm sewer, or water line plans and profiles. Provide existing and proposed grade elevations along with the rim and invert elevations of all the existing and proposed sanitary and storm sewer at manholes, and water line piping at gate wells on the respective profiles. Use distinctive stationing for various sanitary and storm sewers (if

applicable or required by the plan), and water line in plan and use the corresponding stationing in respective profiles. (T&ES)

- F-6 The Plan shall include a dimension plan with all proposed features fully dimensioned and the property line clearly shown. (T&ES)
- F-7 Include all symbols, abbreviations, and line types in the legend. (T&ES)
- F-8 All storm sewers shall be constructed to the City of Alexandria standards and specifications. The minimum diameter for storm sewers shall be 18-inches in the public Right of Way (ROW) and the minimum size storm sewer catch basin lead shall be 15". The acceptable pipe material will be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 or Reinforced Concrete Pipe (RCP) ASTM C-76 Class IV. For roof drainage system, Polyvinyl Chloride (PVC) ASTM 3034-77 SDR 35 and ASTM 1785-76 Schedule 40 pipes will be acceptable. The acceptable minimum and maximum velocities will be 2.5 fps and 15 fps, respectively. The storm sewers immediately upstream of the first manhole in the public Right of Way shall be owned and maintained privately (i.e., all storm drains not shown within an easement or in a public Right of Way shall be owned and maintained privately). (T&ES)
- F-9 All sanitary sewers shall be constructed to the City of Alexandria standards and specifications. The minimum diameter of sanitary sewers shall be 10" in the public Right of Way and sanitary lateral 6". The acceptable pipe materials will be Polyvinyl Chloride (PVC) ASTM 3034-77 SDR 35, ASTM 1785-76 Schedule 40, Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52, or reinforced concrete pipe ASTM C-76 Class IV (For 12" or larger diameters); however, RCP C-76 Class III pipe may be acceptable on private properties. The acceptable minimum and maximum velocities will be 2.5 fps and 10 fps, respectively. Lateral shall be connected to the sanitary sewer through a manufactured "Y" or "T" or approved sewer saddle. Where the laterals are being connected to existing Terracotta pipes, replace the section of main and provide manufactured "Y" or "T", or else install a manhole. (T&ES)
- F-10 Lateral Separation of Sewers and Water Mains: A horizontal separation of 10' (edge to edge) shall be provided between a storm or sanitary sewer and a water line; however, if this horizontal separation cannot be achieved then the sewer and water main shall be installed in separate trenches and the bottom of the water main shall be at least 18" above of the top of the sewer. If both the horizontal and vertical separations cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. (T&ES)
- F-11 Maintenance of Vertical Separation for Crossing Water Main Over and Under a Sewer: When a water main over crosses or under crosses a sewer then the vertical separation between the bottom of one (i.e., sewer or water main) to the top of the other (water main or sewer) shall be at least 18"; however, if this cannot be achieved then both the water main and the sewer shall be constructed of Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 with joints that are equivalent to water main standards for a distance of

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10 feet on each side of the point of crossing. A section of water main pipe shall be centered at the point of crossing and the pipes shall be pressure tested in place without leakage prior to installation. Sewers crossing over the water main shall have adequate structural support (concrete pier support and/or concrete encasement) to prevent damage to the water main. Sanitary sewers under creeks and storm sewer pipe crossings with less than 6” clearance shall be encased in concrete. (T&ES)

- F-12 No pipe shall pass through or come in contact with any part of sewer manhole. Manholes shall be placed at least 10 feet horizontally from the water main whenever possible. When local conditions prohibit this horizontal separation, the manhole shall be of watertight construction and tested in place. (T&ES)
- F-13 Crossing Existing or Proposed Utilities: Underground telephone, cable T.V., gas, and electrical duct banks shall be crossed maintaining a minimum of 12” of separation or clearance with water main, sanitary, or storm sewers. If this separation cannot be achieved then the sewer pipe material shall be Ductile Iron Pipe (DIP) AWWA C-151 (ANSI A21.51) Class 52 and pressure tested in place without leakage prior to installation. Sewers and water main crossing over the utilities shall have adequate structural support (pier support and/or concrete encasement) to prevent damage to the utilities. (T&ES)
- F-14 Show the drainage divide areas on the grading plan or on a sheet showing reasonable information on topography along with the structures where each sub-area drains. (T&ES)
- F-15 Provide proposed elevations (contours and spot shots) in sufficient details on grading plan to clearly show the drainage patterns. (T&ES)
- C-1 Per the requirements of the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a drainage study and adequate outfall analysis for the total drainage area to the receiving sewer that serves the site. If the existing storm system is determined to be inadequate then the applicant shall design and build on-site or off-site improvements to discharge to an adequate outfall; even if the post development storm water flow from the site is reduced from the pre-development flow. The Plan shall demonstrate to the satisfaction of the Director of T&ES that a non-erosive stormwater outfall is present. (T&ES)
- C-2 Per the requirements of the City of Alexandria Zoning Ordinance (AZO) Article XIII, the applicant shall comply with the peak flow requirements and prepare a Stormwater Management Plan so that from the site, the post-development peak runoff rate from a two-year storm and a ten-year storm, considered individually, shall not exceed their respective predevelopment rates. If combined uncontrolled and controlled stormwater outfall is proposed, the peak flow requirements of the Zoning Ordinance shall be met. (T&ES)
- C-3 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer per the requirements of Memorandum to the industry on Downspouts, Foundation Drains, and Sump Pumps, Dated June 18, 2004 that is available on the City of Alexandria’s web site. The downspouts and sump pump discharges shall be piped to the

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storm sewer outfall, where applicable after treating for water quality as per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). (T&ES)

- C-4 In compliance with the City of Alexandria Zoning Ordinance Article XI, the applicant shall complete a sanitary sewer adequate outfall analysis as per the requirements of Memorandum to Industry No. 02-07 New Sanitary Sewer Connection and Adequate Outfall Analysis dated June 1, 2007. (T&ES)
- C-5 Americans with Disability Act (ADA) ramps shall comply with the requirements of Memorandum to Industry No. 03-07 on Accessible Curb Ramps dated August 2, 2007 with truncated domes on the end of the ramp with contrasting color from the rest of the ramp. A copy of this Memorandum is available on the City of Alexandria website. (T&ES)
- C-6 The applicant shall provide storage space for solid waste and recyclable materials containers for the club house 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](http://www.alexandriava.gov) or contact the City's Solid Waste Division at 703-519-3486 ext.132. (T&ES)
- C-7 The applicants will be required to submit a Recycling Implementation Plan form to the Solid Waste Division, as outlined in Article H to Title 5 (Ordinance Number 4438), which requires all commercial properties to recycle. (T&ES)
- C-8 All private streets and alleys shall comply with the City's Minimum Standards for Private Streets and Alleys. (T&ES)
- C-9 Bond for the public improvements must be posted prior to release of the plan. (T&ES)
- C-10 The sewer tap fee must be paid prior to release of the plan. (T&ES)
- C-11 All easements and/or dedications must be recorded prior to release of the plan. (T&ES)
- C-12 Plans and profiles of utilities and roads in public easements and/or public Right of Way must be approved prior to release of the plan. (T&ES)
- C-13 All drainage facilities must be designed to the satisfaction of T&ES. Drainage divide maps and computations must be provided for approval. (T&ES)
- C-14 All secondary utilities serving the site shall be placed underground. (T&ES)
- C-15 Provide a phased erosion and sediment control plan consistent with grading and construction plan. (T&ES)
- C-16 Per the Memorandum to Industry, dated July 20, 2005, the applicant is advised regarding a requirement that applicants provide as-built sewer data as part of the final as-built



## Encore Apartments – Clubhouse and Parking

process. Upon consultation with engineering firms, it has been determined that initial site survey work and plans will need to be prepared using Virginia State Plane (North Zone) coordinates based on NAD 83 and NAVD 88. Control points/Benchmarks which were used to establish these coordinates should be referenced on the plans. To insure that this requirement is achieved, the applicant is requested to prepare plans in this format including initial site survey work if necessary. (T&ES)

- C-17 A pavement section for Emergency Vehicle Easements (EVE) to support H-20 loading shall be designed using California Bearing Ratio (CBR) determined through geotechnical investigation using Virginia Department of Transportation (VDOT) method (Vaswani Method) and standard material specifications or to the satisfaction of the Director of Transportation and Environmental Services (T&ES). (T&ES)
- C-18 All pedestrian, traffic, and way finding signage shall be provided in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), latest edition to the satisfaction of the Director of T&ES. (T&ES)
- C-19 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-20 The applicant must comply with the Article XIII of the City of Alexandria Zoning Ordinance, which includes requirements for storm water pollutant load reduction, treatment of the water quality volume default, and storm water quantity management. (T&ES)
- C-21 The applicant must comply with the City of Alexandria, Erosion and Sediment Control Code, Section 5, Chapter 4. (T&ES)
- C-22 All required permits from Virginia Department of Environmental Quality, Environmental Protection Agency, Army Corps of Engineers, and Virginia Marine Resources must be in place for all project construction and mitigation work prior to release of the final site plan. This includes the state requirement for a VSMP permit for land disturbing activities greater than 2500 SF. (T&ES)

**Code Administration**

- F-1 Prior to the issuance of a demolition permit or land disturbance permit, a rodent abatement plan shall be submitted to Code Administration that will outline the steps that will taken to prevent the spread of rodents from the construction site to the surrounding community and sewers. Provided in Note 1 of Code Requirements. Acknowledged by applicant.
- F-2 Roof drainage systems must be installed so as neither to impact upon, nor cause erosion/damage to adjacent property. Provided in Note 5 of Code Requirements. Acknowledged by applicant.

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- F-3 A soils report must be submitted with the building permit application. Provided in Note 6 of the Code Requirements. Acknowledged by applicant. To be provided with the construction documents.
- F-4 New construction must comply with the current edition of the Uniform Statewide Building Code (USBC). Provided in Note 7 of the Code Requirements. Acknowledged by applicant.
- F-5 Construction permits are required for this project. Plans shall accompany the permit application that fully details the construction as well as layouts and schematics of the mechanical, electrical, and plumbing systems. Provided in Note 9 of the Code Requirements. Acknowledged by applicant.
- F-6 Permission from adjacent property owners is required if access to the adjacent properties is required to complete the proposed construction. Otherwise, a plan shall be submitted to demonstrate the construction techniques utilized to keep construction solely on the referenced property. Provided in Note 13 of the Code Requirements. Acknowledged by applicant.
- C-1 The developer shall provide a building code analysis with the following building code data on the plan: a) use group; b) number of stories; c) type of construction; d) floor area per floor; e) fire protection plan. Provided on Sheet C-10. The applicant needs to provide the floor area per floor of the entire building, and indicate the type of fire protection system that will be provided (NFPA 13). Code requirement provided and met, See cover sheet and sheet A1.1
- C-2 The developer shall provide a separate Fire Service Plan which illustrates: a) emergency ingress/egress routes to the site; b) fire department connections (FDC) to the building; c) fire hydrants located between forty (40) and one hundred (100) feet of each FDC; d) on site fire hydrants spaced with a maximum distance of three hundred (300) feet between hydrants and the most remote point of vehicular access on site; e) emergency vehicle easements (EVE) around the building with a width of eighteen (18) feet (one way) and twenty-two (22) feet for two-way traffic; f) all Fire Service Plan elements are subject to the approval of the Director of Code Administration. The fire service plan has been provided on Sheet C8. Additionally, the applicant shall map the location of the fire hydrant indicated on the fire service plan and provide an FDC location for the proposed club house structure. The proposed fire hydrant location shall not have parking located directly in front.
- C-3 Prior to submission of the Final Site Plan #1, the developer shall provide three wet stamped copies of the fire flow analysis performed by a certified licensed fire protection engineer to assure adequate water supply for the structure being considered. The three copies shall be submitted to the Site Plan Division of Code Administration, 301 King Street, Suite 4200, Alexandria, VA 22314. The applicant indicates that a fire flow analysis is not applicable. The fire flow analysis shall be provided given the building's

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use group, the proposed fire protection system, and the proposed addition to the existing structure.

- C-4 A Certificate of occupancy shall be obtained prior to any occupancy of the building or portion thereof, in accordance with USBC 116.1. Acknowledged by applicant.
- C-5 Required exits, parking, and accessibility within the building for persons with disabilities must comply with USBC Chapter 11. Handicapped accessible bathrooms shall also be provided. Acknowledged by applicant. Please provide the accessible path from the accessible parking space to the accessible entrance to the structure.
- C-6 Toilet Rooms for Persons with Disabilities: (a) Water closet heights must comply with USBC 1109.2.2 and (b) Door hardware must comply with USBC 1109.13 Acknowledged by applicant.
- C-7 Toilet Facilities for Persons with Disabilities: Larger, detailed, dimensioned drawings are required to clarify space layout and mounting heights of affected accessories. Information on door hardware for the toilet stall is required (USBC 1109.2.2). Acknowledged by applicant.
- C-8 A separate tap is required for the building fire service connection. Acknowledged by applicant.
- C-9 Handicap parking spaces for apartment and condominium developments shall remain in the same location(s) as on the approved site plan. Handicap parking spaces shall be properly signed and identified as to their purpose in accordance with the USBC and the Code of Virginia. Ownership and / or control of any handicap parking spaces shall remain under common ownership of the apartment management or condominium association and shall not be sold or leased to any single individual. Parking within any space identified as a handicap parking space shall be limited to only those vehicles which are properly registered to a handicap individual and the vehicle displays the appropriate license plates or window tag as defined by the Code of Virginia for handicap vehicles. The relocation, reduction or increase of any handicap parking space shall only be approved through an amendment to the approved site plan. Acknowledged by applicant.

**Police**

- R-1 It is recommended that the applicant consider installing electronic access control readers on all perimeter doors in combination with proximity cards for all users of the pool house. This will restrict access into the pool house to persons with permission only. Electronic access also provides the ability to control where people go within the pool house itself. Office doors can be locked, with authorization granted only to those in possession of a properly authorized key. Further, electronic access allows security personnel to check identification of an entry and match a credential against a list of authorized personnel. This becomes important in the event of a theft, burglary or any other criminal offense that occurs in the pool house.

REVISED 2/12/09



**APPLICATION  
DEVELOPMENT SITE PLAN**

DSP#2008-0017

DSP # 2008-0017 Project Name: Encore Clubhouse

PROPERTY LOCATION: 4615 Seminary Road and 4550 W. Braddock Road  
TAX MAP REFERENCE: 030.02-02-40 and 020.04-01-21 ZONE: RB

**APPLICANT**

Name: Bonaventure Realty Group, c/o M. Catharine Puskar, Agent/Attorney  
Walsh, Colucci, Lubeley, Emrich & Walsh, P.C.  
Address: 2200 Clarendon Boulevard, 13th Floor, Arlington, VA 22201

**PROPERTY OWNER**

Clark Seminary Forest LLC and  
Name: BPMS Seminary Forest, LLC, c/o Bonaventure Realty Group  
Address: 2700 S. Quincy Street, Suite 500, Arlington, VA 22206

PROPOSED USE: Renovation of an existing pool house into a clubhouse; and  
addition of parking

**THE UNDERSIGNED** hereby applies for Development Site Plan approval in accordance with the provisions of Section 11-400 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.

M. Catharine Puskar  
Print Name of Applicant or Agent  
Walsh, Colucci, Lubeley, Emrich & Walsh, PC  
2200 Clarendon Blvd., 13th Flr.  
Mailing/Street Address  
Arlington, Virginia 22201  
City and State Zip Code

M. Catharine Puskar by Megan C. Shilling  
Signature  
(703) 528-4700 (703) 525-3197  
Telephone # Fax #  
cpuskar@arl.thelandlawyers.com  
Email address  
July 24, 2008 Revised 2/12/09  
Date

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

Application Received: _____	Received Plans for Completeness: _____
Fee Paid and Date: _____	Received Plans for Preliminary: _____
ACTION - PLANNING COMMISSION: _____	

**ALL APPLICANTS MUST COMPLETE THIS FORM.**

**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 ten percent.

BPMS Seminary Forest, LLC

10% or more: Dwight P. Dunton, Jr., Dwight D. Dunton, III, Marquis P. Dunton  
Clarks Seminary Forest, LLC

10% or more: Larry Clark, Donald Clark, Linda Clark

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.