

APPLICATION: ENCROACHMENT

ENC # 2008-0005

PROPERTY LOCATION: 532 North Washington Street, Alexandria, Virginia

TAX MAP REFERENCE: 064.02 03 07

ZONE: OC-Office Commercial

APPLICANT'S NAME: North Parkway, LLC

ADDRESS: c/o Falston Development, 578 23rd Street South, Arlington, Virginia 22202

PROPERTY OWNER NAME: North Parkway, LLC

ADDRESS: c/o Falston Development, 578 23rd Street South, Arlington, Virginia 22202

ENCROACHMENT DESCRIPTION: Request for adoption of an encroachment ordinance to permit the encroachment of a stairway, planting area and fence into the North Washington Street public right of way adjacent to 532 North Washington Street.

INSURANCE CARRIER (copy attached) Lloyd's of London POLICY # TMASVAC028914

A certificate of general liability insurance in the amount of \$1,000,000 which will indemnify the owner and names the city as an additional insured must be attached to this application.

THE UNDERSIGNED hereby applies for an Encroachment Ordinance in accordance with the provisions of Section 8-1-16 and Sections 3-2-82 and 85 of the Code of the City of Alexandria, Virginia.

THE UNDERSIGNED hereby applies for an Administrative Use Permit in accordance with the provisions of Article VI, Section 6-600 of the 1992 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 their knowledge and belief.

Land, Clark, Carroll, Mendelson & Blair, P.C.
Duncan W. Blair, Esquire



Print Name of Applicant or Agent

Signature

524 King Street, Alexandria, Virginia 22314

703 836-1000

703 549-3335

Mailing Address

Telephone Number

FAX Number

dblair@landclark.com

October 20, 2008

Email Address

date

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Application Received: _____

Date and Fee Paid: \$ _____

ACTION - PLANNING COMMISSION: _____

ACTION - CITY COUNCIL: _____



APPLICATION

ENCROACHMENT INTO RIGHT-OF-WAY

_____ **Filing Fee**

_____ **Filing Deadline**

_____ **Planning Commission Hearing**

_____ **City Council Hearing**

The applicant must send written notice of public hearings by certified or registered mail to all adjoining and facing property owners at least 10 days prior to the Planning Commission hearing, and not more than 30 days prior to the hearing. See detailed instructions on "Notice Requirements."

Mail certified or registered notice of hearings between _____ and _____.

Return notice materials to Department of Planning and Zoning by _____.

INSTRUCTIONS ENCROACHMENT INTO RIGHT-OF-WAY APPLICATION

An encroachment is the projection of a building, structure, stoop, step, or other improvement beyond a property line into a public right-of-way such as a sidewalk, street or alley. The encroachment must be approved by the Alexandria City Council through public hearings.

FILING DEADLINE. Encroachment applications must be submitted to the Department of Planning and Zoning at least 49 calendar days prior to the scheduled Planning Commission hearing date. Call the Planning Department (838-4666) or visit alexandriava.gov/planning and zoning to obtain the proper filing deadline date. Failure to submit all required information and plans by the filing deadline will result in the application being deferred to a later hearing date.

APPLICATION FORMS. Encroachment applications must contain a certificate of insurance indicating a \$1,000,000 policy and naming the City as an additional insured. Complete the application form using black ink or type. Sign the form, and include a daytime telephone number.

PLANS. Applicants must submit 28 copies of a survey and/or other plans showing the proposed area of encroachment with the application. Plans must be individually folded to a maximum size of 9" x 14" showing the proposed area of encroachment and in such manner that the lower right corner of the plan is on top with the plan title in view. Rolled plans will not be accepted.

FILING FEE. See current fee schedule.

PROPERTY OWNER NOTIFICATION. Applicants must send written notice to all adjoining and facing property owners; notices must be sent by certified or registered mail **at least 10 days** prior to the Planning Commission public hearing and **not more than 30 days** prior to the City Council public hearing. Applicants may use the notice form supplied with the application forms. In the event the application is deferred, notification must be given again.

The following must be submitted to the Planning Department no later than **five calendar days** prior to the public hearing:

- a copy of the notice letter sent,
- a copy of the list of the names and addresses of those persons to whom notice was sent,
- a copy of the post office receipts for the certified or registered mail,
- a certification of notice statement that notice was sent by certified or registered mail to those to whom notice is required to be given.

Failure to send accurate or correct notices will result in **deferral** of the application to a later hearing date. Property ownership information may be obtained from the City Real Estate Assessment Office, Room 2600, City Hall, 301 King Street or on the City's website at alexandriava.gov.

STAFF REPORT. A staff report and recommendation will be prepared and made available in the Department of Planning and Zoning office. The report is typically available 11 days prior to the Planning Commission hearing.

**FOR ASSISTANCE WITH ANY OF THESE PROCEDURES,
CALL THE DEPARTMENT OF PLANNING & ZONING AT (703) 838-4666**

CERTIFICATE OF INSURANCE ISSUE DATE 10/22/2008

PRODUCER Kurek Insurance Agency Po Box 810 Dunkirk, MD 20754	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	COMPANIES AFFORDING COVERAGE	
INSURED North Parkway, LLC c/o Tony Chan 1251 Bladensburg Rd NE Washington, DC 20002	COMPANY LETTER A	Lloyd's of London
	COMPANY LETTER B	N/A
	COMPANY LETTER C	N/A
	COMPANY LETTER D	N/A
	COMPANY LETTER E	Lloyd's of London

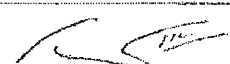
COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	GENERAL LIABILITY	TMASVAC028914	10/10/2008	4/10/2009	GENERAL AGGREGATE	1,000,000
					PRODUCTS-COM/OP AGG	Excluded
					PERSONAL & ADV INJURY	Excluded
					EACH OCCURRENCE	1,000,000
					DAMAGE PREM RENTED TO YOU	Excluded
					MED EXPENSE (Any one person)	Excluded
B	PERSONAL LIABILITY				COMBINED SINGLE LIMIT	
					MEDICAL PAYMENTS TO OTHERS	
C	EXCESS LIABILITY				EACH OCCURRENCE	
					AGGREGATE	
D						
E	PROPERTY	TMASVAC028914	10/10/2008	4/10/2009	BUILDING	350,000
					CONTENTS	
					LOSS OF USE	

DESCRIPTION OF OPERATIONS / VEHICLES / SPECIALTY ITEMS
 Vacant located @ 532 N Washington St. Alexandria, VA 22314 >>>>>>>>>> City of Alexandria is named as an ADDITIONAL INSURED under form CG2013

CERTIFICATE HOLDER
 City of Alexandria
 301 King Street
 Alexandria, VA 22314

Should any of the above described policies be cancelled before the expiration date, the company shall endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives.

AUTHORIZED SIGNATURE 

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CG 20 13 11 85

**ADDITIONAL INSURED -
STATE OR POLITICAL SUBDIVISIONS - PERMITS RELATING TO PREMISES**

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State or Political Subdivision:

CITY OF ALEXANDRIA
301 KING STREET
ALEXANDRIA, VA 22314

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured any state or political subdivision shown in the Schedule, subject to the following additional provision.

This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with premises you own, rent or control and to which this insurance applies:

1. The existence, maintenance, repair, construction,

erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, holstaway openings, sidewalk vaults, street banners or decorations and similar exposures; or

2. The construction, erection or removal of elevators; or
3. The ownership, maintenance or use of any elevators covered by this insurance.

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 Dunkirk, MD 20754

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COMPANY LETTER	B	N/A
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COMPANY LETTER	D	N/A
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INSURED
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 c/o Tony Chan
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 Washington, DC 20002

COVERAGES

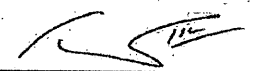
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