

*City of Alexandria, Virginia*

MEMORANDUM

DATE: APRIL 27, 2009

TO: CHAIRMAN AND MEMBERS OF THE PLANNING COMMISSION

FROM: FAROLL HAMER, DIRECTOR, PLANNING AND ZONING *FH*

SUBJECT: SMALL BUSINESS ADMINISTRATIVE SUP CHECKLIST

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The attached Checklist and Worksheets for the Small Business Administrative SUP program has been updated since the version considered by the Planning Commission and Council in March. Working with a group of concerned and supportive business and citizen representatives, staff has revised the text to address a series of concerns voiced by members of that group:

**Redesigned package of material.** Staff has attempted to redesign the large, original Checklist package, to make it more friendly and understandable for applicants. An applicant who comes to the zoning counter for information or uses the Planning and Zoning web page will first be introduced to the Administrative SUP system by being given the first five pages of the attached document. Those pages include a checklist, the steps in the process, and general regulations and standard conditions that will apply to every administrative SUP. The package also includes a series of worksheets, one for each specific use. The applicant will not be given all of them. On the web page, he will select the use he wishes to pursue; at the counter, he will be given a single sheet of paper designed for the use he seeks. Finally, the attached package includes an actual application form, which will be available for applicants who decide to pursue an administrative SUP. In that case, the individual worksheet for the specific use will be attached to the short application to complete it.

**User-friendly language.** The language throughout the document has been revised to be consistent, less legalistic, and more user-friendly. In the first version many "standards" were combined with applicant questions making some points illogical. That problem has, we believe, been eliminated.

**Qualifying worksheet questions.** The language of the individual worksheets has been changed to make it more helpful. The long list of specific use standards has been revised, dividing the information into two sections. The first helps the applicant determine if he even qualifies for the use; the second adds conditions that will apply if he pursues it.

Staff has circulated this revised Checklist package to members of the group for review and, except for formatting and typographical issues, has received only positive feedback.

Staff: Farol Hamer, Director, Planning and Zoning  
Nathan Randall, Urban Planner II  
Kendra Jacobs, Supervisory Administrative Officer

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**ADMINISTRATIVE  
SPECIAL USE PERMIT**

**CHECKLIST, WORKSHEETS  
AND APPLICATION**

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

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## 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.

These 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:
  - Light auto repair
  - 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 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 Special Use Permit (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 2-5 to understand how to get an administrative SUP started and approved, steps the City will take to help you and to learn about the general operating requirements for all administrative SUP uses.*
4. *Then, review the specific worksheet that applies to your business. The worksheet will help you determine if an administrative SUP will work for you or whether you have to apply for a full Special Use Permit.*
5. *Answer the questions on the worksheet page for your business 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.*

## THE CITY WILL HELP YOU

Planning and Zoning staff is available to help you with the successful opening of your business. Staff will answer your questions, provide information and make sure that your business can operate in the location that you have chosen. We will also perform the following tasks to process your administrative SUP.

### 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

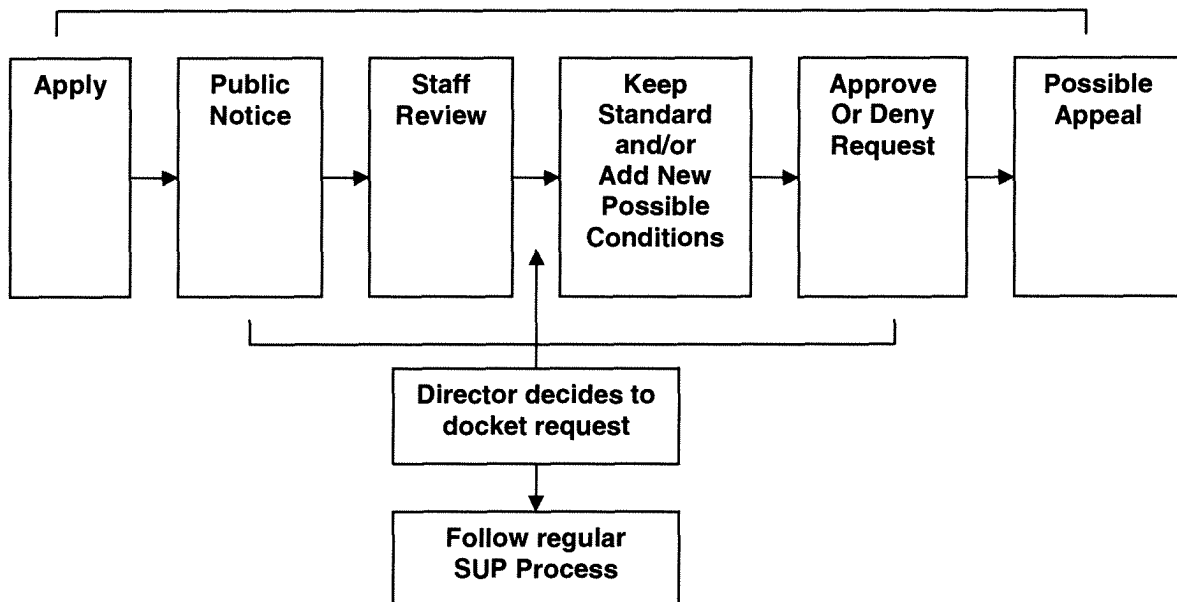
Review comments from City departments and the public

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 decision by director)



## APPLICANT'S PROCESS CHECKLIST

### Before Submitting Your Application

<input type="checkbox"/>	<p><b>Schedule a Meeting (Recommended)</b></p> <p>It is strongly recommended that you schedule a meeting with P&amp;Z staff for information about the application process and advice to help your business open smoothly. Contact Planning and Zoning Staff at 703/838-4666.</p>
<input type="checkbox"/>	<p><b>Contact the Small Business Development Center (Recommended)</b></p> <p>The Small Business Development Center (703/778-1292) is a helpful resource before, during and after the Administrative SUP process.</p>
<input type="checkbox"/>	<p><b>Review Small Business Guide (Recommended)</b></p> <p>It is recommended that you read the Alexandria Small Business Guide for additional information about opening a business in Alexandria. The Small Business Guide is available on the Planning &amp; Zoning Website at <a href="http://www.alexandriava.gov/planning">www.alexandriava.gov/planning</a>.</p>

### Submit Your Application

<input type="checkbox"/>	<p><b>Submission Requirements</b></p> <p>The required Administrative SUP application includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Form</li> <li><input type="checkbox"/> Supplemental Worksheet for Specific Use</li> <li><input type="checkbox"/> Floor Plan</li> <li><input type="checkbox"/> Site Plan/Survey Plat</li> <li><input type="checkbox"/> Application Fee - \$250.00</li> <li><input type="checkbox"/> Other items that may be required by City staff</li> </ul>
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### It is in your best interest to do the following while your application is being processed

<input type="checkbox"/>	<p><b>Other required licenses or permits</b></p> <p>Depending on your business, you may need several other city or state licenses or permits. For example, you may need to contact the Virginia Alcohol, Beverage and Control Board, the Building &amp; Code Administration or the State Department of Social Services. All agencies have different requirements and processes for issuing licenses or permits, so <b>contact them early in the process.</b></p>
<input type="checkbox"/>	<p><b>Contact Associations and Neighbors</b></p> <p>It is recommended that you contact your local civic and business associations, as well as immediate neighbors. Letting them know about your business will help the application process go smoothly. It also may help in the marketing of your business. Planning and Zoning staff can help you locate contact information.</p>

### After your request has been approved

<input type="checkbox"/>	<p><b>Pick Up Administrative SUP Certificate</b></p> <p>When your application has been approved, you will be contacted by Planning and Zoning staff. You will need to sign and agree to follow the conditions of the administrative special use permit.</p>
<input type="checkbox"/>	<p><b>Get Business Licenses and Other Permits</b></p> <p>You will need to apply for other permits and licenses such as building permits, health permit, child care permits. The Planning and Zoning staff will sign off on your business license after you sign for the Administrative SUP.</p>

## GENERAL STANDARDS FOR ALL USES

This page applies to all types of businesses seeking Administrative SUP approval. It lists the standard conditions that will appear as part of the permit to operate the business. If you believe that you will not be able to comply with any of the standards, please contact Planning and Zoning staff, as you may not be eligible to apply for an Administrative SUP.

### 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 and a new SUP for 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 must 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 methods of travel to the business, including bus, bicycle and Metro.
- Encourage employees and customers to use mass transit or to carpool when traveling to and from the business.
- Post signs at the business and on the internet 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 where to park by installing signs visible from the street.

### 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.
- 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

- Loud noise is not permitted. The business must obey the City's noise ordinance.
- Outdoor speakers are not permitted. Amplified sound can not 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.



**DAY CARE IN A CHURCH OR SCHOOL BUILDING**

**Zoning Ordinance Section 11-513(D)**

**Qualify for Administrative Review?**

Will the day care be located in any one of the residential zones? \_\_\_ Yes \_\_\_ No

Will the day care be located in a church or school building? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**Note: City staff will need to determine if the proposed location provides adequate drop off and pick up, and if there is an adequate buffer between the day care and near-by residents.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**DROP OFF AREA**

There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians.

Where will the pick-up/drop-off area be located? \_\_\_\_\_  
\_\_\_\_\_

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**

The location must be far enough away from nearby homes and apartments so they will not be affected by the operations of the day care facility.

Where in the church or school building will the day care be located? (i.e. basement, upper floors, west side of the building ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How large an area is proposed for day care's operations? \_\_\_\_\_ sq. feet

What steps will be taken to buffer the day care from nearby residences (ex. shrubbery, fencing, etc.)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The location of the child care in relation to nearby homes and apartments must be shown on the site plan which is part of the application.**

**RESTAURANTS**  
**Zoning Ordinance Section 11-513(L)**

**Qualify for Administrative Review? \***

Will the restaurant have 60 indoor seats or fewer? \_\_\_ Yes \_\_\_ No

If delivery service is offered, does the restaurant have 40 seats or more? \_\_\_ Yes \_\_\_ No

Will wait service be provided at preset tables with menus and non-disposable tableware? \_\_\_ Yes \_\_\_ No

If alcohol service is offered, will it be on premise alcohol service only – no off premise? \_\_\_ Yes \_\_\_ No

Will the restaurant open at or later than 5:00 am? \_\_\_ Yes \_\_\_ No

Will the restaurant close at or before midnight? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**\* Note: Restaurants located in the CD zone do not qualify for administrative review.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**SEATS**

The restaurant may not include more than 60 indoor seats.

How many indoor seats are proposed? \_\_\_\_\_

**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.

**Contact ABC for information on obtaining an ABC license (703/313-4432)**

Will the restaurant offer alcohol service? \_\_\_\_\_

**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? \_\_\_\_\_

Where will the delivery vehicle be parked? \_\_\_\_\_

\_\_\_\_\_

**RESTAURANT-continued**  
**Zoning Ordinance Section 11-513(L)**

**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, Friday and Saturday, although the closing hour for indoor seating may be extended until midnight four times a year for special events.

What hours are proposed? \_\_\_\_\_

**DELIVERIES TO THE RESTAURANT**

Deliveries to the restaurant may only take place between 7:00 a.m. and 11:00 p.m.

What days will deliveries occur? \_\_\_\_\_

Where will deliveries to the restaurant occur? \_\_\_\_\_

**CONTROLLING ODORS AND SMOKE**

The applicant must 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 must 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](http://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? \_\_\_\_\_



# OUTDOOR DINING

Zoning Ordinance Section 11-513(M)

## Qualify for Administrative Review?

Is the proposed outdoor dining accessory to an approved indoor restaurant? \_\_\_ Yes \_\_\_ No

Will the hours for outdoor dining be the same as those approved for the indoor restaurant? \_\_\_ Yes \_\_\_ No

Will the outdoor dining have 20 seats or less? \_\_\_ Yes \_\_\_ No

Will live entertainment be **prohibited** from the outdoor seating area? \_\_\_ Yes \_\_\_ No

Will advertising be **excluded** from the outdoor seating area? \_\_\_ Yes \_\_\_ No

Will an employee be assigned to the outdoor dining area to make sure it is cleared and washed at the close of each business day? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process. A layout plan must be reviewed and approved for the outdoor dining.**

**Note: This process does not apply to businesses within the King Street Retail Overlay. Please speak to P&Z staff about a different administrative process for outdoor dining.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

### **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 unless authorized by an encroachment ordinance.**

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? \_\_\_\_\_

### **ALCOHOL SERVICE**

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

Is on-premise alcohol service proposed? \_\_\_\_\_

### **OUTDOOR DINING PLAN**

**Please submit a detailed plan with your application**

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

**LIGHT AUTOMOBILE REPAIR**  
**Zoning Ordinance Section 11-513(J)**

**Qualify for Administrative Review?**

Will the light automobile repair business be located in an industrial or flex space center as defined by the Zoning Ordinance in the OCM (100) zone? \_\_\_ Yes \_\_\_ No

Will the repair work proposed consist of only minor service work such as tune-ups, lubrication, alignment, fuel system, brakes, mufflers, and replacement of small items? \_\_\_ Yes \_\_\_ No

Will all the repair work be done inside? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**Note: General repair work such as painting, upholstering, rebuilding, reconditioning, body and fender work, frame straightening, undercoating, engine or transmission rebuilding or replacement, tire retreading or recapping, and the like does not qualify for administrative special use permit. Contact P&Z staff about the full SUP process if general repair work is proposed.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**STORAGE OF STRIPPED VEHICLES**

Any junked, abandoned, or stripped vehicles must be parked or stored inside.

Describe storage location for junked, abandoned or stripped vehicles? \_\_\_\_\_  
\_\_\_\_\_

**VEHICLE LOADING AND UNLOADING**

All loading or unloading of vehicles must take place on private property, and not on the public right-of-way.

Where on private property will vehicle loading take place? \_\_\_\_\_  
\_\_\_\_\_

**DISCARDING OF VEHICLE PARTS**

All debris or vehicle parts must be kept on private property, and not on the public right-of-way.

Describe methods for keeping debris and vehicle parts off the public right-of-way? \_\_\_\_\_  
\_\_\_\_\_

**VEHICLE PARKING**

Vehicles must be displayed, parked, or stored on a private property, and not on the public right-of-way.

Where on private property will vehicles be displayed, parked or stored? \_\_\_\_\_  
\_\_\_\_\_

**LIGHT AUTOMOBILE REPAIR - continued**

**Zoning Ordinance Section 11-513 (J)**

**STORAGE AND DISPOSAL OF VEHICLE PARTS**

All vehicle parts, tires, or other materials must be kept inside the building, in a dumpster or other suitable trash receptacle or enclosure.

Describe the methods that will be used to ensure vehicle parts, tires and other materials are contained? \_\_\_\_\_

\_\_\_\_\_

**KEEPING THE BUILDING AND SITE CLEAN**

The area around the building must 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 into 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 T&ES Engineering division at (703) 838-4327 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**

Odors, smoke and any other air pollution from operations at the site must be controlled to 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? \_\_\_\_\_

\_\_\_\_\_

**CAR WASHING**

Car wash discharges resulting from a commercial operation may not be discharged into a storm sewer. It is recommended that any car washing be done at a commercial car wash facility.

Where will car washing take place? \_\_\_\_\_

**OVERNIGHT PET BOARDING**

**Zoning Ordinance Section 11-513(K)**

**Qualify for Administrative Review?**

Will the overnight pet boarding business be located in a shopping center as defined by the Zoning Ordinance or in the CD-X zone? \_\_\_ Yes \_\_\_ No

**If yes, the business qualifies for administrative review. If no, speak to P&Z staff about the full SUP process.**

**Note: City staff will need to determine if the proposed location provides adequate ventilation, noise and storage controls.**

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

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIVE THEATER**  
**Zoning Ordinance Section 11-513(E)**

**Qualify for Administrative Review?**

Will the live theater be located in the NR/Neighborhood Retail zone? \_\_\_ Yes \_\_\_ No

Will performance hours be limited to 11:00 a.m. to 11:00 p.m. daily? \_\_\_ Yes \_\_\_ No

If proposed, will wine and beer be limited to sales right before or during intermission of a performance?  
\_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**Note: In order to offer wine and beer, the business must have the appropriate ABC license as required by law.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**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? \_\_\_\_\_



# OUTDOOR FOOD AND CRAFTS MARKETS

Zoning Ordinance Section 11-513(F)

## Qualify for Administrative Review?

Will the outdoor food and crafts market **prohibit** alcohol sales? \_\_\_ Yes \_\_\_ No

Will food preparation and storage of trailers be located on a different site than the proposed outdoor food and crafts market? \_\_\_ Yes \_\_\_ No

Will the outdoor food and crafts market operate two days a week or less? \_\_\_ Yes \_\_\_ No

Are the hours between 7:00 a.m. and sundown? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**Note: City staff must review 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.**

**There must 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.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

### 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 must also 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 RULES FOR VENDORS

Please provide the market rules with your application.

The rules must state who is eligible to sell goods in the market and under what conditions. It is expected that the market must 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.

The rules must also state the appropriate food safety guidelines developed by the Alexandria Health Department.

**OUTDOOR GARDEN CENTER**

**Zoning Ordinance Section 11-513(G)**

**Qualify for Administrative Review?**

Is the outdoor garden center located in a commercial, industrial, office, commercial/residential mixed use zone or the Mt. Vernon Overlay zone? \_\_\_ Yes \_\_\_ No

Will the site of the outdoor garden center be 10,000 square feet or less? \_\_\_ Yes \_\_\_ No

Are the hours between 7:00 am and 9:00 pm Monday through Saturday, and from 8:00 am to 8:00 pm on Sunday? \_\_\_ Yes \_\_\_ No

Will deliveries to the garden center be made during normal business hours? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**Note: City staff must review a plan (see plan requirements below) for the layout of the garden center and the plan must be approved before beginning operations. Any changes to the plan must be approved.**

**City staff must also determine if the garden center is located in a suitable distance or otherwise protected from nearby residential uses.**

**WORKSHEET - Answer each question below. Attach a separate sheet of paper if necessary.**

**HOURS OF OPERATION**

The hours of operation must 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, if different from the hours of operation? \_\_\_\_\_

**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 PLAN**

Please provide a detailed plan with your application

The layout of the garden center must 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

**PROTECTION OF NEARBY HOMES**

The garden center must be located at a distance or otherwise protected from nearby homes or apartments as not to disturb neighboring residents.

What is the approximate distance to the closest homes or apartments? \_\_\_\_\_ feet

What steps will the business take to protect residents from negative impacts? \_\_\_\_\_

**CATERING OPERATION**  
**Zoning Ordinance Section 11-513(l)**

**Qualify for Administrative Review?**

Will the catering operation be located in an industrial or flex space center as defined by the Zoning Ordinance in the OCM (100) zone? \_\_\_\_ Yes \_\_\_\_ No

Will the catering operation **prohibit** alcohol service on site? \_\_\_\_ Yes \_\_\_\_ No

Will deliveries to the catering operation be made before 11:00 pm and after 7:00 am? \_\_\_\_ Yes \_\_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**WORKSHEET - Answer each question below. Attach a separate sheet of paper if necessary.**

**LOCATION OF STORAGE**

Any food, beverages, or other material must be stored inside.

Describe how food, beverages or other materials will 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? \_\_\_\_\_  
\_\_\_\_\_

**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](http://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? \_\_\_\_\_  
\_\_\_\_\_

**OUTDOOR DISPLAY**  
Zoning Ordinance Section 11-513(H)

**Qualify for Administrative Review?**

Will the proposed outdoor display be located in the Mount Vernon Avenue Overlay zone? \_\_\_ Yes \_\_\_ No

Will the goods displayed be in conjunction with an adjacent existing retail store? \_\_\_ Yes \_\_\_ No

Will the outdoor display be located on private property? \_\_\_ Yes \_\_\_ No

**If yes to all questions, the business qualifies for administrative review. If no to any question, speak to P&Z staff about the full SUP process.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**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.

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 must 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**

All sales must take place from inside the business, not in the outdoor display area.

Structures or other permanent changes to the exterior are not permitted in the outdoor display area.

Music, speakers, or amplified sounds associated with the outdoor display are not permitted.

**VALET PARKING**  
Zoning Ordinance Section 11-513(N)

**Qualify for Administrative Review?**

Will the proposed valet parking be located in the King Street Overlay zone? \_\_\_ Yes \_\_\_ No

**If yes, the business qualifies for administrative review. If no, speak to P&Z staff about the full SUP process.**

**WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.**

**VALET PARKING PLAN**

Please provide a copy of the plan with your application.

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 must 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 must 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.

**LOCATION OF STORED VEHICLES**

Vehicles must be parked or temporarily stored by an attendant on streets, sidewalks.

Where will the parked vehicles be stored? \_\_\_\_\_

**SHARED PARKING PROGRAM**

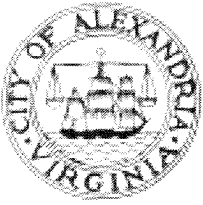
No structures are permitted in conjunction with a valet parking program, unless associated with a shared parking program among several businesses, and only after the design is reviewed for comment by the Old and Historic Alexandria District Board of Architectural Review. Please review Section 11-513 (N) of the Zoning Ordinance for more detail.

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

**If so, please include a detailed description and plan for the structure with your application. Attach a separate sheet, if necessary.**

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. Attach a separate sheet.**



# Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: \_\_\_\_\_

ZONE: \_\_\_\_\_ TAX MAP REFERENCE: \_\_\_\_\_

## APPLICANT'S INFORMATION:

Applicant: \_\_\_\_\_ Business/Trade Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPOSED USE:

- Day Care Center
- Restaurant
- Outdoor Dining (not within the King Street Retail Overlay)
- Light Auto Repair
- Overnight Pet Boarding
- Live Theater
- Outdoor Food and Crafts Market Center
- Outdoor Garden Center
- Catering Business
- Outdoor Display
- Valet Parking

### Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: \_\_\_\_\_

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interim features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

**PROPERTY OWNER'S AUTHORIZATION**

As the property owner, I hereby grant the applicant use of \_\_\_\_\_ (property address), for the purposes of operating a \_\_\_\_\_ (use) business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1. The applicant is the (check one):**

- 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 or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

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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.

**USE CHARACTERISTICS**

2. Please give a brief statement describing the use:

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3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

4. Please describe the capacity of the proposed use:

A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

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B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

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5. A. How many parking spaces of each type are provided for the proposed use:

- \_\_\_\_\_ Standard and compact spaces
- \_\_\_\_\_ Handicapped accessible spaces.
- \_\_\_\_\_ Other.



- B. Please give the number of:  
Parking spaces on-site \_\_\_\_\_  
Parking spaces off-site \_\_\_\_\_

If the required parking will be located off-site, where will it be located?

\_\_\_\_\_

**6. Please provide information regarding loading and unloading for the use:**

- A. How many loading spaces are available for the use? \_\_\_\_\_
- B. Where are off-street loading spaces located? \_\_\_\_\_

\_\_\_\_\_

- C. During what hours of the day do you expect loading/unloading operations to occur? \_\_\_\_\_
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? \_\_\_\_\_

**7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:**

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

**APPLICANT'S SIGNATURE**

Please read and initial each statement:

Initial:\_\_\_\_\_ THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Initial:\_\_\_\_\_ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

\_\_\_\_\_  
Print Name of Applicant or Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:**

Representative's Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

City of Alexandria, Virginia

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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

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**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  
Eliien Oviatt, Planner  
Nathan Randall, Planner

ATTACHMENT: Administrative Special Use Permit Checklist and Worksheets

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**ADMINISTRATIVE  
SPECIAL USE PERMIT**

**CHECKLIST AND  
WORKSHEETS**

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

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## 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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  - Light auto repair
  - 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 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.*



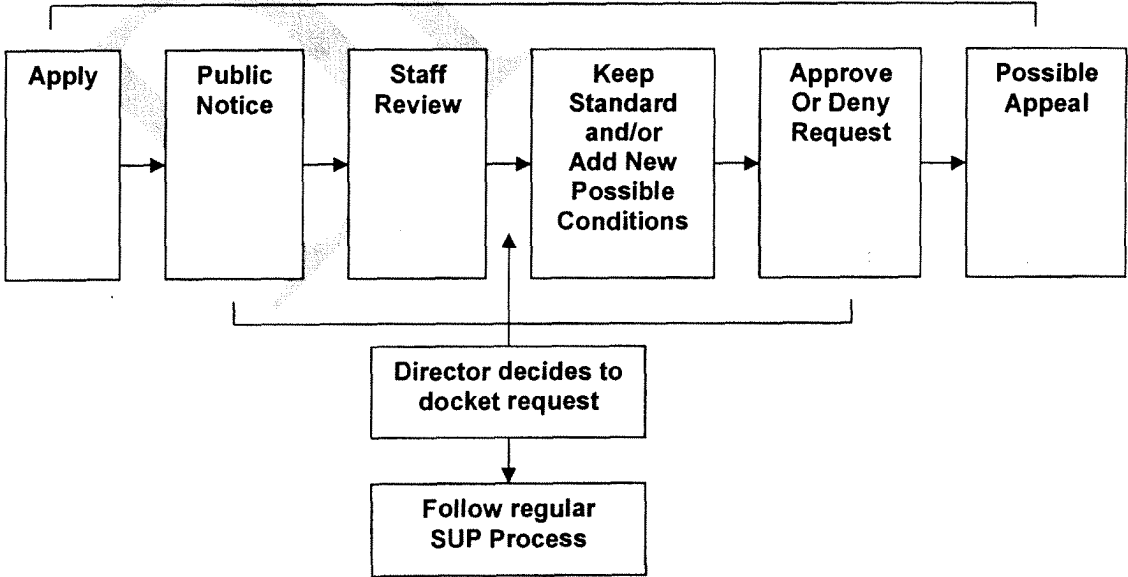
**PROCESS: GETTING STARTED .... AND APPROVED**

<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](http://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](http://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. \_\_\_\_\_