



# DEVELOPMENT PRELIMINARY SITE PLAN CHECKLIST

Department of Planning and Zoning, 301 King Street, Room 2100  
Alexandria, Virginia 22314 Phone: (703) 746-4666

DSUP/DSP # \_\_\_\_\_

Project Name (if different from project address): \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

**Submission Deadline:** Plan submissions received before 3:00 pm will be processed and routed to reviewers the same day. Plan submissions received after 3:00 pm will be processed and routed the next business day. **Submit to the Planning and Zoning Office only to avoid processing delays.**

The following materials are required for a complete development preliminary plan submission:

\_\_\_\_\_ Completed and Signed Development Special Use Permit or Development Site Plan Application

\_\_\_\_\_ Completed and Signed Preliminary Plan Checklist (this form)

\_\_\_\_\_ Filing Fee (DSUP and DSP). Please see the fee schedule [here](#).

\_\_\_\_\_ **Site Plans for Completeness Review of Preliminary Plan.** Submit thirteen (13) rolled sets and three (3) color rolled sets labeled for P&Z of site plan drawings. Additional copies may be requested if the application is within a special district.

\_\_\_\_\_ **Site Plans After Completeness Review of Preliminary Plan.** Submit seventeen (17) rolled sets and three (3) color rolled sets labeled for P&Z of site plan drawings. Thirteen (13) half-sized sets of the preliminary plan will be requested once the proposal is scheduled for a Planning Commission hearing.

\_\_\_\_\_ **Electronic Copy.** For each submission, provide an electronic copy of the drawings and all other submitted documents on a CD disk(s) in .pdf format. Please submit the PDF files for each physical document (plans, application, supporting documents, etc.). Some departments only review digital submissions.

\_\_\_\_\_ **Signature of professional certifying that the submission meets all requirements:**

I, \_\_\_\_\_ (print name), hereby certify that the drawings and other materials that accompany this checklist have met the requirements of the checklist, and the accompanying electronic copy is an exact duplicate of the hard copy submission.

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

General Process Information:

Preliminary site plans will be reviewed for completeness by City staff. Comments will be returned to the applicant in approximately 3 weeks from submission listing additional information required for the application to be deemed complete.

The applicant must revise the site plan to address all comments of the completeness review and resubmit to Planning and Zoning. This submission must include a total of 20 full-sized folded copies, each with a letter responding to each of the completeness comments and the specific location of the additions or corrections made to the plan. These plans are routed and reviewed to verify for completeness. **If they are still not complete the review of them will be suspended and the applicant will be notified of the information that is required.**

When the application is deemed complete, a confirmation letter or e-mail will be sent to the applicant. Within 5 working days of receipt of the confirmation the applicant shall install a notice of the proposed development at the site. When an application is complete, it will receive technical review by City agencies. Three (3) weeks prior to the scheduled hearing date the applicant shall submit a sample materials board and/or color rendering.

**FORMAT REQUIREMENTS FOR EACH SHEET:**

- \_\_\_\_\_ Print size of 24" x 36"
- \_\_\_\_\_ Scale of no less than 1" : 40' with scale identified on each sheet – 1" : 20 or 1" : 30 preferred **Note: 1":25 is not an acceptable scale**
- \_\_\_\_\_ City approval signature block in same place (lower right corner) on each sheet (see attachment for configuration and size of block)
- \_\_\_\_\_ North point shown consistently in the same direction on all plan sheets with reference to source of meridian. North arrow pointing down is not acceptable
- \_\_\_\_\_ Property lines with course and distance for each
- \_\_\_\_\_ Name, address, signature and registration number of professional(s) preparing the plan on each sheet – all plans to be sealed by the appropriate professional
- \_\_\_\_\_ Legend of symbols, patterns, and abbreviations used
- \_\_\_\_\_ Date the plan was prepared/last revised

**COVER SHEET:**

- \_\_\_\_\_ Name and address of the developer and of the owner(s) of record
- \_\_\_\_\_ A narrative description of the project
- \_\_\_\_\_ Location map with the site shown in relation to the nearest intersection of two or more streets
- \_\_\_\_\_ Sheet Index
- \_\_\_\_\_ Key to plan sheets if more than one sheet is needed to show the whole site
- \_\_\_\_\_ Total area included in the site plan, total area of tax parcel, total existing and proposed impervious area on the tax parcel, and total area that will be disturbed during construction (all expressed in square feet and acres)
- \_\_\_\_\_ A list of all special use permits, site plan approvals and zoning modifications or waivers being requested
- \_\_\_\_\_ A list of all existing special use permits, site plans and proffers that apply to all or part of the site
- \_\_\_\_\_ Building Code analysis

**ZONING TABULATIONS (May be included on cover where sufficient space exists)-** *For each element, list zoning ordinance requirement and number proposed on preliminary plan:*

**\*Note: If the proposed development includes multiple lots, the zoning tabulation information must be provided for each individual lot unless all the lots will be consolidated in conjunction with the proposal.**

- \_\_\_\_\_ Zoning of the site (zoning proffers, if applicable)
- \_\_\_\_\_ Existing uses on the site
- \_\_\_\_\_ Proposed uses on the site
- \_\_\_\_\_ Lot area minimum required by zone district
- \_\_\_\_\_ Lot area (required and proposed)
- \_\_\_\_\_ Number of dwelling units (list by number of bedrooms for multifamily)
- \_\_\_\_\_ Units per acre for residential
- \_\_\_\_\_ Gross square feet (GSF) of building area\*, total and listed by use, (with area devoted to parking included and listed separately)
- \_\_\_\_\_ Net square feet (NSF) or Floor Area, total and listed by use
- \_\_\_\_\_ Floor-area-ratios existing and proposed
- \_\_\_\_\_ Open space (required and proposed)
- \_\_\_\_\_ Open space total proposed and broken down by ground level space and usable space proposed.
- \_\_\_\_\_ Average finish grade for each building
- \_\_\_\_\_ Height of each building above average finish grade

- \_\_\_\_\_ Building setbacks (required and proposed) for each building
- \_\_\_\_\_ Frontage with required and proposed listed separately
- \_\_\_\_\_ Parking spaces (listed by compact, standard, handicapped size and total) required and proposed
- \_\_\_\_\_ Parking spaces (listed by location of parking i.e. above grade and/or below grade)
- \_\_\_\_\_ Loading spaces (required and proposed)
- \_\_\_\_\_ Existing and proposed trip generation

**\*Note: The gross square footage of a building or buildings on a lot or tract of land (whether “main” or “accessory”) is the sum of all gross horizontal areas under a roof or roofs. These areas shall be measured from the exterior faces of walls and from eaves of all roofs where they extend beyond the wall line, or from the center line of party walls.**

**The net square footage OR Floor Area of a building or buildings on a lot or tract of land (whether “main” or “accessory”) is the sum of all gross horizontal areas under a roof or roofs. These areas shall be measured from the exterior faces of walls and from the eaves of all roofs where they extend beyond the wall line or from the centerline of party walls and shall include all space with headroom of seven feet six inches or more, whether or not provided with a finished floor or ceiling. Excluded shall be elevator and stair bulkheads, accessory water tanks, cooling towers and similar construction not susceptible to storage or occupancy. Basements and subbasements shall be excluded from the floor area ratio computations, but for the purpose of computing off street parking requirements that portion of such areas as are occupied by permitted uses shall be subject to the provisions of Article VIII. (special restrictions apply in Eisenhower East and Landmark – Van Dorn)**

**CONTEXTUAL PLAN:**

- \_\_\_\_\_ Show the proposed project site(s) and adjacent areas affected by the project
  - \_\_\_ Proposed project site appropriately labeled
  - \_\_\_ Display a minimum of a quarter (1/4) mile in radius of proposed project
  - \_\_\_ Existing property lines, buildings, streets, metro, transit stops and routes, and major thoroughfares, if any, appropriately labeled

**MAP OF EXISTING SITE CONDITIONS - *Show location, dimensions, size, height, and elevations of:***

- \_\_\_\_\_ Sidewalks, streets and their names (show full width, curblines and centerlines), alleys, existing easements (include emergency vehicle easements), covenants and reservations
- \_\_\_\_\_ Show the full right-of-way width of all adjoining streets and include all information for both sides
- \_\_\_\_\_ Roadway and lane widths and uses (right turn, left turn, etc.)
- \_\_\_\_\_ Traffic and pedestrian controls including signs, markings and signals
- \_\_\_\_\_ Existing transit/bus stops with route number identification adjacent to the property
- \_\_\_\_\_ On-street parking locations and individual spaces when designated
- \_\_\_\_\_ Driveways, entrances, exits, parking areas; show vehicle parking spaces by type (standard, compact and accessible) and indicate the number in each bay and total count. Dimensions shall exclude any obstructions such as columns or light poles
- \_\_\_\_\_ Building setbacks, highway setback lines and zone transition lines
- \_\_\_\_\_ Existing buildings and structures; show footprint and indicate height
- \_\_\_\_\_ Property lines, including adjoining property lines; show course and distance of each site boundary line
- \_\_\_\_\_ For adjoining properties, show current zoning and names and addresses of owners (show zoning district boundary lines if multiple districts exist on the site or adjacent parcels)
- \_\_\_\_\_ Transformers, valves, and other surface features of utility systems

- \_\_\_\_\_ Storm and sanitary sewer systems, water mains, and other buried utilities; indicate size of lines and direction of flow for storm and sanitary lines; identify owner of each system
- \_\_\_\_\_ Fire hydrants and fire department connections
  
- \_\_\_\_\_ Major trees (6" or more in caliper) and shrubs (3' or more in height), located and identified by species, including street trees on public right-of-ways along property frontage. Also, locate and identify trees on adjacent properties with canopies that extend over the site. Identify species, size and locations of trees on opposite sides of fronting streets.
- \_\_\_\_\_ Recreation areas, swimming pools and bike and walking trails on abutting streets or public access easements
- \_\_\_\_\_ Watercourses, bodies of water, wetlands and limits of flood plains
- \_\_\_\_\_ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance
- \_\_\_\_\_ Lighting on public rights-of-way adjacent to the site
- \_\_\_\_\_ Significant site features
- \_\_\_\_\_ Topography shown with 2' contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain
- \_\_\_\_\_ Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
- \_\_\_\_\_ Indicate the following on the plan- underground storage tanks; areas located within 1,000 feet of a former sanitary landfill, dump or disposal area; areas with the potential of generating combustible gases.
- \_\_\_\_\_ Location of buildings listed on the Alexandria List of 100-Year Old Buildings that occur on the site or on adjacent parcels
- \_\_\_\_\_ A statement indicating whether or not the Site has areas of Marine Clay
- \_\_\_\_\_ Indicate areas on plan and provide a statement describing any known or expected contamination or brief narrative of due diligence completed (site history) if none is expected

**PRELIMINARY SITE PLAN - *Include existing features to be retained and show location, dimension, size, height and elevation of proposed:***

- \_\_\_\_\_ Boundaries of zoning districts on the site and adjoining sites
- \_\_\_\_\_ Sidewalks, streets, alleys with widths labeled, and elevations
- \_\_\_\_\_ Show the full width and centerlines of all adjoining streets
- \_\_\_\_\_ Existing and modified lane widths and uses (right turn, left turn, etc.)
- \_\_\_\_\_ Existing and proposed traffic controls including signs, markings and signals
- \_\_\_\_\_ Sidewalks, bike and walking trails on sites and on abutting streets or public property/easements, with widths of each
- \_\_\_\_\_ Bicycle parking spaces provided per City Standards
- \_\_\_\_\_ Bicycle and pedestrian paths per the Transportation Master Plan and 1998 *Bicycle Transportation and Multi-Use Trail Master Plan*, including existing and proposed routes
- \_\_\_\_\_ Direction of traffic and volumes at all site entrances, exits and intersections
- \_\_\_\_\_ Sight distance per AASHTO at all driveways and street intersections
- \_\_\_\_\_ Curb radii at intersections and driveway entrances for public and private streets and alleys, and within parking lots; note AASHTO turning radii
- \_\_\_\_\_ Existing and proposed on-street parking locations and individual spaces when required
- \_\_\_\_\_ Driveways, entrances, exits, parking areas; show parking spaces by type (standard, compact and handicap) and indicate the number in each bay and the total count
- \_\_\_\_\_ Locations of underground parking and indicate the footprint of related subsurface structures
- \_\_\_\_\_ Garage layouts with columns shown and drive aisle and parking spaces dimensioned. Parking space widths and lengths do not include the column width. The use of "typical" may be used provided it dimensions all types of spaces/aisles and is used in enough

- \_\_\_\_\_ places that the review can be performed accurately.
- \_\_\_\_\_ Vehicle turning movements for any parking lot or garage, entrances and drive aisles, accessible spaces with AASHTO standard vehicle
- \_\_\_\_\_ Vehicle turning movements for loading zones with the largest vehicle that will access the site
- \_\_\_\_\_ Slope of entrance ramp
- \_\_\_\_\_ Locations of building entrances and exits
- \_\_\_\_\_ Building setbacks, highway setback lines, zone transition lines and vision clearances
- \_\_\_\_\_ Provide sections demonstrating compliance with the Section 6-403
- \_\_\_\_\_ Show any transition zone setback, if applicable
- \_\_\_\_\_ Easements, covenants and reservations including emergency vehicle easements (EVE) (existing and proposed)
- \_\_\_\_\_ Property lines; show course and distance of each site boundary line
- \_\_\_\_\_ Yard dimensions for setback requirements
- \_\_\_\_\_ Buildings and structures, including optional decks and other projections such as canopies, bay projections, roof overhangs; or maximum building envelope (where approved as envelope) showing outside dimensions, including height, and first floor elevations
- \_\_\_\_\_ Stoops, steps and staircases (with elevations)
- \_\_\_\_\_ Distances between buildings and adjoining property lines
- \_\_\_\_\_ Storage space for solid waste and recyclable material containers with trash truck turning movements and pick up locations
- \_\_\_\_\_ Storm and sanitary sewer systems, including lateral lines, water mains and service lines, with size, direction of flow and owners indicated in plan view for both existing and proposed
- \_\_\_\_\_ Gas mains and service lines; with size of line and owner of line indicated
- \_\_\_\_\_ Fire hydrants, water mains and service lines; with size of line and owner of line indicated
- \_\_\_\_\_ Electric, telephone, cable and all other utilities on the property; identify owners
- \_\_\_\_\_ Transformers, ground level mechanical units, switchboxes, cable boxes, poles, telephone pedestals, and other surface features of utility systems and elevations
- \_\_\_\_\_ Existing and proposed light poles and fixtures on-site and on adjoining rights-of-way
- \_\_\_\_\_ Existing and proposed bus stop(s) and bus stop amenities
- \_\_\_\_\_ Recreation areas, swimming pools. (Discharge from swimming pools shall be shown connected to the sanitary sewer in plan view.)
- \_\_\_\_\_ Watercourses, bodies of water, wetlands and limits of flood plains
- \_\_\_\_\_ Resource Protection Areas as defined in Article XIII of the Zoning Ordinance and developable area
- \_\_\_\_\_ Significant site features
- \_\_\_\_\_ Limits of Disturbance
- \_\_\_\_\_ Proposed grading shown with 2' contours on the subject property and on adjacent parcels for sufficient distance to indicate the relationship of the site to off-site terrain
- \_\_\_\_\_ Slopes, terraces and retaining walls, including elevations of level areas and tops and bottoms of walls and exterior stairways and ramps
- \_\_\_\_\_ Identify all potential future deck locations

**LANDSCAPE PLAN** - *(Proposed landscape plan must comply with the “[City of Alexandria Landscape Guidelines, 2007](http://alexandriava.gov/uploadedFiles/recreation/info/040907_land_guidelines.pdf)” ([http://alexandriava.gov/uploadedFiles/recreation/info/040907\\_land\\_guidelines.pdf](http://alexandriava.gov/uploadedFiles/recreation/info/040907_land_guidelines.pdf)) published by the Department of Recreation, Parks and Cultural Activities, City of Alexandria)*

- \_\_\_\_\_ Buildings, and other structures and all building entrances
- \_\_\_\_\_ Streets, driveways, sidewalks, trails, intersections and all paved areas
- \_\_\_\_\_ Utilities and utility easements, existing and proposed
- \_\_\_\_\_ Locations of off-site and on-site lighting, including street lighting
- \_\_\_\_\_ Existing vegetation to be removed; include locations, size and species of all trees 6" or

- \_\_\_\_\_ greater in caliper
- \_\_\_\_\_ Street trees and natural vegetation to be retained; include locations, approximate driplines, size and species of all trees 6" or greater in caliper
- \_\_\_\_\_ Details of protection structures to be used for existing trees to be preserved
- \_\_\_\_\_ Proposed street tree species, locations, and planting details
- \_\_\_\_\_ Indicate the distances between street trees
  
- \_\_\_\_\_ Location and dimensions of areas to be landscaped (including within public right-of-ways), specifying the location, names, caliper, and size of proposed individual trees, shrubs, and ground cover plants (indicate initial and final height for trees and shrubs, initial width for shrubs, and initial spread for groundcover plants)
- \_\_\_\_\_ Tabulation of required, existing and proposed crown coverage (**Do not include street trees.**)
- \_\_\_\_\_ Show existing and proposed trails, roadways and sidewalks
- \_\_\_\_\_ Plans shall be sealed by a Certified/Registered Landscape Architect.

**OPEN SPACE PLAN:**

- \_\_\_\_\_ Open space areas graphically showing the square footage and type (ground level or rooftop)

**LIGHTING PLAN/SIGNAGE PLAN:**

- \_\_\_\_\_ Building and structures
- \_\_\_\_\_ Location of all existing and proposed lights, including street lights and building lights.
- \_\_\_\_\_ Type of fixture
- \_\_\_\_\_ Show the locations and height of proposed signs and provide information needed to assess compliance with the sign ordinance and applicable special guidelines.

**GIS - DIMENSION PLAN - *Include existing features to be retained and show location, dimension, size, height and elevation of:***

- \_\_\_\_\_ Sidewalks, streets, alleys, driveways and parking lots; (edge of pavement or top of curb)
- \_\_\_\_\_ Show the full right-of-way width and centerlines of all adjoining streets
- \_\_\_\_\_ Buildings and structures, showing outside dimensions, including height
- \_\_\_\_\_ Property lines
- \_\_\_\_\_ Stoops, steps and staircases
- \_\_\_\_\_ Locations of building entrances; identification of primary building entrance, secondary entrances and any mock entrances if applicable
- \_\_\_\_\_ 3 x y coordinate pairs in state plane coordinates (NAD 83) conforming to 50 scale (1:600/1"=50') National Map Accuracy Standards.

**\*Note: The Dimension Plan is used to update the City of Alexandria's Geographic Information System and therefore should contain only the information specified above. Additionally, Alexandria GIS does not meet the threshold for accuracy, as listed for the coordinate data above and is therefore not suitable as source for obtaining this coordinate information.**

**ELEVATIONS AND SECTIONS:**

- \_\_\_\_\_ Scaled architectural elevations of each building face, with materials labeled
- \_\_\_\_\_ Scaled elevations showing landscaping plan or screening treatment along public rights-of-way
- \_\_\_\_\_ Scaled sections through buildings
- \_\_\_\_\_ Scaled sections showing grade changes in relationship to buildings and/or retaining walls
- \_\_\_\_\_ Scaled sections showing average finished grade line and scaled heights, including penthouses
- \_\_\_\_\_ A detailed graphic showing floor area analysis indicating areas that have been deducted

for purposes of the FAR calculation. If the FAR deductions exceed 20% of the overall building's square footage, written justification shall be submitted.

\_\_\_\_\_ Scaled floor plans

**ENVIRONMENTAL QUALITY AND QUANTITY PLAN** - Plans for collecting and depositing stormwater, including approximate pipe sizes, structures and BMPs:

- \_\_\_\_\_ Pre- and post-development, 2 and 10 year stormwater computations
- \_\_\_\_\_ Drainage area map delineating area contributing stormwater onto the project
- \_\_\_\_\_ Narrative describing how the project will comply with the stormwater quantity and quality requirement of Article XIII of the Zoning Ordinance
- \_\_\_\_\_ Water quality worksheet A or B and Worksheet C
- \_\_\_\_\_ Drainage area map with scale and north arrow indicating the area draining to the selected water quality BMPs
- \_\_\_\_\_ City standard water quality BMP data blocks (2)
- \_\_\_\_\_ Preliminary calculations of sanitary flow generated from the site
- \_\_\_\_\_ Narrative describing how the project will comply with the requirements of Memo to Industry 02-07 titled *New Sanitary Sewer Connection and Adequate Outfall Analysis*

**When subdivision of land is involved, include a PRELIMINARY SUBDIVISION PLAT** - (Refer to Section 11-1700 of the Alexandria Zoning Ordinance for additional requirements.)

- \_\_\_\_\_ Plat size shall not exceed 24" x 36"
- \_\_\_\_\_ Scale no less than 100' to 1"
- \_\_\_\_\_ Subdivision name
- \_\_\_\_\_ Name, address of owner of record and the applicant
- \_\_\_\_\_ Name, address, certificate number and seal of the surveyor or engineer
- \_\_\_\_\_ Gross area in acres and total number of buildings, lots or sites involved
- \_\_\_\_\_ Date, scale and north point with reference to source of meridian
- \_\_\_\_\_ Zoning of the property
- \_\_\_\_\_ A form or space, not less than two and one-quarter by three and one-half inches, on which approval by the commission may be shown
- \_\_\_\_\_ Lot lines with the dimensions of the length and width of the lots
- \_\_\_\_\_ In the case of resubdivisions, all lot lines or lot numbers that are proposed to go out of existence by reason of the resubdivision shall be shown by dotted lines and numbers
- \_\_\_\_\_ Location of the property immediately adjoining the proposed subdivision and the names and addresses of all its owners
- \_\_\_\_\_ Location and width of all proposed streets, alleys and public areas and their dimensions
- \_\_\_\_\_ Points of connection with the city sewer system
- \_\_\_\_\_ Location of all easements, reservations, and highway setbacks, as established by section 7-1006 of the zoning ordinance
- \_\_\_\_\_ The width and name of adjacent existing streets, alleys, easements, public utilities, and railroads shown graphically
- \_\_\_\_\_ Limits of floodplains and resource protection areas
- \_\_\_\_\_ The location of metal monuments not less than one inch in diameter and 24 inches in length shown thus: O, and located in the ground at each intersection of streets and alleys with plat boundary lines, and at all points on street, alley, and boundary lines where there is a corner, change in direction, or curvature.
- \_\_\_\_\_ Any deed restrictions shall be recorded with this plat, if applicable.
- \_\_\_\_\_ A surveyor's or engineer's seal and certificate of survey in the following form, which may be modified to accommodate title information:
  - \_\_\_\_\_ "I hereby certify that I have carefully surveyed the property delineated

by this plat, and that it is correct to the best of my knowledge and belief; that this is a subdivision of part (or all) of the land conveyed by \_\_\_\_\_ to \_\_\_\_\_ by deed dated \_\_\_\_\_ and recorded among the land records of \_\_\_\_\_ in Deed Book \_\_\_\_\_ at page \_\_\_\_\_ and is within those boundaries; and that all required monuments have been installed where indicated; except those that will be installed at a later date but before completion of the project.

“Certified Surveyor or Engineer”

\_\_\_\_\_ A curve table shall be placed on the final plat containing the following for all curvilinear boundaries and street centerlines; delta, radius, arc, tangent, chord and chord bearing. All distances shall be shown to the nearest one-hundredth of a foot; angles or bearings to the nearest ten seconds.

### ADDITIONAL STUDIES – IF REQUIRED

#### WATER QUALITY ASSESSMENT (in case of RPA encroachment)

\_\_\_\_\_ See Article XIII of the Zoning Ordinance for specific requirements

#### ARCHAEOLOGICAL ASSESSMENT

- \_\_\_\_\_ Documentary Study and initial Archaeological Evaluation completed and submitted by Alexandria Archaeology
- \_\_\_\_\_ Appropriate archaeology comments on all site plan sheets involving ground disturbance
- \_\_\_\_\_ Locations and themes for historical interpretive elements and markers on plan, if applicable.

#### BUILDING MASSING STUDY

\_\_\_\_\_ A physical model showing the mass and scale of the proposed buildings relative to surrounding buildings. This should be a scaled three-dimensional representation of the proposed building mass (including building articulation) in the context of surrounding buildings. Digital models and/or photomontage may be substituted for physical models if deemed acceptable by the Director of Planning & Zoning.

#### TRANSPORTATION IMPACT STUDY

\_\_\_\_\_ Submit all Transportation Studies or Memo.

#### AFFORDABLE HOUSING PLAN

\_\_\_\_\_ A statement of intended voluntary contribution to the City’s Housing Trust Fund or, in the case of a residential project, a voluntary Affordable Housing plan that specifies the number of affordable on-site units, by unit type, or a statement explaining why the developer is unable to include the on-site units, along with the developer’s proposed voluntary contribution to the Housing Trust Fund

\_\_\_\_\_ It is the City's policy that a voluntary contribution for affordable housing be made on all new development. The payment should be paid to the City prior to issuance of certificate of occupancy in the case of commercial development or rental housing, and paid at sale to end user in the case of for-sale housing. In lieu of this contribution, a developer may submit an [Affordable Housing Plan](http://alexandriava.gov/housing/info/default.aspx?id=6628) (<http://alexandriava.gov/housing/info/default.aspx?id=6628>) to the Office of Housing proposing another means of meeting the affordable housing requirement.

**Design Guidelines/Updated information - [Guidelines Link](http://alexandriava.gov/planning/info/default.aspx?id=14676)**  
<http://alexandriava.gov/planning/info/default.aspx?id=14676>

- \_\_\_\_\_ If located along Mount Vernon Avenue, information required by the *Mount Vernon Avenue Design Guidelines*, including information necessary to assess compliance with the guidelines.
- \_\_\_\_\_ If located within the Old Town North area, information required by the *Old Town North Design Guidelines*, including information necessary to assess compliance with the guidelines.
- \_\_\_\_\_ **Board of Architectural Review Approvals.** Required when the project is within one of the City's two historic districts. See chapter 10 of the Zoning Ordinance. **\*Note this requires separate application and approval process**
  - \_\_\_\_\_ If located within the Old and Historic Alexandria District, information required by the *Alexandria Historic District Design Guidelines*.
  - \_\_\_\_\_ If located within the Parker Gray Historic District, information required by the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If involving a site which occupied by a building on the list *Buildings over 100 Years Old Outside the Historic Districts*, information required by the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If located along Washington Street, information required by the *Washington Street Standards*, the *Washington Street Guidelines*, the *Old Town North Urban Design Guidelines* and the *Alexandria Historic District Design Guidelines*.
- \_\_\_\_\_ If located within the Carlyle CDD, information required by the *Carlyle Design Guidelines* and the *Carlyle Streetscape Design Guidelines*.
- \_\_\_\_\_ If located within the Potomac Yard/Potomac Greens Small Area, information required by the *Potomac Yard Urban Design Guidelines*.
- \_\_\_\_\_ [Link to Transportation and Environmental Services](http://alexandriava.gov/tes/info/default.aspx?id=3522) – Memos to the Industry  
<http://alexandriava.gov/tes/info/default.aspx?id=3522>
- \_\_\_\_\_ Four Mile Run Design Guidelines

**ADDITIONAL APPLICATIONS WHICH MAY BE REQUIRED FOR CERTAIN DEVELOPMENT PROPOSALS**

Generally, all applications related to the same development proposal are required to be processed concurrently. There is a separate fee for each of these applications. See current fee schedule. Check those which are submitted with this application.

- \_\_\_\_\_ **Master Plan and/or Rezoning.** Required when the proposal requires different zoning or a change to the City's Master Plan. See sections 11-800 and 11-900 of the Zoning Ordinance.
- \_\_\_\_\_ **Transportation Management Plan Special Use Permit.** Required for any project containing 50,000 sq.ft. or more of commercial space, 40,000 sq.ft. or more of retail space, 150,000 sq.ft. or more of industrial space or 250 or more residential units. See section 11-700 of the Zoning Ordinance.
- \_\_\_\_\_ **Vacation.** Required when a portion of the public right-of-way is proposed to be acquired and utilized in the development.
- \_\_\_\_\_ **Encroachment.** Required when portions of the building (including stoops, steps, awnings, etc.) or planters, etc. project into the public right-of-way.
- \_\_\_\_\_ **Coordinated Development District (CDD) Concept Plan.** Required on tracts zoned CDD, in order to proceed with development under the CDD zoning. See section 5-600 of the Zoning Ordinance.
- \_\_\_\_\_ **SUP for parking reductions and signs**

Revised:

7/26/2013 – RAL

12/9/2013 – JXB

12/3/2014 – DXR

2/25/2015 – DXR