

VARIANCE AND USE PERMIT APPLICATION CHECK LIST

Application Form:

_____ The application form must be completed in its entirety including a brief description of the project, Civic Association name, address, and daytime telephone number. Applications that are not fully completed will not be accepted.

Disclosure Statement:

_____ The Disclosure Statement is required by state law. It must list all persons having an equitable ownership interest in the property in question, including any mortgage company. The Disclosure Statement must be signed and notarized. Applications that do not have a fully completed and notarized Disclosure Statement will not be accepted.

Statement of Justification:

Use Permits:

_____ The Statement of Justification should discuss the positive or negative effects the proposal will have on the health and safety of persons residing in the neighborhood, the positive or negative effects the proposal will have on the public welfare and to property or improvements in the neighborhood, whether or not the proposal will conflict with the purposes of the master plans and land use and zoning related policies of the County, and whether or not the proposal will promote compatibility of development with the surrounding neighborhood, i.e. the structure's overall size and footprint size and placement are similar to the structures on properties surrounding the lot in question; and whether or not the proposal will help preserve the natural land form, historical features and/or significant trees and foliage.

Variances:

_____ The Statement of Justification should include a description of the hardship, if any, e.g., exceptional narrowness, shallowness, size, shape or unusual topography, or the condition of, or development, on abutting property including public streets and alleys and how such hardship, if any, justifies a variance. The Statement Of Justification should also discuss how the strict application of the zoning requirements would prohibit or unreasonably restrict the use of the property; whether the hardship is shared generally by other properties in the vicinity and zoning district; and whether the variance would be detrimental to adjacent properties or change the character of the neighborhood.

Certified Survey Plat:

A Survey Plat prepared and certified by a surveyor or civil engineer licensed by the Commonwealth of Virginia. The Survey Plat must be to scale and show the surveyor's seal. Plats that have been reduced (except as noted below) or enlarged, or that are not clearly legible will not be accepted. The applicant may be able to obtain a plat at the Zoning Counter. However, Zoning Division provides these plats as a courtesy only and does not certify that the plats are to scale or that the plats show all improvements on the property. Most survey plats are legal size (8 1/2" by 14"). If the applicant's certified survey plat is larger than legal size, one full sized copy and one copy reduced to 8 1/2" by 11" shall be submitted. This survey plat must show all existing and proposed improvements on the lot, including proposals that can be approved by-right. An Architect's site plan may not substitute for a survey plat certified by a Surveyor or Engineer.

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_____ The Survey Plat must show the footprint of all existing and proposed improvements to scale with dimensions and the distances to the closest lot lines. It is the applicant's responsibility to make sure that all proposed improvements including, but not limited to, buildings, stoops, porches, decks, balconies, eave lines, bay windows, hot tubs, accessory structures and air conditioning units are shown on the plat. It is the applicant's responsibility to provide accurate dimensions and distances. A scaled distance may not be accurate. If you are in doubt hire a surveyor.

Main Building Footprint:

_____ A calculation of the existing Main Building Footprint and the proposed Main Building Footprint must be provided in the space on the front of the application. The calculation of the Main Building Footprint should include all parts of a main building that rest, directly or indirectly, on the ground, including, by way of illustration and not by limitation, attached garages, bay windows with floor space, chimneys, porches, decks supported by posts and with floor heights that are four (4) feet or higher above grade, cantilevered decks with horizontal projections that are four (4) feet or more and covered breezeways connected to a main building.

Lot Coverage:

_____ A calculation of the existing and the proposed Lot Coverage must be provided in the space on the front of the application. The Lot Coverage is the percentage determined by dividing (a) the area of a lot covered by the total (in square feet) of: (1) the footprint of the main building; and (2) the total footprints of accessory buildings [counting only buildings with footprints larger than one hundred and fifty (150) square feet]; and (3) parking pads and driveways; by (b) the gross area of that lot. In some cases Zoning Staff may require that lot coverage be calculated by a licensed surveyor.

Architectural Drawings:

_____ A full set of Architectural Drawings is required for Variances and Use Permits for all structures. The Architectural Drawings must be on letter sized (8 ½" by 11") paper. The Architectural Drawings must include elevations and floor plans and must be legible. Variance and Use Permit applications submitted without a complete set of Architectural Drawings will not be accepted. Poorly drawn hand sketches will not be accepted.

_____ Elevation Drawings: Must show all visible sides of existing and proposed structures. Elevations must show the height of structures from grade to the top of the structure, or midpoint of the roof. Sections shall be provided for detached garages. Drawings that are in color or have been shaded are discouraged because they do not copy well.

_____ Floor Plans: A full set of Floor Plans showing the entire level where work is taking place. The rooms must all be labeled and exterior dimensions must be provided from edge-to-edge of all structures. An entire basement floor plan is required for the addition of new areaways and/or window wells. Unenclosed porches and decks do not require an entire floor plan of the home but these may be helpful; however a floor plan must be provided for the new structure itself.

Neighborhood Outreach:

_____ All applicants for a Variance or Use Permit should discuss their project with their neighbors and, if possible, have the neighbors provide a statement or sign a petition in support of the proposal. It is also advised that Applicants discuss their project with the local Civic Association and obtain a statement of support from the association.

_____ The applicant hereby gives permission to Arlington County Zoning Staff to enter the subject property in order to take photographs which will be viewed by the BZA and residents at the public hearing.