

## USE PERMIT AND MINOR SITE PLAN AMENDMENTS SUBMISSION CHECKLIST

The following items must be included with any application for a Use Permit, Use Permit Amendment or Minor Site Plan Amendment. **Applicants are strongly encouraged to apply by the Preliminary Filing Date. ELEVEN (11) copies of all materials must be turned in no later than 4:00 p.m. on the Final Filing Deadline. The eleven copies must be put in order as to the Submission Checklist. You must file by the FINAL filing date. Late applications will not be accepted.** If you have any questions about these requirements, or the filing schedule for applications, please contact the Zoning Office at 703-228-3883 for assistance.

**Some Child Care Facilities are required to obtain building permits in addition to the requirements outlined below.** For information regarding the requirements for a Building Permit, please contact Inspection Services at 703-228-3800.

1. **Completed application form** \_\_\_\_\_  
with signature. Applications must include: information on days & hours of operation of the proposed use, number of participants or residents, and ages of participants if a school or child care use is proposed. Include working phone numbers, e-mail addresses and pager numbers where you may be reached during the day. Include full name of business with phone numbers, applicant's full name with address, and fee.
  
2. **Disclosure Statement**  
Section 36 of the Zoning Ordinance requires that every applicant for a Rezoning, Site Plan Approval and Amendment, Variance, and Use Permit shall file a complete disclosure of the equitable ownership and parties in interest of the real estate to be affected. (Must be notarized)
  
3. **Description of Proposed Use (Details)** \_\_\_\_\_  
Please provide a detailed description of the proposed use in a separate letter.

4. **Statement of Consent by Property Owner** This is required if the applicant is a tenant, occupant or a contract owner. Include name, address and phone numbers, e-mail address and pager numbers of property owners. \_\_\_\_\_

5. **Plat or site plan of property** Plat or site plan of the property, drawn to scale, showing existing and proposed buildings, parking, driveways, and entrances to property. Signage and landscaping should be shown for commercial uses and all requests that include new construction. \_\_\_\_\_

**APPLICATIONS FOR NEW CONSTRUCTION also need in addition to all other items on this checklist, a PLOT and LOCATION MAP, a TOPOGRAPHIC MAP (all at a scale of 1 inch equals 25 feet), amount of IMPERVIOUS AREA on site, existing and proposed, description of MAJOR TREES, potential methods of minimizing ADVERSE IMPACTS, including feasibility. (Section 36.J.2., Arlington County Zoning Ordinance)** \_\_\_\_\_

6. **Floor Plans** drawn to scale, showing seating areas, dance floor areas, classrooms, play space, etc., as appropriate to the proposed use. If drawings are larger than 8.5" x 11" include eleven (11) sets of plans at 8.5" x 11". (For FAMILY HOME DAY CARE applications **scaled** plans are desirable but not required). \_\_\_\_\_

7. **Environmental Consideration Form** This must be filed with any Use Permit or Site Plan Amendment application that would permit construction of a new structure or a parking area for 10 or more cars. The LEED scorecard may be downloaded at [www.USGBC.org](http://www.USGBC.org), select LEED, complete and attach appropriate form. \_\_\_\_\_

8. Any additional drawings, plans, sketches or photographs pertinent to the request. Drawings should be "to scale" on 8.5" by 11" paper for: floor plans, site plans and parking facilities. Charts of statistics showing: **existing vs proposed** for: expansion of parking lot (transitional), signs, drive-thru's, conversion of the use of space, and food delivery service. \_\_\_\_\_

**STRONGLY RECOMMENDED**

9. **Statement of Support by affected Civic Associations.** Applicants are advised to contact affected Civic Associations prior to submitting the application. If the application is for Live Entertainment, applicants are encouraged to contact, prior to submitting the application, the Police Department, Fire Department and the Virginia ABC Board and include written record that contact was made.
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