



DEPARTMENT OF PLANNING AND ZONING

301 King Street

Room 2100

Alexandria, VA 22314

Phone (703) 746-4666

Fax (703) 838-6393

www.alexandriava.gov

ONE HUNDRED-YEAR-OLD BUILDING APPLICATION

January 1, 2024

This form constitutes an application for consideration of a property for eligibility for the City of Alexandria One Hundred-Year-Old Building List. In order to be considered, an application must include a statement of how the building or structure complies with the applicable qualification criteria set forth in zoning ordinance section 10-303. The application is evaluated by the Department of Planning & Zoning (P&Z) Historic Preservation staff. If staff concurs with the conclusion that the property is eligible, staff will advise the City Manager accordingly and will initiate the process for approval. The application must be approved by the Planning Commission at a public hearing, then approved by City Council at a public hearing, and implemented by a City Council ordinance. Listing on the One-Hundred-Year-Old Building List requires a rezoning of the property, which will be addressed in the approval process.

Before Preparing an Application

Contact Historic Preservation staff for assistance in obtaining any information P&Z may have on file about your property, such as a previous architectural survey record or eligibility evaluation. You are welcome to use this information in preparing your application and may use it towards your final documentation of the history of the property. The Virginia Department of Historic Resources may have information on your property as well. You may reach them at 804.482.6446. Historic Preservation staff is also available to answer questions you may have as you begin preparing your application. You may reach us at 703.746.3833 or preservation@alexandriava.gov.

Preparing an Application

An application consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the property to be evaluated as well as any information that P&Z staff has provided. Research sources such as property deeds and land tax records must be included in the submission. As noted above, the application should describe how the property complies with the criteria in zoning ordinance section 10-303.
Your application will not be evaluated if it is missing the property owner's signature as well as contact information for the person submitting the form (if different from the property owner)
2. **Photos:** Provide color digital images (JPGs are preferred) of your property's exterior, with emphasis on architectural features. Digital photos typically include views of the main building from all sides, as well as important ornamental and/or functional details; any outbuildings or secondary resources; and the property's general setting.
3. **Maps:** The following maps must accompany your application.
 - **Location map:** This map shows the exact location of your property. The map can be created using the City's GARI parcel map, Google Maps, Google Earth, or other mapping websites. A copy of a road map also may be used as long as the property's exact location and physical address are shown on the map.
 - **Sketch map:** This map shows the locations of all resources on your property, such as the main building; any secondary resources (often referred to as outbuildings); major landscape features such as a stream, formal gardens, driveways, and parking areas, and the road on which the property fronts. The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map, or survey map may be used.

Submitting an Application

Once you have completed the application, submit it to Historic Preservation staff at preservation@alexandriava.gov. Staff will review your application and will answer any questions you may have about the evaluation process.

Note: All submitted materials become the property of the City of Alexandria and will be retained in our permanent records. In addition, the materials will be posted on the City's dockets and webcasts public website during the evaluation process.



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ONE HUNDRED-YEAR-OLD BUILDING INFORMATION FORM

1. General Property Information

Property name: _____

Property address: _____

Zone: _____

Block and lot number: _____

2. Physical Aspects

Parcel size: _____

Briefly describe the property's overall location and setting, including any notable landscape features:



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3. Architectural Description

Architectural Style(s): _____

If the property was designed by an architect, landscape architect, engineer, or other professional, please list here: _____

If the builder is known, please list here: _____

Date of construction (can be approximate): _____

Narrative Description:

Briefly describe the property's general characteristics, such as its current use (and historic use if different), as well as the primary building or structure on the property. Include the materials and method(s) of construction, physical appearance and condition (exterior), and any additions or other major alterations. Continue onto next page if necessary.



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In a bullet list, include any outbuildings or secondary resources or major landscape features including their condition and their estimated construction dates.

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4. Property's History and Significance

Briefly explain the property's historic importance, such as significant events, persons, and/or families associated with the property.

If the property is important for its architecture, engineering, landscape architecture, or other aspects of design, please include a brief explanation of this aspect.



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Please list all sources of information used to research the history of the property, such as deeds, census and tax records, and/or published articles and books. (It is not necessary to attach lengthy articles or family genealogies to this form.)

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-
-
-

5. Property Ownership (Check as many categories as apply):

Private: _____ Public\Local _____ Public\State _____ Public\Federal _____

Current Legal Owner(s) of the Property (If the property has more than one owner, please list each below or on an additional sheet.)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

Legal Owner's Signature: _____

Date: _____

• • Signature required for processing all applications. • •

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than legal owner of property)

name/title: _____

organization: _____

street & number: _____

city or town: _____ state: _____ zip code: _____

e-mail: _____ telephone: _____

Date: _____