

APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP OR MINOR AMENDMENT

[~	Change of Owne	rship [] Minor Amendment
[must use black ink or t	type]	
PROPERTY LOCATIO	N: 704 FOUR MILE	ROAD ALEXANDRIA VA 22305
TAX MAP REFERENC		ZONE: RA/ MULTIFAMILY
APPLICANT		
Name:	RUTH SARAI MER	INO
Address:	704 FOUR MILE R	OAD ALEXANDRIA VA 22305
PROPERTY OWNER		
Name:	GREGORY MILLS	
Address:		OAD ALEXANDRIA VA 22305
SITE USE:	FAMILY HOME DAY	
Business Name:	Current:	Proposed (if changing):
THE UNDERS conditions of the current so the current and accurate to the RUTH S. MERINO	IGNED, having read and respecial use permit, including IGNED hereby applies for a division A, Section 11-509 and IGNED, having obtained pealso attests that all of the infection of the list of the li	
Print Name of Applicant or		Signature
704 FOUR MILE R	IOAD	5713470701
Mailing/Street Address	2005	Telephone # Fax #
ALEXANDRIA VA 22 City and State	Zip Code	MERINORUTH@GMAIL.COM Email address
City and State	Zip Code	05/21/2024
		Date
	DO NOT WRITE IN	N THIS SPACE - OFFICE USE ONLY
Application Received: Legal advertisement:		Fee Paid: \$
ACTION - PLANNING CO	MMISSION	ACTION - CITY COUNCIL:

Special	Use Permit	: #
opoola.	0001011111	· ''

The following information must be furnished to the Department of Planning and Zoning to determine if the current use conducted on the premises complies with the special use permit provisions and all other applicable codes and ordinances.

1.	Please des	Please describe prior special use permit approval for the subject use. Most recent Special Use Permit #						
	Most recent S							
	_							
	Date approve			/				
		month	day	year				
	Name of app	licant on mo	ost recent sp	pecial use perm	it			
	Use							
opera	ning and Zoning	can underst	tand the nat		ge in operat	ion; include	information	Department of regarding type of ditional sheets if

Sn	ecial	Use	Permit	#	
\sim	Colai	000		<i>''</i>	

3. Describe any proposed <i>changes</i> to the business from what was represented to the Planning Commission and City Council during the special use permit approval process, including any proposed changes in the nature of the activity, the number and type of patrons, the number of employees, the hours, how parking is to be provided for employees and patrons, any noise emitted by the use, etc. (Attach additional sheets if necessary)	

	month day year
Describe any proposed changes to	o the conditions of the special use permit:
Are the hours of operation propose fyes, list the current hours and propose	sed to change? Yes No d hours:
Current Hours:	Proposed Hours:
Will the number of employees ren f no, list the current number of employee	nain the same? Yes No es and the proposed number.
Will the number of employees ren f no, list the current number of employee Current Number of Employees:	nain the same? Yes No
Will the number of employees ren If no, list the current number of employee Current Number of Employees:	nain the same? Yes No es and the proposed number. Proposed Number of Employees:
Will the number of employees ren If no, list the current number of employee Current Number of Employees: Will there be any renovations or	nain the same? Yes No es and the proposed number. Proposed Number of Employees:

Special Use Permit #_

If yes, how many spaces, and where a	your employees? Yes No re they located?
Is off-street parking provided for If yes, how many spaces, and where ar	your customers? Yes No e they located?
If yes, describe the current number of se	e number of seats or patrons served?Yes eats or patrons served and the proposed number of sea number of seats by type (i.e. bar stools, seats at tables
Current:	Proposed:
If yes, attach drawings showing existing devoted to uses, i.e. storage area, custo	·
If yes, attach drawings showing existing devoted to uses, i.e. storage area, custo as there a proposed increase in the	and proposed layouts. In both cases, include the floor
If yes, attach drawings showing existing devoted to uses, i.e. storage area, custous there a proposed increase in the fyes, describe the existing amount of but the current: The applicant is the (check one)	g and proposed layouts. In both cases, include the floor office spaces. be building area devoted to the business? Yes building area and the proposed amount of building area.

Special Use Permit #____

17.	Each application shall contain a clear and concise statement identifying the applicant, including the name
and a	ddress of each person owning an interest in the applicant and the extent of such ownership interest. If the
applic	ant, or one of such persons holding an ownership interest in the applicant is a corporation, each person
ownin	g an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified
by nar	me and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

Please provide ownership information here:				

FOR YOUR INFORMATION

Special Use Permits Eligible for Administrative Approval

Certain uses of land that have potentially negative impacts on surrounding properties require special use permit approval from City Council. The City Council may impose conditions on the operation of the special use in order to protect the health, safety and welfare of the surrounding area. For new uses and for intensifications or amendments of existing uses, the Planning Commission and City Council conduct public hearings and decide whether to approve the request. The Director of Planning and Zoning, however, may approve a special use permit administratively if it is only a change in ownership or a minor amendment of a previously approved special use permit.

Special Use Permit for Change of Ownership

If the existing special use permit for an operation restricts the ownership of the use, a prospective owner may not take ownership of the operation until he receives special use permit approval for the change of ownership. Pursuant to Section 11-503, the director may approve the change and transfer the special use permit to a new owner, if the following conditions apply:

- 1) The applicant is not requesting a change in the conditions of the special use permit;
- 2) there have been no substantiated violations of the special use permit conditions;
- 3) there are no changes proposed or anticipated in the operation of the use involved;
- 4) the director has concluded that no new conditions or no amendments to existing conditions are necessary; and
- 5) following notice of the application in a newspaper of general circulation in the City, no person has requested that the director forward the application to the Planning Commission or City Council.

If the application does not meet any one of the above conditions, it must be docketed for the next available Planning Commission and City Council public hearings. If the Director approves a special use permit for change in ownership, the new owner must sign an agreement stating that he/she will to continue to comply with the special use permit conditions.

Special Use Permit for Minor Amendment

Pursuant to Sections 11-509 and 11-511 of the zoning ordinance, the director may approve minor amendments to approved special use permits. Only changes that constitute no more than a minimal enlargement or extension of the special use permit or that are so insignificant they will have little or no zoning impact on the surrounding neighborhood are eligible for administrative approval. If a change will intensify the use, it requires Planning Commission and City Council approval. Changes that intensify a use include any increase in the following:

- 1) Hours of operation;
- 2) number of seats;
- 3) number of employees; visitors of customers; or
- 4) number of vehicle trips generated.

The Director may not administratively approve minor amendments if any of the following apply:

- 1) He/She has received written or oral complaints that the use is in violation of the zoning ordinance;
- 2) at the time the special use permit was approved, opposition was presented to the Planning Commission or City Council; or
- 3) new conditions or amendments to existing conditions are necessary.

Notice of the application is published in a newspaper of general circulation in the City and is sent to docket subscribers.

Approval Process

For both change in ownership and minor amendment special use permits, the approval process generally takes between four and six weeks from the time an application is submitted. During that time, staff will review the application, inspect the subject property for compliance with special use permit conditions and advertise the proposed change in the newspaper to provide an opportunity for citizens to comment on the change and, in the case of minor amendments, send notice to the Planning Commission and City Council must consider the application, he/she will docket the application for the next available Planning Commission and City Council hearings. At that time, the Director may require additional information regarding the application.

PROCESS FLOW CHART: Change of Ownership SUP

