

Administrative Special Use Permit Application

Department of Planning & Zoning
301 King Street, Room 2100, Alexandria, Virginia 22314
Phone: 703.746.4666 | www.alexandriava.gov/planning

PROPERTY LOCATION: 4930-B EISENHOWER AVE ALEXANDRIA VA 22304

ZONE: OCM

TAX MAP REFERENCE: 068.40-0A-00

APPLICANT'S INFORMATION:

Applicant: ZESHAN HAFEEZ

Business/Trade Name: GERMAN MOTOR WERX LLC

Address: 687 BELMONT BAY DR WOODBRIDGE VA 22191

Phone: 703-843-7396

Email: ZHAFAEEZ83@YAHOO.COM

PROPOSED USE:

- | | |
|---|---|
| Animal Care with Overnight Accommodations | Massage Establishment |
| Auto Trailer Rental or Sales | Outdoor Dining (Other than King Street Outdoor Dining Area) |
| Catering Operation | Outdoor Food and Crafts Market |
| Child and Elder Care Homes | Outdoor Garden Center |
| Day Care Center | Outdoor Display |
| Health and Athletic Club | Public School Trailers |
| Light Assembly, Service, and Craft | Valet Parking |
| ✓ Light Auto Repair | Vehicle Parking or Storage for More Than 20 Vehicles |
| Live Theater | |

PROPERTY OWNER'S AUTHORIZATION

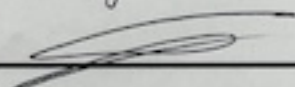
As the property owner, I hereby grant the applicant use of
(property address), for the purposes of operating a LIGHT AUTO (use)
business as described in this application. I also grant permission to the City of Alexandria to visit,
inspect, photograph and post placard notice on my property.

Name: Miroslav Koler

Phone: 703 401 1585

Address: 20379 Clifton Point St.
Sterling VA 20165

Email: mdk1553@hotmail.com

Signature: 

Date: 04/03/25

1. The applicant is the (check one):

☒ Owner Miroslav Koler/H and M Partners, LLC

Contract Purchaser Lessee or

Other:

of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

H and M PARTNERS, LLC

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

WA

Yes. Provide proof of current City business license

No. The agent shall obtain a business license prior to filing application, if required by the City Code.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

LIGHT AUTOMOTIVE USE
TUNE UP, SMALL REPAIRS
MAINTENANCE.

3. Please describe the proposed hours of operation:
FIRST FLOOR USE ONLY
SECOND FLOOR IS NOT IN THE SCOPE OF THE BUSINESS

Days Hours

Daily 7AM - 5PM

Or give hours for each day of the week

Monday 7AM - 5PM

Tuesday 7AM - 5PM

Wednesday 7AM - 5PM

Thursday 7AM - 5PM

Friday 7AM - 5PM

Saturday 7AM - 12PM

Sunday CLOSED

4. Please describe the capacity of the proposed use:

- A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

7AM - 5PM 5 APPTS DAILY
CUST. DROP OFF AND PICK UP

- B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

2 TOTAL OWNERS
7AM - 5PM

5. A. How many parking spaces of each type are provided for the proposed use:

4 - Standard and compact spaces
Handicapped accessible spaces
Other

B. Please give the number of:

4

Parking spaces on-site

Parking spaces off-site

If the required parking will be located off-site, where will it be located?

N/A

6. Please provide information regarding loading and unloading for the use:

A. How many loading spaces are available for the use?

1 LOADING GARAGE DOOR

B. Where are off-street loading spaces located?

N/A

C. During what hours of the day do you expect loading/unloading operations to occur?

DURING BUSINESS HOURS

D. How frequently are loading/unloading operations expected to occur per day or per week?

CUSTOMERS DROP OFF AT APPT. ONLY
LESS CROWDING OFF CARS

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

N/A

8. What is the square footage the use will be occupying?

1,500 square feet

APPLICANT'S SIGNATURE

Please read and initial each statement:

- ☒ THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria to post placard notice on the property for which this application is requested, pursuant to Article IV, Section 4-1404 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, having obtained permission from the property owner, hereby grants permission to the City of Alexandria staff to visit, inspect, and photograph the building premises, land etc., connected with the application.

Print Name of Applicant or Representative ZESHAN HAFEEZ

Signature



Date 3/10/25

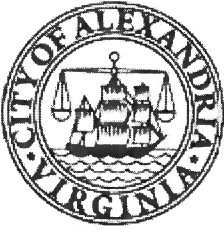
If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address:

Phone:

Email:

Fax:



Department of Planning & Zoning

Administrative Special Use Permit New Use Checklist

☒ Application form

☒ Application fee

Supplemental Worksheet for the following uses:

- ☐ Catering Operation
- ☐ Child or Elder Care Home
- ☐ Day care Center
- ☒ Light Automobile Repair, Auto & Trailer Rental or Sales, Vehicle Parking or Storage
- ☐ Live Theater
- ☐ Outdoor Dining
- ☐ Outdoor Display
- ☐ Outdoor Food and Crafts Market
- ☐ Outdoor Garden Center
- ☐ Valet Parking

Interior floor plan

- ☐ Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

Contextual site image

- ☒ Show subject site, on-site parking area, surrounding buildings, cross streets

If applicable

- ☒ Outdoor plan for outdoor uses



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✓ Light Auto Repair

Live Theater

Massage Establishment

Outdoor Dining (Other than King Street Outdoor Dining Area)

Outdoor Food and Crafts Market

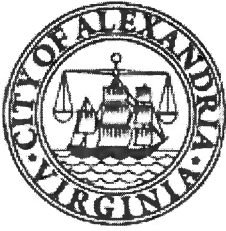
Outdoor Garden Center

Outdoor Display

Public School Trailers

Valet Parking

Vehicle Parking or Storage for More Than 20 Vehicles



Department of Planning & Zoning
Administrative Special Use Permit New Use
Light Automobile Repair Supplemental

WORKSHEET – Answer each question. Attach a separate sheet of paper if necessary.

STORAGE OF STRIPPED VEHICLES



Any junked, abandoned, or stripped vehicles must be parked or stored inside.

Describe storage location for junked, abandoned or stripped vehicles?

NO JUNK YARD OR ABANDONED CARS WILL NOT BE IN OR AROUND THE PROPERTY

VEHICLE LOADING AND UNLOADING



All loading or unloading of vehicles must take place on private property, and not on the public right-of-way.

Where on private property will vehicle loading take place?

ALL CARS WILL BE DELIVERED IN FRONT OF PROERPTY/SHOP AND PARKED OR STORED INSIDE
RIGHT AWAY

DISCARDING OF VEHICLE PARTS



All debris or vehicle parts must be kept on private property, and not on the public right-of-way.

Describe methods for keeping debris and vehicle parts off the public right-of-way?

NO DEBRIS OR VEHICLE PARTS WILL BE ON PUBLIC RIGHT OF WAY. IT WILL BE RECYCLED
PROPERLY OR DISCARD IN PROPER BIN

VEHICLE PARKING



Vehicles must be displayed, parked, or stored on private property, and not on the public right-of-way.

Where on private property will vehicles be displayed, parked or stored?
WILL BE 4 DESIGNATED PARKING SPOTS WITH NUMBERS

STORAGE AND DISPOSAL OF VEHICLE PARTS



All vehicle parts, tires, or other materials must be kept inside the building, in a dumpster or other suitable trash receptacle or enclosure.

Describe the methods that will be used to ensure vehicle parts, tires and other materials are contained?
TIRES WILL BE RECYCLED. USED METAL PARTS WILL BE RECYCLED. ALL OTHER PARTS OR TRASH
WILL BE DISCARDED PROPERLY

KEEPING THE BUILDING AND SITE CLEAN



The area around the building must be kept free of debris and maintained in an orderly and clean condition.

How will you monitor the building and site to keep it clean?
FROM OPEN TO CLOSE WE WILL MONITOR THE SURROUNDING AREAS FOR DEBRIS EVERYDAY

WASTE PRODUCTS



All waste products, including but not limited to, organic compounds (solvents), motor oils, and antifreeze must be disposed of following all local, state and federal ordinances or regulations. Waste products may not be discharged into the sanitary or storm sewers.

What are the plans for disposing of waste products?
ALL WASTE PRODUCTS HAVE PICK UP WITH AN ENVIRONMENTAL SERVICES THAT PROVIDE PICK UP OF
COOLANT/USED OIL

BEST MANAGEMENT PRACTICES



You must follow the City of Alexandria Best Management Practices manual for automotive related industries. Contact the T&ES Environmental division at (703)519-3400 to obtain a copy of the manual.

Have you reviewed the Best Management Practices manual?

What steps will you take to follow the Best Management Practices Manual?
WILL CALL AND REVIEW MANUAL

CONTROLLING ODORS AND SMOKE



Odors, smoke and any other air pollution from operations at the site must be controlled to prevent them from leaving the property or becoming a nuisance to neighboring properties, as determined by the Department of Transportation and Environmental Services.

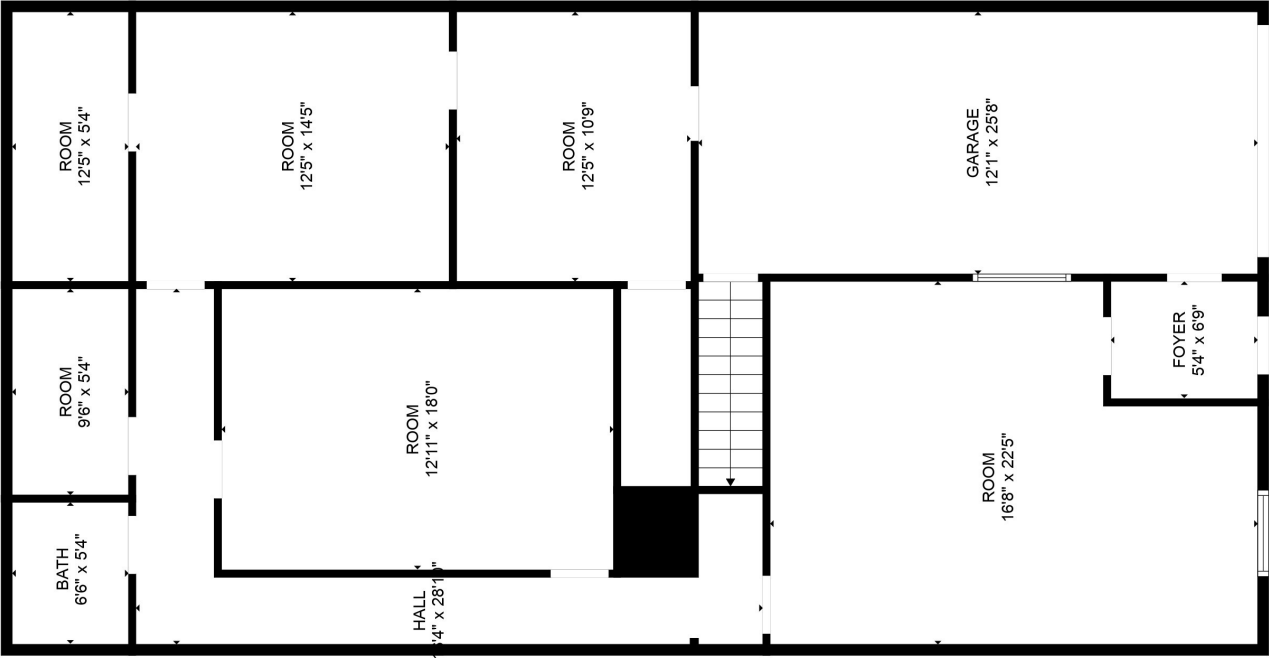
What equipment is included in the building to help control odors, smoke and air pollution?
EXHUAUST HOSES THAT EXIT THE BUILDING IN FRONT

CAR WASHING

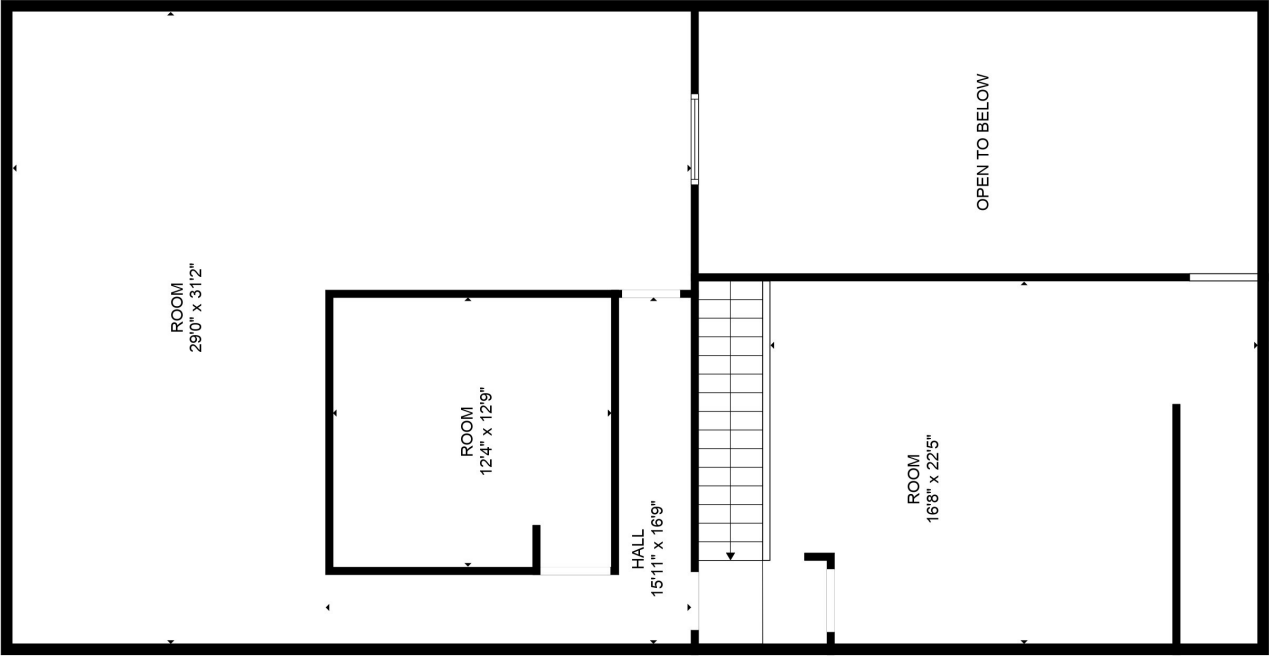


Car wash discharges resulting from a commercial operation may not be discharged into a storm sewer. It is recommended that any car washing be done at a commercial car wash facility.

Where will car washing take place?
THERE WILL BE NO CAR WASH TAKING PLACE



FLOOR 1



FLOOR 2



1:47

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