



## 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](http://www.alexandriava.gov/planning)

**PROPERTY LOCATION:** 204 N Furman St. Alexandria VA 22304

**ZONE:** R-8

**TAX MAP REFERENCE:**

### APPLICANT'S INFORMATION:

**Applicant:** Milvia Santillan

**Business/Trade Name:** The Beezy Bees Daycare

**Address:** 204 N Furman St Alexandria VA 22304

**Phone:** 703 855 6926

**Email:** milviamarcela@hotmail.com

### PROPOSED USE:

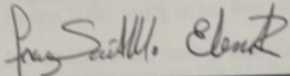
- |                                                                    |                                                                                      |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------|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

#### PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 204 N Furman St, Alexandria, VA (property address), for the purposes of operating a Home child care (family day hon (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: Elena de Santillan & Hector Santillan Phone: 571 2633554 ( Spanish)

Address: 204N Furman St Alexandria Va22304 Email: Milviamarcela@hotmail.com

Signature:  Date: 08/31/2026

1. The applicant is the (check one):

☐ Owner

☐ Contract Purchaser Lessee or

☒ Other: Family member 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.

Property is owned by Elena de Santillan and Hector Santillan (parents of the applicant)

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?

☐ No

☐ 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:

Home-based family day care providing care and supervision for infants and young children in a safe, structured, and nurturing environment. Services include meals, rest time, and educational activities.

3. Please describe the proposed hours of operation:

Days Hours

Daily

Or give hours for each day of the week

Monday 7:30 am -5:30 pm

Tuesday 7:30am -5:30pm

Wednesday 7:30am- 5:30pm

Thursday 7:30am- 5:30pm

Friday 7:30am- 5:30pm

Saturday

Sunday

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).

Up to 8 children per day

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

1 – 2 staff members

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

2 Standard and compact spaces

0 Handicapped accessible spaces

0 Other

B. Please give the number of:

2 Parking spaces on-site

Street parking Parking spaces off-site

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

Street parking available along N Furman St

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

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

None (no designated loading spaces)

B. Where are off-street loading spaces located?

Not applicable (residential property)

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

Morning and afternoon (drop-off and pick-up times)

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

Daily, limited to child drop-off and pick-up

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:

None

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

800 sq ft square feet

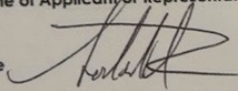
**APPLICANT'S SIGNATURE**

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 Milvia Santillan

Signature



Date 08/31/2026

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



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use**  
**Day Care Center Supplemental**

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

**DROP OFF AREA**



**There must be an area that is large enough to pick up and drop off the children without interfering with other cars and pedestrians.**

Where will the pick-up/drop-off area be located?

Pick-up and drop-off will take place in front of the residence on North Furman Street. Street parking is readily available and provides sufficient space for safe and efficient drop-off and pick-up.

How many cars will fit in the area at one time?

Approximately 2 – 3 cars at a time

What are the hours for pick up and drop off?

Drop-off: 7:30 AM. Pick-up: 5:30 PM – 10:00 PM. Times are staggered to avoid congestion.

**The pick up/drop off area must be shown on the site plan which is part of the application.**

**PROTECTION FOR NEARBY HOMES**



**The location must be far enough away from nearby homes and apartments so they will not be affected by the operations of the day care facility.**

How large an area is proposed for day care's operations? 480 sq. feet

What steps will be taken to buffer the day care from nearby residences (ex. shrubbery, fencing, etc.)?

Small home daycare with limited children. Fenced yard, minimal noise, staggered pick-up/drop-off, residential setting.

**The location of the child care in relation to nearby homes and apartments must be shown on the site plan which is part of the application.**



**Department of Planning & Zoning**  
**Administrative Special Use Permit New Use**  
**Child and Elder Care Home Supplemental**

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

**Describe area for the pick-up & drop-off of children?**

Pick-up and drop-off take place in front of the home. While the driveway accommodates one vehicle, there is ample street parking available, allowing multiple vehicles to safely park. Parents walk children to the main entrance, and all transitions are supervised.

**What are the hours for pick-up & drop-off?**

Monday through Friday, 7:30 AM to 5:30 PM. Extended hours are available until 11:00 PM as needed.

**What is the area square footage for outdoor play area?**

The outdoor play area consists of a fully fenced backyard measuring approximately 48 f

**How many children over age 2 will you care for?**

Up to 6 children over the age of 2.

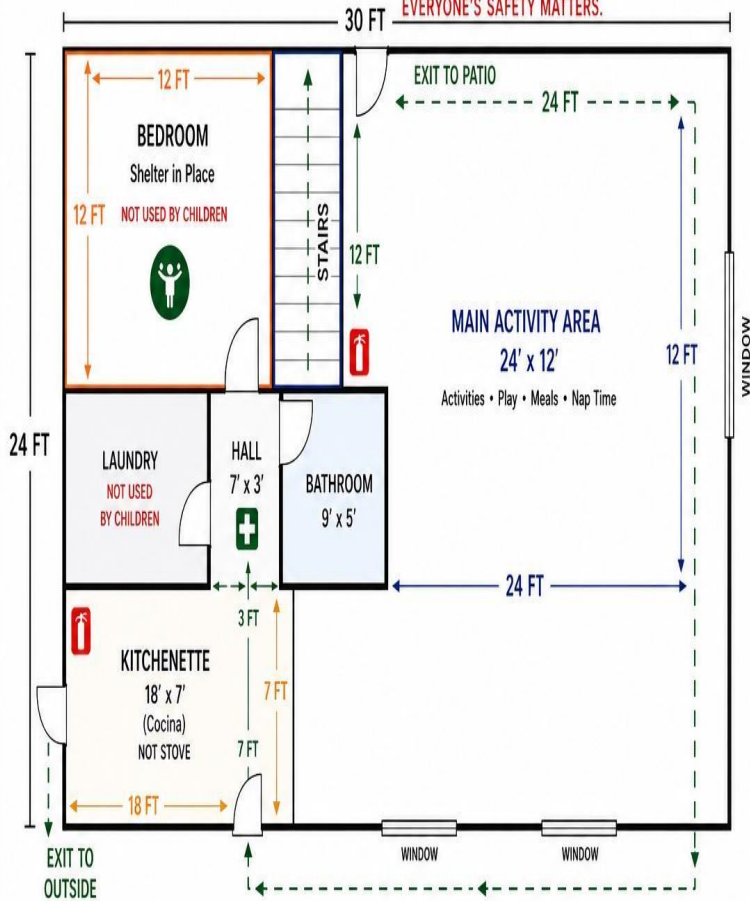


# 204 N FURMAN ST

## ALEXANDRIA, VA 22304

### BEEZY BEES DAYCARE

CHILDREN FIRST. STAY CALM. WORK TOGETHER.  
EVERYONE'S SAFETY MATTERS.



 Fire extinguishers are located as shown.  
All exits are easily accessible.

 **MEETING POINT**  
Front Yard  
(Outside Fence)

#### ROOM DIMENSIONS (USED BY CHILDREN)

|                    |                                  |
|--------------------|----------------------------------|
| Main Activity Area | 24' x 12' (288 ft <sup>2</sup> ) |
| Kitchenette        | 18' x 7' (126 ft <sup>2</sup> )  |
| Bathroom           | 9' x 5' (45 ft <sup>2</sup> )    |
| Hall               | 7' x 3' (21 ft <sup>2</sup> )    |

TOTAL USABLE INDOOR SPACE: 480 ft<sup>2</sup>

#### LEGEND

- EXIT ROUTE
-  EXIT
-  FIRE EXTINGUISHER
-  FIRST AID KIT
-  MEETING POINT (OUTSIDE FENCE)
- NOT USED BY CHILDREN

#### MEASUREMENTS SUMMARY

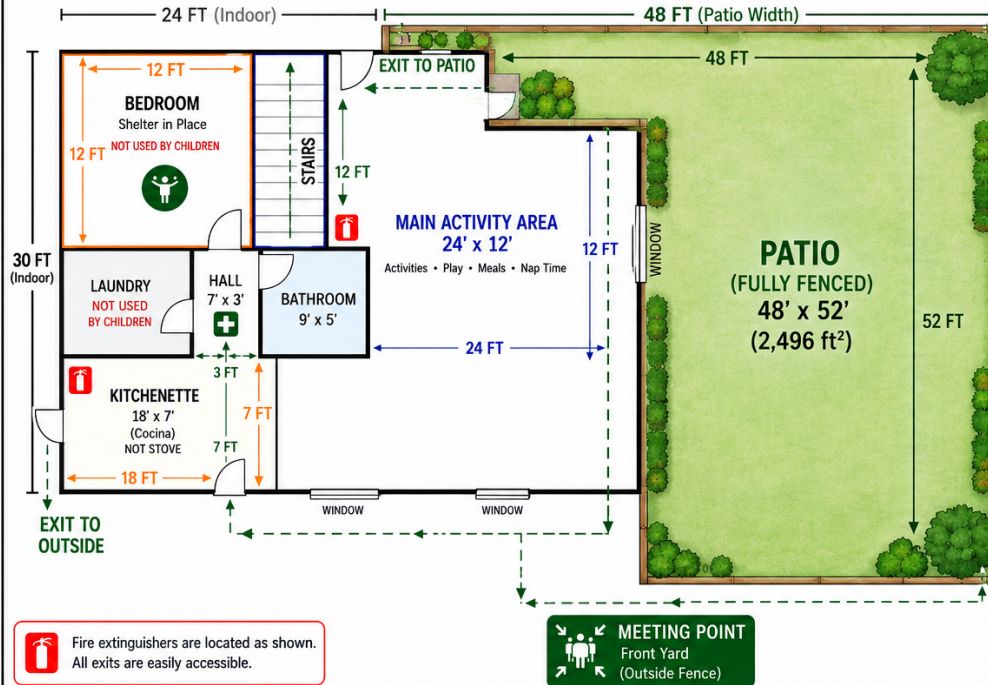
|                       |                                   |
|-----------------------|-----------------------------------|
| BASEMENT TOTAL:       | 24' x 30' = 720 ft <sup>2</sup>   |
| DECK (OUTSIDE):       | 15' x 14' = 210 ft <sup>2</sup>   |
| PATIO (FULLY FENCED): | 48' x 52' = 2,496 ft <sup>2</sup> |

 A safe, clean and nurturing environment  
where little bees learn to fly!



# 204 N FURMAN ST ALEXANDRIA, VA 22304 BEEZY BEES DAYCARE

CHILDREN FIRST. STAY CALM. WORK TOGETHER.  
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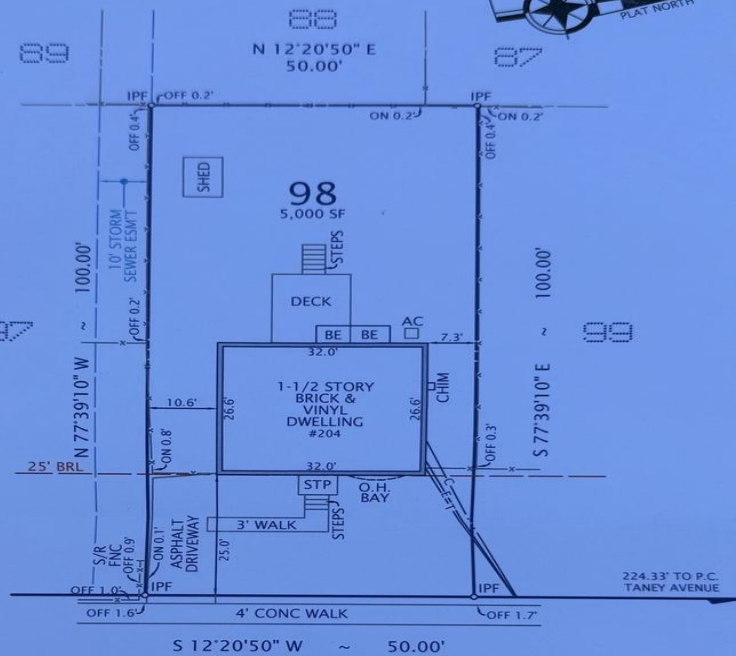
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Front Yard  
(Outside Fence)

🐝 A safe, clean and nurturing environment  
where little bees learn to fly!



PLAT

LOT 98, SECTION 2

DALECREST

CITY OF ALEXANDRIA, VIRGINIA

SCALE: 1" = 20'      JUNE 26, 2004

06/26/2004  
 GEORGE M. O'QUINN  
 LICENSE NO.  
 2069  
 LAND SURVEYOR  
 Commonwealth of Virginia

SEQUOIA SETTLEMENT GROUP  
(CPC, LLC)

8808-H PEAR TREE VILLAGE COURT  
ALEXANDRIA, VIRGINIA 22309

703-619-6555  
FAX 703-799-6412

CASE NAME: SANTILLAN

CASE NO: SSG04-0153

#40625001