



ADMINISTRATIVE APPROVAL APPLICATION NUMERICAL ADJUSTMENT, SHARED PARKING, ALTERNATIVE COMPLIANCE

\$40.00 NON REFUNDABLE FEE (Individual Single Family Residential Property)

\$575.00 NON REFUNDABLE FEE (Non-Residential or Other)

The following procedure is provided to assist you in obtaining the required Administrative Approval that must be authorized by a Zoning Official for Numerical Adjustments, Shared Parking, and Alternative Compliance. Please familiarize yourself with these procedures and then prepare the completed application form and supplemental documents. Bring the application form, appropriate supplemental documents and submission requirements to the City of Fairfax Zoning Division office at the above address.

The required Administrative Approval **will not** be authorized until steps 1-7 are completed:

- 1) **Application form.** The applicant submits a completed Administrative Approval application form to the Zoning Division with all information requested on the application filled in.
Two (2) signatures are required on the application form:
 - The applicant, and
 - The property owner or owner's agent affidavit.
- 2) **Administrative Approval Review Fee.** This non-refundable fee is due at the time of the application submission.
- 3) **Adjacent property owner notification.** Pursuant to *City Code §110-6.2.5.B.2 (b)* the applicant for an administrative approval is required to provide a mailed notice to properties adjacent to the subject property. Refer to the attached *Mailed Notices Instruction* sheet, and follow the instructions to ensure the requirements of the Code of the State of Virginia and the requirements of the Code of the City of Fairfax are fulfilled/met.
- 4) **A Site Plan.**
 - Numerical Adjustment – Please refer to the attached Numerical Adjustment sheet or speak with City Staff for more information regarding special submission requirements for numerical adjustment requests.
 - Shared Parking – A site plan identifying the number of spaces for on-site use, the location of all existing on-site parking spaces and the parking that is being requested to be shared.
 - Alternative Compliance – A site plan identifying the atypical, site specific development/redevelopment challenges and that illustrates the proposed changes associated with the alternative compliance request.
- 5) **Additional relevant submission requirements.** The applicant may need to provide additional relevant submission requirements as contained in the relevant City Code Section. The additional requirements are also listed on the appropriate attached sheets.
- 6) **Completeness Review.** The application form will be reviewed for completeness within five business days of submission. If more information is required, the applicant will be notified of the additional information that remains outstanding.
- 7) **Staff Review.** The review for approval may take up to 30 days after the application is determined complete.
- 8) **Approval authorization.** The applicant will be notified by the Zoning Division when the Administrative Approval has been authorized. The applicant may then proceed with submitting any additional required permits applications after the approval is authorized. (i.e. Building Permit Application, Building Construction Zoning Permit, Commercial Use & Occupancy Zoning Permit, Site Plan application)

The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)



ADMINISTRATIVE APPROVAL APPLICATION

PROPERTY INFORMATION

Property Address _____

Development/Project Name _____

Tenant/Business Name (if applicable) _____

ADMINISTRATIVE APPROVAL TYPES (CHECK ONE)

- NUMERICAL ADJUSTMENT (City Code §110-6.16.)**
Unless otherwise specified, the zoning administrator may authorize adjustment of the numerical standards of this chapter by up to 20 percent of the applicable standard; provided, the provisions of §110-6.16 shall not apply to density, floodplain regulations, stormwater drainage facilities, erosion and sediment control, Chesapeake Bay preservation standards, or construction standards.
- ALTERNATIVE COMPLIANCE (City Code §110-4.5.10 and §110-4.2.10)**
In order to allow for flexibility in addressing atypical, site-specific development/redevelopment challenges, the zoning administrator is authorized to approve alternative compliance for landscape plans or parking and loading requirements.
- SHARED PARKING (City Code §110-4.2.5.)**
Shared parking is encouraged as a means of conserving scarce land resources, reducing stormwater runoff, reducing the heat island effect caused by large paved areas and improving community appearance.

PROPERTY OWNER/AGENT SIGNATURE

I hereby certify that I have authority of the owner to make this application, that the information is complete, and that if a permit is issued, the construction and/or use will conform to the zoning ordinance, the building code, applicable laws and regulations including private building restrictions, if any, which relate to the property. I further certify that if I am acting as an agent for the owner of the property, I have his/her authority to apply for this application.

Property Owner/Agent Name _____

Address _____

Phone _____ Email _____

Property Owner/Agent Signature (REQUIRED) _____ Date _____

APPLICANT SIGNATURE SAME AS PROPERTY OWNER

Applicant Name _____

Address _____

Phone _____ Email _____

Applicant Signature (REQUIRED) _____ Date _____

*****OFFICE USE ONLY*****

Case# _____ Tax Map _____ FP YES NO RPA YES NO

Fee \$575.00 \$40.00 N/A Receipt # _____ Notices Mailed on _____

RL RM RH RT RT-6 RMF CL CO CR CU CG IL IH PD-M PD-R PD-C PD-1

*****ZONING OFFICIAL APPROVAL SIGNATURE*****

This Application is Approved By _____ Date _____

Zoning Official

ZONING OFFICIAL COMMENTS _____



ADMINISTRATIVE APPROVAL APPLICATION
NUMERICAL ADJUSTMENT

NUMERICAL ADJUSTMENT REQUEST **(City Code §110-6.16.)**

DIMENSIONAL STANDARDS

- | | | |
|--|---|--|
| <input type="checkbox"/> LOT AREA | <input type="checkbox"/> REQUIRED SETBACKS | <input type="checkbox"/> MAXIMUM HEIGHT |
| <input type="checkbox"/> MAXIMUM BUILDING COVERAGE | <input type="checkbox"/> MAXIMUM LOT COVERAGE | <input type="checkbox"/> MINIMUM LOT WIDTH |

OTHER _____

SITE DEVELOPMENT STANDARDS

- | | | |
|--|--|---|
| <input type="checkbox"/> FENCE AND WALL HEIGHT | <input type="checkbox"/> PEDESTRIAN FACILITIES | <input type="checkbox"/> OFF STREET PARKING & LOADING |
| <input type="checkbox"/> OUTDOOR LIGHTING HEIGHT | <input type="checkbox"/> RETAIL FLOOR AREA | <input type="checkbox"/> OUTDOOR STORAGE AND DISPLAY |
| <input type="checkbox"/> REFUSE DISPOSAL | <input type="checkbox"/> OPERATIONAL PERFORMANCE STANDARDS | |

OTHER _____

SIGN STANDARDS

- | | | |
|--|--|---|
| <input type="checkbox"/> MAXIMUM SIGN HEIGHT | <input type="checkbox"/> MAXIMUM SIGN AREA | <input type="checkbox"/> SIGN PLACEMENT |
|--|--|---|

OTHER _____

SPECIAL NUMERICAL ADJUSTMENT SUBMISSION REQUIREMENTS **(City Code §110-6.2.3.C.3)**

1. **A written statement of justification** which includes a description of your request, scope of work and its compliance with approval criteria from *City Code §110-6.16.5*.
 - ensure the same general level of land compatibility as the otherwise applicable standards;
 - not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate transitioning, screening, setbacks and other land use considerations;
 - be generally consistent with the purposes and intent of this chapter; and
 - be based on physical constraints and land use specifics, rather than on economic hardship of the applicant.

The following submission materials may be required as determined by City Staff.

2. **A complete set of building plans or drawings** with all dimensions, elevations and heights properly depicted, labeled, and drawn to scale.
3. **A Site Plan** showing the changes associated with the numerical adjustment request, with all dimensions properly depicted, labeled, and drawn to scale.
4. **A house location survey or ALTA Survey** showing all property line dimensions and bearings along with proposed and existing site development changes, or construction with setbacks marked. Show proposed setback dimensions from buildings to property lines. **PLAT MUST BE SIGNED BY PROPERTY OWNER(S).**



ADMINISTRATIVE APPROVAL
MAILED NOTICE INSTRUCTIONS
(City Code §110-6.2.5.B.2)

Instructions to the Applicant or Agent:

These instructions are provided by the City of Fairfax zoning office so that you (applicant/agent) will know how to prepare, obtain approval of and send the required ‘Mailed Notice’ that informs owners of property adjacent to the subject site of the proposed project and the request for an administrative approval.

BOLD LETTERS WITH GRAY SHADING – CITY STAFF RESPONSIBILITY
 REGULAR LETTERS WITH NO SHADING - APPLICANT RESPONSIBILITY

| | |
|----------------|--|
| <u>Step 1</u> | Prepare a draft letter describing the project that makes the Administrative Approval request necessary (see sample in package) to send to adjacent properties. Include project plans (8 ½ x 11 paper size). |
| <u>Step 2</u> | Submit, preferably by email, the draft letter and drawings (see step 1) to City Staff for review. After approved by City Zoning staff this letter is to be included in the mailed notice package. |
| <u>Step 3</u> | After the draft letter and drawings have been approved, City Staff will provide applicant/agent with the following to aid finding the adjacent property owner information and writing certified return receipts. <ol style="list-style-type: none"> 1. A map showing the properties adjacent to the subject site 2. A list of adjacent property addresses to contact 3. An assigned case number |
| <u>Step 4</u> | Using the list of adjacent property addresses provided by City Staff in step 3, visit the City of Fairfax Real Estate Website, http://realestate.fairfaxva.gov/ , search the addresses and find the name and mailing address of each adjacent property owners. |
| <u>Step 5</u> | Ensure the required mailing notice includes the following: <ol style="list-style-type: none"> 1. A letter, which has been pre-approved by City staff and includes City Code regulations, and describes the proposed project and the numerical standard under consideration for an administrative approval. 2. Layout plan, plat and elevations illustrating the administrative approval that is being proposed. |
| <u>Step 6</u> | Prepare certified, return receipt mailings to each adjacent property owner, as follows: <ol style="list-style-type: none"> 1. Obtain and follow the ‘Certified’ mailing and the ‘Return Receipt Requested’ instructions as provided by the Post Office. <p>The paid receipt for the certified mailings must be returned to the Zoning Division as proof that the letters were mailed. The green return receipts should be addressed back to this office as follows:</p> <p align="center">Community Development & Planning Zoning Division 10455 Armstrong Street Ste 207 Fairfax, VA 22030</p> <p align="center"><u>INCLUDE CASE NUMBER PROVIDED BY CITY STAFF IN STEP 3</u></p> |
| <u>Step 7</u> | Take the notice package containing the approved letter and attachments to the Post Office for mailing. The Post Office will give you a white mailing receipt date stamped for each mailed item. |
| <u>Step 8</u> | Bring the white receipts (or a copy of each) to the Zoning Division office and this will complete your steps. |
| <u>Step 9</u> | Track and confirm the end of the 21 day waiting period after receiving the date stamped receipts for all the mailed letters. |
| <u>Step 10</u> | Provide a summary of comments received, if any, from the adjacent property owners that were notified. |