



## 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**  
**SHARED PARKING**

**SHARED PARKING REQUEST** **(City Code §110-4.2.5.)**

**General**

The zoning administrator may approve shared parking facilities, subject to the following standards:

**Eligible uses**

Shared parking is allowed among different use groups or among uses with different hours of operation, but not both.

**Ineligible uses**

Accessible parking spaces (for persons with disabilities) may not be shared and must be located on-site.

**Location**

Shared parking spaces shall be located within 300 feet of the primary entrance of all uses served, unless shuttle bus service is provided to the parking lot.

**Zoning classification**

Shared parking lots serving uses located in nonresidential districts shall be located in nonresidential districts. Shared parking lots serving uses located in residential districts may be located in residential or nonresidential districts. Shared parking lots shall require the same or a more intensive zoning classification than that required for the most intensive of the uses served by the shared parking lot.

**Temporary uses**

Up to 10 percent of required parking spaces for any use may be used jointly by a temporary commercial use.

**SHARED PARKING FOR DIFFERENT USES**

**Office use & retail sales-oriented use**

*If an office use and a retail sales-oriented use share parking, the parking requirement for the retail sales-related use may be reduced by up to 20 percent, provided that the reduction does not exceed the parking ratio requirement for the office use.*

**Residential use and retail sales-oriented use**

*If a residential use and a retail sales-related use share parking (expressly excluding lodging uses, restaurants or food services, and indoor recreation uses), the parking requirement for the residential use may be reduced by up to 30 percent, provided that the reduction does not exceed the parking ratio requirement for the retail sales-related use.*

**Residential use & Office uses**

*If a residential use and an office use share parking, the parking requirement for the residential use may be reduced by up to 50 percent, provided that the reduction does not exceed the parking ratio requirement for the office use*

**SHARED PARKING FOR USES WITH DIFFERENT HOURS OF OPERATION**

**DAYTIME USES**

- Customer Service & Administrative Offices
- Residential use & Office uses
- Residential use & Retail sales-oriented use
- Residential use & Office uses
- Other Similar primarily daytime uses (as determined by the Zoning Administrator) : \_\_\_\_\_

**NIGHTTIME/SUNDAY USES**

- Religious Institutions
- Indoor Recreation
- Auditoriums/Arenas accessory to public or private schools
- Other similar primarily nighttime uses (as determined by the Zoning Administrator) : \_\_\_\_\_

**SPECIAL SHARED PARKING SUBMISSION REQUIREMENTS** **(City Code §110-6.2.3.C.3)**

1. **A shared parking study** that clearly demonstrates the feasibility of shared parking. The study should address, at a minimum, the size and type of the proposed development, the composition of tenants, the anticipated rate of parking turnover, and the anticipated peak parking and traffic loads for all uses that will be sharing parking spaces. **(City Code §110-4.2.5.B.6)**
2. **A shared parking agreement** executed by the parties establishing the shared parking spaces. Shared parking privileges will continue in effect only as long as the agreement, binding all parties, remains in force. **(City Code §110-4.2.5.B.7)**
3. **A written statement of justification** which includes a description of your shared parking request, and how the shared parking will be compliant with the standards of **City Code §110-4.2.5.**



**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>	<b>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.</b> <ol style="list-style-type: none"> <li><b>1. A map showing the properties adjacent to the subject site</b></li> <li><b>2. A list of adjacent property addresses to contact</b></li> <li><b>3. An assigned case number</b></li> </ol>
<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, <a href="http://realestate.fairfaxva.gov/">http://realestate.fairfaxva.gov/</a> , 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"> <li>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.</li> <li>2. Layout plan, plat and elevations illustrating the administrative approval that is being proposed.</li> </ol>
<u>Step 6</u>	Prepare certified, return receipt mailings to each adjacent property owner, as follows: <ol style="list-style-type: none"> <li>1. Obtain and follow the ‘Certified’ mailing and the ‘Return Receipt Requested’ instructions as provided by the Post Office.</li> </ol> <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 &amp; Planning          Zoning Division          10455 Armstrong Street Ste 207          Fairfax, VA 22030</p> <p align="center"><b><u>INCLUDE CASE NUMBER PROVIDED BY CITY STAFF IN STEP 3</u></b></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>	<b>Track and confirm the end of the 21 day waiting period after receiving the date stamped receipts for all the mailed letters.</b>
<u>Step 10</u>	<b>Provide a summary of comments received, if any, from the adjacent property owners that were notified.</b>