USE PERMIT APPLICATION

PLEASE PROVIDE THE FOLLOWING INFORMATION WITH SUBMITTAL OF THIS APPLICATION TO THE ZONING DIVISION

APPLICATION FORM (11 COPIES)	**YES**	**NO**
▪ Subject Property Identification	☐	☐
▪ Request Type	☐	☐
▪ Requested Use	☐	☐
▪ Provide section of Arlington County Zoning Ordinance under which the use is permitted	☐	☐
▪ Provide applicant information and signature	☐	☐
▪ If applying on behalf of applicant provide identifying information	☐	☐
ATTACHMENTS/DOCUMENTS (11 COPIES)		
▪ A Notarized Disclosure Statement per Article 15.1.3 of the Arlington County Zoning Ordinance	☐	☐
▪ Letter/Statement of Support providing a detailed description and supporting argument for the proposed use, including hours of operation, number of employees, equipment, use of outdoor areas, noise, etc.	☐	☐
▪ Statement of Consent from Property Owner to include owner's name, title, address, phone number and email	☐	☐
▪ Vicinity Map at 1:100 scale	☐	☐
▪ Provide a Certified Plat or Site Plan depicting all EXISTING site conditions/improvements. Plat/ Site Plan must be scaled using an Engineer's Scale.	☐	☐
▪ Provide a Plat/Site Plan depicting all PROPOSED site conditions/improvements. Plat must be scaled using an engineer's scale. Please note that a plat containing a Land Surveyor's or Engineer's seal is copyrighted and can not be altered without permission.	☐	☐
▪ If New Construction include the following: - Plot and location map; scale 1" = 25'-0" - Topographic map (2' intervals) showing existing and proposed grades; scale 1"= 25'-0" - Provide impervious area calculations, existing conditions and proposed - Landscape plan showing existing trees on site with a caliper of 6" or greater when measured at 4'-0" above grade - A description of the project and potential activities within the project - Potential methods of minimizing adverse impacts, including feasibility	☐	☐
▪ Floor Plan drawn to scale (architect's scale) as appropriate for the proposed use (if plan is larger than 8.5"x 11" please provide an additional copy of the plan at a reduced scale to fit 8.5"x 11")	☐	☐
▪ A chart or table depicting existing vs proposed modifications conditions and zoning tabulations for the following to included a field for required, provided and proposed modifications: - Parking/Loading and any requested modifications - Sign(s) and any requested modifications - Conversion of the Use of Space and any requested modifications	☐	☐
▪ Any additional drawings, plans, sketches or photographs pertinent to this request, to include existing tenant list, determination letters, prior approvals, certificates of occupancy, etc.	☐	☐
SUPPLEMENTAL INFORMATION (11 COPIES)		
▪ Child Care Use Permit (attached)	☐	☐
▪ Telecommunications Use Permit (attached)	☐	☐
▪ Outdoor Café Use Permit (attached)	☐	☐
▪ Live Entertainment Use Permit (attached)	☐	☐

ZONING OFFICE USE ONLY

▪ DATE RECEIVED: _____ RECEIVED BY: _____

▪ APPLICATION FEE: $_____ RECEIPT NUMBER: _____

▪ ZONING DISTRICT: _____ CASE NUMBER: _____