

# ADMINISTRATIVE CHANGE REQUEST APPLICATION

Department of Community Planning, Housing & Development – Zoning Division  
 building.arlingtonva.us | adminchanges@arlingtonva.us  
 Phone (703) 228-3883 – Fax (703) 228-3896  
 Mailing: 2100 Clarendon Boulevard, Suite 1000, Arlington, Virginia 22201



ADMINISTRATIVE CHANGE REQUEST		
<i>PROJECT NAME</i>	<i>ASSOCIATED CO/BUILDING/SIGN PERMIT #</i>	
<i>PROJECT ADDRESS</i>	<i>ZIP CODE</i>	
REQUESTED CHANGE(S)		
APPLICANT(S)		
<i>NAME</i>	<i>COMPANY</i>	
<i>MAILING ADDRESS</i>		
<i>CITY</i>	<i>STATE</i>	<i>ZIP CODE</i>
<i>PHONE NUMBER</i>	<i>EMAIL ADDRESS</i>	
<i>Signature</i>	<i>Date</i>	

>>>FOR STAFF USE ONLY<<<		
DATE RECEIVED: _____	RECEIVED BY: _____	
FEE: \$ _____	RECEIPT NUMBER: _____	ZONING: _____
SITE PLAN #: _____		
PLANNING: _____		
REVIEWED BY _____	DATE _____	
DES: _____		
REVIEWED BY _____	DATE _____	
ACTION: _____		
_____		
_____		
_____		
<input type="checkbox"/> Mailed	<input type="checkbox"/> Pick-Up	_____
		DATE                      SIGNATURE

\_\_\_\_\_  
 ZONING ADMINISTRATOR \_\_\_\_\_  
Date

## Administrative Change to Approved Site Plan Projects

Arlington County Zoning Ordinance (ACZO) §15.5.3.C defines Administrative Change as “**Any minor modification of the approved site plan which complies with the spirit of this zoning ordinance, the intent of the County Board in its approval of the site plan, and the general purpose of the Comprehensive Plan for the development of the area. Administrative changes may be approved by the zoning administrator.**”

The zoning administrator may approve only those Administrative Changes that meet these criteria. In requesting an Administrative Change, applicants should describe how the proposed change complies with the intent of the County Board, in approving the original plan. Aspects of the Site Plans that were at issue during the approval process may require a Site Plan Amendment.

## Filing Instructions

Applications for Administrative Changes to approved Site Plans may email application and documents to [adminchanges@arlingtonva.us](mailto:adminchanges@arlingtonva.us). Applicants without email access can mail the application and documents to: Zoning Division, 2100 Clarendon Blvd., Suite 1000, Arlington, VA, 22201.

All mailed applications must be submitted with two (2) copies\* of the following:  
[\* four (4) copies for landscape plan changes]

1. Complete application.
2. Description of requested change(s).
3. A Statement of Support is required for all Site Plan projects. This statement should include a description of how the requested change(s) complies with the spirit and intent of the County Board approval as well as comparisons of building footprints, setbacks, heights, and materials as appropriate.
4. Requests to modify building footprints, setbacks, heights, and building façade materials and/or transparency must be accompanied by plats, tables, and/or drawings marked to show both the original approval and requested changes. **DRAWINGS SMALLER THAN 11” X 17” OR LARGER THAN 24” X 36” WILL NOT BE ACCEPTED.** Drawings, renderings, photos, material samples, and any other information that will assist the staff in its review must be submitted in **duplicate**; or in sets of **four (4)** for landscape changes.
5. Requests to modify or add an outdoor seating area(s) must be accompanied by a certified plat showing property lines, any easements, and sidewalk clear width for the area(s) impacted.
6. Filing fee (**See Consolidated [Zoning Fee Schedule](#) dated July 1, 2019**) should be made payable to the Treasurer of Arlington County. (If a request or any portion of the application requires a Site Plan Amendment, applicants will be required to submit a Minor Site Plan Amendment application. If the entire request requires a Site Plan Amendment, the filing fee will be allocated to the Site Plan Amendment fee.) If applicable, a filing fee is charged for administrative review of signs in addition to the sign permit fee.
7. Letter of consent from the property owner acknowledging the specific changes requested.

The materials above represent the requirements for a completed application. Incomplete applications are not accepted.