



APPLICATION

SUBDIVISION OF PROPERTY

SUB # _____

PROPERTY LOCATION: 102 E. Monroe Avenue, Alexandria, Virginia
TAX MAP REFERENCE: 43.02 06 22 **ZONE:** R-2-5

APPLICANT:

Name: Alabama Ave L. C., a Virginia limited liability company
Address: _____

PROPERTY OWNER:

Name: Alabama Ave L. C., a Virginia limited liability company
Address: _____

SUBDIVISION DESCRIPTION Resubdivision of an existing R-2-5 lot into two new R-2-5 compliant lots. The new lots are substantially of the same character as to suitability for residential use and structures, lot area, orientation, street frontage and alignment to streets of lots in the original subdivision if Cottage Park dedicated in Deed Book 117, page 207 Arlington County, Virginia.

- ☒ **THE UNDERSIGNED**, hereby applies for Subdivision in accordance with the provisions of Section 11-1700 of the 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 and Commission Members to visit, inspect, and photograph the building premises, land etc., connected with the application.
- ☒ **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 XI, Section 11-301 (B) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ **THE UNDERSIGNED**, also attests that all of the information herein provided and specifically including all surveys, drawings, etc., required of the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Duncan W. Blair, Attorney/Agent

Print Name of Applicant or Agent

Mailing/Street Address

City and State _____ Zip Code _____

Duncan W. Blair

Signature _____ N/A
Telephone # _____ Fax # _____
Email address
11 19 25
Date _____

ALL APPLICANTS MUST COMPLETE THIS FORM.

The applicant is: (check one)

☒ the Owner ☐ Contract Purchaser ☐ Lessee or ☐ Other: _____ of
the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership in which case identify each owner of more than three percent. Alabama Ave L.C., is a Virginia limited liability company. Scott Mitchell is the

sole member of the Alabama Ave L.C. . Scott Mitchell's address is _____

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?

Copy will be provided on request.

- ☒ **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.

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Alabama Av L.C.		100%
2. Scott Mitchell		100% of Alabama Av L.C.
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 102 E. Monroe Ave, Alexandria, Va. (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Alabama Av L.C.		100%
2. Scott Mitchell		100% of Alabama Av L.C.
3.		

3. Business or Financial Relationships. Each person or entity indicated above in sections 1 and 2, with an ownership interest in the applicant or in the subject property are required to disclose **any** business or financial relationship, as defined by [Section 11-350 of the Zoning Ordinance](#), existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review. **All fields must be filled out completely. Do not leave blank. (If there are no relationships please indicate each person or entity and "None" in the corresponding fields).**

For a list of current council, commission and board members, as well as the definition of business and financial relationship, [click here](#).

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. Alabama Av L.C.	None	
2. Scott Mitchell	None	
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

11/19/25

Duncan W. Blair, Attorney/Agent



Date

Printed Name

Signature

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

**SUBMITTED TO
THE DEPARTMENT OF PLANNING & ZONING
CITY OF ALEXANDRIA, VIRGINIA**

102 E. Monroe Ave.

PROJECT NAME:

102 E. Monroe Ave.

PROJECT ADDRESS:

DESCRIPTION OF REQUEST:

Resubdivision of an existing R-2-5 lot into two new R-2-5 compliant lots.

THE UNDERSIGNED, hereby waives the right to the 45 day automatic approval provision of Section 11-1708 (B)(2) of the Zoning Ordinance of the City of Alexandria, Virginia, for the application stated above. This waiver is limited to the number of days between the filing deadline of 11 25 25 and the PC hearing on 2 3 26 in excess of 45 day.

Date: 11 19 25

☒ Applicant

☐ Agent

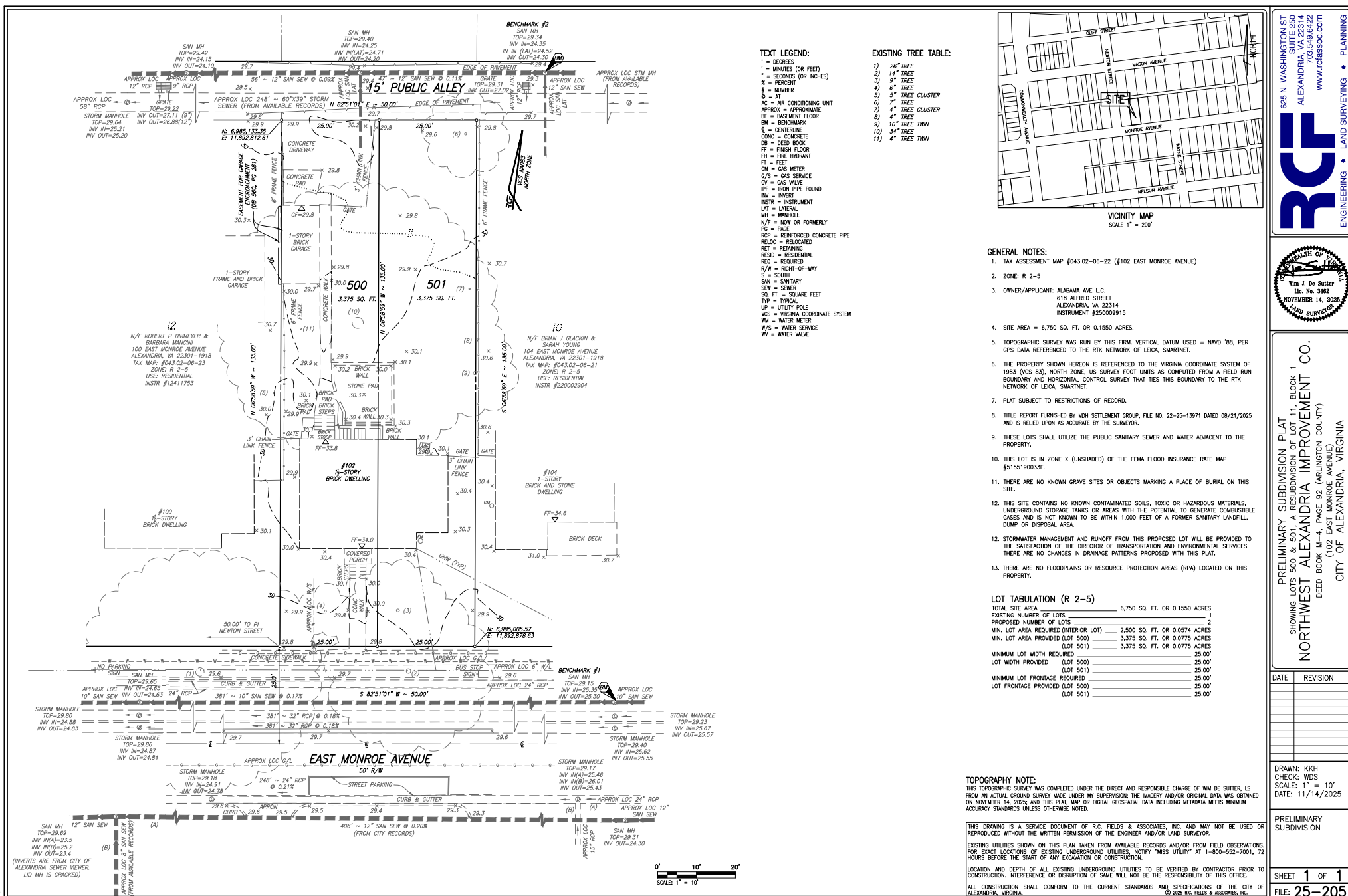
Signature:



Duncan W. Blair, Attorney/Agent

Printed Name:

ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED

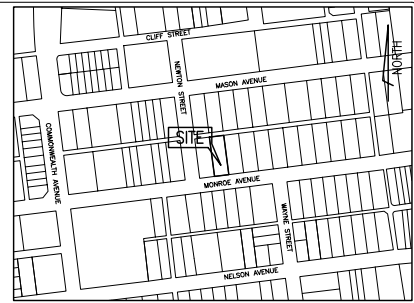


TEXT LEGEND:

- = DEGREES
- = MINUTES (OR FEET)
- = SECONDS (OR INCHES)
- % = PERCENT
- # = NUMBER
- 0 = AT
- AC = AIR CONDITIONING UNIT
- APPROX = APPROXIMATE
- BF = BASEMENT FLOOR
- BM = BENCHMARK
- C = CENTERLINE
- CONC = CONCRETE
- DB = DEED BOOK
- FF = FINISH FLOOR
- FN = FIRE HYDRANT
- FT = FEET
- GM = GAS METER
- G/S = GAS SERVICE
- GV = GAS VALVE
- PF = IRON PIPE FOUND
- INV = INVERT
| INSTR = INSTRUMENT | LAT = LATERAL |
| MH = MANHOLE | N/F = NOW OR FORMERLY |
| PG = PAGE | RCP = REINFORCED CONCRETE PIPE |
| RELOC = RELOCATED | RET = RETAINING |
| RESID = RESIDENTIAL | REQ = REQUIRED |
| R/W = RIGHT-OF-WAY | S = SOUTH |
| SAN = SANITARY | SEW = SEWER |
| SQ. FT. = SQUARE FEET | TYP = TYPICAL |
| UP = UTILITY POLE | VCS = VIRGINIA COORDINATE SYSTEM |
| WM = WATER METER | W/S = WATER SERVICE |
| WV = WATER VALVE | |

EXISTING TREE TABLE:

- 1) 26" TREE
- 2) 14" TREE
- 3) 9" TREE
- 4) 6" TREE
- 5) 5" TREE CLUSTER
- 6) 7" TREE
- 7) 4" TREE CLUSTER
- 8) 4" TREE
- 9) 10" TREE TWIN
- 10) 34" TREE
- 11) 4" TREE TWIN



GENERAL NOTES:

- TAX ASSESSMENT MAP #043.02-06-22 (#102 EAST MONROE AVENUE)
- ZONE: R 2-5
- OWNER/APPLICANT: ALABAMA AVE L.C.
618 ALFRED STREET
ALEXANDRIA, VA 22314
INSTRUMENT #20000915
- SITE AREA = 6,750 SQ. FT. OR 0.1550 ACRES.
- TOPOGRAPHIC SURVEY WAS RUN BY THIS FIRM. VERTICAL DATUM USED = NAVD '88, PER GPS DATA REFERENCED TO THE RTK NETWORK OF LEICA, SMARTNET.
- THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM OF 1983 (VCS 83), NORTH ZONE, US SURVEY FOOT UNITS AS COMPUTED FROM A FIELD RUN BOUNDARY AND HORIZONTAL CONTROL SURVEY THAT TIES THIS BOUNDARY TO THE RTK NETWORK OF LEICA, SMARTNET.
- PLAT SUBJECT TO RESTRICTIONS OF RECORD.
- TITLE REPORT FURNISHED BY MDI SETTLEMENT GROUP, FILE NO. 22-25-13971 DATED 08/21/2025 AND IS RELIED UPON AS ACCURATE BY THE SURVEYOR.
- THESE LOTS SHALL UTILIZE THE PUBLIC SANITARY SEWER AND WATER ADJACENT TO THE PROPERTY.
- THIS LOT IS IN ZONE X (UNSHADED) OF THE FEMA FLOOD INSURANCE RATE MAP #5155190033F.
- THERE ARE NO KNOWN GRAVE SITES OR OBJECTS MARKING A PLACE OF BURIAL ON THIS SITE.
- THIS SITE CONTAINS NO KNOWN CONTAMINATED SOILS, TOXIC OR HAZARDOUS MATERIALS, UNDERGROUND STORAGE TANKS OR AREAS WITH THE POTENTIAL TO GENERATE COMBUSTIBLE GASES AND IS NOT KNOWN TO BE WITHIN 1,000 FEET OF A FORMER SANITARY LANDFILL, DUMP OR DISPOSAL AREA.
- STORMWATER MANAGEMENT AND RUNOFF FROM THIS PROPOSED LOT WILL BE PROVIDED TO THE SATISFACTION OF THE DIRECTOR OF TRANSPORTATION AND ENVIRONMENTAL SERVICES. THERE ARE NO CHANGES IN DRAINAGE PATTERNS PROPOSED WITH THIS PLAT.
- THERE ARE NO FLOODPLAINS OR RESOURCE PROTECTION AREAS (RPA) LOCATED ON THIS PROPERTY.

LOT TABULATION (R 2-5)

TOTAL SITE AREA	6,750 SQ. FT. OR 0.1550 ACRES
EXISTING NUMBER OF LOTS	1
PROPOSED NUMBER OF LOTS	2
MIN. LOT AREA REQUIRED (INTERIOR LOT)	2,500 SQ. FT. OR 0.0574 ACRES
MIN. LOT AREA PROVIDED (LOT 500)	3,375 SQ. FT. OR 0.0775 ACRES
MIN. LOT AREA PROVIDED (LOT 501)	3,375 SQ. FT. OR 0.0775 ACRES
MINIMUM LOT WIDTH REQUIRED	25.00'
LOT WIDTH PROVIDED (LOT 500)	25.00'
LOT WIDTH PROVIDED (LOT 501)	25.00'
MINIMUM LOT FRONTAGE REQUIRED	25.00'
LOT FRONTAGE PROVIDED (LOT 500)	25.00'
LOT FRONTAGE PROVIDED (LOT 501)	25.00'

TOPOGRAPHY NOTE:

THIS TOPOGRAPHIC SURVEY WAS COMPLETED UNDER THE DIRECT AND RESPONSIBLE CHARGE OF WIM DE SUTTER, LS FROM AN ACTUAL GROUND SURVEY MADE UNDER MY SUPERVISION. THE MAPPING AND/OR ORIGINAL DATA WAS OBTAINED ON NOVEMBER 14, 2025, AND THIS PLAT, MAP OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

THIS DRAWING IS A SERVICE DOCUMENT OF R.C. FIELDS & ASSOCIATES, INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER AND/OR LAND SURVEYOR.

EXISTING UTILITIES SHOWN ON THIS PLAN TAKEN FROM AVAILABLE RECORDS AND/OR FROM FIELD OBSERVATIONS. FOR EXACT LOCATIONS OF EXISTING UNDERGROUND UTILITIES, NOTIFY "MISS UTILITY" AT 1-800-552-7001, 72 HOURS BEFORE THE START OF ANY EXCAVATION OR CONSTRUCTION.

LOCATION AND DEPTH OF ALL EXISTING UNDERGROUND UTILITIES TO BE VERIFIED BY CONTRACTOR PRIOR TO CONSTRUCTION. INTERFERENCE OR DISRUPTION OF SAME WILL NOT BE THE RESPONSIBILITY OF THIS OFFICE.

ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT STANDARDS AND SPECIFICATIONS OF THE CITY OF ALEXANDRIA, VIRGINIA.

625 N. WASHINGTON ST
ALEXANDRIA, VA 22304
703.548.6422
WWW.RCFIELDSONLINE.COM

ENGINEERING • LAND SURVEYING • PLANNING

PRELIMINARY SUBDIVISION PLAT
SHOWING LOTS 500 & 501, A RESUBDIVISION OF LOT 11, BLOCK 1
NORTHWEST ALEXANDRIA IMPROVEMENT CO.
DEED BOOK M-4, PAGE 92 (ARLINGTON COUNTY)
(102 EAST MONROE AVENUE)
CITY OF ALEXANDRIA, VIRGINIA

DATE: 11/14/2025

DRAWN: KKH
CHECK: WDS
SCALE: 1" = 10'
DATE: 11/14/2025

PRELIMINARY SUBDIVISION

SHEET 1 OF 1
FILE: 25-205

92



The plat & description thereof recd &
entered of record A. Cooper Lute H. H. Young
clerk

R W. WHEAT
Civil & Topographical Engineer
ALEXANDRIA, VA.

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