

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.

See attached _____

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?

- Yes.** Provide proof of current City business license. **N/A**
- 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. 306 Beverley LLC	[REDACTED]	See attached
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 306 Beverley Drive, Alexandria, VA 22305 (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. Christopher Michael Holmes, Trustee	[REDACTED]	50%
2. Kena Tillery Holmes, Trustee	[REDACTED]	50%
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 require 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 indicated 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. 306 Beverley LLC	None	None
2. Christopher Michael Holmes, Trustee	None	None
3. Kena Tillery Holmes, Trustee	None	None

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.

3/19/2026 Revised: 4/7/2026

306 Beverley LLC By: M. Catharine Puskar Agent/Attorney

Date

Printed Name

Signature

WAIVER OF RIGHT TO AUTOMATIC APPROVAL

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

PROJECT NAME: 306 Beverley Drive Subdivision

PROJECT ADDRESS: 306 Beverley Drive, Alexandria, VA 22305

DESCRIPTION OF REQUEST:

Request for the re-subdivision of a single lot into two (2) new buildable lots with variation of the lot width requirement.

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 to the June 2, 2026 Planning Commission hearing.

Date: 3/19/2026

Applicant

Agent

Signature: _____



Printed Name: M. Catharine Puskar

Via email only

Paul Stoddard
301 King Street
City Hall, Room 2100
Alexandria, Virginia 22314

Re: Consent to File for a Subdivision Application
306 Beverley Drive, Tax Map No. 014-04-13-39 (the "Property")

Dear Mr. Stoddard:

As title owners of the Property, we hereby consent to the filing of a Subdivision application on the Property by 306 Beverley LLC, but no public hearing regarding the proposed subdivision shall occur prior to sale of the Property to 306 Beverley LLC. In addition, we reserve the right to withdraw such consent at any time.

Very truly yours,

DocuSigned by:
CHRISTOPHER MICHAEL HOLMES 4/3/2026
863D95D0DB26498
Christopher Michael Holmes, Trustee

DocuSigned by:
KENA TILLERY HOLMES 4/3/2026
321BAE515B12470
Kena Tillery Holmes, Trustee

306 Beverley LLC


Paul Stoddard
301 King Street
City Hall, Room 2100
Alexandria, Virginia 22314

Re: Authorization to File for a Subdivision Application
306 Beverley Drive, Tax Map No. 014-04-13-39 (the "Property")

Dear Mr. Stoddard:

306 Beverley LLC hereby authorizes Walsh, Colucci, Lubeley & Walsh, P.C. to act as agent on its behalf for the filing and representation of a Subdivision application on the Property and any related requests.

Very truly yours,

306 Beverley LLC

By: 

Its: Managing Member

Date: 4/6/26

APPLICANT DISCLOSURE BREAKDOWN

Contract Purchaser/Applicant of 306 Beverley Drive (TM No. 014-04-13-39)

306 Beverley LLC (Contract Purchaser/Applicant)



Member:	Percent Ownership:
Robert Hancock	45%
Rebecca Hancock	45%
Scott Hancock	10%

Note: None of the people or entities listed above have a business or financial relationship with any member of the Board of Architectural Review, Board of Zoning Appeals, City Council, or Planning Commission as defined by Section 11-350 of the Zoning Ordinance.

STATEMENT OF JUSTIFICATION

The Applicant, 306 Beverly LLC, requests approval of a subdivision of a single lot into two (2) new buildable lots with a variation of lot width for the property located at 306 Beverley Drive (the "Property").

In the way of background, the Property contains approximately 16,910 square feet (0.38 acres) of site area, is zoned R-8 and contains one single-unit dwelling. The Property is adjoined to the west and east by single-family dwelling units also zoned to the R-8 district, to the south by a vacant undeveloped parcel, and to north by Beverley Drive.

The Applicant is requesting a variation of lot width pursuant to Section 11-1713(A)(5) to reduce the lot width from 65 feet to 63.17 feet. The proposed lots meet the minimum lot size (8,000 square feet) and lot frontage (40 feet) required in the R-8 zoning district, but cannot meet the minimum lot width requirement (65 feet), given the geometry and gross area of the existing lot, which was originally subdivided prior to January 1, 1952.

The use and character of the resulting lots would not be inconsistent with the use provisions of the R-8 zone in which the Property is located and with existing development in the immediate area. The Property is surrounded by single-unit dwellings and a single-unit dwelling is proposed on each newly created lot. The proposed lot width of 63.17 feet for each of the new lots is just 1.83 feet less than the 65-foot width requirement. Such a small departure from the required lot width will be virtually imperceptible.

The proposed houses on the lots will meet all FAR, setback, height and parking requirements as set forth in the Zoning Ordinance. The lots will be oriented along Beverley Drive, mirroring the geometry of surrounding lots. In addition, the lots will be similar in size to and more compliant with the R-8 zoning requirements than many of the lots in the immediate vicinity.

Strict adherence to the lot width requirement for which the variance is requested would create a substantial injustice by precluding a two-lot subdivision that, but for the required lot width, would contain enough lot area and frontage to support development in compliance with the bulk and open space requirements of the R-8 zone. The unreasonable burden on the development, use, and enjoyment of the subdivided Property for two (2) new single-unit dwellings (one per lot), outweighs the land use or land development purposes served by strict adherence to the lot width regulations.

For the reasons stated above the required variation of lot width should be authorized and the subdivision should be approved.

after demand for payment thereof remain unpaid, and that by virtue of the above mentioned statute the amount of said taxes, together with penalties, interest, and costs that may accrue in addition thereto, is a lien in favor of the United States upon all property and rights to property belonging to said taxpayer, to wit:

Name of taxpayer L. STEWARDSON
Residence or place of business 116 WOLFOLK AVE ALEXANDRIA VA
Nature of tax INCOME
Taxable period (1933 DEL.) \$25.02 (1934 DEL.) \$32.22
Amount of tax assessed \$57.24
Additional (penalty) tax assessed
Date assessment list received 9/20/35
JLY-24 & 25-1935

N. B. Early, Jr.
Collector.

CERTIFICATE OF OFFICER AUTHORIZED BY LAW TO TAKE ACKNOWLEDGMENTS

STATE OF VIRGINIA)
City of Richmond) ss:

On this day personally appeared before me a Notary Public in and for the State and City aforesaid, N. B. Early, Jr. Collector of Internal Revenue for the district of Virginia to me well known as the person who executed the foregoing instrument, and acknowledged that he executed the same for the purposes therein expressed.

In witness whereof I have hereunto set my hand and official seal, this the 21st day of September, 1935.

G. Parker Farrer
Notary Public.

(Seal)
My commission expires Mar. 12, 1938.

TO Clerk of the Corporation Court,
Alexandria, Virginia.

VIRGINIA:

In the Clerk's office of the Corporation Court of the City of Alexandria, September 23, 1935, this deed was received and with the annexed certificate admitted to record at 10:30 o'clock A.M.

Teste:

[Signature], Clerk.

Lloyd B. Burk et ux,) Deed of Dedication

THIS DEED OF DEDICATION, made and executed this 12th day of September, 1935, by and between Lloyd B. Burk and Zyx Harper Burk, his wife, parties of the first part, Gardner L. Boothe, Trustee, party of the second part, and C. S. Taylor Burke, party of the third part.

WITNESSETH: That whereas the said Lloyd B. Burk and Zyx Harper Burk, his wife, are the sole owners and proprietors of the land hereinafter mentioned and described, which is by this deed dedicated and subdivided, and it is the desire of said owners and proprietors to subdivide said land into lots and streets and to dedicate the same in accordance with the plat hereto attached and made a part hereof, pursuant to the provisions of the Code of Virginia.

And whereas said land is subject to the lien of a certain deed of trust executed by the said parties of the first part to the said Gardner L. Boothe, Trustee, said deed of Trust being executed on the 16th day of May, 1921 and duly of record among the land records of Arlington County, Virginia, in Deed Book #175, Page #166, to secure the payment of a certain negotiable promissory note, in said deed of trust fully described, the said C. S. Taylor Burke being the present holder in due course of said note, and the said Gardner L. Boothe, Trustee, and the said C. S. Taylor Burke have given their consent to the dedication

Indexed
Examined
and
Dated

[Signature]
9/25/35

and subdividing of said land, testified to by their becoming parties to and signing this deed of dedication.

NOW, THEREFORE, THIS DEED OF DEDICATION WITNESSETH: That the said Lloyd B. Burk and Zyx Harper Burk, his wife, do hereby subdivide and dedicate the said land, as shown on the plat hereto attached, the subdivision to be known as "Echwood", said land being located along the west side of Russell Road, within the extended limits of the City of Alexandria, being a part of the same property that was conveyed to the said parties of the first part hereto by Helen C. Calvert, by deed dated the 16th day of May, 1921, and duly of record among the land records of the County of Arlington, Virginia, in Deed Book #175, Page 158, being more particularly bounded and described as follows, to-wit:

All those two certain tracts or parcels of land located along the west side of Russell Road, within the extended limits of the City of Alexandria, Virginia, said two tracts of land being divided by Carolina Avenue, which said Avenue belongs to the subdivision known as "Beverly Hills" and runs from the west side of Russell Road to the Beverly Hills property, said two parcels of land being bounded and described as follows, to-wit:

Parcel No. 1. Beginning at a point on the west side of Russell Road at the southeast corner of the property of Warren W. Ferris and running thence South, along the west side of Russell Road, 493.79 feet to the north side of Carolina Avenue; thence along the northerly side of Carolina Avenue, 463.81 feet to the east line of Beverly Hills; thence North 29° 49' 12" East 868.68 feet; thence South 60° 10' 36" East 79.84 feet; thence North 29° 49' 24" East 124.55 feet to the southwest corner of the Warren W. Ferris property; thence, following the south line of the said Ferris property, South 60° 15' 06" East 242.4 feet to the point of beginning on the west side of Russell Road.

Parcel No. 2. Beginning at a point, the intersection of the west side of Russell Road with the south side of Carolina Avenue, and running thence South, along the west side of Russell Road, 286.92 feet; thence South 83° 22' 24" West 125.00 feet; thence North 6° 37' 36" West 181.00 feet; thence South 56° 52' 12" West 174.92 feet; thence North 23° 44' 48" West 141.06 feet to the south side of Carolina Avenue; thence along the south side of Carolina Avenue 368.40 feet to the point of beginning on Russell Road, both of said parcels of ground being a part of the same property that was conveyed to the said Lloyd B. Burk and Zyx Harper Burk, his wife, by Helen C. Calvert by deed dated the 16th day of May, 1921, and duly of record among the land records of Arlington County, Virginia, in Deed Book #175, Page #158.

It is expressly provided that the following conditions and restrictions shall constitute a part of this deed of dedication and be considered as conditions running with the title to said property and made a part thereof, to-wit:

1. That no lot in said subdivision, or any part thereof, shall ever be sold, rented, leased, or otherwise acquired, by any person of negro descent;
2. That no dwelling costing less than \$4,500.00 shall be erected on any lot in said subdivision;
3. That any and all garages on said lots shall be placed only adjoining the rear line of said lots, except that garages may be placed under the dwelling house or they may be attached to said dwelling houses, provided said attached garages are built of the same material and along the same architectural lines as the dwelling house itself;
4. That no cows, goats or chickens shall be kept in said subdivision.

WITNESS the following signatures and seals:

Lloyd B. Burk (Seal)
 Zyx Harper Burk (Seal)
 Gardner L. Boothe (Seal)
 Trustee
 C. S. Taylor Burke (Seal)

STATE OF VIRGINIA, }
CITY OF ALEXANDRIA, } To-wit:

I, the undersigned, a Notary Public in and for the City aforesaid, in the State of Virginia, do hereby certify that Lloyd B. Burk and Zyx Harper Burk, his wife, Gardner L. Boothe, Trustee, and C.S. Taylor Burke, whose names are signed to the writing hereto annexed, this day personally appeared before me, in my City aforesaid, and acknowledged the same to be their signatures.

Given under my hand this 12th day of September, 1935.
My Commission as Notary Expires on the 7th day of November, 1938.

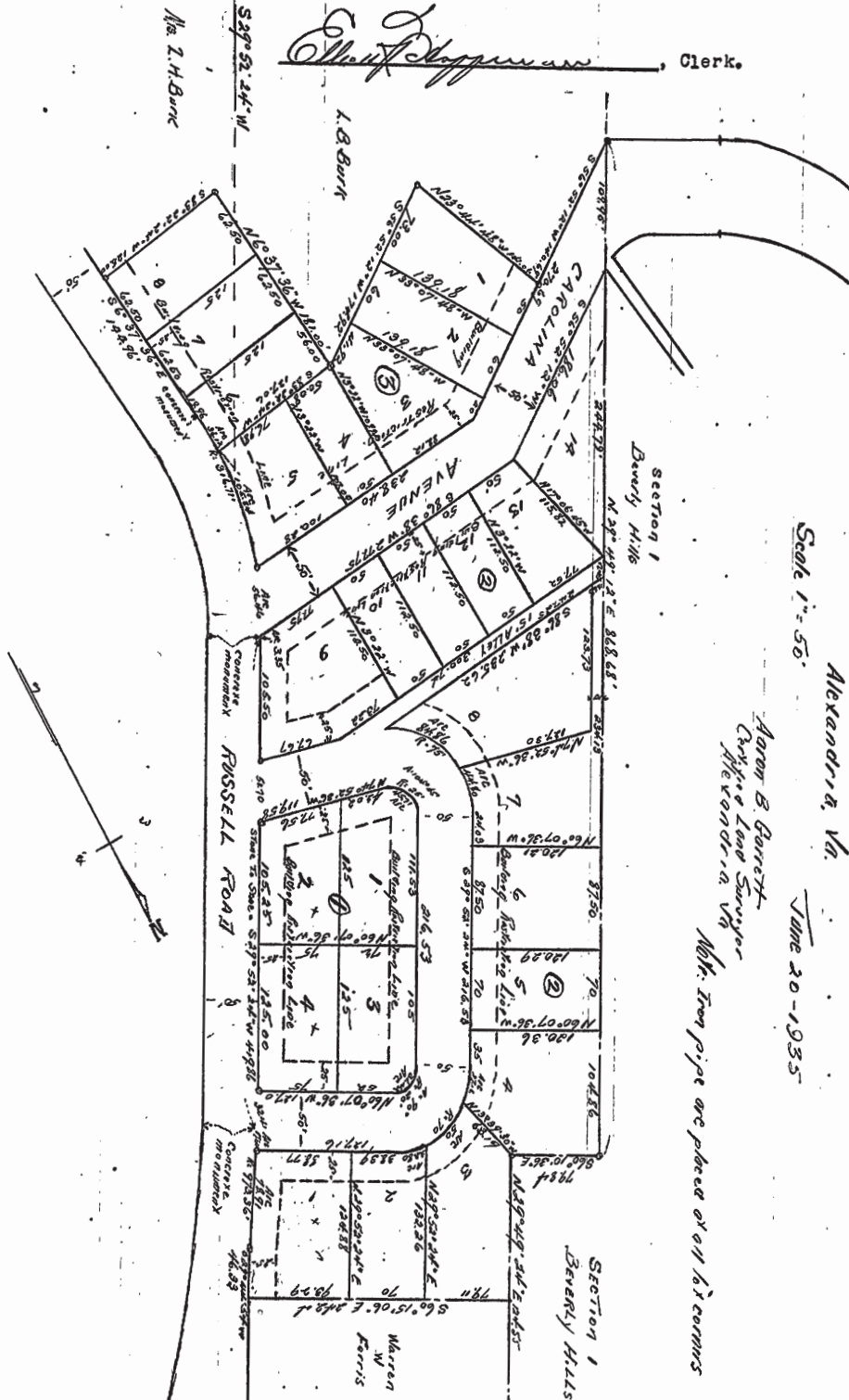
Jean O. Wright,
Notary Public.

VIRGINIA:

In the Clerk's office of the Corporation Court of the City of Alexandria, September 23, 1935, this deed was received and with the annexed certificate admitted to record at 1:10 o'clock P.M.

Teste:

Cliff Stapp, Clerk.



ECHOWOOD
Alexandria, Va.
Scale 1" = 50'
June 20-1935

Aaron B. Garrett
City's Land Surveyor
Alexandria, Va.
Note: Iron pipe are placed at all corners

470

My commission expires April 21, 1941.

Given under my hand and seal this 29th day of April, A. D. 1938.

Notarial Seal

Salada W. Ruppert

Notary Public.

VIRGINIA:

In the Clerk's Office of the Corporation Court of the City of Alexandria, April 30, 1938, this deed was received and with the annexed certificate admitted to record at 9:30 O'clock A. M.

Teste:

Salada W. Ruppert Clerk.

Lloyd B. Burk, et ux .

to

Deed of Bargain & Sale.

Joseph Scott Blackwell, Jr. et ux

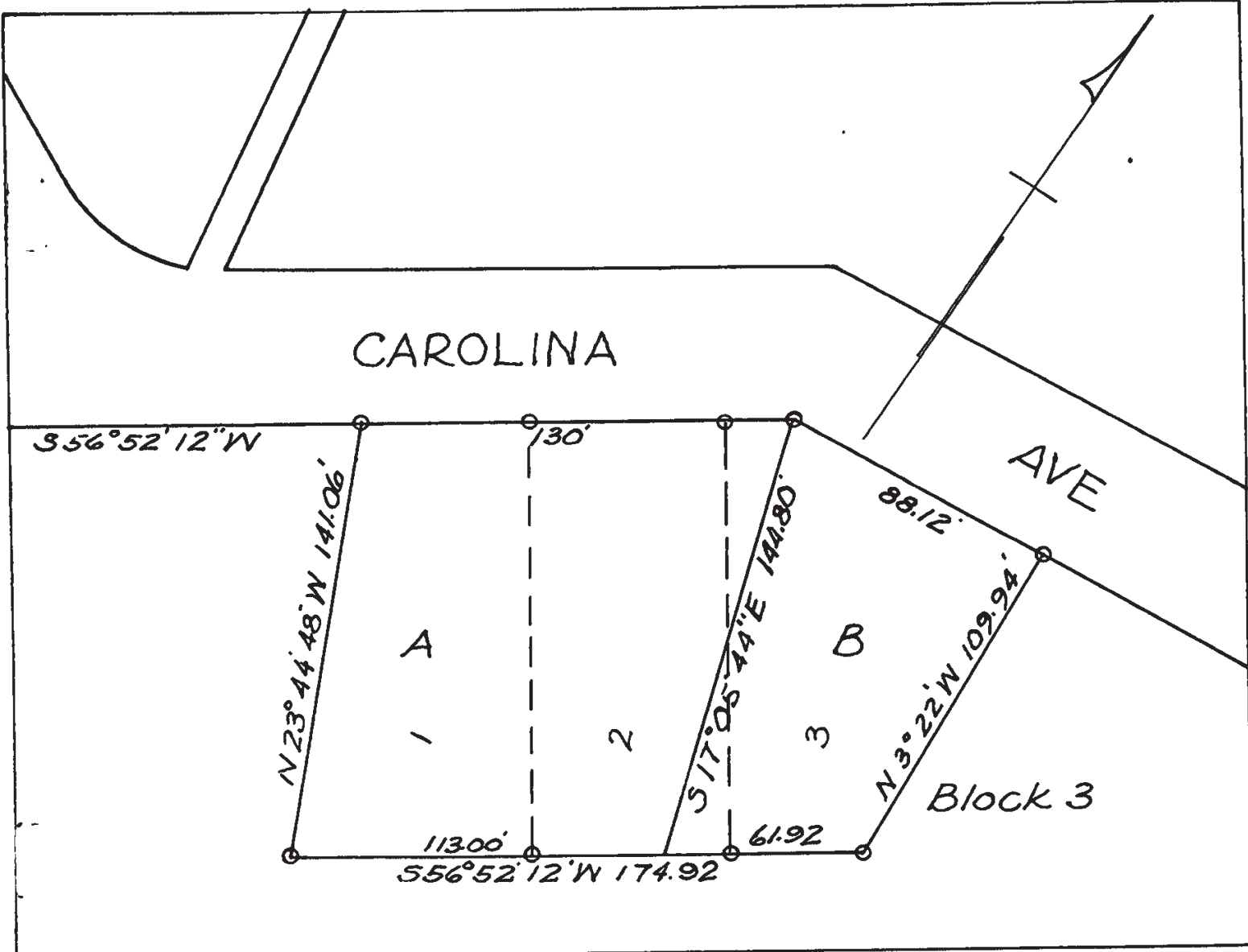
THIS DEED, made this 29th day of April, 1938, by and between Lloyd B. Burk and Zyx Harper Burk, his wife, parties of the first part, and Joseph Scott Blackwell, Jr., and Phila Belle Blackwell, his wife, as joint tenants and not as tenants in common with the full common law rights of survivorship to the survivor of them, parties of the second part.

WITNESSETH, that for and in consideration of the sum of Five (\$5.00) Dollars, cash in hand paid, the receipt of which is hereby acknowledged, at and before the sealing and delivery hereof, the said parties of the first part do grant, bargain, sell and convey unto the said parties of the second part as joint tenants and not as tenants in common with the full common law rights of survivorship to the survivor of them, with general warranty of title, all of the following property, to-wit:

"All of those certain pieces, parcels, lots or tracts of land situate, lying and being in Alexandria City, Virginia, particularly known and described as all of that part of Block 3, lots numbered two (2) and Three (3), of a resubdivision lots 1, 2 and 3, of the Subdivision of Echwood, lying West of the line on the plat hereto attached and made a part hereof, dividing lots A and B; it being the intention of the parties of the first part to convey to the parties of the second part all of the property contained in Lot A, shown on the plat hereto attached, not heretofore conveyed to them by deed dated February 16, 1938, and duly recorded among the land records of Alexandria City, Virginia; the original plat of the said Subdivision of Echwood, being recorded in Deed Book 123, at pages 362, et seq, of the land records of said City."

This conveyance is made subject to the following conditions and restrictions.

Indexed
Copied
and
delivered
by
Salada W. Ruppert
Notary Public
Alex.
5/1/38



15/ HG McCartney
 Copied for
 scanning
 4-13-93 ERH

PLAT
 Showing Resubdivision
 of a portion of
 ECHOWOOD
 Alexandria, Virginia
 Scale 1"=50' Apr. 25, 1938

D. Stafford Kelley
 Certified Civil Engineer
 Alexandria, Va.

