



## APPLICATION

### SUBDIVISION OF PROPERTY

SUB # \_\_\_\_\_

**PROPERTY LOCATION:** 15 & 17 E. Custis Avenue

**TAX MAP REFERENCE:** 034.04-01-05 & -06

**ZONE:** R-2-5

#### APPLICANT:

Name: 15 & 17 E Custis Avenue LLC

Address: \_\_\_\_\_

#### PROPERTY OWNER:

Name: Same as Applicant

Address: \_\_\_\_\_

#### SUBDIVISION DESCRIPTION

Request for the re-subdivision of three (3) existing lots into two (2) new buildable lots.

- ☒ **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.

15 & 17 E Custis Avenue LLC By: M. Catharine Puskar Attorney/Agent

Print Name of Applicant or Agent

Mailing/Street Address

City and State

Zip Code

*MC Puskar*

Signature

Telephone #

Fax #

Email address

06/23/2025

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.

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. 15 & 17 E Custis Avenue LLC		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 15 & 17 E. Custis Avenue (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. 15 & 17 E Custis Avenue LLC		See attached
2.		
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. 15 & 17 E Custis Avenue LLC	None	None
2.		
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.

06/23/2025

Date

15 & 17 E Custis Avenue LLC By: M. Catharine Puskar Attorney/Agent

Printed Name

  
Signature

## WAIVER OF RIGHT TO AUTOMATIC APPROVAL

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

**PROJECT NAME:** 15 & 17 E. Custis Avenue Subdivision

**PROJECT ADDRESS:** 15 & 17 E. Custis Avenue, Alexandria, VA 22301

**DESCRIPTION OF REQUEST:**

Request for the re-subdivision of three (3) existing lots into two (2) new buildable 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 to the September 4, 2025 Planning Commission hearing.

Date: 06/23/2025

☒ Applicant

☐ Agent

Signature: \_\_\_\_\_



Printed Name: M. Catharine Puskar

15 & 17 E Custis Avenue LLC  
[REDACTED]

Karl Moritz  
301 King Street  
City Hall, Room 2100  
Alexandria, Virginia 22314


Re: Authorization to File a Subdivision Application  
15 & 17 East Custis Avenue, Alexandria, VA 22301, Tax Map No. 034.04-01-05  
& -06 (the "Property")

Dear Mr. Moritz:

15 & 17 E Custis Avenue LLC, hereby authorizes Walsh, Colucci, Lubeley, & Walsh, P.C.  
to act as agent on its behalf for the filling and representation of a Subdivision application on the  
Property and any related requests.

Very truly yours,

15 & 17 E Custis Avenue LLC

By: 

Its: MEMBER

Date: 6/3/2025

## APPLICANT OWNERSHIP BREAKDOWN

### Owner and Applicant of 15 & 17 E. Custis Avenue (TM No. 034.04-01-05 & -06)

#### 15 & 17 Custis Avenue LLC (Owner/Applicant)



Member(s):	Percent Ownership:
Northern Virginia Investments	100%
Member(s)	
Sean Ragen	50%
Corey Dutko	50%

**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.

For Plat

of Del. Ray

See Pages 442, 443 and 444  
Liber O No 4

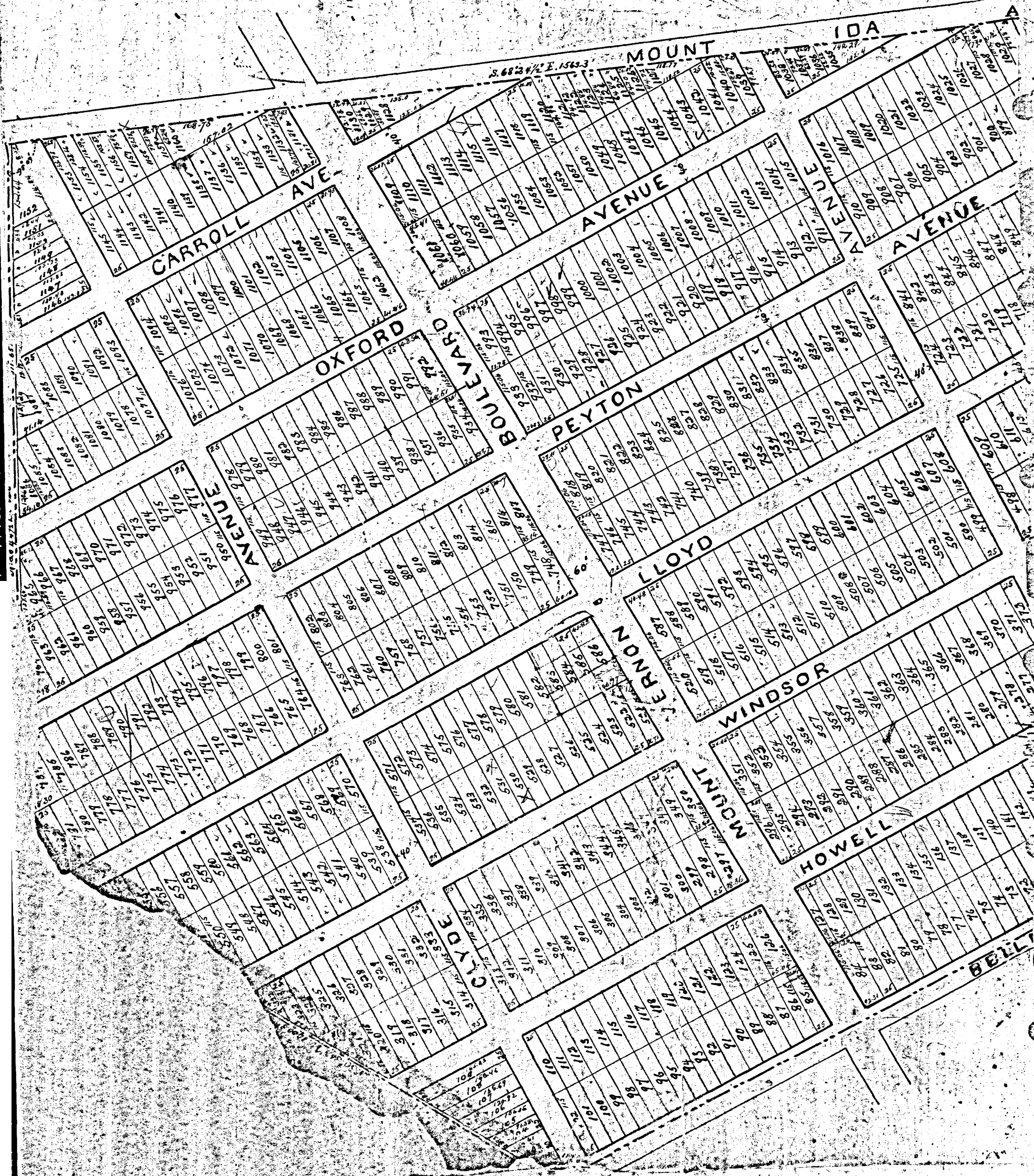
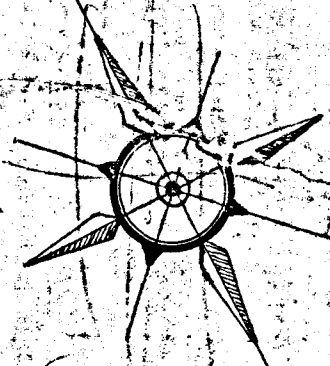
Wood Harmon & Cos  
Subdivision

To W. Young  
Clerk

Plat for Subdivision of St. Elmo



Flat  
Wood & Green



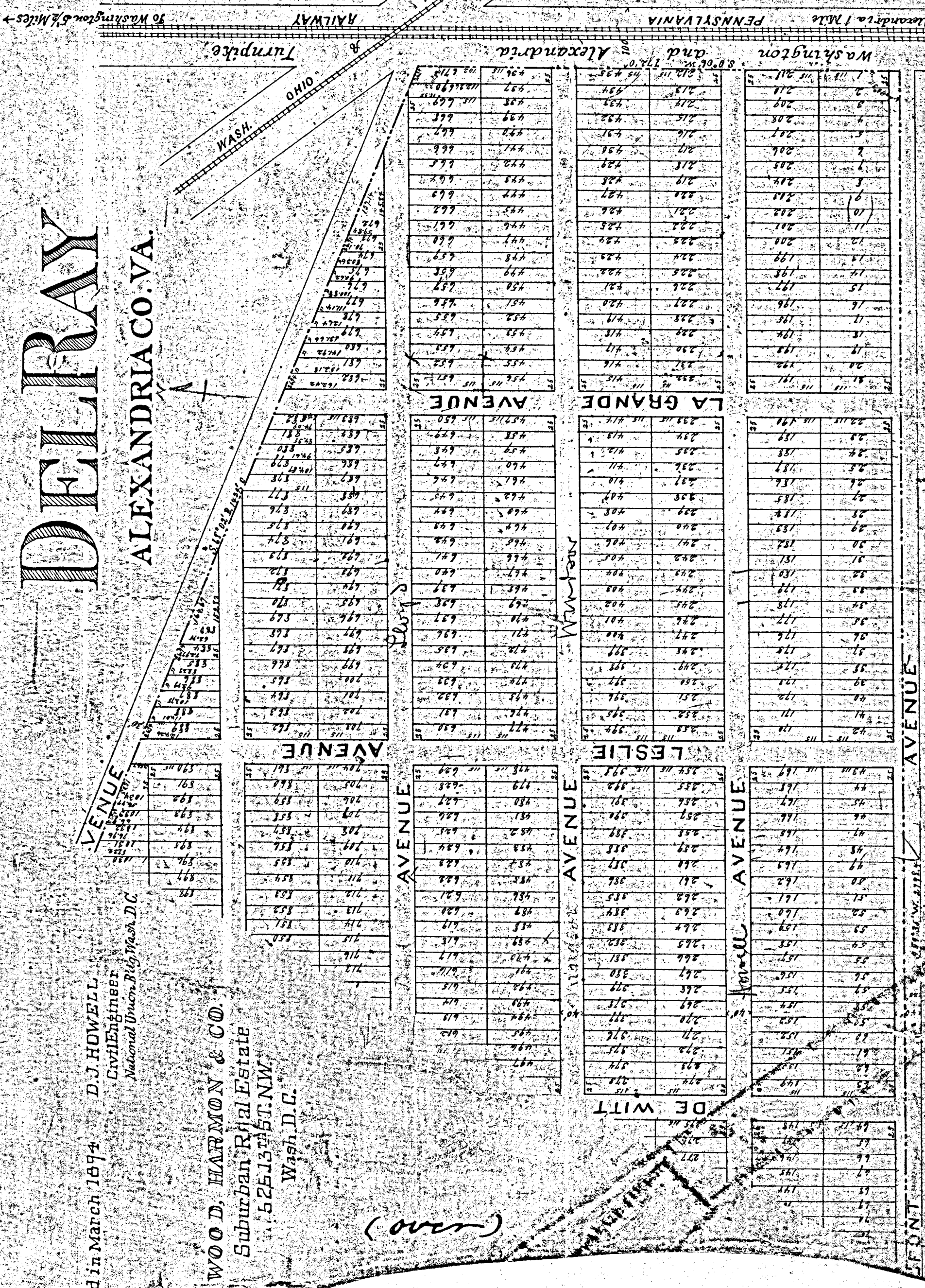


# DELLRAY

ALEXANDRIA CO. VA.

Designed in March 1894 D.J. HOWELL  
Civil Engineer  
National Union Bldg. Wash. D.C.

WOOD, HARMON & CO.  
Suburban Real Estate  
525 13th St. N.W.  
Wash. D.C.



(over)

444  
The foregoing plat entitled Charles E. Wood  
Subdivision of Del-Ray Alexandria County Virginia  
correctly and accurately represents the subdivision  
into Lots streets and Avenues as surveyed on the  
tract conveyed by Mrs Mary L Lee widow of  
Ally Co. Va., Mrs Rebecca L. Cook & Dr G. Wythe Cook  
her Husband of Wash., D.C., and Miss Elizabeth and  
Mrs Mary L. Lee Etc. of Cassius M Lee Jr., dec.  
and J. Lloyd of Washington D.C., bearing date of  
April 16<sup>th</sup>, 1894 and recorded in Liber B. No. 4.  
Folios 440<sup>24</sup> &c. 0-4-537

Charles E. Wood

I Frederic S. Doyle, a Notary public in and for  
the District of Columbia do certify that Chas. E.  
Wood whose name is signed to the above  
statement bearing date Apr. 16<sup>th</sup>, 1894. Has ack-  
nowledged the same before me in my district  
# aforesaid given under my hand and seal this  
6<sup>th</sup>, day of June 1894

Frederic S. Doyle  
Notary Public D.C.

Clerks office Alexandria County Virginia June 8<sup>th</sup>, 1894  
This Plat and annexed Certificate received and admitted  
to record on 442 etc.

Teste

F. H. Young  
Clerk

Consideration \$ 1,045,000.00  
Assessed Value: \$ 962,535.00  
Tax Map No: 034.04-01-05 & 034.04-01-06  
Grantee Address:  
[REDACTED]

Document Prepared By:  
**Benjamin J. Schaefer, Esq.**  
**Old Dominion Legal Services, LLC**

[REDACTED]  
**Virginia State Bar #80895**  
**File No. 25-3225**

Underwriter: **Old Republic National Title Insurance Company**

This Deed, made this May 15, 2025, by and between **Victoria Itza Howe, a married woman,**  
**and Craig Michael Conger, a married man,** Grantors, and **15 & 17 E Custis Ave LLC, a Virginia**  
**Limited Liability Company,** Grantee.

-Witnesseth-

That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, receipt of which is hereby acknowledged, the Grantors do hereby grant, bargain, sell and convey, in fee simple, with GENERAL WARRANTY and English Covenants of title, unto the Grantee, as sole owner, all the following-described lot or parcel of land together with improvements thereon, situate, lying and being in the **County of Alexandria**, Commonwealth of Virginia:

Lots 564, 565 and 566, in the Subdivision of DEL RAY, as the same appears duly dedicated, platted and recorded in Tiber 0-4 at Page 402,440, among the Arlington County, Virginia land records, now within the extended limits of the City of Alexandria, Virginia.

Being the same property conveyed to Victoria Itza Howe and Craig Michael Conger by Deed dated October 15, 2020, and recorded on November 12, 2020 as Instrument No 200023606.

This conveyance is made expressly subject to the easements, conditions, restrictions, and rights of way of record contained in the instruments forming the chain of title to the property conveyed herein and to matters visible upon inspection.

The Grantors covenant that they are seized in fee simple of the property herein conveyed, have the right to convey the said land to the Grantee and have done no act to encumber the lands. The Grantors covenant that the Grantee shall have quiet possession of the land free from all encumbrances, except as mentioned herein, and that they, the Grantors, will execute such further assurances of the lands as may be requisite.


Witness the following signature and seal.

*Victoria Itza Howe*  
Victoria Itza Howe

*Craig Michael Conger*  
Craig Michael Conger

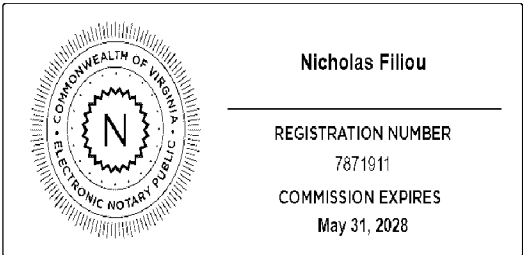
COMMONWEALTH OF VIRGINIA  
CITY OF Loudoun

The foregoing instrument was acknowledged before me, Nicholas Filiou, this 15th day of May, 2025 by Victoria Itza Howe, Craig Michael Conger and .

  
Signature of Person Taking Acknowledgment  
Title or Rank  
Serial Number

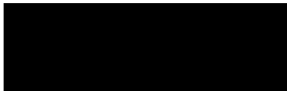
Notary's Registration Number: 7871911

My Commission Expires: 05/31/2028



Notarized remotely online using communication technology via Proof.

After recording, please return to:  
Aedis Title, LLC



Reserved for Recording Clerk:

INSTRUMENT 250004576  
RECORDED IN THE CLERK'S OFFICE OF  
ALEXANDRIA CIRCUIT COURT ON  
MAY 16, 2025 AT 02:22 PM  
\$1045.00 GRANTOR TAX WAS PAID AS  
REQUIRED BY SEC 58.1-802 OF THE VA. CODE  
STATE: \$522.50 LOCAL: \$522.50  
WMATA FEE: \$2090.00  
GREG PARKS, CLERK  
RECORDED BY: EMF





VICINITY MAP

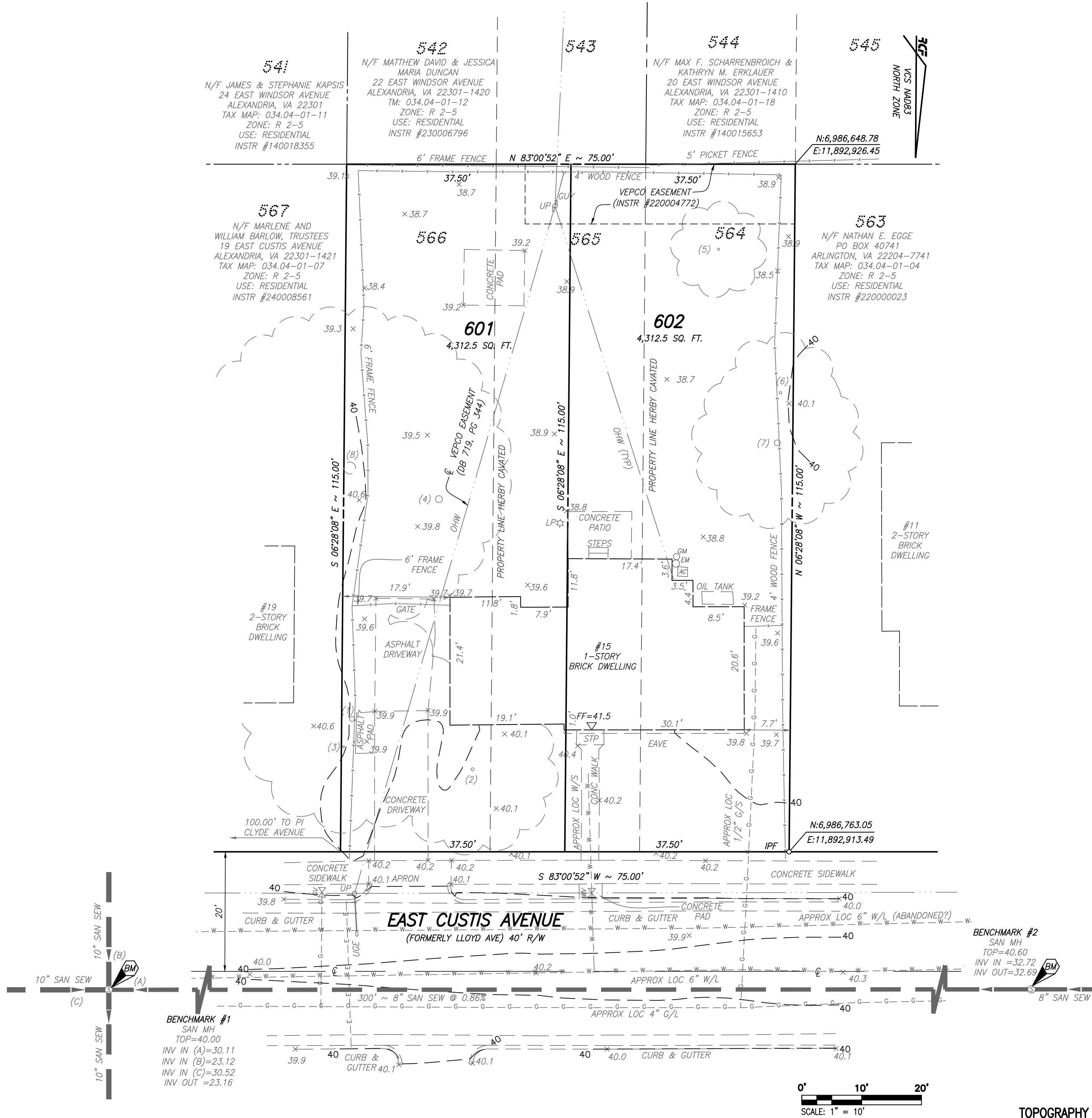
SCALE 1" = 200'

TEXT LEGEND:

• = DEGREES  
' = MINUTES (OR FEET)  
" = SECONDS (OR INCHES)  
% = PERCENT  
# = NUMBER  
@ = AT  
AC = AIR CONDITIONING UNIT  
APPROX = APPROXIMATE  
BM = BENCHMARK  
CL = CENTERLINE  
CONC = CONCRETE  
DB = DEED BOOK  
E = EAST  
FF = FINISH FLOOR  
FT = FEET  
G/L = GAS LINE  
GM = GAS METER  
G/S = GAS SERVICE  
GV = GAS VALVE  
IPF = IRON PIPE FOUND  
INV = INVERT  
INSTR = INSTRUMENT  
LP = LIGHT POLE  
MH = MANHOLE  
N = NORTH  
N/F = NOW OR FORMERLY  
OHW = OVERHEAD WIRE  
PG = PAGE  
RCP = REINFORCED CONCRETE PIPE  
R/W = RIGHT-OF-WAY  
S = SOUTH  
SAN = SANITARY  
SEW = SEWER  
SQ. FT. = SQUARE FEET  
SW = SIDEWALK  
TM = TAX MAP  
UGE = UNDERGROUND ELECTRIC  
UP = UTILITY POLE  
W = WEST  
W/L = WATER LINE  
W/S = WATER SERVICE  
WV = WATER VALVE

EXISTING TREE TABLE:

1)	10" TREE
2)	6" TREE (CLUSTER)
3)	4" TREE
4)	14" TREE
5)	4" TREE (CLUSTER)
6)	5" TREE (CLUSTER)
7)	12" TREE (CLUSTER)
8)	24" TREE (TWIN)



APPROVED

SUBDIVISION CASE NO. \_\_\_\_\_

DEPARTMENT OF PLANNING & ZONING

DIRECTOR DATE

DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES

DIRECTOR DATE

CHAIRMAN, PLANNING COMMISSION DATE

GENERAL NOTES:

- TAX MAP: #034.04-01-05 (LOTS 564 & 565), #034.04-01-06 (LOT 566)
- ZONE: R 2-5
- OWNER: 15 & 17 E CUSTIS AVE LLC  
8516 OVERBROOK ROAD  
FAIRFAX, VA 22031  
INSTR #250004576
- APPLICANT: 15 & 17 E CUSTIS AVE LLC  
8516 OVERBROOK ROAD  
FAIRFAX, VA 22031
- TOTAL SITE AREA = 8,625 S.F. OR 0.1980 AC.
- TOPOGRAPHIC SURVEY WAS FIELD RUN BY THIS FIRM. VERTICAL DATUM = NAVD '88 PER FIELD GPS DATA REFERENCED TO THE RTK NETWORK 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 TITLE SERVICES, LLC, FILE NO. 25-3225 DATED 04/10/25 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	8,625 SQ. FT. OR 0.1980 ACRES
EXISTING NUMBER OF LOTS	3
PROPOSED NUMBER OF LOTS	2
MIN. LOT AREA REQUIRED (INTERIOR LOT)	2,500 SQ. FT. OR 0.0574 ACRES
MIN. LOT AREA PROVIDED (LOT 601)	4,312.5 SQ. FT. OR 0.0990 ACRES
MIN. LOT AREA PROVIDED (LOT 602)	4,312.5 SQ. FT. OR 0.0990 ACRES
MINIMUM LOT WIDTH REQUIRED	25.00'
LOT WIDTH PROVIDED (LOT 601)	37.50'
LOT WIDTH PROVIDED (LOT 602)	37.50'
MINIMUM LOT FRONTAGE REQUIRED	25.00'
LOT FRONTAGE PROVIDED (LOT 601)	37.50'
LOT FRONTAGE PROVIDED (LOT 602)	37.50'

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 IMAGERY AND/OR ORIGINAL DATA WAS OBTAINED ON JUNE 06, 2025; AND THIS PLAT, MAP OR DIGITAL GEOSPATIAL DATA INCLUDING METADATA MEETS MINIMUM ACCURACY STANDARDS UNLESS OTHERWISE NOTED.

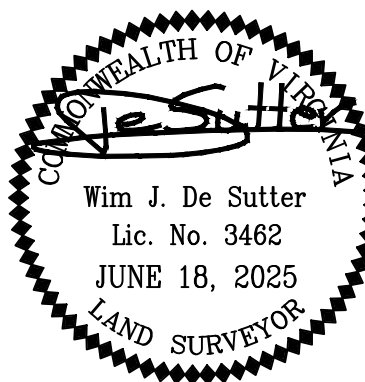
THIS DRAWING IS A SERVICE DOCUMENT OF R.C. FIELDS & ASSOCIATES, INC. AND MAY NOT BE USED OR REPRODUCED WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER AND/OR LAND SURVEYOR.

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. © 2025 R.C. FIELDS & ASSOCIATES, INC.

625 N. WASHINGTON ST  
SUITE 250  
ALEXANDRIA, VA 22314  
703.549.6422  
www.rcfields.com



PRELIMINARY SUBDIVISION PLAT  
LOTS 564, 565, & 566  
DEL RAY  
DEED BOOK 0-4, PAGE 403; ARLINGTON COUNTY  
(15 & 17 EAST CUSTIS AVENUE)  
CITY OF ALEXANDRIA, VIRGINIA

DATE REVISION

DRAWN: SPN/SO'B  
SCALE: 1" = 10'  
DATE: 06/09/25

PRELIMINARY  
SUBDIVISION PLAT

SHEET 1 OF 1

FILE: 25-106