



# APPLICATION

## SUBDIVISION OF PROPERTY

\$3000

**Filing Fee**

12.23.2024

**Filing Deadline**

03.04.2024

**Planning Commission Hearing**

### REQUIREMENTS FOR MAILING NOTICES:

Applicants must send written notice to all abutting property owners. See detailed instructions on "Notice Requirements."

Mail certified or registered notice of hearings between 2/3/2025 and 2/23/2024.

Return notice materials to Department of Planning & Zoning by 2/26/2024.

### WAIVER REQUIRED FOR EARLY SUBMISSIONS:

For any subdivision application submitted 45 days or more prior to the hearing date, the applicant must sign a "Waiver of Right to Automatic Approval" or wait to file the application after the 45-day time limit.

# INSTRUCTIONS

## SUBDIVISION OF PROPERTY APPLICATION

**FILING DEADLINE.** Subdivision applications must be submitted to the Department of Planning & Zoning at least 49 calendar days prior to the hearing date. Failure to submit all required information and plans by the filing deadline will result in the application being deferred to a later hearing date.

**APPLICATION FORMS.** Complete all parts of the application form.

**PLATS.** Applicants must submit a PDF of the proposed subdivision plat to scale with the subdivision application. Plats must comply with the minimum requirements of Section 11-1706 of the Zoning Ordinance. (See attached Checklist).

**FILING FEE.** See current fee scheduled available on the City's website.

**PROPERTY OWNER NOTIFICATION.** Applicants must send written notice to all abutting property owners; notices must be sent by certified or registered mail **at least 10 days** and **not more than 30 days** prior to the Planning Commission Public Hearing. Applicants may use the notice form supplied with the application forms. In the event the application is deferred, notification must be given again.

The following must be submitted to the Department of Planning & Zoning no later than **five business days** prior to the Planning Commission Public Hearing:

- a copy of the notice letter sent,
- a copy of the list of the names and addresses of those persons to whom notice was sent,
- a copy of the post office receipts for the certified or registered mail,
- a certification of notice statement that notice was sent by certified or registered mail to those to whom notice is required to be given.

Failure to send accurate or correct notices will result in deferral of the application to a later hearing date. Property ownership information is to be obtained from the City Real Estate Assessment Office, Room 2600, City Hall, 301 King Street.

**STAFF REPORT.** A staff report and recommendation will be prepared and made available on the City's website. The report is typically available seven business days prior to the Planning Commission Public Hearing.

**FOR ASSISTANCE WITH ANY OF THESE PROCEDURES,  
PLEASE CALL THE DEPARTMENT OF PLANNING & ZONING AT 703.746.4666**



**APPLICATION**

**SUBDIVISION OF PROPERTY**

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

**PROPERTY LOCATION:** 29 E Reed Ave \_\_\_\_\_

**TAX MAP REFERENCE:** 015.02-08-08 \_\_\_\_\_ **ZONE:** RB \_\_\_\_\_

**APPLICANT:**

Name: Classic Cottages, LLC \_\_\_\_\_

Address: 4 [REDACTED] ve., Alexandria, VA 22301 \_\_\_\_\_

**PROPERTY OWNER:**

Name: Classic Partners 10 LLC \_\_\_\_\_

Address: 4 [REDACTED] ve., Alexandria, VA 22301 \_\_\_\_\_

**SUBDIVISION DESCRIPTION**

Subdivide the existing 6,463 sq ft. lot into two lots, one 3,233 sq ft and one 3,230 sq ft. The proposed lots are substantially of the same character as to suitability for residential use and structures, lot area, orientation, and streetalignment of other lots adjacent to the property and in the original subdivision.

- 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.

Chad Riedy \_\_\_\_\_  
 Print Name of Applicant or Agent  
 [REDACTED] Ave. \_\_\_\_\_  
 Mailing/Street Address  
 Alexandria VA 22301 \_\_\_\_\_  
 City and State Zip Code

Signature \_\_\_\_\_  
 [REDACTED]  
 Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_  
 [REDACTED]@[REDACTED].com \_\_\_\_\_  
 Email address  
 12.16.2024 \_\_\_\_\_  
 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.

David P. Tracy - 1 [REDACTED] 02 - 58.94%  
Lawrence Financial Services, Inc. - [REDACTED] 2201 - 39.19%

---

---

---

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.
- No.** The agent shall obtain a business license prior to filing application, if required by the City Code.

**WAIVER OF RIGHT TO AUTOMATIC APPROVAL**

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

**PROJECT NAME:** 29 E Reed Ave

**PROJECT ADDRESS:** 29 E Reed Ave, Alexandria VA 22305

**DESCRIPTION OF REQUEST:**

Subdivide the existing 6,463 sq ft. lot into two lots, one 3,233 sq ft and one 3,230 sq ft. The proposed lots are substantially of the same character as to suitability for residential use and structures, lot area, orientation, and streetalignment of other lots adjacent to the property and in the original subdivision.

**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. Waiver is only effective as to the date of the Planning Commission hearing on March 5, 2024.

Date: 12.16.2024

Applicant

Agent

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

Printed Name: Chad J Riedy

# **MATERIALS CHECKLIST**

## **SUBDIVISION OF PROPERTY APPLICATION**

The following materials are required for a **preliminary subdivision submission**.

**COMPLETED SUBDIVISION APPLICATION FORM**

**FILING FEE** of \$2,000 plus \$500.00/lot for each lot including outlots if total lots <10; or \$3,000 plus \$500.00/lot for each lot including outlots if 10 or more total lots.

**WAIVER OF RIGHT TO AUTOMATIC APPROVAL FORM**

**PRELIMINARY PLAT TO SCALE**

**Format:**

- PDF of the plat
- Scale no less than 100' to 1"

**Required contents:**

- Subdivision name
- Name, address of owner of record and the applicant
- Name, address, certificate number and seal of the surveyor or engineer
- Gross area in acres and total number of buildings, lots or sites involved
- Date, scale and north point with reference to source of meridian
- Zoning of the property
- A form or space, not less than two and one-quarter by three and one-half inches, on which approval by the commission may be shown
- Lot lines with the dimensions of the length and width of the lots
- In the case of resubdivisions, all lot lines or lot numbers that are proposed to go out of existence by reason of the resubdivision shall be shown by dotted lines and numbers
- Location of the property immediately adjoining the proposed subdivision and the names and addresses of all its owners
- Location and width of all proposed streets, alleys and public areas and their dimensions  
Points of connection with the city sewer system
- Location of all easements, reservations, and highway setbacks, as established by section 7-1006 of the zoning ordinance
- The width and name of adjacent existing streets, alleys, easements and public utilities, including without limitation, liens for water, gas, electric, telephone, storm and sanitary sewer, and railroads shown graphically
- Limits of floodplains and resource protection areas
- Location of any grave or object or structure marking a place of burial

**SUBDIVISION APPLICATION MATERIALS CHECKLIST (cont'd)**

In the following cases the preliminary plat shall be superimposed on a topographic map, at a scale of not greater than 100 feet to the inch, showing contours at intervals not greater than two feet or greater intervals when permitted by the director, and correlated to the U.S. Coast and Geodetic Survey datum, for the purpose of showing the character and drainage of the land:

- a. Whenever any land within the parcel subdivided is to be dedicated to public use; or
- b. For all subdivisions containing lots or parcels of less than one-half acre.

- Proposed street grade data and the method of storm water disposal
- General location, dimension, size, height, and species of major trees and shrubs
- Existing buildings with dimensions from the buildings to the nearest lot lines When known, areas that can reasonably be expected to or which do contain soils or materials contaminated with, but not limited to heavy metals, petroleum products, PCB's, pesticides, flyash, or other toxic or hazardous materials
- When known, underground storage tanks
- When known, areas located within 1,000 feet of a former sanitary landfill, dump, or disposal area
- When known, areas with the potential of generating combustible gases

**FINAL PLAT (Mylar)**

**Required contents:**

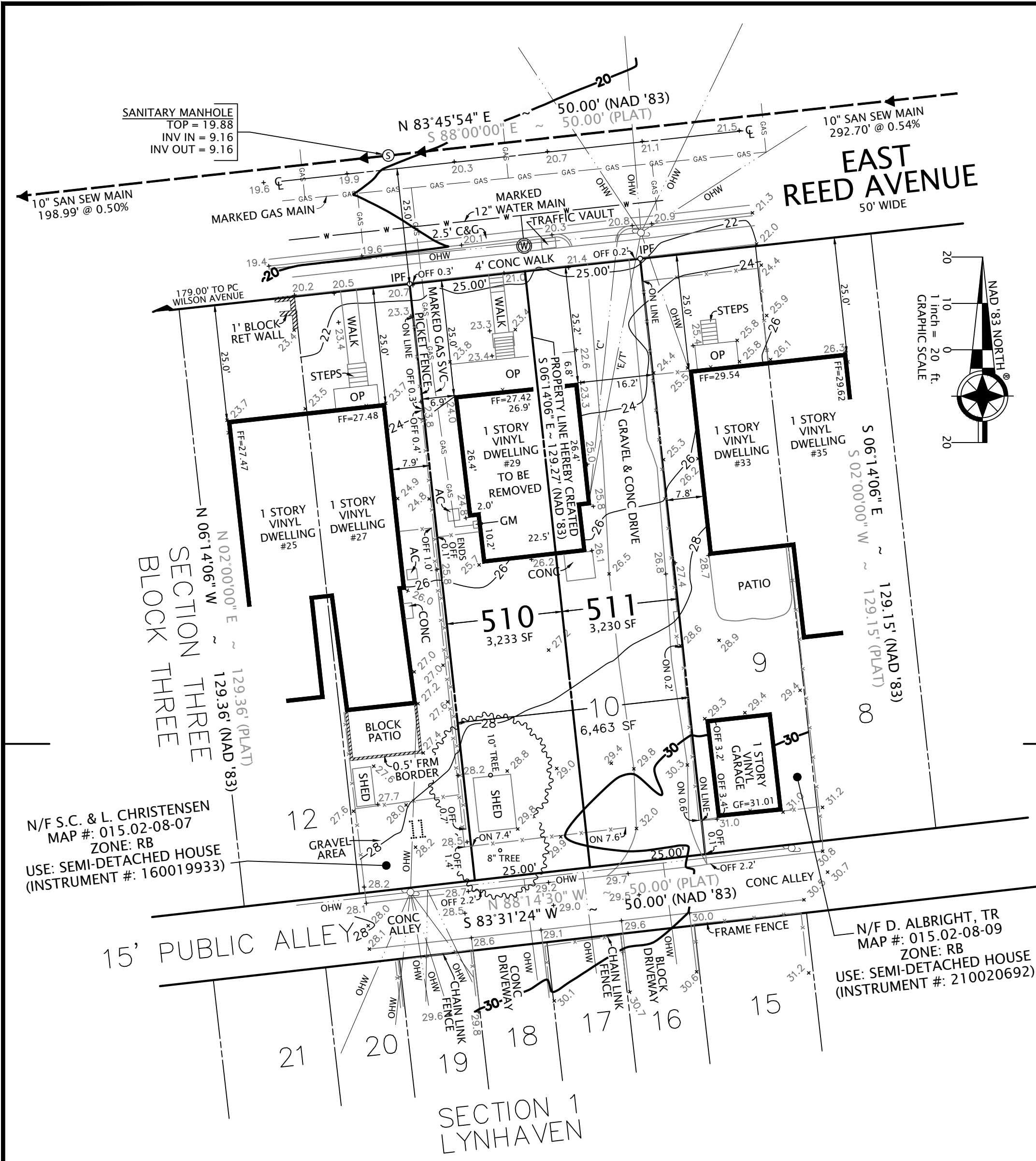
- All of the information required of a preliminary plat under Section 11-1706(D), except for items 16-24
- The location of all metals monuments of not less than one inch in diameter and 24 inches in length shown this: O, and located in the ground at each intersection of streets and alleys with plat boundary lines, and at all points on a street, alley and boundary lines where there is a corner, change in direction, or curvature
- A surveyor's or engineer's seal and certificate of survey in the following form, which may be modified to accommodate title information (see Section 11-1709 B(3) for language)
- A curve table containing the following for all curvilinear boundaries and street centerlines; delta, radius, arc, tangent, chord and chord bearing. All distances shall be shown to the nearest one-hundredth of a foot; angles or bearings to the nearest ten seconds.

**See Section 11-1700 of the Alexandria Zoning Ordinance for additional information**





COPYRIGHT BY DOMINION SURVEYS, INC. THE INFORMATION CONTAINED ON THIS DOCUMENT MAY NOT BE COPIED, REPRODUCED OR ALTERED IN ANY FORM WITHOUT PERMISSION IN WRITING FROM THE COPYRIGHT OWNER.



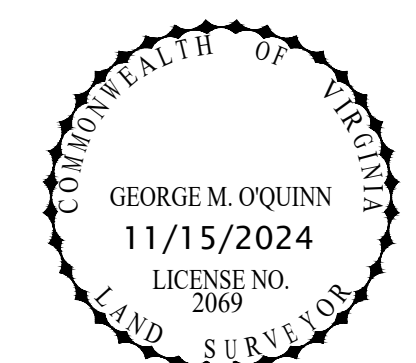
N/F S.C. & L. CHRISTENSEN  
 MAP #: 015.02-08-07  
 ZONE: RB  
 USE: SEMI-DETACHED HOUSE  
 (INSTRUMENT #: 160019933)

N/F D. ALBRIGHT, TR  
 MAP #: 015.02-08-09  
 ZONE: RB  
 USE: SEMI-DETACHED HOUSE  
 (INSTRUMENT #: 210020692)

I, GEORGE M. O'QUINN, A DULY AUTHORIZED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT I HAVE CAREFULLY SURVEYED THE PROPERTY DELINEATED HEREON; AND THAT IT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT IT IS A RESUBDIVISION OF THE LAND CONVEYED TO CLASSIC PARTNERS 10, LLC, AS RECORDED IN INSTRUMENT NUMBER 240009519 AMONG THE CITY OF ALEXANDRIA LAND RECORDS; AND IS WITHIN THOSE BOUNDARIES.

I FURTHER CERTIFY THAT ALL REQUIRED MONUMENTS HAVE BEEN INSTALLED WHERE INDICATED; EXCEPT THOSE THAT WILL BE INSTALLED AT A LATER DATE BUT BEFORE COMPLETION OF THE PROJECT.

GIVEN UNDER MY HAND AND SEAL THIS 15TH DAY OF NOVEMBER, 2024.



DOMINION SURVEYORS®  
*George M. O'Quinn*  
 GEORGE M. O'QUINN ..... L.S.

ZONE RB TABULATION	
LOT SIZE	MINIMUM 1,980 SQUARE FEET
LOT WIDTH & FRONTAGE	MINIMUM 25 FEET
FRONT YARD	RANGE BETWEEN CONTEXTUAL BLOCK FACE; MINIMUM 20 FEET
SIDE YARD	RATIO OF 1:3; MINIMUM 8 FEET
REAR YARD	RATIO OF 1:1; MINIMUM 8 FEET
OPEN SPACE	35%
FAR	MAXIMUM 0.75 RATIO
HEIGHT	MAXIMUM 30 FEET

- NOTES:**
- THE PROPERTY DELINEATED HEREON IS SHOWN ON THE CITY OF ALEXANDRIA TAX MAP. PARCEL 015.02-08-08, ZONE RB, (28 E REED AV)
  - NO TITLE REPORT WAS FURNISHED.
  - PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
  - AGGREGATE AREA OF RESUBDIVISION = 6,463 SF (0.14837 AC)
  - OWNER: CLASSIC PARTNERS 10, LLC  
 433 EAST MONROE AVENUE  
 ALEXANDRIA, VA 22301-1645  
 (INST. NO. 240009519)
  - THERE ARE NO FLOOD PLAINS OR RESOURCE PROTECTION AREAS ON THIS PROPERTY.
  - THIS PROPERTY IS SERVED BY PUBLIC SEWER AND WATER.
  - THERE IS NO EVIDENCE OF ANY GRAVE OR OBJECT OR STRUCTURE MARKING A PLACE OF BURIAL.
  - THERE ARE NO KNOWN SOILS OR MATERIALS CONTAMINATED WITH, BUT NOT LIMITED TO HEAVY METALS, PETROLEUM PRODUCTS, PCB'S, PESTICIDES, FLYASH, OR OTHER TOXIC OR HAZARDOUS MATERIALS ON THIS PROPERTY.
  - THERE ARE NO KNOWN UNDERGROUND STORAGE TANKS ON THIS PROPERTY.
  - THIS PROPERTY IS NOT LOCATED WITHIN 1,000 FEET OF A FORMER SANITARY LANDFILL, DUMP, OR DISPOSAL AREA.
  - THERE ARE NO KNOWN AREAS WITH THE POTENTIAL OF GENERATING COMBUSTIBLE GASES ON THIS PROPERTY.

LEGEND	
AC	AIR CONDITIONER
BM	BENCHMARK
C&G	CURB & GUTTER
CL	CENTERLINE
CONC	CONCRETE
DB	DEED BOOK
FF	FIRST FLOOR
FRM	FRAME
GAS	GAS LINE(UNDERGROUND)
GF	GARAGE FLOOR
GM	GAS METER
IPF	IRON PIPE FOUND
LND	LANDING
N/F	NOW OR FORMERLY
OHW	OVERHEAD WIRE
OP	OPEN PORCH
PG	PAGE
RET	RETAINING
S	SANITARY MANHOLE
SAN SEW	SANITARY SEWER
SF	SQUARE FEET
U	UTILITY POLE
W	WATER LINE(UNDERGROUND)
WM	WATER METER
+270.8	SPOT ELEVATION
- - -	CONTOUR

AREA TABULATION	
PRE RESUBDIVISION	
LOT 10	6,463 SF (0.14837 ACRE)
POST RESUBDIVISION	
LOT 510	3,233 SF (0.07422 ACRE)
LOT 511	3,230 SF (0.07415 ACRE)
AGGREGATE AREA	6,463 SF (0.14837 ACRE)

EXISTING DWELLING TO BE DEMOLISHED

**APPROVED**  
 SUBDIVISION CASE NO. \_\_\_\_\_  
 DEPARTMENT OF PLANNING & ZONING

\_\_\_\_\_  
 DIRECTOR DATE

DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES  
 SUBDIVISION CASE NO. \_\_\_\_\_

\_\_\_\_\_  
 DIRECTOR DATE

CHAIRMAN, PLANNING COMMISSION DATE

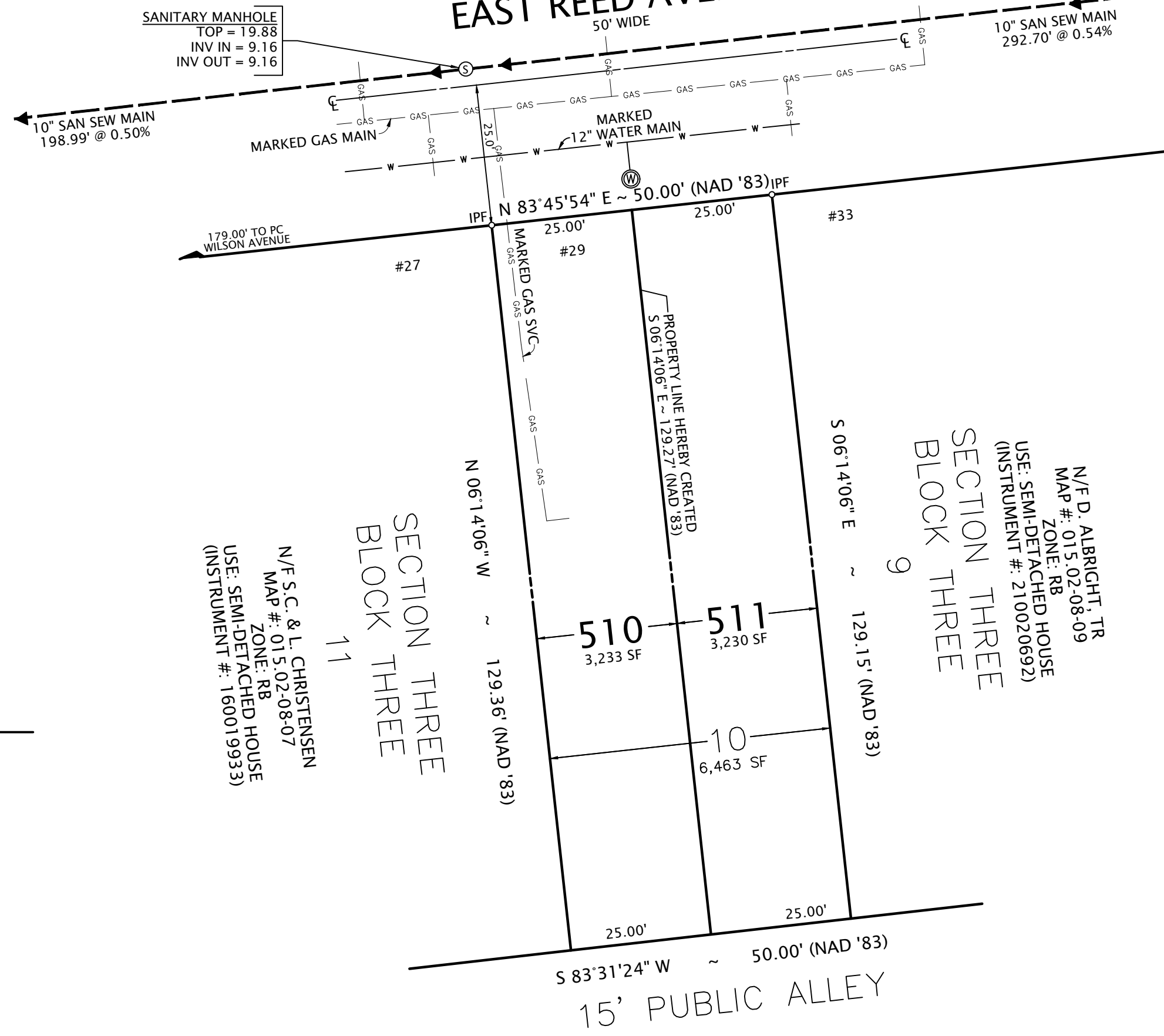
DATE RECORDED \_\_\_\_\_

INSTRUMENT NO. \_\_\_\_\_ DEED BOOK NO. \_\_\_\_\_ PAGE NO. \_\_\_\_\_

PRELIMINARY PLAT  
 SHOWING  
 LOT 510 AND LOT 511  
**BEAUMONT**  
 BEING A RESUBDIVISION OF  
 LOT 10, BLOCK 3, SECTION FOUR  
**BEAUMONT**  
 (DEED BOOK 293, PAGE 219)  
 CITY OF ALEXANDRIA, VIRGINIA  
 SCALE: 1" = 20' NOVEMBER 15, 2024

**DOMINION** Surveyors Inc.®  
 8808-H PEAR TREE VILLAGE COURT  
 ALEXANDRIA, VIRGINIA 22309  
 703-619-6555  
 FAX: 703-799-6412

**EAST REED AVENUE**  
50' WIDE



ZONE RB TABULATION	
LOT SIZE	MINIMUM 1,980 SQUARE FEET
LOT WIDTH & FRONTAGE	MINIMUM 25 FEET
FRONT YARD	RANGE BETWEEN CONTEXTUAL BLOCK FACE; MINIMUM 20 FEET
SIDE YARD	RATIO OF 1:3; MINIMUM 8 FEET
REAR YARD	RATIO OF 1:1; MINIMUM 8 FEET
OPEN SPACE	35%
FAR	MAXIMUM 0.75 RATIO
HEIGHT	MAXIMUM 30 FEET

- NOTES:**
- THE PROPERTY DELINEATED HEREON IS SHOWN ON THE CITY OF ALEXANDRIA TAX MAP. PARCEL 015.02-08-08, ZONE RB, (28 E REED AV)
  - NO TITLE REPORT WAS FURNISHED.
  - PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
  - AGGREGATE AREA OF RESUBDIVISION = 6,463 SF (0.14837 AC)
  - OWNER: CLASSIC PARTNERS 10, LLC  
433 EAST MONROE AVENUE  
ALEXANDRIA, VA 22301-1645  
(INST. NO. 240009519)
  - THERE ARE NO FLOOD PLAINS OR RESOURCE PROTECTION AREAS ON THIS PROPERTY.
  - THIS PROPERTY IS SERVED BY PUBLIC SEWER AND WATER.

N/F.D. ALBRIGHT TR  
MAP #: 015.02-08-09  
ZONE: RB  
USE: SEMI-DETACHED HOUSE  
(INSTRUMENT #: 210020692)

N/F.S.C. & L. CHRISTENSEN  
MAP #: 015.02-08-07  
ZONE: RB  
USE: SEMI-DETACHED HOUSE  
(INSTRUMENT #: 160019935)

SECTION THREE  
BLOCK THREE

SECTION THREE  
BLOCK THREE

SECTION THREE  
BLOCK THREE

AREA TABULATION	
PRE RESUBDIVISION LOT 10	6,463 SF (0.14837 ACRE)
POST RESUBDIVISION LOT 510	3,233 SF (0.07422 ACRE)
LOT 511	3,230 SF (0.07415 ACRE)
AGGREGATE AREA	6,463 SF (0.14837 ACRE)

EXISTING DWELLING TO BE DEMOLISHED

I, GEORGE M. O'QUINN, A DULY AUTHORIZED LAND SURVEYOR IN THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT I HAVE CAREFULLY SURVEYED THE PROPERTY DELINEATED HEREON; AND THAT IT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT IT IS A RESUBDIVISION OF THE LAND CONVEYED TO CLASSIC PARTNERS 10, LLC, AS RECORDED IN INSTRUMENT NUMBER 240009519 AMONG THE CITY OF ALEXANDRIA LAND RECORDS; AND IS WITHIN THOSE BOUNDARIES.

I FURTHER CERTIFY THAT ALL REQUIRED MONUMENTS HAVE BEEN INSTALLED WHERE INDICATED; EXCEPT THOSE THAT WILL BE INSTALLED AT A LATER DATE BUT BEFORE COMPLETION OF THE PROJECT.  
GIVEN UNDER MY HAND AND SEAL THIS 13TH DAY OF DECEMBER, 2024.

COMMONWEALTH OF VIRGINIA  
LAND SURVEYOR  
GEORGE M. O'QUINN  
12/13/2024  
LICENSE NO. 2069  
DOMINION SURVEYORS®  
*George M. O'Quinn*  
GEORGE M. O'QUINN ..... L.S.

**APPROVED**  
SUBDIVISION CASE NO. \_\_\_\_\_  
DEPARTMENT OF PLANNING & ZONING  
\_\_\_\_\_  
DIRECTOR DATE  
DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES  
SUBDIVISION CASE NO. \_\_\_\_\_  
\_\_\_\_\_  
DIRECTOR DATE  
CHAIRMAN, PLANNING COMMISSION DATE  
DATE RECORDED \_\_\_\_\_  
INSTRUMENT NO. \_\_\_\_\_ DEED BOOK NO. \_\_\_\_\_ PAGE NO. \_\_\_\_\_

FINAL PLAT  
SHOWING  
LOT 510 AND LOT 511  
**BEAUMONT**  
BEING A RESUBDIVISION OF  
LOT 10, BLOCK 3, SECTION FOUR  
**BEAUMONT**  
(DEED BOOK 293, PAGE 219)  
CITY OF ALEXANDRIA, VIRGINIA  
SCALE: 1" = 20' DECEMBER 13, 2024  
**DOMINION** Surveyors Inc.®  
8808-H PEAR TREE VILLAGE COURT  
ALEXANDRIA, VIRGINIA 22309  
703-619-6555  
FAX: 703-799-6412

COPYRIGHT BY DOMINION SURVEYORS, INC. THE INFORMATION CONTAINED ON THIS DOCUMENT MAY NOT BE COPIED, REPRODUCED OR ALTERED IN ANY FORM WITHOUT PERMISSION IN WRITING FROM THE COPYRIGHT OWNER.