

Docket Items # 10 & 11
BAR CASE # 2014-0252 &
2014-0253

BAR Meeting
September 3, 2014

ISSUE: Partial Demolition/Capsulation and Addition

APPLICANT: Mahmood Investment Corp by Rust Orling Architecture

LOCATION: 718 North Washington Street

ZONE: CD-X Commercial Downtown

STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish/Capsulate and the Certificate of Appropriateness for the addition with the following conditions:

1. The applicant shall have the option to simplify the double-hipped roof form as part of the building permit process, with final approval by BAR staff.
2. All materials must be in conformance with BAR adopted policies, with final approval by BAR staff as part of the building permit process.
3. The statements in archaeology conditions below shall appear in the General Notes of all site plans and on all site plan sheets that involve demolition or ground disturbance (including Basement/Foundation Plans, Demolition, Erosion and Sediment Control, Grading, Landscaping, Utilities, and Sheeting and Shoring) so that on-site contractors are aware of the requirements:
 - a. The applicant/developer shall call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds.
 - b. The applicant/developer shall not allow any metal detection to be conducted on the property, unless authorized by Alexandria Archaeology.

****EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B) and 10-206(B) of the Zoning Ordinance, any official Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.

****BUILDING PERMIT NOTE:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Building and Fire Code Administration (including signs). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Room 4200, City Hall, 703-838-4360 for further information.

****APPEAL OF DECISION:** In accordance with the Zoning Ordinance, if the Board of Architectural Review denies or approves an application in whole or in part, the applicant or opponent may appeal the Board's decision to City Council on or before 14 days after the decision of the Board.



BAR2014-00252 & BAR2014-00253



Note: In the interest of clarity and brevity, staff has coupled the reports for the Permit to Demolish/Capsulate (BAR 2014-0252) and the Certificate of Appropriateness (BAR 2014-0253).

I. ISSUE

The applicant requests approval of a Permit to Demolish/Capsulate to demolish an existing two-story frame rear addition and two-story rear porch on the west side of the existing house.

The applicant also requests a Certificate of Appropriateness to construct a two-story rear addition measuring approximately 21.5 feet in depth by 24 feet in width. The addition will consist of two elements: a two-story frame portion attached to the main block, measuring approximately 14 feet in depth; and a second element consisting of an enclosed porch at the first floor and second floor open covered porch. The latter element steps in from the former element by approximately a foot on each side. There will be two hipped roofs that merge into the larger, more pronounced hipped roof of the main block.

The materials include composite trim and columns, brick foundation, fiber cement siding and a standing seam metal roof.

The proposed addition will be visible from partially from North Washington Street and from the public alley at the rear.

II. HISTORY

The two-story brick freestanding building with a hipped roof with a central dormer and one-story open front porch was constructed as a Four Square style dwelling by **1931**, replacing an earlier house on the property, according to Sanborn Fire Insurance Maps. The front elevation has pairs of 6/1 windows on the second floor and a triple unit at the first floor, with battered wood porch columns on brick plinths recalling the Mission and Prairie styles popular at that time. There is a simple hoop and spear black wrought iron fence in the front yard. The dwelling is constructed of red brick which has been painted white on the front facade. The building had a two-story rear porch dating to its original construction date though it appears to have been enclosed by 1941 and altered over the years.

In 1999, the Board approved construction of the two-story rear porch and an awning (BAR Case # #99-0187, 11/3/1999).

III. ANALYSIS

The project is in conformance with zoning ordinance requirements as long as two parking spaces are maintained at the rear of the lot.

Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B):

- (1) Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?
- (2) Is the building or structure of such interest that it could be made into a historic house?

- (3) Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?
- (4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?
- (5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?
- (6) Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?

The Board regularly approves selective amounts of demolition and capsulation to allow for the construction of additions and alterations as historic buildings are adapted for modern occupation and use. Generally, such areas of demolition and capsulation are limited to rear or side elevations and do not significantly affect the main historic building components on street-facing elevations. Such areas approved for demolition or capsulation generally have unremarkable features or elements and allow for additions to clearly read as distinct background elements which are minimally visible from a public way. Although the area proposed for demolition appears to date from within ten years of the building's original construction date, the enclosed rear porch has been altered significantly since that time and does not retain unusual or remarkable elements or materials. The 1999 addition of a two-story rear porch already compromised much of the visual aspect of the enclosed rear porch. Staff supports the proposed demolition of the existing rear addition and porches.

Certificate of Appropriateness

Regarding residential additions, the BAR's *Design Guidelines* state the Board's preference for "contextual background buildings which allow historic structures to maintain the primary visual importance," and for "designs that are respectful of the existing structure and...which echo the design elements of the existing structure."

Staff supports the proposed addition, finding the scale, mass and architectural vocabulary to complement the main block of this American foursquare yet be differentiated as new construction. The proposed addition's roof is subservient to the historic block and lower in overall height. However, staff finds the double-hipped roof on the addition, notched in where the addition's width decreases and joining into the main block, to be a more complicated roof form than necessary. One option would be to retain the low hipped roof for the larger part of the addition and use a flat roof for the porch portion. Such a design would further distinguish the two separate parts of the addition. It does appear that due to perspective, the low hipped roof form will not be excessively visible. Therefore, staff recommends that the applicant have the *option* to restudy the roof for a simpler overall roof form, to be worked out with staff.

The proposed materials are consistent with the Board's adopted policies.

STAFF

Catherine Miliaras, Historic Preservation Planner, Planning & Zoning

Al Cox, FAIA, Historic Preservation Manager, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F- finding

Archaeology

COMMENTS

1. Call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.
2. The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall result in project delays. The language noted above shall be included on all final site plan sheets involving any ground disturbing activities.

FINDINGS

- F-1 Quartermaster's maps of the Union Army occupation of Alexandria during the Civil War indicate that a 60 ft. by 264 ft. cattle yard enclosure with feeding racks once was located on what is now 718 N. Washington Street. Later, according to the G.M. Hopkins Insurance Atlas, by 1877 a house belonging to Joseph Botts stood in the southeast corner of the lot fronting on Washington Street. While it is likely that twentieth-century construction has destroyed much of the evidence of past activities on this property, it is possible that portions of deeper features (such as wells or basement foundations) could remain intact. If present, these could provide insight into military activities and residential life in nineteenth-century Alexandria.
- F-2 If this project is a federal undertaking or involves the use of any federal funding, the applicant shall comply with federal preservation laws, in particular Section 106 of the National Historic Preservation Act of 1966. The applicant will coordinate with the Virginia Department of Historic Resources and the federal agency involved in the project, as well as with Alexandria Archaeology.

CODE

- C-1 All required archaeological preservation measures shall be completed in compliance with Section 11-411 of the Zoning Ordinance.

Code Administration

No comments received.

Transportation and Environmental Services (T&ES)

RECOMMENDATIONS

- R1. The building permit must be approved and issued prior to the issuance of any permit for demolition. (T&ES)
- R2. Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)
- R3. No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)

FINDINGS

- F1. Previously reviewed under BAR99-00186. (TES)
- F2. An approved grading plan will be required for construction of the new dwelling per Section 5-6-224 of the City Code. (TES)
- F3. If the alley located at the rear of the parcel is to be used at any point of the construction process the following will be required:
For a Public Alley - The applicant shall contact T&ES, Construction Management & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required. (T&ES)

CODE REQUIREMENTS

- C1. The applicant shall comply with the City of Alexandria's Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)
- C2. The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C3. Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec. 5-6-224) (T&ES)
- C4. All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)

V. ATTACHMENTS

1 – Supporting Materials

2 – Application for BAR2014-0252 & BAR2014-0253 at 718 North Washington St

DEPARTMENT OF PLANNING AND ZONING
FLOOR AREA AND OPEN SPACE COMPUTATIONS

REVISED

Received 8/22/14

- A. 1. STREET ADDRESS: 718 N. WASHINGTON ST
 2. OWNER: MAHMOOD INVESTMENT CORP.
 3. ZONING: CDX TOTAL LOT AREA: 6,675.9 S.F.
- B. 1. FLOOR AREA RATIO (F.A.R.) ALLOWED BY THE ZONE: 1.25
 2. $\frac{6,675.9}{\text{LOT AREA}} \times \frac{1.25}{\text{F.A.R.}} = \frac{8,344.9 \text{ S.F.}}{\text{MAXIMUM ALLOWABLE NET FLOOR AREA}}$
- C. 1. EXISTING GROSS FLOOR AREA: 2,871.2 SQUARE FEET
 2. ALLOWABLE DEDUCTIONS: 676.0 SQUARE FEET
 3. EXISTING NET FLOOR AREA: 2,195.2 SQUARE FEET

GROSS AREA		DEDUCTIONS	
BASEMENT	676	BASEMENT	676
FIRST FLOOR	1,179.2	STAIRWAYS	-
SECOND FLOOR	1,016	MECHANICAL	-
TOTAL	2,871.2	TOTAL	676

- D. 1. NEW GROSS FLOOR AREA: 329.8 SQUARE FEET
 2. ALLOWABLE DEDUCTIONS: - SQUARE FEET
 3. NEW NET FLOOR AREA: 329.8 SQUARE FEET

NEW GROSS AREA		NEW DEDUCTIONS	
BASEMENT	-	BASEMENT	-
FIRST FLOOR	164.9	STAIRWAYS	-
SECOND FLOOR	164.9	MECHANICAL	-
TOTAL	329.8	TOTAL	-

- E. 1. TOTAL NET FLOOR AREA PROPOSED: 2,525 SQUARE FEET
 2. TOTAL NET FLOOR AREA ALLOWED: 8,344.9 SQUARE FEET
- F. 1. EXISTING OPEN SPACE: 3,081.9 SQUARE FEET
 2. REQUIRED OPEN SPACE: 2,670.3 SQUARE FEET
 3. PROPOSED OPEN SPACE: 3,874.6 SQUARE FEET

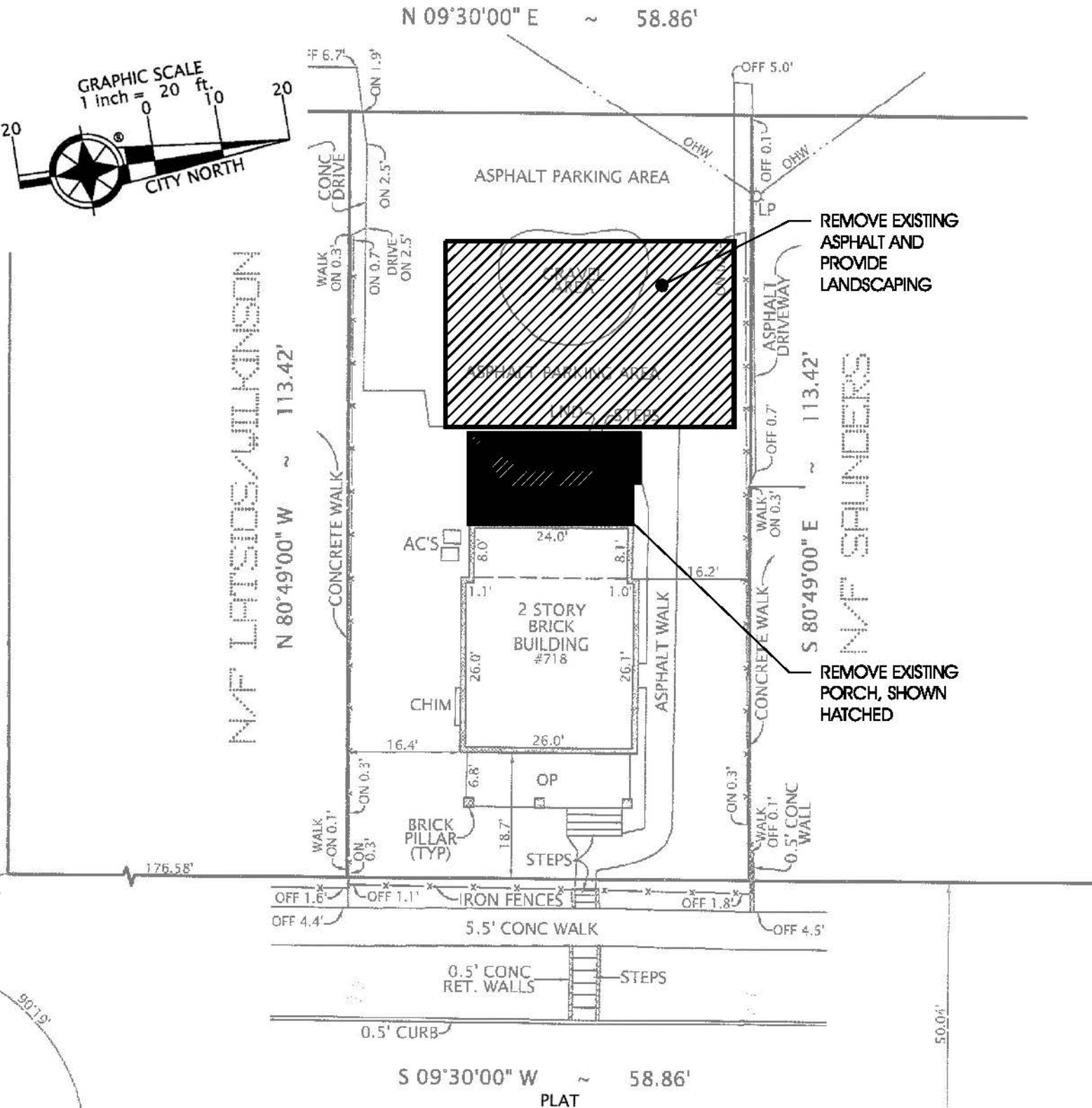
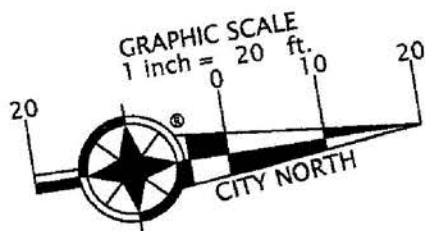
August 4th, 2014

STATISTICS

718 N. Washington St. Addition
14.034

SHEET 1 OF 8

RUST | ORLING
ARCHITECTURE



PLAT
SHOWING BUILDING LOCATION ON
THE PROPERTY LOCATED AT
#718 NORTH WASHINGTON STREET
(DEED BOOK 1722, PAGE 712)
CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20'
MARCH 19, 2012

AS PREPARED BY:
GEORGE M. O'QUINN

August 4th, 2014

EXISTING SITE PLAN + DEMO

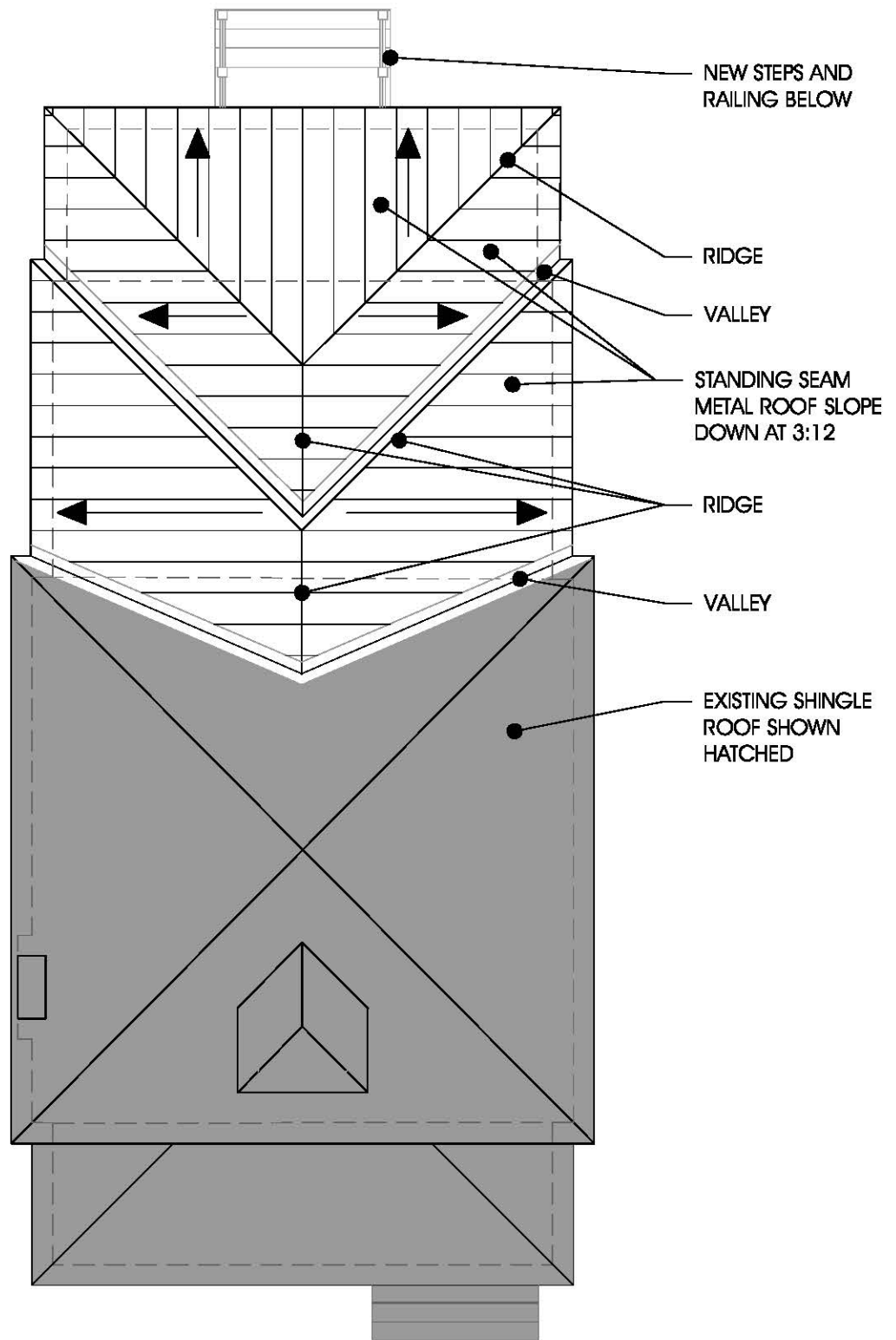
1"=20'-0"

718 N. Washington St. Addition
14.034

SHEET 2 OF 8

RUST | ORLING
ARCHITECTURE





August 22nd, 2014

PROPOSED ROOF PLAN

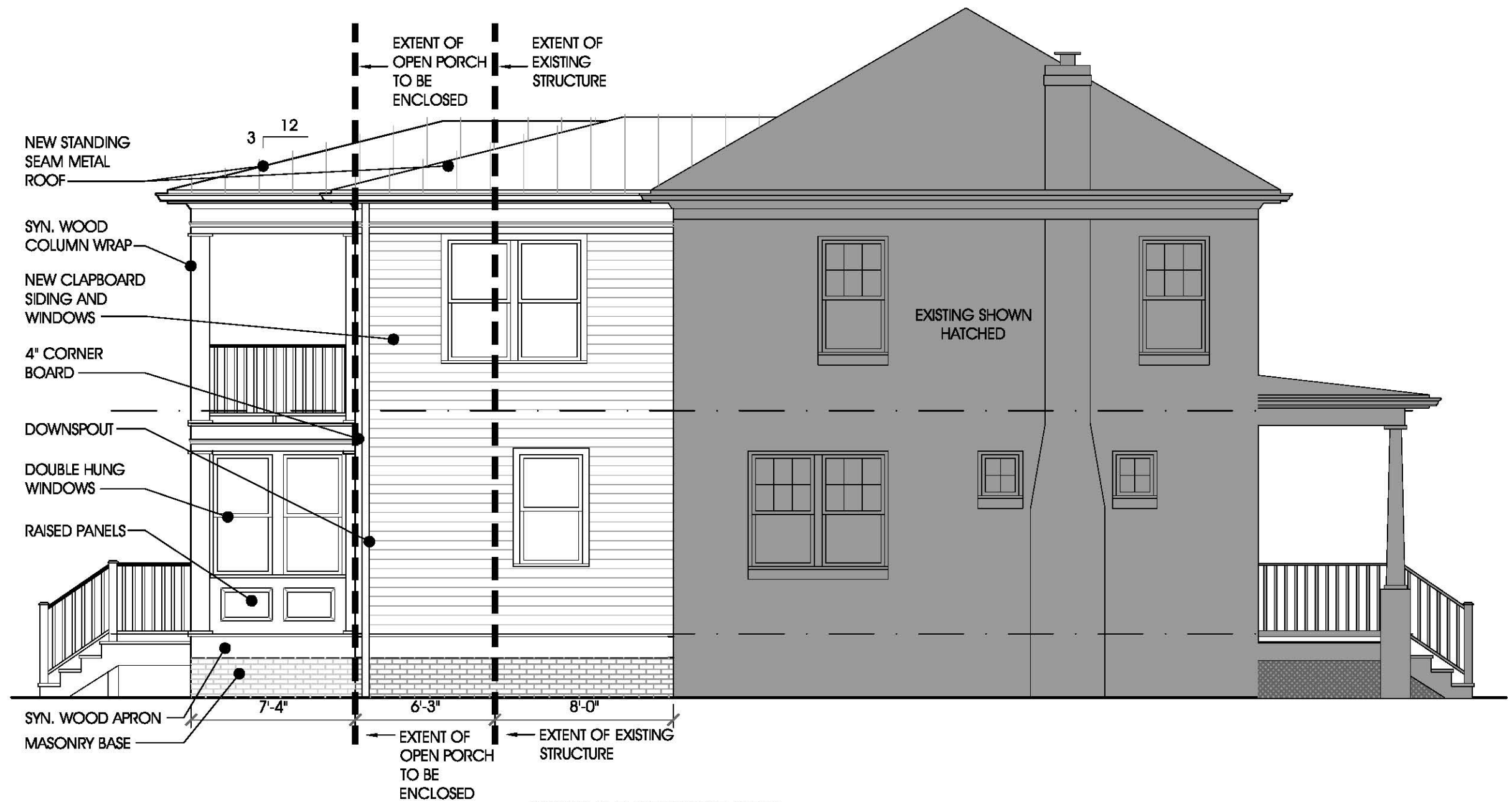
1/8"=1'-0"

718 N. Washington St. Addition

SHEET 4 OF 8

14.034

RUST | ORLING
ARCHITECTURE



August 22nd, 2014

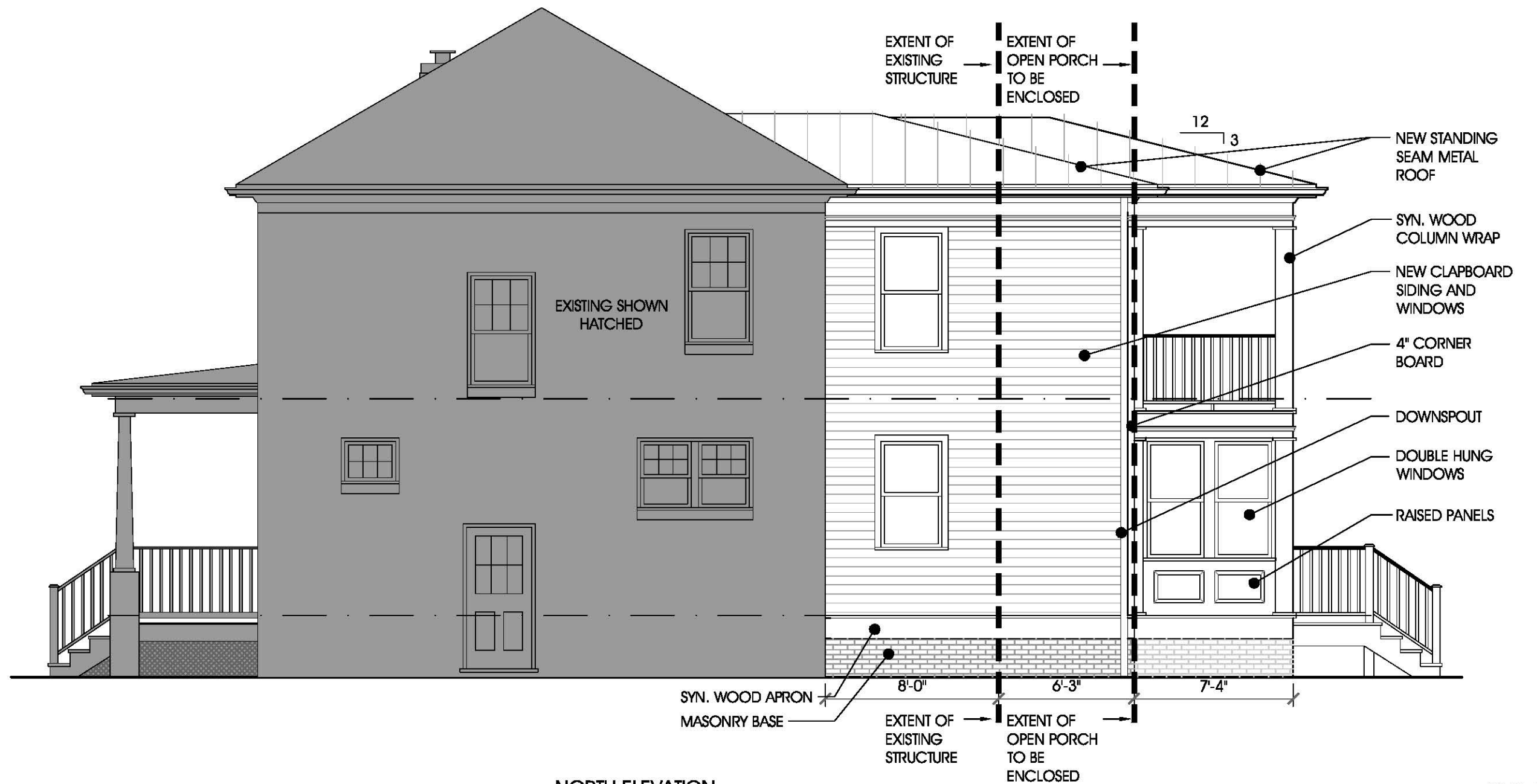
SOUTH ELEVATION (REVISED)

3/16"=1'-0"

718 N. Washington Street Addition
14.034

SHEET 5 OF 8

RUST | ORLING
ARCHITECTURE



August 22nd, 2014

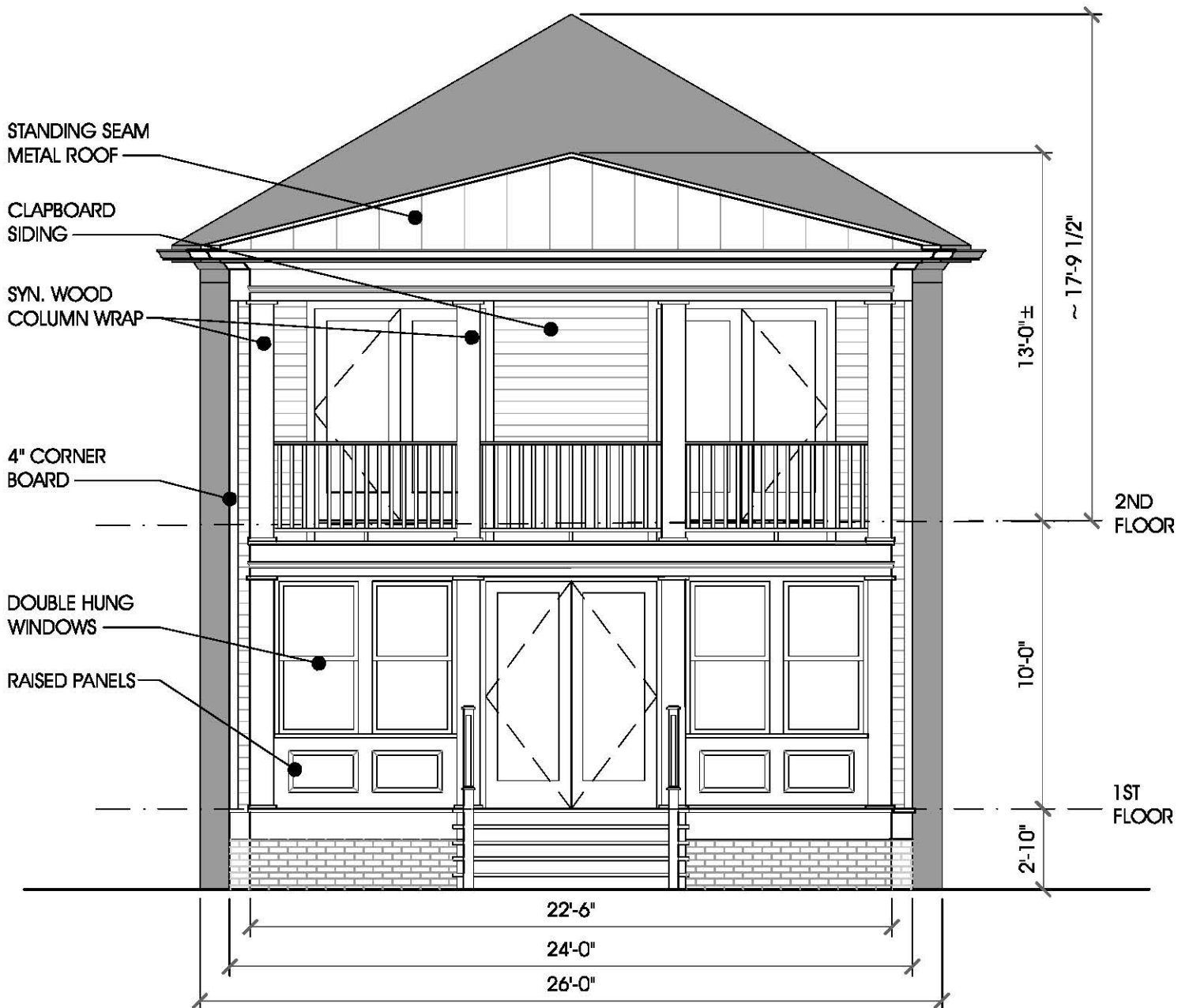
NORTH ELEVATION

718 N. Washington Street Addition
14.034

3/16"=1'-0"

SHEET 6 OF 8

RUST | ORLING
ARCHITECTURE



August 4th, 2014

WEST ELEVATION

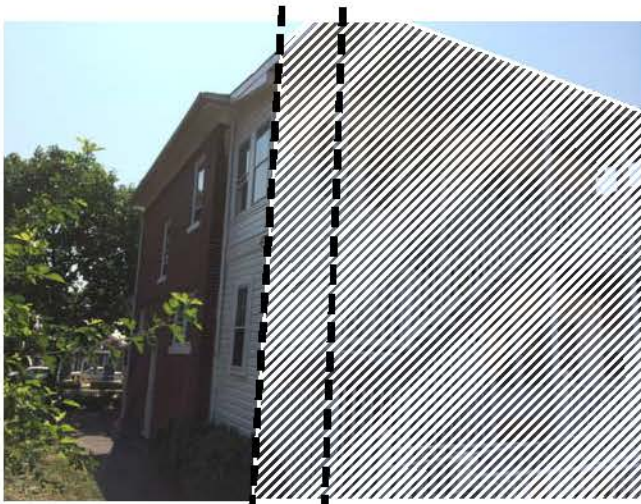
3/16"=1'-0"

718 N. Washington St. Addition

SHEET 7 OF 8

14.034

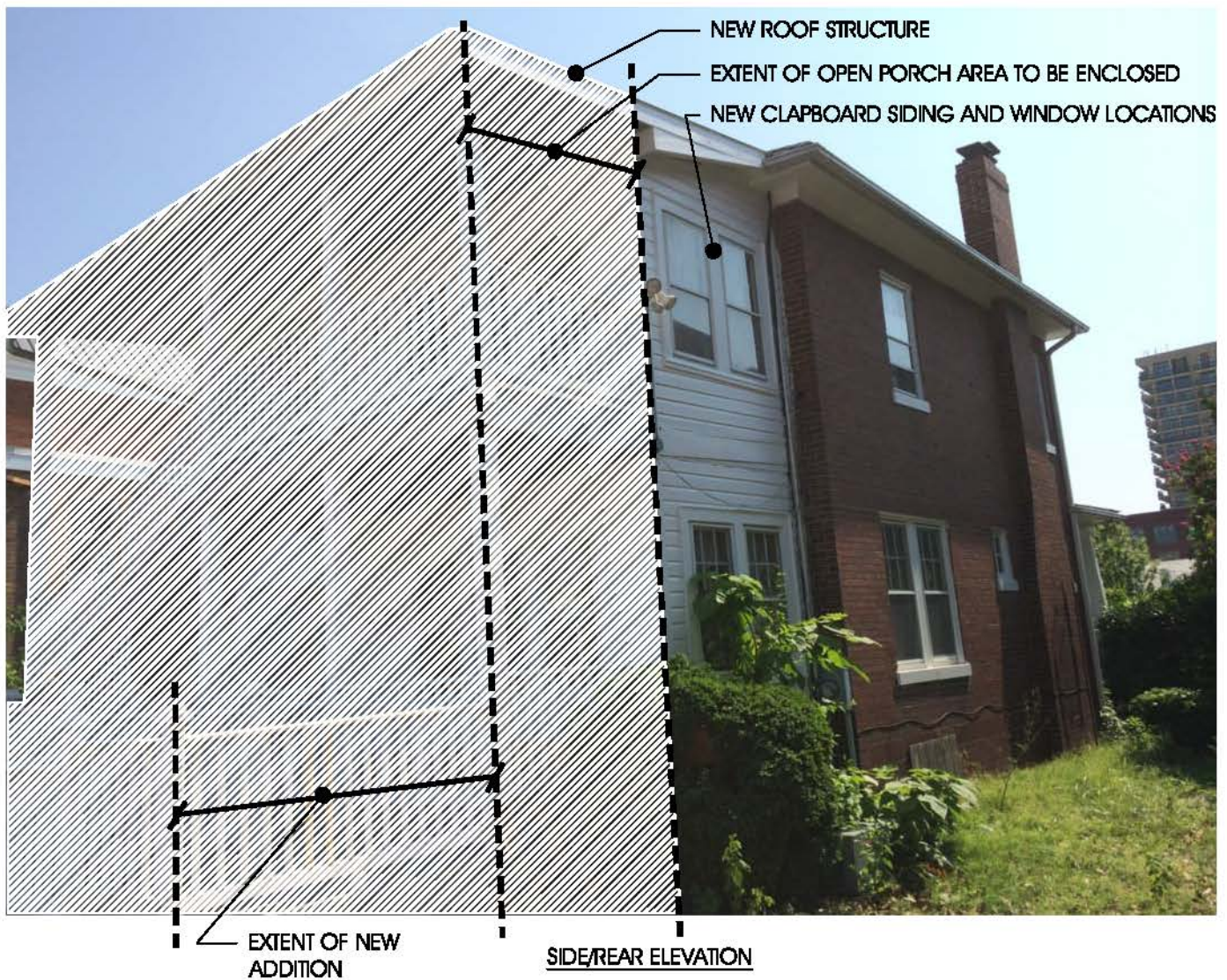
RUST | ORLING
ARCHITECTURE



SIDE/REAR ELEVATION



WASHINGTON STREET ELEVATION



August 4th, 2014

EXISTING ELEVATIONS

718 N. Washington St. Addition

14.034

SHEET 8 OF 8

RUST | ORLING
ARCHITECTURE

BAR Case # 2014-00252/00253

ADDRESS OF PROJECT: 718 N. Washington St

TAX MAP AND PARCEL: 054.04-08-08

ZONING: CDX

APPLICATION FOR: *(Please check all that apply)*

- ☒ CERTIFICATE OF APPROPRIATENESS
- ☒ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished/impacted)
- ☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)
- ☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

Applicant: ☒ Property Owner ☐ Business *(Please provide business name & contact person)*

Name: Mahmood Investment Corp.

Address: 700 N. Washington St.

City: Alexandria State: VA Zip: 22314

Phone: (703) 836-5100 E-mail: raym4290@aol.com

Authorized Agent *(if applicable):* ☐ Attorney ☒ Architect ☐ _____

Name: John W. Rust; Rust Orling Architecture

Phone: (703) 836-3205

E-mail: jrust@rustorling.com

Legal Property Owner:

Name: Ray Mahmood

Address: 700 N. Washington St.

City: Alexandria State: VA Zip: 22314

Phone: (703) 477-4290 E-mail: raym4290@aol.com

- ☐ Yes ☒ No Is there an historic preservation easement on this property?
- ☐ Yes ☒ No If yes, has the easement holder agreed to the proposed alterations?
- ☐ Yes ☒ No Is there a homeowner's association for this property?
- ☐ Yes ☒ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

NATURE OF PROPOSED WORK: *Please check all that apply*

- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> NEW CONSTRUCTION | | | |
| <input type="checkbox"/> EXTERIOR ALTERATION: <i>Please check all that apply.</i> | | | |
| <input type="checkbox"/> awning | <input checked="" type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment | <input type="checkbox"/> shutters |
| <input type="checkbox"/> doors | <input type="checkbox"/> windows | <input type="checkbox"/> siding | <input type="checkbox"/> shed |
| <input type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry | |
| <input type="checkbox"/> other _____ | | | |
| <input checked="" type="checkbox"/> ADDITION | | | |
| <input checked="" type="checkbox"/> DEMOLITION/ENCAPSULATION | | | |
| <input type="checkbox"/> SIGNAGE | | | |

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached).*

The existing structure is currently used as an office, with a clapboard siding mass to the rear of the main brick structure and a rear stair and ramp having been relatively recently added on. The stair and ramp will be removed and the rear of the house extended to the limits of the existing ramp to convert the structure into residential use. This will provide a new kitchen on the first floor and more appropriately sized bedrooms, bathroom, and a walk out porch on the second floor.

SUBMITTAL REQUIREMENTS:

Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Electronic copies of submission materials should be submitted whenever possible.

Demolition/Encapsulation : *All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.*

- | | | | |
|-------------------------------------|-----|-------------------------------------|---|
| <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> | Survey plat showing the extent of the proposed demolition/encapsulation. |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation. |
| <input checked="" type="checkbox"/> | | <input type="checkbox"/> | Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished. |
| <input checked="" type="checkbox"/> | | <input type="checkbox"/> | Description of the reason for demolition/encapsulation. |
| <input type="checkbox"/> | | <input checked="" type="checkbox"/> | Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible. |

Additions & New Construction: Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 12 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.

- N/A
- ☒ ☐ Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
 - ☒ ☐ FAR & Open Space calculation form.
 - ☒ ☐ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
 - ☐ ☒ Existing elevations must be scaled and include dimensions.
 - ☒ ☐ Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
 - ☒ ☐ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
 - ☐ ☒ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
 - ☐ ☒ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.

- N/A
- ☐ ☒ Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
 - ☐ ☒ Square feet of existing signs to remain: _____.
 - ☐ ☒ Photograph of building showing existing conditions.
 - ☐ ☒ Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
 - ☐ ☒ Location of sign (show exact location on building including the height above sidewalk).
 - ☐ ☒ Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
 - ☐ ☒ Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

Alterations: Check N/A if an item in this section does not apply to your project.

- N/A
- ☒ ☐ Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
 - ☐ ☒ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
 - ☐ ☒ Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
 - ☒ ☐ An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
 - ☐ ☒ Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

- ☒ I have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)
- ☒ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- ☒ I, the applicant, or an authorized representative will be present at the public hearing.
- ☒ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and 12 sets of revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:

Signature: _____

Printed Name: _____

Date: _____

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 ten 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.		
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 _____ (address), unless the entity is a corporation or partnership, in which case identify each owner of more than ten 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.

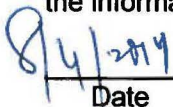
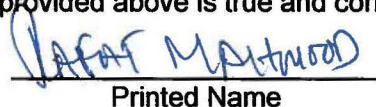

Name	Address	Percent of Ownership
1.		
2.		
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is 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.

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.		
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.

Date Printed Name Signature