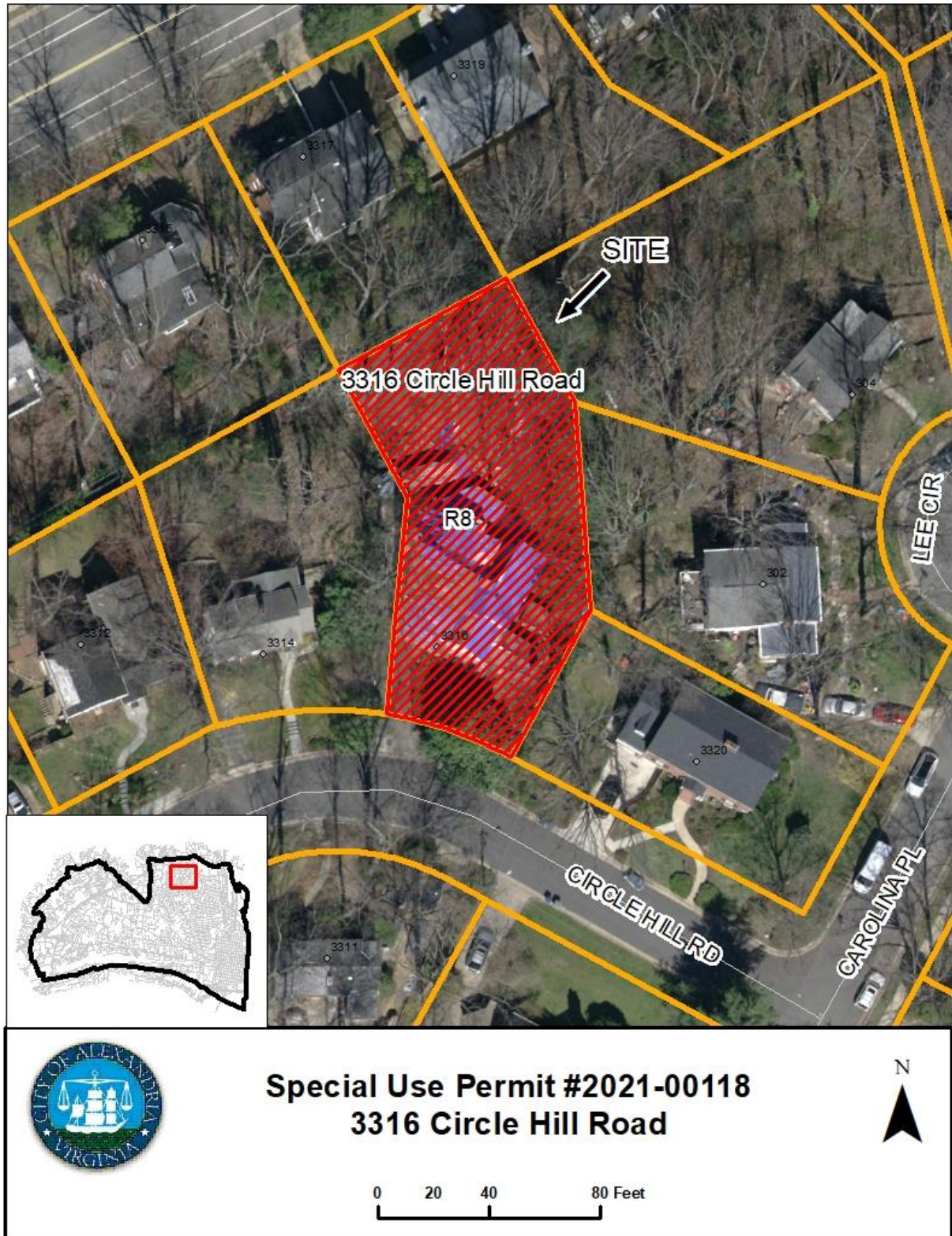


**DOCKET ITEM #4*****Special Use Permit #2021-00118******3316 Circle Hill Road – Substandard Lot Redevelopment***

Application	General Data	
Public Hearing and consideration of a request for Special Use Permit for the redevelopment of a substandard lot with a single-family dwelling.	Planning Commission Hearing:	February 1, 2022
	City Council Hearing:	February 12, 2022
Address: 3316 Circle Hill Road	Zone:	R-8/Residential Single Family
Applicant: Dumor Properties, LLC, represented by Duncan W. Blair, attorney	Small Area Plan:	Northridge/Rosemont Small Area Plan

Staff Recommendation: APPROVAL subject to compliance with all applicable codes, ordinances and the recommended permit conditions found in Section III of this report.

Staff Reviewers: Sam Shelby, sam.shelby@alexandriava.gov
Ann Horowitz, ann.horowitz@alexandriava.gov



PROJECT LOCATION MAP

I. DISCUSSION

The applicant, Dumor Properties LLC, represented by Duncan W. Blair, attorney, requests Special Use Permit (SUP) approval to construct a single-family dwelling on a developed, substandard lot at 3316 Circle Hill Drive. The existing lot is substandard as it does not meet the R-8 zone's minimum lot width requirement.

SITE DESCRIPTION

The Zoning Ordinance classifies the subject property at 3316 Circle Hill Road as a developed, substandard lot of record. This irregularly shaped lot slopes steeply with a 22-foot grade change from front to back. The subject property has 51.28 feet of frontage along Circle Hill Road, is 64.60 feet wide and has a lot size of 10,284 square feet. Single-family dwellings immediately surround the subject property. A two-story dwelling with a gross floor area of approximately 7,000 square feet currently occupies the site.



Figure 1 - Subject Property (dwelling pictured to be demolished)

BACKGROUND

City Real Estate Assessment records indicate the existing dwelling was constructed in 1938. Numerous property maintenance complaints have been submitted to the City's Department of Code Administration dating back to 2001. Code Administration staff found the property to be unfit and unsafe upon multiple site inspections in 2005, 2006 and 2016.

PROPOSAL

The applicant requests SUP approval to construct a two-story dwelling with a detached garage. It would have 2,974 square feet of net floor area and would measure 30.0 feet in height from average pre-construction grade to the midpoint of the dwelling's gable roof.

The applicant's proposed design would exhibit a mix of architectural styles with a predominately Craftsman feel. The dwelling would feature traditional Craftsman elements, including six-over-one, grouped windows without shutters; a prominent front porch and a combination of siding materials. Figures 2 through 5, below, show the proposed elevations.

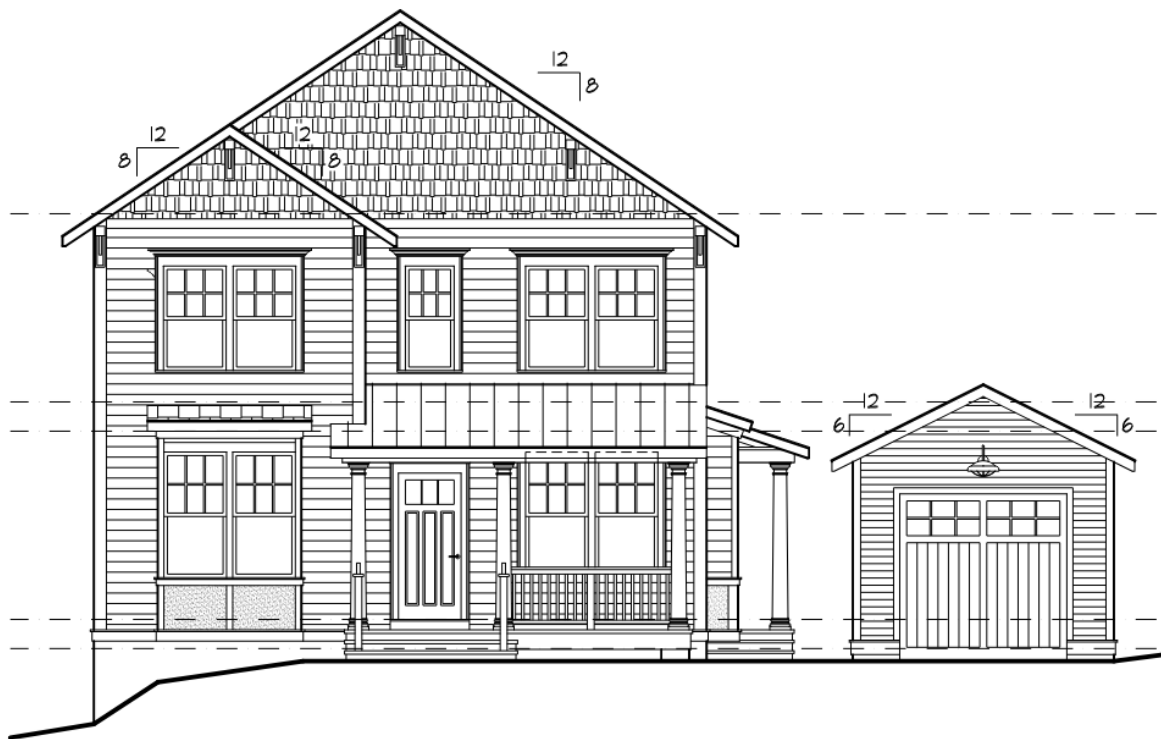


Figure 2 - Proposed Front Elevation



Figure 3 - Proposed Side Elevation (East)



Figure 4 – Proposed Side Elevation (West)



Figure 5 - Proposed Rear Elevation

The dwelling would measure approximately 51.6 feet by 29.3 feet with a footprint of about 1,465 square feet. It would provide a front yard of 25.0 feet, a 14-foot east side yard, a 16.5-foot west side yard and a 58-foot rear yard. Figure 7, below, shows the proposed site plan.

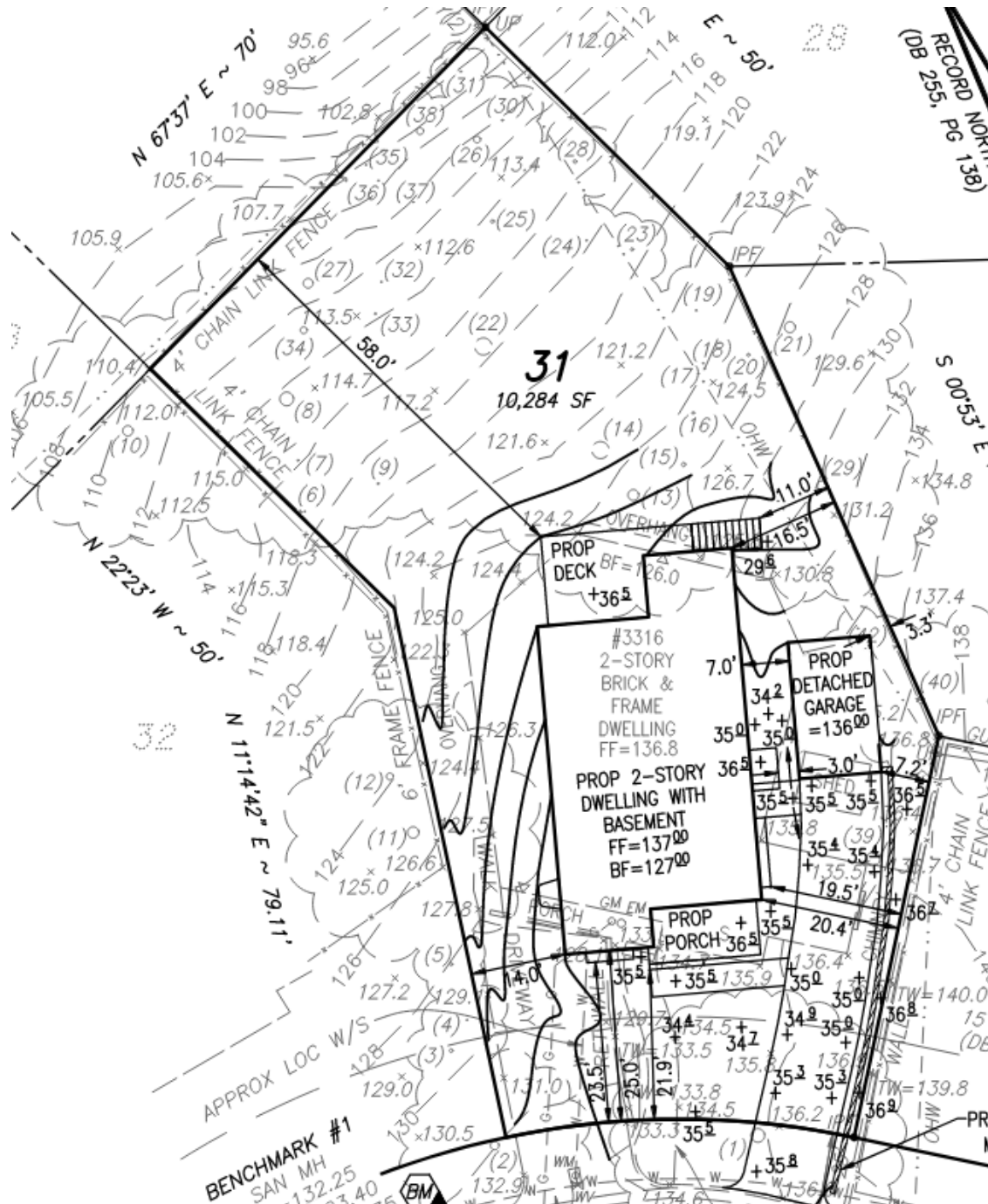


Figure 7 - Proposed Site Plan

PARKING

Zoning Ordinance section 8-200(A)(1) requires two off-street parking spaces for a single-family dwelling. The proposed detached garage and new driveway would provide spaces to meet this requirement.

ZONING

The subject property is zoned R-8/Residential Single-Family. For single-family dwellings, the R-8 zone requires a minimum lot width of 65 feet and a minimum lot frontage of 45 feet. The subject property provides 64.6 feet of lot width. Zoning Ordinance section 12-901 classifies the subject property as a substandard lot because it does not provide the R-8 zone's lot minimum lot width requirement. Because the applicant proposes redevelopment of a substandard lot, Zoning Ordinance section 12-901(C) applies and requires SUP approval, requiring the proposed development to be compatible with the existing neighborhood character in terms of bulk, height and design.

The existing lot and proposed dwelling would meet all R-8 zoning requirements besides lot width. The following table provides a summary of all zoning regulations as they pertain to the subject property and proposed dwelling:

Table 1 – Zoning Analysis

	Required/Permitted	Provided /Proposed
Lot Area	8,000 Sq. Ft.	10,284 Sq. Ft.
Lot Width	65.0 Ft.	64.6 Ft.
Lot Frontage	45 Ft.	51.28 Ft.
Front Yard	24.8 Ft. minimum 30.1 Ft. maximum	25.0 Ft. (Dwelling) 21.9 Ft. (Porch)
Side Yard (East)	Min. 12.8 Ft. (Dwelling) (1:2 height to setback ratio, 8 Ft. min.) 1 Ft. (Garage)	14.0 Ft. (Dwelling) 3.3 Ft. (Garage)
Side Yard (West)	Min. 12.8 Ft. (1:2 height to setback ratio, 8 Ft. min.)	16.5 Ft.
Net Floor Area	3,599.4 Sq. Ft. 0.35 Floor Area Ratio (FAR)	2,974 Sq. Ft. 0.29 FAR
Maximum Height	30.0 Ft. (Dwelling) 13.5 Ft. (Garage)	30.0 Ft. (Dwelling) 11.3 Ft. (Garage)
Maximum Threshold Height	4.5 Ft.	1.8 Ft.

MASTER PLAN DESIGNATION

The proposed single-family residential use is consistent with the Northridge/Rosemont Small Area Plan which designates this area for low-density residential development.

II. STAFF ANALYSIS

Staff supports the applicant's proposal to develop this substandard lot with a new two-story dwelling and detached garage. As required by Zoning Ordinance section 12-901(C), the proposed dwelling would be compatible with the existing neighborhood in terms of height, bulk, and design.

HEIGHT

Staff finds the proposed dwelling to be compatible with neighborhood character in terms of height. The height of the surrounding dwellings are shown in Table 2, below.

Table 2 – Dwelling Heights

3308 Circle Hill Road	22.1 Ft.
3310 Circle Hill Road	22.3 Ft.
3314 Circle Hill Road	22.4 Ft.
<i>Average</i>	<i>23.7 Ft.</i>
3312 Circle Hill Road	24.8 Ft.
3320 Circle Hill Road	26.8 Ft.
<i>Proposed Dwelling</i>	<i>30.0 Ft.</i>

While the proposed dwelling height is higher than the average of heights of the surrounding dwellings, staff finds that the proposal would be compatible. Because of the surrounding area's hilly terrain, the effect of the proposed dwelling's height would be minimized as shown in Figure 8, below.

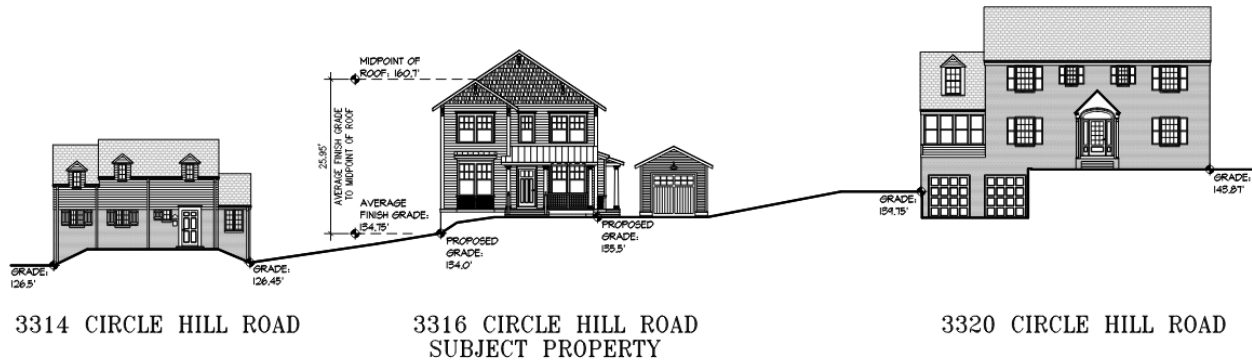


Figure 8 – Proposed Streetscape

From the street, the proposed dwelling would appear shorter than its neighbor at 3320 Circle Hill Road. Although taller than the house at 3314 Circle Hill Road, the proposed dwelling's height provides a gradual and proportional step up to the house at 3320 Circle Hill road. Further, the subject property's topography increases its overall height measurement. Because the property slopes so steeply from front to back, more of the proposed dwelling's basement would be exposed in the rear. Since the Zoning Ordinance requires height measurements to be taken from the average grade around the whole perimeter of the house, the exposed basement in the rear increases the dwelling's overall height measurement. Despite the technical zoning height measurement, the grading along the front of the house is relatively flat. As such, the height as measured from the front elevation only would be 25.7 feet, which is much more closely aligned with the block face heights. Last, the proposed dwelling's massing would lessen the impact of the height as perceived from the street. The shorter, front facing gable on the dwelling's front façade would be closest to the street which minimizes the height of the taller front facing gable behind it. The proposed front porch would also help to reduce the height impact of the dwelling.

BULK

Staff finds the applicant's proposal compatible with neighborhood character in terms of bulk. Because the proposed dwelling is quite narrow, at just 29.3 feet wide, it would not appear overly bulky from the street. Again, the proposed massing would serve to reduce the perceived bulkiness of the dwelling. Additionally, with 2,974 square feet of net floor area, the proposed dwelling would be 625 square feet below the maximum floor area permitted by the R-8 zone.

DESIGN

Staff finds that proposed design would be compatible with the established neighborhood character. Beverley Hills features dwellings with eclectic styles and massing. The proposed dwelling would mimic the surrounding dwellings' cohesive features which include a mix of façade materials, varied massing and traditional roof pitches. The proposed dwelling would demonstrate varied massing as it would be L-shaped and have an open front porch, side portico and bay windows. It would contain at least two façade materials including horizontal siding and shingles on its gables. Last, its gabled roof would feature a traditional, steeper 8 /12 roof pitch which matches those of the surrounding dwellings. The surrounding dwellings are shown below in Figure 9.



Figure 9 – Surrounding Dwellings

As mentioned in previous sections, the proposed varied massing would be a design feature that would not only be compatible with surrounding dwellings but would also lessen the perceived height and bulk of the proposal.

ADDITIONAL CONSIDERATIONS

Staff and the applicant notified the North Ridge Citizens' Association (NRCA) of the request. Both staff and the applicant answered questions about the request related to proposal from NRCA. Staff has not yet received a written statement.

Trees and Shrubs

The existing property provides 49.2 percent tree canopy coverage. The applicant would remove eight trees and proposes a 31.3 percent tree canopy coverage. Several of the trees the applicant proposes removing are mature. Because the surrounding neighborhood is characterized by many mature trees, staff has included Condition #2 which would require the applicant to provide a 40 percent canopy coverage. Increased tree canopy coverage would be

The applicant's proposed tree canopy coverage would rely on the canopies provided by trees on adjacent properties. Because of this, and because of their locations are close to the shared property

line between the subject property and the adjacent lots, staff has included Condition #3. This condition would require that the applicant take special efforts to protect these trees during construction activities.

A 26-inch caliper magnolia tree is located in front of the subject property within the public right-of-way. The applicant found this tree to be in fair condition and that it would likely not survive construction activities. The applicant had previously proposed removing this tree. Trees within the right-of-way cannot be removed without approval from the City Arborist. As such, staff has included Condition #4 which would require the applicant to receive the City Arborist's permission to remove this or any other trees from the right-of-way. Staff also included Condition #5 which would require the applicant to relocate the driveway and reduce its width to minimize impacts to the magnolia tree within the right-of-way.

CONCLUSION

Staff found that the proposed dwelling's height, bulk and design would be compatible with the established neighborhood character. Subject to the conditions contained in Section III of this report, staff recommends approval of the SUP request.

III. RECOMMENDED CONDITIONS

Staff recommends **approval** subject to compliance with all applicable codes and ordinances, and the following conditions:

1. The dwelling's bulk, height, and design, including materials, shall be substantially consistent with the application materials submitted November 18, 2021 to the satisfaction of the Director of Planning and Zoning. (P&Z)
2. The applicant shall provide 40 percent canopy coverage pursuant to the City's 2019 Landscape Guidelines. The applicant shall provide a tree plan consistent with these requirements with the grading plan submission. (P&Z)
3. The applicant shall notify owners of the immediately adjacent properties of the potential impact to trees on their properties as a result of construction prior to application of the grading plan and ensure tree protection of neighboring trees by reducing the limit of disturbance around the trees as much as possible, root pruning, root matting and similar best practices. (P&Z)
4. Trees within the public right-of-way shall not be removed without approval from the City Arborist. (P&Z)
5. The applicant shall relocate the proposed driveway as close as feasible to the east side lot line and shall reduce its width to nine feet within the critical root zone of tree 259. The applicant shall provide the revised driveway location and layout with the grading plan submission to the satisfaction of the Director of Planning and Zoning. (P&Z)

6. Applicant shall be responsible for repairs to the adjacent City right-of-way if damaged during construction activity. (T&ES)
7. 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)

STAFF: Sam Shelby, Urban Planner, Department of Planning and Zoning
Ann Horowitz, Principal Planner, Department of Planning and Zoning
Tony LaColla, AICP, Division Chief, Department of Planning and Zoning

Staff Note: In accordance with section 11-506(c) of the Zoning Ordinance, construction or operation shall be commenced and diligently and substantially pursued within 36 months of the date of granting of a special use permit by City Council or the special use permit shall become void.

IV. CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services:

- R-1 Applicant shall be responsible for repairs to the adjacent City right-of-way if damaged during construction activity. (T&ES)
- R-2 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)
- C-1 A GRADING PLAN showing all improvements and alterations to the site shall be required prior to any land disturbing activities and must be approved prior to issuance of a building permit. (5-6-224) (T&ES)
- C-2 New curb cuts require separate approval from the City. (Sec. 5-2-14) (T&ES)
- C-3 An erosion and sediment control plan must be approved by T&ES prior to any land disturbing activity greater than 2500 square feet subject to the Exceptions described in Section 5-4-5. An erosion and sediment control bond shall be posted prior to release of the grading plan. (Sec.5-4-1.1) (T&ES)
- C-4 The applicant shall comply with the provisions of Article XIII Environmental Management Ordinance of the City of Alexandria. (T&ES)
- C-5 All improvements to the City right-of-way such as curbing, sidewalk, driveway aprons, etc. must be City standard design. (Sec.5-2-1) (T&ES)

- C-6 Flow from downspouts, foundation drains, and sump pumps shall be discharged to the storm sewer per the requirements of Memorandum to Industry 05-14 that is available on the City of Alexandria's web site. The downspouts and sump pump discharges shall be piped to the storm sewer outfall, where applicable per the requirements of Article XIII of Alexandria Zoning Ordinance (AZO). 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)
- C-7 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-8 Pay sanitary sewer connection fee prior to release of Grading Plan. (Sec. 5-6-25) (T&ES)
- C-9 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-361) (T&ES)
- C-10 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)

Code Enforcement:

- C-1 A building permit and plan review are required prior to the start of construction.

Recreation, Parks and Cultural Activities:

- F-1 No comments.

Police Department:

No comments received.

Fire Department:

No comments or concerns.



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 3316 Circle Hill Road _____

14.02 08 48

R-8

TAX MAP REFERENCE: _____ **ZONE:** _____

APPLICANT: Dumor Properties, LLC. a Virginia limited liability company

Name: _____

PO Box 30113 Alexandria, Virginia 22310

Address: _____

Special Use Permit to construct a new single family dwelling of a

PROPOSED USE: _____

developed substandard lot pursuant to Section 12-901(c) of the Alexandria Zoning Ordinance.

- ☒ THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 4-11-500 of the 1992 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 IV, Section 4-1404(D)(7) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.
- ☒ THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Duncan W. Blair, Attorney-Agent

 11/8/21

Print Name of Applicant or Agent
524 King Street

Signature
703 836-1000

Date
703 549-3335

Mailing/Street Address
Alexandria, Virginia 22314

Telephone #
dblair@mac.com

Fax #

City and State

Zip Code

Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 3316 Circle Hill Rd., I hereby
(Property Address) Section 12-901 (c) Special Use Permit to construct
grant the applicant authorization to apply for the a single family dwelling. use as
(use)
described in this application.

Dumor, LLC, A Virginia limited liability company
Name: By: Duncan W. Blair, Attorney-Agent

Phone 703 362 9016

Please Print
Address: P.O Box 30113, Alexandria, Virginia 22310

Email: slmorris155R@gmail.

Signature: 

Date: 11 8 21

1. Floor Plan and Plot Plan. As a part of this application, the applicant is required to submit a floor plan and plot or site plan with the parking layout of the proposed use. The SUP application checklist lists the requirements of the floor and site plans. The Planning Director may waive requirements for plan submission upon receipt of a written request which adequately justifies a waiver.

☒ Required floor plan and plot/site plan attached.

☐ Requesting a waiver. See attached written request.

2. The applicant is the (check one):

☒ 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 or owner, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent.

Dumor Properties, LLC is a Virginia limited liability company. The only members owning an

interest in excess of three (3%) are Stephen L. Morris and Donna M. Duvall, both with a

mailing address of PO Box 30113, Alexandria, Virginia 22310

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. Dumor Properties, LLC	PO Box 30113 Alex. Va . 22301	100%
2. Stephen L. Morris	PO Box 30113 Alex. Va . 22301	In Excess of 3% of Dumor
3. Stephen L. Morris	PO Box 30113 Alex. Va . 22301	In Excess of 3% of Dumor

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 3316 Circle Hill Road, 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. Dumor Properties, LLC	PO Box 30113 Alex. Va . 22301	100%
2. Stephen L. Morris	PO Box 30113 Alex. Va . 22301	In Excess of 3% of Dumor
3. Donna M. Morris	PO Box 30113 Alex. Va . 22301	In Excess of 3% of Dumor

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. Dumor Properties, LLC	NONE	
2. Stephen L. Morris	NONE	
3. Donna M. Morris	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.

11 8 21

Duncan W. Blair, Attorney-Agent

Date

Printed Name



Signature

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.

NARRATIVE DESCRIPTION

3. The applicant shall describe below the nature of the request **in detail** so that the Planning Commission and City Council can understand the nature of the operation and the use. The description should fully discuss the nature of the activity. (Attach additional sheets if necessary.)

Dumor Properties, LLC, a Virginia limited liability company is requesting a Special Use Permit to

construct a new single family dwelling on the property pursuant to Section 12-901 (c) of the

Alexandria Zoning Ordinance. The Property is a developed substandard lot. The existing

structure will be demolished. The new single family dwelling will be consistent with the

character of the Northridge neighborhood.

USE CHARACTERISTICS

4. The proposed special use permit request is for (check one):
☒ a new use requiring a special use permit,
☐ an expansion or change to an existing use without a special use permit,
☐ an expansion or change to an existing use with a special use permit,
☐ other. Please describe: _____
5. Please describe the capacity of the proposed use:
- A. How many patrons, clients, pupils and other such users do you expect?
Specify time period (i.e., day, hour, or shift).
Not Applicable - Single Family Dwelling.
- B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
Not Applicable - Single Family Dwelling.
6. Please describe the proposed hours and days of operation of the proposed use:
- Day: Not Applicable - Single Family Dwelling Hours: _____
- _____
- _____
- _____
- _____
7. Please describe any potential noise emanating from the proposed use.
- A. Describe the noise levels anticipated from all mechanical equipment and patrons.
Not Applicable - Single Family Dwelling.
- B. How will the noise be controlled?
Not Applicable - Single Family Dwelling.

8. Describe any potential odors emanating from the proposed use and plans to control them:
Not Applicable - Single Family Dwelling.

9. Please provide information regarding trash and litter generated by the use.

- A. What type of trash and garbage will be generated by the use? (i.e. office paper, food wrappers)
Not Applicable - Single Family Dwelling.

- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)
Not Applicable - Single Family Dwelling.

- C. How often will trash be collected?
Not Applicable - Single Family Dwelling.

- D. How will you prevent littering on the property, streets and nearby properties?
Not Applicable - Single Family Dwelling.

10. Will any hazardous materials, as defined by the state or federal government, be handled, stored, or generated on the property?

☒ Yes. ☐ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

Small quantities of such materials generally recognized as appropriate for

residential use. Such materials will be stored, used and disposed of in accordance with all applicable regulations.

- 11.** Will any organic compounds, for example paint, ink, lacquer thinner, or cleaning or degreasing solvent, be handled, stored, or generated on the property?

☒ Yes. ☐ No.

If yes, provide the name, monthly quantity, and specific disposal method below:

Small quantities of such materials generally recognized for residential use will be used

stored and disposed of in accordance with applicable laws and regulations.

- 12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons?
Not Applicable.

ALCOHOL SALES

- 13.** A. Will the proposed use include the sale of beer, wine, or mixed drinks?

☐ Yes ☒ No

If yes, describe existing (if applicable) and proposed alcohol sales below, including if the ABC license will include on-premises and/or off-premises sales.

PARKING AND ACCESS REQUIREMENTS

14. A. How many parking spaces of each type are provided for the proposed use:

2

_____ Standard spaces
_____ Compact spaces
_____ Handicapped accessible spaces.
_____ Other.

<p>Planning and Zoning Staff Only</p> <p>Required number of spaces for use per Zoning Ordinance Section 8-200A _____</p> <p>Does the application meet the requirement?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--

- B. Where is required parking located? (*check one*)

☒ on-site

☐ off-site

If the required parking will be located off-site, where will it be located?

PLEASE NOTE: Pursuant to Section 8-200 (C) of the Zoning Ordinance, commercial and industrial uses may provide off-site parking within 500 feet of the proposed use, provided that the off-site parking is located on land zoned for commercial or industrial uses. All other uses must provide parking on-site, except that off-street parking may be provided within 300 feet of the use with a special use permit.

- C. If a reduction in the required parking is requested, pursuant to Section 8-100 (A) (4) or (5) of the Zoning Ordinance, complete the PARKING REDUCTION SUPPLEMENTAL APPLICATION.

☐ Parking reduction requested; see attached supplemental form

15. Please provide information regarding loading and unloading facilities for the use:

- A. How many loading spaces are available for the use? None Required

<p>Planning and Zoning Staff Only</p> <p>Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____</p> <p>Does the application meet the requirement?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

- B. Where are off-street loading facilities located? _____

- C. During what hours of the day do you expect loading/unloading operations to occur?

- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?

- 16.** Is street access to the subject property adequate or are any street improvements, such as a new turning lane, necessary to minimize impacts on traffic flow?
Not Applicable

SITE CHARACTERISTICS

- 17.** Will the proposed uses be located in an existing building? ☐ Yes ☐ No New Construction
Do you propose to construct an addition to the building? ☐ Yes ☐ No
How large will the addition be? -0- square feet.
- 18.** What will the total area occupied by the proposed use be?
3,164.00 New Construction
3,164.00 sq. ft. (existing) + 0 sq. ft. (addition if any) = 3,164 sq. ft. (total)
- 19.** The proposed use is located in: (*check one*)
☐ a stand alone building
☒ a house located in a residential zone New Construction
☐ a warehouse
☐ a shopping center. Please provide name of the center: _____
☐ an office building. Please provide name of the building: _____
☐ other. Please describe: _____

End of Application



Department of Planning & Zoning Special Use Permit Application Checklist

Supplemental application for the following uses:

- ☐ Automobile Oriented
- ☐ Parking Reduction
- ☐ Signs
- ☒ Substandard Lot
- ☐ Lot modifications requested with SUP use

Interior Floor Plan

- ☒ Include labels to indicate the use of the space (doors, windows, seats, tables, counters, equipment)

If Applicable

- ☒ Plan for outdoor uses

Contextual site image

- ☒ Show subject site, on-site parking area, surrounding buildings, cross streets



Department of Planning & Zoning
Supplemental Special Use Permit Application Checklist
Special Use Permit Applications That Include Lot Modification Requests

- ☒ Floor Area Ratio Worksheet for existing building
- ☒ Plat submitted to scale showing existing building setbacks and the parking spaces located on the lot
- ☒ Calculate square footage and percentage of open space



2021 City of Alexandria Business License

Finance Department, Revenue Administration Division, City of Alexandria
301 King Street, Room 1700, Alexandria, VA 22314
Phone: 703.746.4800 <http://www.alexandriava.gov/>

LAND, CARROLL & BLAIR PC
524 KING ST
Alexandria, VA 22314-3104

License Number: 110827-2021
Account Number: 110827
Tax Period: 2021
Business Name: Land, Carroll & Blair PC
Trade Name: Land, Carroll & Blair PC
Business Location: 524 KING ST
Alexandria, VA 22314

License Classification(s):
Professional Occupations/Businesses
9-071-007
Attorney-At-Law

February 9, 2021

Dear Taxpayer:

This is your 2021 City of Alexandria Business License. The bottom portion of this page is perforated to allow you to tear off and post the business license in your establishment.

If you paid for your business license via check, please be aware that if your check is not honored by your financial institution, this business license shall be invalid.

As with all taxes, our goal is to administer Business License taxes fairly and in accordance with Commonwealth and Locality code. Our staff strives to provide professional assistance and quality customer service. Your satisfaction is important to us and your comments are always welcome.

If you have any questions regarding this letter, please visit <http://www.alexandriava.gov/> or contact my office via phone at 703.746.4800.

Finance Department, Revenue Administration Division, City of Alexandria

Keep this letter for your records.

City of Alexandria Business License

Revenue Administration Division, City of Alexandria, 301 King Street, Room 1700, Alexandria, VA 22314



This license has been issued by the Revenue Administration Division of the City of Alexandria and is granted to:

Land, Carroll & Blair PC
524 KING ST
Alexandria, VA 22314

License Number: 110827-2021
Account Number: 110827
Tax Period: 2021
Business Name: Land, Carroll & Blair PC
Trade Name: Land, Carroll & Blair PC
Business Location: 524 KING ST
Alexandria, VA 22314
License Classification(s): Professional Occupations/Businesses
9-071-007
Attorney-At-Law



Department of Planning and Zoning

Floor Area Ratio and Open Space Calculations for

Single and Two-Family Residential Outside Historic Districts

A

A. Property Information

A1. 3316 CIRCLE HILL ROAD
Street Address

R-8
Zone

A2. 10,287.00 x 0.35
Total Lot Area Floor Area Ratio Allowed by Zone

= 3,600.45
Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area

Basement

First Floor

Second Floor

Third Floor

Attic

Porches

Balcony/Deck

Garage

Other***

Allowable Exclusions**

Basement**

Stairways**

Mechanical**

Attic less than 7***

Porches**

Balcony/Deck**

Garage**

Other***

Other***

B1. 0.00 Sq. Ft.
Existing Gross Floor Area*

B2. 0.00 Sq. Ft.
Allowable Floor Exclusions**

B3. 0.00 Sq. Ft.
Existing Floor Area Minus Exclusions
(subtract B2 from B1)

Comments for Existing Gross Floor Area

B1. **Total Gross** 0.00

B2. **Total Exclusions** 0.00

C. Proposed Gross Floor Area

Proposed Gross Area

Basement 1,439.00

First Floor 1,464.00

Second Floor 1,439.00

Third Floor

Attic 1,439.00

Porches 146.00

Balcony/Deck 221.00

Garage 250.00

Other***

Allowable Exclusions**

Basement** 1,439.00

Stairways**

Mechanical**

Attic less than 7*** 1,178.00

Porches** 146.00

Balcony/Deck** 221.00

Garage** 250.00

Other***

Other***

C1. 6,398.00 Sq. Ft.
Proposed Gross Floor Area*

C2. 3,234.00 Sq. Ft.
Allowable Floor Exclusions**

C3. 3,164.00 Sq. Ft.
Proposed Floor Area Minus Exclusions
(subtract C2 from C1)

C1. **Total Gross** 6,398.00

C2. **Total Exclusions** 3,234.00

D. Total Floor Area

D1. 3,164.00 Sq. Ft.
Total Floor Area (add B3 and C3)

D2. 3,600.45 Sq. Ft.
Total Floor Area Allowed
by Zone (A2)

E. Open Space (RA & RB Zones)

E1. Existing Open Space Sq. Ft.

E2. Required Open Space Sq. Ft.

E3. Proposed Open Space Sq. Ft.

Notes

*Gross floor area for residential single and two-family dwellings in the R-20, R-12, R-8, R-5, R-2-5, RB and RA zones (not including properties located within a Historic District) is the sum of all areas under roof of a lot, measured from exterior walls.

** Refer to the Zoning Ordinance (Section 2-145(A)) and consult with Zoning Staff for information regarding allowable exclusions. Sections may also be required for some exclusions.

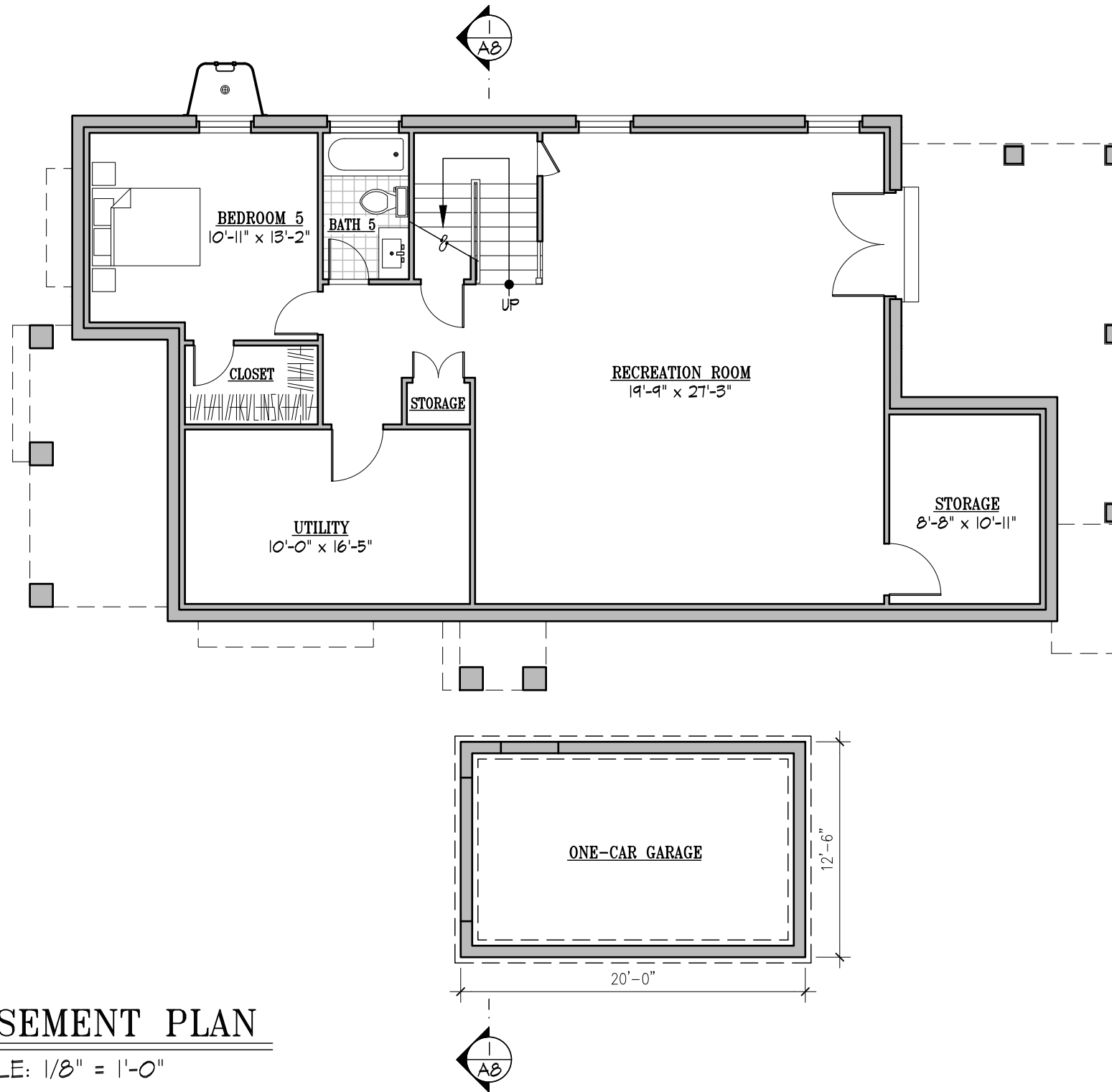
*** Refer to the Zoning Ordinance (Section 2-145(A)) and consult with Zoning Staff for additional allowable exclusions. Additional exclusions may include space under balconies, retractable awnings, etc.

The undersigned hereby certifies and attests that, to the best of his/her knowledge, the above computations are true and correct.

Signature: [Signature]

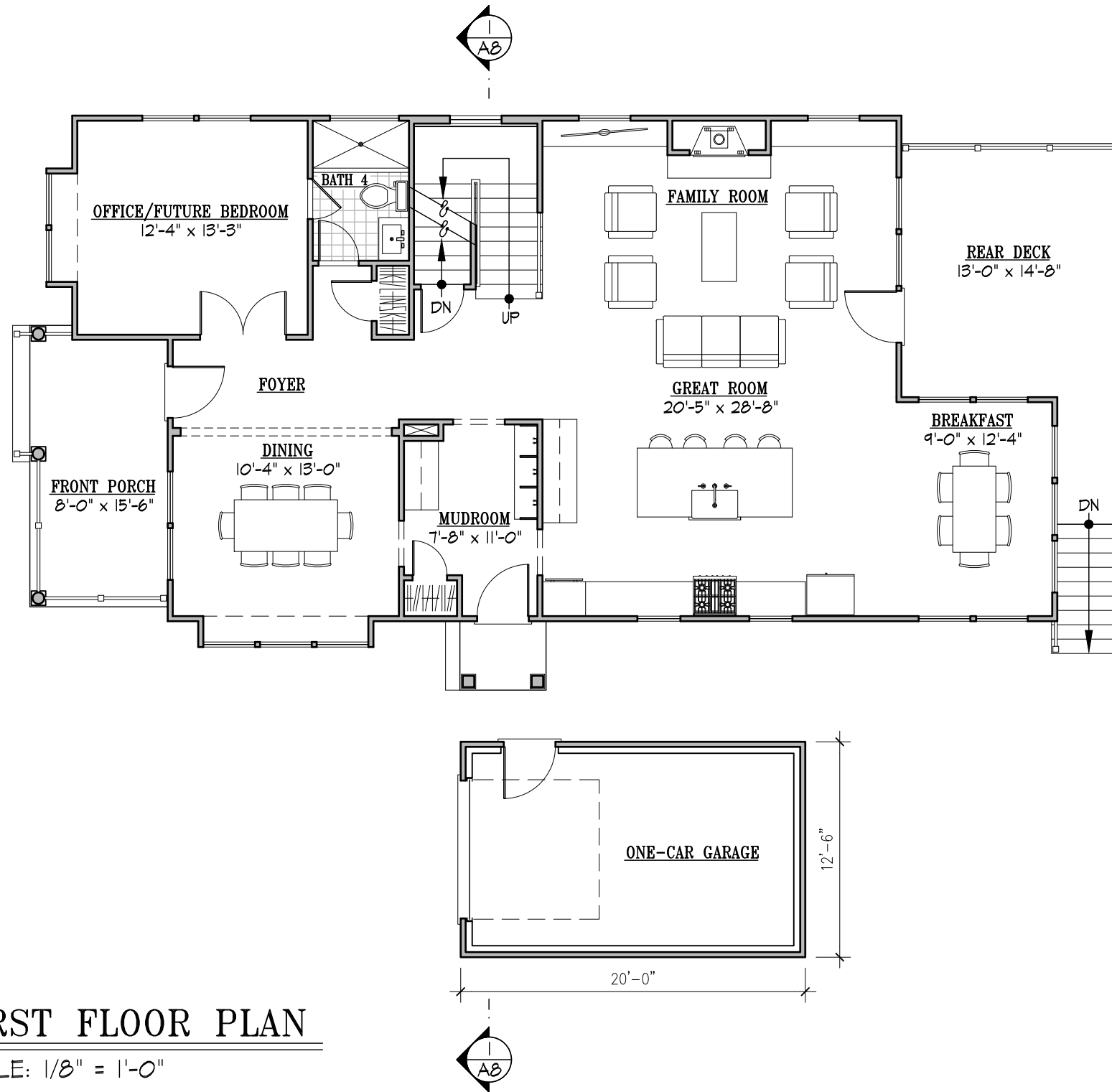
27

Date: 11/20/21



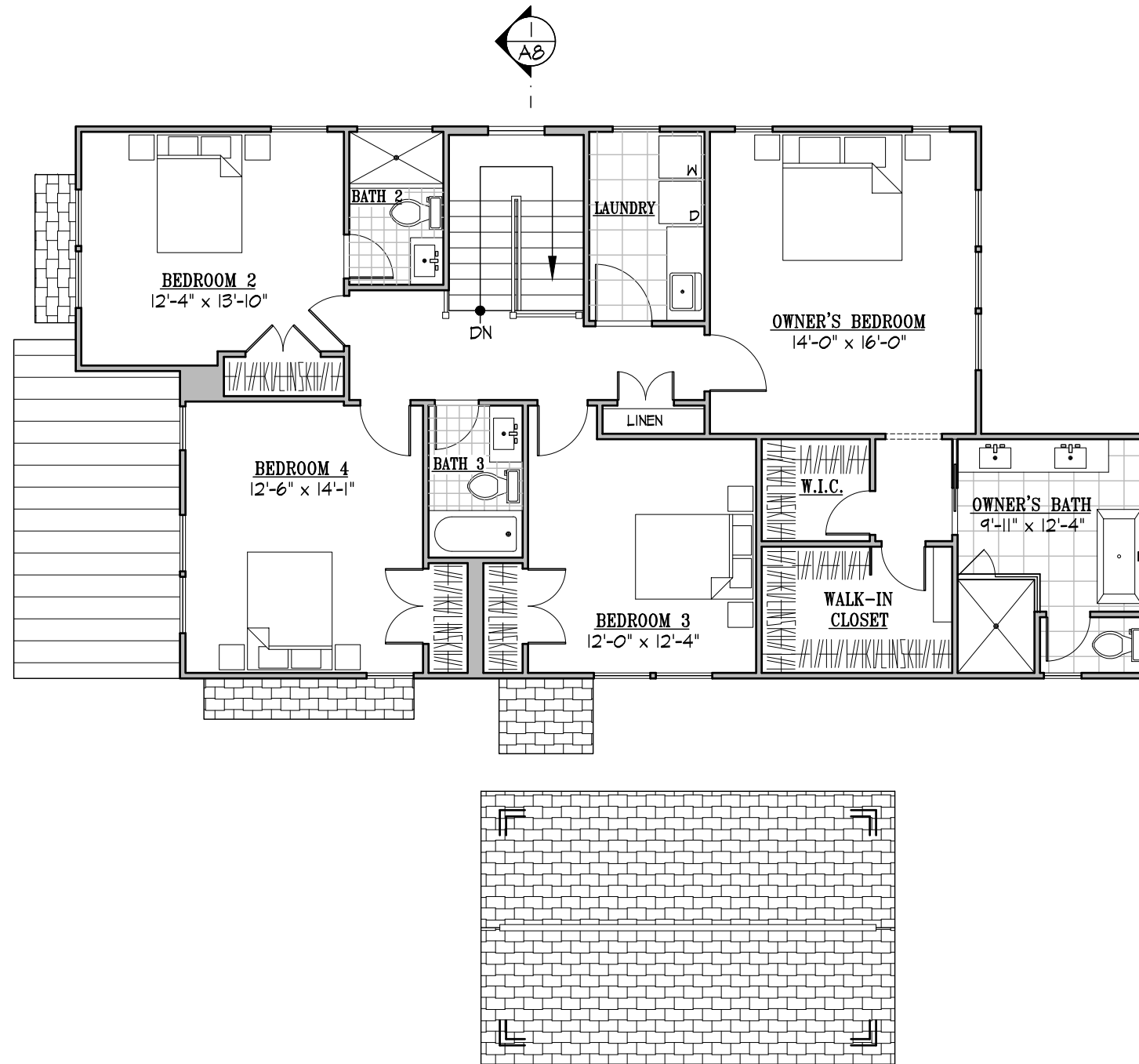
1 BASEMENT PLAN
A1 SCALE: 1/8" = 1'-0"

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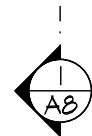


1 FIRST FLOOR PLAN
A2 SCALE: 1/8" = 1'-0"

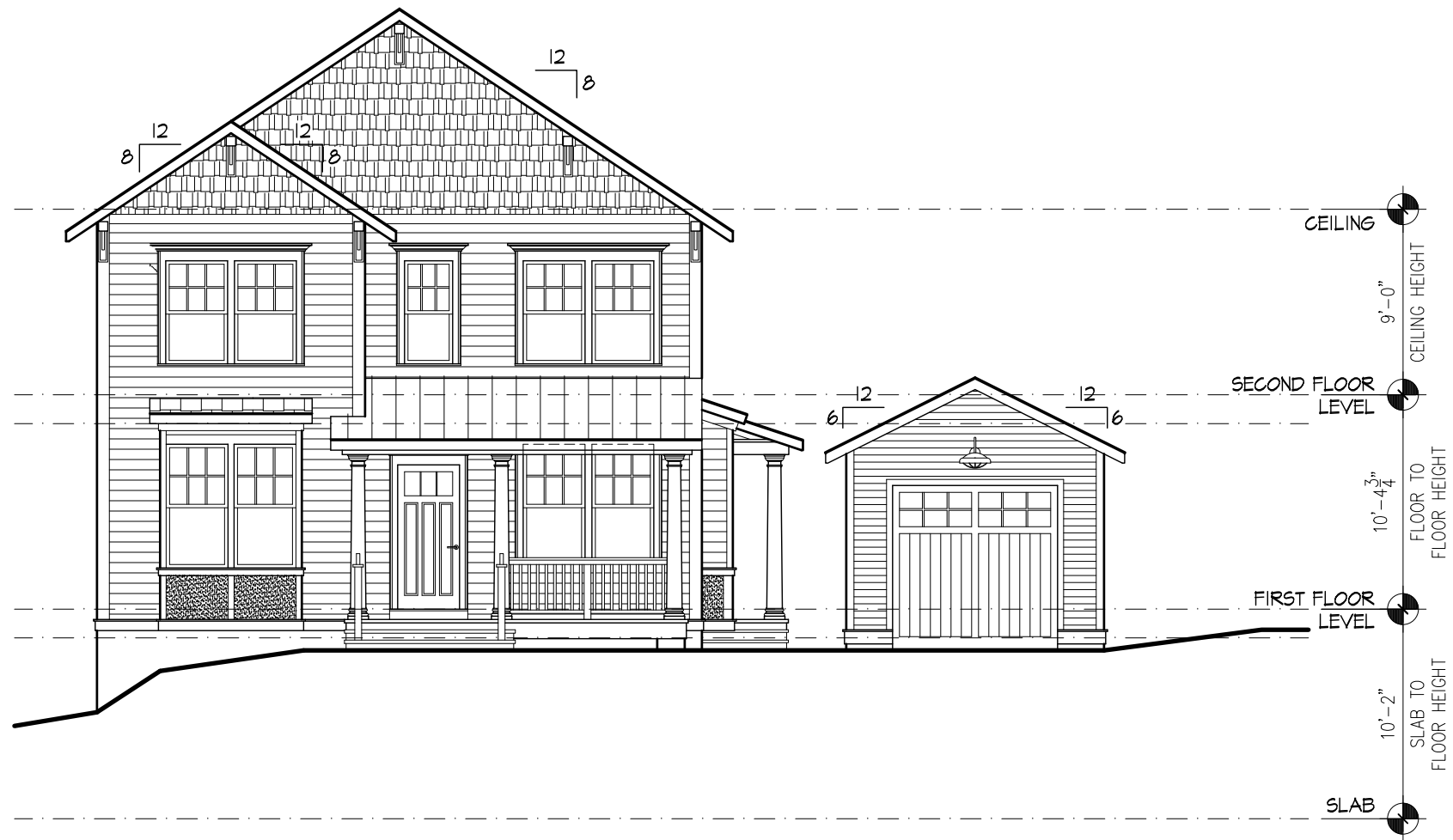
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1 SECOND FLOOR PLAN
A3 SCALE: 1/8" = 1'-0"



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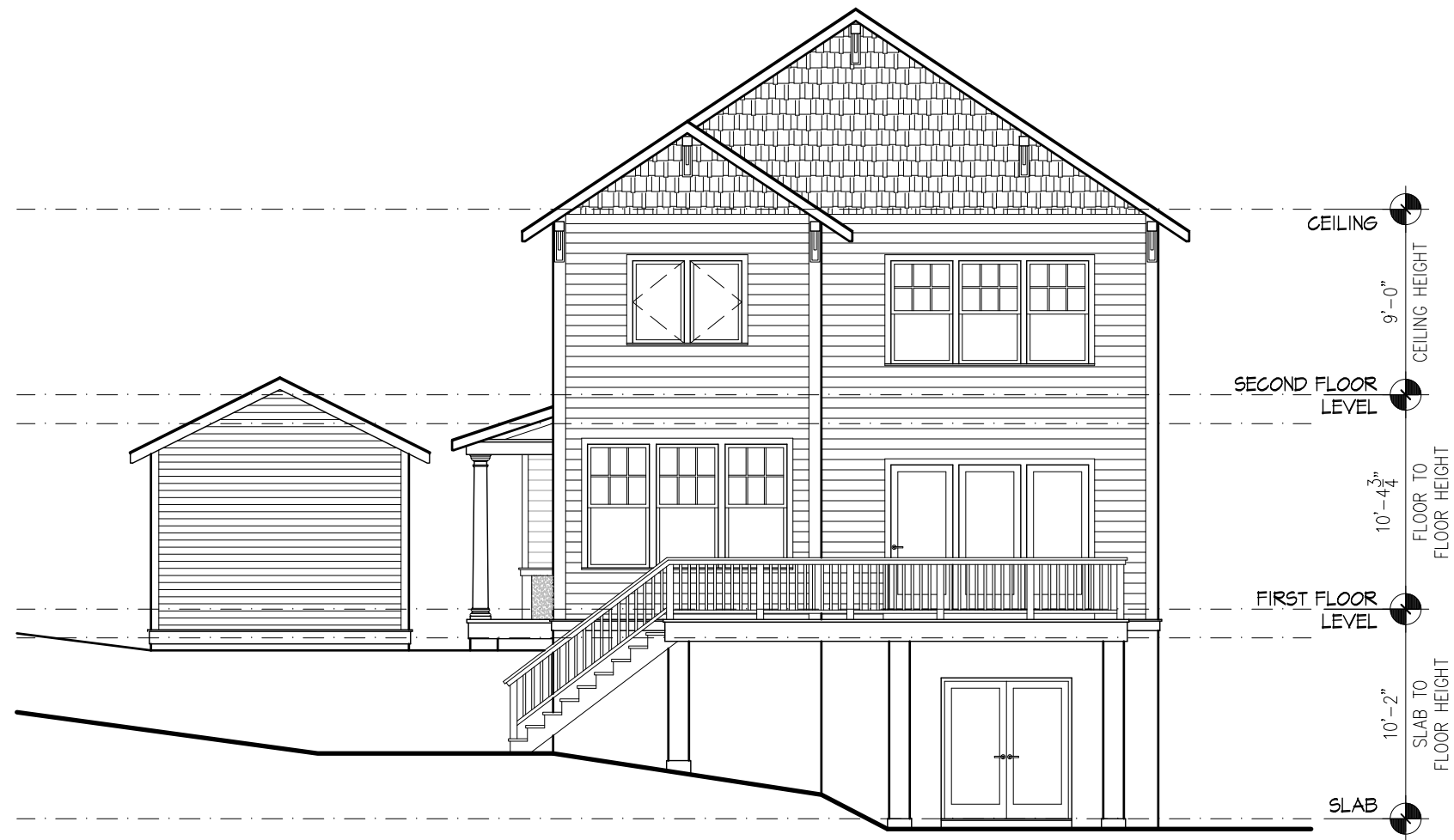
1 FRONT SOUTHWEST ELEVATION
A4 SCALE: 1/8" = 1'-0"

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1 RIGHT SIDE SOUTHEAST ELEVATION
A5 SCALE: 1/8" = 1'-0"

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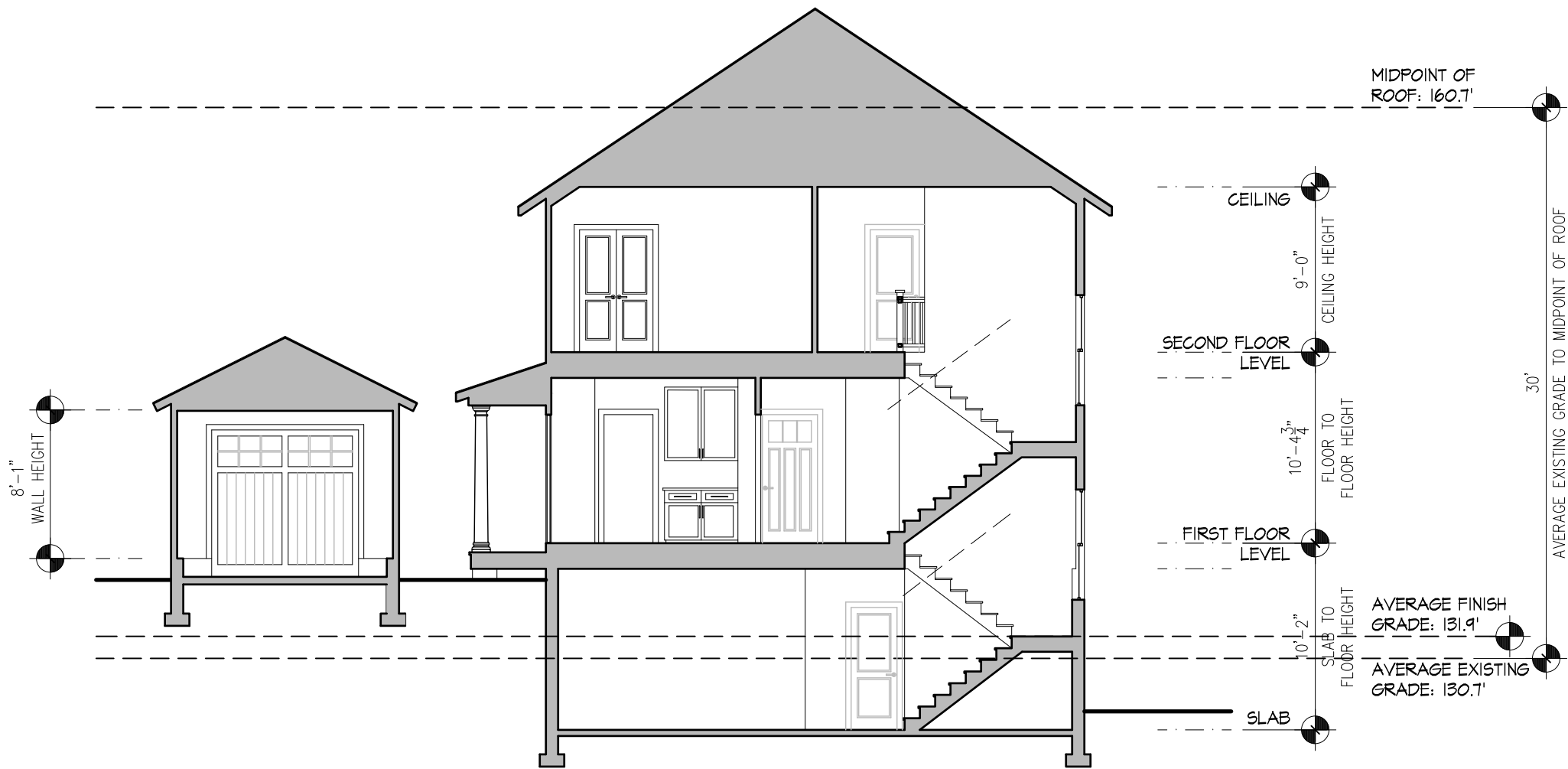
1 REAR NORTHEAST ELEVATION
A6 SCALE: 1/8" = 1'-0"

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1 LEFT SIDE NORTHEAST ELEVATION
A7 SCALE: 1/8" = 1'-0"

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1 BUILDING SECTION
A8 SCALE: 1/8" = 1'-0"

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1
A9

CONTEXT PLAN

SCALE: 1" = 100'



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3300 CIRCLE HILL ROAD



3302 CIRCLE HILL ROAD



3303 CIRCLE HILL ROAD



3304 CIRCLE HILL ROAD



3305 CIRCLE HILL ROAD



3306 CIRCLE HILL ROAD

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3307 CIRCLE HILL ROAD



3308 CIRCLE HILL ROAD



3309 CIRCLE HILL ROAD



3310 CIRCLE HILL ROAD



3311 CIRCLE HILL ROAD



3312 CIRCLE HILL ROAD

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3314 CIRCLE HILL ROAD



3320 CIRCLE HILL ROAD



3306 CIRCLE HILL ROAD

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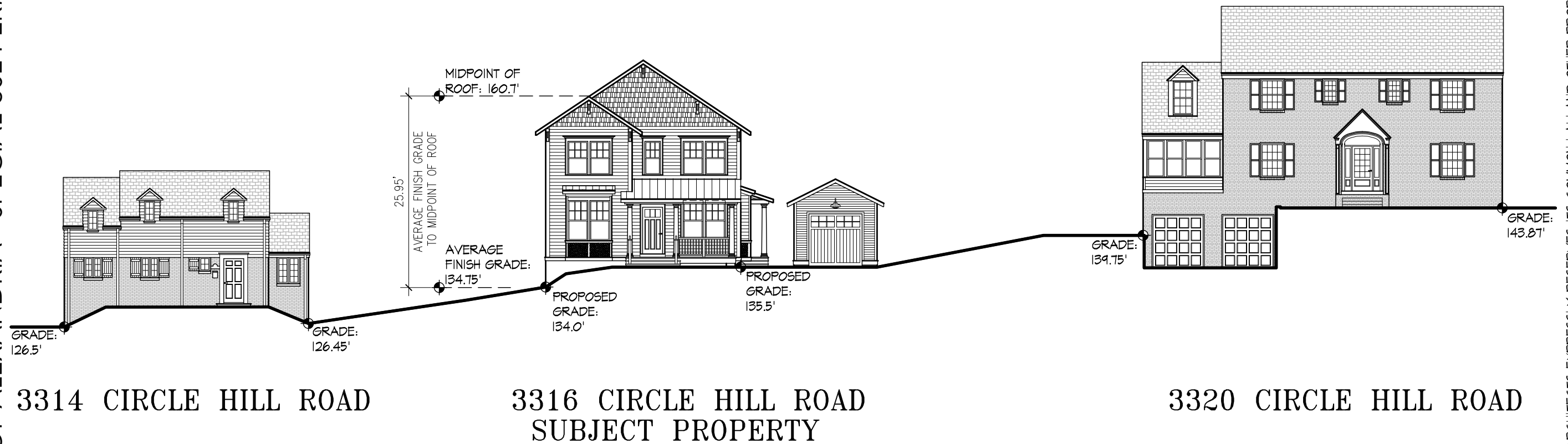
3316 CIRCLE HILL ROAD



3316 CIRCLE HILL ROAD

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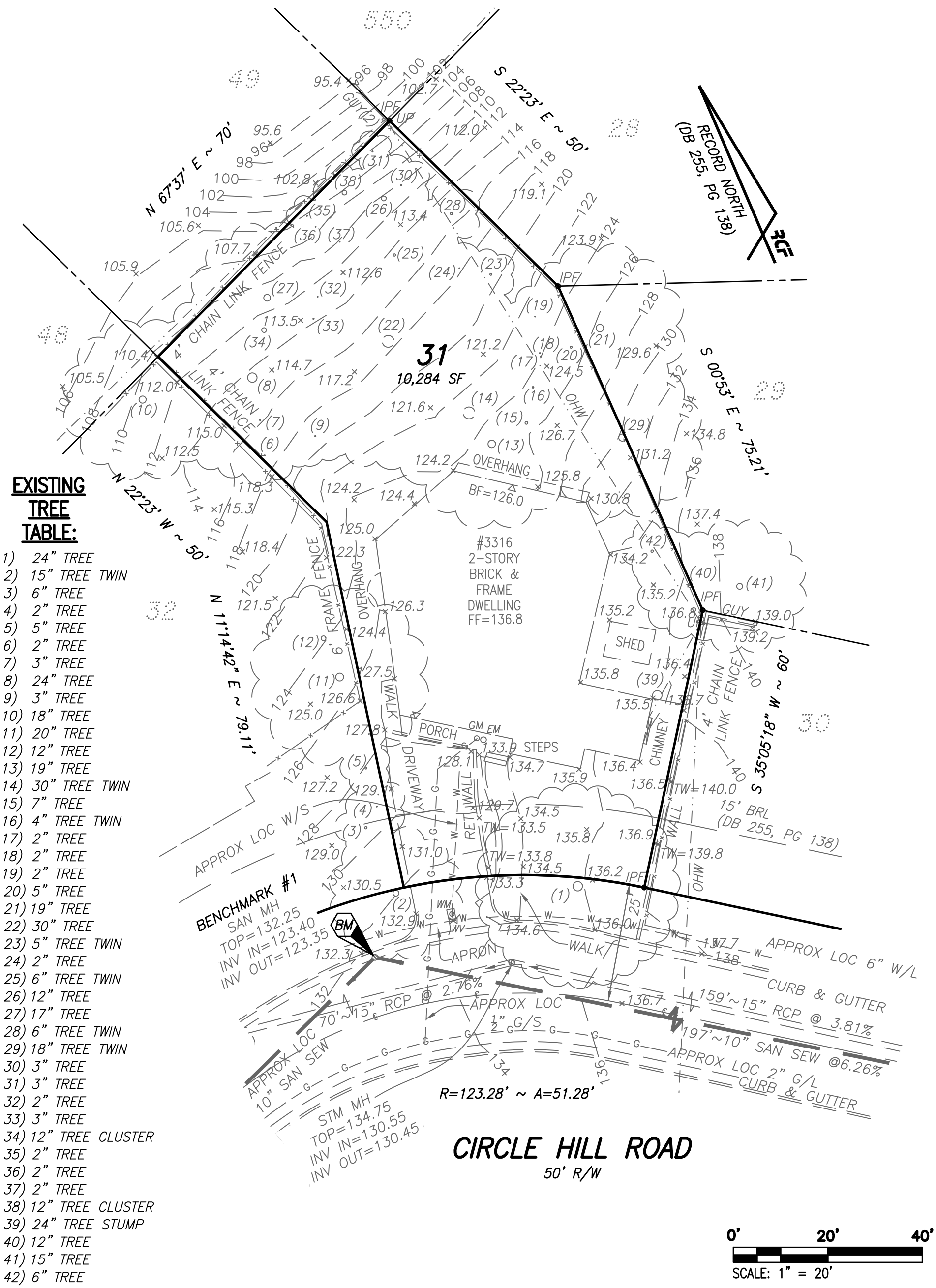
ADDRESS	AVERAGE FINISHED GRADE	HEIGHT (ELEVATION)	HEIGHT (ELEVATION)
3314 CIRCLE HILL ROAD	126.48'	148.9'	22.42"
3316 CIRCLE HILL ROAD	134.75'	160.7'	25.95'
3320 CIRCLE HILL ROAD	141.81'	168.6'	26.79'



1 PROPOSED STREETSCAPE ELEVATION
A14 SCALE: 1/16" = 1'-0"

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TAX ASSESSMENT MAP NUMBER: 014.02-08-48
PLAT SUBJECT TO RESTRICTIONS OF RECORD
TOTAL SITE AREA = 10,284 S.F. OR 0.2361 AC.



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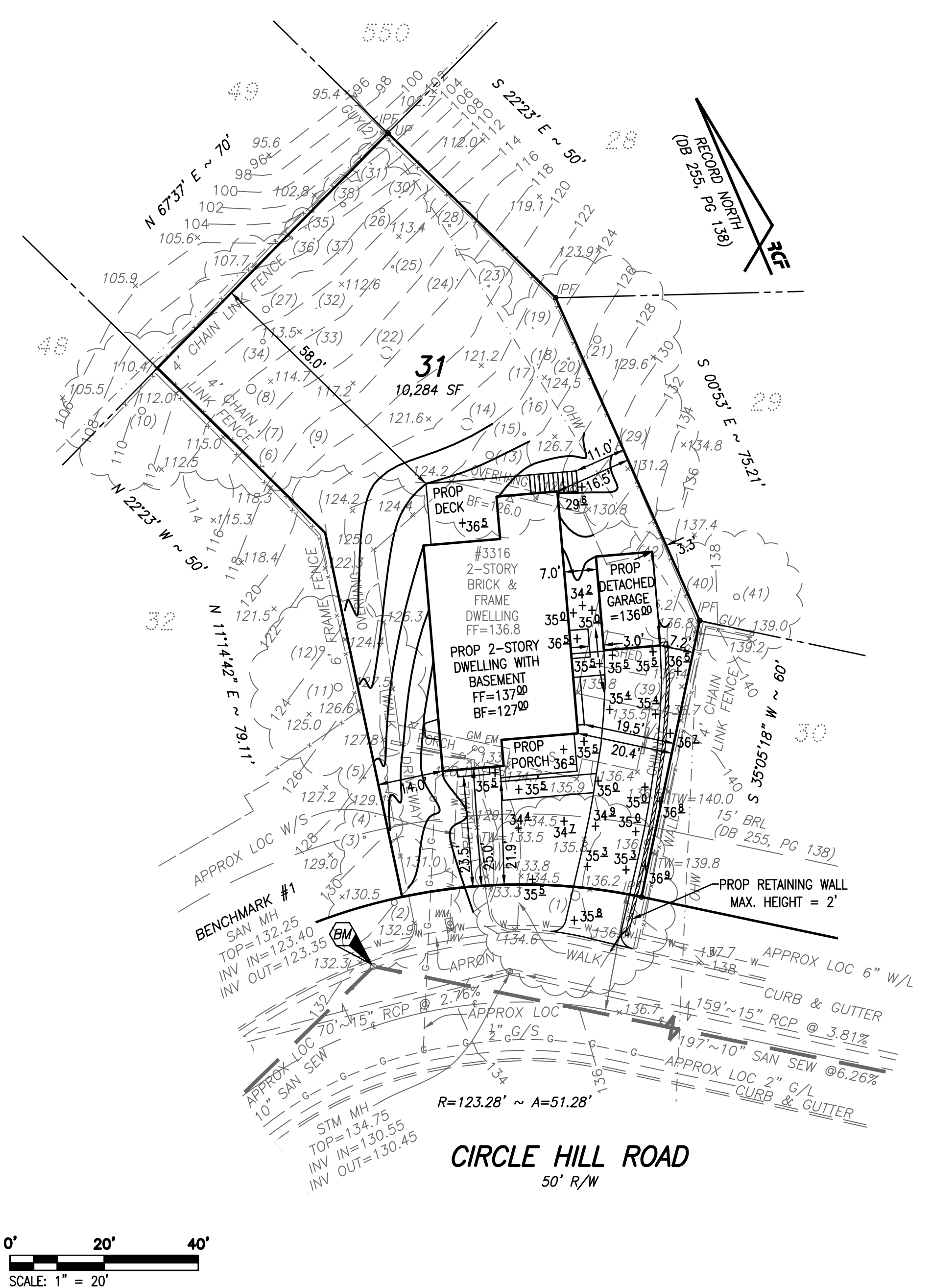
EXISTING CONDITIONS PLAT
LOT 31, BLOCK 4, SECTION 1
BEVERLY HILLS
(3316 CIRCLE HILL ROAD)
CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB
DRAWN: RTB
SCALE: 1" = 20'
DATE: NOV. 2021

FILE: **20-224**

SHEET **1** OF **7**

TAX ASSESSMENT MAP NUMBER: 014.02-08-48
PLAT SUBJECT TO RESTRICTIONS OF RECORD
TOTAL SITE AREA = 10,284 S.F. OR 0.2361 AC.

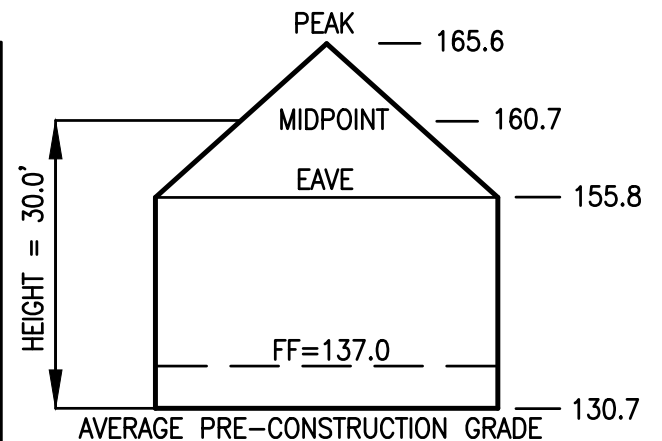
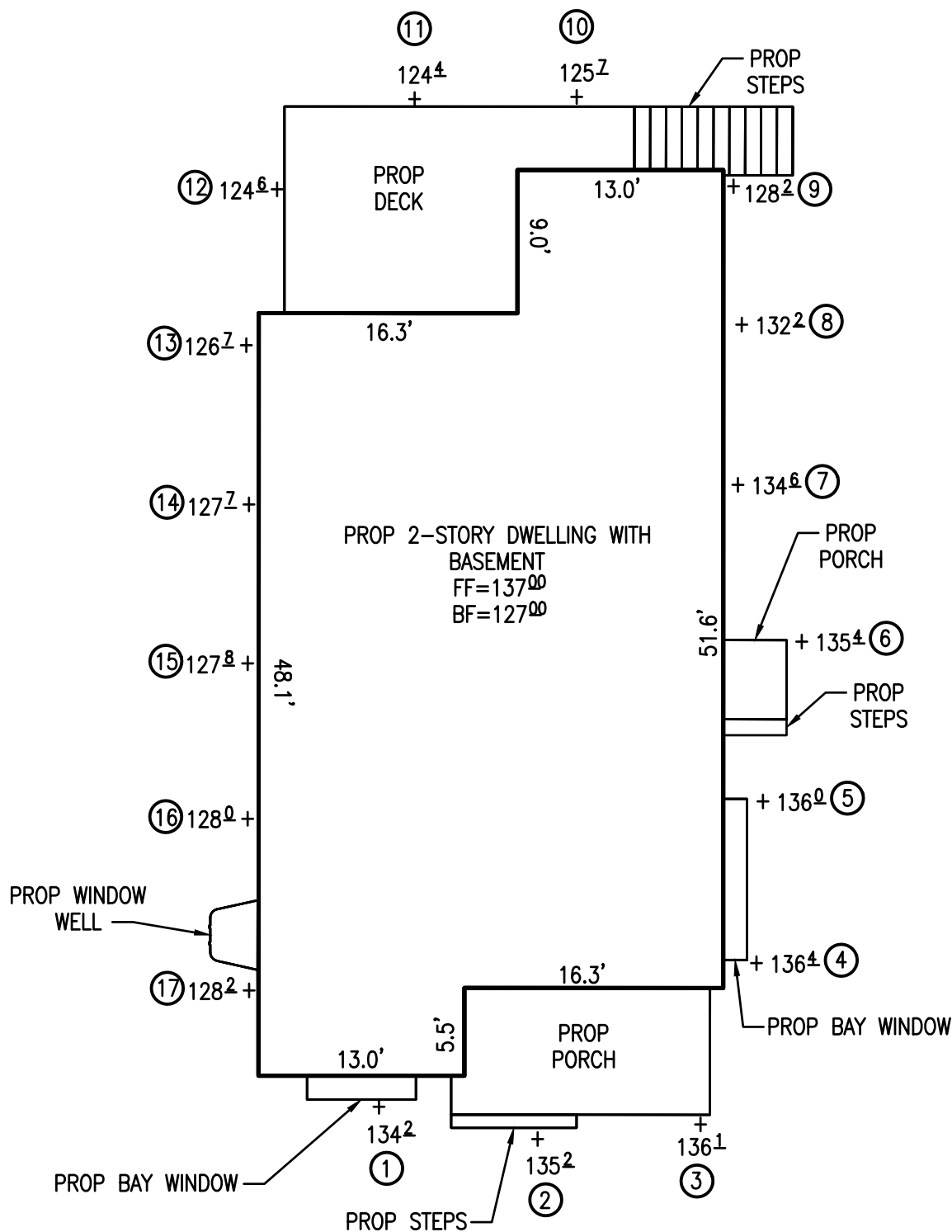


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SPECIAL USE PERMIT PLAT
LOT 31, BLOCK 4, SECTION 1
BEVERLY HILLS
(3316 CIRCLE HILL ROAD)
CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB
DRAWN: RTB
SCALE: 1" = 20'
DATE: NOV. 2021
FILE: **20-224**
SHEET **2** OF **7**

DWELLING HEIGHT DETAIL



MAX. BUILDING HEIGHT FOR R-8 ZONE IS
30.0' PER ART. III, DIV. A, SEC.
3-306(C) OF THE ZONING ORDINANCE

SPOTS	EXISTING - ELEVATION
1	134.2
2	135.2
3	136.1
4	136.4
5	136.0
6	135.4
7	134.6
8	132.2
9	128.2
10	125.7
11	124.4
12	124.6
13	126.7
14	127.7
15	127.8
16	128.0
17	128.2
SUM:	2221.4
AVERAGE:	130.7

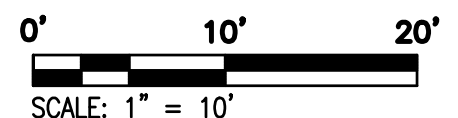
AVERAGE EX. GRADE & DWELLING DETAIL
(SCALE: 1" = 10')

DWELLING HEIGHT CALCULATION				
AVERAGE EX. GRADE	ROOF EAVE ELEVATIONS	PEAK ROOF (HIGHEST RIDGE) ELEVATION	ROOF MIDPOINT (ROOF HEIGHT) ELEVATION	PROPOSED DWELLING HEIGHT
130.7	154.8	166.6	160.7	30.0

SETBACK REQUIREMENTS FOR DWELLING

BUILDING SIDE	AVERAGE GRADE	BUILDING HEIGHT	ZONING SETBACK	SETBACK REQUIRED	SETBACK PROVIDED
*FRONT-(CIRCLE HILL ROAD)	135.2'	25.5'	N/A	*24.8'-30.1'	25.0'
SIDE-(WEST)	127.2'	27.6'	1:2, MIN 8'	13.8'	14.0'
SIDE-(EAST)	133.8'	21.0'	1:2, MIN 8'	10.5'	16.5'
REAR-(NORTH)	125.1'	35.6'	1:1. MIN. 8'	35.6'	58.0'

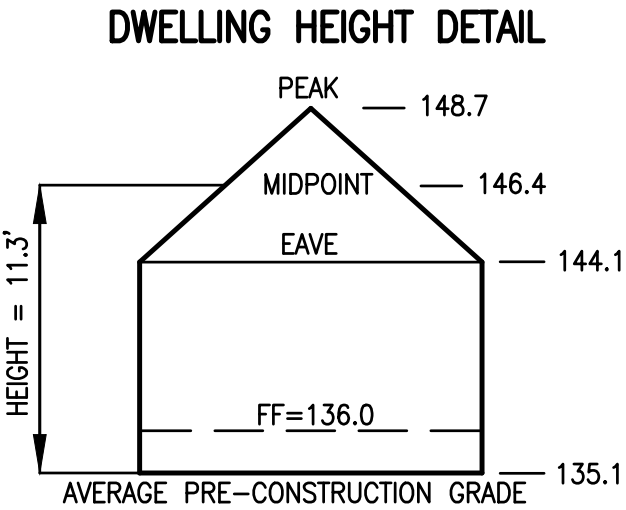
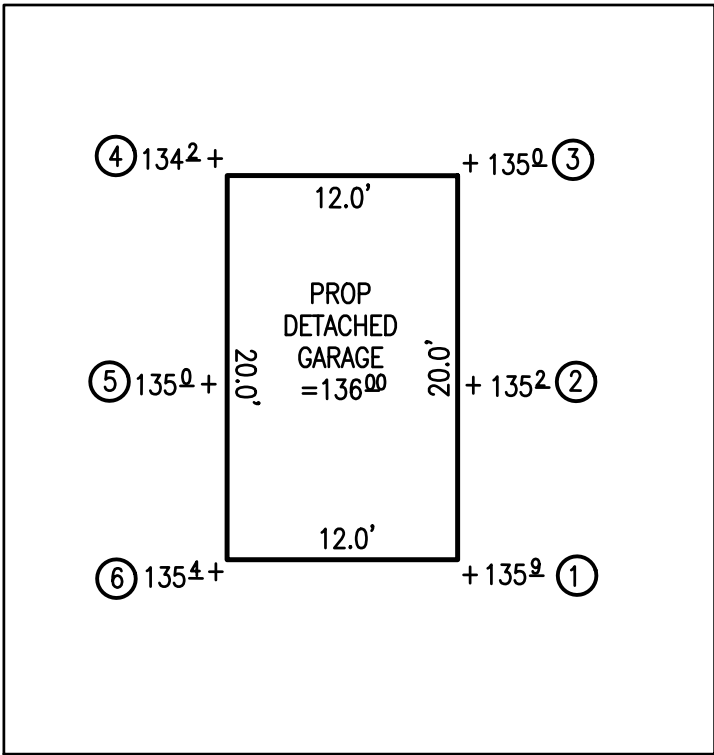
*FRONT SETBACK IS ESTABLISHED BY THE CONTEXTUAL BLOCK FACE STUDY, SEE SHEET 5.



ZONING DATA
LOT 31, BLOCK 4, SECTION 1
BEVERLY HILLS
(3316 CIRCLE HILL ROAD)
CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB
DRAWN: RTB
SCALE: 1" = 10'
DATE: NOV. 2021
FILE: 20-224
SHEET 3 OF 7

TAX ASSESSMENT MAP NUMBER: 014.02-08-48
PLAT SUBJECT TO RESTRICTIONS OF RECORD
TOTAL SITE AREA = 10,284 S.F. OR 0.2361 AC.

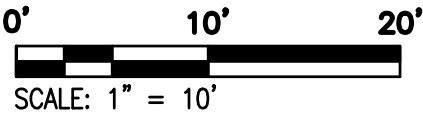


MAX. BUILDING HEIGHT FOR R-8 ZONE IS 13.5' PER ART. VII, SEC. 7-2501(B) OF THE ZONING ORDINANCE

AVERAGE EX. GRADE & DWELLING DETAIL
(SCALE: 1" = 10')

GARAGE HEIGHT CALCULATION				
AVERAGE EX. GRADE	ROOF EAVE ELEVATIONS	PEAK ROOF (HIGHEST RIDGE) ELEVATION	ROOF MIDPOINT (ROOF HEIGHT) ELEVATION	PROPOSED DWELLING HEIGHT
135.1	144.1	148.7	146.4	11.3

SPOTS	EXISTING-ELEVATION
1	135.4
2	135.9
3	135.2
4	135
5	134.2
6	135.0
SUM:	810.7
AVERAGE	135.1



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ZONING DATA

LOT 31, BLOCK 4, SECTION 1

BEVERLY HILLS

(3316 CIRCLE HILL ROAD)

CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB
DRAWN: RTB
SCALE: 1" = 10'
DATE: NOV. 2021

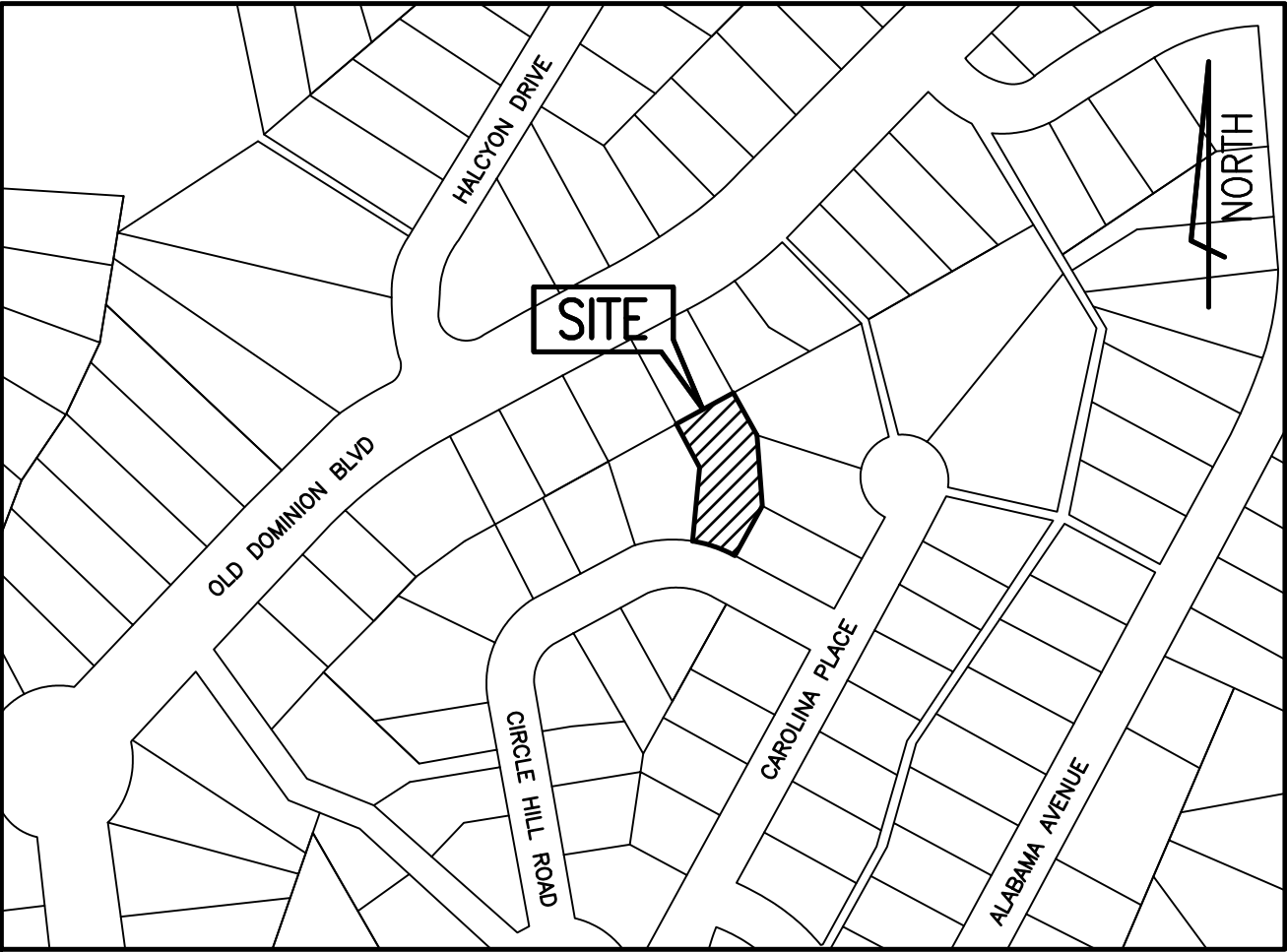
FILE: 20-224

SHEET 4 OF 7

TAX ASSESSMENT MAP NUMBER: 014.02-08-48
PLAT SUBJECT TO RESTRICTIONS OF RECORD
TOTAL SITE AREA = 10,284 S.F. OR 0.2361 AC.

Front Setback and Threshold Data									
#3316 Circle Hill Road (RCF #20-224)									
(Existing setback from property line = 23.1' , Existing Threshold Height = 4.8')									
<u>Setback Data</u>									
				Setback From Property Line					
East Custis Avenue									
3308 Carolina Place				30.1'					
3311 Circle Hill Road				29.0'					
3314 Circle Hill Road				25.5'					
3320 Circle Hill Road				24.8'					
				USE BETWEEN 24.8' and 30.1'					
<u>Threshold Data</u>									
				Distance Ground to 1st Floor					
Address #									
3308 Carolina Place				3.8'					
3311 Circle Hill Road				2.2'					
3314 Circle Hill Road				3.4'					
3320 Circle Hill Road				4.5'					
				MAXIMUM THRESHOLD HEIGHT 4.5'					

THRESHOLD PROVIDED = 1.8'



VICINITY MAP
SCALE 1" = 200'

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ZONING DATA

LOT 31, BLOCK 4, SECTION 1

BEVERLY HILLS

(3316 CIRCLE HILL ROAD)

CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB

DRAWN: RTB

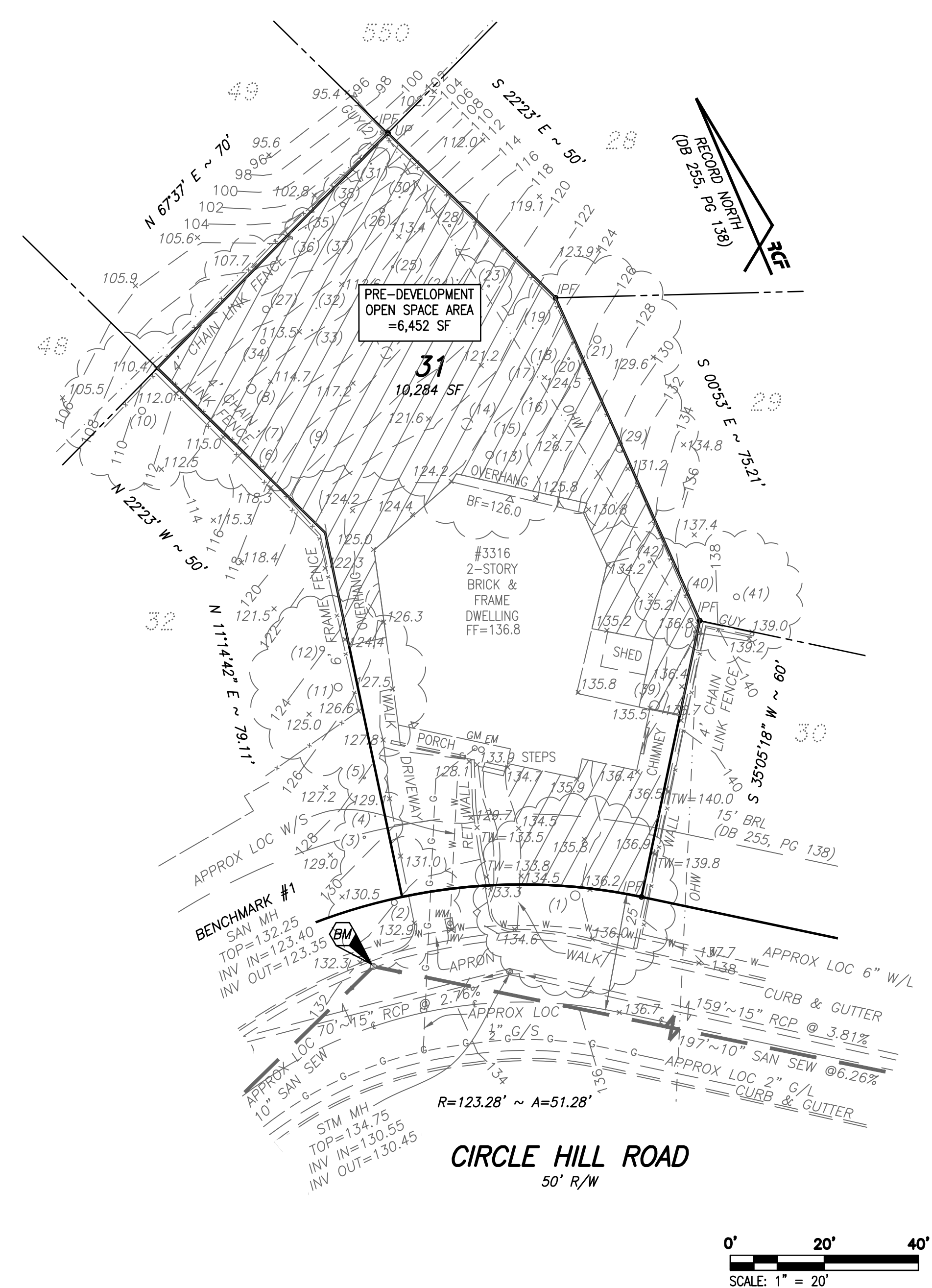
SCALE: 1" = 200'

DATE: NOV. 2021

FILE: 20-224

SHEET 5 OF 7

TAX ASSESSMENT MAP NUMBER: 014.02-08-48
PLAT SUBJECT TO RESTRICTIONS OF RECORD
TOTAL SITE AREA = 10,284 S.F. OR 0.2361 AC.

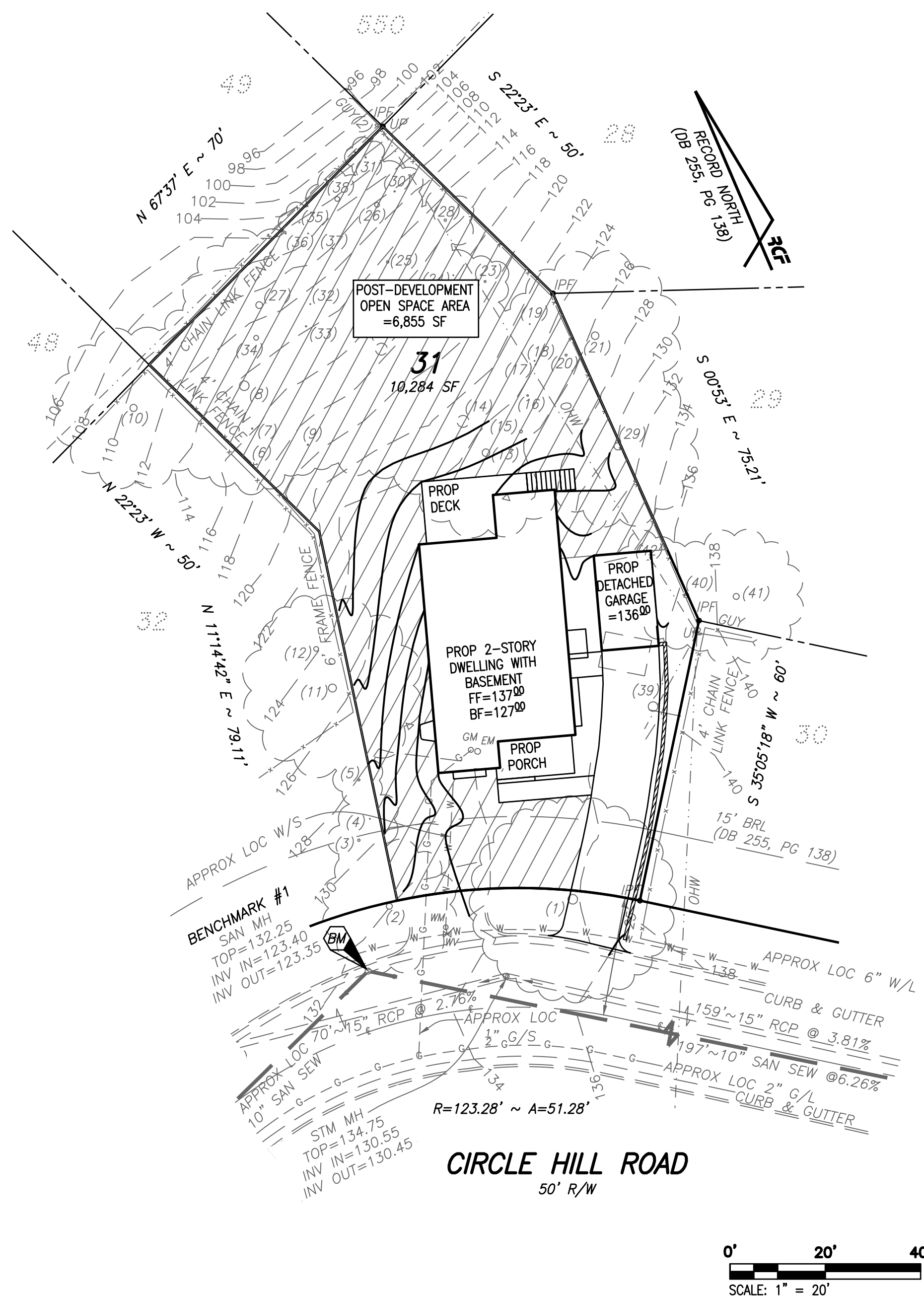


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OPEN SPACE EXHIBIT (PRE)
LOT 31, BLOCK 4, SECTION 1
BEVERLY HILLS
(3316 CIRCLE HILL ROAD)
CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB
DRAWN: RTB
SCALE: 1" = 200'
DATE: NOV. 2021
FILE: **20-224**
SHEET **6** OF **7**

TAX ASSESSMENT MAP NUMBER: 014.02-08-48
PLAT SUBJECT TO RESTRICTIONS OF RECORD
TOTAL SITE AREA = 10,284 S.F. OR 0.2361 AC.



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OPEN SPACE EXHIBIT (POST)
LOT 31, BLOCK 4, SECTION 1
BEVERLY HILLS
(3316 CIRCLE HILL ROAD)
CITY OF ALEXANDRIA, VIRGINIA

DESIGN: RTB
DRAWN: RTB
SCALE: 1" = 200'
DATE: NOV. 2021
FILE: **20-224**
SHEET **7** OF **7**