

Docket Item # 2 & #3
BAR CASE # 2016-00147 & 00148

BAR Meeting
June 1, 2016

ISSUE: Permit to Demolish & Certificate of Appropriateness for Addition

APPLICANT: Maria Scriva

LOCATION: 908 South Saint Asaph Street

ZONE: RM/ Residential Zone

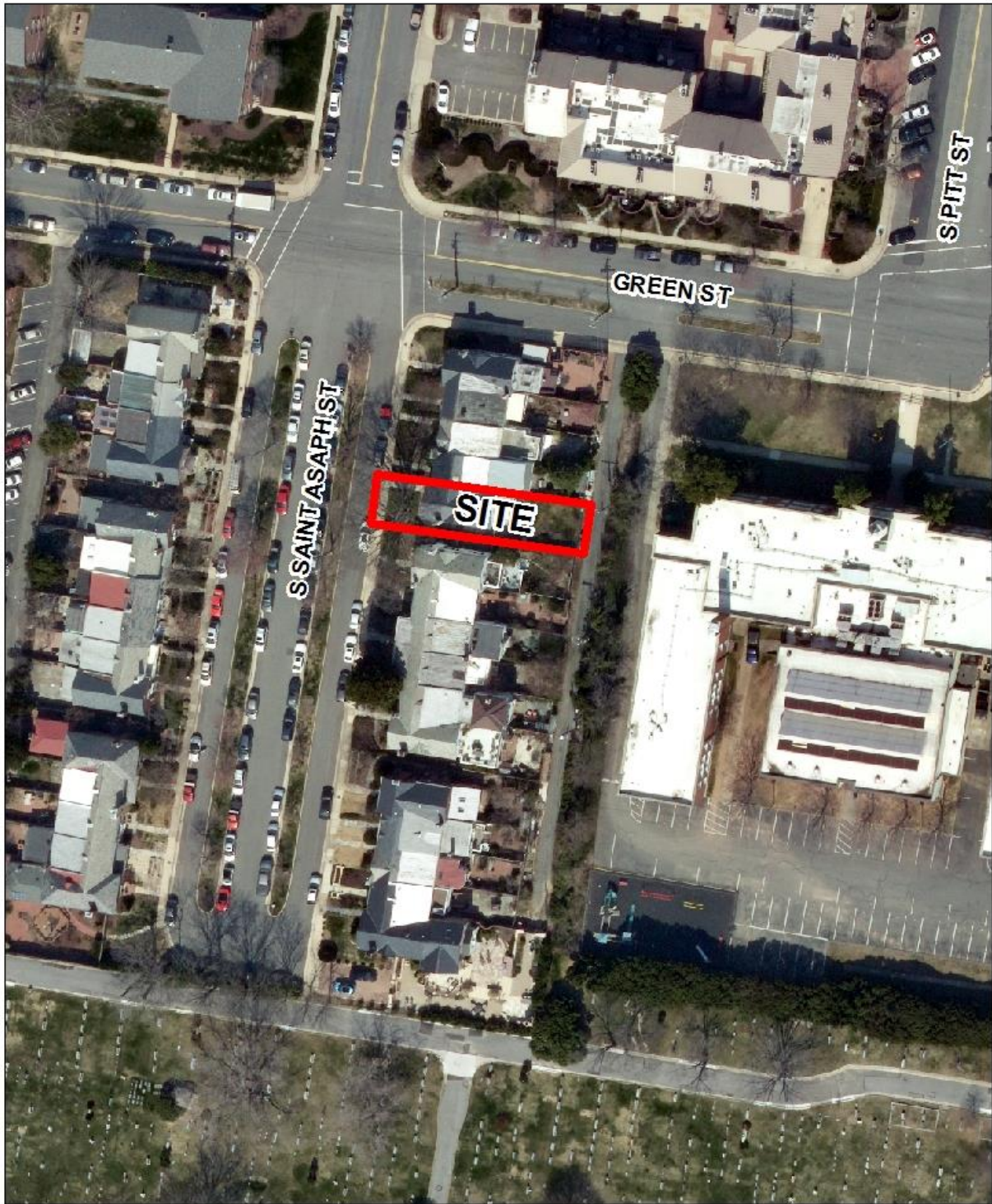
STAFF RECOMMENDATION

Staff recommends that the Board approve the Permit to Demolish and Certificate of Appropriateness with the conditions that:

1. Window specifications must be provided for staff verification of compliance with the performance specifications of the BAR's window policy prior to release of building permits; and
2. The cladding specification of the addition be changed to either painted, smooth finish wood or fiber cement clapboard siding complying with the BAR's Minor Architectural Elements policy.

GENERAL NOTES TO THE APPLICANT

1. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a stamped copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or preservation@alexandriava.gov for further information.
2. **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.
3. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
4. **BUILDING PERMITS:** 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.
5. **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.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.



BAR2016-00147 & BAR2016-00148



Note: Staff coupled the reports for BAR #2016-00147 (Permit to Demolish) and BAR #2016-00148 (Certificate of Appropriateness) for clarity and brevity. This item requires a roll call vote.

I. ISSUE

The applicant is requesting approval of a Permit to Demolish and Certificate of Appropriateness for the removal of the existing, one-story glazed rear porch and open second floor deck and the construction of a replacement one-story enclosed room with an open second floor deck at the rear of their house at 908 South Saint Asaph Street. The proposed structure will be similar in design to the existing but will be approximately four feet longer and 2'-4" wider. The property backs up to a public alley and the western boundary of the St. Mary's School property.

The second floor roof deck of the new room is surrounded on three sides by an inset picket, PVC composite balustrade guardrail system with paneled post covers. The framing of the room will be wood, clad in vinyl siding. Pairs of multi-light fiberglass double-hung windows are located on the east (rear) and south elevations and a pair of single-light fiberglass entry doors leads to a wood stoop and steps on the rear. Also, although not shown on the drawings, the applicant has stated that the second floor deck and the entry stair balustrade will both have a standard Colonial Revival style, inset picket, composite balustrade.

The footprint of the new enclosed porch will measure sixteen feet wide and twelve feet deep and will measure one-story in height (roughly 12 feet to the cornice; 16 feet total height with balustrade). The addition will project 12 feet from the existing rear wall, with an additional 4 feet for the entry stair. The addition will contain 192 gross square feet of living space.

II. HISTORY

908 South Saint Asaph Street is a two-bay, two-story Colonial Revival style brick, end-unit townhouse constructed in **1940** as part of the George Washington Gardens subdivision by Joseph K. Seidle, Inc., who developed Belle Haven.¹ While these houses are stylistically similar to the Yates Garden subdivision by Edward Carr, they are a separate subdivision. Based on the 1941 Sanborn Fire Insurance Map, the existing rear one-story porch appears to be original to the house.

The Board has approved the demolition of these original rear porches at 922 S. St. Asaph Street (BAR Case #98-00129 8/19/98); 914 S. St. Asaph Street (BAR Case #98-70 6/17/98); 918 S St Asaph St (BAR Case #2001-0212&0213 9/05/01); and 916 S St Asaph Street (BAR Case #2002-0204 8/21/02).

III. ANALYSIS

Permit to Demolish/Capsulate

¹ "Joseph K. Seidle, Inc., Opens New Model Home to Public; Is First in Group of 16."; and real estate advertisement, "Presenting George Washington Gardens in Historic Alexandria Overlooking the Broad Potomac," both Alexandria Gazette, October 19, 1940, p.3.

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

Permit to Demolish/Capsulate Criteria	Meets Criteria?
(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?	No
(2) Is the building or structure of such interest that it could be made into a historic house?	No
(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?	No
(4) Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	No
(5) Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?	No
(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?	No

In the opinion of Staff, none of the criteria for demolition are met and the Permit to Demolish should be granted. While the existing one-story, vernacular rear porch dates from the original 1940 date of construction the BAR has previously approved demolition of several other original, one-story porches within this block.² Staff finds that these one-story, utilitarian rear porches in the 900 block of South St Asaph Street have little architectural significance. The current, one-story enclosed porch is also located on a secondary elevation, will not remove any portion of the building containing significant character defining features of uncommon design or historic merit, and the demolition will not compromise the integrity of the building as a whole. For these reasons, staff recommends approval of the Permit to Demolish.

Certificate of Appropriateness

The proposed enclosed porch complies with the RM zone requirements, as defined in the City's Zoning Ordinance.

The construction of new additions to any building within the historic district must be evaluated not only for its impact on the building to which it is being attached but its effects on the existing setting and open space and to the district's overall character and streetscape. The *Design*

²The Board has approved the demolition of these original rear porches at 922 S. St. Asaph Street (BAR Case #98-00129/0130 8/19/98); 914 S. St. Asaph Street (BAR Case #98-70/71 6/17/98); 918 S St Asaph St (BAR Case #2001-0212&0213 9/05/01); and 916 S St Asaph Street (BAR Case #2002-204 8/21/02).

Guidelines encourage porch “designs that are respectful of the existing structure and which seek to be background statements or which echo the design elements of the existing structure.” It is also recommended that porches “should be painted the predominant color of the building or the color of the trim work.” The *Guidelines* further explain that “Porches should be made of materials which are sympathetic to the building materials generally found in the historic districts.” (*Design Guidelines*, Porch - Page 2 & 3).

As the attached photos illustrate, views of the rear of the house where the enclosed porch is proposed are limited to the public alley, which is accessed from Green Street. The area being impacted is not visible from South Saint Asaph Street.



Figure 1. Existing Condition Photo – View from Public Alley

These simple, mid-20th century townhouses have generally been found by the Board to not be individually significant but are valued for their collective contribution to the streetscape and general compatibility with the scale and character of historic structures in the district. The proposed design for the new room has the architectural character of an enclosed porch and continues to be compatible with the existing Colonial Revival architectural style. Although slightly larger and enclosed, the form and scale of the new room closely recalls the existing porch but the architectural details are significantly improved. Additionally, the change of the fenestration from the current jalousie windows to the 6/6 double-hung sash recalls and complements the front elevation of the house. Finally, the applicant does not propose to damage any original fabric on the main block of the house to install this new addition and the existing wall, including the door and window openings located on the rear elevation of the first floor will remain intact, though they will become an interior wall.

Materials

Generally, the materials proposed for the addition are consistent with the Board’s formally adopted policy on synthetic/composite materials for new construction. Staff finds the proposed use of the PVC composite balustrade and trim appropriate, as long as it is millable, paintable and solid through-the-core. The fiberglass windows and doors are also appropriate for this new addition, if the final performance specifications provided to BAR staff with the building permit are consistent with the Board’s *Window Policy*. However, the Board’s policies do not support the use of vinyl siding or windows anywhere within the historic district. Although there are several rear additions along the 900 block of South Saint Asaph Street which utilize vinyl siding,

staff was not able to find any BAR approvals for these materials (See previously approved materials for rear additions in chart below.)

914 S St Asaph Street (BAR1998-0070/71	Wood Lap Siding
918 S St Asaph Street (BAR2001-0212/0213)	Wood Lap Siding
920 S St Asaph Street (BAR2005-0071/0072)	HardiPlank Lap Siding
904 S St Asaph Street (BAR2003-0202/0203)	Wood Lap Siding
900 S St Asaph Street (BAR2012-0298) Admin	HardiPlank Lap Siding

Therefore, Staff recommends that the addition's cladding specification be changed to either painted wood or a smooth finish fiber cement clapboard siding complying with the BAR's Minor Architectural Elements policy.

Staff recommends approval of the Permit to Demolish and Certificate of Appropriateness, with the conditions recommended above.

STAFF

Michele Oaks, 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

Zoning Comments

- C-2 Applicant must clarify the 675.27 square feet of "other" excluded from the FAR calculation. (Not necessary to exclude in order to comply. Can be added back in to net FAR if not eligible for exclusion.)
- F-1 Proposed construction appears to be an enclosed addition. Prior to submitting for permits correct notations on plat and add square footage on FAR form under proposed 1st floor instead of proposed porch.
- F-2 Applicant must update plat prior to submitting for building permit to indicate "South" Saint Asaph Street.

Code Administration

- C-1 A building permit, plan review and inspections are required for this alteration.

Transportation and Environmental Services

- 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)
- F1. Previously reviewed under [BAR2009-00306] (T&ES)
- F2. After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)
- 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 Permitting & Inspections at (703) 746-4035 to discuss any permits and accommodation requirements that will be required.
For a Private Alley - The applicant must provide proof, in the form of an affidavit at a minimum, from owner of the alley granting permission of use. (T&ES)
- 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)
- C5. Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C6. 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)

Alexandria Archaeology

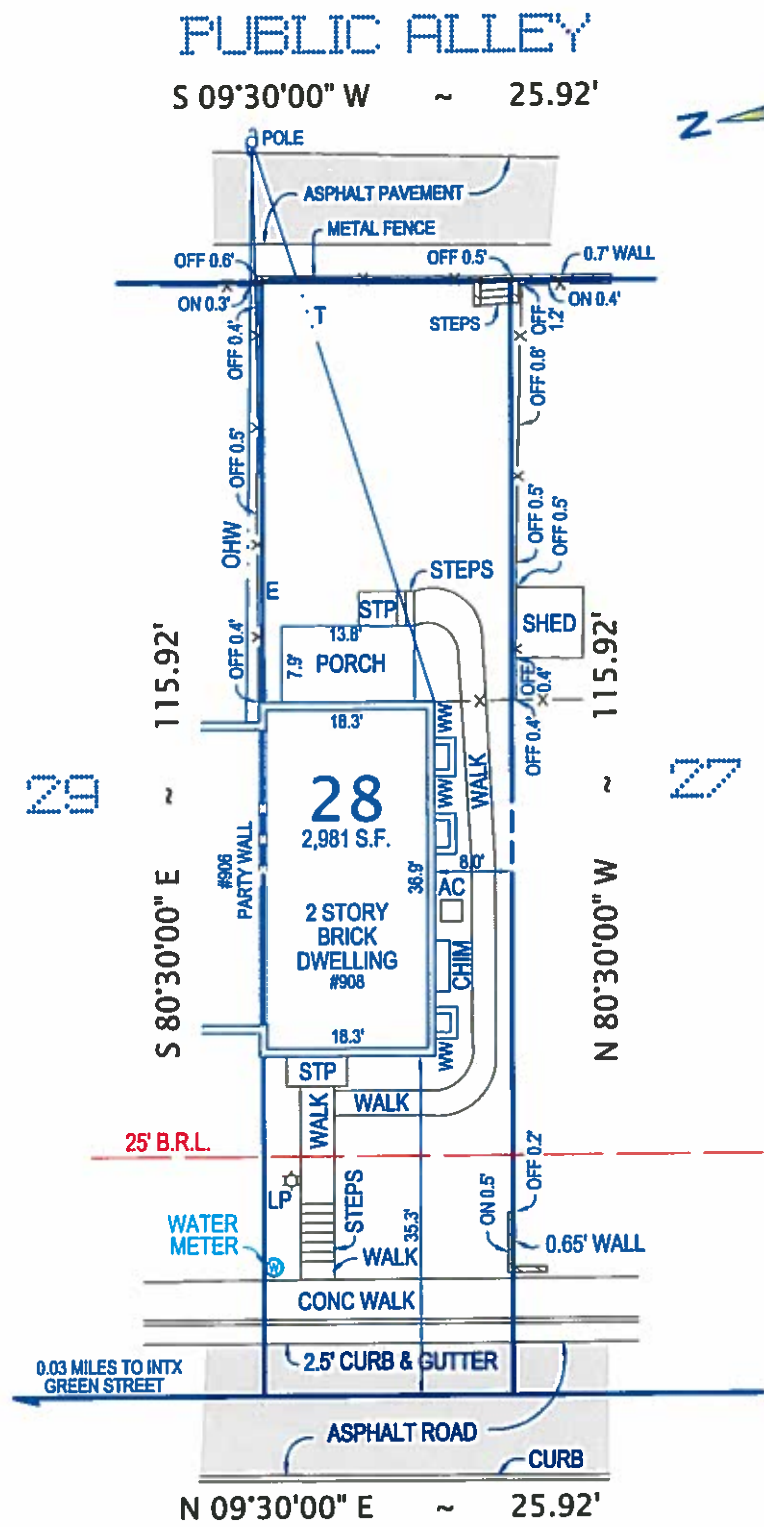
- R-1 There is low potential for significant archaeological resources to be disturbed by this project. No archaeological action is required.

V. ATTACHMENTS

1 – Supplemental Materials

2 – Application for BAR2016-00147/00148: 908 S St Asaph Street

NOTES: 1. FENCES ARE FRAME UNLESS NOTED.



SAINT ASAPH STREET
PRIVATE STREET

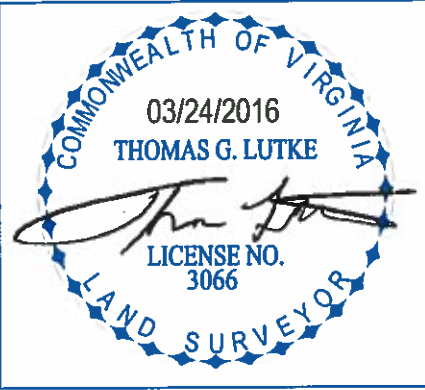
PLAT
SHOWING HOUSE LOCATION ON
LOT 28
COLONIAL PROPERTIES
(DEED BOOK 161, PAGE 357)

CITY OF ALEXANDRIA, VIRGINIA
SCALE: 1" = 20' MARCH 24, 2016



I HEREBY CERTIFY THAT THE LOCATIONS OF ALL EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS.

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
A TITLE REPORT WAS NOT FURNISHED.
NO CORNER MARKERS SET.

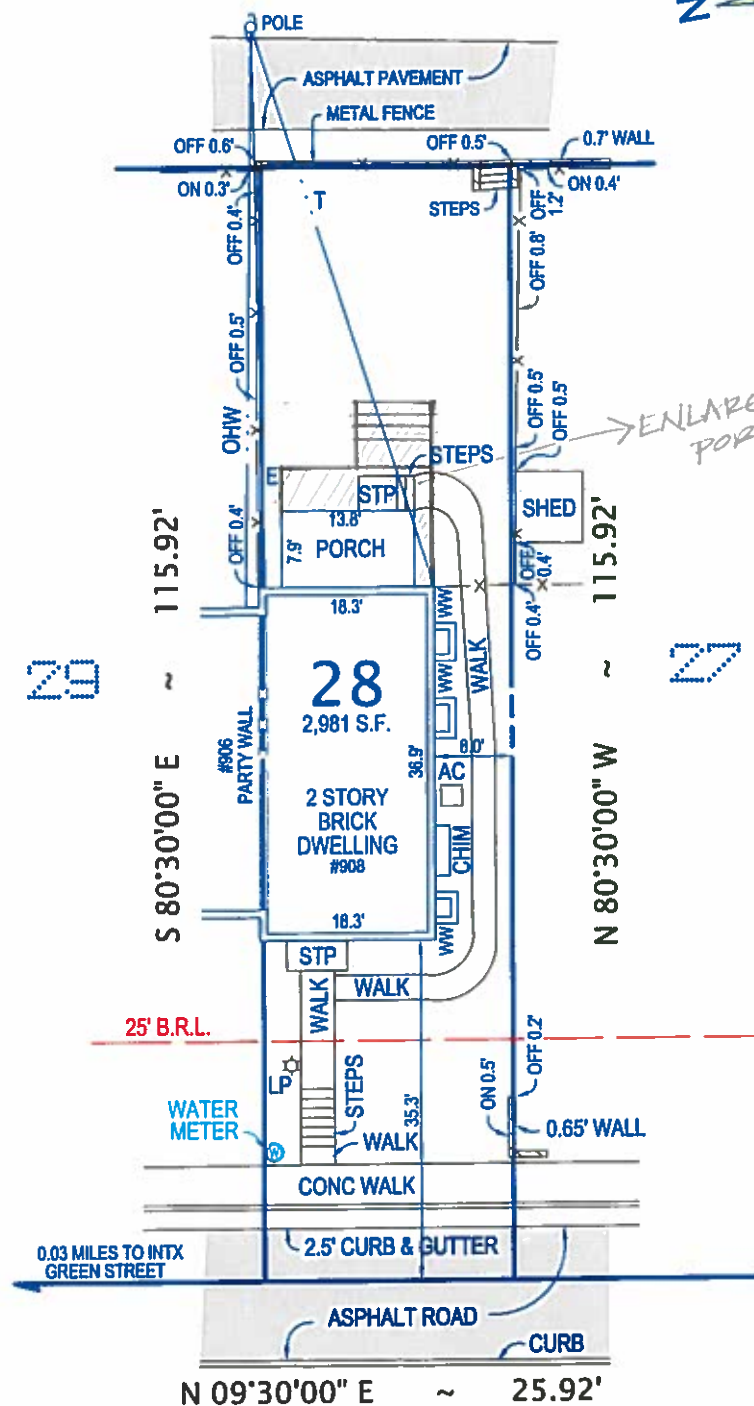


ORDERED BY:

MARY SCRIVA

NoVA
SURVEYS
6655 ROCKLEIGH WAY
ALEXANDRIA, VA 22315
703-688-4038
FAX: 703-649-6038
WWW.NOVA-SURVEYS.COM

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GRAPHIC SCALE



#160321002

Dimensions

existing porch 13'8" wide x 7'9" Deep

new porch 16' wide x 12' deep

Materials - all vinyl siding & trim in white

Vinyl decking

Aluminum gutters

PVC columns 1" x 4"

Drip edge flashing

water table trim

PVC trim

Vinyl siding

R-32 insulation

4" x 4" railing PVC

Double hung insulated windows

6' french door

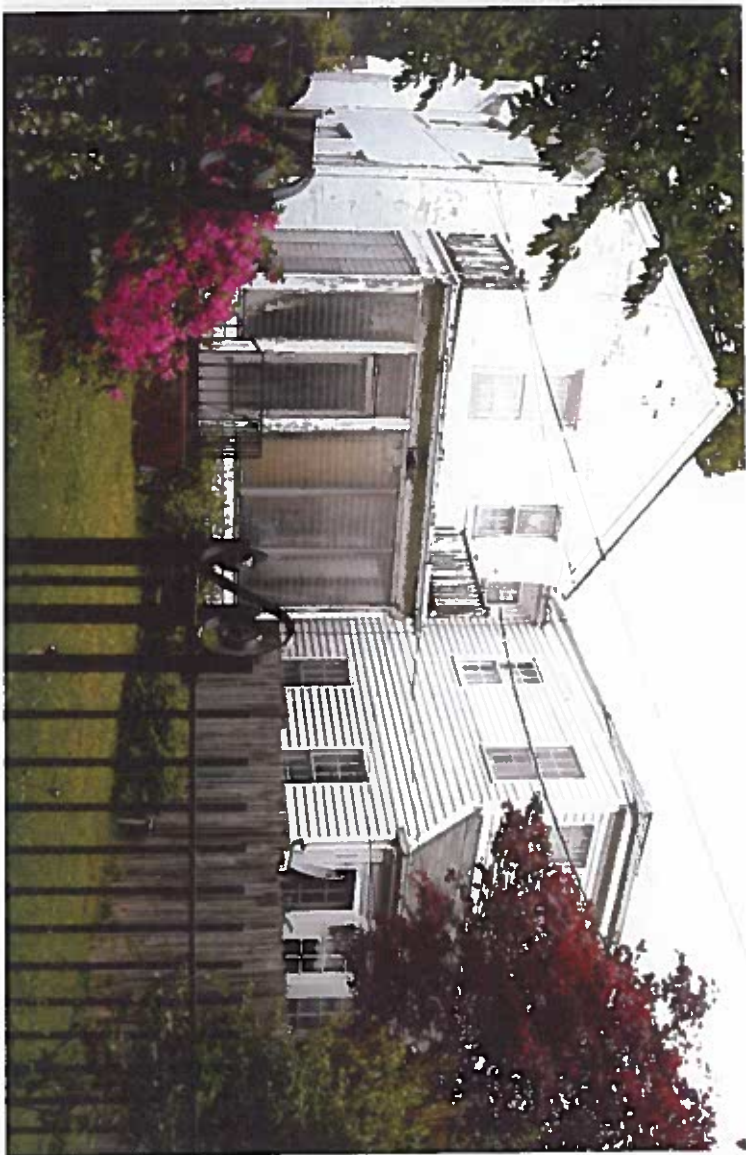
T+G plywood decking

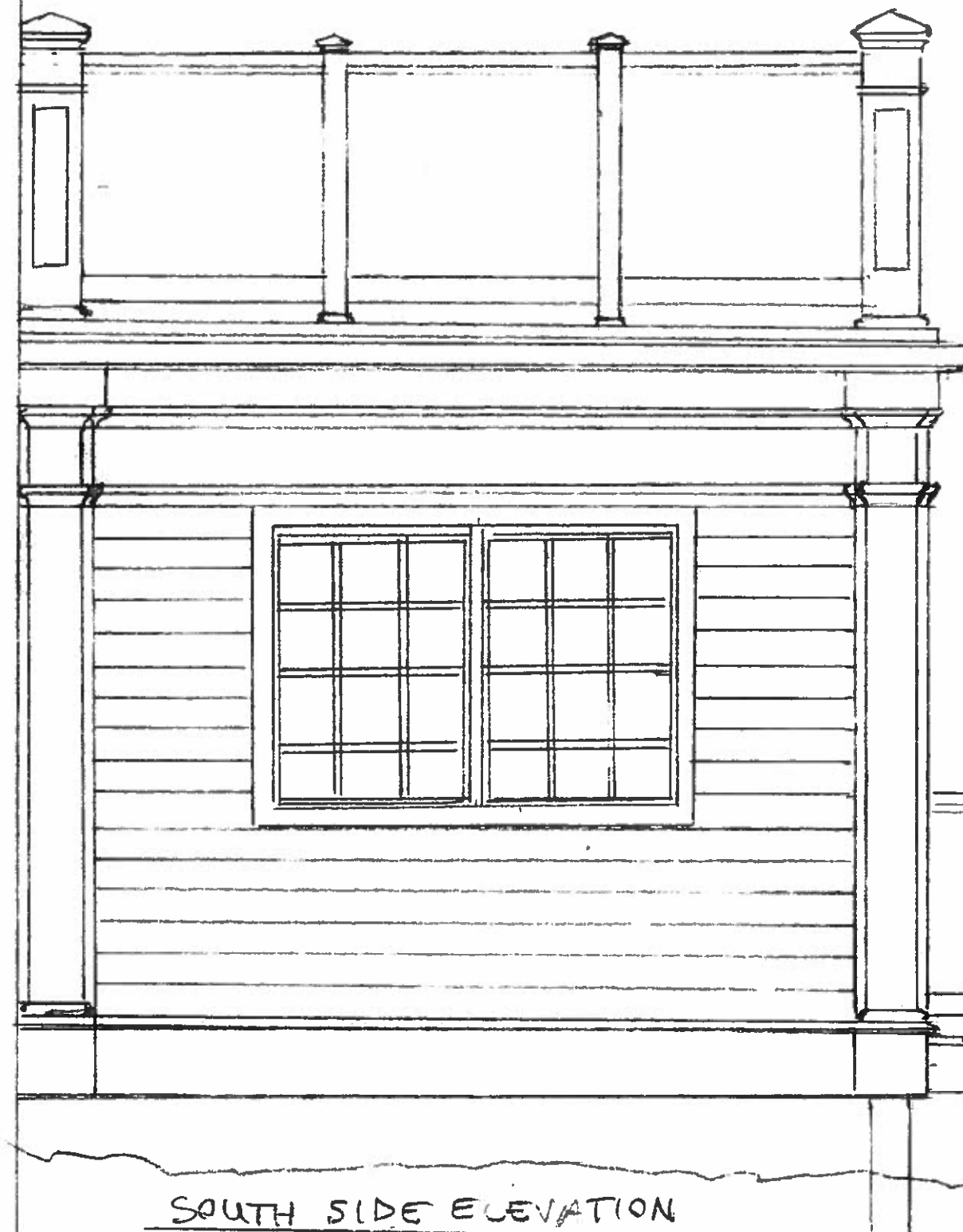
V-Barrier wrap

sheathing

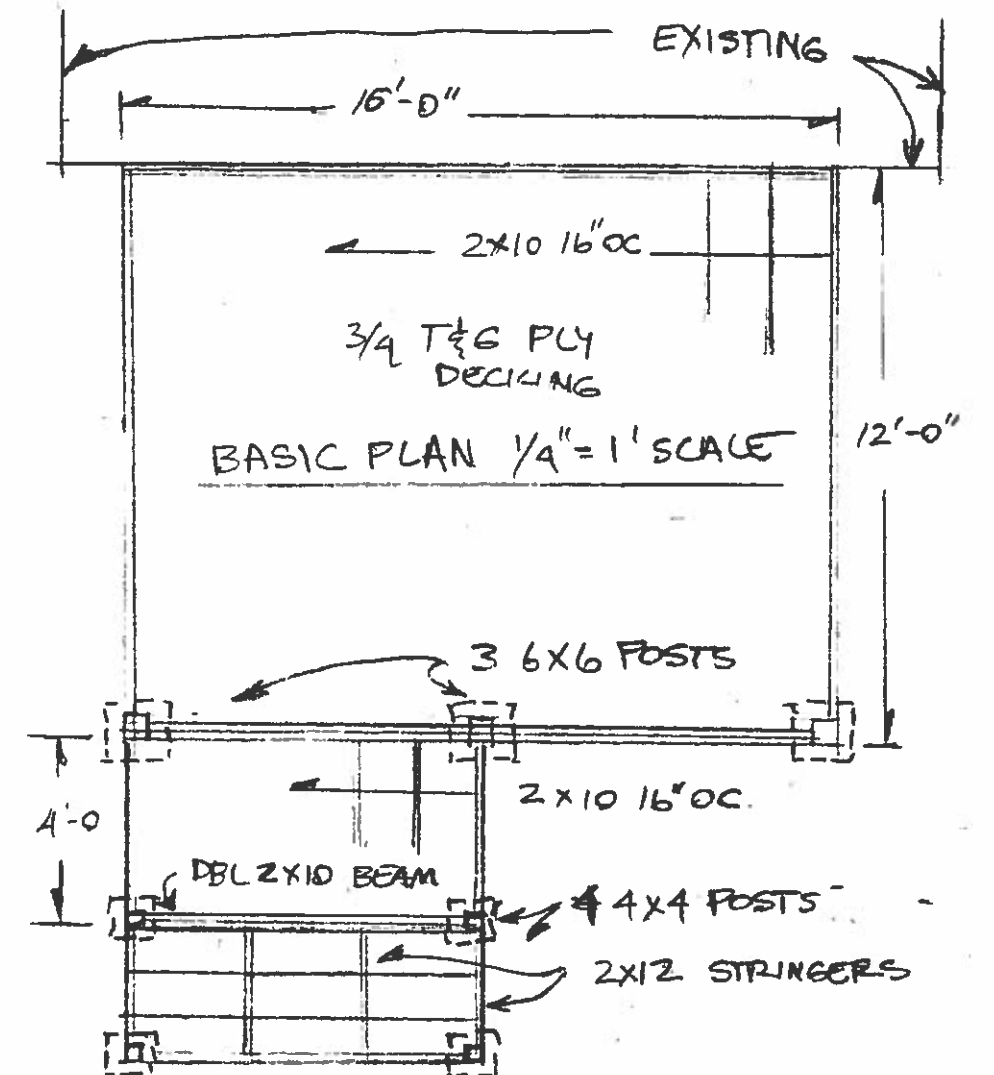
pressure treated pine





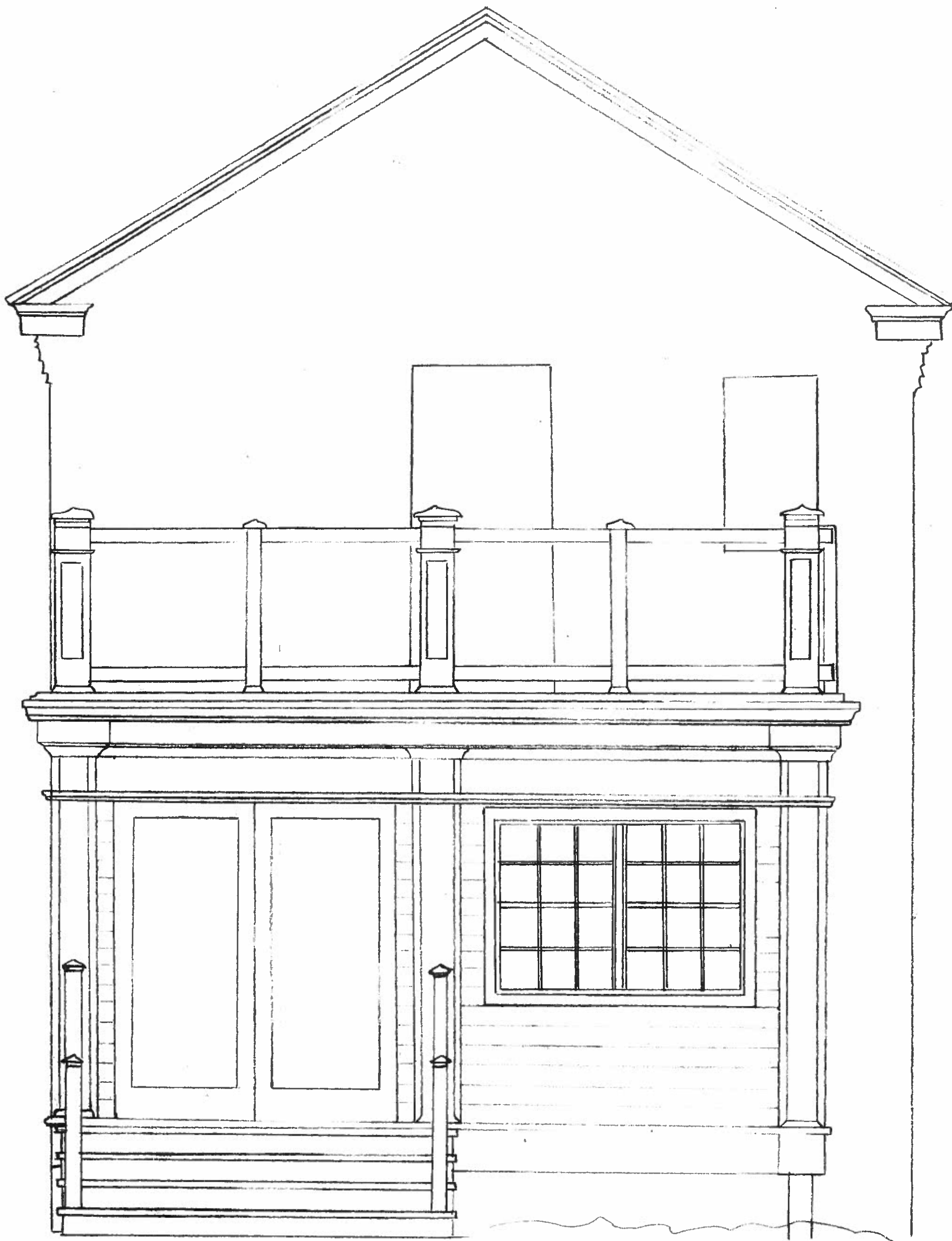


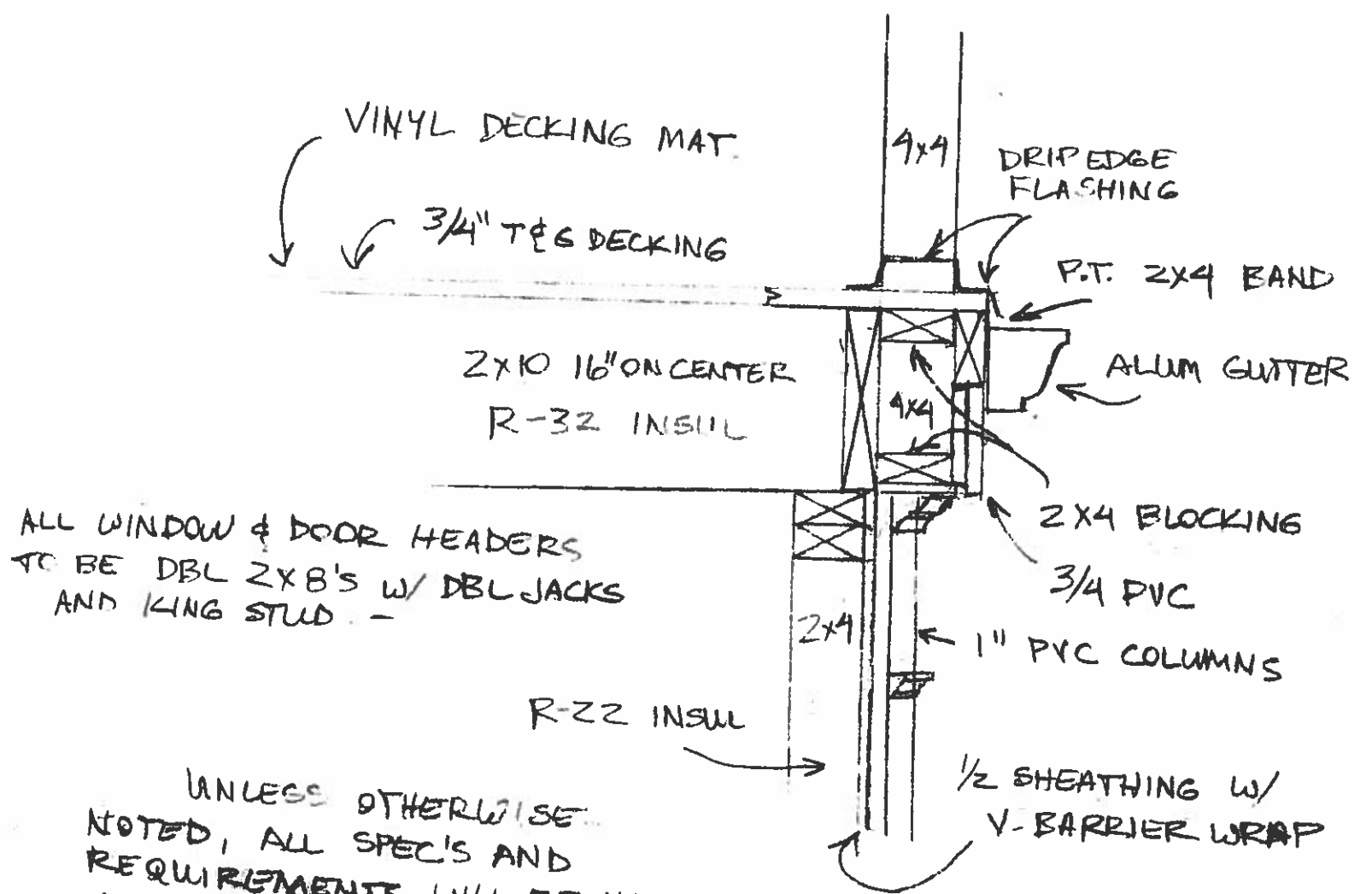
SOUTH SIDE ELEVATION
1/2" = 1' SCALE



ALL FOUNDATION, FOOTER'S,
LEDGERS & FRAMING TO
COMPLY WITH CITY OF ALEX'S
"TYPICAL DECK DETAIL PACKAGE"
AS WELL AS THE "2012 VA
RESIDENTIAL CODE"

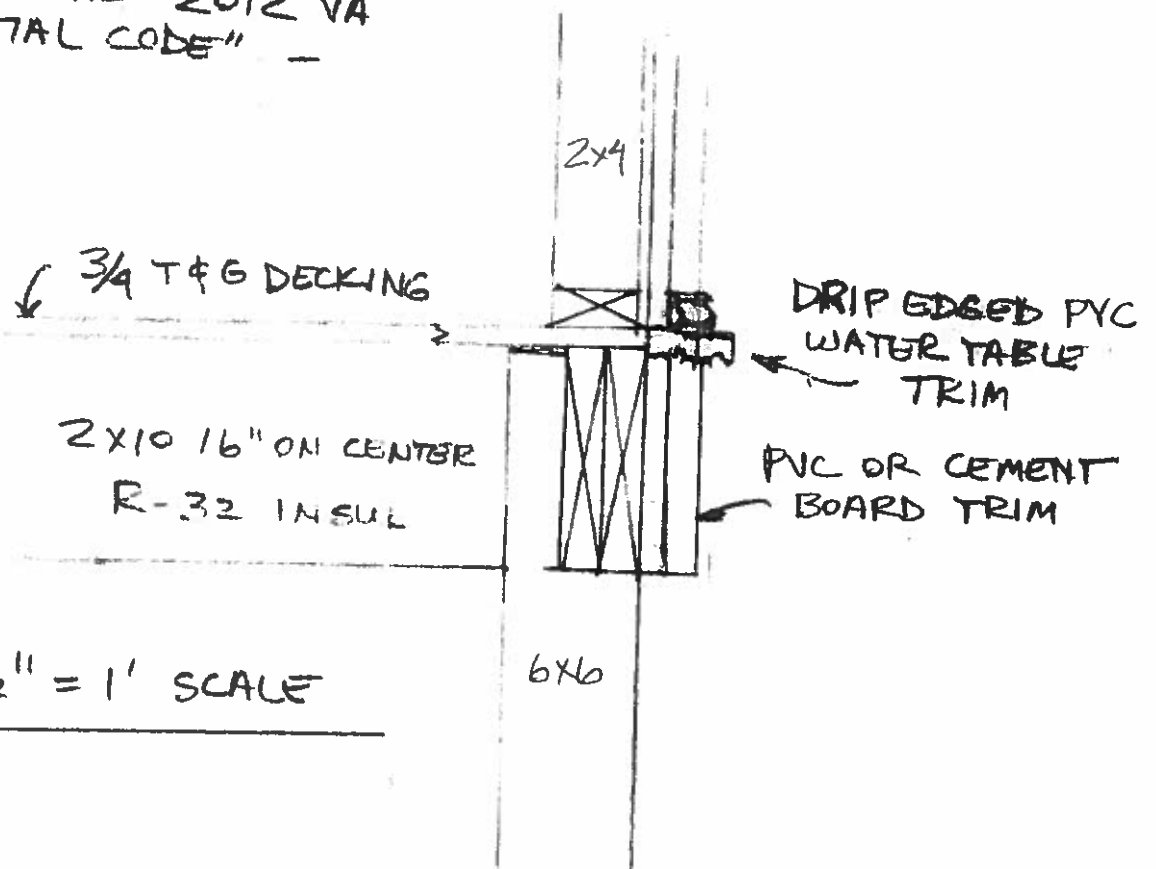
ALL RAILING'S TO BE
PRE-APPROVED COMPOSITE
RAILING SYSTEM -





ALL WINDOW & DOOR HEADERS
TO BE DBL 2x8'S W/ DBL JACKS
AND KING STUD -

UNLESS OTHERWISE
NOTED, ALL SPEC'S AND
REQUIREMENTS WILL BE IN
ADHERENCE TO CITY OF ALEX'S
"TYPICAL DECK DETAILS PACKAGE"
AS WELL AS THE "2012 VA
RESIDENTIAL CODE" -



DETAILS ~ 1 1/2" = 1' SCALE

ADDRESS OF PROJECT: 908 S. Saint Asaph St. Alex, Va. 22314
 TAX MAP AND PARCEL: 080.04-07-24 ZONING: Rm

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: Mary L. Scriva

Address: 908 S. Saint Asaph St.

City: Alex State: Va Zip: 22314

Phone: 703-680-4942 E-mail: maryscriva@yahoo.com

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

Name: _____

Phone: _____

E-mail: _____

Legal Property Owner:

Name: Mary L. Scriva

Address: 908 S. Saint Asaph St.

City: Alex State: Va Zip: 22314

Phone: 703-680-4942 E-mail: maryscriva@yahoo.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*

- ☒ **NEW CONSTRUCTION**
☐ **EXTERIOR ALTERATION:** *Please check all that apply.*
 ☐ awning ☐ fence, gate or garden wall ☐ HVAC equipment ☐ shutters
 ☐ doors ☐ windows ☐ siding ☐ shed
 ☐ lighting ☐ pergola/trellis ☐ painting unpainted masonry
 ☐ other _____
☒ **ADDITION**
☒ **DEMOLITION/ENCAPSULATION**
☐ **SIGNAGE**

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

remove old porch + replace with new porch

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.*

- ☒ **N/A**
☒ ☐ Survey plat showing the extent of the proposed demolition/encapsulation.
☒ ☐ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
☒ ☐ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
☒ ☐ Description of the reason for demolition/encapsulation.
☐ ☐ 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 3 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 3 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: Mary L. Scriva
 Printed Name: Mary L. Scriva
 Date: May 4, 2016

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. Mary L. Scriva	908 S. Saint Asaph St Alex. Va 22314	100%
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. Mary L. Scriva	908 S. Saint Asaph St Alex. Va 22314	100%
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. N/A		
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.

May 4, 2016 Mary L. Scriva Mary L. Scriva
 Date Printed Name Signature