

ADDRESS OF PROJECT: _____

TAX MAP AND PARCEL: _____ ZONING: _____

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: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail : _____

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

Name: _____ Phone: _____

E-mail: _____

Legal Property Owner:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

- ☐ **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
☐ doors
☐ lighting
☐ other _____

☐ fence, gate or garden wall
☐ windows
☐ pergola/trellis

☐ HVAC equipment
☐ siding
☐ painting unpainted masonry

☐ shutters
☐ shed

☐ ADDITION
☒ DEMOLITION/ENCAPSULATION
☐ SIGNAGE

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

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 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.

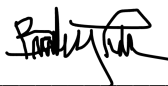
Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

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



Department of Planning & Zoning Floor Area Ratio and Open Space Calculations

B

A. Property Information

A1. Street Address Zone

A2. x =
Total Lot Area Floor Area Ratio Allowed by Zone Maximum Allowable Floor Area

B. Existing Gross Floor Area

Existing Gross Area

Basement

First Floor

Second Floor

Third Floor

Attic

Porches

Balcony/Deck

Lavatory***

Other**

Allowable Exclusions**

Basement**

Stairways**

Mechanical**

Attic less than 7'***

Porches**

Balcony/Deck**

Lavatory***

Other**

Other**

B1. Sq. Ft.
Existing Gross Floor Area*

B2. Sq. Ft.
Allowable Floor Exclusions**

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

Comments for Existing Gross Floor Area

B1. **Total Gross** B2. **Total Exclusions**

C. Proposed Gross Floor Area

Proposed Gross Area

Basement

First Floor

Second Floor

Third Floor

Attic

Porches

Balcony/Deck

Lavatory***

Other

Allowable Exclusions**

Basement**

Stairways**

Mechanical**

Attic less than 7'***

Porches**

Balcony/Deck**

Lavatory***

Other**

Other**

C1. Sq. Ft.
Proposed Gross Floor Area*

C2. Sq. Ft.
Allowable Floor Exclusions**

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

C1. **Total Gross** C2. **Total Exclusions**

D. Total Floor Area

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

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

E. Open Space (RA & RB Zones)

E1. Sq. Ft.
Existing Open Space

E2. Sq. Ft.
Required Open Space

E3. Sq. Ft.
Proposed Open Space

Notes

*Gross floor area is the sum of all areas under roof of a lot, measured from the face of exterior walls, including basements, garages, sheds, gazebos, guest buildings and other accessory buildings.

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

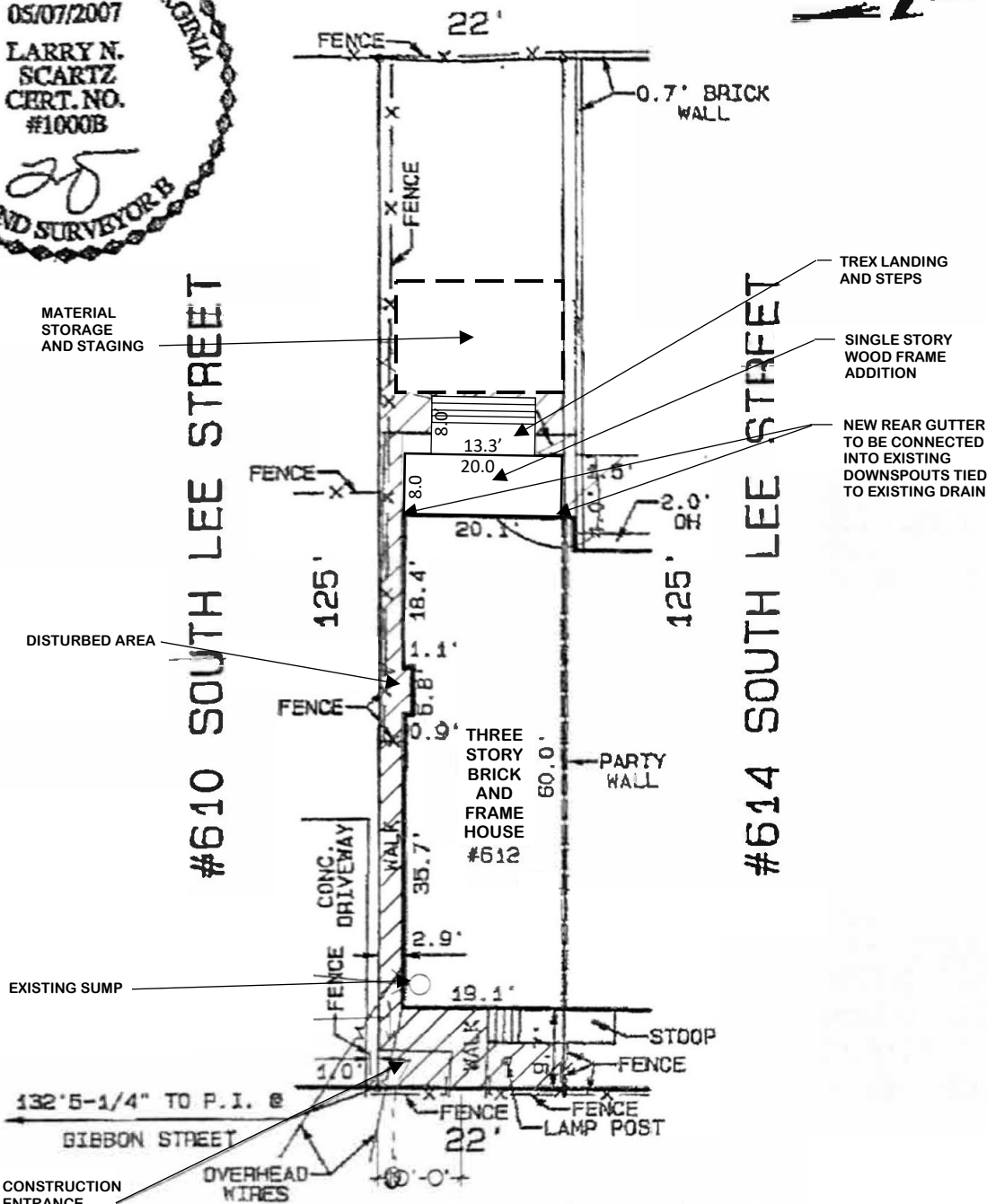
***Lavatories may be excluded up to a maximum of 50 square feet, per lavatory. The maximum total of excludable area for lavatories shall be no greater than 10% of gross floor area.

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

Signature: Date: _____



POMMANDER SQUARE 624



SOUTH LEE STREET

SCALE : 1"=20'-0"

HOUSE LOCATION SURVEY

ON THE PROPERTY LOCATED AT

#612 SOUTH LEE STREET

CITY OF ALEXANDRIA

SCALE 1"=20'-0"

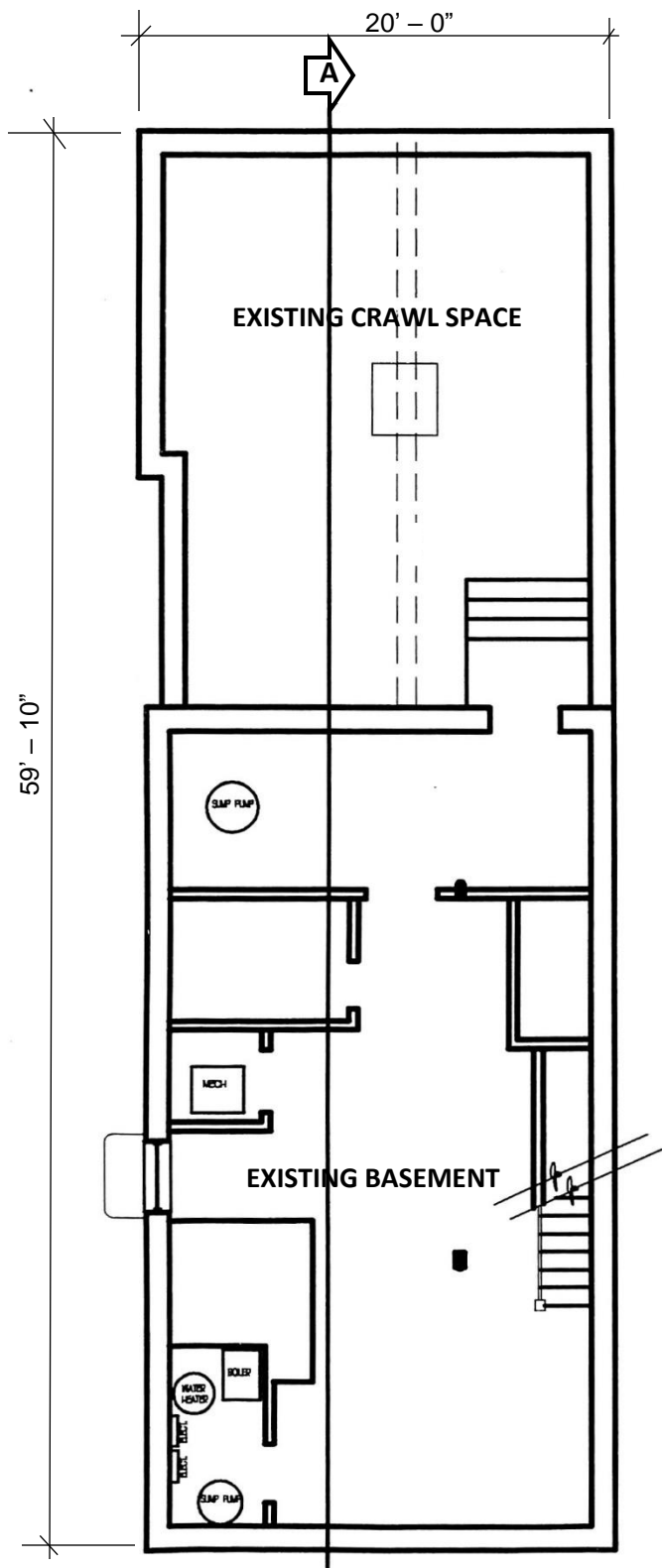
IMPROVEMENTS
A TRANSFER
THERE ARE
THE PROPERTY

CERTIFIED LAND SURVEYOR

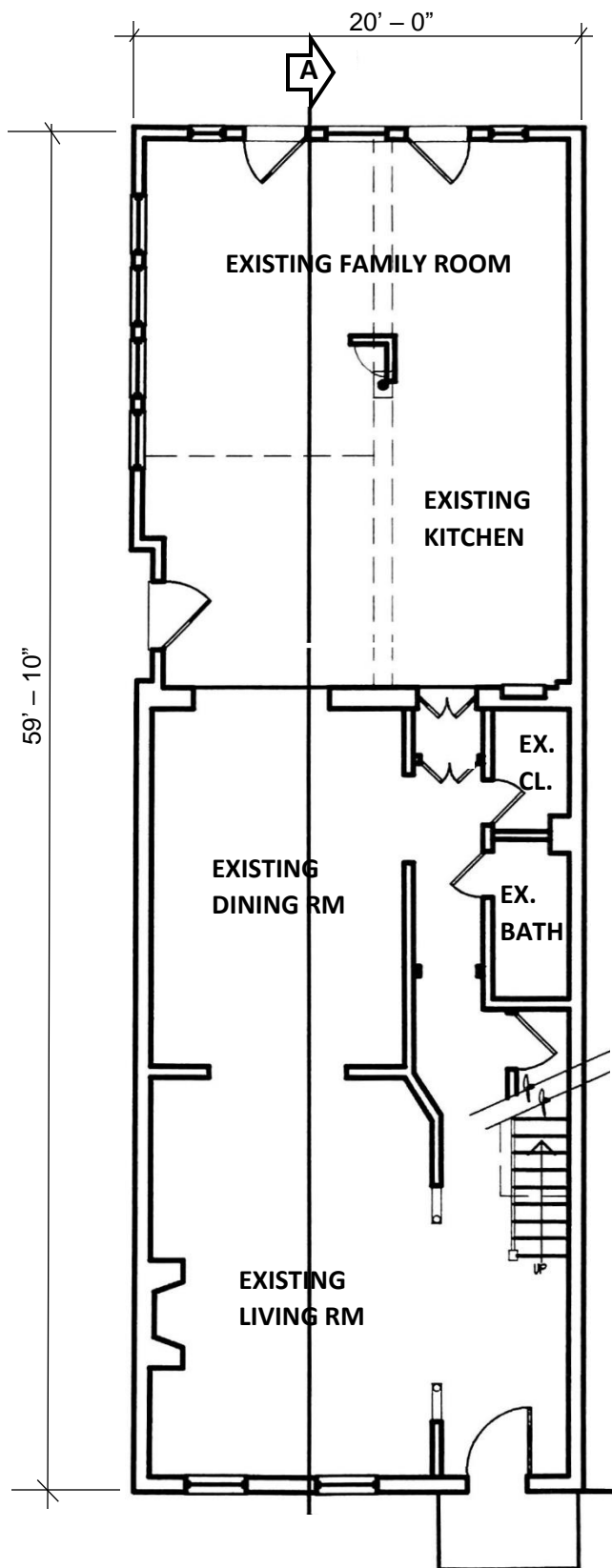
2006/1088

PHONE (703) 494-4181
METRO (703) 690-4555
FAX (703) 690-3999

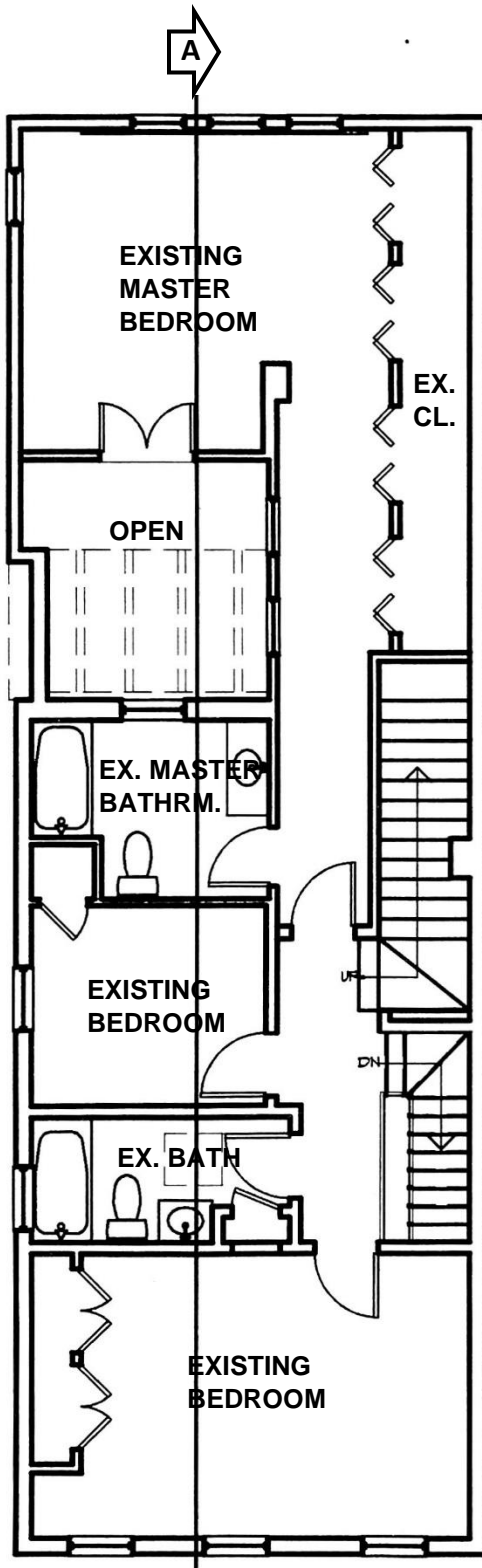
MN



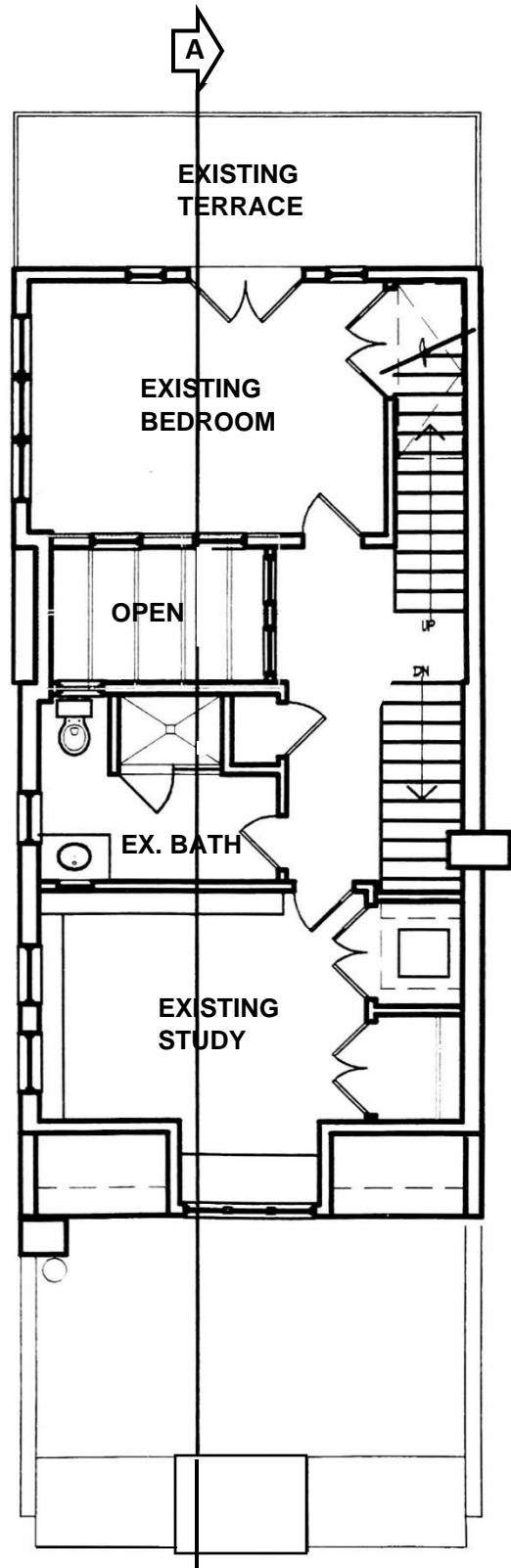
EX. BASEMENT PLAN
SCALE: 1/8" = 1'-0"



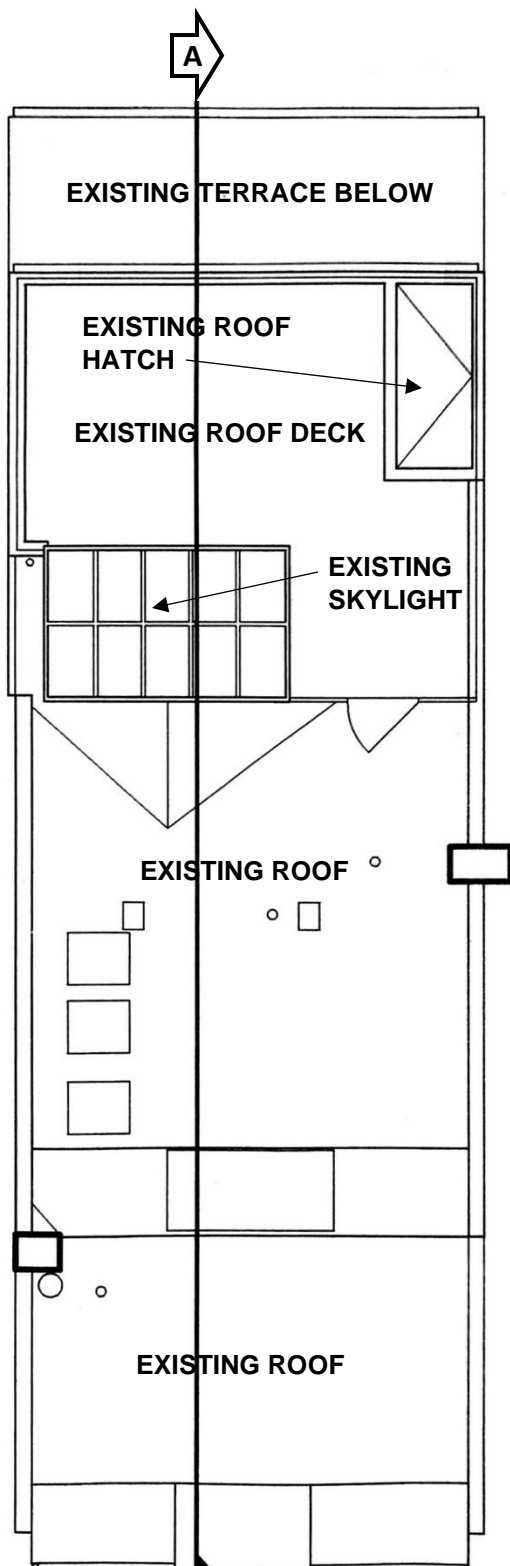
EX. FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



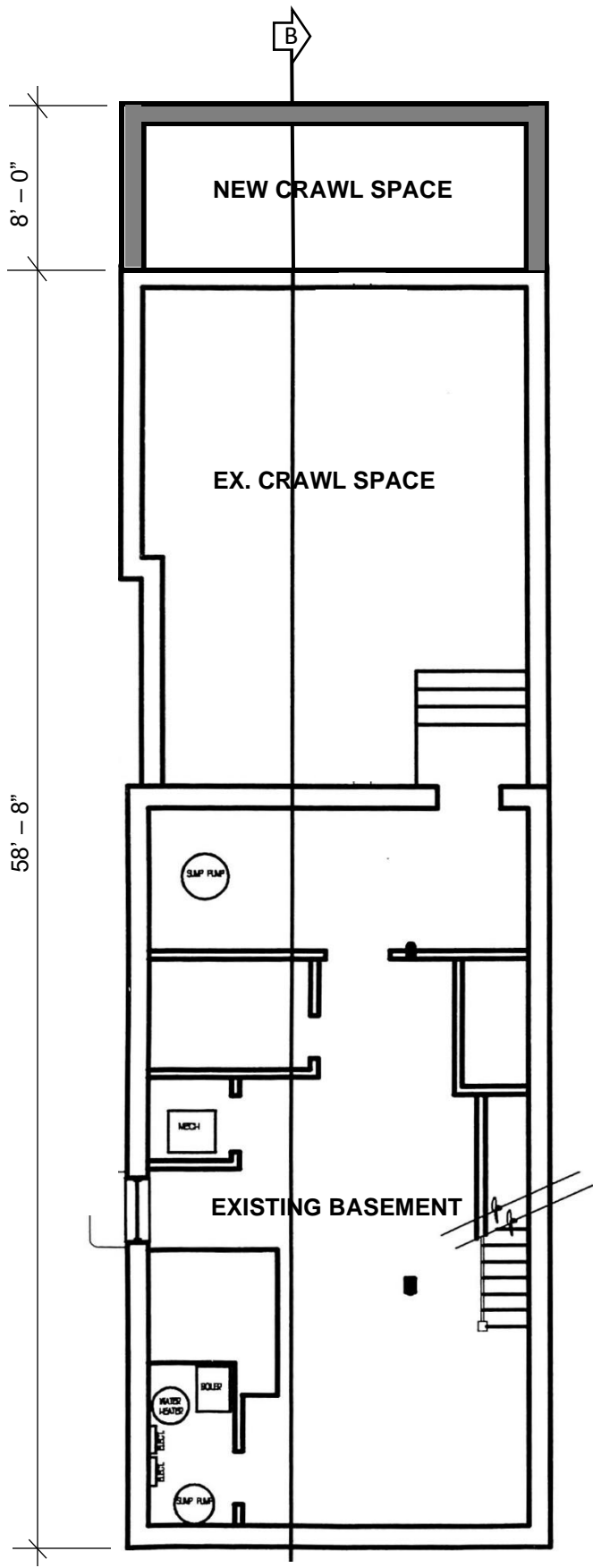
EX. SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"



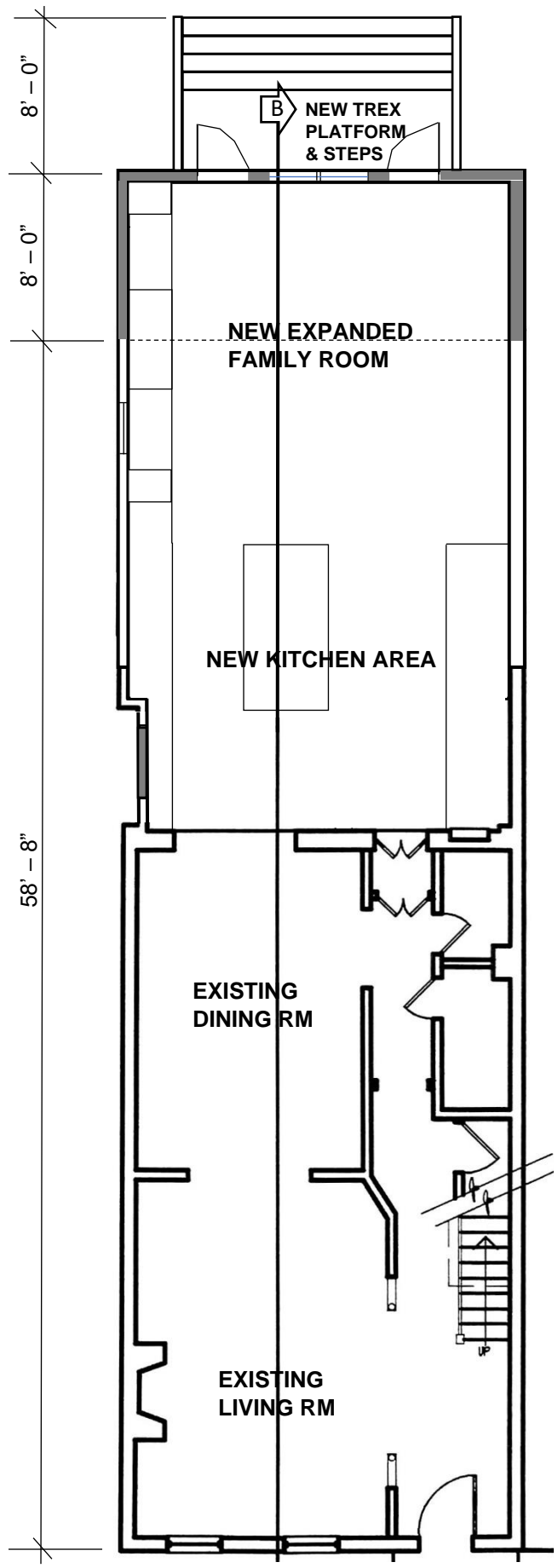
EX THIRD FLOOR PLAN
SCALE: 1/8" = 1'-0"



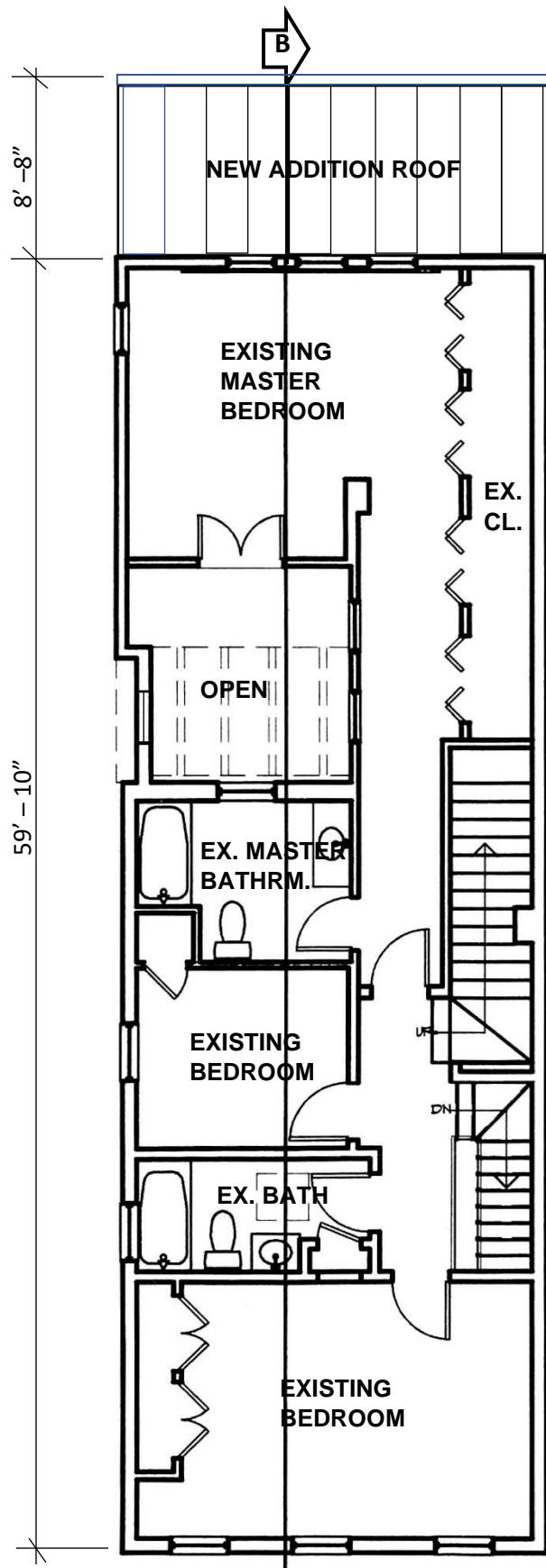
EX. ROOF PLAN
SCALE: 1/8" = 1'-0"



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



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



**NEW SECOND FLOOR PLAN
& FIRST FLOOR ROOF PLAN**
SCALE: 1/8" = 1'-0"



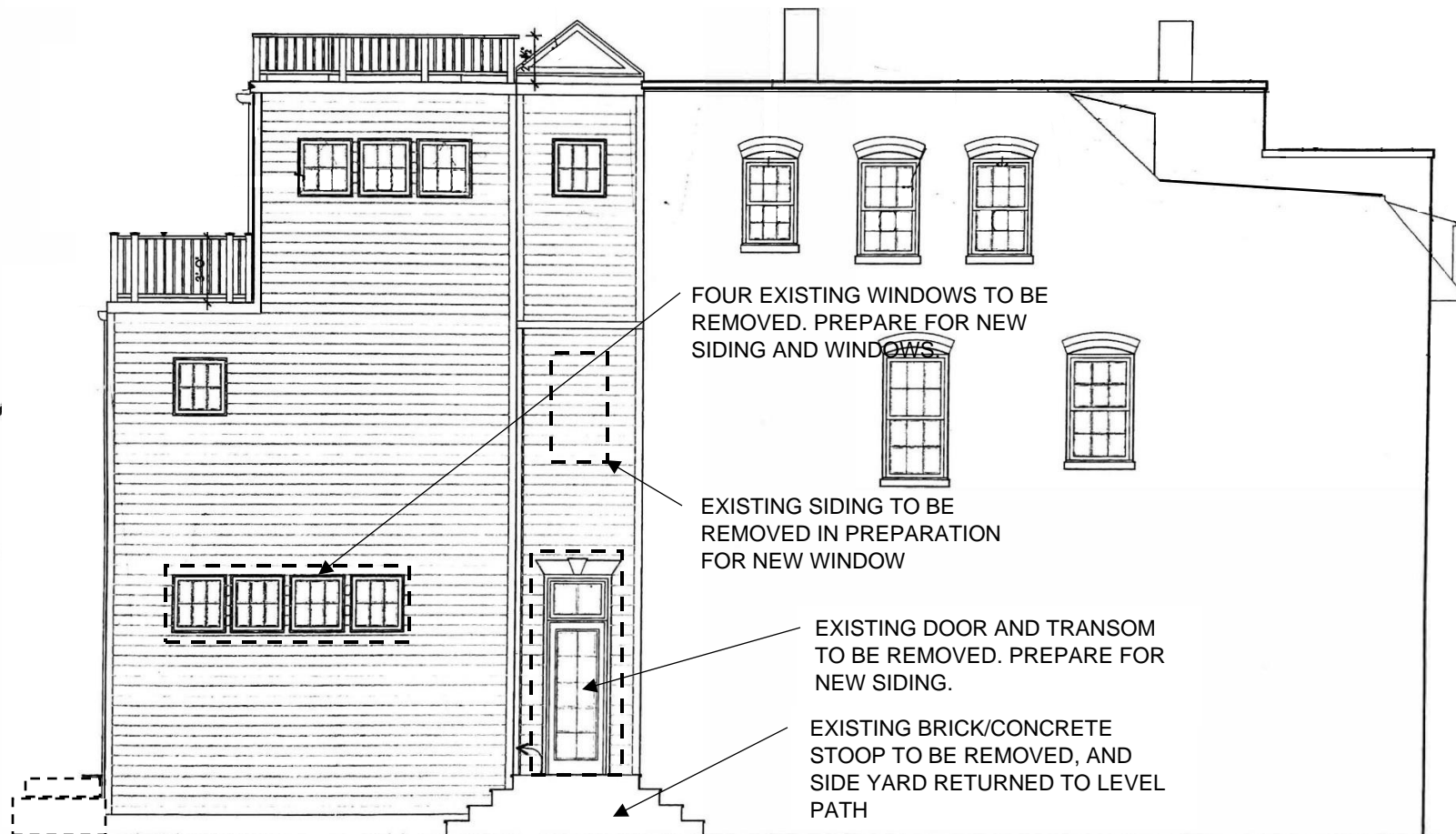
EX. WEST ELEVATION
SCALE: 1/8" = 1'-0"



EX. EAST ELEVATION
SCALE: 1/8" = 1'-0"

EX. WALL, SIDING,
DOORS AND
WINDOWS TO BE
REMOVED

EX. DECK AND
STEPS TO BE
REMOVED



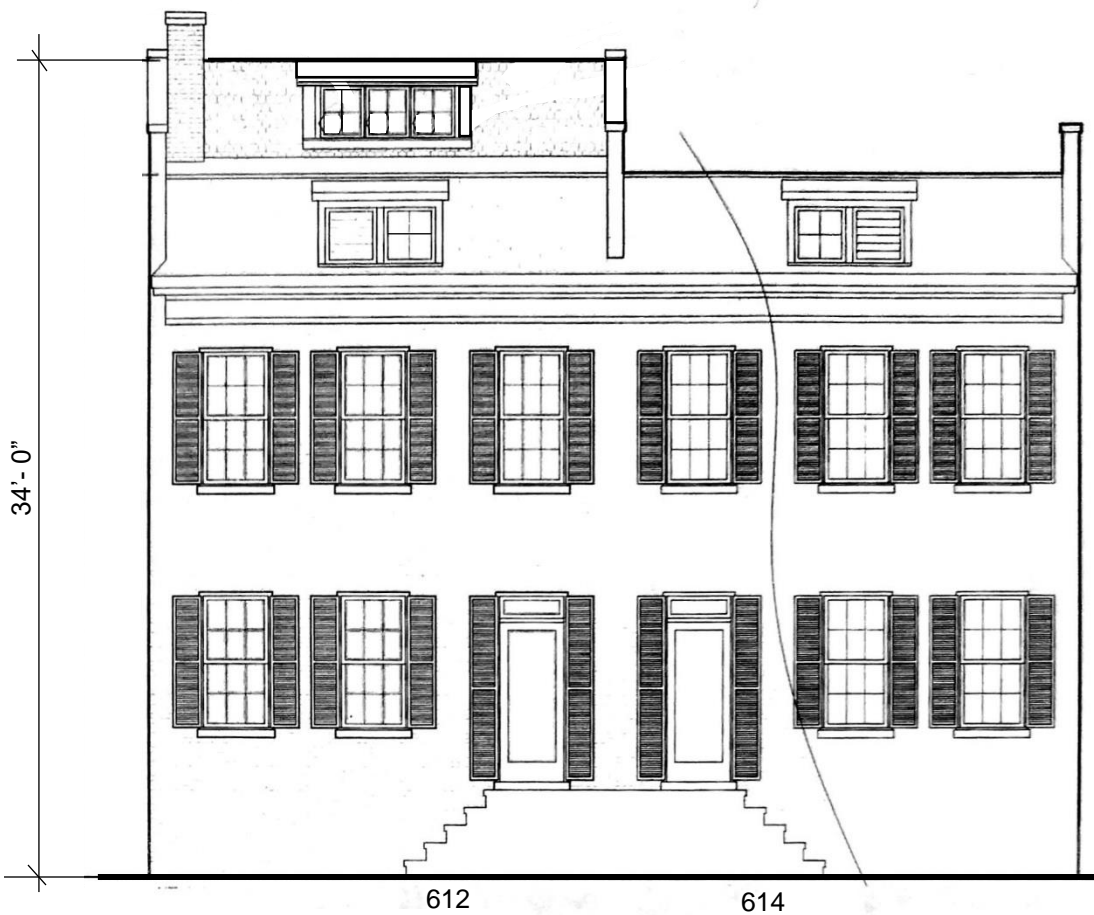
EXISTING NORTH ELEVATION

SCALE: 1/8" = 1'-0"

LIPSON RESIDENCE – FAMILY ROOM ADDITION

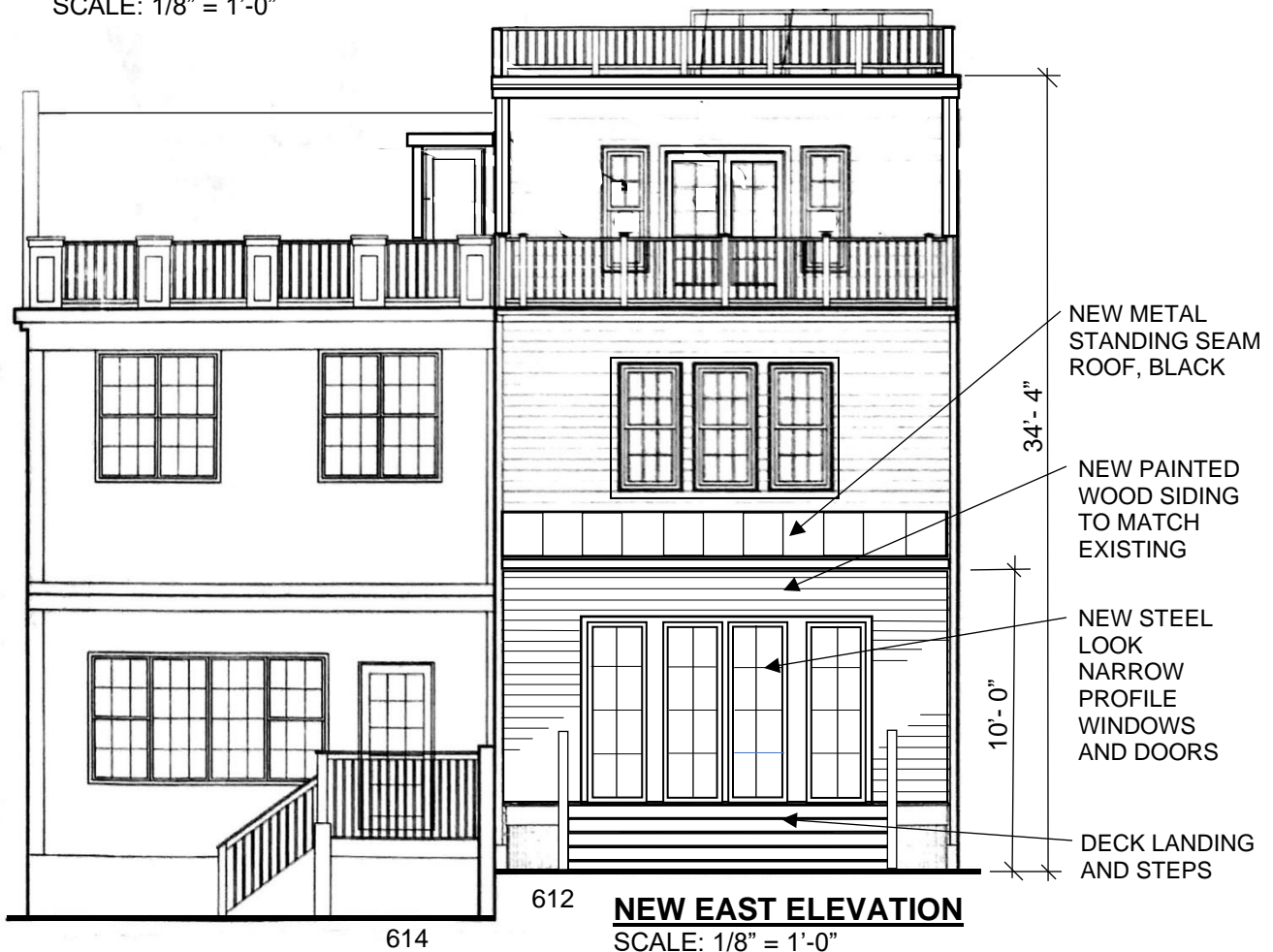
612 S LEE STREET, ALEXANDRIA, VA

A-7



EX. WEST ELEVATION

SCALE: 1/8" = 1'-0"

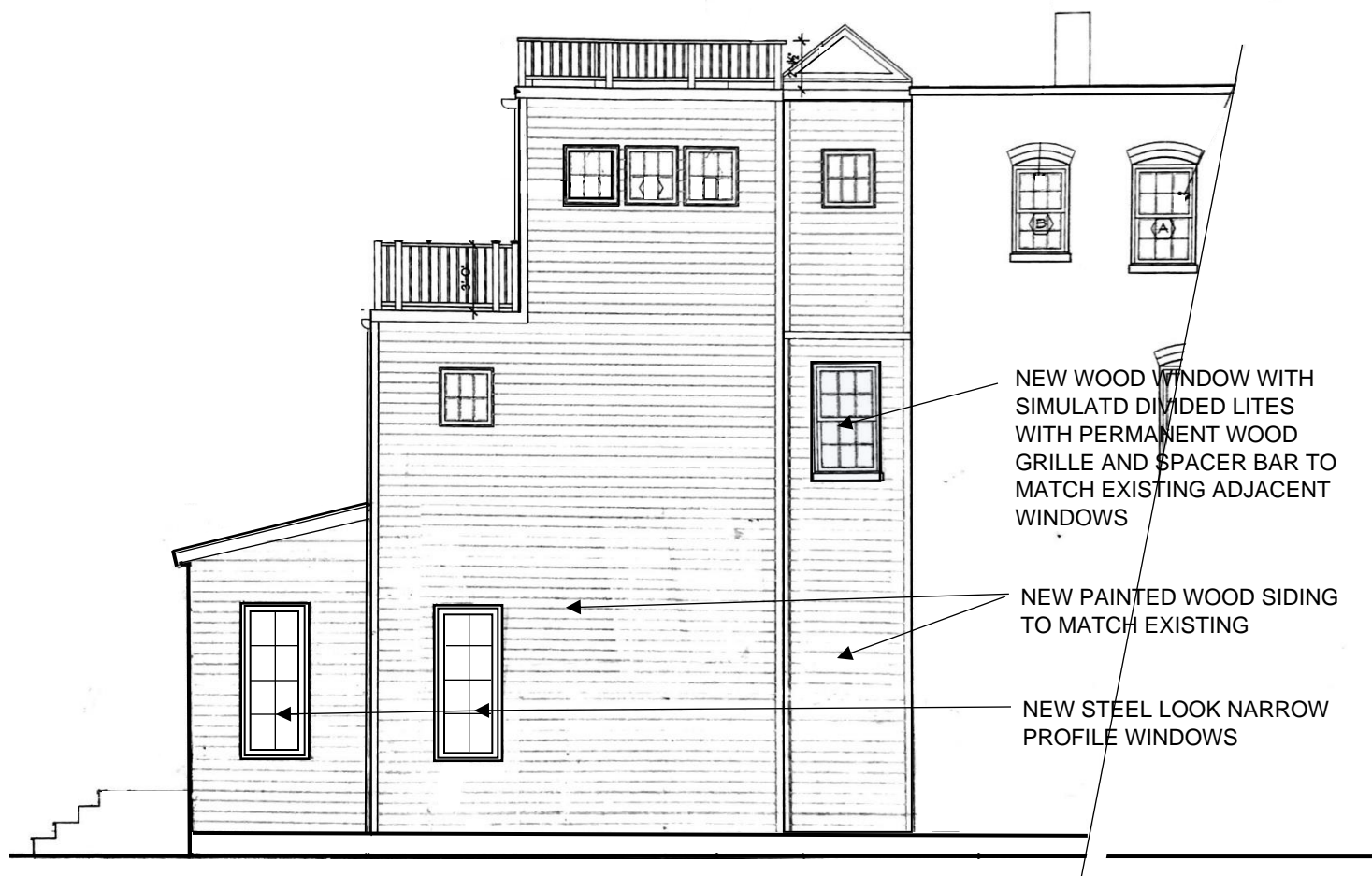


NEW EAST ELEVATION

SCALE: 1/8" = 1'-0"

LIPSON RESIDENCE – FAMILY ROOM ADDITION

612 S LEE STREET, ALEXANDRIA, VA

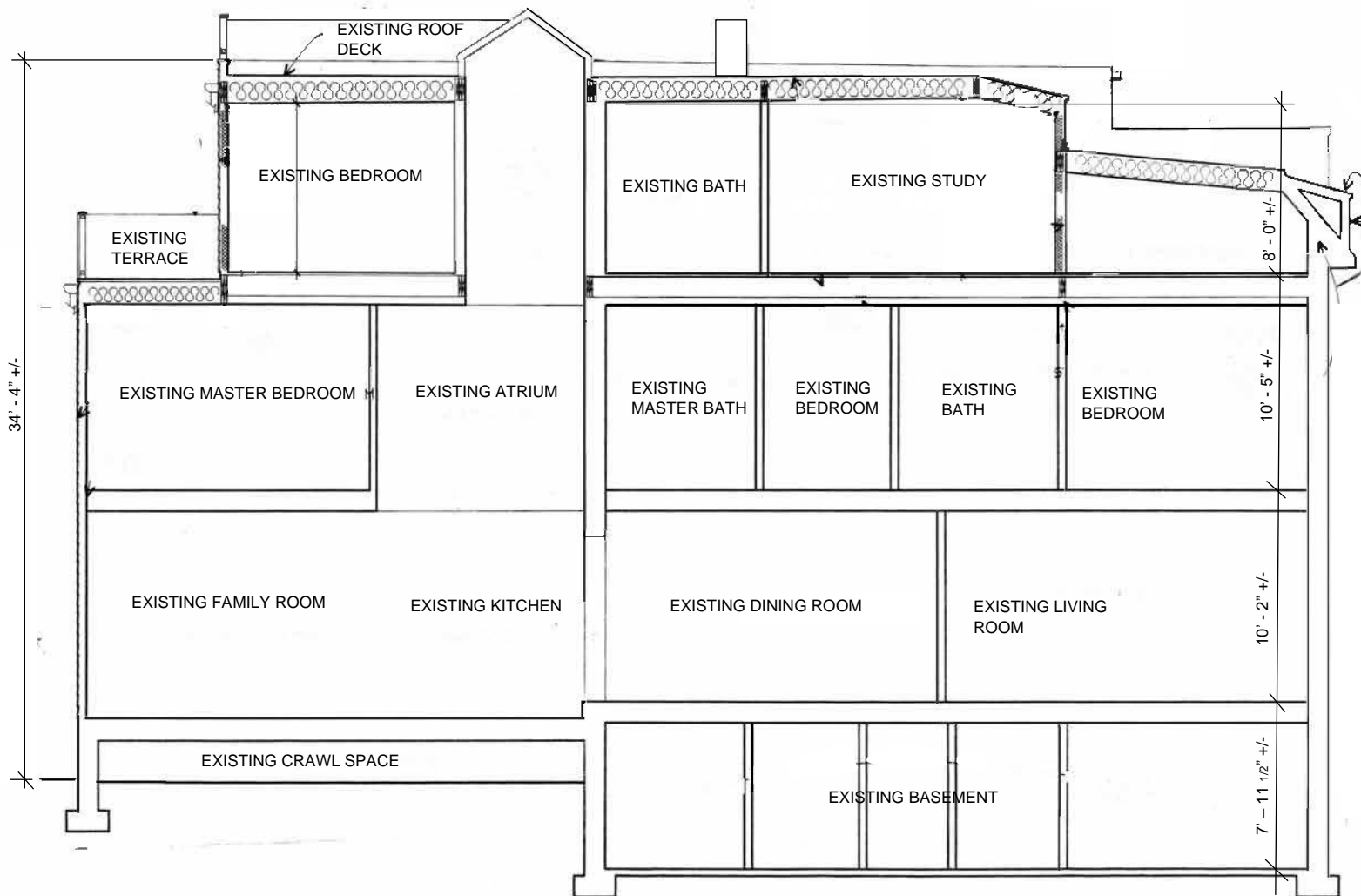


NEW NORTH ELEVATION

SCALE: 1/8" = 1'-0"

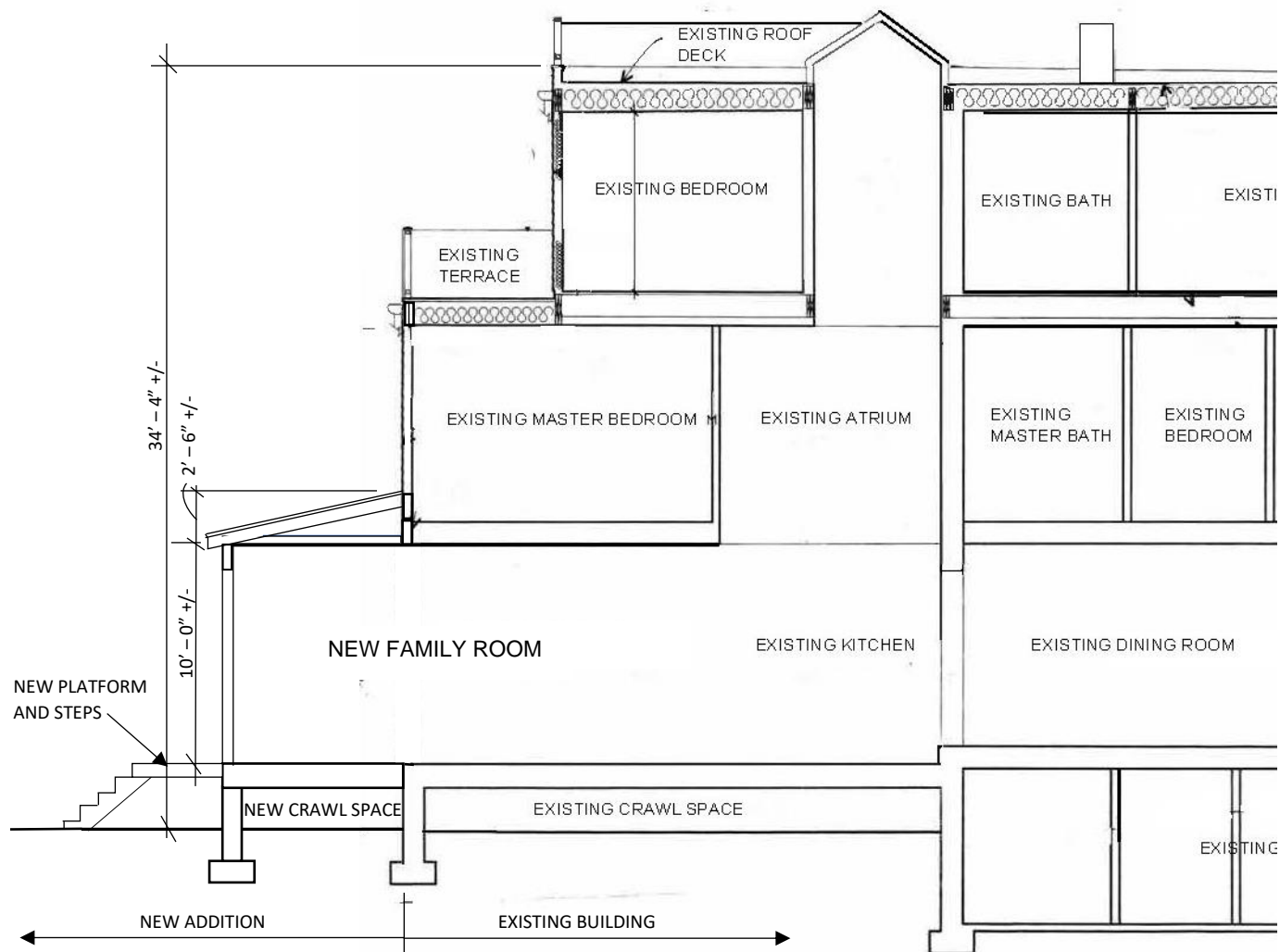
LIPSON RESIDENCE – FAMILY ROOM ADDITION

612 S LEE STREET, ALEXANDRIA, VA



EXISTING BUILDING SECTION

SCALE: 1/8" = 1'-0"



NEW BUILDING SECTION

SCALE: 1/8" = 1'-0"



FRONT (WEST) ELEVATION

**IMAGES OF THE EXISTING
RESIDENCE**

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



SIDE (NORTH) ELEVATION

**IMAGES OF THE EXISTING
RESIDENCE**

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



**CORNER (NORTHWEST)
ELEVATION**

**IMAGES OF THE EXISTING
RESIDENCE**

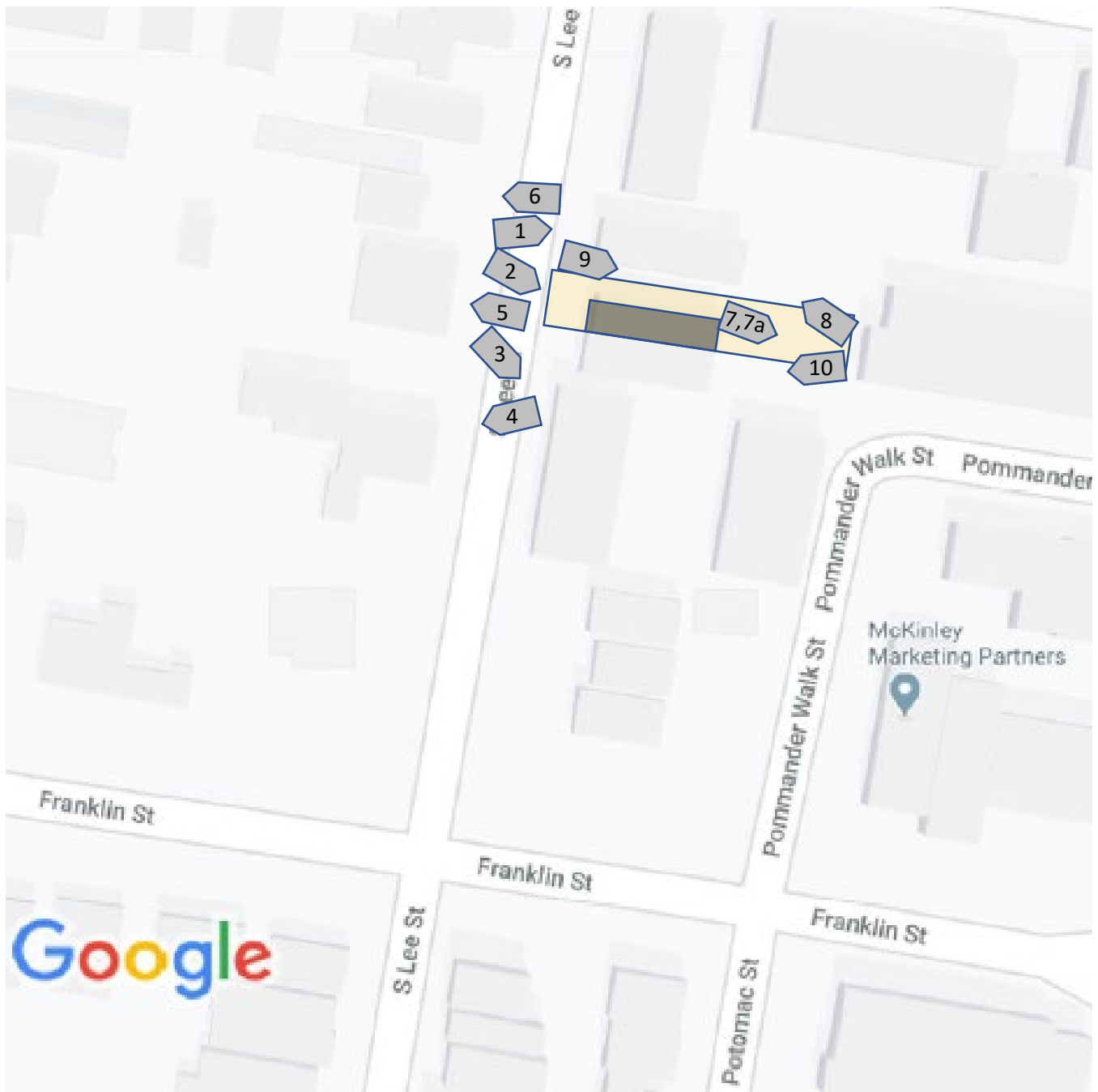
LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



REAR (EAST) ELEVATION

IMAGES OF THE EXISTING RESIDENCE

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



Map data ©2020

IMAGE MAP



LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 1

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 2



IMAGE 3

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 4

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 5



IMAGE 6

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 7



IMAGE 7a

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 8



IMAGE 9

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA



IMAGE 10

LIPSON RESIDENCE – FAMILY ROOM ADDITION
612 S LEE STREET, ALEXANDRIA, VA