



APPLICATION

SPECIAL USE PERMIT

SPECIAL USE PERMIT # _____

PROPERTY LOCATION: 113 S Saint Asaph St, Alexandria, VA 22314

TAX MAP REFERENCE: 074.02-09-14 **ZONE:** CD

APPLICANT:

Name: Zachary Cotter

Address: 113 S Saint Asaph St, Alexandria VA 22314

PROPOSED USE: Residential

- ☒ 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.

Zachary Burson Cotter

Print Name of Applicant or Agent

911 Prince St APT 2

Mailing/Street Address

Alexandria, VA 22314

City and State

Zip Code


Signature

24 Nov 2012
Date

404-281-2412

Telephone #

Fax #

zachcotter@gmail.com

Email address

PROPERTY OWNER'S AUTHORIZATION

As the property owner of 113 S Saint Asaph St, Alexandria, VA 22314, I hereby
(Property Address)

grant the applicant authorization to apply for the Parking Reduction Special Use Permi use as
(use)
described in this application.


Name: Zachary Burson Cotter

Phone: 404-281-2412

Please Print

Address: 911 Prince St APT 2, Alexandria, VA 22314

Email: zachcotter@gmail.com

Signature: 

Date: 24 Nov 2020

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.

Zachary Burson Cotter, 911 Prince St APT 2, Alexandria, VA 22314 - 100% ownership

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 Zachary Burson Cotter	911 Prince St APT 2 Alexandria	100
² Zachary Burson Cotter		
³ Zachary Burson Cotter		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 113 S Saint Asaph St, Alexandria VA 22314 (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 Zachary Burson Cotter	911 Prince St APT 2 Alexandria	100
² Zachary Burson Cotter		
³ Zachary Burson Cotter	911 Prince St APT 2, Alexandria	

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 Zachary Burson Cotter	N/A	N/A
² Zachary Burson Cotter		
³ Zachary Burson Cotter		

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.

24 Nov 2020 Zachary Burson Cotter
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.)

The owner of 113 S Saint Asaph St requests a Parking Reduction Special Use Permit (SUP) due to the inherent limitations with adding additional parking on the property and the lack of rear of the property to provide parking. There is not access to parking from an interior alley or court for the purposes of parking. The property has one parking space available on the rear of the property in the form of a garage. Access to the lot is limited and it is not feasible to add additional parking spaces on the property as creation of additional spaces would cut into limited open space on the property and require the destruction of parts of the historic structure. One public parking garage (111 S. Pitt Street) falls within a 500 feet radius requirement; however, that public garage does NOT lease on a long-term basis - only on an hourly/daily. The property is in a highly walkable area with immediate access to public transportation in the form of DASH, Metrobus and the King St Trolley line with access to the Old Town Metrorail Station. Given these circumstances, the owner/applicant requests the section 8-200(C) (5)(a) parking requirement be waived.

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).
N/A _____
- B. How many employees, staff and other personnel do you expect?
Specify time period (i.e., day, hour, or shift).
N/A _____
6. Please describe the proposed hours and days of operation of the proposed use:
- | Day: | Hours: |
|-----------|-----------|
| N/A _____ | N/A _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
7. Please describe any potential noise emanating from the proposed use.
- A. Describe the noise levels anticipated from all mechanical equipment and patrons.
N/A _____
- B. How will the noise be controlled?
N/A _____

8. Describe any potential odors emanating from the proposed use and plans to control them:

N/A

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)

N/A

- B. How much trash and garbage will be generated by the use? (i.e. # of bags or pounds per day or per week)

N/A

- C. How often will trash be collected?

N/A

- D. How will you prevent littering on the property, streets and nearby properties?

N/A

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:

- 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:

N/A

- 12.** What methods are proposed to ensure the safety of nearby residents, employees and patrons?

N/A

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.

N/A

PARKING AND ACCESS REQUIREMENTS

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

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

Planning and Zoning Staff Only

Required number of spaces for use per Zoning Ordinance Section 8-200A _____

Does the application meet the requirement?

☐ Yes ☐ No

- 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? 1

Planning and Zoning Staff Only

Required number of loading spaces for use per Zoning Ordinance Section 8-200 _____

Does the application meet the requirement?

☐ Yes ☐ No

- B. Where are off-street loading facilities located? N/A
- C. During what hours of the day do you expect loading/unloading operations to occur?
N/A
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate?
N/A

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?

N/A

SITE CHARACTERISTICS

17. Will the proposed uses be located in an existing building? ☐ Yes ☒ No

Do you propose to construct an addition to the building? ☐ Yes ☒ No

How large will the addition be? _____ square feet.

18. What will the total area occupied by the proposed use be?

_____ sq. ft. (existing) + _____ sq. ft. (addition if any) = _____ sq. ft. (total)

19. The proposed use is located in: (check one)

☐ a stand alone building

☐ a house located in a residential zone

☐ 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



APPLICATION - SUPPLEMENTAL

PARKING REDUCTION

Supplemental information to be completed by applicants requesting special use permit approval of a reduction in the required parking pursuant to section 8-100(A)(4) or (5).

1. Describe the requested parking reduction. (e.g. number of spaces, stacked parking, size, off-site location)

2. Provide a statement of justification for the proposed parking reduction.

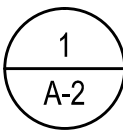
3. Why is it not feasible to provide the required parking?

4. Will the proposed reduction reduce the number of available parking spaces below the number of existing parking spaces?

_____ Yes. _____ No.

5. If the requested reduction is for more than five parking spaces, the applicant must submit a *Parking Management Plan* which identifies the location and number of parking spaces both on-site and off-site, the availability of on-street parking, any proposed methods of mitigating negative affects of the parking reduction.

6. The applicant must also demonstrate that the reduction in parking will not have a negative impact on the surrounding neighborhood.



SCALE: 1/4"=1'-0"

I CERTIFY THAT THESE
DOCUMENTS WERE PREPARED
OR APPROVED BY ME, AND I AM
A DULY LICENSED ARCHITECT
UNDER THE LAWS OF THE
COMMONWEALTH OF VIRGINIA,
LICENSE NUMBER
0407005166, EXPIRATION
DATE 12/31/21

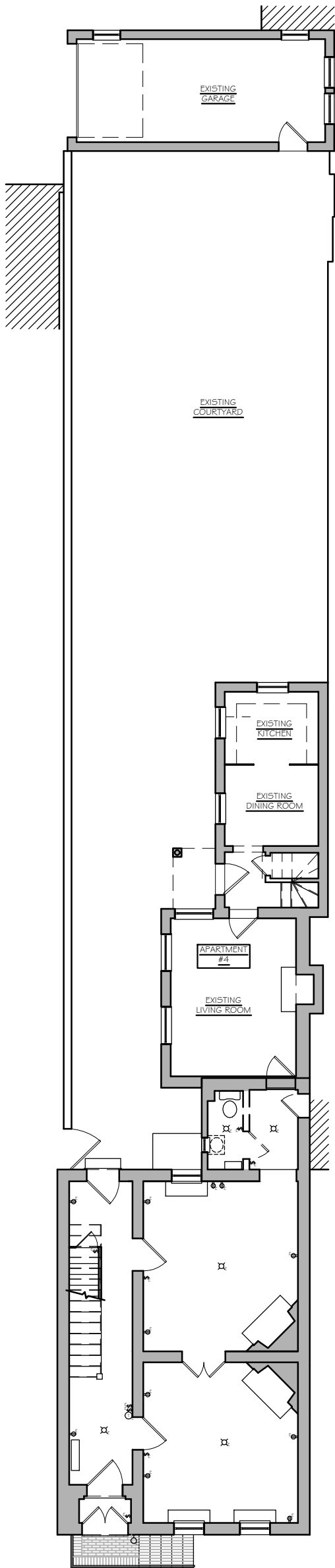
113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

EXISTING
BASEMENT

750 MARYLAND ROUTE 3 SOUTH, SUITE 7
GAMBRILLS MD 21054
TEL: 410-923-0922 FAX: 410-923-0828

REV	DATE	DESCRIPTION
DRAWN: NJ		CHKD: DEL
DATE: 10-27-20		DATE: 10-27-20
CAD REF: 2020.08		

A-2



1
A-2A

EXISTING FIRST FLOOR PLAN

SCALE: 3/32"=1'-0"

533 SQUARE FEET TOTAL
FOR EXISTING ROOMS
282 SQUARE FEET TOTAL
FOR EXISTING REAR
APARTMENT #4

CERTIFY THAT THESE
DOCUMENTS WERE PREPARED
OR APPROVED BY ME, AND I AM
A DULY LICENSED ARCHITECT
UNDER THE LAWS OF THE
COMMONWEALTH OF VIRGINIA,
LICENSE NUMBER
0407005166, EXPIRATION
DATE 12/31/21

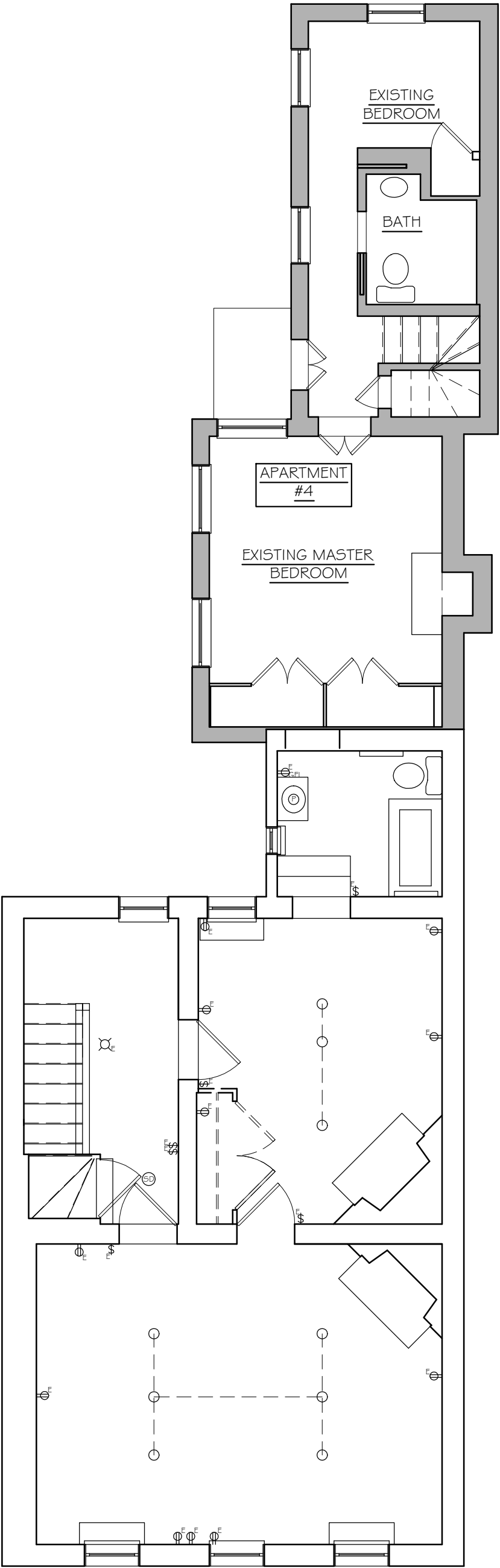
RESIDENCE
RENOVATION
113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

EXISTING
FIRST
FLOOR

DEL STUDIO
ARCHITECTS
750 MARYLAND ROUTE 3 SOUTH, SUITE 7
GAMBRILLS MD 21054
TEL: 410-923-0922 FAX: 410-923-0828

REV.	DATE	DESCRIPTION

A-2A



1
A-3

EXISTING SECOND FLOOR PLAN

SCALE: 3/16"=1'-0"

604 SQUARE FEET TOTAL
FOR EXISTING ROOMS

282 SQUARE FEET TOTAL
FOR EXISTING REAR
APARTMENT #4

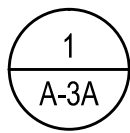
CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE COMMONWEALTH OF VIRGINIA, LICENSE NUMBER 0407005166, EXPIRATION DATE 12/31/21

RESIDENCE RENOVATION
113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

EXISTING SECOND FLOOR

DEL STUDIO ARCHITECTS
750 MARYLAND ROUTE 3 SOUTH, SUITE 7
GAMBRILLS MD 21054
TEL: 410-923-0922 FAX: 410-923-0828

REV	DATE	DESCRIPTION



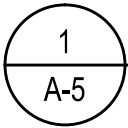
SCALE: 1/4"=1'-0"

I CERTIFY THAT THESE
DOCUMENTS WERE PREPARED
OR APPROVED BY ME, AND I AM
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UNDER THE LAWS OF THE
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EXISTING
THIRD
FLOOR

REV	DATE	DESCRIPTION
DRAWN: NJ		CHKD: DEL
DATE: 10-27-20		DATE: 10-27-20
CAD REF: 2020.08		

A-3A



SCALE: 1/4"=1'-0"

604 SQUARE FEET TOTAL
FOR NEW UNITS

RESIDENCE RENOVATION

113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

REV	DATE	DESCRIPTION
DRAWN: NJ		CHKD: DEL
DATE: 10-27-20		DATE: 10-27-20
CAD REF: 2020.08		

A-5



1
A-6

EXISTING STREET ELEVATION (NO RENOVATION)
SCALE: 1/4"=1'-0"

CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE COMMONWEALTH OF VIRGINIA, LICENSE NUMBER 0407005166, EXPIRATION DATE 12/31/21

RESIDENCE RENOVATION
113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

STREET ELEVATION


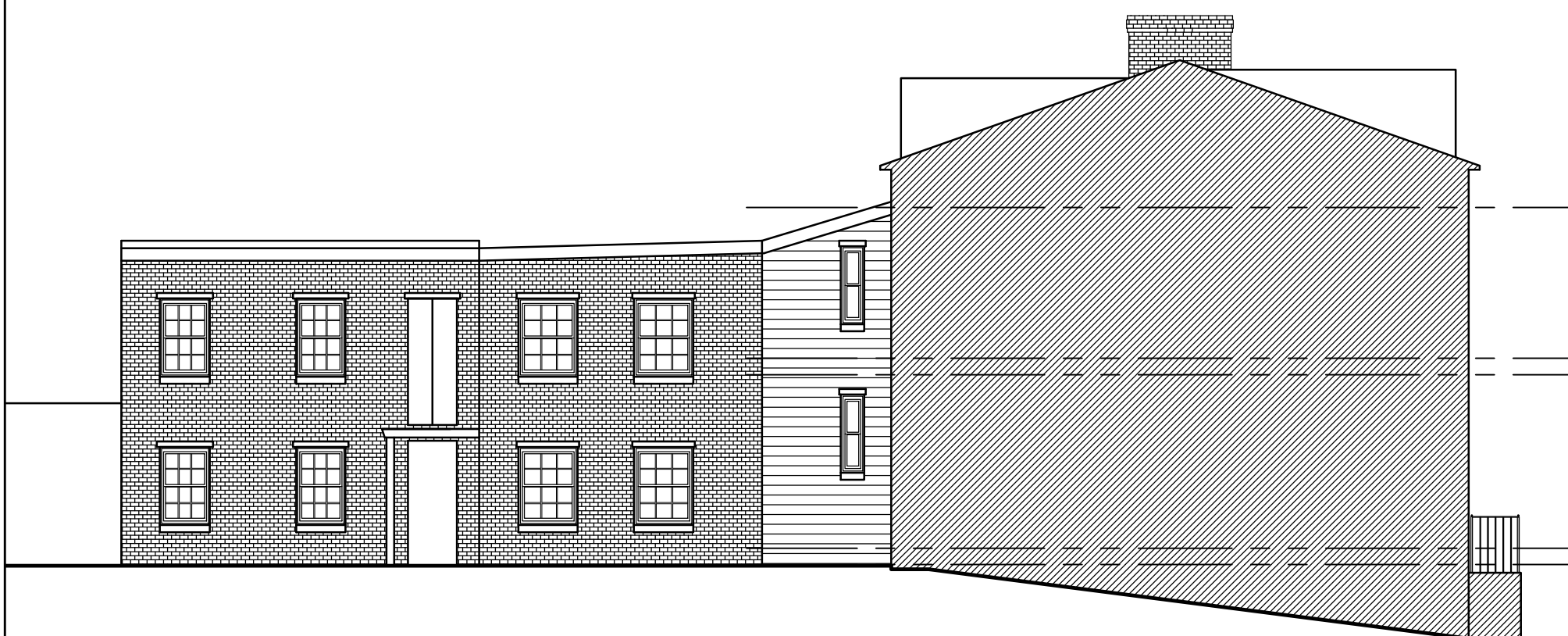
DEL STUDIO
ARCHITECTS
750 MARYLAND ROUTE 3 SOUTH, SUITE 7
GAMBRILLS MD 21054
TEL: 410-923-0922 FAX: 410-923-0828

REV	DATE	DESCRIPTION

A-6



A-7



EXISTING LEFT ELEVATION--COURTYARD (NO RENOVATION)

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

CERTIFY THAT THESE
DOCUMENTS WERE PREPARED
OR APPROVED BY ME, AND I AM
A DULY LICENSED ARCHITECT
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RESIDENCE RENOVATION

113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

LEFT
ELEVATION

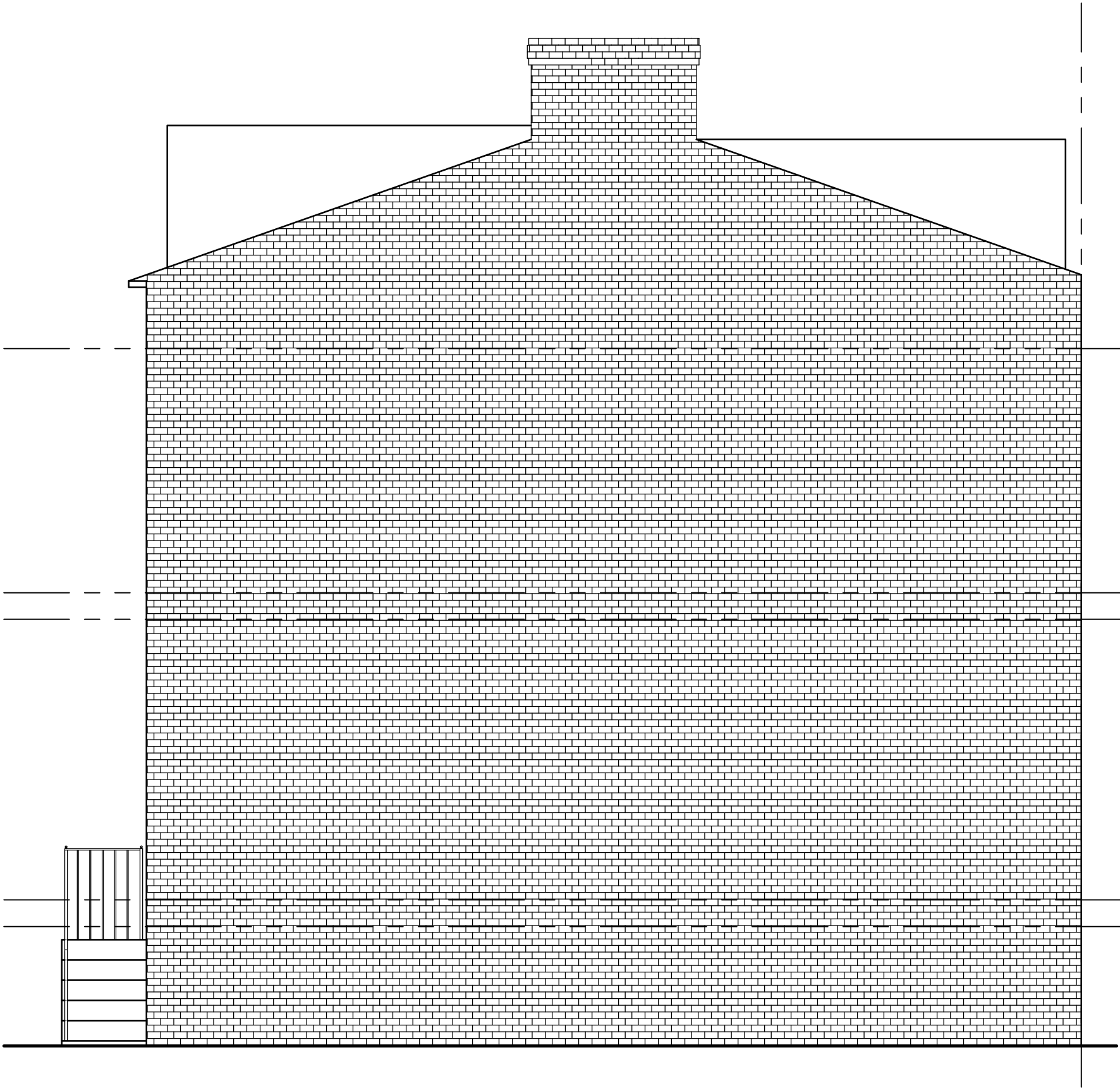
DEL  STUDIO
ARCHITECTS

750 MARYLAND ROUTE 3 SOUTH SUITE 7

TEL: 410-923-0922 FAX: 410-923-0828

REV	DATE	DESCRIPTION
DRAWN: NJ		CHKD: DEL
DATE: 10-27-20		DATE: 10-27-20
CAD REF: 2020.08		

A-8



1
A-6

EXISTING RIGHT ELEVATION (NO RENOVATION)
SCALE: 1/4"=1'-0"

CERTIFY THAT THESE
DOCUMENTS WERE PREPARED
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UNDER THE LAWS OF THE
COMMONWEALTH OF VIRGINIA,
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DATE 12/31/21

**RESIDENCE
RENOVATION**
113 SOUTH ST. ASAPH STREET
ALEXANDRIA, VA 22314

**RIGHT
ELEVATION**

DEL STUDIO
ARCHITECTS
750 MARYLAND ROUTE 3 SOUTH, SUITE 7
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DATE: 10-27-20	DATE: 10-27-20	
CAD REF: 2020.08		

A-9

- THE COURTYARD IS ENCLOSED
- NO VEHICULAR ACCESS TO PROPERTY
- THE EXTERIOR OF PROPERTY WILL NOT BE RENOVATED OR ALTERED



A photograph of a brick building with a large tree in the foreground, casting shadows on the wall. A brick wall and a paved path lead towards the building entrance.

A photograph showing a narrow alleyway between brick walls. In the foreground, a large, light-colored, curved structure, possibly a pipe or a large container, is visible. To the left, a fire hydrant is partially visible. A yellow sign is mounted on a metal frame in the center of the alleyway. The sign has black text that reads "ALLEY CLOSED" and "TWO-WAY VEHICULAR TRAFFIC". The brick walls are made of red bricks with white mortar. The ground is paved with concrete or asphalt.

A photograph of a small, single-story brick building with a white garage door, situated between two larger brick buildings. A red pickup truck is parked on the left, and an air conditioning unit is on the right. The ground is paved and shows some wet patches.

Diagram illustrating a building footprint with numbered arrows indicating different views:

- 2**: Arrow pointing up from the bottom center, indicating the front elevation.
- 3**: Arrow pointing down from the top center, indicating the rear elevation.
- 4**: Arrow pointing left from the top center, indicating the left elevation.
- 5**: Arrow pointing right from the top center, indicating the right elevation.

Additional labels include "ALLEYWAY" and "SIDEWALK CURB" near the bottom left corner.

A three-story red brick building with white window frames and shutters. The central entrance features a white door with a semi-circular transom and a pediment. A small dormer with a pediment is on the roof. In the foreground, two people are sitting at an outdoor table under a large black umbrella. The building is surrounded by trees and a clear blue sky.

A photograph of a brick building with a blue door, surrounded by lush greenery and string lights. The building is made of red brick and has a blue door. There are string lights hanging above the door and a large green bush in front of it. The scene is outdoors and appears to be a courtyard or garden area.

A narrow, arched passageway in a brick building, leading to a set of stairs. The walls are made of red brick, and the ceiling is arched. A small plaque is visible on the left wall.

A photograph of a brick house with a white front door and a small porch, surrounded by lush greenery and trees. A black trash can is visible in the foreground, and a small table and chairs are set up on the brick-paved patio.

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DATE 12/31/21

DEL STUDIO
**ARCHITECTS**

750 MARYLAND ROUTE 3 SOUTH, SUITE 7
GAMBRILLS MD 21054

TEL: 410-923-0922 FAX: 410-923-0828

REV	DATE	DESCRIPTION
DRAWN: NJ		CHKD: DEL
DATE: 10-27-20		DATE: 10-27-20
CAD REF: 2020.08		

A-10