



# APPLICATION FOR AN ADMINISTRATIVE CHANGE

ARLINGTON COUNTY, VIRGINIA  
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT  
ZONING ADMINISTRATION  
2100 CLARENDON BOULEVARD SUITE #1000  
ARLINGTON, VIRGINIA 22201  
(703) 228-3883 • Fax (703) 228-3896

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

REQUESTED CHANGE(S): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICATION MADE BY (Print Clearly): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE( ) \_\_\_\_\_ EMAIL ( ) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

<i>FOR OFFICE USE ONLY</i>			
SITE PLAN NUMBER _____			
DATE RECEIVED _____		BY _____	
FEE PAID _____	RECEIPT # _____	ZONING _____	
PLANNING: REVIEWED BY: _____		DATE _____	
DPW: REVIEWED BY: _____		DATE _____	
ACTION _____			
_____			
_____			
_____			

ZONING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

# INFORMATION AND INSTRUCTIONS

## Administrative Change to Approved Site Plan Projects

Section 36.H.c of the Zoning Ordinance defines Administrative Changes as “Any minor modification of the approved Site Plan which complies with the spirit of this Code, the intent of the County board in its approval of the Site Plan, and the general purpose of the comprehensive plan for the development of the area.” The zoning administrator may approve only those Administrative Changes that meet these criteria. In requesting an Administrative Change, applicants should describe how the proposed change complies with the intent of the County Board, in approving the original plan. Aspects of the Site Plans that were at issue during the approval process may require a Site Plan Amendment.

Applications for Administrative Changes to approved Site Plans may be submitted to the Zoning Office (2100 Clarendon Boulevard, Suite 1000, Arlington, Virginia 22201) weekdays, between 8:00 a.m. and 4:00 p.m. Staff will complete review within 30 days of receipt of a completed application and supporting documents.

All Applicants Must Include: (Submit in sets of four for landscape plan changes, two for all other requests)

1. Complete application.
2. Description of requested change(s).
3. For all Site Plan projects, a Statement of Support is required. This statement should included a description of how the requested change(s) complies with the spirit and intent of the County Board approval as well as comparisons of building footprints, setbacks, heights and materials as appropriate.
4. Requests to modify building footprints, setbacks, heights, and building façade materials should be accompanied by plats and/or drawings marked to show both the approval and requested changes. **DRAWINGS LARGER THAN 24” X 36” WILL NOT BE ACCEPTED.** Drawings, renderings, photos, material samples, and any other information that will assist the staff in its review must be submitted in **duplicate**; or triplicate for landscape changes.
5. Filing fee ([see fee schedule dated July 1, 2010](#)) should be made payable to the Treasurer of Arlington County. (If a request or any portion of the application requires a Site Plan Amendment, applicants will be required to submit a Site Plan Amendment application. If the entire request requires a Site Plan Amendment, the filing fee will be allocated to the Site Plan Amendment fee.) If applicable, a filing fee of **\$134.20** is charged for administrative review of signs. (the sign permit fee is also charged.).