

CONDOMINIUM CONVERSION CHECKLIST

1. Fulfill requirements under Section 31.A.9. of the Arlington County Zoning Ordinance, "*Condominium and Cooperative Conversion*".
2. Submit proof of fulfillment to Zoning Office.
3. Submit copy of covenant per Section 2.D.6.a.b.c.d of the Arlington County Zoning Ordinance, "*Maintenance of Common Areas*", to the Zoning Office.
4. Complete the Certificate of Occupancy form and submit to the Arlington County Zoning Office along with appropriate fee.

SECTION 31. SPECIAL PROVISIONS

The regulations specified in this ordinance shall be subject to the following special provisions, except as permitted by site plan approval or otherwise specified in the district classifications:

A. Use.

* * *

9. *Condominium and Cooperative Conversion:* Whenever any land, buildings or structures or the use thereof are proposed to be converted to condominiums or cooperatives and such land, buildings or structures do not conform to the regulations of this zoning ordinance, then before such proposed conversion may take place, a special exception use permit pursuant to Section 36, subsection G, hereof shall be obtained unless a variance of the requirements of zoning or land use regulations which may be granted by the board of zoning appeals pursuant to Chapter 11 of Title 15.1 of the Code of Virginia is, in fact, granted. A request for such a special exception or variance filed after July 1, 1982 shall be granted if the applicant can demonstrate that the continuance of any existing nonconformities, as proposed by the conversion, is not likely to affect adversely the property or adjacent properties, the intention of the comprehensive plan, or the public welfare or safety.

* * *

SECTION 2. GENERAL REGULATIONS

* * *

D. Regulations in All Districts.

* * *

6. *Maintenance of Common Areas.* Whenever a subdivision (including any division of interests whether covered by the subdivision ordinance or not) is created which contains any common area which will be conveyed to a homeowners' association, a council of co-owners or similar entity, the owner of the subdivided property shall create and record among the county land records, prior to the conveyance of any lot in the subdivision, a covenant which shall provide for the following:

a. That the entity which owns the common area shall be responsible for its maintenance.

b. That in the event the entity fails to maintain the common area in accordance with the county-approved landscape plan for the subdivision or applicable state and county statutes and ordinances, the county shall have the right to enter upon the common area for the purposes of bringing it into compliance with the landscape plan, the statutes or ordinances.

c. That a pro rata share of the costs incurred by the county pursuant to Section 2, subsection 2D.6.b. shall constitute a lien on each lot within the subdivision.

d. A recitation that the covenant shall run with the real property within the subdivision and be binding on all parties having any right, title or interest in any lot therein.

All covenants required under this section shall be approved by the county attorney prior to recordation.

ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT ZONING ADMINISTRATION
APPLICATION FOR CERTIFICATE OF OCCUPANCY

(Please read the back of this application before completing this form)

TYPE OR PRINT IN INK

Date _____

I. Legal Name _____ Owner
Trade Name _____ Occupant

II. Address to be Inspected _____ Zip Code _____

- III. TYPE OF BUILDING:
- One-Family Dwelling
 - Two-Family Dwelling
 - Town Houses

 - Apartments (Rentals)
 - Condominiums
 - Cooperatives
 - Hotel
 - Office Building
 - Commerical/Retail.....
 - Industrial Building.....
 - Other _____

- IV. USE OF BUILDING OR SPACE
- Previous Use _____
 - Proposed Use _____

 - Nature of Business _____
 - _____
 - _____

 - Maximum Capacity _____
 - assembly type uses) _____

 - Building Permit # _____

- V. AREA TO BE INSPECTED
- Entire Building
 - Gross Floor Area _____ sq. ft.
 - Gross Park Area _____ sq. ft.
 - # of Parking Spaces _____
 - Total Units _____

 - Portion of Building
 - Floor No. (ex. 4th) _____
 - Room or Unit No(s) _____
 - Square Feet _____

 - Business License # _____

VI. CERTIFICATE REQUESTED FOR:

- Master Certificate of Occupancy (MCO) for a new or renovated building or conversion to condominium or cooperative.....
- Shell & Core (C & S).....
- *Partial Occupancy of a building.....
- Change of ownership of a building.....
- Change of ownership of a business.....
- Change in the use of a building space.....
- *Condominium/cooperative unit to be sold.....
- Condominium/cooperative unit to be retained as a Rental unit.....
- Other.....

VII. APPLICANT

Print Name _____ Title _____
Mailing Address _____
City _____ State _____ Zip _____
Phone: Res. _____ Off. _____
E-mail Address _____

I certify that the information supplied on this application is true and correct to the best of my knowledge and any construction, alteration or repair has been performed in accordance with applicable regulations under a valid permit issued by Arlington County

*For buildings, condominiums or cooperatives with elevators, an MCO must be filed and S&C issued prior to the issuance of these certificates.

Signature _____ Date _____

PLEASE COMPLETE THE BACK OF THIS APPLICATION

DO NOT WRITE BELOW THIS LINE-FOR OFFICIAL USE ONLY

XII. ADDITIONAL INFORMATION:

Use Permit Variance Site Plan Approval
To be heard _____ Case No. _____

XIII. ZONING:

Zone _____ Fee _____
Receipt No. _____ Date _____ Initials _____

The premises described under this application are in compliance with law, ordinances and regulations, as determined by the inspections indicated.

XV. Insp. Svcs. _____ Date _____

XVI. APRV. BY

INITIALS DATE

Bldg.	_____	_____
Elec.	_____	_____
Mech.	_____	_____
Plumb	_____	_____
E. H. B	_____	_____
Elevator	_____	_____
Fire Prev.	_____	_____
Child Care	_____	_____
Final Survey	_____	_____
Comm. Insp	_____	_____
DES	_____	_____
BUS License	_____	_____

VIII. Does your business involve the storage, manufacture or processing of Hazardous materials (i.e., radioactive materials requiring approval of the Nuclear Regulatory Commission, gasoline, paint, firm, etc)? YES NO

*Storage of hazardous waste materials is regulated by the Uniform Statewide Building Code and Arlington Fire Prevention Code.

IX. Are the premises ready for inspection? YES No

If "No" give approximate date when premises will be ready:

_____ or check "Will Call"

X. CONSTRUCTION WORK INVOLVED (IF ANY):

New Building Alteration of an Existing Building
Neither of the Above

XI. OWNER OF BUSINESS OR PREMISES

NAME _____

ADDRESS _____

City _____ State _____ Zip _____

Phone: Res. _____ Off. _____

GENERAL INFORMATION

Paragraph 36.D, Arlington County Zoning Ordinance, and Section 117, Virginia Uniform Statewide Building Code (BOCA), state that no occupancy or change of occupancy, use or change of use of any land or building shall take place until a Certificate of Occupancy has been issued. This Certificate shall state that the building or proposed use of the building or land complies with all provisions of law and all country ordinances and regulations. Therefore all construction work, alterations, remodeling, or repair must be done under permits issued by the Inspection Services Division. All safety regulations, Department of Human Services regulations, and Public Works Department must be Complied with.

'No' OCCUPANCY OR USE IS PERMITTED UNTIL THE CERTIFICATE APPLIED FOR UNDER THIS APPLICATION HAS BEEN ISSUED

INSTRUCTIONS FOR FILING APPLICATION

I. GENERAL

- A. Read instructions **carefully**, Erroneous information will result in delays in issuance of a Certificate of Occupancy.
- B. **Applications, accompanied by a check made payable to Treasurer of Arlington County, for the full fee may be hand-carried or mailed to: Zoning Administrator, Suite 810, 2100 Clarendon Boulevard, Arlington, VA 22201.**
- C. Filing an application is an indication that premises are ready for inspection. If inspectors find premises are not in proper condition for inspection, no inspection will be made. The various sections of the Inspection Services Division may charge a reinspection fee if the situation warrants.
- D. All new construction and all alterations (other than painting) involving building, electrical, plumbing, heating, ventilation, and air conditioning work require permits from Inspection Services Division.

II. INSPECTIONS

- A. Generally, a final inspection of all premises for which applications have been received prior to 5:00 p.m., the previous Thursday, will be made on the following Tuesday and no later than Friday morning of each week.
- B. Please be sure you can be reached at the telephone number shown on the Application.
- C. No inspections will be made unless:
 1. The applicant or his duly authorized agents are present on the premises.
 2. Utility services are established and operating.
 3. All equipment has been installed and connected.

III. FREQUENTLY FOUND DISCREPANCIES

The most frequently found discrepancies which result in delaying issuance of a Certificate of Occupancy are as follows:

- A. Fire Extinguishers
 1. Improperly placed or hung.
 2. Inspection tags are not current.
- B. Plumbing
Commercial establishments do not have water closets as required or backflow preventer.
- C. Electrical
Improper use of extension cords. Use of extension cords is not permitted and they should be removed.

IV. SPECIAL APPLICATIONS

Applications for child care shall so indicate in Space IV, "Proposed Use."

V. NEW BUILDINGS

Applications for and issuance of Certificate of Occupancy for newly constructed buildings or portions still under construction will adhere in sequence to the following procedures:

- A. Entire Building.
An application shall be filed for the entire building, including all site improvements, amenities and appurtenances which are required by variance, use permit, or site plan approval, as may be applicable.
- B. Partial or Temporary Occupancy.
After the application described in Step A has been filed, additional applications for Certificate of Occupancy for a portion of the building, either still under construction or complete, may be filed, accompanied by appropriate fees. Such certificates may be issued if that portion is in compliance with the following requirements:
 1. It must be complete in all respects, with final inspections completed and approved by the Inspection Services Division and other applicable agencies.
 2. It must be capable of being occupied safely with all safety and alarm systems, mechanical, electrical and plumbing systems properly operating.
 3. All required means of ingress and egress must be completed **and at all times are to be kept clean and free of debris** and construction material and provide a safe, clean means of exit from the area to be occupied to the street in compliance with applicable laws and ordinances.
 4. When applicable, a separate elevator for occupants use must be provided. Use of this elevator by construction personnel is prohibited.
 5. There must be no major interference with or interruption of the occupant's normal activities as work on the balance of the building progresses.