

**Arlington County, Virginia
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING ADMINISTRATION**

COLUMBIA PIKE FORM BASED CODE APPLICATION

In accordance with the requirements of Administrative Regulation 4.1.2, Columbia Pike Form Based Code Approval Procedure, the following plan is submitted for administrative review and, where necessary, transmittal to the County Board for its consideration.

Original Plan

Amendment

Case Number: _____ Date: _____

Address: _____

Requested Use: _____

Drawings Submitted:

Yes

No

Print Name of Owner: _____ Owner's Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

By _____ ()Agent

Print Name: _____ ()Attorney , Signature: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

(Office Use Only)

Date: _____

Administrative Review

Special Exception Use Permit

By (Date): _____

County Board Date: _____

Fee: _____

Date Paid: _____

Received By: _____

Make checks payable to: Treasurer of Arlington County

Arlington County, Virginia
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
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Disclosure Statement

Case No. _____

1. Description of the real estate affected:
 List the addresses of all property that s affected by the application. Provide lot, block, section, and subdivision of all parcels only if the properties have not been subdivided.

Address(es): _____

Lot(s) _____ Block _____
 Section _____ Subdivision _____

2. Is the owner of said real estate a corporation whose stock is traded on a national or local stock exchange and having more than five hundred (500) shareholders?

Yes

No

If "Yes", give the name of the corporation and skip to item 4.

3. List the names, addresses, and nature of interest of ALL persons having equitable ownership of the real estate to be affected including, in the case of corporate ownership, the names of stockholders, offices, and directors: and of ALL parties in interest.

PARCEL ADDRESS	NAME	ADDRESS	NATURE OF INTEREST

4. I hereby certify that this is a true and accurate disclosure of all persons having equitable ownership real estate to be affected and of all of the parties in interest.

Applicant's Signature: _____

Applicant's Address: _____

STATE OF VIRGINIA, COUNTY OF _____ TO WIT: _____

Subscribed and sworn before me this _____ day of _____, 20 _____

Notary: _____

My commission expires: _____

COLUMBIA PIKE FORM BASED CODE APPLICATION SUBMISSION CHECKLIST

The following items must be included with any application under the Form Based Code. Eleven (11) full-size copies *; one (1) reduced size (11x17 paper); and one (1) CD with digital copies in PDF format of all materials must be turned in no later than 4:00 p.m. on the Final Filing Deadline (Special Exception Use Permit only). (Applicants are encouraged to discuss their applications with the Columbia Pike Initiative Coordinator prior to submission.) The submitted copies must be put in order as per the Submission Checklist. Late applications will not be accepted. If you have any questions about these requirements, or the filing schedule for applications, please contact the Columbia Pike Initiative Coordinator at 703.228.0068 for assistance.

*Unless the Columbia Pike Initiative Coordinator indicates that additional copies are needed for staff review related to parks/open spaces and historic resources.

1. Completed application form with signature. _____
Applications must include:
2. Disclosure Statement _____
(must be notarized)
3. Description of Proposed Use (Details) _____
(Can be provided on application or on separate attachment)
4. Statement of Consent by Property Owner _____
(This is required if the applicant is a tenant, occupant or a contract owner. Include name, address and phone numbers, e-mail address of property owners.)
5. Plat or site plan of property _____
drawn to scale, on _____ (size) paper, showing topography, existing and proposed buildings, parking, driveways, and entrances to property. Separate signage and landscape plans (including tree replacement details) are required.
6. Floor plans _____
Drawn to scale, showing all sub-grade, at-grade, and above grade interior spaces.
7. Elevations _____
Drawn to scale showing each unique façade, with sufficient detail to show the structural and architectural design characteristics of any structures. Separate window and door illustrations for each unique opening are required. Any additional drawings, plans, sketches or photographs pertinent to the request. Drawings should be to scale on 24 x 36 paper.
8. Evidence of notification of affected civic association(s) _____
(Copies of notices sent and delivery confirmation)