

ADMINISTRATIVE REGULATION 4.11
Governing
The Submittal of
Unified Residential Development Use Permits

Arlington County, Virginia
Office of the County Manager
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**ADMINISTRATIVE REGULATION 4.11 FOR UNIFIED RESIDENTIAL
DEVELOPMENT USE PERMITS**

- Section 1.** Plan Submittal: The following regulations apply to the application submission of Unified Residential Development Use Permits and Major Unified Residential Development Use Permit Amendments to facilitate timely and comprehensive review of these submissions.
- a. Applications shall be submitted in sets of five (5), with the Use Permit Application (Form 108-59), Use Permit tabular information form and completed Environmental Consideration questionnaire, and if a rezoning is requested, a rezoning application and a zoning plat of the proposal, to the Zoning Administration Office of the Department of Community Planning, Housing and Development (DCPHD), no later than 5:00 p.m. on the Filing Deadline.
 - b. If as determined by the Traffic Impact Analysis (TIA) Policy approved by the County Board, a TIA is required, nine (9) copies of the TIA shall be submitted to the Zoning Administration Office at the time of the submission (See Attachment B).
 - c. The Zoning Administrator shall not accept a submitted application until all conditions in this Regulation have been met. To insure compliance with all conditions of this Regulation, applicants are encouraged to contact DCPHD Planning staff and Department of Public Works staff before formal submittal.
 - d. A minimum of sixty (60) days is required for review of an accepted application. Additional time may be required if a plan is substantially revised or raises significant policy or community issues during its review.
 - e. All supporting materials presented to the County Board, including renderings and models, become part of the public record.
 - f. A fee as enacted by the Arlington County Board shall accompany every application.
 - g. As a standard condition of Unified Residential Development Use Permit approval, the applicant agrees to comply with the Unified

Residential Development as approved by the County Board.

- h. Approval of a Unified Residential Development Use Permit is required before the issuance of any building permits for the project or project part.
- i. Statement of Support (optional): Applicants are advised to contact adjacent Civic Associations, the owners of the site, and the owners of all abutting properties, before filing the application and include a record of the contact with the application. In the case of a condominium, written notice may be sent to the president of the board of the unit owners' association.

Section 2. Specifications. Every applicant for a Unified Residential Development Use Permit or Major Unified Residential Development Amendment, shall provide the following information with the application:

- a. Justification describing how the plan meets the intent of the Unified Residential Development provision as set forth in Section 31.A.13 of the Zoning Ordinance.
- b. Certified survey plat of the parcel, including dimensions of the parcel and the existing lot area by zoning classification with north arrow orientation, and full sections of adjacent streets, certified by a registered engineer or surveyor at a scale of 1"=25' showing:
 - (1) All existing easements.
 - (2) Existing topography for the parcel and adjacent streets at two (2)-foot contour intervals with elevations given at Arlington County Datum.
 - (3) Locations and descriptions of all existing sidewalks, curb, gutter, water and sewer lines, utility poles, traffic signal poles, street lights, street trees, water meters, transformers and fire hydrants, within the parcel and the periphery of the parcel.
 - (4) Locations, dimensions, and approximate heights of all existing buildings and structures on the parcel.
- c. Tree survey of the parcel including locations and descriptions of all existing trees greater than two (2) inches or greater, measured four (4) feet above grade.

- d. Proposed subdivision plat including lot lines, lot dimensions, and the square footage of all subdivided lots, certified by a registered engineer or land surveyor, showing:
 - (1) All required dedications of public right-of-way, a parcel area computed after public dedication and the maximum density permitted under the Zoning Ordinance computed on the basis of the parcel area before dedication.
 - (2) Proposed topography for the parcel and adjacent streets at two (2)-foot contour intervals with elevations given at Arlington County Datum.
 - (3) Location, dimensions and general design of interior streets and sidewalks.
 - (4) Location of all proposed water lines, sewer lines, and connections, approximate location and estimated size of proposed storm water management facilities, sidewalks, curb, gutter, utility poles, traffic signal poles, street lights, street trees, water meters, transformers and fire hydrants within the parcel and the periphery of the parcel.
 - (5) Locations, dimensions and the maximum height in feet of all proposed buildings and structures, including dimensions of proposed front, side and rear yards.
 - (6) Locations and dimensions of proposed driveways, driveway entrances, and surface parking.
 - (7) Conceptual landscape plan including the locations, size and identification of all proposed trees, and all existing trees to be saved with an appropriate tree protection plan.
 - (8) Average elevation of the parcel determined by taking elevations at 25-foot stations at the perimeter of the parcel divided by the number of stations.
 - (9) Coverage, for the entire site and per lot, expressed as the square footage of the site occupied by any proposed buildings or structures, parking, and driveways, and as a percentage of the total lot area.
- e. Elevations of all structures on the site.
- f. Physical relationship of proposed buildings and structures to adjacent lots and buildings on the same street block, showing the dimensions between buildings and across adjacent streets.

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- g. Any plans or data that may be necessary including Traffic Impact Analysis, roof plan, architectural plans with elevations, given at Arlington County Datum.
- h. Copies of any by-right subdivision plans for the site which have been filed, or proposed to be filed, with Arlington County by the applicant for the subject site.
- i. Additional Requirements include twenty (20) copies of 11x17 sets of complete drawings, including renderings, details, and layouts, for each of the Planning Commission meeting and County Board meeting. The copies shall be submitted by the applicant at 12:00 noon the day prior to distribution.

Section 3. Approved Plan. Three (3) copies of a Unified Residential Development Use Permit which complies with the final approval of the County Board and with the requirements of this regulation, as applicable, shall be filed with the Zoning Administrator within 90 days of the County Board approval and before the issuance of any permit. After certification of approval by the County Manager or his designee, the record copies of these plans with copies of the approved use permit conditions shall be distributed as follows:

- a. Applicant (1 copy)
- b. Department of Public Works (1 copy)
- c. Zoning Administration Section (1 copy)

The applicant shall submit a notarized statement indicating receipt of the certified record copy of the Unified Residential Development Use Permit and concurrence with all related use permit conditions.

Section 4. Subdivision and Building Permits.

- a. Before the approval of a plat of subdivision, a condominium, cooperative or homeowners covenant shall be submitted to the Zoning Administration Office for review and approved by the County Attorney. That agreement shall be part of every deed conveying land within the project and shall incorporate the requirements of Section 2 of the Arlington County Zoning Ordinance.
- b. Without written approval of the Zoning Administrator, building permits shall not be issued for building plans proposing deviations from an approved final Unified Residential Development. If the Zoning Administrator determines that a major deviation exists between the submitted and approved Unified Residential Development, a building permit shall not be issued until an amended use permit has been approved by the County Board. If the Zoning Administrator determines that minor adjustments of an approved Unified Residential Development comply with the spirit of the Zoning Ordinance and with the intent of the County Board in approving the use permit, and with the general purpose of the Master Plan for the area, they may be approved by the Zoning Administrator. This determination shall be based on a written submission by the applicant using the administrative change form identifying all of the requested changes with the appropriate drawings.
- c. All required final engineering plans, easements and dedications must be executed and approved before the issuance of a building permit.
- d. The County Manager or his designee must approve all landscape and site development plans, before the issuance of appropriate permits.

**TABULAR INFORMATION REQUIRED FOR SUBMITTAL OF
UNIFIED RESIDENTIAL DEVELOPMENT USE PERMIT
FOR**

	Case Number	
1.		Project Title _____
2.		Project Location (Address) _____
3.		Parcel RPC Numbers _____ _____
4.		Applicant's Name _____ Address (with Zip Code) _____ Daytime Telephone _____
5.		Application Made By _____ Address (with Zip Code) _____ Daytime Telephone _____
6.		Attorney's Name _____ Address (with Zip Code) _____ Daytime Telephone _____ Contact _____
7.		Architect's Name _____ Address (with Zip Code) _____ Daytime Telephone _____ Contact _____
8.		Landscape Architect's Name _____ Address (with Zip Code) _____ Daytime Telephone _____ Contact _____
9.		Engineer's Name _____ Address (with Zip Code) _____ Daytime Telephone _____ Contact _____
10.		Traffic Consultant's Name _____ Address (with Zip Code) _____ Daytime Telephone _____ Contact _____

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		<u>Sq Feet</u>	<u>Acres</u>				
11.	A. Total Site Area	_____	_____				
	B. Net Site Area	_____	_____				
12.	Site Area Allocated for Density Purposes	_____	_____				
13.	Dwelling Units per Acre (on allocated site)	_____					
		<u>Standard</u>	<u>Compact</u>	<u>% Compact</u>	<u>ADA</u>	<u>Total</u>	<u>Req'd Spaces</u>
14.	Total Number of Parking Spaces	_____	_____	_____	_____	_____	_____
15.	Type of Parking	_____	_____	_____	_____	_____	_____
	A. Structured	_____	_____	_____	_____	_____	_____
	B. Surface	_____	_____	_____	_____	_____	_____
16.	Ratio of Parking Spaces	_____	_____	_____	_____	_____	_____
	A. Spaces per Dwelling Unit	_____	_____	_____	_____	_____	_____
	B. Req'd Spaces per Dwelling Unit	_____	_____	_____	_____	_____	_____
17.	Height						
	A. Average Elevation of the Site	_____					
	B. Building Height (in feet above the average elevation as defined in the zoning district.)	_____					
	C. Number of Stories	_____					
18.	Coverage for Total Site	<u>Sq Feet</u>	<u>%</u>				
	Maximum Coverage Permitted	_____	_____				
		_____	_____				
19.	Dimensions of Yards or Setbacks						
	A. Front	_____					
	B. Side	_____					
	C. Side	_____					
	D. Rear	_____					
20.	Requested Modifications of Use Regulations (density, height, parking, etc)	_____					

21.	Area of Open Space (Optional)	_____					

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Unified Residential Development Use Permit Submittal Check List

(Date)

APPLICANT'S NAME _____
APPLICATION BY: _____

ADDRESS _____

PHONE (Daytime) _____

PROJECT TITLE _____

PROJECT LOCATION _____

1. **Five (5)** copies of plan at correct scale with cover sheet _____
2. **One (1)** reduced copy at size 8.5" x 11" _____
3. Certified Survey Plan Scale 1" = 25'
 - A. Metes and Bounds Description _____
 - B. Full Sections of Adjacent Streets from Curb to Curb _____
 - C. Dimensions of Tract _____
 - D. Lot Area by Zoning District (sq feet and acres) _____
 - E. All Existing Easements _____
 - F. Location and Dimensions of Existing Buildings _____
 - G. Topography _____
 - H. North Arrow _____
4. Tree Survey _____
5. Preliminary Subdivision Plat _____
6. Plot and Location Plan at Scale 1" = 25'
 - A. Lot Dimensions _____
 - B. Lot Area _____
 - C. North Arrow _____
 - D. Proposed Subdivision showing lot lines and specifying form of occupancy such as fee simple, condominium or rental _____

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E. Location and Description of all Existing and Proposed Underground and Aerial Utilities within the property, on the periphery of the site and in the full street	<u>Existing</u>	<u>Proposed</u>
(1) Water		
(2) Sanitary Sewer		
(3) Storm Sewer		
(4) Electric		
(5) Traffic Signal Cables		
(6) Gas		
(7) CATV Cables		
(8) Street Light Cables		
(9) Telephone Cables		
F. Proposed Grading at Two (2) Foot Contour Intervals		
G. Location and Description of all Existing and Proposed Surface Facilities	<u>Existing</u>	<u>Proposed</u>
(1) Full Street Sections		
(2) Sidewalks		
(3) Curb and Gutter		
(4) Utility Poles		
(5) Bus Shelters		
(6) Traffic Signal Poles		
(7) Street Lights		
(8) Street Trees		
(9) Water Meters		
(10) Fire Hydrants and Standpipes		
(11) Full Intersections		
H. Location and Dimensions		
(1) Buildings		
(2) Underground Structures		
(3) Reference to Property Lines and Street Center Lines		
(4) Corner Vision Obstruction Area		
(5) Physical Relationship to Adjacent Lots and Buildings		
(6) Driveways and Driveway Entrances		
(7) Interior Street and Sidewalks		
(8) Surface Parking and Loading Areas		
(9) Relationship of Garage Structure to Street Trees		
I. Dimensions of Proposed Front, Side and Rear Yards		
J. Average Elevation of the Site		
K. Existing and Proposed Elevations at Benchmark and Top of Privacy Walls		
L. Coverage and Percent Coverage		
M. Other Necessary Plans (zoning plat, roof plans, or TIA)		

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- 7. Conceptual Landscape Plan at Scale 1" = 25'
 - A. Topography of Site _____
 - B. Location & size of existing plant materials _____
 - C. Existing vegetation to be retained _____
 - D. Protection plan for plant material to be retained _____
 - E. Location, type, size, spacing and number of proposed trees, shrubs and ground cover _____
 - F. Property lines, match lines and easements _____
 - G. Paved areas, fences, walls and utilities _____
 - H. Legend, key, north arrow _____
 - I. Plant list and planting detail _____

- 8. Architectural Plans
 - A. Floor Plans of Floor Levels with Elevations, Dimensions of Overall Structure, Square Footage, Layout and Space Dimensions
 - (1) Number and Area of Dwelling Units _____
 - (2) Elevations of Floor Grades _____

 - B. Building Elevations from the North, South, East and West showing
 - (1) Number of Floors and Elevation of each Building _____
 - (2) Height of Proposed Building as Measured from Average Site Elevation _____
 - (3) Height, Location and General Design of Structures Above Building Height Limit _____
 - (4) Complete Street Frontage, Showing Design Details _____
 - (5) Façade Materials and Colors _____
 - (6) Proposed Decks _____

- 9. All Tabular Information Required _____
- 10. Environmental Consideration Statement _____

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Every applicant who files an application for a site plan approval or a use permit, as defined in Section 36, paragraphs G.5. and H.8., shall provide a completed LEED™ Scorecard or other comparable reporting mechanism that is acceptable to the County Manager as part of the site plan or use permit application. The applicant shall analyze the LEED™ credits for various components of sustainable design and describe how and/or why each credit can or cannot be achieved. (2/7/04)

ATTACHMENT A

Receipt of Approved Use Permit and Agreement with Use Permits Conditions

I/We have received the "applicant's copy" of the final Unified Residential Development Use Permit for _____
Arlington, Virginia, which was approved by the Arlington County Board
_____ signed by the Planning Division Chief,
_____ signed by the County Manager
_____ together with and attached thereto a copy of
the conditions imposed by the County Board as part of the Unified Residential Development Use Permit Approval. I/We have reviewed said plan and conditions and do hereby agree to comply with said approval and the conditions of the Unified Residential Development Use Permit Approval.

Owner

Agent for the Owner

Witness

Date

ATTACHMENT B

When a Traffic Impact Analysis is Required

Type of Development*	Minimum Development**	Type of Analysis***
1. Consistent with GLUP and located within Metrorail Corridors****	250,000 sq. ft. of commercial space or 600 dwelling units	Site traffic to nearby critical intersections
2. Beyond GLUP or located outside of Metrorail Corridors	75,000 sq. ft. of commercial space or 150 dwelling units	Site traffic in excess of forecast superimposed on future long-range forecast of traffic volumes, to nearby critical intersections, analyzed for levels of service with and without.
3. Previously Analyzed	Same as for #2 above	Same type as previously analyzed (either #1 or #2).

* GLUP refers to the General Land Use Plan; development beyond General Land Use Plan may be a result of requested amendments, bonus densities or use of densities from vacated public streets or alleys, any of which results in more than 15,000 square feet of commercial space or 50 dwelling units in excess of the GLUP standards.

** For a mixed use development, add the percentage of each type of use to see if it would be greater than 100 percent. For example, a mixed use development in category 1 of 100,000 square feet or commercial space (40 percent of threshold) and 450 hotel units (75 percent of threshold) would require a TIA (40% + 75% > 100%).

*** Applicants shall use assumptions as to mode split, trip generation, distribution and assignment recommended by the Department of Public Works as a baseline. Deviations from the guidelines must be justified.

**** Metrorail Corridor boundaries refer to the Rosslyn-Ballston and Jefferson Davis Metrorail Corridors as specified in the GLUP.