

ADMINISTRATIVE REGULATION
Governing
The Submittal and Review of
Unified Commercial/Mixed Use Development Use Permit Applications

Arlington County, Virginia
Office of the County Manager
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**ADMINISTRATIVE REGULATION FOR UNIFIED COMMERCIAL/MIXED USE DEVELOPMENT
USE PERMITS**

Section 1. Purpose

This regulation sets forth administrative standards to facilitate the review and compliance of Unified Commercial/Mixed Use Development use permits (UCMUD) pursuant to Subsections 31.A.17 and 36.G. of the Arlington County Zoning Ordinance. This administrative regulation also serves as a guide to the submission requirements and public review process for UCMUD use permit applications and applications for major amendments to UCMUD use permits.

Section 2. Application Submittal: Process and Requirements

- A. **The Submittal Process:** The general submittal process for the UCMUD use permit and UCMUD use permit major amendment applications is as follows: 1) Submit preliminary application to Zoning; 2) Preliminary application is reviewed by staff to ensure it is complete and meets the requirements of this regulation; 3) Once the application has been deemed complete, the applicant submits the final application with requisite fees to Zoning; 4) The application is reviewed and analyzed by staff in conjunction with a public review process for consistency with the Zoning Ordinance, County policies, plans and goals, as well as to determine land use, planning and community impacts; 5) Upon completion of staff and public review, applications are presented to the relevant Advisory Commissions for recommendation; and 6) The County Board takes whatever action deemed appropriate on the application at an official County Board hearing.
- B. **Preliminary Submittal Requirements:** To ensure that all UCMUD use permit and major amendment applications are complete and meet the requirements of this regulation, two (2) copies of the UCMUD use permit or UCMUD major amendment application should be submitted to the Arlington County Zoning Office, along with the Specification Form, for staff review at least 30 working days prior to the intended final submission date that corresponds with Arlington County's use permit application final filing deadline. Documentation submitted after that date may be considered in the following cycle. County staff will contact the applicant within ten (10) working days of the preliminary submittal and enumerate any revisions that will be required to make the application consistent with these submittal regulations. The applicant shall then incorporate the comments into revised plans and resubmit the application. Generally, the turnaround time to receive staff comments to revised submissions is ten (10) working days.
- C. **Final Submittal Requirements:** Once staff determines that the application is consistent with, and meets all requirements set forth in this regulation, a final application shall be submitted to the Zoning Office with the appropriate fee. The application should include twelve (12) copies of each of the following unless

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otherwise specified (See Attachment A for specification details):

- Use Permit Application Form
- Disclosure Statement
- Consent Statement
- UCMUD Use Permit Submittal Specifications & Checklist (Attachment A)
- UCMUD Use Permit Tabular Information Form (Attachment B)
- UCMUD Use Permit Drawings 24" x 36"
- UCMUD Use Permit Drawings 11" x 17"
- UCMUD Use Permit Drawings 8½" x 11" (3 copies)
- UCMUD Use Permit Drawings on CD in digital format to include: JPG, PDF and DXF (Filename format: "<Sheet #> <Sheet name>.xxx" for example, A204 Ground Floor Plan.pdf)
- LEED Scorecard or other comparable/acceptable sustainable design reporting mechanism with a description of how and/or why each credit can/can not be achieved.
- Retail tenant relocation information, if applicable.
- Affordable Housing Plan, if applicable.
- Traffic Impact Analysis, if applicable. (Attachment C)
- Retail program description.
- Storm Water Management and Compliance Plan.
- Vacations and Encroachments, if applicable. (Attachment D)
- A description with illustrative plats, of all real estate transactions and/or permissions involving the County that are anticipated as a result of the use permit.
- Tabulation in chart form and plans showing the by-right capacity for the site.

Applicants should contact each Civic Association, the owners of the site, and the owners of all abutting properties before filing the application and include a record of correspondence with the above mentioned groups 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.

D. Additional Requirements:

1. The completed application must be submitted to the Zoning Office by 4:00 p.m. on the final filing deadline for use permit applications as published on Arlington County's website.
2. The Zoning Administrator shall not accept a submitted application until all requirements in this Regulation have been met.
3. A fee as in an amount approved by the Arlington County Board shall accompany every application.
4. An accepted application will be heard no earlier than 60 days by the County

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Board. Additional time may be required if a plan is substantially revised or raises significant policy or community issues during its review.

5. By submitting a use permit application for a UCMUD or UCMUD major amendment, the applicant agrees to comply with all conditions of approval of the use permit as approved by the County Board. (Attachment E)
6. County Board approval of a UCMUD use permit is required before the issuance of any building permits for the project.
7. All supporting materials presented to the County Board, including renderings and models, become part of the public record.

Section 3. Application Review Process

UCMUD use permit and major amendment applications shall be the subject of at least one (1) public review meeting prior to being heard by the Planning Commission (and other relevant Commissions) and the County Board. The public review meeting shall be convened by a committee of the Planning Commission. Following are submission requirements for all public meetings and hearings associated with a UCMUD use permit application or major amendment submitted under this Administrative Regulation.

- A. **UCMUD Review Meetings:** Presentation drawings including colored renderings of building elevations, first floor plans, landscape plan, perspectives and aerial photographs of the site and adjacent blocks shall be provided to County staff in electronic format (PDF or JPG). Drawings shall be submitted to staff by 12:00 noon, on the date that is one (1) week prior to the scheduled meeting date. Copies of the drawings in 11" x 17" size shall also be provided at the meeting by the applicant (the number of copies will be determined by Staff). The types of required drawings will generally be determined by each respective UCMUD review meeting agenda.
- B. **UCMUD Revised Use Permit Drawings:** As the application may be revised during the review process, the applicant shall submit revised UCMUD use permit drawings within ten (10) working days of receiving Staff comments. If staff comments necessitate major revisions to the UCMUD application, then a conceptual plan as agreed upon by staff and the applicant may be submitted for further staff review before full revised drawings are submitted. Final revised UCMUD use permit drawings meeting the requirements of this regulation shall be submitted after the final UCMUD Review Meeting, but no less than twenty (20) working days prior to the scheduled Planning Commission hearing or the UCMUD use permit or major UCMUD use permit amendment application will automatically be deferred. The revised drawings shall be submitted directly to the Zoning Office including the following:
 - 24" x 36" (6 copies)

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- 11" x 17" (6 copies)
- 8 ½" x 11" (2 copies)
- Revised digital compact disc: (JPEG, PDF, DWF, and DXF formats with filename format: <Sheet #> <Sheet name>.xxx)
- Updated UCMUD tabular information form
- Any other plans or documents that have been revised during the review process.

- C. **Planning Commission:** The applicant shall provide to staff the following copies of all presentation drawings, to include colored renderings, elevations, and layouts, etc., for distribution to the Planning Commission as follows:
- 11" x 17" (16 copies)
 - Current digital copy of presentation drawings in JPEG and PDF formats on Compact Dist (Filename format: <Sheet #> <Sheet Name>.XXX)

(Note: If the application is to be presented to any other Commission, staff will notify the applicant of the required drawings and the appropriate number of copies that should be delivered by the due date.)

- D. **County Board Hearing:** The applicant shall provide to staff the following copies of all presentation drawings to include colored renderings, elevations, layouts, etc., for distribution to the County Board as follows:
- 11" x 17" (15 copies)
 - Current digital copy of presentation drawings in JPEG and PDF formats on Compact Dist (Filename format: <Sheet #> <Sheet Name>.XXX)

- E. All copies of drawings shall be submitted to staff no later than 12:00 noon one (1) business day before the regular meeting distribution for both the Planning Commission and the County Board hearings. All reduced drawings provided for meetings and hearings shall be legible and include the graphic scale representation.

- F. **UCMUD Review Meeting:** In the event the applicant has not submitted sufficient information to County staff and/or has not submitted information in time for the UCMUD Review Meeting report distribution, County staff and the UCMUD Review Chair may cancel the UCMUD review meeting to allow for County staff to review the information and be able to provide staff comments at a future UCMUD review meeting.

- G. The applicant shall submit the required and updated data in time for the Public Notice and advertisement deadline relevant to the appropriate County Board meeting at which the UCMUD use permit application or major amendment is to be heard.

- H. All supporting materials presented to the County Board or otherwise incorporated into the UCMUD use permit by the County Board at the time of the public

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hearing become part of the public record and help define the requirements for the approval.

Section 4. Advertising

A UCMUD use permit or a UCMUD major amendment application, as specified in Subsection 36.G.4. of the Zoning Ordinance, must be submitted to the Zoning Office. Once the Zoning Office receives the Use Permit or a Major Use Permit Amendment application and stamps it in, then it will be scheduled for hearing by the Planning Commission and the County Board following advertising and posting as specified in Subsection 36.I. of the Zoning Ordinance.

Section 5. Approved Project

Four (4) copies of a complete set of UCMUD use permit drawings (24" x 36") and one (1) digital copy in JPEG, PDF, and DXF formats on compact disc with filename format: <Sheet #> <Sheet name>.xxx, which complies with the final approval of the County Board and with the requirements of this regulation, shall be filed with the Zoning Administrator within 90 calendar days of the County Board approval and before the issuance of any building 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:

- Applicant (1 copy)
- Department of Environmental Services (1 copy)
- Zoning Section (2 copies)

The applicant shall submit a notarized statement indicating receipt of the certified record copy of the UCMUD use permit and concurrence with all related use permit conditions. (Attachment E)

Section 6. Subdivision and Building Permits

- A. Before the approval of a plat of subdivision, a condominium, cooperative or homeowners covenant pursuant to Section 2.D.6 of the Zoning Ordinance 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. Building permits shall not be issued for building plans proposing deviations from an approved UCMUD use permit without written approval of the Zoning Administrator. If the Zoning Administrator determines that a major deviation exists between the submitted and approved UCMUD use permit plans, 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 UCMUD use permit comply with the spirit of the Zoning Ordinance and with the intent of the County Board in approving the use

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permit, and with the general purpose of the Master Plan for the area, the Zoning Administrator may approve the changes subject to any appropriate conditions. 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 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 permits specified in the conditions of the UCMUD use permit.

ATTACHMENT A

Unified Commercial/Mixed Use Development Application Submittal Specifications & Checklist

The drawings as required and listed under Section 2 of this regulation as part of the UCMUD use permit or major amendment application shall include the following data and specifications:

- A. Certified survey plat stamped and signed by a registered surveyor, at appropriate scale for the size of the project ranging from 1" = 10' to 1" = 30', of the parcel(s), including full sections of adjacent streets and intersections (from curb to curb or from edge of pavement to edge of pavement) and showing:
1. Metes and Bounds narrative description.
 2. Dimensions and site area, in square footage and acres, for the total site and for individual parcels as designated by the applicant, and if the site is divided into more than one zoning district, the area of the site encompassed by each zoning district.
 3. North arrow orientation.
 4. Types and dimensions of all existing easements.
 5. Location, dimensions, size, and uses of all existing structures on site, including delineation of below-grade structures, number of existing parking spaces, and reference to side lot lines and centerlines of adjacent streets.
 6. Topography at two (2) foot contour intervals for the site and adjacent streets based on a recent survey (elevations given at Arlington County Datum).
 7. Location and height in feet of structures on adjacent contiguous sites and across adjacent streets.
 8. Details of existing street cross-sections.
 9. Location of trees on the site with a caliper of 3 inches and greater.
 10. Historic districts and historic structures on the site or any adjacent sites, if applicable.
 11. Resource protection areas (RPAs), if applicable.
 12. Survey Plat – survey of the site as follows (unless otherwise agreed to by staff):

Horizontal Datum - All UCMUD use permits shall be referenced to the Virginia Coordinate System of 1983 (VCS 83). Two (2) adjacent corners or two points on every plan sheet shall be referenced to the VCS 83 with coordinate values shown in U.S. Survey feet. All plans shall be annotated as follows: "The site shown hereon is referenced to the Virginia Coordinate System of 1983 as computed from a field run boundary and horizontal control survey."

Vertical Datum - All UCMUD use permits shall be referenced to the North American Vertical

Datum of 1988 (NAVD 88). All plans shall be annotated as follows: "The site shown hereon is referenced to the North American Vertical Datum of 1988 as computed from a field run vertical control survey."

- B. Current aerial photograph of full site and surrounding uses, showing the context of the site within surrounding blocks.
- C. Preliminary subdivision plat showing all matters required by Section 23-8 of the Arlington County Subdivision Ordinance including: lot lines, the square footage of all subdivided parcels, certified by a professional engineer or land surveyor.
- D. Plot and location plan at a 1"=25' scale or other appropriate scale ranging from 1"=10' to 1"=30' depending on the size of the project (civil sheets should use the same scale chosen for the project and final engineering plans must be submitted at 1"=25' scale), with proposed improvements only highlighted in bold print, including:
 - 1. Dimensions and site area, in square footage and acres, for the total site and for individual parcels as designated by the applicant, and if the site is divided into more than one zoning district, the area of the site encompassed by each zoning district.
 - 2. North arrow orientation.
 - 3. All dedications required for public street and for right-of-way purposes. Site area computed before and after public dedication, including the maximum permitted densities under the Zoning Ordinance computed on the basis of site area before and after dedication.
 - 4. Topography at a minimum of two (2) foot contour intervals for the site and adjacent streets based on a recent survey (elevations given at Arlington County Datum).
 - 5. Location, dimension, connection, label and description of proposed and existing **underground**, surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street. Show relationship of underground utilities to street tree placement. Details needed include, but are not limited to, water meter vaults and water meter clear zones, sanitary sewer, storm sewer, gas, and electric transformer vaults, Metro-related structures, and MEP letter documenting the transformer size and location. Underground utilities must not conflict with the location of street trees (see the *Standards for Planting and Preservation of Trees in Site Plan Projects*, endorsed by the County Board on December 7, 2002). Existing aerial utilities within or along the periphery of the site shall be placed underground.
 - 6. Location, dimension, connection, label and description of proposed and existing **surface** structures within the property, on the periphery of the site. Details needed include, but are not limited to: full street sections (dimension, as measured from face of curb to face of curb) and intersections, sidewalks (dimension), curb (dimension), gutter, street light and utility poles, utility poles, bus shelters/bus stops, if applicable, street trees, tree pits and/or tree planting strips, transformer pads, fire hydrants/standpipes, ADA ramps and driveway entrances, and crosswalks.
 - 7. Locations of, labels for, and dimensions of ground floor retail space(s), and street/pedestrian and service access to retail space(s). Dimensions of sidewalk frontage where the finished floor elevation(s) of the retail space(s) is equal to the finished grade of the sidewalk, and label these areas as the location of potential retail entrances.

8. Locations and dimensions of proposed above-ground and underground structures on the site. Limits of underground structures must be labeled on all sides. Underground structures shall not conflict with the location of street trees, tree pits or tree planting strips, traffic signal poles, traffic signal cabinets, street lights, and existing and proposed utilities. All structures shall reference and provide distance from side, rear, and front lot lines and center lines of adjacent streets.
9. Corner vision obstruction area (as measured from the edge of the street at the face of curb).
10. Physical relationship and distance of proposed buildings to adjacent lots and buildings on the same block, contiguous blocks, and across adjacent streets, including the dimensions between buildings.
11. Location of structures on adjacent contiguous sites and across adjacent streets, with curb cuts for garage entrances and loading docks marked.
12. Locations of, labels for, and dimensions of proposed driveways and driveway entrances.
13. Locations of, labels for, and dimensions of interior streets, sidewalks, and landscaped area.
14. Distance from shared property line or proposed subdivision line, and the percentage of building wall openings.
15. Locations of, labels for, and dimensions of surface parking and loading areas pursuant to Section 32 of the Zoning Ordinance.
16. Size and location of garage air intake and exhaust vents.
17. Existing and proposed elevations at garage ramps, plazas, sidewalks, patios, first floor and all entrances, top/bottom of privacy and retaining walls and fences, and garage and loading dock entrances.
18. Dimensions of proposed front, side, and rear yards.
19. Locations, sizes, and identification/species of all existing trees to be saved, and proposed limits of clearing and grading.
20. Average elevation of the site determined by taking elevations at 25-foot stations at the perimeter of the site, totaling the elevations and dividing by the total number of stations.
21. Amount of pervious surface area in square feet and expressed as a percentage of the site, both existing and proposed.
22. Survey Plat – survey of the site as follows (unless otherwise agreed to by staff):

Horizontal Datum - All Site Plans shall be referenced to the Virginia Coordinate System of 1983 (VCS 83). Two (2) adjacent corners or two points on every plan sheet shall be referenced to the VCS 83 with coordinate values shown in U.S. Survey feet. All plans shall be annotated as follows: "The site shown hereon is referenced to the Virginia Coordinate System of 1983 as computed from a field run boundary and horizontal control survey."

Vertical Datum - All Site Plans shall be referenced to the North American Vertical Datum of 1988

(NAVD 88). All plans shall be annotated as follows: "The site shown hereon is referenced to the North American Vertical Datum of 1988 as computed from a field run vertical control survey."

23. Types, dimensions, and necessity for each proposed vacation and/or types, dimensions, and necessity for each proposed encroachment into public right-of-way and easement areas, including streets and sidewalks. If no vacations or encroachments are expected, then the applicant must submit a completed, executed Vacation and Encroachment Request Waiver Form. (Attachment E)
 24. Any special plans or data, if applicable, related to the UCMUD use permit application submittal, such as separate plat(s) showing proposed vacations and/or encroachments.
- E. Striping and marking plan at a scale that is appropriate for the size of the project, ranging from 1" = 10' to 1" = 30', showing details of the number, direction, and width of existing and proposed travel and parking lanes, crosswalks, medians (painted and raised), bike lanes, and any other pavement markings, planting areas, and street lights. Label and delineate fire lanes, if applicable. Existing and proposed traffic signals shall be shown, including the location of poles, span wires and/or mast arms. If separate sheets are required, also show, in addition to the above, all information on a single sheet at a scale of 1" = 50' (or an alternate scale approved by the County Manager or his designee).
 - F. Existing and proposed street cross-sections showing, building wall lines and dimensions of sidewalks, planting areas, curb, gutter, parking lanes, bike lanes, travel lanes, medians, and other street elements consistent with applicable standards. Reference the existing survey center line and the middle of the pavement (if different) in the existing and proposed cross-sections.
 - G. Architectural Plans at a scale that is appropriate for the size of the project (with elevations given at Arlington County Datum). For CAD drawings, the coordinate system should be Virginia State Plane North, North American Datum of 1983, in U.S. feet. Architectural plans will include, by way of illustration and not limitation, the following:
 1. Plan of each parking garage floor, providing for each floor level:
 - a. Elevations, dimensions, and GFA of overall structure, and number and layout of proposed spaces.
 - b. Labels and dimensions of typical standard, compact and handicapped parking spaces; dimensions of aisles; and locations and sizes (in square feet) of storage, mechanical and other non-parking areas. Labels for parking spaces designated for retail uses. Locations, labels, and number of bicycle storage spaces.
 2. Ground floor plan, showing the ground floor of all structures above grade with the following information:
 - a. Overall dimension, elevation, and GFA of the floor. Overall GFA measured from exterior wall to exterior wall and including all areas in between.
 - b. Label all separate uses and access to separate uses, size and tabulation in chart form of separate uses, including storage, loading and service areas including height of loading docks, retail including retail floor-to-ceiling height and retail access/connections to service areas, recycling and trash collection areas, and garage.

- c. Label building entrances for pedestrians and vehicles including ground floor retail uses.
 - d. General location and information on landscaping, plazas, and other site features.
3. Plan of each non-typical floor with the following information:
 - a. Overall dimensions, elevations, and GFA of each floor. GFA measured from exterior wall to exterior wall and including all areas in between.
 - b. Label all separate uses and access to separate uses, size and tabulation in chart form of separate uses, including storage, loading and service areas including height of loading docks, retail including retail floor-to-ceiling height and retail access/connections to service areas, recycling and trash collection areas, and garage.
 4. Typical floor plan(s) with the following information:
 - a. Overall dimensions, elevation, and GFA of each floor level. GFA measured from exterior wall to exterior wall and including all areas in between.
 - b. Label all separate uses and access to separate uses, size and tabulation in chart form of separate uses, including storage, loading and service areas including height of loading docks, retail including retail floor-to-ceiling height and retail access/connections to service areas, recycling and trash collection areas, and garage.
 5. Roof plans showing all proposed elements and elevations of each roof level, including all penthouse elements, mechanical units, roof decks, or gardens.
 6. Building elevations (north, south, east, and west) that show the following:
 - a. Height, in feet, of proposed buildings as measured from the average site elevation to the main roof, penthouse roof, and the top of all other buildings and/or structures, including structures above the penthouse.
 - b. Number of floors and elevation of each floor, including the main roof, penthouse roof, and the top of all other buildings and/or structures, including structures above the penthouse. The floor-to-ceiling height of all retail spaces shall be clearly labeled.
 - c. Height, location, and general design of structures proposed above the building height limit and/or above the main roof or penthouse roof.
 - d. Location of, and label for vehicular access to underground parking and loading docks.
 - e. Labels for all materials to be used on the facades (i.e. brick, precast concrete, glass) or other exterior surfaces, general color of these materials, and the location of these materials.
 - f. In drawings having a scale of 1/8 inch = 1 foot, elevations of street, lobby, and plaza level frontages showing concepts for retail tenant signs or other signs proposed for all entrances, location of pedestrian and lobby entrances, treatment of retail storefronts and/or street level design including building materials and colors, and architectural features and glazing.

- g. Distance of all building walls from a property line shared with an adjacent property, or a potential subdivision line, and the percentage of openings on the building wall, as calculated and described in the Virginia Uniform Statewide Building Code (VA USBC).
 - h. Size and location of vents for garage air intake and exhaust, HVAC, and laundry.
7. Vertical cross section views (north/south and east/west) that show the following:
- a. Average elevation of the site.
 - b. Height, in feet, of proposed buildings measured from the average site elevation to the main roof, penthouse roof, and to the top of all other buildings and/or structures.
 - c. Number of floors and elevation of each floor, including the main roof, penthouse roof and the top of all buildings and/or structures, including structures above the penthouse.
 - d. Height, location, and general design of structures proposed above the main/penthouse roof and building height limit.
 - e. Location of, and label for access to underground parking and loading docks, and height of loading docks.
 - f. Finished floor elevation of each floor, including basements and boiler rooms, and elevations at the top of slab of underground structures.
 - g. Distance, in feet, of proposed structures from adjacent lot; from other structures on the site and on parcels adjacent to, and across the street from the site, showing the heights of the other structures; and from adjacent streets.
 - h. Sections through plaza and landscaped areas above structures, showing soil depth provided for all landscaping and elevations at the finished grade.
 - i. A key showing where cross sections are taken.
8. Screening of mechanical equipment, parking, loading, trash, and penthouse areas. Where applicable, provide general information on how these uses will be screened including heights of walls.
9. Conceptual Landscape plan, to include:
- a. Footprint(s) of all existing and proposed structures, hardscape, and delineation of existing and proposed underground structures.
 - b. All existing and proposed utilities and topography at 2-foot contour intervals for the site and adjacent streets based on a recent survey (elevations given at Arlington County Datum).
 - c. Streetscape:
 - 1) Street tree species and spacing consistent with applicable Sector Plans, Rosslyn-Ballston Corridor Streetscape Standards and the *Standards for Planting and Preservation of Trees in Site Plan Projects*.

- 2) Designs for sidewalks and paver treatments consistent with the Rosslyn-Ballston Corridor Streetscape Standards, *Pedestrian Master Plan* and/or other applicable standards and/or guidelines.
 - 3) Differentiation in design and treatment of sidewalks and plazas, defining hardscape materials.
- d. Design and size (in square feet) of plazas and other site features such as landscaped areas, swimming pools and activity areas, interior walkways and public sidewalks; landscaping for these areas specifying locations and types of all plant materials (i.e., major deciduous trees, evergreen trees, shrubs, groundcover, ornamental trees, street trees, seasonal flowers in landscaped beds, etc.); and other landscape elements, such as fences, street furnishings, large planters, and walls and other raised features. Label street trees and other streetscape elements including public sidewalks, street furniture and outdoor dining areas.
 - e. Tree survey (shown on separate sheet), conducted by a certified arborist or other horticultural professional with a demonstrated expertise in tree preservation techniques on urban sites, of all trees on the site with a caliper of 3 inches and greater. Provide locations, sizes, and identification/species of all existing trees to be saved, trees to be removed, proposed limits of clearing and grading, and a calculation of the number of trees to be replaced in tabular form pursuant to the tree replacement formula.
- H. The following additional information shall be provided in the application drawings:
1. Labels and identification of materials to be used in special architectural features, including, but not limited to, fences, walls, roof, or penthouse treatments.
 2. Treatment of all mechanical and/or ventilation shafts or vents, e.g., HVAC, bathroom, fireplaces, clothes dryers, on facades, and residential balcony railings.
 3. Exterior treatment of loading dock doors.
 4. Photos and/or colored elevations showing how structures fit in with the fabric of the surrounding neighborhood at the street level, in the context of existing conditions, and known future development.
 5. Drawings showing how structures fit in with surrounding development and uses, in terms of compatibility of design and massing.
- I. Information Sheet
1. Tabulation in chart form of parking and bicycle spaces for each garage level.
 2. Tabulation in chart form of the square footage of all separate uses, by floor, and the totals for all floors, including storage, loading and service areas including height of loading docks, retail including retail floor-to-ceiling height, recycling and trash collection areas, and garage.
 3. Tabulation in chart form of the total number of residential units by type, number of bedrooms/dens, and by floor area, per floor and total for all floors.
 4. Tabulation in chart form of the total number of hotel units by floor area, per floor and total.

5. Tabulation in chart form of elevation for each floor and overall GFA for all floors.

J. Additional Filing Information:

1. Environmental consideration form (LEED Scorecard or other comparable/acceptable sustainable design reporting mechanism). The U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) provides guidance on reducing the impacts of buildings on the environment. The USGBC offers several LEED rating systems for different building types as follows:

- LEED-NC: New commercial construction and major renovation projects
- LEED-EB: Existing building operations
- LEED-CI: Commercial interiors projects
- LEED-CS: Core and shell projects
- LEED-H: Homes
- LEED-ND: Neighborhood development

The applicable LEED Scorecard(s) is a required component of all UCMUD use permit applications. The LEED Scorecard forms can be found at www.usgbc.org (click on "LEED" to find information on each rating system). Each application shall include an explanation of how each credit will be achieved or why it is not being pursued for the project.

For additional information on the LEED submittal requirements, please contact Arlington County's Environmental Planning Office at 703-228-4488.

2. Identification of number of existing retail tenants that require relocation. Identify names and locations of retail tenants requiring relocation.
3. Affordable Housing Plan, if applicable.
4. Traffic Impact Analysis, if applicable.
5. Description of the retail program under consideration, including the types of retail and strategies being considered to market the retail, if applicable.
6. Storm Water Management and Compliance Plan.
7. Vacations and Encroachments, if applicable.
 - a. If the UCMUD use permit request includes land area currently within public streets, public rights-of-way, alleys, easements, other interests of whatever nature granted to the County, and/or County-owned land, the applicant must file a completed application for vacation of such area with the Real Estate Section, Office of Support Services, and attach a copy of the application to the site plan application.
 - b. If the UCMUD use permit request includes any structure that would encroach into public streets, public rights-of-way, public street easements, or any other County-owned property,

- the applicant must file a completed application for encroachment with the Real Estate Section, Office of Support Services, and attach a copy of the application to the UCMUD use permit application.
- c. A description, with illustrative plats, of all real estate transactions and/or permissions involving the County that are anticipated as a result of the use permit. This should include all vacations, encroachments, easements, licenses, or other incursions into, or planned use of, County property.
9. Tabulation in chart form and plans showing the by-right capacity for the site, including the uses, building footprint, gross floor area and density, building height, setback, coverage, and location and number of parking spaces.
 10. Disclosure statement
 11. Consent Form
 12. UCMUD Tabular Information Form (Attachment B)

Unified Commercial/Mixed Use Development Use Permit Application Submittal Checklist

	Staff Notes
APPLICANT/DEVELOPER:	
APPLICATION BY:	
ADDRESS:	
DAYTIME PHONE:	
EMAIL ADDRESS:	
CONTACT:	
PROJECT TITLE:	
PROJECT LOCATION:	

UCMUD Use Permit Specification	Applicant	Staff				Staff Notes
		1 st	2 nd	3 rd	4 th	
1. <u>Preliminary Submissions:</u> A. 2 copies– 24" x 36" with additional required information						
2. <u>Final Submissions:</u> A. 12 copies – 24" x 36" with additional required information and digital copies; B. 12 copies – 11" x 17" C. 3 copies – 8 ½ " x 11"						
3. Certified Survey Plat						
A. Full cross-Sections of adjacent streets from curb to curb, with dimensions						
B. Metes and Bounds narrative description						
C. Dimensions of Tracts						
D. Lot area by Zoning District (square feet and acres) for each tract						
E. North Arrow						
F. Types and dimensions of existing easements						
G. Location, dimensions, size and uses of existing and below-grade structures, number parking spaces, number residential, and distance from side lot lines and centerlines of adjacent streets						
H. Topography at 2-foot intervals						
I. Location and height of existing structures on adjacent contiguous site and across adjacent streets						
J. Location of trees on site with caliper of 3 inches or greater						
K. Historic district and/or structures on the site or adjacent sites, if applicable						
L. Resource protections areas, if applicable						
M. Survey Plat						
4. Current aerial photograph of full site and surrounding uses						
5. Preliminary Subdivision Plat						
A. Lot lines						

UCMUD Use Permit Specification	Applicant		Staff				Staff Notes
			1 st	2 nd	3 rd	4 th	
B. Size (square footage) of subdivided parcels							
6. Plot and Location Plan							
A. Lot dimensions and site area, individual parcel dimensions and area, and area within each Zoning District							
B. North Arrow							
C. Public street and right-of-way dedications, with square footage and site area before and after dedication							
D. Proposed grading at 2-foot contour intervals							
	Applicant		Staff 1 st		Staff 2 nd		Staff Comments
E. Location, dimension, connection, label and description of proposed and existing underground surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street; Relationship of underground utilities to street tree placement.	Exist	Prop	Exist	Prop	Exist	Prop	
1) Water meter vaults & water meter clear zones							
2) Sanitary Sewer							
3) Storm Sewer							
4) Gas							
5) Electric Transformer Vaults							
6) Metro-related structures							
7) MEP letter documenting transformer size and location							
	Applicant		Staff 1 st		Staff 2 nd		Staff Comments
F. Location, dimension, connection, label and description of proposed and existing surface structures within the property, on the periphery of the site.	Exist	Prop	Exist	Prop	Exist	Prop	
1) Full street sections and intersections							
2) Sidewalks (full sidewalks and clear widths)							
3) Curb							
4) Gutter							
5) Street Light & Utility poles							
6) Utility poles							
7) Bus Stops / Bus Shelters							
8) Street trees, tree pits and/or tree planting strips							
9) Transformer pads							
10) Fire hydrants/standpipes							
11) ADA ramps and driveway entrances							
12) Crosswalks							
	Applicant		Staff				Staff Comments
G. Retail			1 st	2 nd	3 rd	4 th	
1) Label ground floor retail space; Dimension of sidewalk frontage where the finished floor elevation(s) of the retail space(s) is equal to the finished grade of the sidewalk, & label areas as the potential retail entrances.							
2) Label street/pedestrian access							

UCMUD Use Permit Specification	Applicant	Staff				Staff Notes
		1 st	2 nd	3 rd	4 th	
H. Label, location and dimensions of:						
1) Proposed above-ground structures						
2) Underground structures and relationship to street trees, tree pits and/or tree planting strips						
3) Distance to property lines and street center lines						
4) Corner vision obstruction area						
5) Physical relationship and distance to adjacent lots and buildings on same, contiguous blocks; across adjacent streets; dimensions between buildings						
6) Location of streets on adjacent sites and blocks with curb cuts for garage entrances and loading docks						
7) Driveways and driveway entrances						
8) Interior streets, sidewalks, and landscaped areas						
9) Distance from shared property line or proposed subdivision line; % of building wall opening						
10) Surface and parking loading areas						
11) Garage air intake and exhaust vents						
I. Existing and proposed elevations at:						
1) Garage Ramps						
2) Plazas						
3) Sidewalks						
4) Patios						
5) First floor and all entrances						
6) Top/bottom of privacy and retaining walls and fences						
7) Garage & loading dock entrances						
J. Dimensions of proposed front, side and rear yards						
K. Location, size and species of trees to be saved; limits of clearing and grading						
L. Average Site Elevation						
M. Pervious Surface Area, existing and proposed						
N. Survey Plat						
8. Types and dimensions of proposed vacations and/or types, dimensions and necessity for encroachments						
9. Other special plans or data – if applicable						
10. Striping and marking plan showing number, direction and width of existing and proposed:						
A. Travel and parking lanes						
B. Crosswalks						
C. Medians						
D. Bike lanes						
E. Planting areas						
F. Street lights						
G. Existing traffic signals (poles, span wires and/or mast arms)						
H. Label and delineate fire lanes, if applicable						
11. Existing and proposed street cross-sections:						

UCMUD Use Permit Specification	Applicant	Staff				Staff Notes
		1 st	2 nd	3 rd	4 th	
A. Building wall lines & dimensions of sidewalk B. Planting areas C. Curb and gutter D. Parking, bike and travel lanes E. Medians F. Other street elements consistent w/applicable standards G. Ref: existing survey center line & middle of pavement						
12. Architectural Plans						
A. Floor plans of each garage level, including: 1) Elevations 2) Dimensions of overall structure 3) GFA of overall structure 4) Layout and number of parking spaces 5) Label and dimension typical standard, compact and handicapped spaces 6) Widths of each aisle 7) Label and size of storage, mechanical, retail parking, bicycle parking, and other non-parking areas						
B. Ground Floor Plan						
1) Overall dimension, elevation and GFA						
2) Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage						
3) Label building entrances for pedestrians and vehicles, including ground floor retail						
4) Location and information on landscaping, plazas and other site features						
C. Non-typical Floors						
1) Overall dimensions, elevation and GFA of each floor level						
2) Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage						
D. Typical Floors						
1) Overall dimensions, elevation and GFA of each floor level						
2) Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, recycling and trash collection areas, and garage						
E. Roof plan with elevations, showing main and penthouse roof elements and mechanical units						
F. Building elevations – north, south, east and west showing:						
1) Height (ft) of proposed buildings measured from						

UCMUD Use Permit Specification	Applicant	Staff				Staff Notes
		1 st	2 nd	3 rd	4 th	
the average site elevation to the main roof, penthouse roof and top of all other buildings and/or structures, including structures above penthouse						
2) Number of floors and elevation of each floor, including main roof, penthouse, and structures above the penthouse; Floor-to-ceiling height of retail spaces labeled						
3) Height, location, and general design of structures proposed above the building height limit						
4) Label location and vehicular access to underground parking and loading						
5) Label façade and exterior surface materials and colors						
6) Complete street frontage, lobby and/or plaza level elevations with concepts for retail tenant signs, other proposed signs for all entrances, location of pedestrian and lobby entrances, and treatment of retail storefronts showing complete design details, façade materials and colors, architectural features and glazing at scale of 1/8" = 1'						
7) Distance from shared property line and percentage of building wall openings						
8) General size and location of vents – garage air intake, exhaust; HVAC, Laundry						
G. Vertical Cross Section views showings:						
1) Average Site Elevation						
2) Height (ft) of proposed structure(s) measured from Average site elevation						
3) Number of floors and elevation of each floor, including main roof, penthouse roof, and structures above the penthouse						
4) Height, location and general design of structures proposed above the building height limit						
5) Label, location and access to underground parking and loading						
6) Elevation of all floor grades above and below ground						
7) Buildings in relationship to surrounding uses:						
a. Distance between proposed buildings and adjacent lots						
b. Distance between proposed buildings and adjacent buildings						
c. Distance between proposed buildings and adjacent streets						
d. Heights of proposed building and adjacent buildings.						
e. Distance of building wall from the shared property line.						
8) Plazas and landscape area above structures, soil depth for all landscaping, and elevations at						

UCMUD Use Permit Specification	Applicant	Staff				Staff Notes
		1 st	2 nd	3 rd	4 th	
finished grade						
9) Key of where cross-sections are taken						
H. Screening Plans for:						
1) Mechanical equipment						
2) Parking areas						
3) Loading areas						
4) Trash areas						
5) Penthouse areas						
I. Conceptual Landscape Plan						
1) Existing and proposed building footprints and hardscape, and delineation of existing and proposed underground structures						
2) Existing and proposed utilities, and topography at 2' intervals						
3) Streetscape						
4) Label, design and size of plazas and other site features; location and types of landscaping; label other landscape elements; label street trees and streetscape elements						
5) Location, size and identification/species of existing trees to be saved; limits of clearing and grading						
6) Tree survey of all trees on the site with a caliper of 3 inches and greater showing locations, sizes, and identification/species of all existing trees to be saved, removed, proposed limits of clearing and grading, and a calculation of trees to be replaced in tabular form pursuant to the tree replacement formula						
13. Additional drawings						
A. Label and identify materials in special architecture features including fences, walls, roof, penthouse						
B. Treatment of mechanical and/or ventilation shafts, vents						
C. Exterior treatment of loading docks						
D. Photos/color elevations and perspectives at street level showing how structures fit in with surrounding neighborhood – existing conditions and future development						
E. Drawings showing how structures fit in with surrounding development – compatibility, design and massing						
14. Information Sheet						
A. Parking Tabulation and bicycle spaces for each garage level						
B. Chart tabulating square footage of each use by floor and total per floor; Include storage, loading and service areas, retail, recycling and trash collection areas, and garage						
C. Chart tabulating total number of residential units by type, number of bedrooms/dens, and by floor area per floor and total for all floors						

UCMUD Use Permit Specification	Applicant	Staff				Staff Notes
		1 st	2 nd	3 rd	4 th	
D. Chart tabulating total number of hotel units by floor area, per floor and total						
E. Chart tabulating elevation for each floor and overall GFA for all floors.						
15. Additional Filing Information						
A. LEED Scorecard and detailed description of credits						
B. Number and location of retail tenants to be relocated including names of all retail tenants, if applicable						
C. Affordable Housing Plan						
D. Traffic Impact Analysis						
E. Description of retail program						
F. Storm Water Management and Compliance Plan						
G. Vacation and Encroachment Plat and application or waiver form(s)						
H. Description and plats of transactions involving County property						
I. Chart tabulating by-right development capacity and by-right plans						
J. Completed UCMUD Tabular Information Form						
K. Disclosure statement						
L. Consent Form						

ATTACHMENT B

Unified Commercial Mixed Use Development Application Tabular Information Form

The following data shall be provided by the applicant on the attached Tabular Information form. This data will be used in the public hearing notice. Use of incorrect data may require re-advertising of the public notice and deferral of the scheduled public hearing. If the application is a Major Amendment to an approved UCMUD use permit, the applicant shall provide current data on the approved UCMUD and the status of its implementation, including the initial and/or latest approval of the UCMUD use permit or major amendment, what has been constructed to date, and what remains to be constructed. Following is a summary of the data to be incorporated in the tabular information form:

- Site area, in square feet and acres (from certified survey plat) for the total site, and if the site is divided into more than one (1) zoning district (existing and proposed), the area of the site encompassed by each zoning district;
- Site area, in square feet, allocated for density purposes to commercial, retail, residential, and/or hotel use;
- Proposed GFA by building (based on the Zoning Ordinance definition of *Gross Floor Area*) for commercial, retail, residential and/or hotel;
- Proposed FAR for each of the commercial, retail, residential and/or hotel uses, where applicable
- Number of proposed dwelling units;
- Number of proposed dwelling units per acre (calculated as: FAR = Gross Floor Area (sq ft) ÷ Site Area (sq ft) Allocated for Density Purposes);
- Number of Proposed hotel units;
- Number of proposed hotel units per acre (calculated as: Number of Hotel Units ÷ Site Area (acres) Allocated for Density Purposes);
- Parking (number of total spaces, gross parking floor area, number and percent (%) of compact spaces, number of standard spaces) for each of commercial, retail, residential and/or hotel uses;
- Parking ratios for each of the uses;
- Main and penthouse roof elevations (above sea level);
- Average site elevation (ASE) determined by taking elevations at 25-foot stations at the perimeter of the site, totaling the elevations and dividing by the total number of stations;
- Proposed building height, in feet (calculated as: Main Roof Elevation or Penthouse Roof Elevation – Average Site Elevation) for each proposed building;
- Proposed number of stories for each proposed building;
- Floor to Ceiling Height of ground floor retail spaces for each proposed building;
- Pervious Site Area;
- Proposed dimensions of front, side, and rear yards (referenced to property lines and center lines of adjacent streets);
- Landscaped area (square footage);
- Proximity to Metrorail stations;
- Requested modifications of use regulations and standard UCMUD use permit requirements (height, parking setback, etc.);
- Requested encroachment(s) and/or vacation(s). Include plat(s) showing exact locations and types. Add note if there are none;
- # LEED Credits; and
- Identification of historic districts and historic structures on the site or any adjacent sites. Add a note if there are none.

UCMUD Use Permit Application – Tabular Information Form

STAFF ENTRY:

Assigned Use Permit Number || UP #

APPLICANT ENTRY:

Form Submission/(Re)Submission Date
 Project Title
 Project Location
 Parcel RPC Numbers

DEVELOPMENT TEAM:

Applicant
 Address (incl. zip code)
 Telephone Number (daytime w/area code)
 Contact
 E-mail Address
 Fax #

APPLICATION MADE BY:

Name
 Address (incl. zip code)
 Telephone Number (daytime w/area code)
 Contact
 E-mail Address
 Fax Number

ATTORNEY:

Firm
 Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

ARCHITECT:

Firm
 Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

ENGINEER:

Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

LANDSCAPE ARCHITECT:

Firm
 Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

UCMUD Use Permit Application – Tabular Information Form

LEED CONSULTANT:

Firm
 Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

TRAFFIC CONSULTANT:

Firm
 Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

ADDITIONAL CONSULTANT(S):

Firm
 Address
 Telephone Number
 Contact
 E-mail Address
 Fax #

1.	A. Total Site Area	Square Feet	Acres
	B. Net Site Area		
2.	Site Area Allocated for Density Purposes To:		
	A. Commercial		
	First (Ground) Floor		
	All Other Floors		
	B. Retail		
	First (Ground) Floor		
	All Other Floors		
	C. Residential		
	Bonus Density Requested (Nauck Only)		
	D. Hotel		
3.	Floor Area Ratio (FAR) (GFA divided by site area for density purposes [for mixed use districts, the allocated site area])		FAR
	A. Commercial		
	B. Retail		
	C. Residential		
	D. Hotel		
4.	Total Gross Floor Area		
	A. Commercial Use	Square Feet	
	1. Building 1		
	2. Building 2		
	3. Building 3		
	4. Building 4		
	5. Building 5		
	Total		
	B. Retail Use	Square Feet	
	1. Building 1		

UCMUD Use Permit Application – Tabular Information Form

	B. Structured – Below grade			
	C. Surface			
7.	Parking Ratio			
	A. # of Spaces per Commercial GFA	One space	per	Sq. Ft.
	B. # of Spaces per Residential	space(s)	per	One unit
8.	Building Height			
	A. Average Elevation of the Site in feet above sea level			Feet
	B. Building Height (in feet above sea level) to Main Roof and Penthouse Roof			
	1. Office	Main Roof	Penthouse Roof	Stories
	a. Building 1			
	b. Building 2			
	c. Building 3			
	d. Building 4			
	e. Building 5			
	2. Retail	Main Roof	Penthouse Roof	Stories
	a. Building 1			
	b. Building 2			
	c. Building 3			
	d. Building 4			
	e. Building 5			
	3. Residential	Main Roof	Penthouse Roof	Stories
	a. Building 1			
	b. Building 2			
	c. Building 3			
	d. Building 4			
	e. Building 5			
	4. Hotel	Main Roof	Penthouse Roof	Stories
	1. Building 1			
	2. Building 2			
	3. Building 3			
	4. Building 4			
	5. Building 5			
9.	First Floor Heights			
	1. Commercial	Height in Feet		
	a. Building 1			
	b. Building 2			
	c. Building 3			
	d. Building 4			
	e. Building 5			
	2. Retail			
	a. Building 1			
	b. Building 2			
	c. Building 3			
	d. Building 4			
	e. Building 5			
	3. Residential			
	a. Building 1			
	b. Building 2			
	c. Building 3			
	d. Building 4			
	e. Building 5			

ATTACHMENT C

Requirements for Traffic Impact Analysis (TIA)

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.

**ATTACHMENT D
VACATION AND ENCROACHMENT REQUEST WAIVER FORM**

Vacation and Encroachment Request Waiver

Applicant: _____

Application Property: _____

The Applicant is not aware of nor has any plans to file a vacation or encroachment application related to the attached site plan. Should it be determined at a later date that a vacation or encroachment request related to the site plan needs to be filed, the Applicant acknowledges that it may cause a delay in processing of both the site plan and/or vacation/encroachment request.

CERTIFICATION: (All Applicants or their Agents must sign the Application).
I/We hereby certify that all statements and information provided herein and in the documents submitted herewith are true, accurate, and complete to the best of my/our knowledge.

APPLICANT(S)/Agent:

(Signature) (Date)

Print Name

ATTACHMENT E

Receipt of Approved Use Permit and Agreement with Use Permits Conditions

I/We have received the "applicant's copy" of the final Unified Commercial/Mixed Use 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 Commercial/Mixed Use 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 Commercial/Mixed Use Development Use Permit Approval.

 Owner

 Agent for the Owner

 Witness

 Date