

## *Arlington County, Virginia*

# **Guide to Obtaining a Certificate of Occupancy for Auto Dealerships.**

### **IMPORTANT**

Failure to comply with submission requirements will delay the issuance of your Certificate of Occupancy.

The Zoning Division will not accept incomplete or inaccurate plans, regardless of time constraints.

The information you provide will be verified by an on site inspection.

The Zoning Division will retain the plans you submit and those plans will be made available for use as evidence for any complaints, code violations, or legal issues occurring on your lot or regarding the operation of your business.

**These requirements are effective July 1, 1998. Plans and information submitted with previous applications, which do not meet these requirements, will not be accepted.**

# Submission Requirements

For proposed dealerships taking over an existing dealership's lot or a proposed dealership sharing a lot with an existing dealership, submit the following:

- 1.) Certified Parking Plan - This plan must be certified correct by a Professional Engineer or Land Surveyor.**
- 2.) Vehicle Delivery Statement**
- 3.) Lot Calculation Table**

For proposed dealerships to be located on lots in the “C-2”, “C-3”, and “CM” zone districts which have never before been used for auto sales, submit the following:

- 1.) Certified Parking Plan – This plan must be certified correct by a Professional Engineer or Land Surveyor.**
- 2.) Landscape Plan – This plan must show landscaping requirements per Section 14.2 of the Zoning Ordinance.**
- 3.) Vehicle Delivery Statement**
- 4.) Lot Calculation Table**

You may combine all required information and plans on one sheet.

All plans must be drawn to scale.  
(Suggested scales: 1" = 20', 1" = 30', or 1" = 50')

# Certified Parking Plan

(This plan must be certified correct by a Professional Engineer or Land Surveyor)

A Certified Parking Plan is required with all Certificate of Occupancy Applications. The Parking Plan must be drawn to scale and include all of the following:

Lot Perimeter – show the entire lot and label any streets abutting the property.

Parking Spaces - show all parking spaces on the lot, label their sizes and designate which are for use by, customers, employees, and vehicle stock (when necessary, designate which spaces are for use by each separate dealership).

Wheel Stops - show wheel stops to prevent vehicles from overhanging sidewalks and adjacent properties.

Lighting Features - show all lights used to illuminate the lot (these shall be arranged and shielded to prevent light dissemination to abutting properties and streets).

Trash Receptacles - show all trash receptacles located out of doors and their required screening (these shall be screened from public view by a brick wall or solid wood fence on three sides which is a minimum of (6) six feet in height).

Curb Cuts - show all driveway openings onto the lot (these shall not exceed (30) feet in width measured at the edge of the street easement or right-of-way).

See next page for additional requirements.

# Certified Parking Plan

The following tables show acceptable size and width standards for parking spaces and drive aisle widths.

**TABLE I. FULL SIZE AUTOMOBILE SPACES**

<b>Parking Angle</b>	<b>Stall Width (Feet)</b>	<b>Depth of Stalls Perpendicular To Aisle (Feet)</b>	<b>One-Way Aisle Width (Feet)</b>	<b>Two-Way Aisle Width (Feet)</b>
45°	8.5	17.5	12.0	*
60°	8.5	19	16	*
90°	8.5	18.0	23.0	23.0
Parallel	22.0	8.0	12.0	23.0

Response to Planning Commission Recommendation  
 Zoning Ordinance Amendment  
 Compact Parking

**TABLE II. COMPACT AUTOMOBILE SPACES**

<b>Parking Angle</b>	<b>Stall Width (Feet)</b>	<b>Depth of Stalls Perpendicular To Aisle (Feet)</b>	<b>One-Way Aisle Width (Feet)</b>	<b>Two-Way Aisle Width (Feet)</b>
45°	8	16	12.0	*
60°	8	16.7	15.0	*
90°	8	15.0	21.0	23.0
Parallel	20.0	8	10.0	20.0

**Spaces used for Vehicle Stock may all meet compact car standards.**

**Seventy percent (70%) of Employee and Customer spaces must meet full size standards.**

# Vehicle Delivery Statement

Every auto dealership application for Certificate of Occupancy must include a Vehicle Delivery Statement. This is a written and signed statement by the owner of the business which details how stock vehicles will be delivered onto the lot.

The Vehicle Delivery Statement is required whether the vehicles are driven onto the lot individually or delivered by truck.

If vehicles are delivered by truck, you must indicate on the Parking Plan which driveway(s) will be used to access the lot, or where the trucks will park during off-loading.

You must also indicate the days of the week and hours which deliveries will occur. Please note that delivery of vehicles is limited to the hours of 7:00 a.m. to 9:00 p.m. Monday through Saturday only.

# Lot Calculation Table

All applications for Certificate of Occupancy must include a table listing the following information:

- The size of the lot \_\_\_\_\_ square feet
- The office space occupied by your dealership \_\_\_\_\_ square feet
- The number of vehicle stock spaces for your dealership \_\_\_\_\_ spaces
- The number of employee spaces provided for your dealership \_\_\_\_\_ spaces
- The number of customer spaces provided for your dealership \_\_\_\_\_ spaces
- The total square feet of all landscaped area on site \_\_\_\_\_ square feet  
(for lots requiring Landscape Plans only)

**Note:** To calculate the number of employee and customer parking spaces that are required on site for your dealership, add the area your dealership occupies for vehicle stock and for office use.

Using this combined total area, one (1) employee and one (1) customer space are required per 1,200 square feet of area.

For dealerships sharing the same lot. These parking requirements must be met for each individual dealership and shown on the parking plan.

A minimum of ten (10) vehicle stock spaces are required per dealership.

# Landscape Plan

A Landscape Plan is required for any auto dealership proposing to locate in the “C-2”, “C-3”, or “CM” zone districts on a lot where the previous use was not auto sales. **Sites must comply with the landscaping requirements from Section 14.2 of the Zoning Ordinance.**

In addition, all applicants are subject to any landscaping requirements placed on the lot in association with previous auto dealerships. The Zoning Division reserves the right to require an applicant to demonstrate that all landscaping requirements are met before a Certificate of Occupancy is issued.

A Landscape Plan must show the following requirements:

All end islands of parking rows and all areas not otherwise used for ingress, egress, aisles or parking must be landscaped.

The interior space of any planting area shall be no less than (9) nine square feet and not narrower than (2) two feet across its center.

All interior planting areas shall be protected from vehicle intrusion by a permanent barrier not less than (4) four nor more than (8) inches high.

A landscape strip (5) five feet wide shall be provided where "C" commercial zoned properties abut "R", "RA" residential zoned, and "S-3A" special zoning district properties.

The primary landscaping material in parking lots shall be deciduous trees which are capable of providing shade at maturity. Shrubbery, hedges and other live plant material are to be used to compliment tree landscaping. Effective use of berms and existing topography is also encouraged as a component of the Landscape Plan.

In these instances where plant material exists on a parking lot site prior to its development, such landscaping material may be use if approved as meeting the landscaping requirements.

Planting which is required for screening may be considered as partial or complete fulfillment of the site landscaping requirement.

A list of acceptable plant material is available upon request from the Zoning Division.

# Checklist

Before submitting your Certificate of Occupancy application make certain you have the following:

- \_\_\_\_\_ A completed Certificate of Occupancy application form.
  
- \_\_\_\_\_ A Certified Parking Plan drawn to scale (required with all applications).
  
- \_\_\_\_\_ A Vehicle Delivery Statement signed by the business owner (required with all applications).
  
- \_\_\_\_\_ A Lot Calculation Table (required with all applications).
  
- \_\_\_\_\_ A Landscape Plan drawn to scale (required for proposed dealerships on lots which the previous use was not auto sales).
  
- \_\_\_\_\_ The Fee, \$1,147.65 (includes the 5% automation enhancement fee) (The Zoning Division will accept checks made payable to Treasurer, Arlington County, payments in cash must be taken to the Arlington County Cashiers Office).

Questions: Contact the Zoning Division by phone, 703-228-3883 or in person at 2100 Clarendon Boulevard, Suite 1000. Hours - 8:00 a.m. to 4:30 p.m. M-F

**After you are issued a Certificate of Occupancy**



Sign Permits - there is a separate application form for sign permits, and you may apply for your sign permits after your Certificate of Occupancy application has been accepted.

DMV letter - you may obtain this form from the State Department of Motor Vehicles, once your Certificate of Occupancy is issued, you may bring it to the Zoning Division for the zoning compliance sign-off.

Vehicle Display - update changes to your stock parking layout on a copy of your Parking Plan and provide the Zoning Division with this revised plan.

Landscaping - maintain all required landscaping, replace planting material as necessary.

Code Enforcement – inspectors from the Community Code Enforcement Office may make periodic inspections of dealerships to assure vehicles are being parked and displayed as shown on approved plans and that property meets all zoning and code requirements.

Civil Penalties – Arlington County has recently given code enforcement inspectors the ability to issue citations for certain types of violations.