



APPLICATION FOR CHANGE IN LAND CLASSIFICATION

ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING ADMINISTRATION
2100 CLARENDON BOULEVARD SUITE #1000
ARLINGTON, VIRGINIA 22201
(703) 228-3883 • Fax (703) 228-3896

DATE _____

I _____ contract owners
We, _____ the undersigned owners

of Lots _____, Block _____, Section _____, of the
_____ Subdivision, containing _____ sq. ft./acre

Arlington County, Virginia, premises known as _____

Also identified as Real Property Code No.(s) _____

hereby requests that this property now zoned _____ be rezoned to _____

Will the County Board have considered all or part of this property for a change in land classification within the one hundred twenty (120) days prior to the scheduled hearing date? Yes, No

(If Yes, no application can be considered unless authorized on the County Board's Own Motion, §15.3.2, of the Zoning Ordinance.)

Is the proposed change in land classification in compliance with the current General Land Use Plan? Yes, No.

If No, you may want to request a change in the General Land Use Plan and you should discuss your application with the Current Planning Section of the Planning Division prior to filing. (Call (703) 228-3525)

Remarks for justification of Change in Zoning Classification. (These remarks may be filed as a separate statement)

Have all necessary statements, plans, plots, and other pertinent information been submitted?

Make checks payable to: Treasurer of Arlington County

ZONE _____
PROPOSAL FILED _____
FEE DEPOSITED _____
RECEIPT NO. _____ FEE _____
RECEIVED BY _____
Previous cases _____

Print Name _____
Signature _____
Address _____
City _____ State _____ Zip _____ Telephone _____
By _____, _____ (TITLE)
Address _____
City _____ State _____ Zip _____ Telephone _____

STATE OF VIRGINIA
COUNTY OF ARLINGTON, to wit

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

Notary _____

My commission expires: _____

INFORMATION AND INSTRUCTIONS CHANGE IN LAND CLASSIFICATIONS APPLICATIONS

FILING DATE: Applications for “Change in Land Classification must be filed with the Zoning Office Monday thru Friday from 8 am-4:30 p.m. Please contact the Zoning Office (703-228-3883) for information on the filing and submission requirements.

APPLICATIONS MUST INCLUDE:

1. Completed application including zoning by parcel.
2. Eight (8) copies of a Statement of Support for your application.
3. Eight (8) copies of a Disclosure of Interest Statement (*must be notarized*).
4. Eight (8) copies of the property (in addition to those required for site plans).
5. Two (2) copies of the appropriate Arlington County Tax Maps.
6. Eight (8) copies of any drawings that would assist the County Board in its decision.
7. Filing fee (*see schedule below*).

LOTS: If the affected property consists entirely of recorded lots (*full lots only*), the following must be submitted with the application.

1. The legal description of the property.
2. The Real Property Code No.(s). (*Available in Real Estate Assessments, Room 611*).
3. Four (4) copies of a plat showing the property affected and its dimensions.

ACREAGE OR PART(S) OF RECORDED LOTS: If the affected property consists entirely of recorded lots (full lots only), the following must be submitted with the application:

1. Eight (8) copies of a metes and bounds description prepared by a certified land surveyor.
2. Eight (8) copies a certified plat showing the property affected.
3. The Real Property Code No(s). (*Available in Real Estate Assessments, Room 611*).

STATEMENT OF SUPPORT: A statement must be filed by the applicant or agent, setting forth the proposed use and giving justification in support of the application. The statement will be reproduced and copies forwarded to the Planning Commission and to the County Board.

STATEMENT FROM ADJOINING OWNERS: Statements of support from neighboring owners and the local civic associations are suggested.

DISCLOSURE OF INTEREST: Every applicant for a Change in Land classification is required to file with his application a complete statement of disclosure of the equitable ownership and parties in interest of the real estate to be affected. This includes the names and addresses of all owners and anyone else having an interest in the property. A form is provided for this purpose. Please read it carefully.

APPLICANT: An application may be filed by an owner, a contract owner, or his agent. In the case of contract ownership, evidence that a contract is in place, including the names of owners and the expiration date of the contracts, must be provided.

FEE SCHEDULE: A filing fee (*payable to the TREASURER OF ARLINGTON COUNTY*) must accompany the application in accordance with the following schedule:

Requests to:	Site of 25,000 sq. ft. or less	Site of more than 25, 000 sq. ft.
“R” Districts	\$4,185 plus \$1,093 DES fee	\$ 5,555 plus \$2,186 DES fee
“RA” Districts	\$4,185 plus \$1,093 DES fee	\$ 6,927 plus \$3,278 DES fee
‘RA-H”, “R-C”, “RA-H-3.2, “RA4.8”	\$9,506 plus \$3,728 DES fee	\$14,252 plus \$5,463 DES fee
S”, “C”, “M”, & “CP-FBC”, “MU-VS”	\$6,927 plus \$3,278 DES fee	\$ 9,669 plus \$5,463 DES fee
Districts		
“C-O” Districts	\$14,252 plus \$5,463 DES fee	\$14,252 plus \$5,463 DES fee
Rezoning advertised at the applicants request on the County Board’s own motion		\$6,927 plus \$2,186 DES fee plus the above fee.
Rezoning with General Land Use Plan (GLUP) Amendment		\$8,740 plus \$4,371 DES fee plus the above fee

Automation Enhancement Fee – 10% of total fees

Rezoning when accompanied by a Site Plan (above fee in addition to applicable Site Plan fee)

APPLICANTS MUST ATTEND HEARING: Applicants for a Change in Land Classification or their agents must be present at the meeting of the Planning Commission and the County Board on the County Board on the advertised hearing dates.

ONE YEAR REQUIRED FOR RECONSIDERATION: No application for any change of zoning of the same lot shall be considered by the County Board within a period of 360 days from its last consideration by the County Board. This provision, however, shall not impair the right of the County Board to propose an advertising for a change of zoning on its own motion.

TABULAR SUMMARY OF ZONING BY PARCEL

The following information must be provided for each Parcel being proposed by rezoning and submitted with the rezoning application. Parcel numbers (Real Property Codes), including those for newly subdivided property, are shown in the Arlington County Tax Map book which may be reviewed in Real Estate Assessments, Room 611. Copies of the tax maps may be purchased from Surveys, Room 800. *(Two copies of these maps must be submitted with the application).*

Total Site Area: _____

Site Area in Each Zoning District

RPC#	Zoning District	Land Area (sq. ft.)	Zoning District	Land Area (sq. ft.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Additional Sheets may be attached as necessary.

ARLINGTON COUNTY, VIRGINIA
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Disclosure Statement

TYPE OR PRINT IN INK

Case No. _____

Complete the following:

1. Description of the real estate affected

List the addresses of all property that is affected by the application. Provide the lot, block, section, and sub-division 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, officers, and directors; and of **ALL** parties in interest.

<u>PARCEL ADDRESS</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>NATURE OF INTEREST</u>

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 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 _____

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Claude Williamson
CPHD
DIRECTOR(ACTING)

Arlova Vonhm
ZONING ADMINISTRATOR

TO: APPLICANTS FOR PUBLIC HEARING CASES

SUBJECT: Disclosure Statement for Public Hearings of County Board
Planning Commission and Board of Zoning Appeals

As an applicant for a case that will be considered by the County Board or the Board of Zoning Appeals (Rezoning, Site Plan Approvals and Amendments, Use Permits and Amendments, and Variances), you are required to file a complete disclosure of the equitable ownership and parties interest of the real estate that is the subject of the application. This requirement is contained in §15.1.3 of the Arlington County Zoning Ordinance and Title 15.2 of the Code of Virginia. The purpose of the Disclosure Statement is to document the ownership interests of the property or properties that are the subject of the application. The following information is provided to assist you in preparing an accurate and complete Disclosure Statement which will help avoid otherwise unnecessary deferrals of the public hearing date for which you have filed your application.

A complete Disclosure Statement must be filed with your application by the FINAL FILING DEADLINE for you application to be complete and therefore accepted for processing. The Statement must be notarized. (*It does not have to be notarized in Virginia.*) It is very important that you review your Disclosure Statement for accuracy and completeness before you file it with the County. As with all application information, the Disclosure Statement is available to the public for review.

Particular attention should be paid to the following elements of your statement:

- > Partnership information must list all General and Limited Partners and be broken down successively until ONLY INDIVIDUAL PERSONS are listed.
- > Corporate information and all stockholders (except those that are traded on a national or local stock exchange and have more than 500 shareholders) must list the names of officers and directors of the corporation. For Corporations that are not traded on a national or local stock exchange, stockholders must be identified as well.
- > Whenever a trust is listed, the beneficiaries must be identified.
- > Addresses of partnerships, corporations, trusts, etc. must include the street address or post office box number, city, state, and zip code. Telephone numbers are not required.
- > Identification of the interest of the persons and firms listed. This should identify the nature of the interest (ie. Owner, contract owner, lessee, general or limited partner, beneficiary, mortgage holder, etc.). The percent of interest is not required.