

**CITY OF ALEXANDRIA - Department of Planning and Zoning
Temporary Outdoor Expansion of a Retail Business Request Form**



Return information request by email to Alexa Powell at alexa.powell@alexandriava.gov

DATE: _____

RETAIL ADDRESS: _____

NAME OF RETAIL USE: _____

CONTACT NAME: _____

Phone number: _____ Email: _____

Check one:

Property Owner

Property Owner Name, Address, Phone and/or Email: _____

Lessee

INDICATE REQUESTED LOCATION(S) to expand/create outdoor retail (check all that apply)

Private Property

Off-Street Parking Spaces

Number _____

Parking Lot Address: _____

Number of spaces: _____

Public Property – right of way

On-street Parking Spaces (when not individually marked, a parking space is considered to be 20' long.)
Number _____ (*preferably located directly in front of the business*)

Sidewalk

REQUIRED ACKNOWLEDGEMENTS:

- I have notified adjacent businesses, residents and neighborhood civic associations
- For use of a private parking lot shared with other businesses, I have coordinated my retail use of parking spaces with their business and parking needs

REQUIRED ATTACHMENTS:

- Email authorization from property owner for outdoor retail expansion
- Photographs of area proposed for outdoor retail use
- If the proposed outdoor retail would occupy parking spaces other than those directly in front of the applicant's business, letters of support from the fronting businesses, residents, and property owners are required. A letter of support is required from second-story businesses and residents whose property is directly in front of the proposed outdoor retail.
- Certificate of Liability Insurance
- For public sidewalks, certificates of liability insurance covering outdoor operations with City of Alexandria as additional insured with minimum \$1,000,000 coverage
 - For on-street parking spaces, commercial general liability insurance of \$1,000,000 each occurrence with \$2,000,000 general aggregate covering all premises and operations and including bodily injury, property damage, personal injury, completed operations, contractual liability, independent contractors and products liability with City of Alexandria as additional insured
- Rough-sketched site plan indicating proposed expansion area. Include the following information on the plan:
- For all locations**
 - Retail name and address. Show retail location in relation to requested outdoor retail area
 - Square footage calculation of outdoor retail area

- Location of any Fire Department Connections (FDC) on a building face
- Location of nearby bus stops, bike stations, handicap spaces, loading zones

For public parking lots:

- Total number of spaces in the parking lot and proposed number for use

For on-street parking spaces:

- Indicate location of proposed parking spaces in relation to retail.

PLEASE NOTE: Outdoor retail cannot be approved at on-street parking spaces:

- ◇ In areas that block a fire hydrant (15' clearance on either side required by City code)
- ◇ In areas replacing a loading zone, handicap parking, or otherwise designated curbspace
- ◇ Where rush hour regulations exist (e.g. Washington Street)
On corners within 20 feet from a corner
- ◇ In areas that obstruct public utility such as a manhole
- ◇ On streets with a speed limit of more than 25 mph or with high vehicle traffic volumes (e.g. Patrick and Henry)
- ◇ In other areas that may be deemed unsafe by staff

RETURN THIS FORM WITH ALL REQUIRED ATTACHMENTS TO:

Alexa Powell at alexa.powell@alexandriava.gov

The Department of Planning & Zoning will review your request and send you a letter of agreement with conditions for your signature if approved