TO THE APPLICANT:

To assist you in completing your interpretation/determination request the application is attached for your use. Please follow the instructions carefully, as no request will be processed until all required materials are submitted to the Zoning Office (Room 207A, City Hall).

Zoning Ordinance §6.19 provides that when uncertainty exists concerning the text of City Code Chapter 110, the Zoning Administrator is authorized to make all interpretations of all standards, procedures and regulations of the Zoning Ordinance. Requests for written interpretations must be submitted in accordance with zoning ordinance §6.2.3. Once a fully completed request form, fee and all mandatory information as may be required by the Zoning Administrator is received by the Zoning Office and deemed complete, the request will be evaluated. The written decision will be forwarded to the applicant within 90 days unless the requester agrees to a longer time period. Some requests will be processed in a shorter period of time, some longer, depending on the complexity of the request.

Requests for interpretations pursuant to §15.2-2311 of the Code of VA may be made for the following:

§2.2 Interpretation of District Boundaries
§3.4.1.B Use Regulations / Similar Use Interpretations
§4.15.4.C Floodplain Regulations / Use and Interpretation of FIRMs
§4.15.4.F Floodplain Regulations / Interpretation of District Boundaries
§4.18.6 Chesapeake Bay Preservation / Interpretation of RPA and CBPA Boundaries

Requests for written determinations pursuant to §15.2-2307 of the Code of VA may be made for zoning, proffers and development conditions.

An appeal from any written interpretation or determination must be made to the Secretary of the Board of Zoning Appeals within 30 days of the final decision in accordance with Zoning Ordinance §6.21.

If you have any questions pertaining to this interpretation/determination request process please contact the Department of Community Development and Planning as follows:

DIRECTOR………………………………. Brooke Hardin
brooke.hardin@fairfaxva.gov
703-385-7930

ZONING ADMINISTRATOR………….. Michelle Coleman
michelle.coleman@fairfaxva.gov
703-385-7820
APPLICATION FOR WRITTEN INTERPRETATION/DETERMINATION
- $300 NON REFUNDABLE FEE –

☐ Interpretation of District Boundaries §2.2  ☐ Use Regulations/Similar Use Interpretations §3.4.1.B
☐ Floodplain/Use & Interp. of FIRMs §4.15.4.C  ☐ Floodplain/Interp. District Boundaries §4.15.4.F
☐ Chesapeake Bay Preservation/RPA & CBPA Boundaries §4.18.6  ☐ Determination of Zoning/Proffers/Conditions §5.6.2.A

1. ☐ APPLICANT or ☐ AUTHORIZED AGENT INFORMATION (check as appropriate)

Applicant Name ________________________________ (circle one): Corporation / Gen Partnership / Ltd Partnership / Sole Proprietorship / Individual

Applicant Address ___________________________________________________________________________________________

Phone (o) ________________________ (c) _______________________ Email _______________________________________________________________________

Applicant or Authorized Agent Signature _____________________________________________________________________________

Relationship to project (circle one): Property owner / Contract purchaser / Lessee / Agent

2. DETERMINATION OF ZONING/PROFFERS/CONDITIONS (§15.2-2307 Code of VA) Section 110-5.6.2.A

Property Address______________________________________________________ Tax Map #_____________________________

Project/Development Name ______________________________________________________________________________________

Relevant Zoning Approvals _______________________________________________________________________________________

Determination Request ___________________________________________________________________________________________

☐ I certify that this request for determination concerns the development of a specific project, as named above or as attached.

☐ I certify that the applicant is the owner of the subject property or is authorized by the owner of the subject property to make this determination request. Date the owner of the subject property took title: ___________________________________

Applicant or Authorized Agent Signature (REQUIRED) ______________________________________ Date___________________

3. INTERPRETATION OF ZONING ORDINANCE AND MAP (§15.2-2311 Code of VA) Section 110-6.19

Code Section(s) 110-__________________________________________________________________________________________

Interpretation Request __________________________________________________________________________________________

______________________________________________________________________________________________________________

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☐ ☐ ***OFFICE USE ONLY***

Case Number: ______________________ Fee Receipt: ______________________ Intake By: _______________________

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