



# CITY OF FALLS CHURCH

HARRY E. WELLS BUILDING  
300 Park Avenue - Falls Church, VA 22046-3332

Department of Development Services  
Planning Division  
Phone: 703.248.5040  
Fax: 703.248.5225

## CITY OF FALLS CHURCH, VIRGINIA SPECIAL EXCEPTION CHECKLIST REQUIREMENTS

- Special Exception to allow for mixed-use development in business district
- Special Exception to allow for building height bonus

Note: Each Special Exception requires a separate application and fee.

DIRECTIONS: PLEASE MARK WITH A CHECK IF THE ITEM HAS BEEN COMPLETED. MARK "N/A" IF THE ITEM IS NOT APPLICABLE OR PROVIDE A WRITTEN EXPLANATION NEXT TO THE ITEM IF THE REQUIREMENT CANNOT BE MET.

### Application Requirements:

- Planning Application Form
- Disclosure Statement
- Pay fee according to City of Falls Church, Virginia Land Development Application/Review Fee Schedule
- Special Exception application, to include the following:
  - A conceptual development plan, prepared at a scale of not less than one inch equals fifty (50) feet.
  - Location and dimensions of the lot lines and rights-of-way
  - Location and dimensions of all structures and proposed uses within structures, driveways, curb cuts, and parking and loading spaces and aisles
  - Sketch of architectural elevations of each façade indicating the height of the structures, architectural style, and building materials
  - Statement regarding the impacts on existing community facilities, including the transportation, schools, and water and sewer systems
  - Statement regarding conformance with the City's adopted Comprehensive Plan and Design Guidelines
  - Statement and data regarding the projected net revenues from the project
  - Fiscal impact Applicant Data Input Sheet\*
  - Traffic impact study/policy\*
  - Massing model\*
  - Cross-section drawing\*
  - Statement explaining how the application meets the criteria described in (the City of Falls Church Code. See Ordinance 1734 for detailed criteria information.
  - Phasing plan, if applicable
  - Review Affordable Dwelling Unit (ADU) Policy/Guidelines

*\*Denotes additional material that may be required by the Planning Director*

PRINT NAME OF APPLICANT

TELEPHONE NUMBER

ADDRESS

FAX NUMBER

SIGNATURE

DATE

Return all submissions to: CITY OF FALLS CHURCH  
PLANNING DIVISION  
300 PARK AVENUE  
FALLS CHURCH, VIRGINIA 22046