

Zoning Plan Submission Requirements

Minimum Plan Requirements

For efficient and timely review of your building plans by the Zoning Office please include following items on your building plan submission.

Property Information

- Property address.
- Identify the Zoning District.
- Provide both required and existing lot area, width and depth.
- Identify required setbacks and provide building restriction lines. *Note: for substandard lots, minimum side setbacks may be reduced.*
- Identify required maximum building height for all structures including accessory buildings. *Note: for substandard lots, principal building height may be reduced.*
- Identify any approved variances and subdivisions including any related land use and development conditions on the plans, and provide resolutions as part of your submission.

Building Information

- In addition to the *required* setbacks and building restriction lines stated above, identify setbacks for existing and proposed structures from all property lines.
- Provide height calculations for all proposed and existing structures including any accessory buildings. For the principal building, identify the number of stories to demonstrate compliance with maximum basement height and stories. *Note: The height of a building means the vertical distance measured from the average grade (finished grade level or the natural grade level, whichever is lower) of the building footprint to the highest point of the coping of a flat roof, or the deck line of a mansard roof, or the mean height level between eaves and ridge for gable, hip, and gambrel roofs.*
- If the accessory building is within the rear setback, demonstrate compliance with 1½ story maximum in addition to the 12' maximum height. *Note: "Half Story" means a partial story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior sides are not more than two feet above the floor of such story, provided that any such story used as a separate dwelling unit, other than by a janitor or other employee and his family, shall be counted as a full story.*
- Provide lot coverage calculations for all existing and proposed structures, and provide impervious lot coverage calculations if land disturbance exceeds 2,500 square feet and a grading plan was required for the project.
- Provide driveway width at the Right-of-Way or property line.

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