



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## **INSTRUCTIONS FOR PROVIDING NOTICE TO AFFECTED ADJACENT PROPERTY OWNERS FOR AN INTERPRETATION FOR ADMINISTRATIVE APPROVAL OF A MINOR BUILDING ADDITION**

Pursuant to the Fairfax County Zoning Ordinance, the Zoning Administrator may grant administrative approval of minor additions to buildings which are subject to a proffered rezoning, a special exception permit, and/or a special permit. To be approved, a minor addition must be: 1) found to be in substantial conformance with the approved zoning; 2) conform with the applicable zoning district regulations; and, 3) meet the following size limitations:

- (1) 500 square feet or five (5) percent of the approved gross floor area up to 2500 square feet, whichever is greater, when the total gross floor area approved does not exceed 250,000 square feet.
- (2) One (1) percent of the approved gross floor area when the total gross floor area approved exceeds 250,000 square feet.
- (3) 250 square feet of gross floor area of accessory storage structure uses when the total gross floor area approved is 10,000 square feet or less.
- (4) The maximum allowable density or FAR in the zoning district; however, any increase in gross floor area resulting from replacing the materials of an existing building façade is not included in the calculation of FAR

The Zoning Ordinance also requires that the requester of a minor addition provide notice, to all owners of property abutting or across the street from the subject site, that a request for a minor building addition has been submitted to the County in accordance with the following:

- the notice to the affected property owners must include all interpretation request materials submitted to the County for review, including any exhibits such as plans, photographs, diagrams, reports, etc.;
- the notice must include a point of contact for additional information; and,
- the notice must be hand delivered or sent by certified mail, return receipt requested.

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Department of Planning and Zoning  
Zoning Evaluation Division  
12055 Government Center Parkway, Suite 801  
Fairfax, Virginia 22035-5509  
Phone 703-324-1290  
Fax 703-324-3924  
[www.fairfaxcounty.gov/dpzJ](http://www.fairfaxcounty.gov/dpzJ)

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Integrity \* Teamwork \* Public Service

An affidavit attesting to the fact that notice was sent or delivered must be submitted as part of the interpretation request proposing a minor addition. This affidavit must specify the date notice was sent or delivered, the names and addresses of all property owners notified, and the Tax Map number for the properties affected by the request for a minor addition. Unless and until the required affidavit is received, a response to the request for administrative approval of a minor building addition cannot be issued. Do not send the receipts for certified mail to the County, only the affidavit is required; the requestor should retain any and all receipts for certified mail for their personal records.

A sample affidavit form and sample cover letter are attached for your use. If you have any questions regarding the administrative approval of a minor building addition, please contact the Special Projects/Applications Management Branch of the Zoning Evaluation Division, Department of Planning and Zoning, at (703) 324-1290.

THIS IS A SAMPLE LETTER TO BE USED AS AN EXAMPLE ONLY

IT SHOULD BE SENT OUT ON THE STATIONERY OF THE  
REQUESTER

(Date)

To:

Dear Property Owner:

You are listed in the current real estate assessment books for Fairfax County, Virginia as the owner of a parcel of land which abuts or is immediately across the street from land for which a request for the administrative approval of a minor building addition has been filed. In accordance with the provisions of the Fairfax County Zoning Ordinance, you are hereby notified that the attached request has been filed with the County. If you have comments or questions regarding the attached request, you may contact me at:

\_\_\_\_\_ (include telephone number)  
\_\_\_\_\_  
\_\_\_\_\_

If you have questions or comments which you wish to address to the staff processing the request, please feel free to contact the Special Projects/Applications Management Branch of the Zoning Evaluation Division of the Department of Planning and Zoning at (703) 324-1290.

Sincerely,

Signature Attachments:

A/S

AFFIDAVIT VERIFYING NOTICE REGARDING  
A REQUEST FOR ADMINISTRATIVE APPROVAL  
OF A MINOR BUILDING ADDITION

Date :

Zoning Case Number \_\_\_\_\_

Tax Map Number \_\_\_\_\_

I, \_\_\_\_\_, as the requester for administrative approval of a minor building addition, do hereby certify under oath that, pursuant to the provisions of subsection 8100.5.A(3) of the Fairfax County Zoning Ordinance, the owners of the Tax Map Parcels listed below have been provided notice that the attached request for the administrative approval of a minor building addition has been submitted to the Zoning Administrator and that said notice was delivered by hand or by certified mail, return receipt requested, along with the attached cover letter.

TAX MAP PARCEL NUMBER	PROPERTY OWNER NAME	MAILING ADDRESS FROM REAL ESTATE FILES	DATE NOTIFIED

WITNESS the following signature:

(type or print first name, middle initial, last name and title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the state of \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_