

TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12642 Chapel Road		Date: [Month / Year] April 15, 2022		
1. Type of Permit:	<input type="checkbox"/> Construction	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Retail		
	<input type="checkbox"/> Special Use	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)	<input type="checkbox"/> Public Use
	<input type="checkbox"/> Restaurant			
	<input type="checkbox"/> Bed & Breakfast			
	<input type="checkbox"/> Multi-Family			
2. Name of Applicant: Kauffman Group, Inc. c/o Glenn Kauffman P.O. Box 1542				
Mailing Address: 42868-C Durham Court Leesburg, VA 20122-8542				
Phone: GnK@thekauffmangroup.com Glenn Kauffman 703-737-7371				
Email Address: Cell: 571-437-4829				
3. Name of Property Owner (if different): Clifton Professional Offices, LLC				
Mailing Address: 12642 Chapel Road Clifton, VA 20124				
4. Name of Business / Organization: Kauffman Group, Inc.				
5. Owner of Business / Organization: Glenn Kauffman				
6. Tax Map Number: 0754 02 0022				
7. Attach a plat or plan drawn to scale showing the proposed construction, certified by an engineer, surveyor, architect, authorized to practice as such by VA, together with a surveyed plat of the property indicating all building and structure setbacks and height. <input checked="" type="checkbox"/> Plat Attached (Construction completed in 2009)				

8. Attach Floor Plan to Scale (non-residential & home business):					<input checked="" type="checkbox"/> Floor Plan Attached				
9. Zoning District of Premises:	<input type="checkbox"/> Residential (Code 9-19)	<input checked="" type="checkbox"/> Commercial (Code 9-21)	<input type="checkbox"/> Agricultural (Code 9-20)	<input type="checkbox"/> Industrial (Code 9-22)					
	<input type="checkbox"/> Church, Park, Community Building		<input type="checkbox"/> Community Open Space & Recreation (COSR) (Code 9-23A)		<input type="checkbox"/> Low Impact Commercial (Code 9-23B)				
10. Describe Purpose of Application: Alternative office for existing business in Leesburg									
10. If Commercial, Home Business, Agricultural or Industrial: Commercial									
11. Describe Operation: Part time office									
11.a. If Non-Residential - Office Use: _____ SF or Retail/Restaurant Use: _____ SF									
11.b. Days & Hours of Operation (include special events): Sporadic. Mostly weekends and evenings 3-4 hours 2 or 3 days a week.									
11.c. Number of Employees on Site at any One Time: <u>1</u>									
11.d. Number of Seats (Restaurant/Church): Total: _____. If applicable, provide number of seats located Inside: _____ and; Outside: _____									
11.e. Gross Floor Area (GFA) of Building or /Premises: <u>178.5 sq ft</u> SF (Code 9-13) Net Gross Floor Area if more than one use in building: _____ SF If applicable, GFA devoted to carry-out service within restaurant: _____ SF									
11.f. Number of Off-street Parking Spaces Required: <u>1</u> (Code 9-13)									
11.g. Number of Off-street Parking Spaces Provided* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): <u>1</u>									
11.h. Gross Floor Area of Dwelling (Home Business Only): _____ SF									
12. Application Fee Enclosed: (Fee schedule in Filing Instructions) \$ <u>\$75</u>									

*PLEASE INCLUDE A PARKING TABULATION FORM FOR BUILDINGS THAT HAVE MORE THAN ONE USER IN THE BUILDING.

We hereby give James D. Fullerton the right to speak for us at any Town Planning Commission Meeting or Town Council meeting in connection with this application.

Is the applicant or owner a member of a homeowners association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) _____ DATE OF HOA APPROVAL: _____

The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the Code of Town of Clifton, Virginia. Kauffman Group, Inc. by James D. Fullerton, Attorney in Fact

APPLICANT'S SIGNATURE: _____ DATE: 4/15/22

PROPERTY OWNER SIGNATURE: _____ DATE: 4/15/22
Clifton Professional Offices, LLC
by James D. Fullerton, Managing Member

FOR TOWN USE ONLY

RECEIPT DATE: _____ DATE APPLICATION ACCEPTED: _____

APPLICATION FEE PAID: \$ _____

APPROVED DISAPPROVED

PLANNING COMMISSION: _____
SIGNATURE PRINT

CONDITIONS: _____

APPROVED DISAPPROVED

TOWN COUNCIL: _____
SIGNATURE PRINT

CONDITIONS: _____

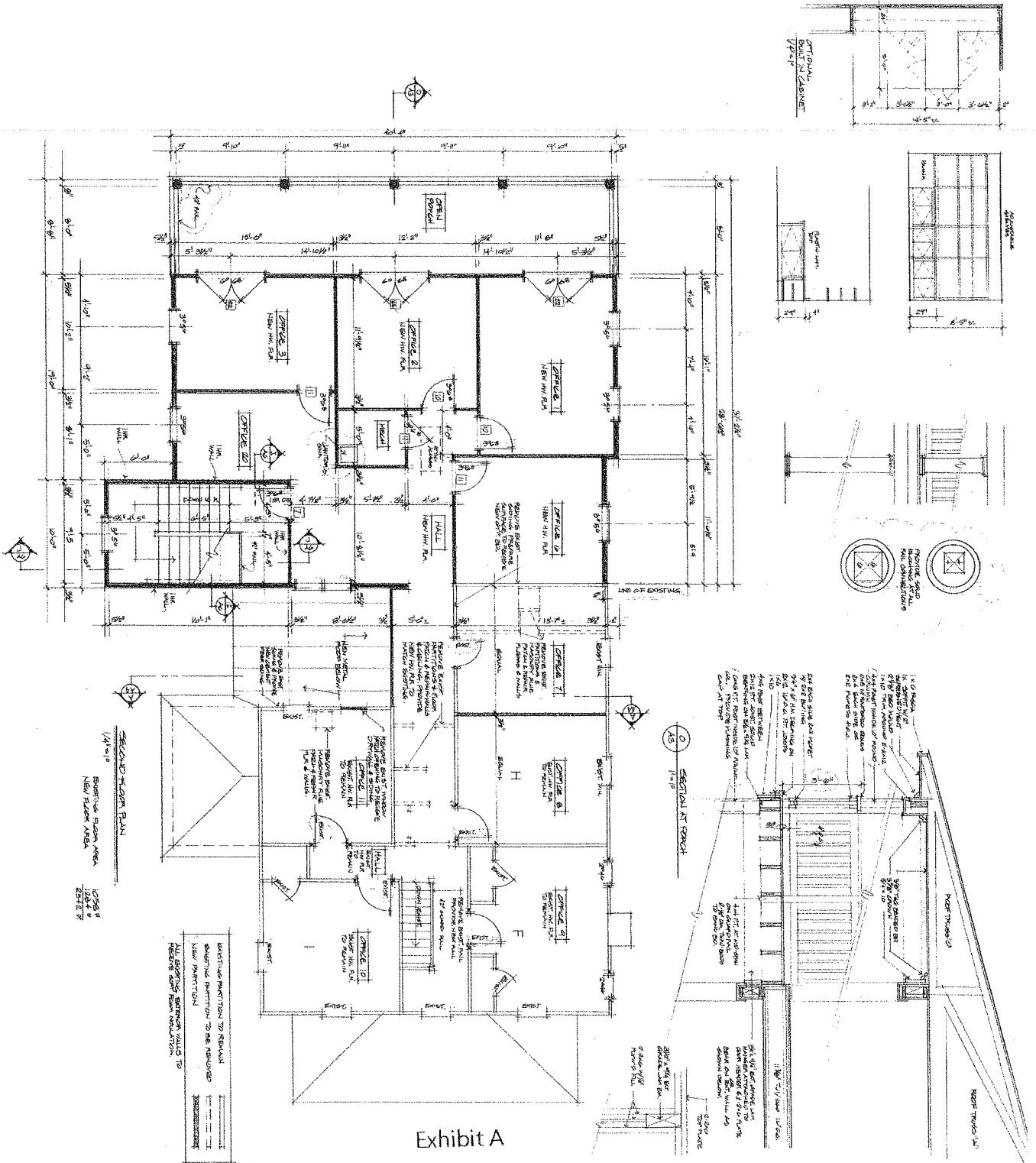


Exhibit A

Clifton Professional Offices
 13642 Chapel Rd Clifton, Virginia

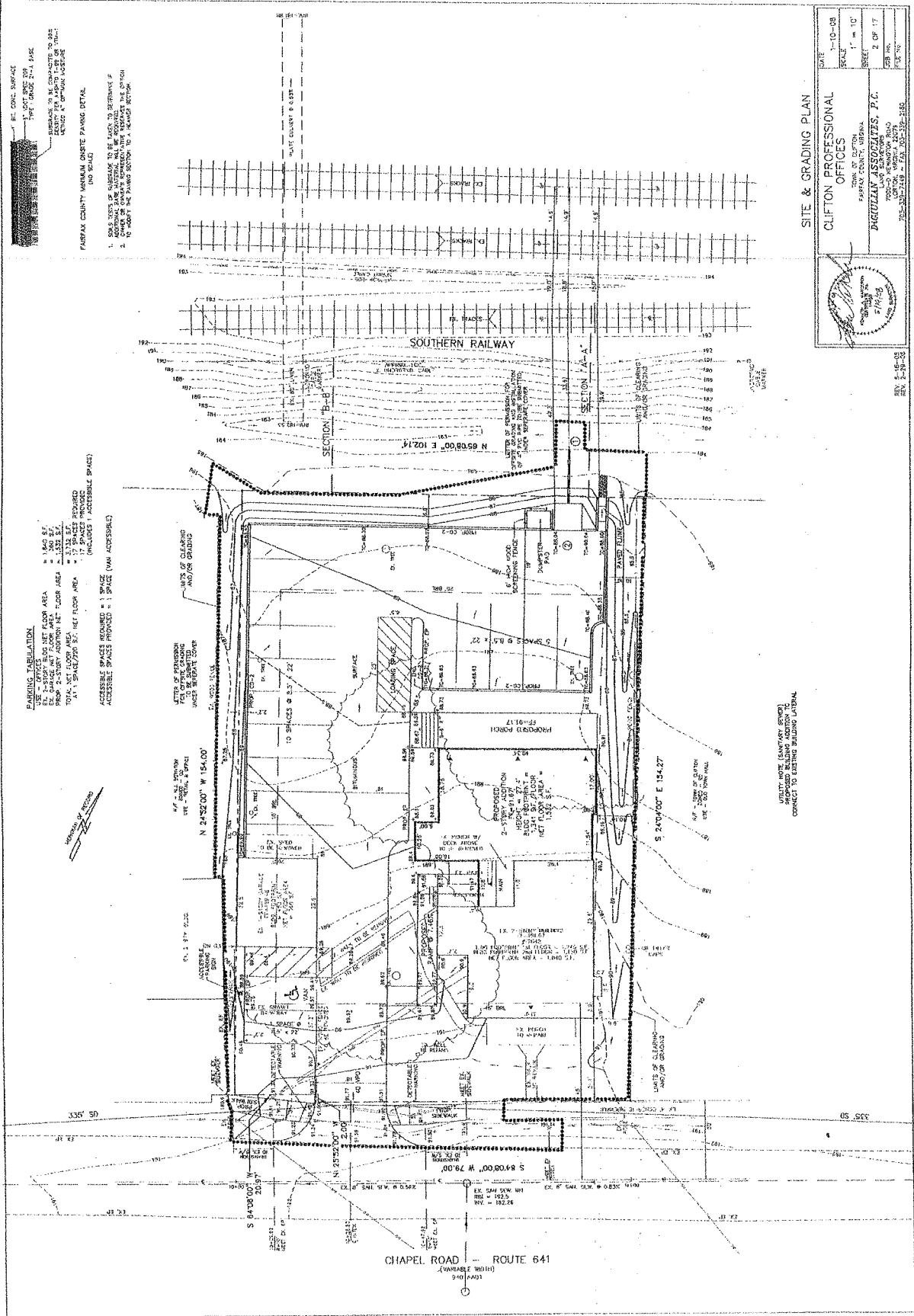
ROYCE CHARLES JARRENDT

Architect

13642 Chapel Road, Suite 212

Clifton, Virginia 23024

703-260-0124



PAVING COUNTY MINIMUM CURVE PAVING DETAIL (NO SCALE)

1. CONCRETE PAVEMENT TO BE 4" THICK (2" COMPACTED 3/4" SAND/2" 20% FINE) WITH 4" ASPHALT SURFACE.

2. CURVE CEMENT & SAND.

PARKING TABULATION

- USE - OFFICES
- NO NET FLOOR AREA = 1460 SF
- GR. SPACE NET FLOOR AREA = 200 SF
- TOTAL NET FLOOR AREA = 1660 SF
- NO NET FLOOR AREA = 200 SF
- TOTAL NET FLOOR AREA = 1660 SF
- 17 SPACES REQUIRED
- 17' SPACE/750 SF NET FLOOR AREA
- (INCLUDES 1 ACCESSIBLE SPACE)

ACCESSIBLE SPACES REQUIRED = 1 SPACE (100% ACCESSIBLE)
 ACCESSIBLE SPACES PROVIDED = 1 SPACE (100% ACCESSIBLE)

DATE	1-10-08
SCALE	1" = 10'
TITLE	SITE & GRADING PLAN
PROJECT	CLIFTON PROFESSIONAL OFFICES
CLIENT	DAGUZZAN ASSOCIATES, P.C.
LOCATION	1000 WEST 15TH ST, DENVER, CO
PROJECT NO.	2005-2418 - 17A - 205-22-2388

REV. 5-16-05

EXISTING BUILDING (MINIMUM) APPROVED BUILDING ADDITION TO EXISTING BUILDING LATERAL

Clifton Professional Offices – 12642 Chapel Road Tax Map 75-4 ((2)) 22

Total Gross Floor Area: 4779 SF

Total Net Floor Area: 3732 SF (per approved Site Plan)

PARKING TABULATION

PO Add	UNIT #	TENANT	NET FLOOR AREA	Parking Required	USE PERMIT APPROVAL DATE
NA	Office 1	Fullerton & Knowles	185 SF		
"	Office 2	-----	144 SF		
"	Office 3	-----	141 SF		
"	Office 6	Vacant	154 SF		
"	Office 7	-----	155 SF		
"	Office 12	-----	166 SF		
"	Office 13	-----	239 SF		
"	Office 18	Conference	180 SF		
	Sub-Total	Fullerton & Knowles	1505 SF	5	8/31/09
H	Office 8	vacant	155 SF		
F	Office 9	Kauffman Group, Inc.	178.5 SF		
I	Office 10	Coticelli Group, LLC	141 SF	1	
	Office 11	File room	81 SF		
	Office 14	Core Outdoor	95 SF		
C	Office 15	Core Outdoor	180 SF	3	
D	Office 16	Signature Aesthetics LLC	146 SF	1	
E	Office 17	Core Outdoor	141 SF		
G	Office 19	Vacant	80 SF		
B	Suite B Garage	C S Design Studio, LLC	360 SF	2	

Total Parking Spaces Required: 12

Total Parking Spaces Provided: 17

Number of Loading Spaces: 1

Number of Handicap Spaces: 1

Revision Date April 15, 2022