

**TOWN OF CLIFTON, VIRGINIA**

**Use Permit Application**

<b>Property Address:</b> 12644 Chapel Rd, Suite 212, Clifton VA 20124		<b>Date: [Month / Year]</b> 08/2023		
<b>1. Type of Permit:</b>	<input type="checkbox"/> Construction	<input checked="" 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			
<b>2. Name of Applicant:</b> Quinta Properties LLC <b>Mailing Address:</b> 12644 Chapel Rd, Suite 212, Clifton VA 20124				
<b>Phone:</b> 703-906-6652 <b>Email Address:</b> craig@sundesigninc.com				
<b>3. Name of Property Owner (if different):</b> <b>Mailing Address:</b> 12644 Chapel Rd, Suite 212, Clifton VA 20124				
<b>4. Name of Business / Organization:</b> Quinta Properties LLC				
<b>5. Owner of Business / Organization:</b> Craig Durosko & Robert Gallagher				
<b>6. Tax Map Number:</b> 75-4-((2))=23A				
<b>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.</b>		<input checked="" type="checkbox"/> Plat Attached		

<b>8. Attach Floor Plan to Scale (non-residential &amp; home business):</b>		<input type="checkbox"/> Floor Plan Attached		
<b>9. Zoning District of Premises:</b>	<input type="checkbox"/> Residential (Code 9-19) <input type="checkbox"/> Church, Park, Community Building	<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"/> Community Open Space & Recreation (COSR) (Code 9-23A)	<input type="checkbox"/> Low Impact Commercial (Code 9-23B)		
<b>10. Describe Purpose of Application:</b> Use permit for commercial building  Commercial building that leases its units to businesses.				
<b>10. If Commercial, Home Business, Agricultural or Industrial:</b>				
<b>11. Describe Operation:</b> Quinta Properties is an entity, owned by Bob Gallagher and Craig Duroske, that owns Clifton House and rents its suites to businesses. Craig is the main employee of Quinta Properties and works from home. Bob is a PT employee. No space is used within Clifton House for its purpose.				
<b>11.a. If Non-Residential - Office Use:</b> <u>0</u> SF <b>or Retail/Restaurant Use:</b> <u>0</u> SF				
<b>11.b. Days &amp; Hours of Operation (include special events):</b> <u>8-5</u>				
<b>11.c. Number of Employees on Site at any One Time:</b> <u>0</u>				
<b>11.d. Number of Seats (Restaurant/Church): Total:</b> _____. <b>If applicable, provide number of seats located Inside:</b> _____ <b>and; Outside:</b> _____				
<b>11.e. Gross Floor Area (GFA) of Building or /Premises:</b> <u>0</u> SF (Code 9-13) <b>Net Gross Floor Area if more than one use in building:</b> _____ SF <b>If applicable, GFA devoted to carry-out service within restaurant:</b> _____ SF				
<b>11.f. Number of Off-street Parking Spaces Required:</b> _____ (Code 9-13)				
<b>11.g. Number of Off-street Parking Spaces Provided*</b> (attach parking plan to scale with dimensions identifying existing and proposed parking spaces): _____				
<b>11.h. Gross Floor Area of Dwelling (Home Business Only):</b> _____ SF				
<b>12. Application Fee Enclosed:</b>  (Fee schedule in Filing Instructions) \$ _____				

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


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.

APPLICANT'S SIGNATURE: \_\_\_\_\_  


DATE: 8/15/23

PROPERTY OWNER SIGNATURE: \_\_\_\_\_  


DATE: 8/15/23

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Town of Clifton

### Commercial Parking Tabulation

**Property Name: Clifton House**

**Address: 12644 Chapel Road**

**Date: 7/11/2023**

**Building Total Gross Floor Area: 14,616**

SUITE #	TENANT NAME	NET FLOOR AREA	USE (Restaurant/Office/ Retail/Other Commercial Use)	Max. # EMPLOYEES (Retail/Restaurant only)	NUMBER OF CUSTOMER SEATS (Restaurant only)	PARKING SPACES Approved	DATE OF USE PERMIT (or Council approval)
A & B	Motier	936	Retail/Restaurant	4	14	11	3/3/2020
C	Sun Design/Motier	[282/574]	Office/Storage	2 Sun Design		1	4/4/2023
D	Kate Baker Designs	288	Retail	1	N/A	2	10/5/2021
E	U.S. Post Office	540	Retail	3	N/A	5	2/5/1992
F	Virginia Mercantile	762	Retail	N/A	N/A	4	3/2/2021
107, 108, 109, 110, 111, & 112	Market Financial	1168	Office	N/A	N/A	6	8/2/2022
214	Coppermine Realty	200	Office	N/A	N/A	1	7/11/2023
113, 210	Anthony Reid	400	Office	N/A	N/A	2	10/6/2020
114	The Hair Garage, LLC	593	Retail	N/A	N/A	4	7/7/2020
115	GoldensHill Papercrafts	1,536	Retail	1	N/A	7	6/3/2014
200/202	Wheelhouse Pilates	885	Retail	2	N/A	5	1/5/2021
203	LCS/On Point	773	Office	N/A	N/A	4	11/2/2021
204, 206, 208	AG Chem/Waterworks/Kiwi	592	Office	N/A	N/A	3	5/3/2022
209, 211	Kohlmark Flach Architects	400	Office	N/A	0	2	10/2/2018
212	Sun Design	1,075	Office	N/A	N/A	5	4/5/2022
205, 207	Clifton Therapy	425	Office	N/A	N/A	2	8/3/2021
Courtyard	Virginia Mercantile		Farmers' Market				2/7/2023
Building Owner	Quinta Properties	0	Building Owner	0	N/A		
	<b>Total allocated parking based on Town approved Use</b>	<b>10573</b>				<b>64</b>	

**Total Parking Spaces Provided at 12644 Chapel Rd:**

**68**

## Sun Design Use Permit Application

### Additional information

Quinta Properties is an entity, owned by Bob Gallagher and Craig Durosko, that owns Clifton House and rents its suites to businesses. Craig is the main employee of Quinta Properties and works from home. Bob is a PT employee. No space is used within Clifton House for its purpose.

As stated on the attached floor plan, once Anthony Reid vacates suite 113, Sun Design will utilize that space as a conference room to meet with clients that cannot navigate stairs. This will not increase the number of Sun Design employees, nor will it increase the frequency of client meetings.

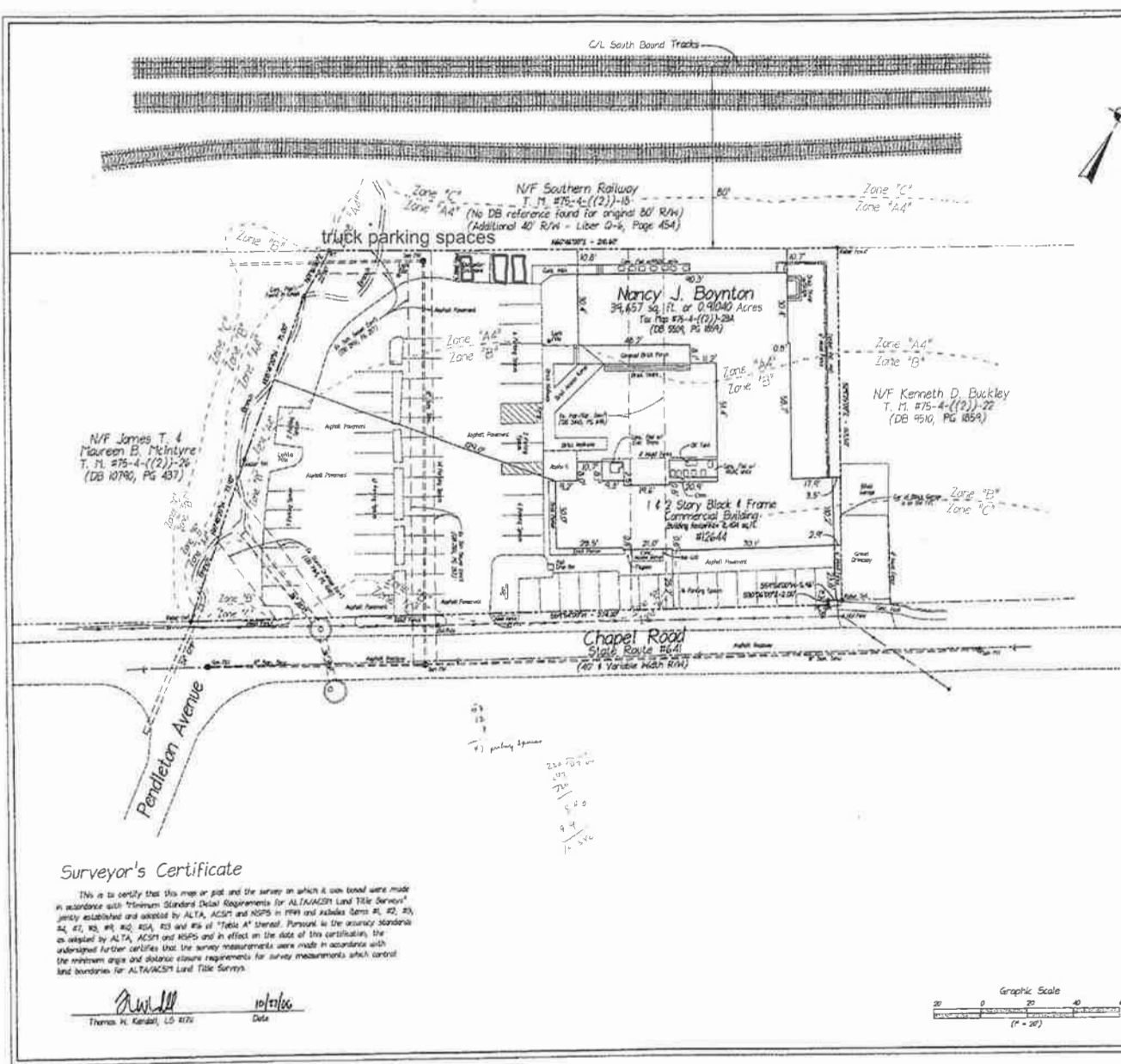
Sun Design has two conference rooms of approx. 125 sf each, in which to meet with clients. Sun Design has mini samples of various building materials such as tile, paint, and wallpaper swatches to show clients to help them in deciding their selections. We have an avg of 3 client meetings per week that last from one to three hours each.

Sun Design's selling process is not set up nor intended for walk in clients. You may learn more about our process on our website: [sundesigninc.com/process](http://sundesigninc.com/process).

Suite C is used only for storage – Motier and Sun Design. Sun Design stores office supplies, files and extra computers.

Regarding the parking lot congestion issue, it is noted that the parking lot is used by the community for a variety of reasons during and after business hours. During business hours, employees of businesses not within Clifton House regularly park in our lot. People visiting the town park in our lot and walk up to main street to visit the other town businesses. Lastly, numerous cyclists park in the lot while they ride.

To help with the issue of the Sun Design trucks being visible, we are creating three additional parking spaces for them. These spaces will not be included on the parking tabulation as they will only be used by Sun Design. One of the spaces is to the left of the dumpster on the pad and the other two are to the right of the dumpster pad. The trucks will be backed into the spaces so that their presence is minimized. See attached plat. We'll also be installing additional parking bumpers to prevent vehicles from pulling through and creating mud trucks and soil disturbance.

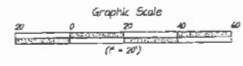


- Notes:**
- 1) The property delineated herein is located in Fairfax County Tax Assessment Map #75-4-(2)-23A, and is zoned ED (Town of Clifton - Commercial Zone).
  - 2) Current owner as recorded in Fairfax County Deed Book 5504, Page 1854, Nancy J. Boynton, 804 Hester Grove Drive, Herndon, Virginia 20187.
  - 3) Title report from Commonwealth Land Title Insurance Company was provided and used for this survey. Effective date of commitment, August 30, 2006. Commitment #N-00670793 10 94 238.
  - 4) Existing of sanitary sewer easement, as shown on plat attached to a deed recorded in Deed Book 2964, Page 85 as referenced in the above-mentioned title report has not been shown because no record was found that a second sanitary sewer easement was ever granted. Furthermore, there are no facilities that occupy this second easement.
  - 5) Ingress/Egress easement recorded in Deed Book 3443, Page 199 has been shown even though it is not referenced in the title report. No record was found that would establish this easement.
  - 6) No easement or encumbrance has been shown for the 'Notice of Order Judgment Affecting Interest in Real Estate' recorded in Deed Book 1754, Page 1820. The easement or encumbrance, if any, is unlocatable.
  - 7) Measurements shown are based upon a current field survey by the firm.
  - 8) Portions of the property delineated herein fall in Zone 'A4', Zone 'B' and Zone 'C' based upon FEMA-F1A Flood Insurance Rate Map #50024A, dated May 2, 1997. Zone 'A4' indicates areas of 100-year flood with base flood elevations and flood hazard factors determined. Zone 'B' indicates an area between the limits of the 100-year flood and the 500-year flood. Areas of 100-year shallow flooding where depths are less than 1 foot. Zone 'C' indicates areas outside of the 500-year flood.
  - 9) No visible evidence exists that any portion of the site is used as a solid waste dump, dump or as a sanitary landfill.
  - 10) No visible evidence exists that there are graves or burial sites on the property.

**Surveyor's Certificate**

This is to certify that this map or plat and the survey in which it was based were made in accordance with Minimum Standards Detail Requirements for ALTA/ACSM Land Title Surveys' jointly established and adopted by ALTA, ACSM and NSPS in 1999 and includes items #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, #12 and #13 of "Table A" thereof. Pursuant to the accuracy standards as adopted by ALTA, ACSM and NSPS and in effect on the date of this certification, the undersigned further certifies that the survey measurements were made in accordance with the minimum angle and distance closure requirements for survey measurements which control land boundaries for ALTA/ACSM Land Title Surveys.

*Thomas H. Kendall*  
 Thomas H. Kendall, LS #172  
 Date 10/11/06



**Kendall Consulting, Inc.**  
 Land Surveying & Land Planning  
 P. O. Box 1569 - Fairfax, Virginia 22038  
 Ph: (703) 591-1157 Fax: (703) 591-1518

Plot Showing  
 ALTA/ACSM Land Title Survey  
 Property of:  
 Nancy J. Boynton  
 Tax Map Parcel #75-4-(2)-23A  
 (Deed Book 5504, Page 1854)  
 Town of Clifton, Virginia  
 October 23, 2006 -- Scale: 1" = 20'