

**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> Robert Gallagher				
<b>Mailing Address:</b> 12644 Chapel Rd, Suite 212, Clifton VA 20124				
<b>Phone:</b> 703-928-8527				
<b>Email Address:</b> Bob@SunDesignInc.com				
<b>3. Name of Property Owner (if different):</b> Quinta Properties, LLC				
<b>Mailing Address:</b> 12644 Chapel Rd, Suite 212, Clifton VA 20124				
<b>4. Name of Business / Organization:</b> Sun Design Remodeling Specialists, Inc.				
<b>5. Owner of Business / Organization:</b> Craig Durosko and 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 Suite 212 has expanded into the office formerly known as Suite 214. (Two separate offices - one Suite#) Suite 210 will now become Suite 214. See attached floor plans.		

<b>8. Attach Floor Plan to Scale (non-residential &amp; home business):</b>		<input checked="" type="checkbox"/> Floor Plan Attached	
<b>9. Zoning District of Premises:</b>	<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"/> Church, Park, Community Building		<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 Offices Sun Design has three vehicles (1 panel van, 1 dump-style truck - both used off site during business hours and a pick up truck used sparingly. All three vehicles remain parked on the weekends.  Approx 2x per quarter, we have 3-hour trainings that will include a total of 15 employees.			
<b>10. If Commercial, Home Business, Agricultural or Industrial:</b>			
<b>11. Describe Operation:</b> Offices for residential remodeling company: client meetings, designing, estimating. 10 permanent employees in Suite 212. Anthony Reid has vacated Suite 210. Coppermine Realty has moved into that space. Sun Design has taken full occupancy of the former Suite 214 in addition to remaining in Suite 212. For address purposes, changing Suite 214 to an expansion of Suite 212. Changing Suite 210 to Suite 214 to allow Coppermine to retain its original address. Suite C is used solely for storage by Sun Design and Motier. Sun Design stores office supplies, files, extra computers.			
<b>11.a. If Non-Residential - Office Use:</b> <u>2031</u> SF or <b>Retail/Restaurant Use:</b> _____ SF			
<b>11.b. Days &amp; Hours of Operation (include special events):</b> 8:00am - 5:00pm   Monday - Friday			
<b>11.c. Number of Employees on Site at any One Time:</b> <u>10</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> _____ 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* (attach parking plan to scale with dimensions identifying existing and proposed parking spaces):</b> _____			
<b>11.h. Gross Floor Area of Dwelling (Home Business Only):</b> _____ SF			
<b>12. Application Fee Enclosed:</b> (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.

[See attached word document for additional information](#)

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: \_\_\_\_\_  
*[Handwritten Signature]*

DATE: 8/15/23

PROPERTY OWNER SIGNATURE: \_\_\_\_\_  
*[Handwritten 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Sun Design Use Permit Application

### Additional information

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.

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.

## 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	856	Office/Storage	N/A	N/A	0	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	Anthony Reid	200	Office	N/A	N/A	1	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	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	2,031	Office	N/A	N/A	10	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
	<b>Total allocated parking based on Town approved</b>	<b>12185</b>				<b>67</b>	

Total Parking Spaces Provided at 12644 Chapel Rd:

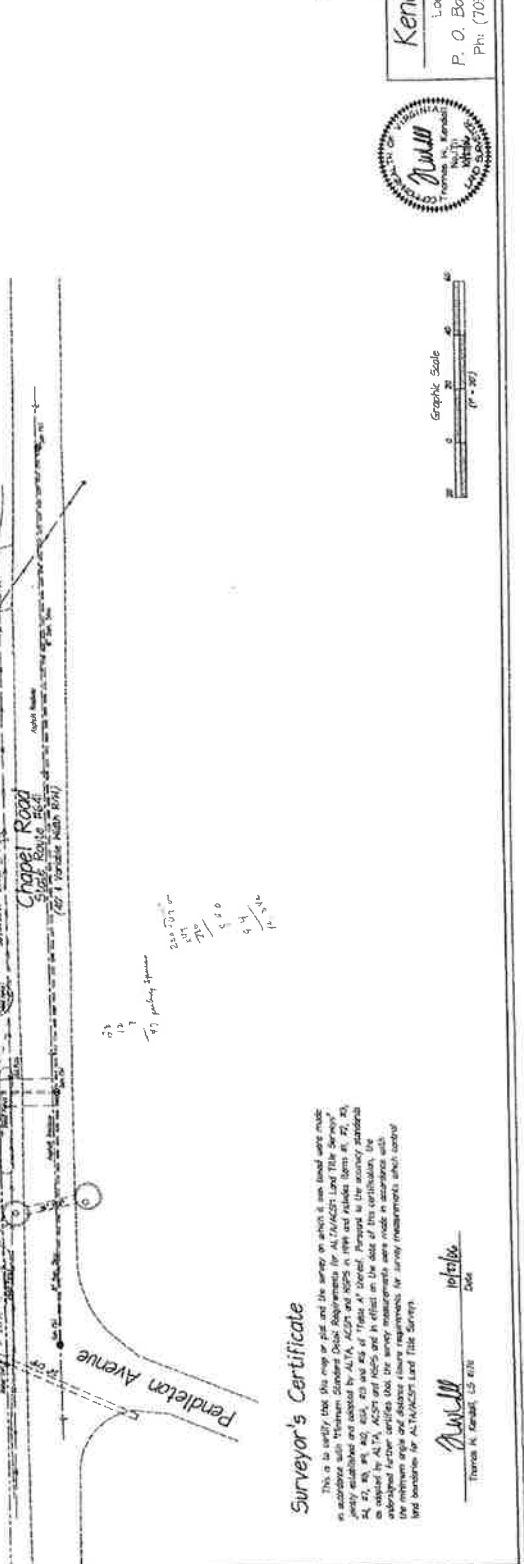
**68**



Vicinity Map Scale: 1" = 2500'

**Notes:**

- 1) The property delineated herein is located in Fairfax County, Va. Assessment File #15-1-031-034, and is zoned CD (Plan of Cullen - Commercial Zone).
- 2) Current water as recorded is located in Fairfax County Deed Book 5509, Page 487.
- 3) Title report from Commonwealth Land Title Insurance Company was provided and used for the survey. Effective date of commitment, April 28, 2006.
- 4) The property is located in the 400-000-000-000 lot as shown in and attached to a deed recorded in Deed Book 5506, Page 45. As represented in the above-referenced title report has not been shown because no record was found that a survey boundary marker monument was ever placed thereon, there are no locations of such survey monuments shown.
- 5) A 15' perpendicular easement for utility lines is shown and recorded in the title report. No record was found that would establish this easement.
- 6) An easement for recreational use has been shown for the "Notice of Coven. Adherence Affecting Interest in Real Estate" recorded in Deed Book 5504, Page 452. The easement is shown on a plat recorded in Deed Book 5504, Page 452.
- 7) Portions of the property delineated herein fall in Zone "A", Zone "B" and Zone "C".
- 8) Portions of the property delineated herein fall in Zone "A", Zone "B" and Zone "C".
- 9) The 100-year flood elevation is shown on the site plan. No record was found that would establish this elevation.
- 10) No visible evidence exists that any portion of the site is used as a waste water dump, or as a sanitary landfill.
- 11) No visible evidence exists that there are persons or land values on the property.



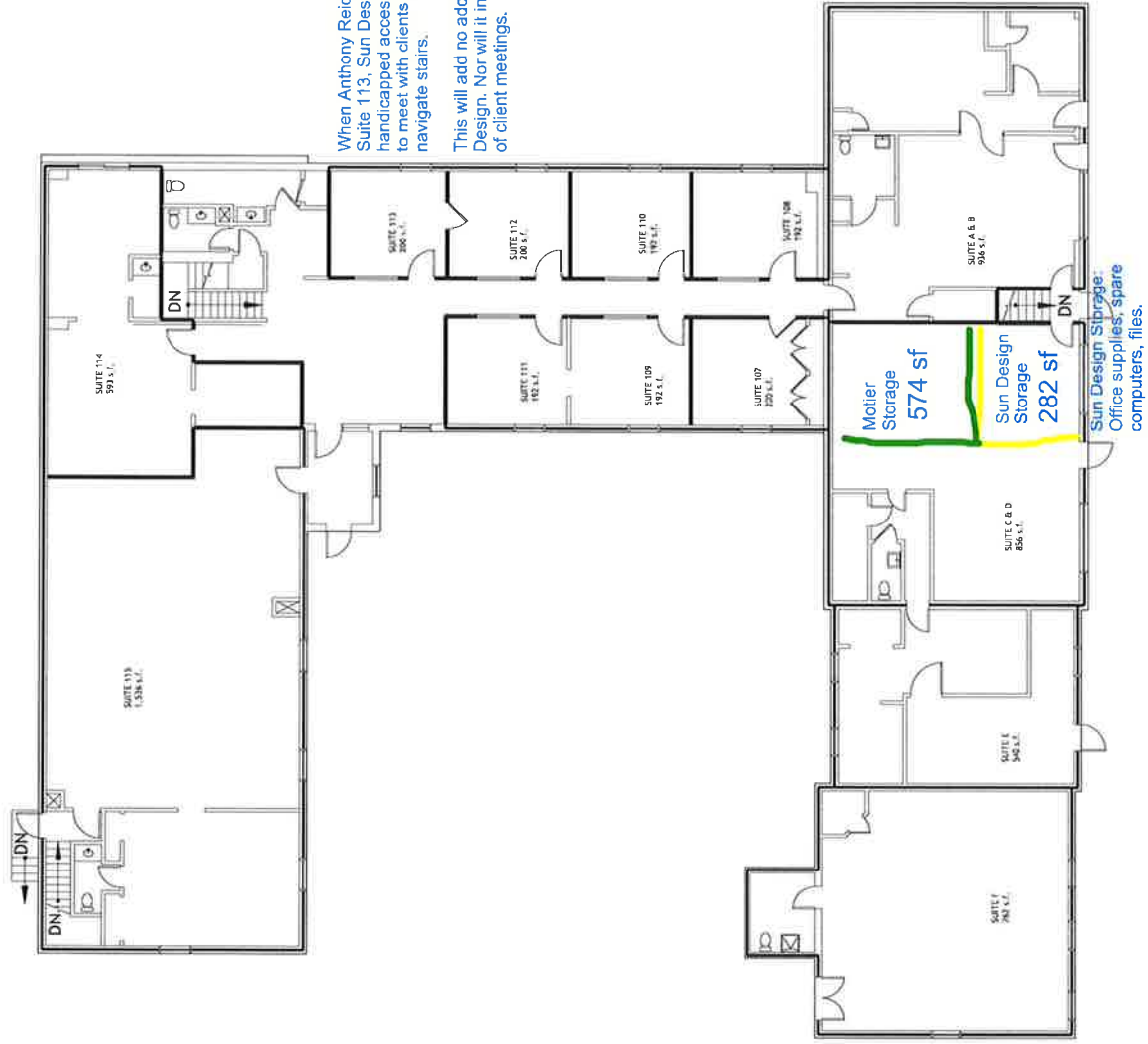
**Surveyor's Certificate**

This is to certify that this map or plat and the survey on which it was based were made in accordance with the laws of the Commonwealth of Virginia and that the survey was conducted in accordance with the laws of the Commonwealth of Virginia and the laws of the United States. The survey was made on this day of \_\_\_\_\_, 2006, by the undersigned surveyor, Thomas H. Kendall, who is duly licensed by the Board of Surveying and Mapping of the Commonwealth of Virginia, and who is duly licensed by the Board of Surveying and Mapping of the Commonwealth of Virginia, and who is duly licensed by the Board of Surveying and Mapping of the Commonwealth of Virginia.

Thomas H. Kendall, L.S. 6736  
 Date: \_\_\_\_\_  
 Signature:

PLOT SHOWNING  
 ALTA/ACSM LAND TITLE SURVEY  
 PROPERTY OF:  
**Nancy J. Boynton**  
 Tax Map Parcel # 15-1-031-034  
 (Deed Book 5504, Page 45)

Tom H. Cullen, Virginia  
 October 23, 2006 - Scale: 1" = 20'



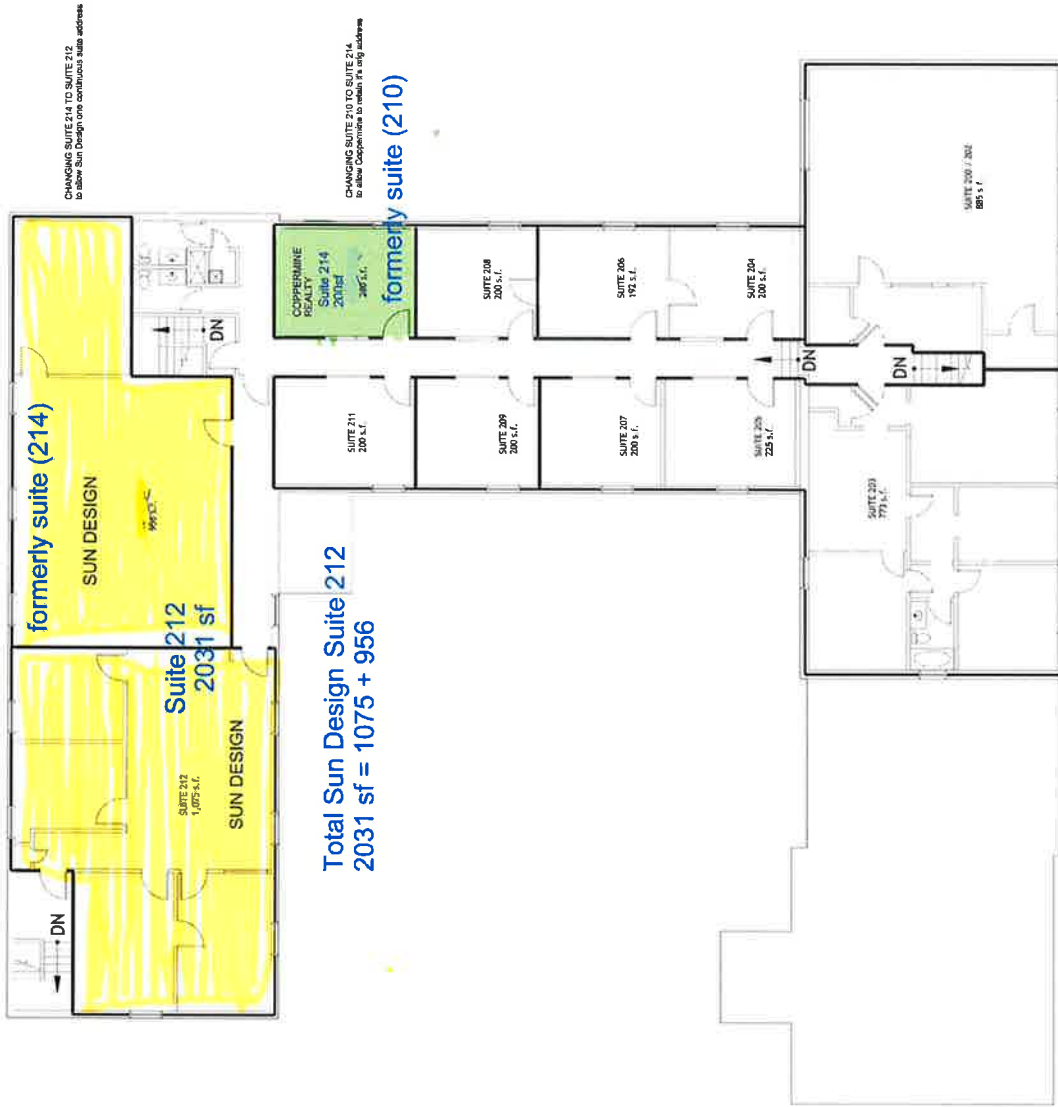
When Anthony Reid vacates Suite 113, Sun Design will use it as a handicapped accessible conference room to meet with clients that are not able to navigate stairs.

This will add no additional staff to Sun Design. Nor will it increase the frequency of client meetings.

Moter Storage  
574 sf

Sun Design Storage  
282 sf

Sun Design Storage:  
Office supplies; spare computers, files.





Anthony Reid & Associates, LLC  
12644 Chapel Rd.  
Clifton, VA 20124

April 1, 2023

Quinta Properties, LLC  
12644 Chapel Rd.  
Clifton VA 20124

To whom it may concern,

We will vacate suite 210 at the end of April, thank you for your patience and allowing us to stay until the end of the tax season. We expect to vacate 113 sometime during the summer, depending on the completion of construction of the Old Town Hall, the building on the other side of the Fullerton building next door.

Sincerely,



Anthony Reid, EA, CPA  
Anthony Reid & Associates, LLC