

TOWN OF CLIFTON, VIRGINIA

Use Permit Application

Property Address: 12644 Chapel Rd, Suite 212, Clifton VA 20124		Date: [Month / Year] 08/2023		
1. Type of Permit:	<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			
2. Name of Applicant: Robert Gallagher				
Mailing Address: 12644 Chapel Rd, Suite 212, Clifton VA 20124				
Phone: 703-928-8527				
Email Address: Bob@SunDesignInc.com				
3. Name of Property Owner (if different): Quinta Properties, LLC				
Mailing Address: 12644 Chapel Rd, Suite 212, Clifton VA 20124				
4. Name of Business / Organization: Sun Design Remodeling Specialists, Inc. (legal name - only one entity) Fictitious Names: Sun Design, Sun Design Remodeling, Sun Design Remodeling Specialists				
5. Owner of Business / Organization: Craig Durosoko and Robert Gallagher				
6. Tax Map Number: 75-4-((2))=23A				
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 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.		

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: 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.				
10. If Commercial, Home Business, Agricultural or Industrial:				
11. Describe Operation: 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.				
11.a. If Non-Residential - Office Use: <u>2231</u> SF or Retail/Restaurant Use: _____ SF				
11.b. Days & Hours of Operation (include special events): <u>8:00am - 5:00pm Monday - Friday</u>				
11.c. Number of Employees on Site at any One Time: <u>10</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: _____ 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: _____ (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): _____				
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.

[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:  _____

DATE: 8/25/2023

PROPERTY OWNER SIGNATURE:  _____

DATE: 8/15/2023

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 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.

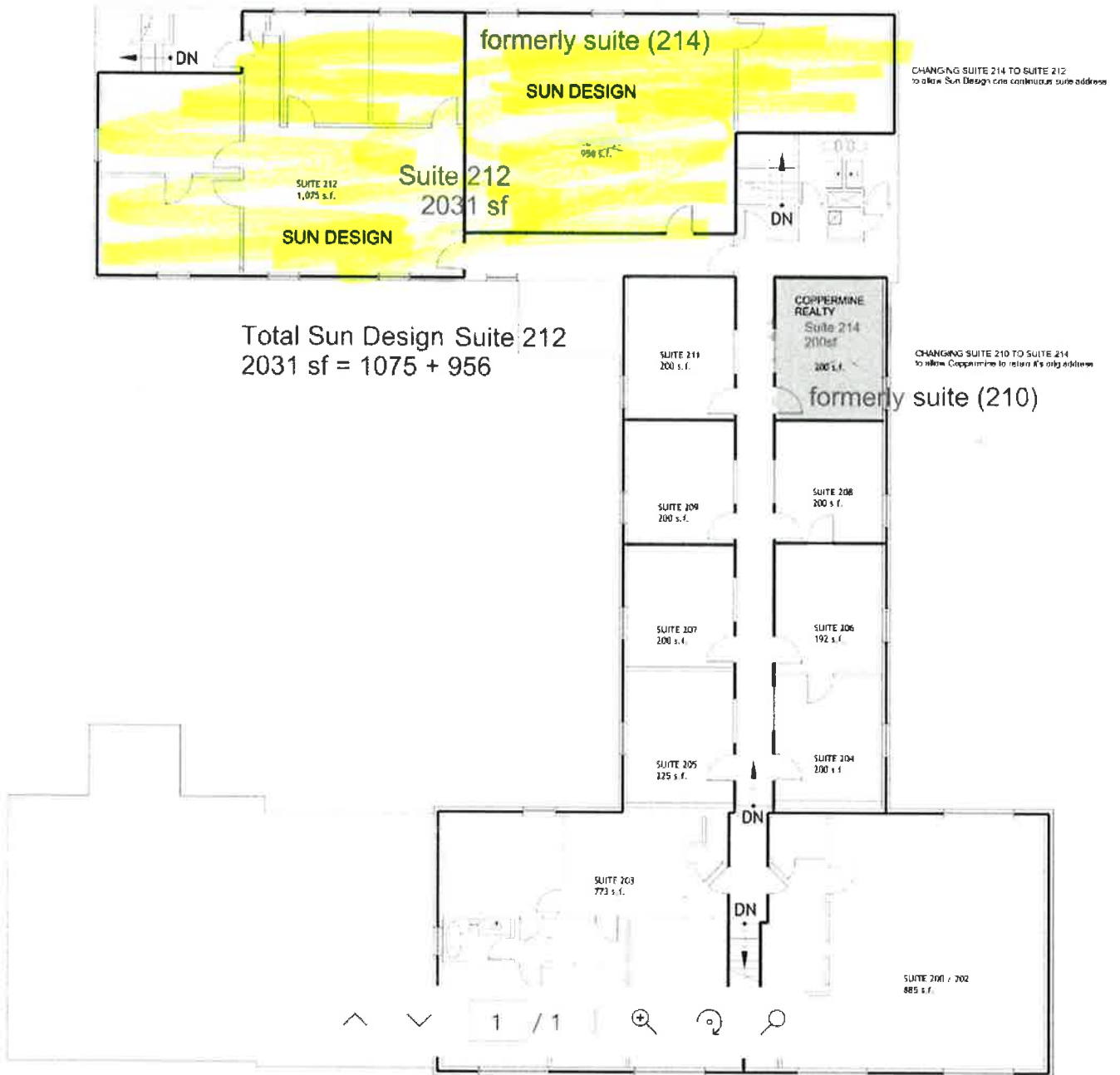
Suite C is used only for storage – Motier and Sun Design. Sun Design stores office supplies, files and extra computers.

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.

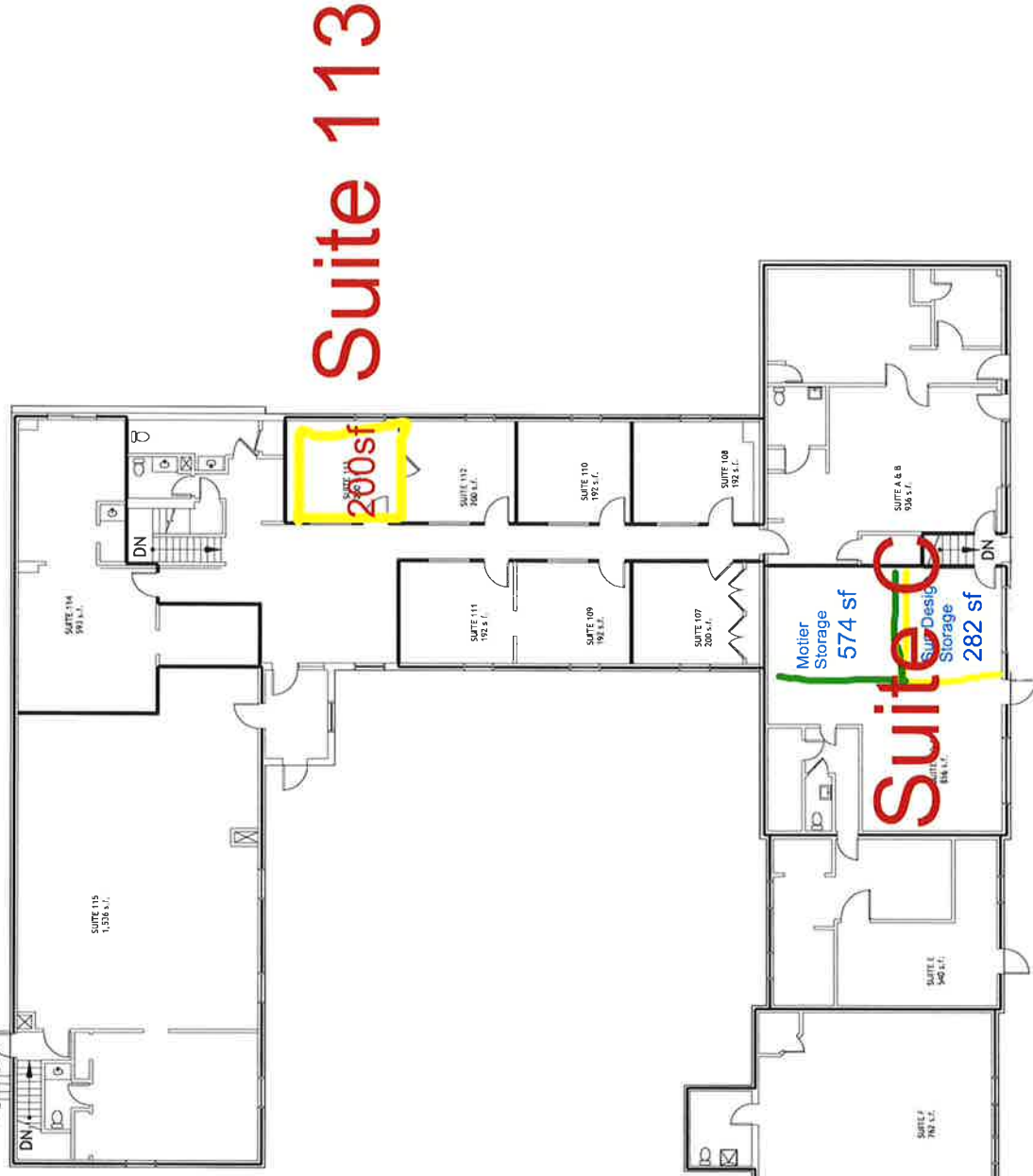
To help with the issue of the Sun Design trucks being visible, we are creating three additional parking spaces for them. These spaces will not be included on the parking tabulation as they will only be used by Sun Design. One of the spaces is to the left of the dumpster, on the concrete pad, and the other two are to the right of the dumpster pad and will be gravel. The trucks will be backed into the spaces so that their presence is minimized. See attached plat. We'll also be installing 21 missing parking bumpers to prevent vehicles from pulling through and creating soil disturbance.

We will be planting native, low bushes in the parking lot center island (after bumper stops installed). We'll also be planting two decorative trees on the left of the parking lot – see plat.

SUITE 212



When Anoinony Keia 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.



Suite 113

Sun Design stores office supplies, files spare computers

Motier Storage 574sf

Sun Design Storage 282 sf





