

## TOWN OF CLIFTON, VIRGINIA

### Use Permit Application

<b>Property Address:</b> 12638 School St.		<b>Date: [Month / Year]</b> August 2025	
<b>1. Type of Permit:</b>	<input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> Preliminary Site Plans Attached	<input type="checkbox"/> Commercial <input type="checkbox"/> Office <input type="checkbox"/> Retail	<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Special Use <input type="checkbox"/> Restaurant <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Multi-Family	<input type="checkbox"/> Subdivision (Code Chapter 10)	<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation (Code 10-57 to Code 10-59)
<b>2. Name of Applicant:</b> Royce Jarrendt agent/ Jay Davis, Mimi Stein <b>Mailing Address:</b> 12639 Chapel Rd			
<b>Phone:</b> 703 932-5762 <b>Email Address:</b> Royce.jarr@yahoo.com			
<b>3. Name of Property Owner (if different):</b> Jay Davis and Mimi Stein 12638 School St <b>Mailing Address:</b>			
<b>4. Name of Business / Organization:</b>			
<b>5. Owner of Business / Organization:</b>			
<b>6. Tax Map Number:</b> 75-4-2-75			
<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> <div style="float: right;"> <input checked="" type="checkbox"/> Plat Attached         </div>			

<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 checked="" type="checkbox"/> Residential (Code 9-19)  <input type="checkbox"/> Church, Park, Community Building	<input 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>  Addition to the existing structure				
<b>10. If Commercial, Home Business, Agricultural or Industrial:</b>				
<b>11. Describe Operation:</b>				
<b>11.a. If Non-Residential - Office Use:</b> _____ <b>SF or Retail/Restaurant Use:</b> _____ <b>SF</b>				
<b>11.b. Days &amp; Hours of Operation (include special events):</b>				
<b>11.c. Number of Employees on Site at any One Time:</b> _____				
<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> _____ <b>SF (Code 9-13)</b> <b>Net Gross Floor Area if more than one use in building:</b> _____ <b>SF</b> <b>If applicable, GFA devoted to carry-out service within restaurant:</b> _____ <b>SF</b>				
<b>11.f. Number of Off-street Parking Spaces Required:</b> _____ <b>(Code 9-13)</b>				
<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> _____ <b>SF</b>				
<b>12. Application Fee Enclosed:</b>  <div style="display: flex; justify-content: space-between;"> <span>(Fee schedule in Filing Instructions)</span> <span>\$ 250.00 _____</span> </div>				

\*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: Royce Jarrendt DATE: 8/15/2025

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

### FOR TOWN USE ONLY

RECEIPT DATE: \_\_\_\_\_ DATE APPLICATION ACCEPTED: \_\_\_\_\_

APPLICATION FEE PAID: \$ \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED

PLANNING COMMISSION: \_\_\_\_\_  
SIGNATURE PRINT

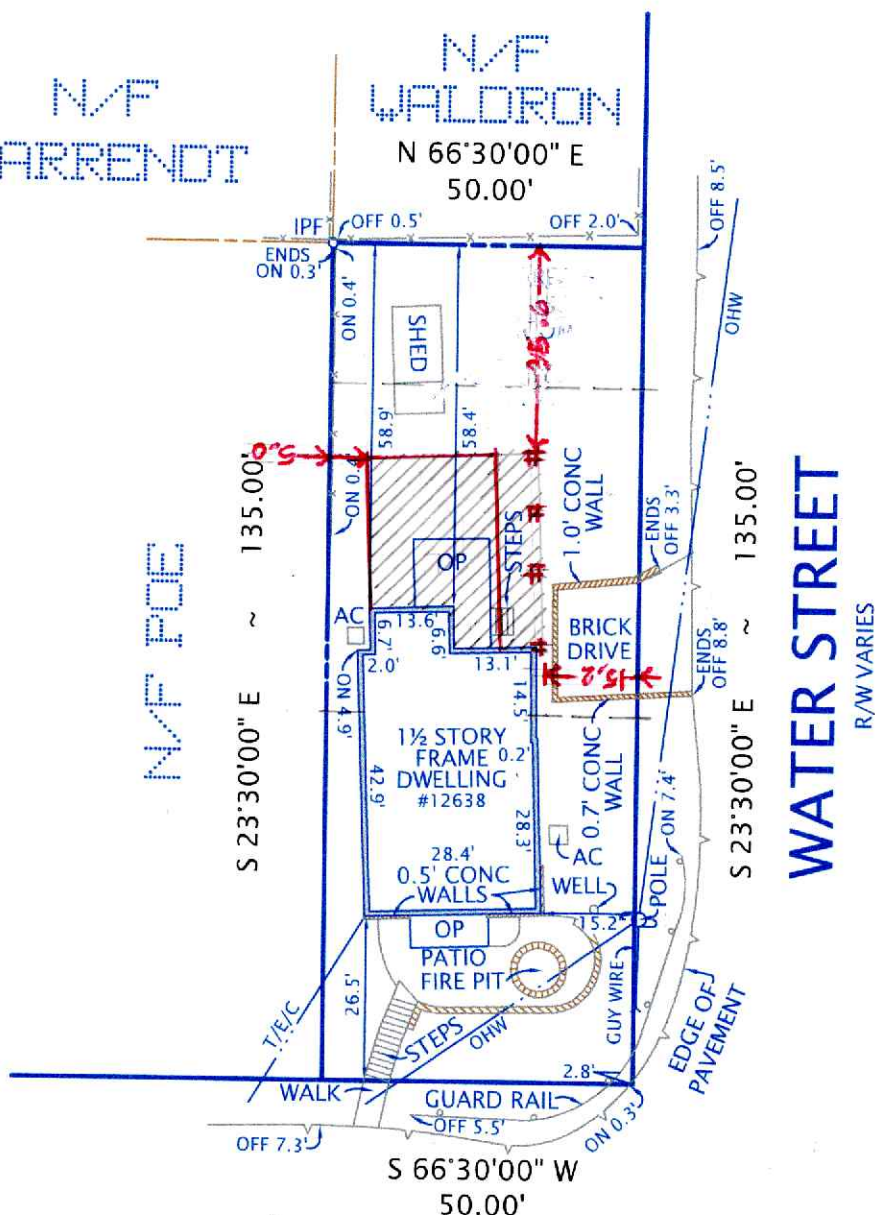
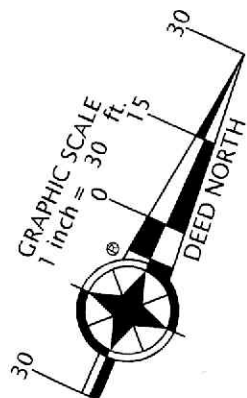
CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED

TOWN COUNCIL: \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- NOTES: 1. FENCES ARE PICKET.  
2. UTILITIES ARE UNDERGROUND.  
3. WALLS ARE 1.0' STONE UNLESS NOTED.



## SCHOOL STREET

R/W VARIES ~ STATE ROUTE #2002

### PLAT

SHOWING HOUSE LOCATION ON  
THE PROPERTY LOCATED AT

## #12638 SCHOOL STREET

(DEED BOOK 24777, PAGE 132)

### TOWN OF CLIFTON, VIRGINIA

FAIRFAX COUNTY

SCALE: 1" = 30' MAY 05, 2025

I HEREBY CERTIFY THAT THE POSITIONS OF  
ALL THE EXISTING IMPROVEMENTS HAVE BEEN  
CAREFULLY ESTABLISHED BY A CURRENT FIELD  
SURVEY AND UNLESS SHOWN THERE ARE NO  
VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO  
RESTRICTIONS OF RECORD.

A TITLE REPORT WAS NOT FURNISHED.

NO CORNER MARKERS SET.



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ORDERED BY:

STEIN/DAVIS  
ONE DWELLING, INC.

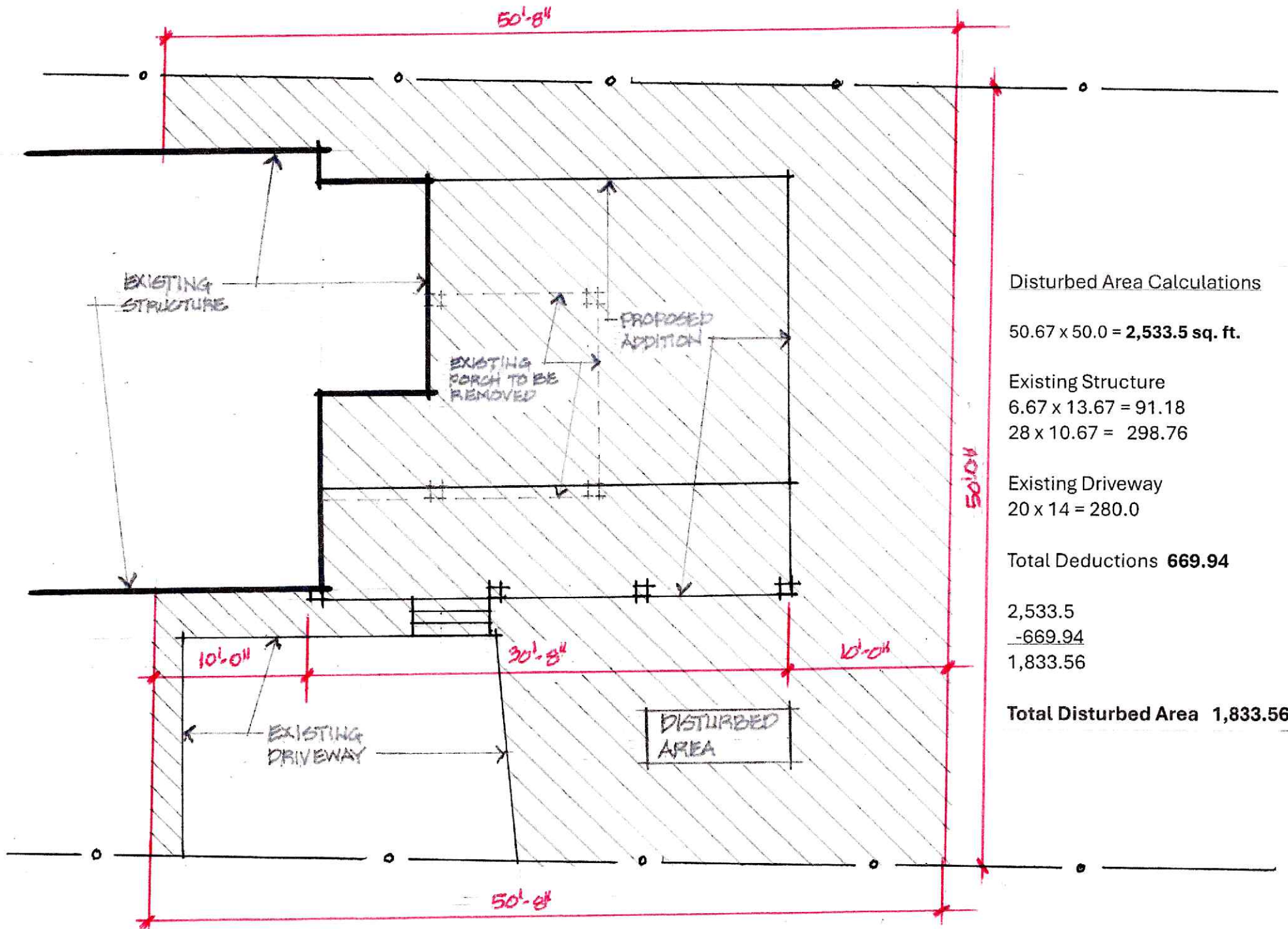


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### Disturbed Area Calculations

$$50.67 \times 50.0 = 2,533.5 \text{ sq. ft.}$$

Existing Structure  
 $6.67 \times 13.67 = 91.18$   
 $28 \times 10.67 = 298.76$

Existing Driveway  
 $20 \times 14 = 280.0$

Total Deductions **669.94**

$$\begin{array}{r} 2,533.5 \\ -669.94 \\ \hline 1,833.56 \end{array}$$

**Total Disturbed Area 1,833.56**



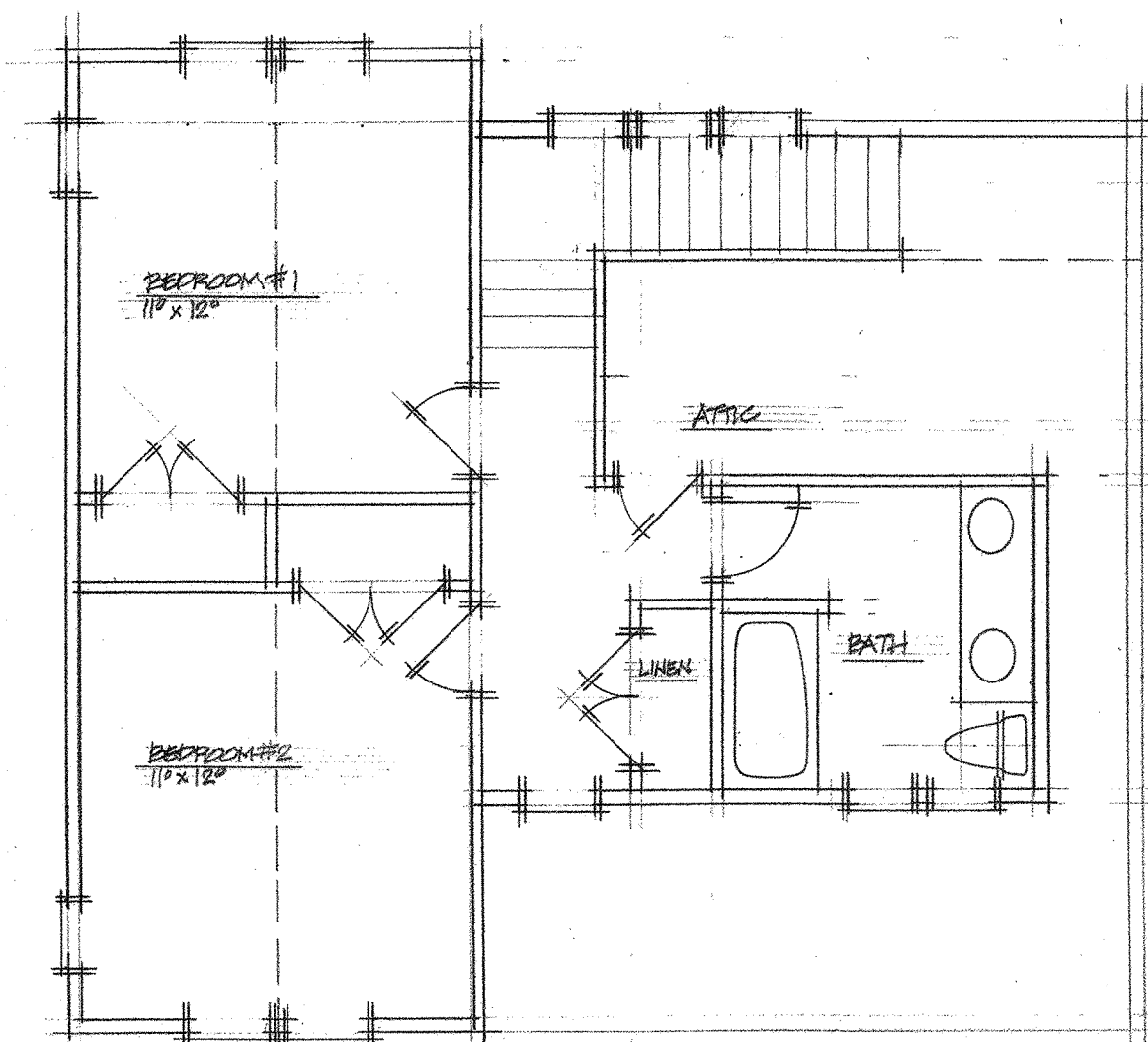
Rear Elevation



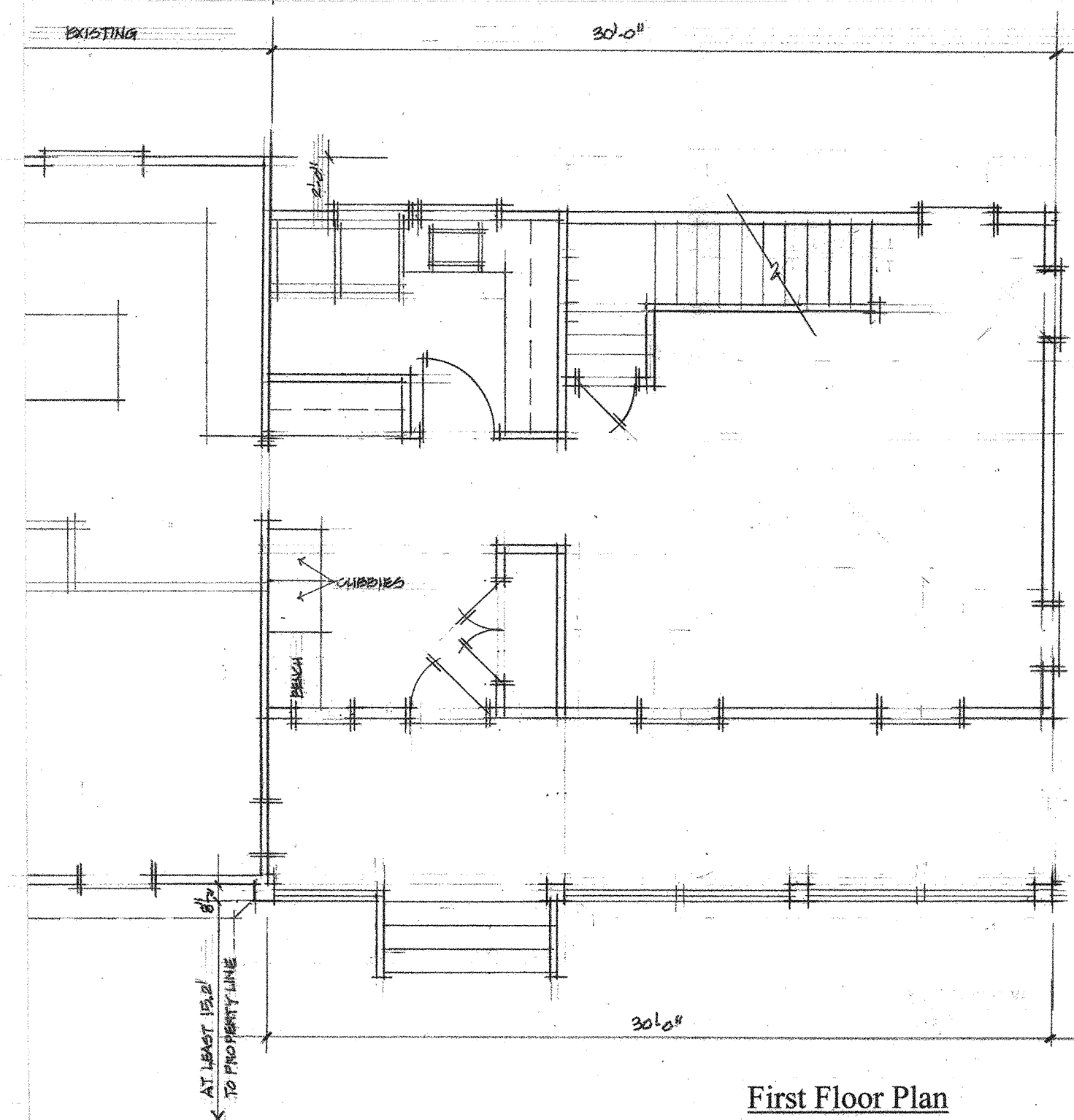
Front Elevation (From Water St.)



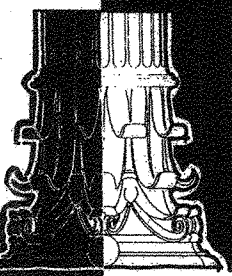
Right Side Elevation



Second Floor Plan



First Floor Plan



12638 School Street

ROYCE CHARLES JARRENDT

Architect

Clifton, Virginia 20124

12639 Chapel Road

703 932-5762

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