

**TOWN OF CLIFTON, VIRGINIA**

**Use Permit Application**

<b>Property Address:</b> 12726 Clifton Heights Lane		<b>Date: [Month / Year]</b> 05/14/26		
<b>1. Type of Permit:</b>	<input type="checkbox"/> Construction	<input type="checkbox"/> Commercial	<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Home Business (Code 9-19.c1)
	<input type="checkbox"/> Preliminary Site Plans Attached	<input 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> Rachel Sposa, Sposa Design LLC				
<b>Mailing Address:</b> 3236 Wynford Drive, Fairfax, VA 22031				
<b>Phone:</b> 703-505-6581				
<b>Email Address:</b> rrsposa@gmail.com				
<b>3. Name of Property Owner (if different):</b> Matt and Kristin Hill				
<b>Mailing Address:</b> 12726 Clifton Heights Lane, Clifton, VA 20124				
<b>4. Name of Business / Organization:</b> n/a				
<b>5. Owner of Business / Organization:</b> n/a				
<b>6. Tax Map Number:</b> 0852 12 0004				
<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 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> Approval of a 12'11" x 8' kitchen expansion addition and 12'11" x 13'8" deck on the rear facade of the house. The addition will be on a poured concrete foundation to match the existing residence, providing liveable square footage at the basement, plus stone patio and pathway.				
<b>10. If Commercial, Home Business, Agricultural or Industrial:</b> n/a				
<b>11. Describe Operation:</b> n/a				
<b>11.a. If Non-Residential - Office Use:</b> n/a SF <b>or Retail/Restaurant Use:</b> _____ SF				
<b>11.b. Days &amp; Hours of Operation (include special events):</b> n/a				
<b>11.c. Number of Employees on Site at any One Time:</b> n/a				
<b>11.d. Number of Seats (Restaurant/Church): Total:</b> n/a. <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> 6035 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> n/a (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> n/a				
<b>11.h. Gross Floor Area of Dwelling (Home Business Only):</b> n/a SF				
<b>12. Application Fee Enclosed:</b>  (Fee schedule in Filing Instructions)                                 \$ 250				

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

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# 12726 clifton heights lane rear addition & renovation

## CLIFTON PLANNING COMMISSION SUBMISSION



exterior rendering



existing pictures

SPOSA  
DESIGN

sposa design, llc  
3236 wynford drive  
fairfax, va 22031  
703.505.6581

No.	Description	Date

### SHEET INDEX

- 000 cover sheet
- A001 site plan & site plat
- A010 existing/demo plans
- A101 floor plans
- A201 elevations
- A202 enlarged elevations

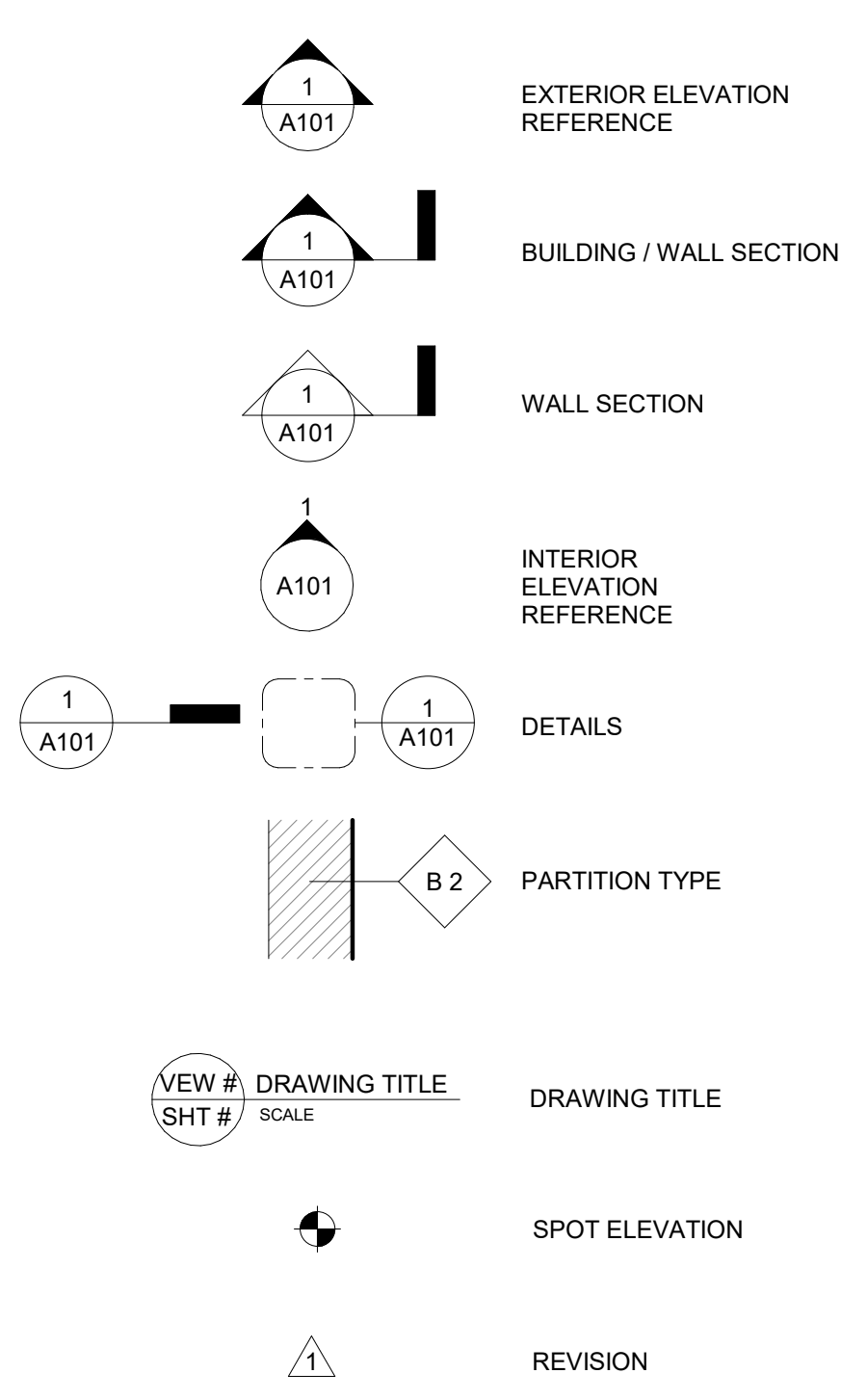
### BUILDING INFORMATION

SUBMITTER: SPOSA DESIGN, LLC  
 SUBMITTER ADDRESS: 3236 WYNFORD DRIVE, FAIRFAX, VA 22031  
 BUILDING ADDRESS: 12726 CLIFTON HEIGHTS LANE, CLIFTON, VA 20124  
 SCOPE OF WORK: 12'11" X 8' KITCHEN EXPANSION ADDITION AND 12'11" X 13'8" DECK ON THE REAR FACADE OF THE HOUSE. THE ADDITION WILL BE ON A POURED CONCRETE FOUNDATION TO MATCH THE EXISTING RESIDENCE, PROVIDING LIVEABLE SQUARE FOOTAGE AT THE BASEMENT. A STONE PATIO WILL BE ADDED AT THE BASEMENT LEVEL ENTRANCES, AND STONE PATHWAY AND STAIRS WILL CONNECT TO THE EXISTING POOL DECK.  
 USE GROUPS OF BUILDING(S): RD  
 # OF FLOORS: 3  
 HIGH-RISE BUILDING: NO  
 GROSS FLOOR AREA EXISTING: 6035 SF +/-  
 AREA OF RENOVATION: 475 USF +/-  
 AREA OF ADDITION: 234 SF

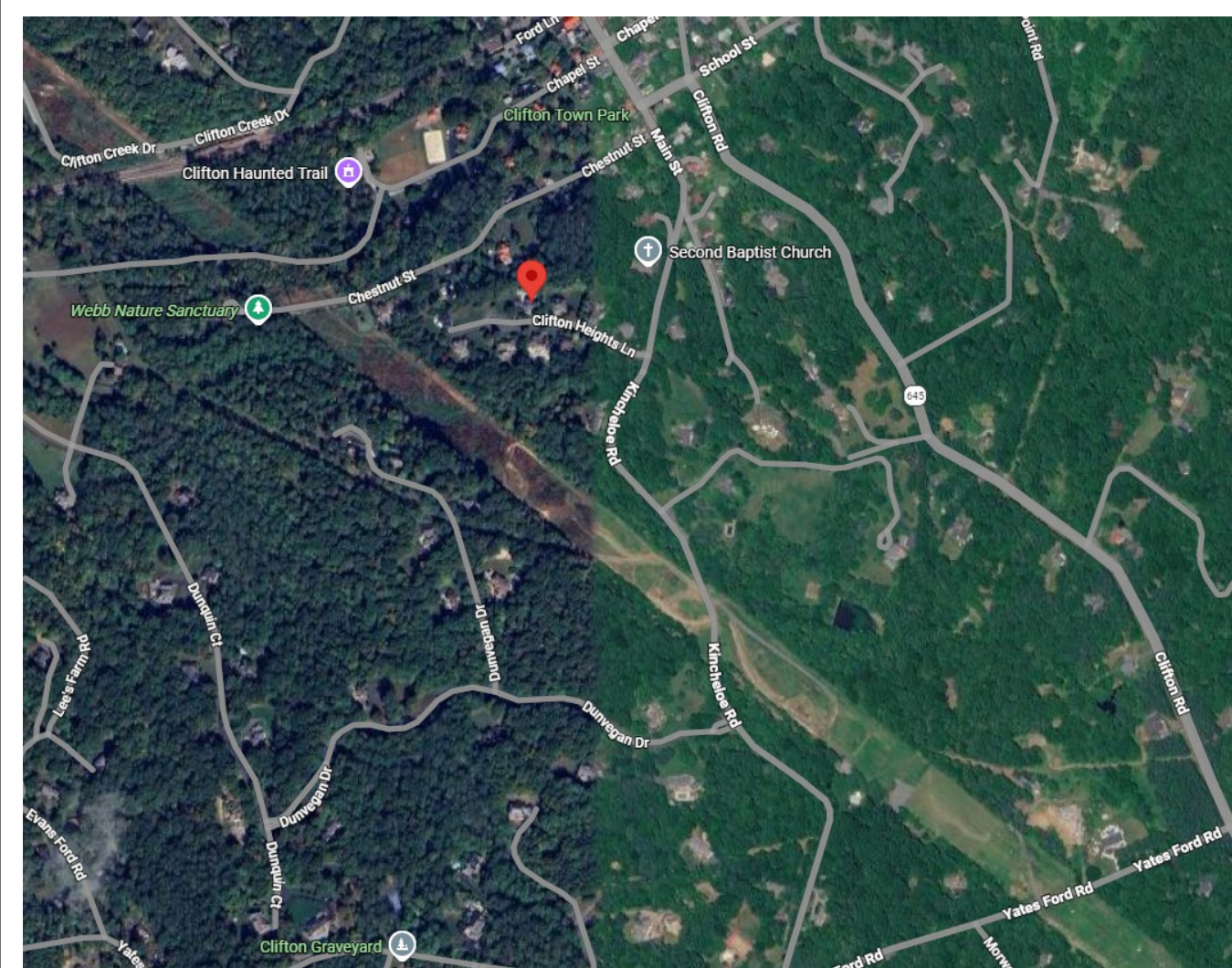
### BUILDING CODES

**APPLICABLE BUILDING CODES - FAIRFAX COUNTY:**  
 Fairfax County is required to enforce the Virginia Uniform Statewide Building Code (USBC) and the Statewide Fire Prevention Code (SFPC). Both codes are administered by the Virginia Department of Housing and Community Development and reference the 2021 International Codes as published by the International Code Council.  
**Statewide Codes**  
 • 2021 Virginia Construction Code (IBC) | USBC, Part I  
 • 2021 Virginia Existing Building Code (IEBC)  
 • 2021 Virginia Mechanical Code (IMC)  
 • 2021 Virginia Plumbing Code (IPC)  
 • 2021 Virginia Fuel Gas Code (IFGC)  
 • 2020 National Electrical Code (NFPA 70) | www.nfpa.org  
 • 2021 Virginia Property Maintenance Code (IPMC)  
 • 2021 Virginia Building and Fire Code Related Regulations  
 • 2021 Virginia Statewide Fire Prevention Code (IFC)  
 • 2021 Virginia Energy Conservation Code (IECC)  
 • 2021 International Swimming Pool and Spa Code (ISPSA)  
 • 2021 Virginia Amusement Device Regulations  
 • 2021 Virginia Industrialized Building Safety Regulations  
 • 2021 Building and Related Laws Package  
 • 2021 Virginia Manufactured Home Safety Regulations  
 • 2017 ICC/ANSI 117.1 for Accessibility Standards  
 • 2021 Virginia Residential Code (IRC) (For Residential Projects Only)  
 • County publications  
**County Code**  
 • Chapter 61, Building Provision  
 • Chapter 62, Fire Prevention Code  
 • Chapter 65, Plumbing and Gas Provisions  
 • Chapter 67.1, Sanitary Sewers and Sewage Disposal  
 • Chapter 117, Expedited Building Plan Review  
 • Chapter 109.1, Solid Waste Management  
 • Chapter 112.1, Zoning Ordinance  
 • Appendix Q, Land Development Services Fee Schedule

### DRAWING SYMBOLS



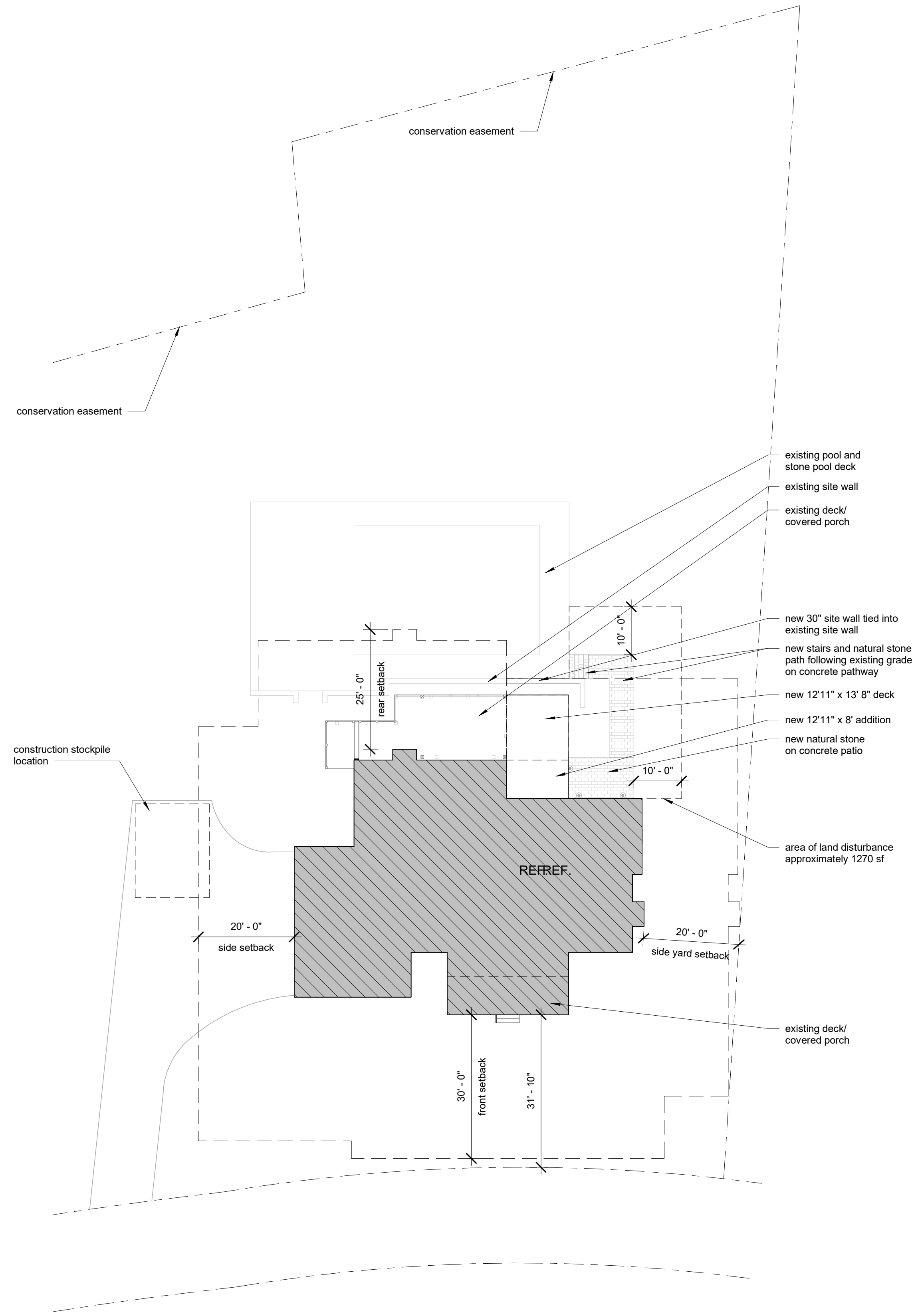
### VICINITY MAP



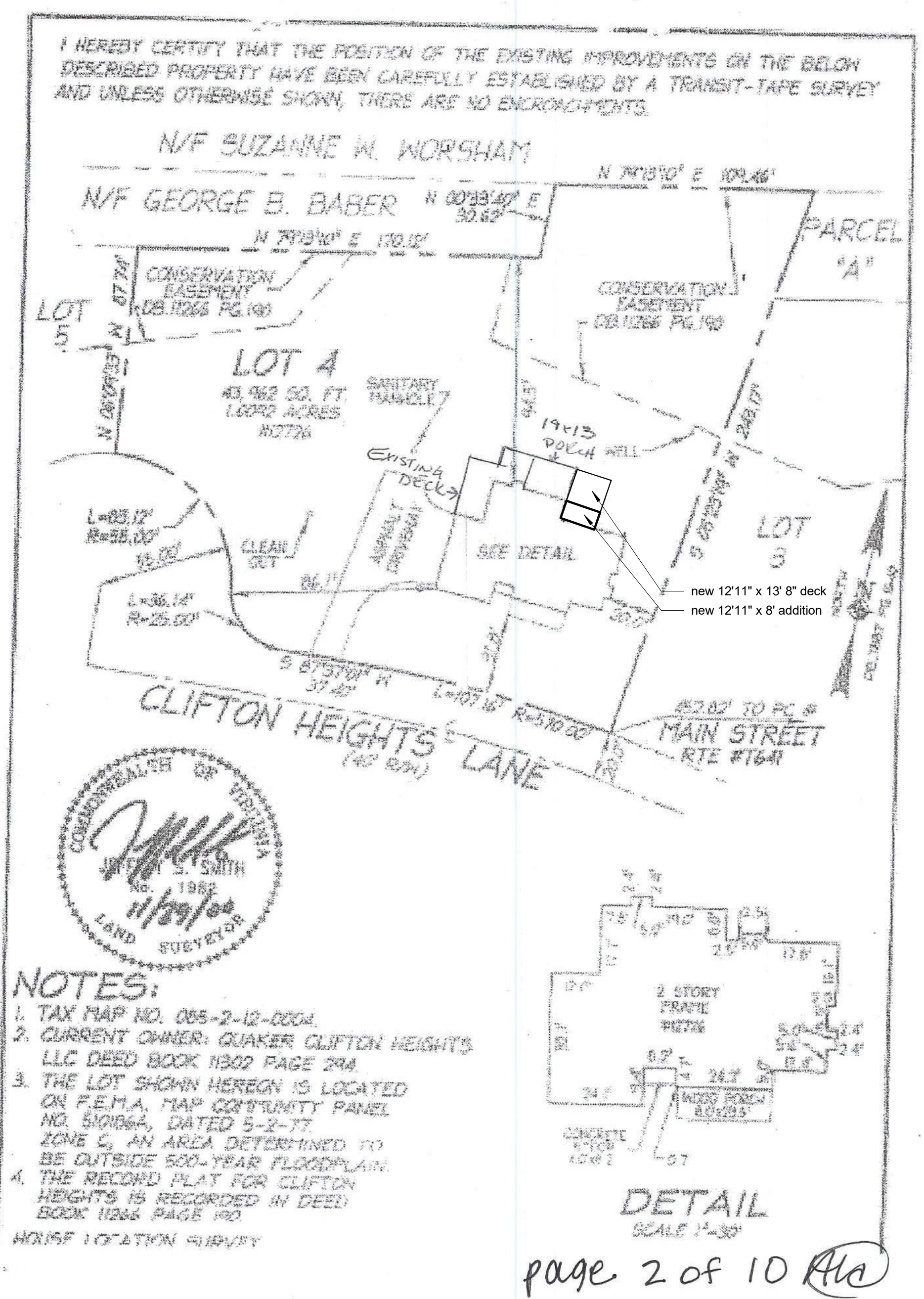
## hill residence kitchen renovation & addition cover sheet

Project Number	hill
Date	05/15/26
Drawn By	rs
Checked By	kh/mh
000	
Scale	As indicated

sposa design, llc  
3236 wynford drive  
fairfax, va 22031  
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1 site plan  
1/16" = 1'-0"



2 site plat  
6" = 1'-0"

No.	Description	Date

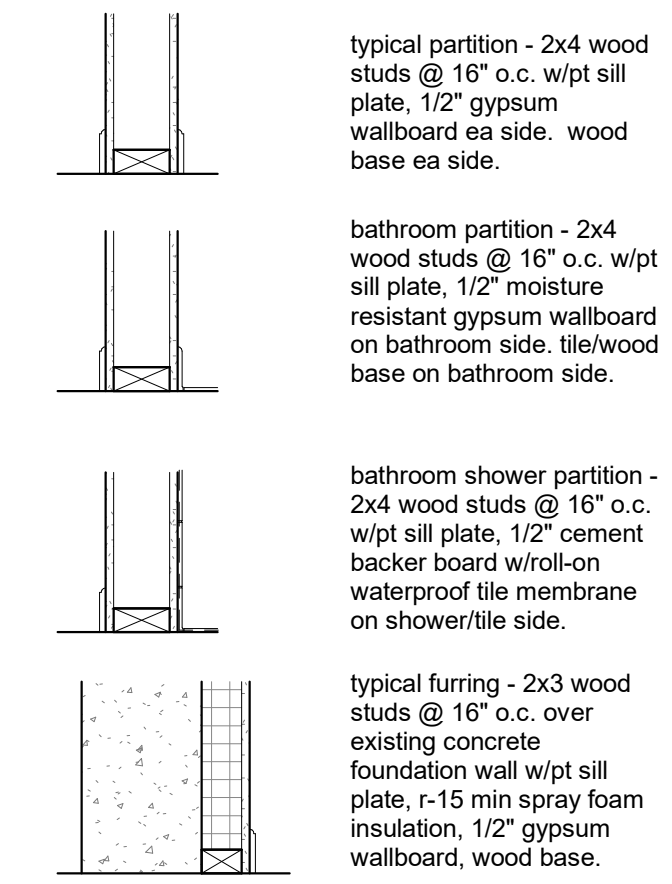
hill residence  
kitchen renovation  
& addition  
site plan & site plat

Project Number	hill
Date	05/15/26
Drawn By	rs
Checked By	kh/mh

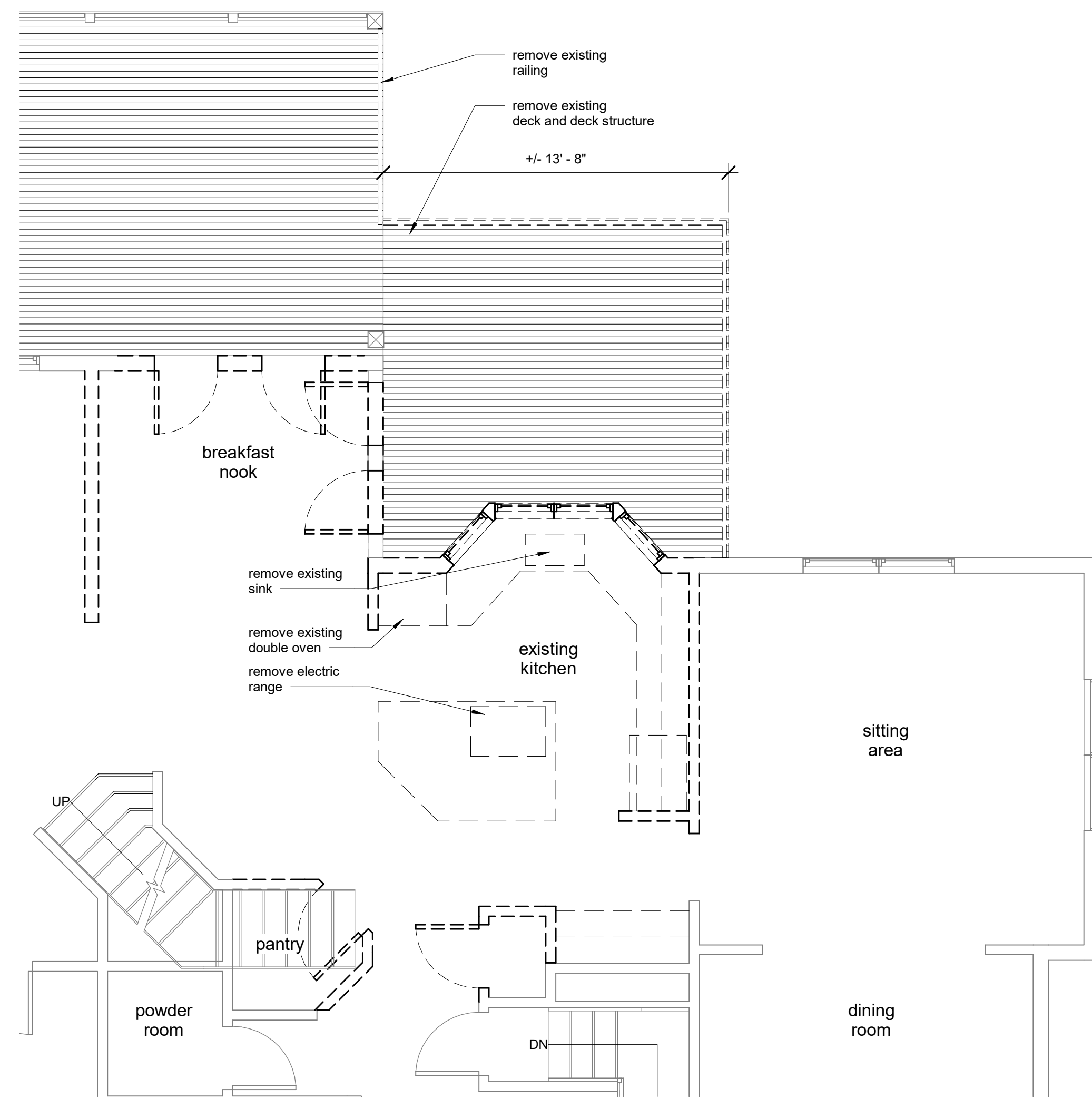
A001

Scale As indicated

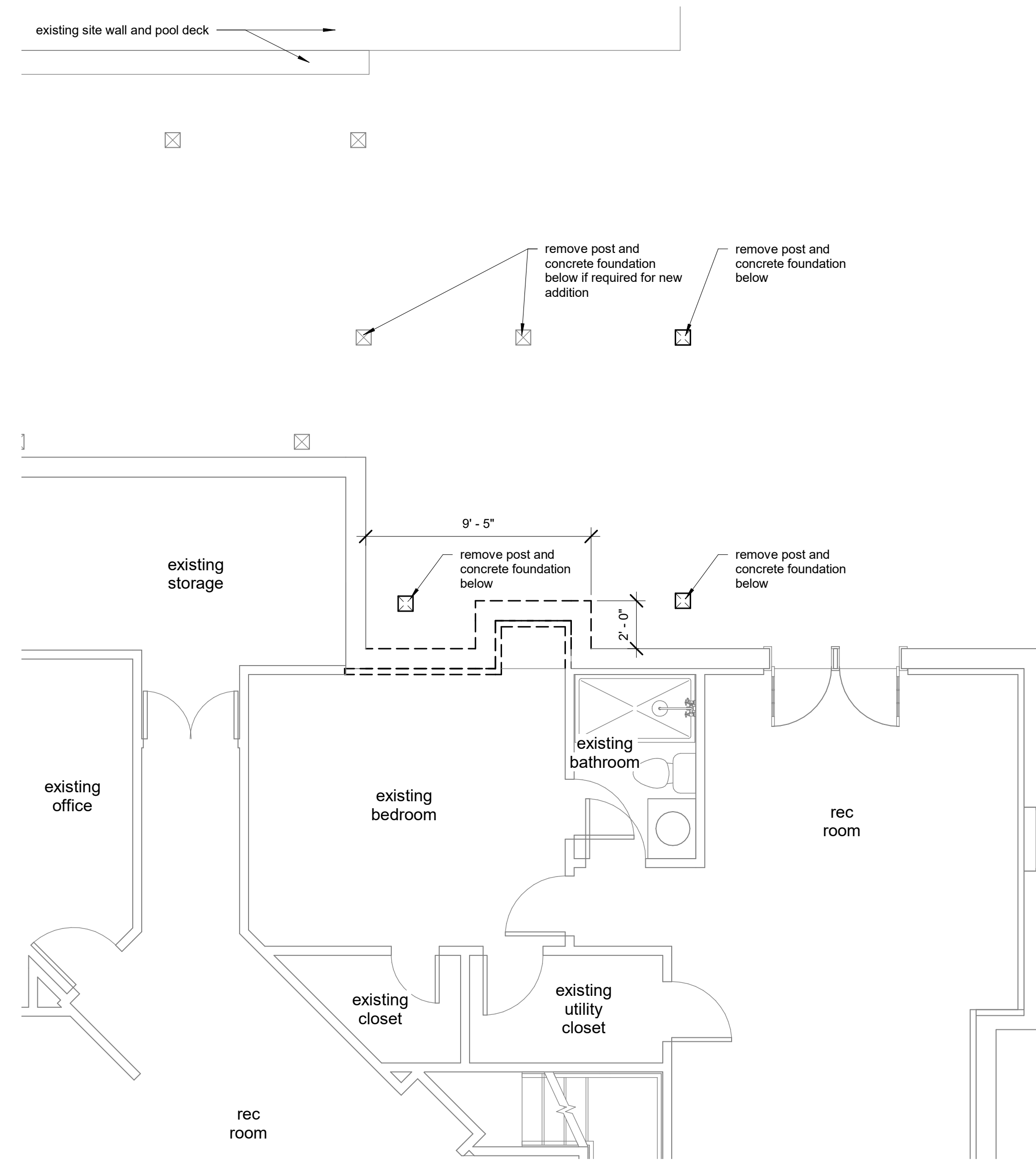
sposa design, llc  
3236 wynford drive  
fairfax, va 22031  
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10 Partitions  
1" = 1'-0"



1 first floor - demo  
1/4" = 1'-0"



2 basement - demo  
1/4" = 1'-0"

No.	Description	Date

hill residence  
kitchen renovation  
& addition  
existing/demo plans

Project Number	hill
Date	05/15/26
Drawn By	rs
Checked By	kh/mh

**A010**

Scale As indicated





② east  
1/4" = 1'-0"



① north  
1/4" = 1'-0"

SPOSA  
DESIGN

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3236 wynford drive  
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No.	Description	Date

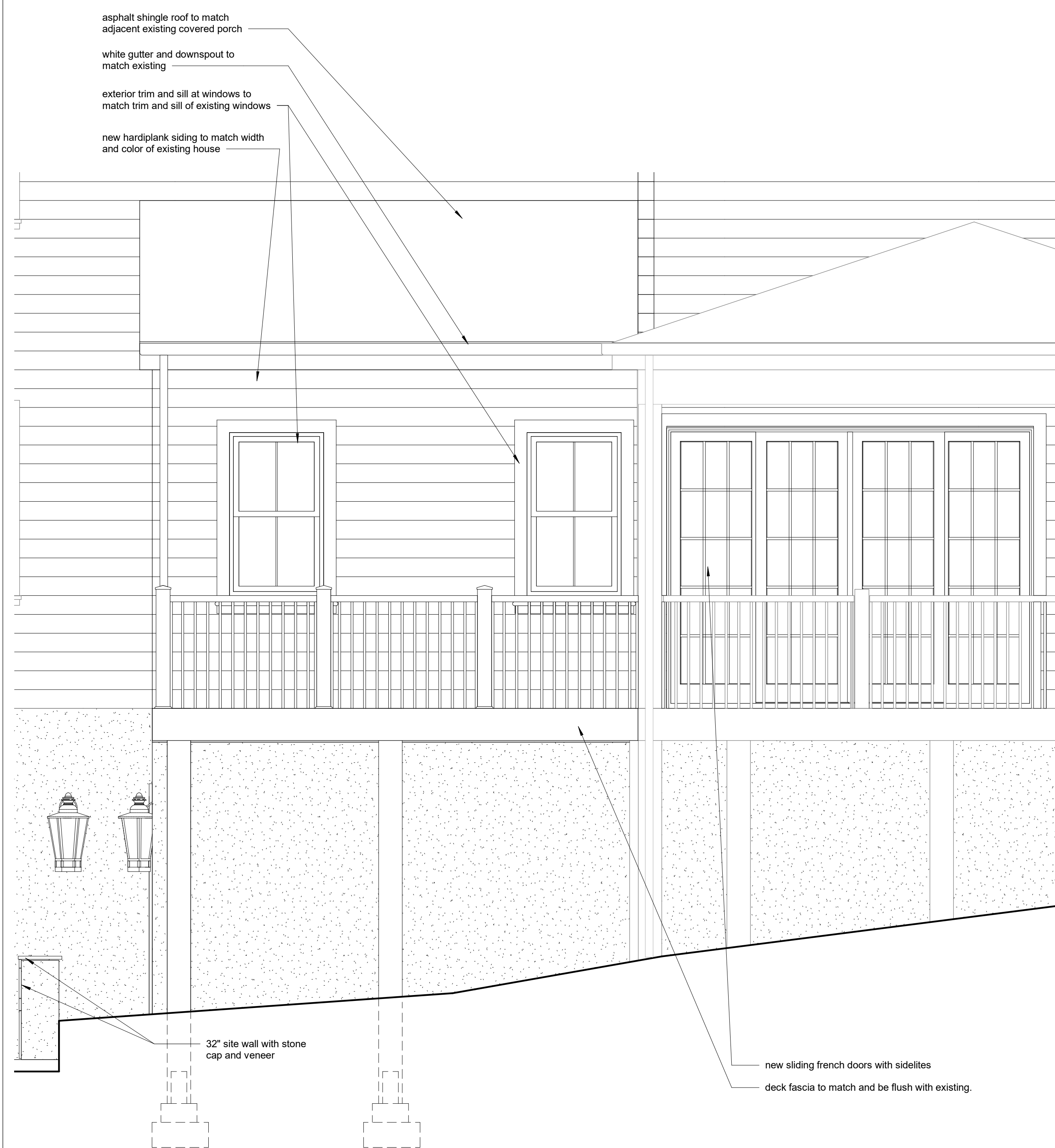
hill residence  
kitchen renovation  
& addition  
elevations

Project Number	hill
Date	05/15/26
Drawn By	rs
Checked By	kh/ms

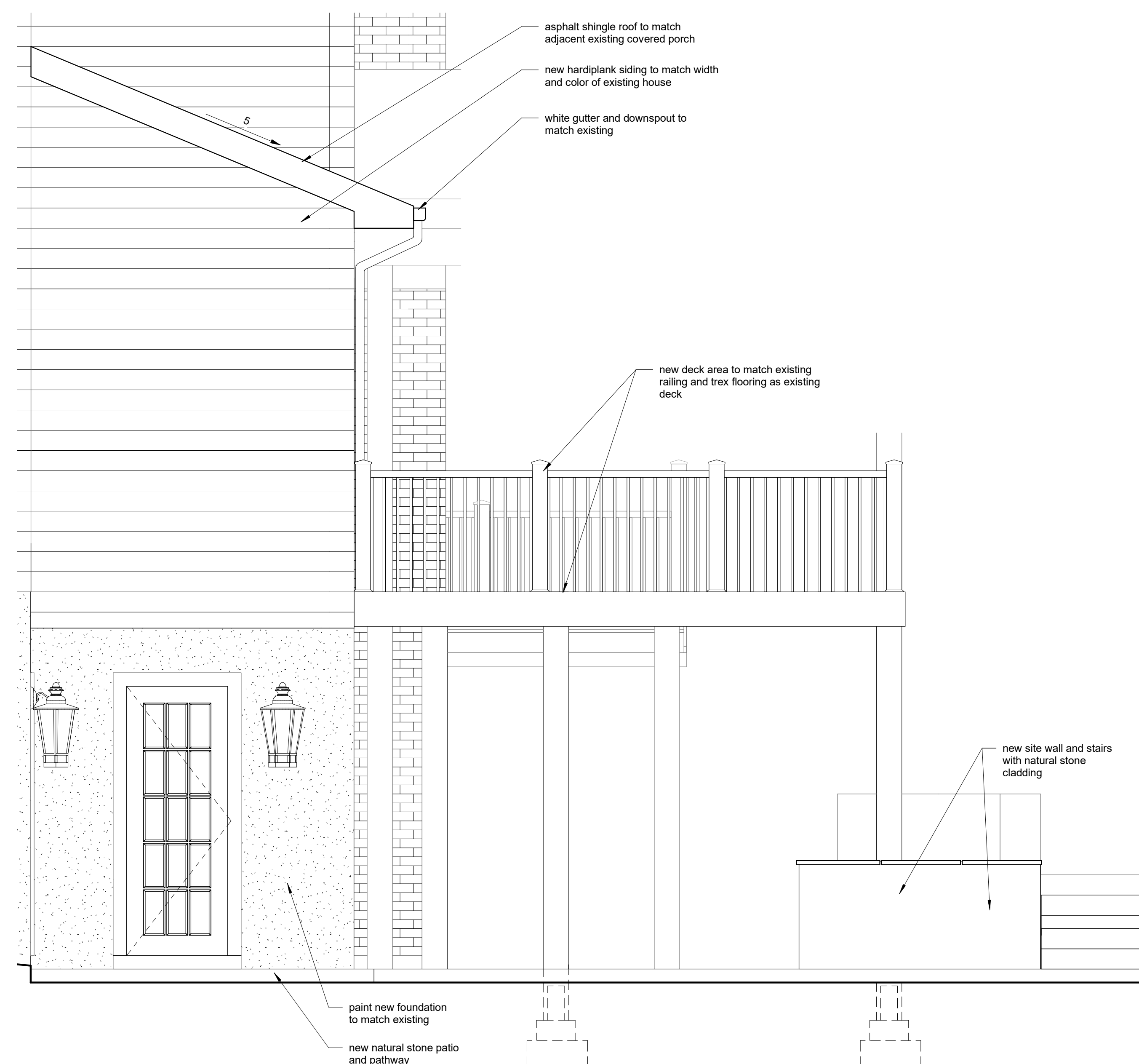
**A201**

Scale 1/4" = 1'-0"

sposa design, llc  
3236 wynford drive  
fairfax, va 22031  
703.505.6581



① enlarged north elevation  
1/2" = 1'-0"



② enlarged east elevation  
1/2" = 1'-0"

No.	Description	Date

hill residence  
kitchen renovation  
& addition  
enlarged elevations

Project Number	hill
Date	05/15/26
Drawn By	rs
Checked By	kh/mh

**A202**

Scale	1/2" = 1'-0"
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