



# APPLICATION

## DEPARTMENT OF PLANNING AND ZONING

### ACCESSORY DWELLING UNIT (ADU)

#### ADU PERMIT PROCESS

##### 1. SUBMIT YOUR COMPLETED APPLICATION ONLINE

Go to <https://www.alexandriava.gov/apex>. In the black navigation bar at the top, click “Apply,” in the drop-down menu click “All” under the “Plans” column. On the next screen, click the blue “Apply” button in the row for “Accessory Dwelling Unit (ADU).” Note that this page is not in alphabetical order. Follow the onscreen prompts to submit your application. Planning and Zoning staff will review your application and determine if any additional information is needed.

**2. RECEIVE APPROVAL OF YOUR ADU APPLICATION.** If your application contains all required information and your proposed ADU complies with all zoning regulations, Planning and Zoning staff will issue an approval for your ADU permit. Staff review will be completed within 10 business days after your application was deemed complete by staff. NOTE: Planning and Zoning staff approval of your ADU application does not authorize construction. You must receive approval of all required permits prior to construction.

**3. PROCEED WITH OTHER CITY-REQUIRED PERMITS.** After you receive ADU permit approval from Planning and Zoning, you may submit for other required permits. Other required approvals may include but are not limited to: Board of Architectural Review Certificates of Appropriateness (within the Old and Historic or Parker-Gray Districts), building, mechanical and other permits, grading plans, site plan amendments and certificates of occupancy. Submission requirements for other approvals can be found by visiting <https://www.alexandriava.gov/apex> and navigating to the “Document Library” tab.

**4. PROPERTY OWNER NOTIFICATION.** Planning and Zoning staff will post an informational placard at your property to notify neighbors that an ADU application has been approved. Staff will also send an informational notice to your community or civic association via email.

**5. COMPLETE DEED RECORDATION FORM:** This form must be notarized and filed with your property’s deed at the City of Alexandria Clerk of Circuit Court Land Records Division at 520 King Street, Room 307, Alexandria, Virginia 22314. The Land Records office will process the form and return the original to you. Please note that the Clerk of the Circuit Court assess a fee for deed recordation. Plase send a copy of the deed recordation form returned to you by Land Records to [pczoning@alexandriava.gov](mailto:pczoning@alexandriava.gov) Staff must receive this form prior to wall check and/or other required City reviews or final inspections.

For more information about deed recordation filing procedures or fees, please visit <https://www.alexandriava.gov/ClerkOfCircuitCourt>

OR contact [land.records@alexandriava.gov](mailto:land.records@alexandriava.gov)



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## ACCESSORY DWELLING UNIT (ADU)

### ADU PERMIT SUBMISSION REQUIREMENTS

1. **COMPLETED APPLICATION** (page three of this packet)
2. **PLANS:** Please provide the following drawings. All drawings must be to-scale:
  - Interior floorplans of the ADU showing separate cooking (kitchen) and sanitary (bathroom) facilities.
  - For a detached ADU or an ADU within a new addition to existing dwelling: Elevations of the proposed building showing average pre-construction grade. For townhouse dwellings or properties located within the City's Old and Historic Alexandria or Parker-Gray Districts, the elevations must show average finished grade. NOTE: for a detached ADU located on a lot developed with a principal dwelling less than 20 feet tall, the applicant must also provide elevations of the existing dwelling.
  - For a detached ADU with net floor area exceeding either A) 350 square feet on lots 2,500 square feet in size or less or B) 500 square feet for lots larger than 2,500 square feet:  
Interior floor plans of the principal dwelling's first floor.
3. **COMPLETED FLOOR AREA RATIO (FAR) FORM**
4. **PLAT:** Please provide a copy of your property's plat with your application. The plat must be to-scale and completed by a licensed surveyor. The proposed ADU and any new air conditioning or heat pump units must be shown on the plat. The plat must also show any existing sheds, detached garages or other accessory structures.



**APPLICATION  
DEPARTMENT OF PLANNING AND ZONING**

**ACCESSORY DWELLING UNIT (ADU)**

**APPLICANT INFORMATION**

**NAME:**

**ADDRESS:**

**PHONE:**

**EMAIL:**

**THE UNDERSIGNED HEREBY ATTESTS** that all of the information herein provided including the site plan, building elevations, prospective drawings of the projects, etc., are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any approval granted taken by the City based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the Zoning Ordinance, on the property which is the subject of this application.

**Yes**  **No** I affirm that I, the applicant, shall not allow more than three persons to reside in the accessory dwelling unit (ADU).

**Yes**  **No** I affirm that I, the applicant, shall maintain the property as my primary residence at the time the accessory dwelling unit (ADU) permit is issued.

**Yes**  **No** I affirm that I, the applicant, shall not allow the accessory dwelling unit (ADU) to be a short-term rental, as defined by City Code section 3-2-152(a)(2), for a period exceeding 120 days per calendar year.

**Signature:**

Pursuant to Section 13-3-2 of the City Code, the use of a document containing false information may constitute a Class 1 misdemeanor and may result in a punishment of a year in jail or \$2,500 or both. It may also constitute grounds to revoke the permit applied for with such information.