



# APPLICATION SPECIAL USE PERMIT

ADMINISTRATIVE CHANGE OF OWNERSHIP  
OR MINOR AMENDMENT

Change of Ownership       Minor Amendment

[must use black ink or type]

**PROPERTY LOCATION:** 101 N Union Street

**TAX MAP REFERENCE:** 075.01-04-03

**ZONE:** KR

**APPLICANT**

Name: Union Sandwich Co

Address: 101 N Union Street, Alexandria VA22314

**PROPERTY OWNER**

Name: Scott Shirley, owner, Hyndford Street Hospitality

Address: 3311 Alabama Ave, Alex, VA 22305

**SITE USE:** Deli

**Business Name:**      **Current:** Union Sandwich Co      **Proposed (if changing):**

**THE UNDERSIGNED** hereby applies for a Special Use Permit for **Change in Ownership**, in accordance with the provisions of Article XI, Division A, Section 11-503 (5)(f) of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

**THE UNDERSIGNED**, having read and received a copy of the special use permit, hereby agrees to comply with all conditions of the current special use permit, including all other applicable City codes and ordinances.

**THE UNDERSIGNED** hereby applies for a Special Use Permit for **Minor Amendment**, in accordance with the provisions of Article XI, Division A, Section 11-509 and 11-511 of the 1992 Zoning Ordinance of City of Alexandria, Virginia.

**THE UNDERSIGNED**, having obtained permission from the property owner, hereby requests this special use permit. The undersigned also attests that all of the information herein required to be furnished by the applicant are true, correct and accurate to the best of his/her knowledge and belief.

Scott Shirley  
Print Name of Applicant or Agent  
3311 Alabama Ave  
Mailing/Street Address  
Alexandria, VA      22314  
City and State      Zip Code

Signature  
202-903-8485  
Telephone #      Fax #  
scott@slatersmarket.com  
Email address  
2/28/2024  
Date

**DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY**

Application Received: \_\_\_\_\_  
Legal advertisement: \_\_\_\_\_  
ACTION - PLANNING COMMISSION \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_  
ACTION - CITY COUNCIL: \_\_\_\_\_





4. Is the use currently open for business?  Yes  No

If the use is closed, provide the date closed. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

5. Describe any proposed changes to the conditions of the special use permit:  
requesting outside seating

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6. Are the hours of operation proposed to change?  Yes  No  
If yes, list the current hours and proposed hours:

Current Hours:

Proposed Hours:

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7. Will the number of employees remain the same?  Yes  No  
If no, list the current number of employees and the proposed number.

Current Number of Employees:

Proposed Number of Employees:

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8. Will there be any renovations or new equipment for the business? \_\_\_\_\_ Yes  No  
If yes, describe the type of renovations and/or list any new equipment proposed.

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9. Are you proposing changes in the sales or service of alcoholic beverages? \_\_\_\_\_ Yes  No  
If yes, describe proposed changes:

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10. **Is off-street parking provided for your employees?**  Yes  No  
If yes, how many spaces, and where are they located?  
NA  
\_\_\_\_\_  
\_\_\_\_\_

11. **Is off-street parking provided for your customers?** \_\_\_\_\_ Yes  No  
If yes, how many spaces, and where are they located?  
NA  
\_\_\_\_\_  
\_\_\_\_\_

12. **Is there a proposed increase in the number of seats or patrons served?**  Yes  No  
If yes, describe the current number of seats or patrons served and the proposed number of seats and patrons served. For restaurants, list the number of seats by type (i.e. bar stools, seats at tables, etc.)

Current:	Proposed:
8	20
_____	_____
_____	_____
_____	_____

13. **Are physical changes to the structure or interior space requested?**  Yes  No  
If yes, attach drawings showing existing and proposed layouts. In both cases, include the floor area devoted to uses, i.e. storage area, customer service area, and/or office spaces.

14. **Is there a proposed increase in the building area devoted to the business?**  Yes  No  
If yes, describe the existing amount of building area and the proposed amount of building area.

Current:	Proposed:
_____	_____
_____	_____
_____	_____

15. **The applicant is the** (check one)  Property owner  Lessee  
 other, please describe: \_\_\_\_\_

16. **The applicant is the** (check one)  Current business owner \_\_\_\_\_ Prospective business owner  
 other, please describe: \_\_\_\_\_

17. Each application shall contain a clear and concise statement identifying the applicant, including the name and address of each person owning an interest in the applicant and the extent of such ownership interest. If the applicant, or one of such persons holding an ownership interest in the applicant is a corporation, each person owning an interest in excess of ten percent (3%) in the corporation and the extent of interest shall be identified by name and address.

For the purpose of this section, the term "ownership interest" shall include any legal or equitable interest held in the subject real estate at the time of the application. If a nonprofit corporation, the name of the registered agent must be provided.

**Please provide ownership information here:**

Scott Shirley is 100% owner of Hyndford Street Hospitality, therefore Scott Shirley has 100% "ownership interest" in Union Sandwich Company.

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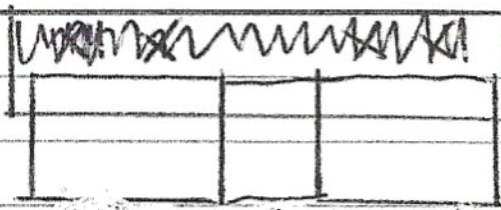
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34'

ELEC CLOSET

DROP DOWN



TRIPLE SINK

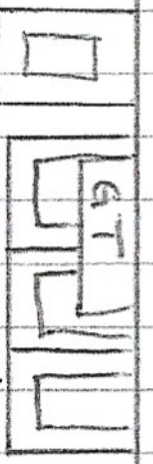


TABLE TOPS



BRACKET =

sign location



Water heater location & temp

map sink

Hyndbriestreet Hosp

101 N. Union Street

map # 075.01.64.03



5'4"

SINK

TABLE

