

**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF EDUCATION**

**PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES**

P. O. Box 2120

Richmond, Virginia 23218-2120

Fax Number: (804) 371-8796

# APPLICATION FOR APPROVAL TO MODIFY OR EXPAND CURRENT FACILITIES

*(This form must be submitted to the Department for approval BEFORE construction begins)*

## PART I: CURRENT SCHOOL INFORMATION

Name of School:

Physical Address:

Physical Address:

Web Address:

Contact Person:

Telephone Number:

Fax Number:

Email Address:

## PART II: PROPOSED MODIFICATIONS OR EXPANSION

1. Check all that apply:
2. Modify current layout of the school including classroom and instructional space. Specify area of school to be modified. Include a scaled drawing of the revised floor plan with detailed dimensions of the classroom size. The school shall provide at least 50 square feet of classroom or instructional area per student excluding classroom fixtures.

1. Add an addition to the existing building. Attach a description of the expansion and intended purpose, include a scaled drawing of the revised floor plan with detailed dimensions of the classroom size. The school shall provide at least 50 square feet of classroom or instructional area per student excluding classroom fixtures.

1. Addition of manufactured modular unit onto the school site. Attach a description of the intended purpose, include a scaled drawing of the revised floor plan with detailed dimensions of the classroom size. The school shall provide at least 50 square feet of classroom or instructional area per student excluding classroom fixtures. (Refer to Guidelines for School Facilities in Public Schools [Guidelines for School Facilities In Virginia’s Public Schools](http://www.doe.virginia.gov/support/facility_construction/school_construction/regs_guidelines/guidelines.pdf)).
2. Anticipated date of completion/occupancy:

## PART III: REQUIRED DOCUMENTS

1. Approved Zoning certificate with Educational, “E” use group or a Special Use Permit as issued by appropriate government agency (It is recommended that the school obtain confirmation of the “E” use group or Special Use Permit prior to completion of the application).
2. A Certificate of Occupancy for the additional space, as applicable, by appropriate government agency.
3. Application to Increase the Maximum Number of Students Served by the School (if applicable).
4. Compliance with the Virginia Uniform Statewide Building Code.
5. Verification that the school is accessible, barrier free, safe, and clean (note resources below).
6. A copy of the contingency plan reflecting the new location signed off by a local emergency preparedness coordinator.

**Submitted By:**

* Name of Authorized School Official:
* Title
* Signature of Authorized School Official:
* Date:

**For Official Use Only**

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Modification or Expansion Approved? Yes \_\_\_ No \_\_\_\_ If no, reason must be given.

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Signature of VDOE Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Directory and License Change required? Yes \_\_\_ No \_\_\_\_ Changed by: \_\_\_\_\_\_\_\_\_\_\_\_

### RESOURCE LINKS

1. Guidelines for School Facilities in Public Schools

* [Guidelines for School Facilities In Virginia’s Public Schools](http://www.doe.virginia.gov/support/facility_construction/school_construction/regs_guidelines/guidelines.pdf)

1. Statewide Uniform Building Code

* [Virginia Uniform Statewide Building Code (USBC)](https://www.dhcd.virginia.gov/usbc)

1. *Americans with Disabilities Act (ADA)* Links and Resources

* **2014 U.S. Access Board Launches Online Guides to the ADA and ADA Standards**
* [US Access Board Guide to ADA Standards](https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards)
* U.S. Department of Justice ADA Information (800) 514-0301
* [Information and Technical Assistance on the American with Disabilities Act](http://www.ada.gov/)
* Expanding Your Market: Tax Incentives for Businesses
* [Tax Incentives for Businesses](http://www.ada.gov/taxincent.htm)
* 2011 ADA Update: A Primer for Small Business
* [ADA Update: A Primer for Small Business](http://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm)
* 2010 ADA Checklist for Readily Achievable Barrier Removal
* [ADA Checklist for Existing Facilities](http://adachecklist.org/)
* 2010 Standard for Accessible Design - Compliance Date: March 15, 2012
* [2010 ADA Standards for Accessible Design](http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm)
* [ADA Standards for Accessible Design 2010](http://www.ada.gov/2010ADAstandards_index.htm)