

**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

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# APPLICATION FOR CHANGE OF LOCATION

*(This form must be submitted to the Department when considering a change in location)*

**PART I: CURRENT SCHOOL INFORMATION**

Name of School:       Mailing Address:

# Physical Address:       Web Address:

Contact Person:       Telephone Number:

Fax Number:       E-Mail Address:

**PART II: NEW LOCATION INFORMATION**

New Physical Address:       New Web Address:

New Telephone Number:       New Fax Number:

Effective Date of the Proposed Change:       Reason for Change:

**PART III: SITE APPROVAL**

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 research this

prior to completing an application).

2.  Date location was visited or reviewed by VDOE Specialist \_\_\_\_\_\_\_\_\_\_\_\_\_

3.  Date location was approved by VDOE Specialist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART IV: REQUIRED ATTACHMENTS**

1.  A Certificate of Occupancy for the new location as issued by appropriate government

agency.

2.  A scale drawing of the floor plan detailing dimensions and use of each room at the

proposed location.

3.  The school shall provide at least 50 square feet of classroom or instructional area per

student excluding classroom fixtures.

4.  A copy of the building permit to ensure compliance with the Virginia Uniform Statewide Building Code (as applicable).

5.  Verification that the school is accessible, barrier free, safe, and clean (note resources below).

6.  A copy of the deed, lease or other legal instrument authorizing the school to

occupy the new location.

7.  A new guaranty instrument reflecting the change of address (as applicable).

8.  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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Change of Location Approved? Yes \_\_\_ No \_\_\_\_ If no, reason must be given.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of VDOE Specialist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Resource Links**

1. Statewide Uniform Building Code
   1. [http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html](http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html" \o "This link will take you to the Virginia Statewide Uniform Code)

1. Americans with Disabilities Act (ADA) Links and Resources
   1. **2014 U.S. Access Board Launches Online Guides to the ADA and ADA Standards**

<http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards>

* 1. U.S. Department of Justice ADA Information 800-514-0301

[www.ada.gov](http://www.ada.gov/" \o "This link will take you to ADA.gov)

* 1. Expanding Your Market: Tax Incentives for Businesses

<http://www.ada.gov/taxincent.htm>

* 1. 2011 ADA Update: A Primer for Small Business <http://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm>
  2. 2010 ADA Checklist for Readily Achievable Barrier Removal

<http://adachecklist.org/>

* 1. 2010 Standard for Accessible Design - Compliance Date: March 15, 2012

[http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm](http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm" \o "This link will take you to ADA Standards for Accessible Design)

<http://www.ada.gov/2010ADAstandards_index.htm>