

**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 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%22%20%5Co%20%22This%20link%20will%20take%20you%20to%20the%20Virginia%20Statewide%20Uniform%20Code)

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/%22%20%5Co%20%22This%20link%20will%20take%20you%20to%20ADA.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%22%20%5Co%20%22This%20link%20will%20take%20you%20to%20ADA%20Standards%20for%20Accessible%20Design)

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