

PUBLIC FACILITY REVIEW (PFR) APPLICATION PACKAGE

Public facilities are permitted in all zoning districts subject to Section 15.2-2232, VA Code Ann., and Part 201 of the Zoning Ordinance. Before building and zoning permits may be issued for any public facility, a determination must be issued that the public facility is substantially in accord with the Comprehensive Plan. To obtain a determination, please complete the attached application. Based on the type of facility, the review process will be as follows:

Formal

- If the facility requires formal review, it will be considered at a public hearing before the Planning Commission at which time the Commission will make a determination.

Administrative

- If the facility doesn't require formal review, there may be an administrative review that the Planning Commission must verify.

Exceptions

- If the facility is excepted from formal or administrative review, staff will provide the applicant with a letter noting that no PFR is required. This letter should be presented when applying for any zoning or building permits.

Facilities Requiring Formal Review

The following facilities require formal review:

- Water towers, water storage facilities, sewage treatment plants, and correctional facilities;
- When requested by the Planning Commission;
- When the Comprehensive Plan contains insufficient guidance for staff to make an administrative determination; and
- Telecommunication monopoles or towers not meeting the performance standards in Sections 32-240.10, 32-240.14, and 32-240.15 of the Zoning Ordinance.

Facilities Requiring Administrative Review

The following facilities require administrative review:

- Streets or connections to existing streets;
- Parks or other public areas;
- Public buildings or public structures;
- Public utility facilities or public service corporation facilities (other than railroad facilities) whether publicly or privately owned; and
- Widening, narrowing, extension, enlargement, vacation or change of use of streets or public areas.

Facilities Not Requiring Review

The following facilities do not require public facilities review:

- Railroad facilities;
- Facilities shown in the Comprehensive Plan;
- Paving, repair, reconstruction, improvement, drainage, or similar work;
- Normal service extension of public utilities or public service corporations;
- Any public area, facility or use which is identified within, but not the entire subject of, a subdivision or site plan;
- Facilities approved through acceptance of a proffer made as part of a rezoning; and
- Electrical transmission lines of 150kv or more.

SUBMISSION REQUIREMENTS

1. Completed PFR Application – 5 copies
Note: If request involves a telecommunications facility provide 5 copies of the additional requested information.
2. The following type and number of plans are required:
 - a. Large plans to accurately depict the layout, up to 24” x 36” (11” x 17” preferred) – 5 copies
 - b. Reduced (8.5” x 11”) copy of plans – 5 copies
 - c. Electronic copy of plans in Adobe pdf-format (submitted on a CD)
3. On a case-by-case basis, staff may request additional information to review and analyze the application.



COUNTY OF PRINCE WILLIAM

PLANNING OFFICE

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APPLICATION FOR A PUBLIC FACILITY REVIEW AND DETERMINATION

(Please type or print.)

Description of Proposed Public Facility:

Is this a telecommunications facility? Yes/No _____

If Yes, please provide the additional information requested on the following pages.

Facility Location: _____

GPIN: _____ Address: _____

Applicant Name: _____

Company Name: _____

Applicant Address: _____

Applicant Phone Number: _____ Applicant E-mail: _____

Applicant Signature: _____ Date: _____

Additional Submission Requirements for Telecommunications Facilities

(Note to applicant: Depending on the nature of the request, items 1 or 2 will pertain. Item 3 pertains to all telecommunications PFR applications.)

1. Plans for New Telecommunication Monopoles and Towers shall include the following:
 - a. Location of facility and dimensions of lease area; setbacks from property lines; position of signals, lights, and illuminations on structure, if required; location of access easements; and lot size
 - b. Address; GPIN; geographic coordinates; datum reference; site elevation above mean sea level (AMSL); antenna height(s) above ground level (AGL); north arrow; graphic scale; vicinity map at 1 inch = 2,000 feet; and magisterial district
 - c. Zoning district of site, with yard and setback requirements
 - d. Antenna(s) type, quantity, and dimensions
 - e. Location and dimensions of equipment buildings
 - f. Type and width of buffers, including planting schedule
 - g. Vertical profile of structure indicating total height of structure and the centerline height of the antenna(s) to be mounted with subject proposal
 - h. Summary of site search information and alternate location search justification; (i.e., Why was the subject site chosen and what other sites were investigated?)
 - i. Description of any previously approved SUP or PFR that established specific height, review, or locational parameters, if applicable; Attach SUP conditions and/or PFR correspondence that established parameters, if applicable.

2. Plans for Telecommunication Collocations (including commercial antennas mounted on existing structures and rooftops) shall include the following:
 - a. Location and dimensions of existing structure and lease area; position of signals, lights, and illuminations on structure, if required; and location of access easements
 - b. Address; GPIN; geographic coordinates; datum reference; site elevation above mean sea level (AMSL); antenna height(s) above ground level (AGL); north arrow; graphic scale; vicinity map at 1 inch = 2,000 feet; and magisterial district
 - c. Location and dimensions of existing and/or new equipment compound; location and dimensions of existing and/or new unmanned equipment buildings
 - d. If new proposed equipment will expand the limits of the existing equipment compound, provide the setback of the expanded area from property lines and public street rights-of-way, and type and width of buffers, including planting schedule
 - e. Vertical profile of structure indicating the total height and the relative elevation of all providers, including the centerline height of the antenna(s) to be mounted with subject proposal
 - f. Antenna(s) type, quantity, and dimensions
 - g. Description of any previously approved SUP or PFR that established specific height, review, or locational parameters for the existing monopole, tower, or structure; Attach SUP conditions and/or PFR correspondence that established parameters, if applicable.

Additional Submission Requirements for Telecommunications Facilities (cont.)

3. Office of Information Technology (OIT) requires the following information to determine if the proposed wireless facility is likely to produce interference to the Prince William County Government 800 MHz public safety radio system:
- a. Latitude, longitude and datum reference (of antenna site)
 - b. Ground/base elevation (of antenna site)
 - c. Transmitting frequency or frequency range (including type of emission bandwidth)
 - d. Effective radiated power and direction of radiation (horizontal and vertical)
 - e. Antenna specifications, model type(s), dimensions, array orientation
 - f. Radio frequency intermodulation interference study conclusion statement (completed by a qualified professional) to document that such interference is not expected
 - g. Frequency study narrative
 - h. A radio frequency engineering certification, signed by an RF engineer, stating that no interference with the public safety radio system shall be caused by the proposed facility, RF interference analysis, and compliance document.

In the OIT review process, the overall purpose is to verify and/or identify potential radio interference problems beforehand, rather than to have to react to them when problems arise. If an interference situation is identified, attention is called to it and the wireless carrier is strongly encouraged to work with the County and mitigate the situation as soon as possible. Upon request, OIT can provide a spreadsheet of County radio frequencies and other applicable technical data needed to run an interference study against the Prince William County system.

OIT may also run an intermodulation analysis between the proposed facility and other known facilities at the site against the County frequencies. For further guidance, refer to the “Best Practices Guide”, which is a standard industry consortium publication:

http://www.apcointl.org/frequency/project_39/documents/BPG.pdf

For additional information on the County’s telecommunications facilities and/or radio services and more guidance of what may be required for adequate analysis, contact the Office of Information Technology (Infrastructure Management Division) by phone at 703-792-6914 or online at

<http://www.pwcgov.org/OIT>