



## COUNTY OF PRINCE WILLIAM

1 County Complex Court, Prince William, Virginia 22192-9201  
(703) 792-6830, Metro 631-1703, Ext. 6830, FAX 792-4758  
www.pwcgov.org

PLANNING  
OFFICE

Stephen K. Griffin, AICP  
Director of Planning

### Instructions on How to Prepare Rezoning Proffer and/or Special Use Permit Condition Analysis

1. The analysis should be in a tabular format by proffer or special use permit condition number.
2. The analysis must state where (in the plan) the proffer or special use permit condition has been addressed (e.g. See sheet 2 of 12 for Proffer #2a) and when necessary a narrative to clarify the proffer or special use permit condition should be provided.
3. If the proffer or special use permit condition has been addressed by a previous plan, simply note the plan number.
4. If the proffer or special use permit condition is due at a later time, phase or permit, so state.
5. If proffer or special use permit condition cannot be explained by any of these cross-referencing techniques, provide a brief narrative by number on how the proffer or special use permit condition will be addressed.
6. Provide receipt number for monetary contributions.
7. The analysis must be revised to address the status and/or completion of any proffer or special use permit condition with the submittal of each site or subdivision plan.
8. The analysis must be revised to address the status and/or completion of any proffer or special use permit condition with the submittal of each bond/escrow extension or reduction request.

6/14/05 Revised 1989 procedures