



COUNTY OF PRINCE WILLIAM

Planning Office

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www.pwcgov.org/Planning

Pre-Submission Package for Rezoning, Special Use Permit, and Proffer Amendment Applications

Contents

Introduction	2
Request for Adjacent Property Owners List	3
Application for Deferral of Traffic Impact Analysis	4
Cultural Resources Assessment and Record Check	5
Perennial Flow Determination Verification	6

INTRODUCTION

The items contained in this Pre-Submission package require completion prior to submission of a Rezoning, Special Use Permit, or Proffer Amendment application. If you would like to request a meeting, or if you have any questions concerning the Pre-Submission Package, please contact the Planning Office at 703-792-7615, Monday through Friday, 8am to 5pm, except on Federal Holidays.

Page 3 – Request for Adjacent Property Owners List

This form is filled out by the applicant(s). Submit this form to the Planning Office:

- The applicant may choose to generate their own list of adjacent property owners, pursuant to the requirements of Section 32-700.20(5) of the Zoning Ordinance or request a list from the Planning Office. Regardless of how the list is generated the applicant will be required to submit one paper copy of the list and one electronic copy of the list in spreadsheet format. The applicant will also be required to certify the accuracy of the list with an affidavit submitted with the application. Adjacent Property Owners Lists submitted with new applications should be no older than thirty (30) days.

Page 4 – Application for Deferral of Traffic Impact Analysis (TIA)

Complete form with assistance from the PWC Transportation Department, located at 5 County Complex Court, Suite 290, Prince William, VA 22192 or 703-792-6825:

- Assess whether or not a TIA will be required to be submitted with the application.
- Staff from Transportation Planning will be present at the pre-application meeting to help determine if a TIA will be necessary at the time of submittal of an application. While a TIA may not be necessary with an application, further analysis of the proposal may necessitate submittal of a TIA later in the rezoning, special use permit, or proffer amendment application process, or during the site plan review process. Either the deferral form or a TIA is required with the submission of an application.

Page 5 – Cultural Resources Assessment and Record Check

Complete form with assistance from the County Archaeologist in the Planning Office, located at 5 County Complex Court, Suite 210 or 703-792-7615:

- Assess whether or not a Phase I Cultural Resources Survey will be required to be submitted with the application.
- While not required to be submitted with a Rezoning, Special Use Permit, or Proffer Amendment application, the County Archaeologist may recommend that a Phase I Cultural Resources Survey be submitted prior to scheduling any public hearings. All scopes of work need to be approved by the County Archaeologist prior to initiation of work.
- The form and/or a Phase I Survey is required with the submission of an application.

Page 6 - Perennial Flow Determination Verification (PFD)

Complete form with assistance from Watershed Management, located at 5 County Complex Court, Suite 170 or 703-792-7070:

- Determine if a PFD is required to be submitted with the application/environmental constraints analysis.
- The form with either a PFD or a statement of no stream prevalence is required with the submission of an application.

REQUEST FOR ADJACENT PROPERTY OWNERS LIST
(to be filled out by applicant)

REQUEST FOR:

ADJACENT PROPERTY OWNERS LIST

The Planning Office provides a service where an applicant may request that the Planning Office generate a list of adjacent property owners.

The applicant should review this list to ensure that it includes the list of owner or owners, their agent or the occupant, of each parcel involved, landowners within 500 feet of all portions of the subject property and all property immediately across the street or road from the subject property (including those parcels which lie in other localities of the Commonwealth), any homeowner and/or civic association having jurisdiction over the property or within 500 feet of the subject property, the chief administrative officer of all jurisdictions located within one-half mile of all portions of the subject property, and Marine Corps Base Quantico or Manassas Regional Airport, if portions of the subject property are located within 3,000 feet of the boundary of these facilities. Adjacent property owners lists can be emailed to the applicant for proofing and editing. *The list and the adjacent property owners affidavit must be returned with the completed application package. When returning the list please provide one paper copy along with an electronic copy in spreadsheet format. Please note that Adjacent Property Owners Lists submitted with new applications should be no older than thirty (30) days.*

For the property described below (proposals for multiple parcels should also include a copy of the plat):

GPIN	Acres

Please indicate to whom response should be sent:	
Name:	Phone:
Address:	FAX:
City/State/Zip:	Email:

APPLICATION FOR DEFERRAL OF TRAFFIC IMPACT ANALYSIS (TIA)

(to be completed with assistance from PWC Transportation Department)

www.pwcgov.org/transportation or 703-792-6825

To be completed by applicant									
Name:					Phone:				
Proposed Use:									
Location:					Lot Size: Acres				
Check one: Rezoning Special Use Permit Other:									
To be completed by applicant				To be completed by PWC Department of Transportation					
Tract/Use	Area	Zoning	Land Use	ITE Code	Trip Rate*	Trips			
						24 Hours	AM Peak	PM Peak	
Total									
1200 Daily Trips or 100 Peak Hour Trips						Yes			
*Institute of Transportation Engineers Latest Edition Trip Rate						No			

FOR OFFICE USE ONLY	
<p>A TIA (three copies and two information discs) is required to be submitted with the application. The consultant preparing the analysis must meet with the PWC Department of Transportation and VDOT to discuss the scope and requirements of the analysis before the beginning of the analysis. Additionally, at the scoping session, VDOT will determine whether a 527 Review is required, as well as the applicable fee.</p> <p>A TIA is not required to be submitted at this time. The traffic generated by the proposed development does not appear to exceed the thresholds established in §602.01 of the Prince William County Design and Construction Standards Manual (DCSM). <i>However, a TIA may be required later in the Rezoning/Special Use Permit process or during the site plan review process if subsequent details warrant. The applicant should also be aware that a 527 Review may be required by VDOT and may want to contact VDOT to verify whether a 527 Review will be warranted.</i></p> <p>A TIA has been waived by the Director for the following reason(s): _____</p> <p>_____</p> <p>Reviewed by (print name): _____ Date: _____</p> <p>Additional notes:</p>	

Cultural Resources Assessment and Record Check for Pending Development Applications

This is a desk review of the project and is subject to change if additional information becomes available.
Contact the Planning Office at 703-792-7615 or planning@pwcgov.org for more information.

Project Name: _____

Project GPIN/Address: _____

Applicant Name: _____ **Phone #:** _____

Fax #: _____ **Email:** _____

Visual Inspection Findings: _____

COUNTY ARCHAEOLOGIST OFFICIAL USE

County Records Check: (Verify reference to site on the following)

- | | | |
|--|----------|---------|
| 1. Prince William County Cultural Resources Map (GIS) | Yes_____ | No_____ |
| 2. 1820 Prince William County Map (Wood) | Yes_____ | No_____ |
| 3. 1901 Prince William County Map (Brown) | Yes_____ | No_____ |
| 4. 1904 Army Maneuvers Map | Yes_____ | No_____ |
| 5. 1915-1927 USGS 15 Minute Quad Maps | Yes_____ | No_____ |
| 6. 1933 Virginia Highway Map | Yes_____ | No_____ |
| 7. Eugene Scheel's Historic Prince William Map | Yes_____ | No_____ |
| 8. Eugene Scheel's African American Heritage Map | Yes_____ | No_____ |
| 9. County Register of Historic Sites (CRHS) | Yes_____ | No_____ |
| 10. High Sensitivity Areas – Historic Sites Map | Yes_____ | No_____ |
| 11. High Sensitivity Areas – Prehistoric Sites Map | Yes_____ | No_____ |
| 12. The Official Military Atlas of the Civil War | Yes_____ | No_____ |
| 13. Civil War Map from the Library of Congress | Yes_____ | No_____ |
| 14. American Battlefield Protection Program Maps | Yes_____ | No_____ |
| 15. Map of Fairfax, Loudoun, & Prince William Counties | Yes_____ | No_____ |
| 16. USGS Topographic Maps | Yes_____ | No_____ |
| 17. Other _____ | | |

Findings:

_____ A CRHS or a Prehistoric or Historic High Sensitivity Area is checked on the list above, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

_____ There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

_____ No archaeological and historic sites or graves are recorded on the project area.

_____ Further cultural resource review by the County Archaeologist is not warranted due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.

Comments: _____

County Archaeologist Signature: _____ Date: _____

This assessment is valid for one year from the County Archaeologist's signature date.

*All scopes of work must be approved by the County Archaeologist prior to initiation of work.

PERENNIAL FLOW DETERMINATION (PFD) VERIFICATION

(To be submitted with Application & Environmental Constraints Analysis)

Applicant Information		
Name:	Phone:	
Address:	Email:	
City/State/Zip:	FAX:	
Project Information		
Project Name:		
Project Address or GPINs:	Acreage:	
City/State/Zip Code:		
Case Type (check one):	Zoning	Special Use Permit
		Other:
USGS Stream Designation:	Perennial	Intermittent
Mapped RPA on property:	Yes	No
Existing water bodies on property:	Yes	No
Parcels containing floodplain or water bodies		
GPIN	Area (in acres)	Maximum Drainage Area of Stream (in acres)

To be completed by the applicant upon consultation with Watershed Management
<p>A PFD is required to be submitted with the Application & Environmental Constraints Analysis. A PFD plan is attached. PFD Plan Number:</p> <p>A PFD is not required to be submitted with this Application & Environmental Constraints Analysis (a statement of no stream prevalence is attached).</p>
<p>Additional comments/justification:</p>
<p>Questions regarding the PFD scope and design should be directed to Watershed Management at 703-792-7070. Questions regarding development forms and fees should be directed to Development Services at 703-792-6830.</p>