



COUNTY OF PRINCE WILLIAM

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PLANNING
OFFICE

Rebecca Horner, AICP, CZA
Director of Planning

To: Temporary Activity Permit Applicants and Internal Stakeholders

From: Lisa Fink-Butler, Zoning Administrator 

Date: July 1, 2017

Re: Updates and Clarification on Temporary Activity Permit Program (effective 7/1/17)

The purpose of this memo is to outline the changes to the Temporary Activity Permit (TAP) program. The program will continue to be administered by the Department of Development Services' Land Development Division. Pages two and three contain specific guidelines including the categorization of activities and events that do not require a TAP.

An overview of the updates is as follows:

- A tiered approach to events based primarily on number of attendees
- Clarification on multiple annual events for HOA and commercial centers
- Consistency with County regulations pertaining to agritourism and future zoning text amendments
- Four-week requirement for submittal of TAP application
- Updated TAP exclusions for events that do not require a TAP
- Food truck events with less than 5 trucks will not require a TAP

For further information or questions on the TAP Program, please contact the Land Development Division of Development Services at 703-792-6830.