



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division
TEMPORARY MODULAR OR MOBILE SALES OFFICE CHECKLIST
(Minimum Submission Requirements)

Plan Name: _____

Item #	REQUIREMENTS	Yes	No	If no, explain:
1.	Zoning.			
2.	Rezoning Case #.			
3.	Address.			
4.	GPIN.			
5.	Related plan number(s).			
6.	Temporary sale office drawn to scale on a copy of the site/subdivision plan (approved or pending). Scale no less than 1" = 50'.			
7.	Handicap access to temporary sales office. Dimensions of handicap access ramp and/or deck.			
8.	Dimensions, square footage (not to exceed 750 square feet) and height of sales office. Maximum height is one (1) story.			
9.	Sales office setback from property lines (front, back, side, & rear).			
10.	Label centerline of all roads along the site.			
11.	Travelways and aisles require dustless surface.			
12.	Show travelway width. Must be at least 22' wide.			
13.	Minimum 6" compacted 21-A type 1 material will be used for all travelways and parking lot.			
14.	Provide parking lot setback from property lines. Ten (10) foot setback is required.			
15.	Parking spaces (minimum three (3) spaces required) with dimensions.			
16.	Handicap space shall be "van accessible."			
17.	Handicap access aisle shall be construction of 1 ½" bituminous concrete or similar hard surface.			
18.	Entrance curb cut location. Provide width of entrance. Entrance to meet VDOT commercial entrance standards.			
19.	Sight distance (minimum two hundred fifty (250) feet from both directions) from the entrance to the site is required.			
20.	Temporary sales office must be securely underpinned.			
21.	Erosion and sediment control measures. Provide unit price list for erosion and sediment control escrow (on the plan). Minimum erosion and sediment control escrow is \$2,000.00.			
22.	Portable sanitary facilities outside the sales office need to be shown on the plan with handicap access.			
23.	Show landscaping and provide landscaping detail.			
24.	Standard PWC Development Control Form with all information complete (if not signed by the owner, a Power of Attorney must accompany this form).			
25.	Fees in accordance with the LDD Fee Schedule . A certified Prince William County Review Fee Calculation Sheet should be submitted.			

Please add the following notes to the Plan:

- A. The temporary modular or mobile sales office will be removed within thirty (30) days from the sale or rental of the last lot or unit. The modular or mobile sales office will be removed within one (1) year from the date of approval if all lots or units have been sold or rented. The office shall be removed within thirty (30) days of the expiration date.
- B. Hours of operation shall be between 8:00 am and 9:00 pm; outdoor lighting meeting the stands of **Section 32-250.63 (1)** shall be provided for hours of operation after sunset.
- C. Additional erosion control measures may be added at the request of the field inspector. All erosion and sediment control measures shall conform to the latest edition of the Virginia Erosion and Sediment Control Handbook.
- D. Developer is to provide accessibility for disabled per Virginia Uniform Statewide Building Code.
- E. Applicant shall post a notice in one or more prominent locations in the sales office that no sales can be made final until the plat has been recorded for this development.
- F. No sleeping accommodations shall be provided within the temporary modular or mobile sales office.
- G. If sanitary and water facilities are not connected to the sales office, bottled water will be provided and sanitary facilities within the sales office (with self-contained chemical toilet) or portable facilities outside the sales office will be pumped out by a licensed pump and haul contractor.

I hereby certify that the stated information is included on the attached plan and/or documents.

Engineer/Surveyor/Developer Signature

Date

Attachments/Hyperlinks:

- Land Development Division Fee Schedule
{<http://www.pwcgov.org/LDDFeeSchedule>}