



COUNTY OF PRINCE WILLIAM

Development Services – Land Development
 5 County Complex Court, Suite 180
 Prince William, Virginia 22192-9201
 (703) 792-6830 | FAX: (703) 792-4758
 Internet: www.pwcgov.org/zoning

Wade A. Hugh, Director
 Development Services

ZNA# _____
 Assigned Staff: _____
 Due Date: _____

date stamp

APPLICATION FOR TEMPORARY ACTIVITY PERMIT

Zoning Permit Fee: In accordance with the current [fee schedule](#)

Information to be completed by the applicant			
Applicant Name			
Mailing Address		City/State	Zip Code
Day-Time Phone		E-mail	
Temporary Activity Site Address		City/State	Zip Code
Temporary Activity Dates:		Temporary Activity Times:	
Temporary Activity Category and expected number of attendees:			
Type of Activity/Use:			
Information to be completed by staff			
GPIN	Zoning District	Acreage	Magisterial District

Submission of this application and supporting documentation does not imply approval of the use or sign. A determination will be made by the zoning administrator based on the information provided by the applicant and/or other resources. **The applicant should not promote the requested temporary use or activity prior to issuance of the permit. The applicant shall not begin setting up for temporary use or activity prior to the issuance of the permit.** Applications must be submitted at least four (4) weeks prior to the event start date.

I hereby certify that the information provided in this application is accurate, true and correct to the best of my knowledge and belief. I have read Section 32-210.01 & 32-210.02 of the Prince William County Zoning Ordinance and hereby agree to abide by the provisions of aforesaid section and temporary activity permit. Approval of this application is based solely on the documentation provided with this application. If such information should be proven inaccurate at a later date, then approval will be considered invalid.

 Signature of Applicant

Date: _____

OTHER APPLICABLE REQUIREMENTS

Setbacks: All elements of a temporary activity including all structures, all tie-downs for tents, all products, and all storage devices must be kept at least **20 feet** from all abutting street rights-of-way.

Carnivals: In addition to the requirements listed herein, please also see **Carnival Minimum Requirements**.

Signs: Each temporary activity is allowed one temporary freestanding and one temporary façade sign. Temporary Sign Permit regulations shall be followed. The sign area shall not exceed thirty-two (32) square feet. The location of the sign must be shown on the site plan or survey plat. One of the temporary signs may be approved as part of this permit without additional fee; however, the second sign would require a separate sign permit. To obtain permit for each sign, submit a separate temporary sign permit application, **two (2) copies** of the sign elevations showing dimensions, height, type of materials and architectural supports, and specify illumination and installation method. Material used in construction of a temporary sign may be vinyl or fabric as long as the sign is attached to a solid surface and completely secured on the temporary structure to prevent its activation by wind.

Parking: Adequate parking must be provided and shown on the site plan. At least 8 parking spaces are required for roadside stands. Additional parking may be required as deemed necessary by the Zoning Administrator.

Noise: Each temporary activity use shall comply with the provisions of the noise ordinance set forth in Chapter 14 of the Prince William County Code. According to Section 14-4 of the Code, the sound or noise level associated with a temporary activity use shall not exceed the maximum permissible sound pressure levels shown on the following table:

Classification	Zoning District Maximum dBA Daytime (7:00 a.m. to 10:00 p.m. weekdays and 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by Prince William County.	Zoning District Maximum dBA Nighttime (10:00 p.m. to 7:00 a.m. weekdays and 10:00 p.m. to 9:00 a.m. on Saturdays, Sundays and legal holidays observed by Prince William County.
Residential	60	55
Mixed Use District	60	55
Commercial	65	60
Office	65	60
Industrial	79	72

Final Approval:

A copy of the final zoning approval for this activity must be kept on site at all times.

Other permits:

Separate permits may be required by other agencies. On site food service will require a permit from the Health Department.

Inspections:

The County will conduct occasional inspections of temporary activities while they are in progress, and after temporary activity has ceased, to ensure compliance with all regulations of the Zoning Ordinance, especially signage and setback.

MINIMUM SUBMISSION CHECK LIST

	<p><u>Completed standard application form</u> (front page of this packet). Note: Only roadside stands for sales of seasonal goods applicants applying for temporary activity permits are required to meet with county review agencies and obtain approval from them on the Permit Review Status Sheet attached to the Application prior to submission of the application package to the Zoning Administration Division.</p>
	<p>A copy of the <u>Vendor Permit</u> issued by the Police Department (if applicable)</p>
	<p>Written narrative of the proposed activity. The written narrative is a description of the proposed activity including information about hours and dates of the activity, number of participants, location of off-street parking, temporary structures (such as moon-bounce, stage, platform, tent, ramp) traffic control and management, on-site food preparation and/or service, restroom facilities, temporary plumbing and electrical work, trash collection and disposal method, etc.</p>
	<p>Notarized authorization from the property owner or agent stating the type of activity authorized and the dates of the activity, including availability of restrooms.</p>
	<p>If you have off-site parking spaces, a notarized authorization for the property owner where the off-site parking is located is required.</p>
	<p>If restroom facilities are not available on-site, submit a letter from the adjacent property owners allowing employees and patrons to use restroom facilities, or a contract from a company providing portable sanitary facilities.</p>
	<p>For commercial sites and carnivals, provide a copy of the <u>approved site plan</u>, survey plat or detailed (to scale) sketch of the site showing location of the proposed activity (must be at least 20 feet from all abutting streets), and the required number of off-street parking spaces allocated for the activity (parking must be at least 10 feet from all streets).</p>
	<p>For residential sites provide <u>plat or aerial photo</u> showing the location of the proposed activity, and location of the off-street parking spaces allocated for the activity.</p>
	<p>Non-profit organizations must submit a copy of tax exempt certificate to demonstrate bona fide non-profit or not-for-profit status.</p>
	<p>Completed Fire Safety Plan to be submitted to the Fire Marshal's Office</p>
	<p>Application fee in the amount of \$_____. If the fee is paid by check, make payable to Prince William County.</p>
	<p>One temporary freestanding and one façade sign is allowed. If you are applying for more than one sign, the second sign shall be subject to a temporary sign permit fee (refer to the current fee schedule). Submit a separate temporary sign application for each sign.</p>

CARNIVAL MINIMUM REQUIREMENTS

Due Upon Application Submittal	
	Written Narrative of the proposed activity, including the dates and hours of the proposed activity.
	Copy of a county-approved site plan indicating the location of the carnival, dedicated parking spaces (<i>4 per 400 square feet</i>), and points of access (minimum two <u>remote</u> points of access and exit).
	List of amusement devices, temporary structures (moon-bounce, stage, platform, tent, ramp), any electrical and mechanical equipment.
	Affidavit from property owner guaranteeing lighting of the Carnival site during the duration of the event.
Completed Prior to TAP Approval (<i>Staff Only</i>)	
	Law Enforcement: Number of officers: _____ Days: _____
	Traffic Control: Number of Carnival Staff members: _____
	Access: Number of Carnival Access Points _____
	Fire Marshal's Office: Fire Safety Plan Approval: Y _____ N _____

WRITTEN NARRATIVE

Applicant may attach a typed document in place of this document.

TEMPORARY ACTIVITY PERMIT - AFFIDAVIT

Section 32-210.02 of the Prince William County Zoning Ordinance requires written approval from the property owner with any application for a Temporary Activity Permit by an applicant other than the property owner.

This _____ day of _____, _____,

I _____, as the owner and/or acting legal representative for

the owner of _____ give my consent to
(Describe the temporary activity site by address or GPIN)

_____ to conduct a temporary activity for _____
(Name of applicant) (Identify the activity)

upon the above referenced property during the period of: _____
(Dates and times)

As the owner and/or acting legal representative for the owner, I understand that I shall be responsible and made liable if the following have not been met:

- The site is not adequately cleared of all trash, debris, signs, and temporary structures
- The activity remains on the site after the expiration of the zoning permit
- Regulations of this Section have been violated or the conditions of the zoning permit have not been met

Signature: _____ Print Name: _____

Address: _____

Phone number: _____ Email address: _____

STATE OF _____

County/City of _____: to wit

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,

by _____
(Name of Person Signing Above)

Notary Public _____ My Commission expires: _____

Notary I.D. Number: _____

PERMIT REVIEW STATUS SHEET

ZNA CASE NUMBER _____	
Department Name	Address
* Department of Finance (Business License)	1 County Complex Court, Prince William, VA 22192 (703) 792-6710
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____ _____	
Department Name	Address
Fire Department	5 County Complex Court, Prince William, VA 22192 (703) 792-6360
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____ _____	
Department Name	Address
Department of Development Services (Building Development, Plan Intake)	5 County Complex Court, Prince William, VA 22192 (703) 792-4040
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Building Permit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____ _____	

ZNA CASE NUMBER: _____

Department Name	Address
Health Department (Food Preparation on Site)	8470 Kao Circle, Manassas, VA 20110 (703) 792-6310

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

HD Permit Required: Yes No

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Department Name	Address
VA Department of Transportation (UNDEVELOPED SITES)	10228 Residency Road, PO BOX 249, Manassas, VA 20110 (703) 366-1921

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

Department Name	Address
Department of Transportation (DEVELOPED SITES)	5 County Complex Ct., Suite 290, Prince William VA, 22192 (703)792-6825

Approved by: _____ Signature: _____ Date: _____
(Print Name and Title)

Denied by: _____ Signature: _____ Date: _____
(Print Name and Title)

Comments: _____

ZNA CASE NUMBER: _____

Department Name	Address
** Police Department	<input type="checkbox"/> West of Hoadly Road - 8900 Freedom Center Blvd., Manassas, VA 20110 <input type="checkbox"/> East of Hoadly Road - 15948 Donald Curtis Drive, Woodbridge, VA 22192
<input type="checkbox"/> Vendor Permit # _____ (if applicable)	
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____ _____	
Department Name	Address
Land Development – Zoning	5 County Complex Ct., Suite 180, Prince William VA, 22192 (703) 792-6830
Approved by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Denied by: _____ Signature: _____ Date: _____ (Print Name and Title)	
Comments: _____ _____	

For Roadside Stands Only:

- * Obtain sign off from Finance Office first
- ** Obtain sign off from Police Department
- *** Obtain final approved TAP from Development Services Planner