



Application for a Family Day Home (HOC2) Appeal

Date Stamp

APL _____
Planner: _____
Hearing Date: _____

Fee*: \$ _____
 Make check payable to PWC
 (*in accordance with current [Fee Schedule](#))

Applicant Information	Name		Title	
	Mailing Address		City/State	Zip Code
	Email		Phone	
Property Owner Information <small>Same as Applicant</small>	Name			
	Mailing Address		City/State	Zip Code
	Email		Phone	
Property Information	Address		City/State	Zip Code
	GPIN (Grid Parcel Identification Number)		Lot Size (Acres or Square Feet)	
	Zoning District		Magisterial District	
Subject of Appeal	This is an application to the Board of County Supervisors for an appeal from the following determination by the Zoning Administrator: _____			
Justification for an Appeal	Applicant statement (Use additional pages if necessary)			

I hereby certify that the information provided in this application and the attached evidence is accurate, true and correct to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Receipt #: _____ Date: _____

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APPEAL CHECKLIST

- 1) **The completed application and fee of \$299.00 must be received by the close of the business day no later than thirty (30) days from receiving the Zoning Determination by certified mail.**

Mail the application and payment by check to:

Prince William County Planning Office
Attn: Ms. Randy Thornton
5 County Complex Court, Suite 210
Prince William, Virginia 22192

The application form must be completed by the applicant in its entirety. Incorrect or inaccurate information may result in dismissal of the application for an appeal.

- 2) **After being received by the Planning Office a staff member will contact you to schedule a pre-application meeting to discuss the public hearing process and any additional information that will be required.**

Additional Items for the appeal process

- Homeowners' Association (HOA) approval letter if applicable
- Written Narrative
- Virginia Statewide Fire Prevention and Safety Evacuation Plan
- Pictures of the exterior of the residential building (four sides) and pictures of the proposed daycare area (indoor and outdoor areas)
- House location survey

Contact Randy Thornton, Development Services Technician, in the Planning Office at 703-792-6920 or rthornton@pwcgov.org with any questions or comments.