



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

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## **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.

### **Application for Deferral of Traffic Impact Analysis (TIA) – Page 3**

Complete form with assistance from the PWC Department of Transportation, 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.

### **Cultural Resources Assessment and Record Check – Page 4**

Complete form with assistance from the County Archaeologist in the Planning Office, 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.

### **Application for Deferral of Environmental Constraints Analysis (ECA) – Page 5**

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

- Determine if Environmental Constraints Analysis (ECA) is required.
- Either the waiver or completed form and ECA should be provided with the submission of an application.

### **Perennial Flow Determination Verification (PFD) – Page 6**

Complete form with assistance from the Watershed Management Office, 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.

# Application for Deferral of Traffic Impact Analysis (TIA)

To be completed with assistance from PWC Transportation Department

[www.pwcva.gov/departments/transportation](http://www.pwcva.gov/departments/transportation) or 703.792.6825

**To be completed by applicant:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Select One:      Rezoning      Special Use Permit      Other: \_\_\_\_\_

To be completed by applicant:				To be completed by PWC Transportation Department:				
Tract/Use	Area	Zoning	Land Use	ITE Code	(ITE Latest Edition Trip Rate)	Trips - 24 Hours	Trips - AM Peak	Trips - PM Peak
<b>Total</b>								
1200 Daily Trips or 100 Peak Hour Trips						Yes		
						No		

### FOR OFFICE USE ONLY

**A TIA (three copies and two information disks) 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 beginning the analysis. Additionally, at the scoping session, VDOT will determine whether a 527 review is required, as well as the applicable fee.

**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). 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 a TIA. 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.

A TIA has been waived by the Director for the following reasons: \_\_\_\_\_

Reviewed by (print name): \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes:





# Application for Deferral of Environmental Constraints Analysis (ECA)

Revised 06/26/2019

<b>APPLICANT INFORMATION</b>	NAME / TITLE _____			
	COMPANY _____			
	MAILING ADDRESS Street: _____			
	City: _____		State: _____ Zip Code: _____	
	EMAIL _____		PHONE _____	
	APPLICANT _____	AUTHORIZED AGENT _____	OTHER _____	
<b>APPLICATION TYPE</b>	SPECIAL USE PERMIT _____	REZONING _____	REZ/SUP PROFFER AMENDMENT _____	OTHER _____
<b>PROPOSED USE SUMMARY</b>	_____ _____			
<b>PROPERTY ADDRESS(ES)</b>	_____ _____			
<b>LIST PROPERTY GPIN(S)</b>	_____	_____	_____	_____
<b>TOTAL ACREAGE</b>	Combined total acreage of all parcels listed above. _____ acres			

**FOR OFFICE USE ONLY**

*5 hardcopies of the following shall be submitted with application. All plans shall be prepared with a scale of no smaller than 1"=100' and on sheets not to exceed 24" x 36". If prepared on more than one sheet, matchlines shall be clearly indicated where sheets join. All sheets shall be folded to a size not greater than 9"x12".*

**Full ECA is required to be submitted with the application.**

ECA Plan requirements are listed in Zoning Ordinance Sec.32-700.21 and in Reference Manual for Rezoning, Special Use Permit & Proffer Amendment Applications. <http://www.pwcva.gov/assets/documents/zoning/Reference%20Manual.pdf>

**Modified ECA is required with application.\* Provide the information as indicated below, either as Separate Plan or as Part of the GDP/SUP Plan**

- Approximate delineation of all wetland areas and Chesapeake Bay resource Protection Areas
- Areas of 15% slope or greater with ≥25% slopes differentiated; Topography shall be shown by contour lines. Contour interval shall be no more than 5 feet. Contours shall be shaded in a graphic technique showing slope conditions of 15 to 25 percent and another distinguishing graphic technique showing greater than 25 percent slope.
- Proposed impervious and pervious surfaces in tabular form
- Limits of disturbance and areas that will remain in a natural or undisturbed state
- Potential habitat for or actual occurrence of, endangered or threatened species and species of special concern
- 100-year floodplain boundary
- Mapped soil types with areas of highly erodible, highly permeable, and marine clay soils identified
- Vegetation cover types and specimen trees
- Environmental Resource (ER) boundary and acreage tabulation of ER designated onsite
- Other required information:

\_\_\_\_\_  
\_\_\_\_\_

**No ECA required for this application.\***

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

*\* ECA may be required later in the Rezoning/Special Use Permit process if subsequent details of the case warrant additional information.*

Reviewer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERENNIAL FLOW DETERMINATION (PFD) VERIFICATION**  
**(To be submitted with Application & Environmental Constraints Analysis)**

<b>Applicant Information</b>			
Name:		Email:	
Address:			Phone:
City:	State:	Zip Code:	FAX:
<b>Project Information</b>			
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	
<b>Parcels containing floodplain or water bodies</b>			
GPIN	Area (in acres)	Maximum Drainage Area of Stream (in acres)	

<b>To be completed by the applicant</b>
<p><b>A PFD is required</b> to be submitted with the Application &amp; Environmental Constraints Analysis. A PFD plan is attached. PFD Plan Number:</p> <p><b>A PFD is not required</b> to be submitted with this Application &amp; Environmental Constraints Analysis (a statement of no stream prevalence is attached).</p> <p>Additional comments:</p>

Questions regarding the PFD scope and design should be directed to the Watershed Management Office at 703-792-7070  
 Questions regarding development forms and fees should be directed to the Development Services Division at 703-792-6830