

## Planning Office Development Application Quality Control Checklist

Each application should be in accordance with the minimum requirements of [§32-700.20](#) and [§32-700.50](#) through [§32-700.51](#) of the Prince William County, Virginia, Code of Ordinances.

- An original executed **Application for Rezoning and Proffer Amendment or Application for a Special Use Permit**.
- If the owner did not sign the Application for Rezoning and Proffer Amendment or Application for a Special Use Permit an original executed and notarized **Power of Attorney** form must be submitted.
- If required, a **Waiver & Modification Form**.
- Check** made payable to "Prince William County".
- Fee Calculation Worksheet**.
- An original executed and notarized **Interest Disclosure Affidavit**.
- An original executed and notarized **Adjacent Property Owners' Affidavit**.
- Adjacent Property Owners List**
  - The names and mailing addresses of the subject property owners within 500 feet of the Property;
  - If a height modification, the names and mailing addresses of the subject property owners within 1,320 feet of the Property;
  - PDF map of the Properties that were notified.
- A copy of the **Narrative Statement**.
- A copy of the **Application for Deferral of Traffic Impact Analysis (TIA)** signed by County Transportation or three (3) copies of the **Traffic Impact Analysis**.
- A copy of the signed **Cultural Resources Assessment for Pending Development Applications** or four (4) copies of the **Phase I Cultural Resources Study**.
- Is there a **Sign Modification**?
  - A **Sign Comparison Chart**.
  - A copy of the **Sign Package**.
- Two (2) copies of the **Deed**.
- Three (3) copies of the **Legal Description**.
- Three (3) full-size copies (Architectural D – 24" x 36") and an 8 ½" x 11" reduction of the **Rezoning or Special Use Permit Plat with metes and bounds measurements**.
- A copy of the **Application for Deferral of Environmental Constraints Analysis (ECA)** or twelve (12) full size copies of the ECA.
- Twelve (12) full size copies (Architectural D – 24" x 36") and an 8 ½" x 11" reduction of the **General Development Plan (GDP), Master Zoning Plan (MZP), or Special Use Permit Plan (SUP)**.

### **Items Not Required for Application Acceptance but may be Needed in a Future Submission**

- A copy of the **Draft Proffer Statement** or **Special Use Permit Conditions**.
- Is this a **Proffer Amendment** or **Special Use Permit Amendment**?
  - Proffer Analysis**; or
  - Special Use Permit Analysis**.
- Twelve (12) copies of any **Exhibits** – Architectural Elevations, Design Guidelines, etc.

Note: Failure to include any of the mandatory documents will result in a rejected application. Once the applicant is informed of the deficiencies, they will have ten (10) business days to provide materials, or the application will be returned to the applicant.