



# **Application Package for Public Facility Review (PFR)**

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## **INSTRUCTIONS**

Planning Director

Before submission of a Public Facility Review (PFR) Application please complete a [Public Facility Determination Request Form](#) in order to determine if a PFR Application is required.

All applicable items contained in this application package must be completed and submitted. Additional information may be requested during the quality control review.

**Please attach additional pages where necessary to identify all requested information clearly.**

### **SUBMISSION REQUIREMENTS**

- **Completed PFR Application**

- PFR Fee in accordance with the current [Fee Schedule](#). Checks payable to “Prince William County”.
- Application for a Public Facility Review (Page 3)
  - Fill in the Case Name.
  - Identify the Public Facility.
  - List all affected parcels by GPIN and indicate the zoning district(s) and acreage of each parcel.
  - Describe the location of the property.
  - Give names of the property owner, authorized agent, applicant, and engineer. Check the box next to the contact person to whom correspondence on the application should be sent.
  - Sign the application.
- Provide a written narrative that includes:
  - Nature of the proposed use.
  - Statement citing the relevant chapters, goals, policies, and action strategies of the Comprehensive Plan that demonstrate that the location, character, and extent of the proposal are consistent.
- Complete the Application for Deferral of Traffic Impact Analysis (TIA) (page 4).
- Cultural Resources Assessment for Pending Development Applications (page 5).

- **The following copies and types of plans**

- 25 folded copies – Large plans to accurately depict the layout, up to 24” x 36” (11” x 17” preferred).
- 1 copy – Reduced to letter size (8 ½” x 11”) plan.
- A scale of no less than 1” = 200’.
- Contour interval no greater than five (5) feet.
- Date of plan, north arrow match lines, and sheet numbers.
- Vicinity map, preferably at 1” = 2000’.
- Present zoning district(s), including overlay districts, of the project parcel(s) and all adjacent parcels, along with their present use. Provide the project name and plan number of adjacent development as assigned by Prince William County, if applicable.
- The project parcel(s) GPIN(s) and all adjacent parcel GPINs.
- Total project site acreage.
- Generalized proposed structures and/or buildings including number and size, street access layout, off-street parking, recreation areas, open space, improvements to existing street and right-of-way, buffers, vehicles per day, and stormwater management facilities.
- Existing easements, covenants, and any other restrictions shown.
- Existing drainage facilities, including major culverts, ponds, and streams.
- Location of all existing improvements and buildings on site.
- Electronic version of plans in Adobe PDF format (submitted on a CD or other memory device).
- Location of existing vegetation and approximate grading and clearing limits.

- **On a case-by-case basis, staff may request additional information to analyze the application.**

**APPLICATION FOR A PUBLIC FACILITY REVIEW**  
TO THE PLANNING COMMISSION OF PRINCE WILLIAM COUNTY, VIRGINIA

Planning Director

**Case Name:** \_\_\_\_\_

Public Facility Review to allow the following (state the purpose of the application):

GPIN	Zoning	Acres

**Property Location:** Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets:

The name(s), mailing address(es), and telephone number(s) of owner(s), authorized agent(s), contract purchaser/lessee, and engineer(s) as applicable are (attach additional pages if necessary):

**Owner of Property\***

**Authorized Agent(s)\***

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

**Contract Purchaser/Lessee\***

**Engineer\***

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

\*Check the box next to the contact to which correspondence should be sent.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Prince William County officials and other authorized government agents on official business to enter the property as necessary to process this application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Signature of Applicant** \_\_\_\_\_

(If anyone other than owner is signing, Power of Attorney must be attached.)

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

To be completed with assistance from PWC Transportation Department

[www.pwcva.gov/Transportation](http://www.pwcva.gov/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>								
<b>1200 Daily Trips or 100 Peak Hour Trips</b>						<b>Yes</b>		
						<b>No</b>		

## **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:

## Cultural Resources Assessment for Pending Development Applications

This is a desk review of the project and is subject to change if additional information becomes available.

Contact the Planning Office at (703) 792-7615 or email [planning@pwcgov.org](mailto:planning@pwcgov.org) for more information.

<b>Applicant/ Project Information</b>	Project Name		Applicant Name	
	Email		Phone	Fax
	GPIN(s)			
	Visual Inspection Findings			

### County Archaeologist Use Only

County Records Check (Verify reference to site on the following)

- |  | Yes | No | <u>Comments</u> |
|--|-----|----|-----------------|
| 1. Virginia Department of Historical Resources (VCRIS).....  |     |    |                 |
| 2. Aerial Photography (1937 - 2021).....                     |     |    |                 |
| 3. 1820 Prince William County Map (Wood).....                |     |    |                 |
| 4. 1901 Prince William County Map (Brown).....               |     |    |                 |
| 5. 1904 Army Maneuvers Map .....                             |     |    |                 |
| 6. 1915 - 1927 USGS 15 Minute Quad Maps.....                 |     |    |                 |
| 7. 1933 Virginia Highway Map .....                           |     |    |                 |
| 8. Eugene Scheel's Historic Prince William Map .....         |     |    |                 |
| 9. Eugene Scheel's African American Heritage Map.....        |     |    |                 |
| 10. County Register of Historic Sites (CRHS).....            |     |    |                 |
| 11. High Sensitivity Areas - Historic Sites Map .....        |     |    |                 |
| 12. High Sensitivity Areas - Prehistoric Sites Map.....      |     |    |                 |
| 13. The Official Military Atlas of the Civil War .....       |     |    |                 |
| 14. Civil War Map from the Library of Congress .....         |     |    |                 |
| 15. American Battlefield Protection Program Maps .....       |     |    |                 |
| 16. Map of Fairfax, Loudoun, & Prince William Counties ..... |     |    |                 |
| 17. USGS Topographic Maps.....                               |     |    |                 |
| 18. Cemetery Database .....                                  |     |    |                 |
| 19. Other: .....   |     |    |                 |

### Findings

A CRHS (#10) or a Prehistoric and/or Historic High Sensitivity Area (#11/12) is checked on the list above, therefore, a Phase I Cultural Resources Survey\* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey\* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

Archaeological and historic sites or graves are recorded on the project area, but no Phase I Cultural Resources Survey is required at this time.

No archaeological and historic sites or graves are recorded on the project area.

No Phase I cultural resource survey is warranted at this time due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.

Comments:

County Archaeologist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This assessment is valid for one year from the County Archaeologist's signature date.

\*All scopes of work must be approved by the County Archaeologist prior to initiation of work.