

**Land Use Review Quality Control Checklist:**  
**Domestic Fowl Special Use Permit (SUP)**

**Quality Control Checklist:** Each application should be in accordance with the minimum requirements of [Section 32-700.20](#) and [Sections 32-700.50](#) and [32-700.51](#) of the Prince William County, Virginia, Code of Ordinances.

- ☐ **Check** made payable to Prince William County.
- ☐ An original executed **Application for Special Use Permit**.
- ☐ If the owner did not sign the Application for Special Use Permit, is there an original executed and notarized **Power of Attorney Form**.
- ☐ An original **Written Narrative Form**.
- ☐ An original executed and notarized **Adjacent Property Owners' Affidavit**.
- ☐ **Adjacent Property Owners List** in an excel spreadsheet of the names and mailing addresses of the subject property owners within 500 feet of the property.  
(To generate the list, visit the [Adjacent Property Owner Notification](#) website and select "Standard Application" from the drop-down list). [<https://gisweb.pwcva.gov/webapps/apn/>]
- ☐ PDF Map of the Properties that were notified.
- ☐ An original executed and notarized **Interest Disclosure Affidavit**.
- ☐ An original executed **Virginia Statewide Fire Prevention Code Fire Safety & Evacuation Plan form**.
- ☐ Drawing of the Fire Evacuation Plan.
- ☐ 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 signed copy of the Application for **Deferral of Environmental Constraints Analysis (ECA) or twelve (12) full size copies of the ECA**.
- ☐ A signed copy of the Application for **Cultural Resources Assessment (CRA) or four (4) copies of the Phase I Cultural Resources Study**.
- ☐ One (1) copy of the **Deed**.
- ☐ A copy of the **House Survey Plat with Chicken Coop Location marked**.
- ☐ Homeowners Association (HOA) approval letter (if applicable).

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