

Land Use Review Quality Control Checklist:
Family Day Home 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.

- ☐ 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 Form**.
- ☐ **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 "Home Daycare (HOC2)" 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 Form**.
- ☐ 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**.
- ☐ One (1) copy of the **Deed**.
- ☐ A copy of the **House Survey Plat**.
- ☐ A copy of the **Home Interior Layout**.
- ☐ Photos of the **Interior and Exterior of the family day home**.
- ☐ Homeowners Association (HOA) approval letter.
- ☐ A copy of current CPRA Training, First Aid Training, and Medication Administration Training (MAT) Certifications.
- ☐ **Check** made payable to Prince William County.

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.