

**Land Use Review Quality Control Checklist:**  
**Telecommunications/Monopole Special Use Permit (SUP)**

**Quality Control Checklist:** Each application should be in accordance with the minimum requirements of [Section 32-240.20](#) 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 1,320 feet of a user-selected location for the telecommunication tower and/or 500ft from the boundary of the parcel in which the tower is located.  
(To generate the list, visit the [Adjacent Property Owner Notification](#) website and select "Exceeds Maximum Height-Telecom" 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**.
- ☐ Plat/Plan/GDP/MZP/SUP Plan that includes metes and bounds measurements of the tower/monopole site. Two (2) full-size copies, folded to 9" x 12".
- ☐ A signed copy of the **Application for Deferral of Environmental Constraints Analysis** or twelve (12) full-size copies of the **Environmental Constraints Analysis (ECA)** folded to 9" x 12".
- ☐ 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 signed copy of the **Cultural Resources Assessment for Pending Development Applications** or four (4) copies of the Phase I Cultural Resources Study.
- ☐ Non-Residential – Basic or Targeted Industry letter from Economic Development.
- ☐ Engineering statement committing to non-interference.
- ☐ Propagation map to show coverage of tower.
- ☐ Line of sight analysis at different angles including a Visibility Map.
- ☐ **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.