

## **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**.
- Executed **Supplemental Information**.
- 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 a Limited Liability Company or Corporation signs the application, provide documentation of who has authority to sign on behalf of the LLC/Corporation.
- 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** with three (3) information discs, unless a 527 review is required, in which case six (6) copies with six (6) information discs must be submitted.
- A copy of the signed **Cultural Resources Assessment for Pending Development Applications** or three (3) 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 8½" 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.
- Three (3) full-size copies (Architectural D – 24" x 36") and an 8½" x 11" reduction of the **General Development Plan (GDP), Master Zoning Plan (MZP), or Special Use Permit Plan (SUP)**.

### **Recommended Items to be Submitted with an Application**

- 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**.
- Eight (8) copies of any **Exhibits** – i.e. Architectural Elevations, Design Guidelines, etc.
- Other items as identified in the Pre-Application Meeting.

**Note:** Failure to include any of the mandatory documents will result in a rejected application. Once the application is informed of the deficiencies, they will have ten (10) business days to provide materials, or the application will be returned to the applicant. For more details on quality control items see the Reference Manual for REZ, SUP, and PRA Applications located on the Planning Documents and Forms web page. ([www.pwcva.gov/planningforms](http://www.pwcva.gov/planningforms))