



# **Reference Manual**

## **for**

### **Rezoning, Special Use Permit, and Proffer Amendment Applications**

Introduction.....	2
Pre-Submission Requirements.....	3
Submission Requirements.....	4
Guidelines: Section A– Written Narrative .....	8
Guidelines: Section B – Plans .....	11
Guidelines: Section C – Proffered Conditions .....	15

# INTRODUCTION

This manual describes the process for submitting a Rezoning, Special Use Permit, or Proffer Amendment application. The application review process generally takes nine (9) to twelve (12) months to complete. Many factors influence the review time, such as, complexity of the case, Planning Commission and/or Board of County Supervisors caseload, the applicant's response time to information requests, and staff availability and caseload.

All forms, reports, and additional information are available in the Planning Office in the Development Services Building at 5 County Complex Court, Suite 210, Prince William, Virginia, 22192. Forms are available on the [Planning Office Forms web page \(pwcva.gov/planningforms\)](http://pwcva.gov/planningforms). Email questions to [planning@pwcgov.org](mailto:planning@pwcgov.org) or call (703) 792-7615.

## **Generally, the applicant is expected to do the following:**

- **Attend a Pre-Application Meeting** to identify issues that should be addressed in the application. This is mandatory for proposals for planned district developments. Pre-application meetings are scheduled for Thursday afternoons and held virtually. To schedule a pre-application meeting send an email to [planning@pwcgov.org](mailto:planning@pwcgov.org) with a brief description of the proposal in a Word document or PDF attachment, including the address and/or Grid Parcel Identification Number(s) (GPIN) of the property to be discussed at the meeting. Any information relating to the proposal, including drawings, is helpful, and will enable staff to give better feedback on the proposal.
- **Complete Pre-Submission Tasks** for inclusion with the application.
- **Submit All Mandatory Application Items** (see page 4), and any additional items identified on the minimum submission requirements checklist, completed by the Planning Office at the pre-application meeting if required.
- **Attend a Post-Submission Meeting**, which is scheduled approximately five to seven weeks after the acceptance of the application, to review the comments and any outstanding issues.
- **Conduct a Community Engagement Meeting**. Applicants should meet with community stakeholders that are impacted by the proposed application prior to the Planning Commission public hearing. This may include, but is not limited to, residents, homeowners associations, civic associations, business owners, and other local organizations within the area of impact, as applicable. For further guidance visit the [Community Engagement for Land Use Applications web page](#).
- **Contact Relevant Civic Associations**. The case planner may be able to direct and provide contact information.
- **Meet with the Supervisor and Planning Commissioner of Record**.
- **Attend Public Hearings** before the Planning Commission and the Board of County Supervisors.
- **Actively Participate in the Application Process** by having awareness of the status of the application, responding to requests for information in a timely manner, and providing feedback to the case planner about the application process.

## **The Planning Office will do the following:**

- Notify the applicant upon completion for the quality review and list the case on [ePortal \(pwcgov.org/eportal\)](http://pwcgov.org/eportal).
- Distribute the application for comment to various federal, state, and local agencies whose services may be impacted by the proposal.
- Hold a post-submission meeting.

Depending upon the extent of the issues, additional information may be requested, the Planning Commission hearing date may be scheduled, and/or an additional post-submission meeting may be scheduled.

# **PRE-SUBMISSION REQUIREMENTS**

## **1. Application for Deferral of Traffic Impact Analysis – Required**

A form to determine whether a Traffic Impact Analysis (TIA) is necessary to be submitted with an application is received either at the pre-application meeting (if required) or from the Prince William County Department of Transportation at [transportation@pwcgov.org](mailto:transportation@pwcgov.org) or (703) 792-6825. The form must be completed with the assistance of planning staff from the Transportation Office. A Transportation planning staff member will be available at the pre-application meeting to assist in the completion of the form. Either the authorized deferral form or a TIA must be submitted with an application.

## **2. Cultural Resources Assessment for Pending Development Applications – Required**

A form to check for existing cultural resources on the proposed site is received either at the pre-application meeting (if required) or from the Planning Office. The Planning Office maintains reference materials to use in determining if the site has special significance. Planning Office staff assist in the review of these materials and in completing the record check. The application for a [Cultural Resource Assessment \(CRA\)](#) is available online through ePortal. This allows Planning staff and the applicant to track progress and to maintain timelines. The completed form, signed by staff, and/or a Phase I archaeological survey must be submitted with the application. Archaeological scopes of work need to be approved by the county Archaeologist prior to initiation of work.

## **3. Perennial Flow Determination – Required**

A form to determine if a Perennial Flow Determination (PFD) is required. The form is to be completed with assistance from Watershed Management (703) 792-7070. The form with either a PFD or a statement of no stream prevalence is required with the submission of the application.

\*Note that all home business and family day home applications shall require review by the Building Official to establish conformance to applicable building codes. Other application types may also require review per the pre-application meeting discussion. Consultation with the Building Development Division prior to application is recommended. Contact the BDD at [bdd@pwcgov.org](mailto:bdd@pwcgov.org) or (703) 792-6930 for more information.

# **SUBMISSION REQUIREMENTS**

All forms, reports, and additional information are available in the Planning Office in the Development Services Building at 5 County Complex Court, Suite 210, Prince William, Virginia, 22192, or the [Planning Documents web page](#). Call (703) 792-7615 or email [planning@pwcgov.org](mailto:planning@pwcgov.org) for more information.

## **Mandatory Items**

These items must be submitted with the application. Unless otherwise indicated at the pre-application meeting the number of copies shown in parentheses after each item is required to be submitted with the application.

1. **Application Package (1 copy):** The appropriate application form and all necessary County forms must be fully completed, including the pre-submission items. The application must be signed by the property owner or duly authorized agent with power of attorney.
2. **Fees:** Fees in accordance with the fee schedule must be enclosed with submission. Checks should be made payable to "Prince William County". *Note that if a VDOT 527 Review is required (determined at TIA scoping session) a separate fee must be submitted directly to VDOT. Do not submit the VDOT 527 Review fee to Prince William County.*
3. **Deed (2 copies or more if GPIN is applied to multiple cases)** for all properties included in the application.
4. **Legal Description (3 copies)**
5. **Plat and Boundary Description (3 copies):** A separate plat is preferred for submission. The boundary description should conform to the information shown on the plat. Plat information may be incorporated into the special use permit plan or rezoning general development plan (See Section B, page 11).
6. **Written Narrative (1 copy):** Each application is reviewed, in part, for its consistency with the relevant chapters of the Comprehensive Plan. The written narrative is a description of how the proposal relates to these chapters. Please see the guidelines portion of the Manual (Section A, page 8) for typical information that should be addressed in the written narrative.
7. **Request for Adjacent Property Owners List:** The applicant is responsible for providing a list of names and addresses of owner or owners, their agent or the occupant, of each parcel involved; landowners within 500 feet of all portions of the subject property and all property immediately across the street or road from the subject property (including those parcels which lie in other localities of the Commonwealth); any homeowners and or civic associations having jurisdiction of the property or within 500 feet of the subject property; the chief administrative officer of all jurisdictions located within one-half mile of all portions of the subject property; and Marine Corps Base Quantico and/or Manassas Regional Airport, if portions of the subject property are located within 3,000 feet of the boundary of these facilities. If a height modification, the names and mailing addresses of the subject property owners within 1,320 feet of the Property. The Planning Office provides a service where an applicant may request that the Planning Office generate a list of adjacent property owners. The form to make this request is available at the pre-application meeting and should be completed and submitted to the Planning Office. Please note that adjacent property owners' lists provided with a new application should be no older than thirty (30) days. This means there should be no more than thirty days between the date the list was created and the date on which the application was received in the Planning Office. The list must then be submitted together with an Adjacent Property Owner Affidavit at application. The Planning Office notifies adjacent property owners of development proposals.

# **SUBMISSION REQUIREMENTS**

## **Mandatory Items (cont'd)**

8. **SB 549 Justification Narrative:** Identify impacts (for residential rezonings and proffer amendments only). This narrative shall include a detailed description of the following:
- Specifically identify all the impacts of the proposed rezoning or proffer amendment.
  - Propose specific and detailed mitigation strategies and measures to address all the impacts of the proposed rezoning or proffer amendment.
  - Specifically address whether all the mitigation strategies and measure are consistent with all applicable laws, including, but not limited to, [Virginia Code §15.2-2303.4](#), effective July 1, 2016.
  - Specifically demonstrate the sufficiency and validity of those mitigation strategies using professional best accepted practices and criteria, including all data, records, and information used by the applicant or its employees or agents in identifying any impacts and developing any proposed mitigation strategies and measures.
9. **Plans (3 copies or more as determined by the Case Planner):** Based on the type of application submitted, one of the following types of plans must be submitted for review. Please see the guidelines portion of this manual (Section B, pages 11-14) for typical information that should be shown on the required plans. All plans must be folded to a size not greater than nine by twelve inches (9" x 12"). **Unfolded plans will not be accepted.**
- General Development Plan (Mandatory for Rezoning Applications):** The General Development Plan (GDP) shall identify existing features of the property such as existing structures, vegetation, and water courses, and provide a schematic presentation of its intended use in a graphic, visual, and written format. The GDP shall include such specific site plan features of the proposed development including layout of internal roads, lots, and open space.
- OR -
- Special Use Permit Plan (Mandatory for Special Use Permit Applications):** The Special Use Permit (SUP) plan must be consistent with the sketch plan requirements of [Section 140 of the Design and Construction Standards Manual \(DCSM\)](#). Additional elements in the SUP plan may be required as determined at the pre-application meeting. (See [Section 32-700.50](#) of the Prince William County Zoning Ordinance).
10. **Environmental Constraints Analysis (ECA) (12 copies):** For the property that is the subject of certain rezoning and special use permit applications the ECA must show mapped information as follows:
- 15% and greater slopes shaded.
  - Highly erodible and highly permeable soils.
  - Approximate delineation of all wetland areas and Chesapeake Bay Resource Protection Areas (RPA), including Perennial Flow Determination (PFD).
  - Limits of disturbance.
  - Areas that will remain in a natural or undisturbed state upon completion of a project (including woodland conservation areas).
  - Proposed pervious and impervious surfaces.
  - Existing natural ground surface features and drainage patterns that will be preserved, including non-tidal wetlands.
  - 100-year floodplain boundary.
  - Endangered or threatened plant and animal species.
  - Tabulation of Environmental Resource Protection Overlay (ERPO) designation onsite in acres (Residential applications only). The analysis shall include a written description and generalized mapping of natural site conditions with an emphasis on those significant environmental features that could be affected by the proposed development and those that will be retained upon completion of the project. The analysis shall also describe avoidance efforts and/or mitigation techniques to minimize the environmental impacts of the proposal.

# **SUBMISSION REQUIREMENTS**

## **Mandatory Items (cont'd)**

- 11. Master Zoning Plan (MZIP) - Mandatory for any Planned District application (12 copies or more):** An application for any Planned Development District, including a Planned Mixed Residential (PMR) district, Planned Mixed District (PMD), Planned Business District (PBD), and Regional Business district, must include a MZIP (see [Section 32-700.23](#) of the Prince William County Zoning Ordinance). A MZIP is required for Residential Planned Community (RPC) applications (see [Section 32-305.03](#) of the Prince William County Zoning Ordinance). This plan consists of:
  - a. A graphic plan showing the intended uses within designated land bays on the subject property, alignment of major roads, and other important physical characteristics.
  - b. A narrative to describe the development of the property.See the Guidelines section (Section B, page 14) for information that must be addressed with the MZIP.
- 12. Phase I Archaeological Survey (3 copies or more):** A Phase I archaeological survey must be submitted if required by the Cultural Resources Assessment for Pending Development Applications (A pre-submission requirement).
- 13. Traffic Impact Analysis (TIA) (3 copies/3 information discs or more as determined by the Case Planner - unless a 527 Review is required, in which 6 copies/6 information discs must be submitted):** A TIA must be submitted with an application if the Transportation Department has not deferred it (Pre- Submission requirement). 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 a mandatory submission requirement for all Town Center special use permit applications (see #15 below).
- 14. Proffered Condition Statement - Mandatory for Proffer Amendment Applications (1 copy):** A proffer statement with proposed amendments to existing proffered conditions shall declare in the first paragraph that it supersedes any statement previously submitted for proffered conditions and shall denote the revisions by strike-through and/or underlining. An accurate proffer analysis (e.g., which proffered conditions have been satisfied), as well as a narrative description of the changes shall accompany the revised proffer statement. See the Guidelines section of this manual (Section C, pages 15-16) relating to proffer statements for more information.
- 15. Town Center Special Use Permit Requests:** In addition to the submission requirements for a special use permit, requests for a Town Center special use permit shall include the following (see [Section 32-700.51](#) of the Prince William County Zoning Ordinance for more information).
  - a. **Transportation Information:** Detailed transportation information shall be submitted including:
    - i. A town center street grid plan, which provides characteristics for each block that defines public and private streets, roadway alignments, right-of-way widths, and other detailed transportation engineering information.
    - ii. A Traffic Impact Analysis (TIA).
    - iii. An estimate parking tabulation for both on- and off-street parking for land uses, including an assessment for shared parking, which may supersede the requirements of the Zoning Ordinance and the Design and Construction Standards Manual.
  - b. **Schematic Land Use Plan:** This plan shall depict land bays and blocks describing minimum to maximum ranges including uses, yard dimensions, building setbacks, density, floor area ratios, etc.
  - c. **Phasing Plan:** This plan shall identify the order in which development, public facilities, improvements, and amenities will be provided, constructed, dedicated, or reserved.
  - d. **Community Facilities and Infrastructure Plan:** This plan shall identify community facilities and infrastructure, such as police and fire protection facilities, schools, libraries, utilities, and other public use elements.
  - e. **Urban Design Guidelines:** These guidelines shall address in narrative and/or graphic form those characteristics relating to proposed buildings and structures, including heights, massing, setbacks, etc.
  - f. **Streetscape and Landscape Plan:** This plan shall demonstrate the planting concepts intended to be implemented in the proposed town center.
  - g. **Fire and Rescue Contingency Plan:** This plan shall address responsibilities for cleanup from firefighting and shall be acceptable to the Department of Fire and Rescue.



# **SUBMISSION REQUIREMENTS**

## **Mandatory Items (cont'd)**

### **OTHER ITEMS**

Any other items identified by staff at the pre-application meeting must be submitted.

NOTE: Plans containing waivers and/or modifications involving engineering for street standards or stormwater management facilities must be filed, including filing fee, with the Department of Development Services and approved concurrent with the submission of a rezoning, special use permit, or proffer amendment application.

### **RECOMMENDED ITEMS**

Additional information that is helpful to County staff in reviewing applications.

- Draft Proffered Conditions - Rezoning (REZ) Applications: Offered by the applicant to resolve development issues. Submission of proposed proffered conditions facilitates the rezoning application review process. Review time of the application may likely be extended if proffered conditions are not provided with the application. See the Guidelines portion of this Manual (Section C, pages 15-16) relating to proffer statements. Recommended for all rezoning applications. Required for all proffer amendment applications.
- Draft Proposed Conditions of Approval - Special Use Permit (SUP) Applications: The applicant may choose to offer conditions of approval to serve as a guide in establishing the final conditions of approval. Required for Special Use Permit amendment applications.
- Architectural Information: Recommended for all Special Use Permits and for all non-residential rezoning applications.
- Site Lighting Information: Recommended for all Special Use Permits and for all non-residential rezoning applications.
- Sign Programs: Recommended for all Special Use Permits and for all non-residential rezoning applications.
- Zoning Proffer Determination: Recommended for Proffer Amendments only.
- Proffer Analysis: Recommended for Proffer Amendments only.
- Special Use Permit Analysis: Recommended for Special Use Permit amendments only.

# GUIDELINES

## Section A – Written Narrative

The written narrative is a description of how the proposal relates to the relevant chapters of the [2040 Comprehensive Plan](#) and should address the following elements at a minimum, as applicable.

**Executive Summary:** Describing what is being requested by the application and should include the following:

- Existing zoning district and proposed zoning district for a Rezoning or the particular use associated with a Special Use Permit.
- Site Location: Include nearest intersection, number of acres, GPIN(s) and address(es).
- Existing Comprehensive Plan classification on the Long-Range Land Use Map.
- Surrounding land use to the north, east, west and south of the subject site.
- Background and Context describing any existing proffers, Special Use Permits, prior approvals, variances or Nonconforming Uses (NCUs) associated with the subject site.

**Land Use:** Whether the proposed zoning and/or land use(s) are consistent with the long-range land use designation, as well as:

- Proposed uses and impacts on public facilities.
- Proposed maximum number of dwelling units, and floor area ratio (FAR) for non-residential uses.
- Maximum height of all proposed structures.
- Mitigation of impacts on neighboring properties, including vehicular access plan, landscaping and screening, peripheral setback and yard requirements, and transitions of density/intensity of land use.
- Proposed special amenities including a commitment to landscaping with indigenous, drought tolerant species listed in the Design and Construction Standards Manual.
- Proposed phases of development and their relation to supportive utilities, facilities, transportation, and service component to accommodate the impacts of the development.
- Description of proposed permitted waivers and modifications to the Prince William County Zoning Ordinance.
- A phasing plan ensuring that the primary use of the site, in accordance with the Comprehensive Plan, is predominant throughout site development for town centers and mixed-use development in areas planned Mixed Use (MU) or Office Mixed Use (OMU).
- Whether or not the property is located within an approved or planned sector plan area or other special district (e.g., Prince William Parkway Taxing District), and how the proposal addressed the goals, objectives, action strategies, and requirements for the sector plan or special district.

**Community Design:** How the proposal will address the principles and standards of community design, including the illustrative design guidelines for office development and gateway corridors, such as, but not limited to:

- Providing pedestrian links between residential and commercial properties and community facilities.
- Providing wide sidewalks in commercial areas.
- Incorporating crime prevention principles into site and building designs.
- Providing parking at the rear of commercial buildings.
- Locating new structures close to the street edge (non-residential).
- Eliminating or limiting large parking lots between public streets and building entrances (non-residential)
- Preserving natural and scenic resources in rural areas.
- Designing permitted non-residential structures in the Rural Area as building groupings, with no large, single-use structures.
- Protecting historic properties through appropriate design of adjacent properties preservation of views to and from historic properties.
- Designing of natural storm water management designs such as wet ponds and as architectural features of new developments.



# **GUIDELINES**

## **Section A – Written Narrative (cont'd)**

### **Community Design (cont'd)**

- Protecting and restoring the natural terrain, drainage, and vegetation.
- Aligning new roads to the natural contours of the land.
- Building architecture, signs, landscaping, lighting, and retention of natural vegetation.
- Preserving and/or providing open space.

**Cultural Resources** – Address the following (if deemed applicable by the Cultural Resources Assessment for Pending Development Applications which is a pre-submission requirement):

- Identify general areas that have historic or scenic assets deserving protection and preservation, and propose measures for protection, preservation, and maintenance of same.
- Identify existing cemeteries and measures to protect or relocate them in accordance with state law.
- Provide a Phase I, Phase II, and/or Phase III level archaeological study.

### **Economic Development – For non-residential proposals:**

- Identify whether the proposed use is an existing county-based business or targeted industry, as identified in the Prince William County marketing plan.
- Verify consistency of the proposal with the Prince William County Strategic Plan.

### **Environment** – Address the following:

- Identify how the proposal will preserve, protect, and/or enhance environmental resources in the County, and what mitigation measures are proposed to minimize the environmental impacts of the proposal.
- See Environmental Constraints Analysis (ECA) (Section B, page 12-13). The analysis should identify how those constraints identified will be addressed by the proposal.
- Existing or proposed stormwater management (SWM/BMP) facility.

### **Fire and Rescue** – Discuss how fire safety will be addressed:

- Impacts of the proposal on established Level-of-Service (LOS) standards.
- Additional mitigation measures such as sprinklers and fire-rated construction if outside of travel time.
- Proposed improvements, including possible transportation improvements to achieve a satisfactory LOS.
- Additional fire protections for residential projects with reduced setbacks and zero lot lines.

### **Parks, Open Space, and Trails** – Describe how parks, open space, and trails needs will be addressed:

- Impacts of the proposal on established LOS standards.
- Identify environmental, heritage, recreational, or blueway corridors within the vicinity of the project area.
- Improvements proposed.

### **Police** – Describe how police safety will be addressed:

- Impacts of the proposal on established LOS standards.
- Identify name(s) and location(s) of police district stations and field offices serving the project area.
- Provide information regarding the use and implementation of Crime Prevention Through Environmental Design (CPTED) in the design of all buildings and sites.
- Identify methods to mitigate adverse impact on police emergency communications systems.

### **Potable Water** – Describe how water will be provided to the site:

- Relationship of the proposed development to supportive public utilities.
- Improvements proposed, especially if the proposal lies on groundwater or recharge areas.

# **GUIDELINES**

## **Section A – Written Narrative (cont'd)**

**Sanitary Sewer** – Describe how sewer service will be provided to the site:

- The relationship of the proposed development to supportive public utilities, where consistent with the Comprehensive Plan.
- Improvements proposed.

**Schools** – For residential proposals, identify methods to reduce impacts on the public school system:

- Impacts of the proposal on established LOS standards.
- Improvements proposed.

**Telecommunications** – For telecommunications infrastructure proposals, describe how the impacts of telecommunications structure to adjacent properties will be addressed:

- Address submission requirements as found in [Section 32-240.20](#) of the Prince William County Zoning Ordinance.
- Provide overall statement of justification/need, visual photo simulations, letter of carrier and lease intent, antenna specifications, radio frequency (RF) non-interference contingency, and propagation/coverage exhibits (if available).

**Transportation** – Describe measures to achieve level of Service “D” or better:

- Impacts of the proposal on established LOS standards.
- Improvements proposed, both motorized and non-motorized.
- Traffic Impact Analysis (TIA) as determined by PWC Department of Transportation (Pre-submission requirement).
- Address connectivity of trails and sidewalks with a community and to adjacent properties.
- If applicable, the narrative should generally address the requirements discussed in VDOT 527 regulations (determined at TIA scoping session).

# **GUIDELINES**

## **Section B - Plans**

**Scale of Plans** – All graphic plans shall be prepared with a scale of 1" = 100' or less and on a sheet size not to exceed 24" x 36". If prepared on more than one sheet, match lines shall be clearly indicated where the sheets join.

**Folded Plans** – All sheets shall be folded to a size not greater than 9" x 12". **Unfolded plans will not be accepted.** An 8½" x 11" reduced copy of all graphic plans shall also be submitted.

**Plat** – The plat must be prepared by a certified land surveyor or licensed civil engineer (see [Section 32-700.20](#) of the Prince William County Zoning Ordinance). A separate plat is preferred for submission. The boundary description should conform with the information shown on the plat. Plat information may be incorporated into the special use permit plan or rezoning general development plan and shall contain the following:

- Bearings and distances with a scale no greater than 1" = 100' for all property lines and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale and North arrow.
- Names of boundary roads or streets and width of existing rights-of-way.
- Grid Parcel Identification Number(s) (GPIN).
- The following notes are to be included on the rezoning plat as applicable:
  - Deed Description – Note to be used when rezoning plat is not based on a field run boundary survey:  
The area(s) for rezoning, as shown hereon, are/is based upon deed/plats of record and does not purport to represent a field run boundary survey by \_\_\_\_\_ (include name of engineering firm providing survey) at this time.
  - The proposed rezoning is by the entirety of the subject parcel(s), and not by metes and bounds or areas, all of which are subject to minor revisions based upon a current field run boundary survey.
  - Boundary Survey – Note to be used when rezoning plat is based on a field run survey:  
The area(s) for rezoning as shown hereon, are/is based upon a current field run boundary survey by \_\_\_\_\_ (include name of engineering firm providing survey) and conforms with the standards established by the Commonwealth of Virginia, and the configuration may differ from that shown on the Prince William County Mapper.

**General Development Plan (GDP)** – Refer to [Sections 32-700.20 and 32-700.21](#) of the Prince William County Zoning Ordinance for more information. GDPs are generally prepared by a certified land surveyor or licensed civil engineer and contain the following:

- Vicinity map at 1" = 2000'.
- Owner and project name.
- Grid Parcel Identification Number(s) (GPIN), name, present zoning, and zoning and use of all abutting or contiguous parcels.
- Property lines with bearings and distances, and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale and North arrow.
- Names of boundary roads or streets and width of exiting rights-of-way.
- Any easements and/or encumbrances.
- Topography, indicated by contour lines with an interval of not more than five (5) feet.
- Proposed roads, with right-of-way width, including those identified in the Comprehensive Plan that will connect with or pass through the subject property.
- General locations of proposed major access points to existing streets and to future rights-of-way identified in the Comprehensive Plan.
- Both sides of existing rights-of-way, with all existing and planned curb cuts shown.
- List of the proposed density for each dwelling unit type and/or intensity of each non-residential use.
- Location of any open space and buffer areas, storm water management facilities, and community public facilities.
- Location of existing and proposed utilities.

# **GUIDELINES**

## **Section B -Plans (cont'd)**

### **General Development Plan (GDP) (cont'd)**

- Vehicular and pedestrian circulation plan, including traffic counts and typical street sections, right-of-way improvements, access point, travel ways, parking, loading, stacking, sidewalks, and trails.
- Layout and orientation of buildings and/or improvements, building use, height, setbacks, and restriction lines.
- Location and design of screening and landscaping.

**Special Use Permit (SUP) Plan** – The SUP plan must be consistent with the sketch plan requirements of the Design and Construction Standards Manual (DCSM). SUP plans are generally prepared by a certified land surveyor or licensed civil engineer (see [Section 32-700.50](#) of the Prince William County Zoning Ordinance) and contain the following with additional elements required as determined at the pre-application meeting:

- Phasing Plan, if applicable.
- Special signage proposals, if desired, in accordance with [Section 32-250.23](#).
- General site grading plan.

**Environmental Constraints Analysis (ECA)** – The ECA shall provide a description and generalized mapping of natural site conditions, with an emphasis on those significant environmental features that could be affected by the proposed development, and those that will be retained upon completion. A quantification of the acreage and percentage of the environmental features should also be included. The following information shall be addressed by a graphics plan and accompanying text:

- Approximate delineation of all wetlands and Chesapeake Bay resource protection areas, if applicable (or written indication of “No mapped RPA”), including Perennial Flow Determination (PFD).
- Areas having slopes of 15% and greater, clearly indicated by separate shading devices or written indication of “No areas having slopes of 15% or greater”).
- Estimate the amount and extent of impervious and proposed pervious surfaces (show in tabular form). Identify general locations of impervious surfaces and estimate maximum impervious surface amounts upon completion of development.
- Limits of disturbance.
- Applications with a residential component, tabulate the amount of designated Environmental Resource Protection Area (ERPO) in acres.
- Delineation of the area of the property that will remain in a natural or undisturbed state upon completion of the project, including woodland conservation areas.
- An inventory of federal and state endangered or threatened plant and animal species and species of special concern as identified on the Natural Heritage Resource (NHR) Map and by the Department of Game and Inland Fisheries. The NHR map is produced annually and is labeled [General Location Areas of Natural Heritage Resources](#) prepared by the Department of Conservation and Recreation, Division of Natural Heritage.
- If information is not clear upon review of the map supplemented by ground truthing or a wetlands analysis, where applicable, or if property is shown as affected, contact the Project Review Coordinator to help with the inventory and any recommended protection measures ([www.dcr.virginia.gov](http://www.dcr.virginia.gov)). To identify animal species, contact the Department of Game and Inland Fisheries ([www.dgif.virginia.gov](http://www.dgif.virginia.gov)).
- Watercourses, to include the approximate location of the 100-year floodplain, if applicable, based on FEMA maps, or written indication of “No floodplain”, and proposed buffers along the watercourses.
- Areas of highly erodible, highly permeable, and marine clay soils (Categories 2 and 3) and measures to avoid or mitigate development on sensitive soils must be described and/or illustrated.
- Describe how water bodies, including non-tidal wetlands and shoreline will be protected during construction (as characterized on USGS maps, Corps of Engineers Jurisdictional Determinations, 100-year floodplain and resource protection areas (RPA).

# **GUIDELINES**

## **Section B -Plans (cont'd)**

### **Environmental Constraints Analysis (ECA) (cont'd)**

- All specimen trees shall be located and identified on the plan. Information that must be collected includes species and diameter which should be measured four and one-half (4-½) feet above the ground, or a tree with a diameter of 75% or more of the diameter of the current state champion of that species, and any county and state champion trees.
- **Vegetative Cover Types** – Describe or show existing woodlands and discuss or show plans to remove or retain, whether in or out of the limits of clearing and grading. Provide information on the age of stand or diameter of dominant trees. To provide information, consult **Forest Cover Types of the United States and Canada**, published by the Society of American Foresters. Contact the Society of American Foresters Sales office at 5400 Grosvenor Lane, Bethesda, Maryland, 20814, or [www.eforester.org](http://www.eforester.org) or (866) 897-8720. Descriptions of forest cover should be identified by the names listed below. The following is a list of valid names of forest cover types in Prince William County as taken from **Forest Cover Types of the United States and Canada**:
  - White Oak
  - White Oak – Black Oak – Northern Red Oak
  - Red Maple
  - Northern Red Oak
  - Chestnut Oak
  - Yellow Poplar
  - Yellow Poplar – Eastern Hemlock
  - Yellow Poplar – White Oak – Northern Red Oak
  - Sweetgum – Yellow Poplar
  - River Birch – Sycamore
  - Black Locust
  - Virginia Pine
  - Eastern Red Cedar
  - Eastern Hemlock
- The use of other more generic descriptions, such as “mixed hardwoods” or “old field succession”, are not valid. They are not from the Forest Cover Types classification system. The use of such names probably indicates that the applicant has not assessed the site’s existing forest cover types using the prescribed system. In some instances, there may be tree plantations with descriptions such as “White Pine Plantation” or “White Pines” or “Loblolly Pine Plantation” or “Loblolly Pines”.
- The labeling of the forest cover types should be shown graphically on the ECA in much the same way that soil types are shown with lines that delineate changes in types. To make soil and vegetation cover types distinct, some form of unique delineation should be used. Also, the usual practice of identifying where the tree line ends and open areas begin should be continued.
- In addition to the name of the cover type, a description of the age of the stand or diameter class should be included. This is based on the size of the trees that are “dominant”. This means trees that make up the uppermost portion of the canopy. Although not specifically mentioned, it is preferred that diameter classes reflect those of the DCSM 800 Table 8-5 or as follows:

Dominant trees are:

  - 5’ height to 4” dbh = Seedling/Sapling
  - >4” dbh to 8” dbh = Young Stand
  - >8” dbh to 12” dbh = Medium-Aged Stand
  - >12” dbh to 20” dbh = Mature Stand
  - >20” dbh = Very Mature Stand

# **GUIDELINES**

## **Section B - Plans**

### **Environmental Constraints Analysis (ECA) (cont'd)**

- When adjacent to a perennial stream, describe or show how to mitigate impacts of development on the following areas which are listed in order of priority and by this hierarchy:
  - Wooded slopes of 25% and greater with highly erodible soils, permeable soils, or marine clay soils.
  - Wooded slopes of 25% and greater having a continuous area of 10,000 square feet.
  - Wooded slopes of 15% and greater with highly erodible soils, permeable soils, or marine clay soils.
  - Wooded and non-wooded 100-year floodplain.
  - Non-wooded slopes of 15% and greater with highly erodible soils, permeable soils, or marine clay soils.
  - Non-wooded slopes of 25% and greater having a continuous area of 10,000 square feet.
  - Non-wooded slopes of 15% and greater with highly erodible soils, permeable soils, or marine clay soils.

**Master Zoning Plan (Graphic)** – The graphic portion of the MZP shall be prepared in accordance with the plan scale and sheet size as identified in this manual and shall include the information required for the rezoning GDP and the following:

- General boundaries and area of each proposed land bar or section, areas to remain undisturbed by site development, proposed land uses, the relative density/intensity of development within each land bay, principal street systems, and recreation areas or public use areas to be located within the project.
- A table that shows, for each land bay, the range of uses, number of dwelling units for residential areas or square footage of floor space for commercial, office, or industrial areas and their respective acreage, and floor area ratio or density of development.

**Master Zoning Plan (Narrative)** – A narrative in the form of a development analysis is required for Planned Districts. See [Section 32-700.24](#) of the Prince William County Zoning Ordinance for a description of the format and content of this analysis.

- Development greater than 25 acres shall require the submission of a phasing schedule. That schedule describes the stage during the development when the required public or community facilities, such as schools, libraries, recreation and open space areas, major streets, and commuter parking lots shall be dedicated or constructed. The sequence in which all proffered conditions will be satisfied should be addressed in the phasing schedule.



# **GUIDELINES**

## **Section C – Proffered Conditions**

**The following guidelines describe the recommendations for proffer statements.**

**Paper Size** – 8½” x 11” (Standard Letter).

**Introductory Sentence** – States that the use and development of the property shall be in substantial accordance with the proffered conditions.

**Page Headings** – The first page should include a heading consisting of the following:

- PROFFER STATEMENT – Centered in all capital letters at the top.
- Applicant name(s) and the project name.
- Date of original proffered conditions, and date(s) of all revisions.
- Rezoning file number. A proffer statement superseding a previous statement accepted under a different rezoning shall include the old case number in the heading after the new application number, clearly identifying the new proffer statement as replacing the old.
- Grid Parcel Identification Number(s) (GPIN).
- Each successive page should include a heading consisting of the following:
  - PROFFER STATEMENT – Centered in all capital letters at the top.
  - Applicant name(s) and project name.
  - Date of original proffered conditions, and date(s) of all revisions.
  - Rezoning file number.

**Margins** – 2½” at the bottom of the page with 1” at the top and both sides.

**Page Numbers** – Each page should be numbered and related to the total number of pages (e.g.: Page 1 of 2).

**Lines** – Text should be single- or double-spaced and all first lines of paragraphs should be indented.

**Headings** – Proffered conditions should be numbered and grouped under headings corresponding to the chapter elements of the Comprehensive Plan. Proffered conditions, which do not specifically address a policy or action strategy of the Comprehensive Plan, may be grouped under the heading “MATERIALLY RELEVANT”.

Proffered conditions offering mitigation of the impact of the proposed development on adjacent and nearby uses relate to the Land Use element of the Comprehensive Plan and should be grouped in subheadings under the Land Use heading. Examples are limitations on land use, screening and buffering, or design performance standards for architecture, signage, lighting, and landscaping.

**Revisions** – Revised proffer statements shall declare, in the first paragraph that they supersede any statement previously submitted and shall denote the revision by strike-through and/or underline. A narrative description of the changes shall accompany the revised proffer statement. A “clean copy” of the proffer statement shall be submitted along with the copy showing the revisions.

**Signature** – All proffer statements must be signed by the owner(s) of the subject property or an agent authorized by power of attorney. Signatures must appear on all the copies submitted.

**Language In General** – The responsibility for fulfillment of a proffered condition normally lies with the applicant and/or property owner. A proffer statement that applies to land that has several owners or various zoning categories may stipulate specific responsibilities and define specific locations for the fulfillment of the proffered conditions. The County’s policy is to treat multiple applicants and/or owners as having joint responsibility for proffer conditions.

- A proffer must clearly and concisely describe its objective. The clarity of the meaning of a proffered condition is critical to avoid difficulty in future interpretations.

# **GUIDELINES**

## **Section C -Proffered Conditions (cont'd)**

### **Language In General (cont'd)**

- A proffer specifying monetary contributions and/or land dedications shall state the purpose of the contribution and that the contribution is to the Prince William Board of County Supervisors.
- A proffer must state the circumstance of its performance, especially the time frame in which it will be performed. The timing must relate to easily understood, discrete events (e.g., issuance of building permits, approval of site plans, etc.).
- A proffer that attempts to restate or reduce existing state or county standards is not an acceptable proffer and shall not be included in the statement.
- All proffered improvements not required by minimum standards should reference the existing standards as a method or intent of the proffer.
- Style of wording should be consistent.
- Staff can assist with some preferred standard language for proffered conditions. One such item is an Escalator Clause:
  - **Escalator Clause:** The time between the approval of the rezoning/special use permit by the Board of County Supervisors and the actual development of the site may be lengthy, diminishing the current dollar value of proffered monetary contributions. The proffer statement should, therefore, account for inflation by adjusting the contribution amount. Any monetary contributions set forth in the development conditions which are paid after eighteen (18) months following the approval of the project are normally adjusted in accordance with the Urban Consumer Price Index (CPI-U) computed by the United States Department of Labor. A cap of the percentage increase of a monetary contribution is included in any Escalator Clause.