

Application for a Family Day Home (HOC2) Appeal

Date
Stamp

| |
|---------------------|
| APL _____ |
| Planner: _____ |
| Hearing Date: _____ |

Fee*: \$ _____
Make check payable to PWC

| | | | |
|--|---|---------------------------------|----------|
| Applicant Information | Name | Title | |
| | Mailing Address | City/State | Zip Code |
| | Email | Phone | |
| Property Owner Information Same as Applicant | Name | | |
| | Mailing Address | City/State | Zip Code |
| | Email | Phone | |
| Property Information | Address | City/State | Zip Code |
| | GPIN (Grid Parcel Identification Number) | Lot Size (Acres or Square Feet) | |
| | Zoning District | Magisterial District | |
| Subject of Appeal | This is an application to the Board of County Supervisors for an appeal from the following determination by the Zoning Administrator: _____ | | |
| Justification for an Appeal | Applicant statement (Use additional pages if necessary) | | |

I hereby certify that the information provided in this application and the attached evidence is accurate, true and correct to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Receipt #: _____ Date: _____

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APPEAL CHECKLIST

- 1) **The completed application and fee must be received by the close of the business day no later than thirty (30) days from receiving the Zoning Determination by certified mail.**

Mail the application and payment by check to:

Prince William County Planning Office
Attn: Land Use Review Division Manager
5 County Complex Court, Suite 210
Prince William, Virginia 22192

The application form must be completed by the applicant in its entirety. Incorrect or inaccurate information may result in dismissal of the application for an appeal.

- 2) **After being received by the Planning Office a staff member will contact you to schedule a pre-application meeting to discuss the public hearing process and any additional information that will be required.**

Additional Items for the appeal process

- Homeowners' Association (HOA) approval letter if applicable
- Written Narrative
- Virginia Statewide Fire Prevention and Safety Evacuation Plan
- Pictures of the exterior of the residential building (four sides) and pictures of the proposed daycare area (indoor and outdoor areas)
- House location survey

Contact the Planning Office at (703) 792-7615 or planning@pwcgov.org with any questions or comments.