



# **Application Package for Rezoning and Proffer Amendments**

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# **INSTRUCTIONS**

All items contained in this application package must be completed and submitted with the supplemental items identified in the reference manual. Additional information may be requested during the pre-application conference (mandatory for proposals for planned districts). Please attach additional pages where necessary to identify all requested information clearly.

## **Application for a Rezoning/Proffer Amendment – Page 3 REQUIRED**

- Fill in the project name and number (pre-submission requirement).
- Identify the rezoning or proffer amendment request.
- Describe the property location.
- Give names of the owner of the property, authorized agent(s), contract purchaser/lessee, and engineer. Please check the box next to the contact person to whom correspondence on the application should be sent.
- Sign the application. If the owner(s) of the property does not sign the application, a power of attorney must be submitted; see page 9.

## **Application Supplemental Information – Page 4 REQUIRED**

- Complete the worksheet with requested information including acreages and square footage.

## **Fee Calculation Worksheet – Page 5 REQUIRED**

- Complete form based on the attached fee schedule.

## **Request for Modification or Waiver of Standards – Page 6**

- Complete form if a modification or waiver of standards is proposed as part of the rezoning or proffer amendment request. Only those provisions of the Zoning Ordinance or the Design and Construction Standards Manual that may be waived by the Board of County Supervisors may be listed on this form.

## **Interest Disclosure Affidavit – Page 7 REQUIRED**

- This form is required to disclose whether or not any member of the Planning Commission or Board of County Supervisors has greater than ten percent interest in the company or relating to the proposal. Must be signed by the property owner(s).

## **Special Power of Attorney Affidavit – Page 8**

- This form is required if someone other than the property owner(s) is signing the application and other documents requiring the property owner(s) signature.

## **Adjacent Property Owners Affidavit – Page 9 REQUIRED**

- The adjacent property owners list (which may be requested with the pre-submission package) must be certified by the property owner(s) as being accurate and fulfilling the requirements of Section 32-700.20(5) of the Zoning Ordinance. The Adjacent Property Owner List submitted with an application should be no older than 30 days.

## **Fee Schedule – Pages 10-13**

## **Special Note from Tax Assessment Office**

*A parcel with a rezoning change or proffer amendment approved after January 1, 2022, will be reassessed based on the new zoning or amended proffers. This revised assessment will be effective on the date the new zoning designation or proffer amendment is approved by the Prince William Board of County Supervisors and could affect the tax due for that year. If you have any questions about this matter, please contact Real Estate Assessments staff at (703) 792-6780 or [realestate@pwcgov.org](mailto:realestate@pwcgov.org).*

# Application for:                      Rezoning                      Proffer Amendment

TO THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA

**Project Name:** \_\_\_\_\_

The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agents thereof, do hereby petition to change the zoning of the property described below and shown on the accompanying plans, which are made part of this application, as follows:

GPIN	From:	To:	Acres

**-OR-**

**The undersigned propose(s) to amend the proffered conditions of Rezoning #** \_\_\_\_\_

**Property Location:** Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets:

\_\_\_\_\_

\_\_\_\_\_

The name(s), mailing address(es), and telephone number(s) of owner(s), authorized agent(s), contract purchaser/lessee, and engineer(s) as applicable are (attach additional pages if necessary):

**Owner of Property\***

**Authorized Agent(s)\***

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Contract Purchaser/Lessee\***

**Engineer\***

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

\*Check the box next to the contact to which correspondence should be sent.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Prince William County officials and other authorized government agents on official business to enter the property as necessary to process this application.

**Signed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_.

**Signature of Owner** \_\_\_\_\_

(If anyone other than owner is signing, Power of Attorney must be attached.)

# Rezoning & Proffer Amendment Application Supplemental Information

\*Required information. Proposed Zoning Changes require only one line completed.

<b>Case Name*</b>	
<b>Proposal*</b>	

<b>Land Information</b>			
<b>Total Area*:</b>		_____ acres	
<b>Disturbed Area*</b> .....	_____ acres	<b>Open Space Area</b> .....	_____ acres
<b>Impervious Area*</b> .....	_____ acres	<b>Recreational Area</b> .....	_____ acres

<b>Structure &amp; Lot Information</b>			
		<b>Non-Residential and Mixed-Use Square Footage</b>	
<b>Residential Lots</b> .....	_____	<b>Institutional or Educational</b> .....	_____ sq.ft.
<b>Single Family Lots</b> .....	_____	<b>Telecomm Cabinet</b> .....	_____ sq.ft.
<b>Townhouse Lots</b> .....	_____	<b>Retail or Commercial</b> .....	_____ sq.ft.
<b>Multi-Family Units</b> .....	_____	<b>Recreational</b> .....	_____ sq.ft.
<b>Affordable Units</b> .....	_____	<b>Industrial</b> .....	_____ sq.ft.
<b>Non-Residential Lots</b> .....	_____	<b>Office</b> .....	_____ sq.ft.
<b>Open Space Lots</b> .....	_____	<b>Total Proposed Square Footage</b> .....	_____ sq.ft.
<b>Accessory Structures</b> .....	_____		
<b>Landbays</b> .....	_____	<b>Maximum Square Feet</b> .....	_____ sq.ft.
<b>Total Allowed Units</b> .....	_____		

<b>Miscellaneous Improvements</b>	
<b>Proposed Depth</b> .....	_____ feet
<b>Proposed Width</b> .....	_____ feet
<b>Proposed Lot Reduction</b> .....	_____ acres
<b>Excess Building Height</b> .....	_____ feet
<b>Proposed District Reduction</b> .....	_____ acres

<b>Proposed Zoning Changes</b>	
<b>Proposed Zoning*</b>	<b>Proposed Zoning Acreage*</b>
	_____ acres
	_____ acres
	_____ acres
	_____ acres
	_____ acres
<b>Total Zoning Acreage</b>	_____ acres

# Rezoning & Proffer Amendment Application

## Fee Calculation Worksheet

<b>Base Rate:</b>	If proposing multiple Zoning Districts enter highest Base Rate on this line.	= \$ _____
<b>Per/Acre Rate:</b>	\$ _____ x _____ acres	= \$ _____
<b>Additional Per/Acre Rate*:</b>	\$ _____ x _____ acres	= \$ _____
<b>Additional Per/Acre Rate*:</b>	\$ _____ x _____ acres	\$ _____
<b>Additional Per/Acre Rate*:</b>	\$ _____ x _____ acres	\$ _____
<b>Additional Per/Acre Rate*:</b>	\$ _____ x _____ acres	= \$ _____
<b>Prince William Water Review Fee:</b>	(Only if located within service area)	= \$ _____
<b>Traffic Impact Studies:</b>	<ul style="list-style-type: none"> <li>• First Submission - \$2,059.13</li> <li>• Third &amp; subsequent submissions - \$1,029.56</li> </ul>	= \$ _____
<b>Other Fee(s): (if applicable)</b>	For: _____	= \$ _____
<b>Total</b>		= \$ _____

\*If proposing multiple Zoning Districts

**Note:** If a VDOT 527 Review is required, a separate fee must be submitted directly to VDOT. The fee is determined at a Traffic Impact Analysis (TIA) scoping session. If the 527 Review fee is required **do not** submit the fee to Prince William County.

# **Rezoning & Proffer Amendment Application**

## **Waiver and Modification Request**

Whenever any standard imposed by any provision of the Zoning Ordinance or other County ordinance may be waived or modified by proffer approved by the Board of County Supervisors, this form must accompany any application for the rezoning requesting such waiver or modification and may constitute the whole of or a part of such application.

Pursuant to Section 32-700.25(1) An applicant shall provide written justification for all proposed waivers or modifications that demonstrates that the request is necessary due to the unique characteristics of the specific property or the activity proposed is based on previously submitted and approved submission documents, provided such waivers or modifications will not conflict with the fulfillment of the purpose of this section, but instead will promote the purpose of Sections 32-280 et seq.

**Applicant:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**The applicant is encouraged to include all requested waivers and modifications in the draft proffer statement for clarity and completeness. The approval of any waiver or modification requests will be reflected in the approved rezoning.**

Indicate the requested modification(s) or waiver(s) below. Complete the written statement below describing the requested modification or waiver, referencing the citation, and providing justification for each request.

- ☐ **Waiver of specific requirements** of the Subdivision Ordinance, Zoning Ordinance, or Design and Construction Standards Manual (DCSM) as it relates to a Town Center Special Use Permit application. (See Section 32-280.34 of the Zoning Ordinance)

### **Modification of development standards**

- ☐ Building height
- ☐ Floor Area Ratio (FAR)
- ☐ Signs (Sections 32-300.05, 32-400.03, 32-400.04 or 32-250.23 and 32-250.24 of the Zoning Ordinance)

### **Modification or Waiver of large, freestanding retail use (big box) standards:**

- ☐ Architectural Design, Landscaping, Lighting, Operations, Parking, or Pedestrian Access (Section 32-400.15 of the Zoning Ordinance)

### **Waiver of DCSM requirements (generally)**

- ☐ Plans containing waivers or modifications of DCSM requirements should be coordinated with the Rezoning, Proffer Amendment, or Special Use Permit application. A list of waivers and a justification for each must be provided in the narrative statement.
- ☐ **Waiver or Modification of Planned District standards**

# **Rezoning & Proffer Amendment Application** **Waiver and Modification Request (cont'd)**

## **Specifics of Waiver/Modification Request**

**Section Requested to be Waived/Modified:** \_\_\_\_\_

**Current Requirement:**

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**Proposed Change:**

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**Applicant's Justification for Waiver/Modification:**

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**Proposed alternative or modified approach to fulfill the standard being waived or modified.** All modifications or waivers must demonstrate that the alternative proposal fulfills or exceeds the intent and purpose of the regulation being modified or the intent and purpose of the Comprehensive Plan:

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**Attachments included?**      Yes      No

If "Yes", list included attachments:

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# **Rezoning & Proffer Amendment Application**

## **Interest Disclosure Affidavit**

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE WILLIAM

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(day) (month) (year)

I, \_\_\_\_\_ (Owner)

hereby make oath that no member of the Board of County Supervisors of the County of Prince William, Virginia, nor the Planning Commission of the County of Prince William, Virginia, has interest in such property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as holder of ten (10) percent or more of the outstanding shares of stock in or as a director or officer of any corporation owning such land, directly or indirectly, by such member or members of his immediate household, except as follows:

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\_\_\_\_\_  
Owner Signature

COMMONWEALTH OF VIRGINIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in my county and state aforesaid, by the aforementioned principal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



# **Rezoning & Proffer Amendment Application**

## **Special Power of Attorney Affidavit**

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE WILLIAM

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(day) (month) (year)

I, \_\_\_\_\_, owner of  
\_\_\_\_\_ (describe land by Grid Parcel Identification Number (GPIN))  
make, constitute, and appoint \_\_\_\_\_,

my true and lawful attorney-in-fact, and in my name, place and stead giving unto said  
\_\_\_\_\_ full power and authority to do and perform all  
acts and make all representation necessary, without any limitation whatsoever, to make application for said  
Rezoning or Proffer Amendment.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and  
effect on \_\_\_\_\_, \_\_\_\_\_, and shall remain in full force and effect  
thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Planning of  
Prince William County stating that the terms of this power have been revoked or modified.

\_\_\_\_\_  
Owner Signature

COMMONWEALTH OF VIRGINIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in my county and state  
aforesaid, by the aforementioned principal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# **Rezoning & Proffer Amendment Application**

## **Adjacent Property Owners Affidavit**

COMMONWEALTH OF VIRGINIA  
COUNTY OF PRINCE WILLIAM

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
(day) (month) (year)

I, \_\_\_\_\_

Hereby make oath that the list of owner or owners, their agent or the occupant, of each parcel involved, landowners within 500 feet, or 1,320 feet for projects that are seeking height modifications, of all portions of the subject property, including the subject property; all property immediately across the street or road from the subject property, including those parcels which lie in other localities of the Commonwealth; any planned development district owner association where the subject property is located within 500 feet of the planned unit development and said planned development district has members who own property within 2,000 feet of the subject property; local jurisdictions located within one-half mile of all portions of the subject property; military base, installation or military airport (excluding armories operated by the Virginia National Guard) within 3,000 feet of the subject property; and licensed public-use airport within 3,000 feet of the subject property, is a true and accurate list as submitted with my application.

Signature: \_\_\_\_\_  
Check one:    Owner    Contract Purchaser    Authorized Agent

COMMONWEALTH OF VIRGINIA:

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in my county and state aforesaid, by the aforementioned principal.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# Rezoning & Proffer Amendment Application

## Rezoning/Proffer Amendment Fee Schedule

Effective July 1, 2025

Zoning District		Base Rate	Plus/Acre
A-1	<b>Agricultural</b>		
	a. Without residential	\$11,242.81	\$0.00
	b. With residential	\$14,053.52	\$0.00
SR-5	<b>Semi-rural Residential</b>	\$14,053.52	\$403.87
SR-3	<b>Semi-rural Residential</b>	\$14,053.52	\$403.87
SR-1	<b>Semi-rural Residential</b>	\$14,053.52	\$403.87
R-2	<b>Suburban Residential Low</b>	\$14,053.52	\$403.87
R-4	<b>Suburban Residential Low</b>	\$14,053.52	\$403.87
R-6	<b>Suburban Residential Medium</b>	\$14,053.52	\$403.87
RMH	<b>Residential Mobile Home</b>	\$14,053.52	\$403.87
R-16	<b>Suburban Residential High</b>	\$14,053.52	\$403.87
R-30	<b>Urban Residential</b>	\$14,053.52	\$403.87
RU	<b>Urban Residential</b>	\$14,053.52	\$403.87
V	<b>Village</b>		
	a. Without residential	\$11,242.81	\$323.09
	b. With residential	\$14,053.52	\$403.87
PMR	<b>Planned Mixed Residential</b>	\$18,757.55	\$558.71
PMR	<b>Addition</b>		
	a. Without residential	\$15,006.04	\$446.97
	b. With residential	\$18,757.55	\$558.71
PMR	<b>Amendment</b>		
	a. Without residential	\$7,503.02	\$417.73
	b. With residential	\$9,378.77	\$558.71
MXD	<b>Mixed Use District (-C, -N, -U)</b>	\$18,757.55	\$558.71
MXD	<b>Addition</b>		
	a. Without residential	\$15,006.04	\$446.97
	b. With residential	\$18,757.55	\$558.71
MXD	<b>Amendment</b>		
	a. Without residential	\$7,503.02	\$446.97
	b. With residential	\$9,378.77	\$558.71

**Rezoning & Proffer Amendment Application**  
**Rezoning/Proffer Amendment Fee Schedule (cont'd)**  
 Effective July 1, 2025

<b>Zoning District</b>		<b>Base Rate</b>	<b>Plus/Acre</b>
<b>RPC</b>	<b>Residential Planned Community</b>	\$18,757.55	\$558.71
<b>RPC</b>	<b>Addition</b>		
	a. Without residential	\$15,006.04	\$446.97
	b. With residential	\$18,757.55	\$558.71
<b>RPC</b>	<b>Amendment</b>		
	a. Without residential	\$7,503.02	\$446.97
	b. With residential	\$9,378.77	\$558.71
<b>B-1</b>	<b>General Business</b>	\$11,242.81	\$274.55
<b>B-2</b>	<b>Neighborhood Business</b>	\$11,242.81	\$231.03
<b>B-3</b>	<b>Convenience Retail</b>	\$11,242.81	\$231.03
<b>O(L)</b>	<b>Office – Low-Rise</b>	\$11,242.81	\$231.03
<b>O(M)</b>	<b>Office – Mid-Rise</b>	\$11,242.81	\$309.69
<b>O(H)</b>	<b>Office – High-Rise</b>	\$11,242.81	\$401.77
<b>O(F)</b>	<b>Office – Flex</b>	\$11,242.81	\$309.69
<b>M-1</b>	<b>Heavy Industrial</b>	\$11,242.81	\$356.57
<b>M-2</b>	<b>Light Industrial</b>	\$11,242.81	\$297.99
<b>M/T</b>	<b>Industrial/Transportation</b>	\$11,242.81	\$401.77
<b>PBD</b>	<b>Planned Business District</b>	\$15,006.04	\$446.97
<b>PBD</b>	<b>Addition</b>	\$15,006.04	\$446.97
<b>PBD</b>	<b>Amendment</b>	\$7,503.02	\$446.97

**Rezoning & Proffer Amendment Application**  
**Rezoning/Proffer Amendment Fee Schedule (cont'd)**  
Effective July 1, 2025

Zoning District		Base Rate	Plus/Acre
<b>PMD</b>	<b>Planned Mixed District</b>		
<b>PMD</b>	<b>First 500 acres plus</b>		
	a. Without residential	\$15,006.04	\$458.69
	b. With residential	\$18,757.55	\$558.71
<b>PMD</b>	<b>For 501 – 1,000 acres plus</b>		
	a. Without residential	n/a	\$231.03
	b. With residential		\$288.77
<b>PMD</b>	<b>For 1,001 – 1,500 acres</b>		
	a. Without residential	n/a	\$113.84
	b. With residential		\$142.29
<b>PMD</b>	<b>For 1,501 and above (in addition to fees for first 1,500 acres)</b>		
	a. Without residential	n/a	\$56.92
	b. With residential		\$71.16
<b>PMD</b>	<b>Addition</b>		
	a. Without residential	\$15,006.04	\$472.07
	b. With residential	\$18,757.55	\$590.10
<b>PMD</b>	<b>Amendment</b>		
	a. Without residential	\$7,503.02	\$472.07
	b. With residential	\$9378.77	\$590.10

**Rezoning & Proffer Amendment Application**  
**Rezoning/Proffer Amendment Fee Schedule (cont'd)**  
Effective July 1, 2025

<b>Other Fees</b>	
<b>Re-Advertisement / Re-Notification (standard case)</b>	\$81.21
<b>Re-Advertisement / Re-Notification (expanded notification area)</b>	\$164.78
<b>Re-Posting / Replacement Sign (of 10 or more signs)</b>	\$109.46
<b>Prince William Water Review</b> (required for most rezoning applications)	\$86.25
<b>Rezoning of less than 40,000 sq. ft. in land area to a residential use</b> (does not create new lots)	\$5,626.84
<b>Corrective rezoning of less than 40,000 sq. ft. in land area</b>	\$4,501.48
<b>Proffer Amendment</b> – not involving significant modifications to the basic submission or general development plan but requiring a public hearing process. Substantive changes to proffered conditions require a new zoning application.	\$7,169.88
<b>Cultural Resources Studies</b> a. Phase I b. Phase II a. Phase III	\$306.02 \$920.20 \$2,454.58
<b>Modifications to an Overlay District</b>	\$2,845.75
<b>Traffic Impact Studies</b> b. First submission c. Third & subsequent submissions	\$2,059.13 \$1,029.56
<b><u>VDOT 527 Review*</u></b> <small>*Please note that if a VDOT 527 Review is required, a separate fee must be submitted directly to VDOT. Do not submit the VDOT 527 review fee to Prince William County.</small>	Contact <a href="#">VDOT</a> for associated fee
<b>Comprehensive Plan Amendment (if initiated, due at the time of concurrent rezoning submission)</b>	\$2,931.02 Plus/Acre: \$142.42
<b>Administrative Proffer Minor Modification</b>	\$2,198.27
<b>Planning Director Determination</b>	\$1,099.13
<b>Refunds</b>	
A refund of 25% of the application fee shall be returned to the applicant if the Rezoning application is withdrawn prior to the submission of a newspaper advertisement announcing the Planning Commission public hearing. Case withdrawn after the advertisement will not have any funds reimbursed.	