



Affordable Dwelling Unit (AfDU) Procedures Manual

Purpose

This manual establishes the step-by-step procedures for submitting a density bonus application and subsequent Site or Subdivision Plan under Prince William County's Affordable Dwelling Unit (AfDU) Ordinance, effective December 1, 2025. It is designed for use with the County's ePortal system and incorporates the 30-day review and determination period for density bonus determination and the 280-day review and determination period for Site and Subdivision plans required by the Prince William County Zoning Ordinance.

Submission of Density Bonus Applications under the Prince William County Affordable Dwelling Unit Ordinance

1. Pre-Application Preparation

Confirm Eligibility:

- Project must be "by right" and not already benefitting from affordable dwelling unit provisions via rezoning proffers.
- A minimum of 5 affordable dwelling units must be produced.
- No net loss of existing affordable units.

Gather Required Materials:

- Site, sketch, or preliminary plan clearly identifying affordable units. This plan is subject to and must include all requirements noted in Sec. 32-290.06.
- Bonus Density Calculation table (per Sec. 32-290.03). See Document 6 of this packet for an example of AfDU Bonus Density Calculation.
- Any requests for parking reductions or development standard waivers, with justification. If multiple development standards are requested to be waived, each request should have its own waiver form.

2. ePortal Submission Process and Requirements

Access the [ePortal](#):

- Log in to the Prince William County [ePortal](#) system.

Initiate Application:

- Select "Density Bonus Application – Affordable Dwelling Unit Ordinance."

Complete Application Form:

- Enter applicant and project information.

Upload all required documents:

- [Development Control Form](#)
- [Affordable Dwelling Unit Site Plan Checklist](#)
- AfDU Fee Calculation Form
- Site plan with affordable unit locations. See the section below for further details.
- [Application for Density Bonus \(AfDU\)](#)
- [Waiver Application](#)(s) with supporting materials for any waiver/reduction requests.



Site Plan Submission Requirements - All Site and Subdivision Plans will require the following information to be included:

- Identify Specific Units/Lots
 - Single-family ADUs: Show exact lot locations.
 - Multifamily ADUs: Indicate units by type and by building.
- Provide Written & Graphic Descriptions of ADUs
 - Square footage.
 - Number of bedrooms and bathrooms.
 - Floor plans for each unit type.
 - Placement of ADUs within the development.
 - Number and percentage of ADUs by unit type compared to market-rate units.
- Submit Applicant's Certification
 - Sworn, signed, and notarized statement confirming that designated ADUs meet minimum ordinance standards. Include this in the site plan.
- Include Rental Unit Details (if applicable)
 - For affordable rental units, specify the number of each unit type by bedroom count that will remain affordable.

Certification:

- Electronically sign the certification attesting to the accuracy and completeness of the submission.

Submit Application:

- Submit the completed application package via the [ePortal](#).

Confirmation:

- Receive automated confirmation of receipt with a unique application tracking number.

QC Acceptance and invoice:

- Receive QC acceptance and invoice, pay the invoice. **Applicants must ensure all the required information has been provided, or the application will be QC rejected, resulting in resubmission.**

Final Confirmation:

- Receive receipt of payment.
- Confirmation of submission receipt for review will be provided to the applicant.

3. County Review and Determination

30-Day Review Period:

- The AfDU LDD Project Manager will review the application within 30 calendar days of Final Confirmation and receipt of payment.

The review will determine:

- The amount of density bonus for which the applicant is eligible.
- The parking ratio (if requested).
- Whether sufficient information has been provided for any requested waivers or reductions of development standards.



Written Determination - Within 30 days, the County will issue a written letter of determination via the ePortal, specifying:

- Approved density bonus (with calculation).
- Approval/denial of parking or development standard waivers.
- Any deficiencies or required corrections.

4. Appeals Process

If Aggrieved:

- Any party aggrieved by the official determination may appeal to the Board of Zoning Appeals in accordance with Virginia Code § 15.2-2311 and County Code.

5. Key Reminders

- Applications missing the required information will be Quality Control rejected and require resubmission.
- The 30-day review period begins upon Final Confirmation and receipt of payment.
- If multiple development standards are requested to be waived, each request should have its own waiver form.

Contact the Land Development Division for technical assistance or clarification before submission at 703-792-6380 or email afdu@pwcgov.org.

Submission of Site and Subdivision Plans under the Prince William County Affordable Dwelling Unit Ordinance

1. Pre-Application Preparation

Confirm Eligibility:

- The approved Density Bonus Application should be completed and included in the site plan document for site plan submission.

Gather Required Materials:

- Site plan (per Zoning Ordinance Article VIII and Design and Construction Standards Manual), clearly identifying affordable units.
- Approved Density Bonus Application.

2. ePortal Submission Process and Requirements

Access the [ePortal](#):

- Log in to the Prince William County [ePortal](#) system.

Initiate Application:

- Select "Site Plan - Final" or "Subdivision Plan - Final" as applicable.

Complete Application Form:

- Enter applicant and project information.



Upload all required documents:

- Site or Subdivision plan (per Zoning Ordinance Article VIII and Design and Construction Standards Manual), clearly identifying affordable units and including the Approved Density Bonus Application. See the section below for further details.
 - [Development Control Form](#)
 - [Final Site/Subdivision Plan Checklist](#)
 - [Final Plat Checklist](#) (if applicable)
 - [Nonresidential Fee Calculation Form for Site Plans](#) or [Residential Fee Calculation Form for Subdivision Plans](#)

Site and Subdivision Plan Submission Requirements - All Site and Subdivision Plans will require the following information to be included:

- Approved Density Bonus Application
- Comply with Zoning Ordinance Article VIII (Site Plans) and Prince William County Design & Construction Standards Manual.
- Identify Specific Units/Lots
 - Single-family ADUs: Show exact lot locations.
 - Multifamily ADUs: Indicate units by type and by building.
- Provide Written & Graphic Descriptions of ADUs
 - Square footage.
 - Number of bedrooms and bathrooms.
 - Floor plans for each unit type.
 - Placement of ADUs within the development.
 - Number and percentage of ADUs by unit type compared to market-rate units.
- Submit Applicant's Certification
 - Sworn, signed, and notarized statement confirming that designated ADUs meet minimum ordinance standards. Include this in the site plan.
- Include Rental Unit Details (if applicable)
 - For affordable rental units, specify the number of each unit type by bedroom count that will remain affordable.

Submit Application:

- Submit the completed application package via the [ePortal](#).

Confirmation:

- Receive automated confirmation of receipt with a unique application tracking number.

QC Acceptance and invoice:

- Receive QC acceptance and the invoice, then pay the invoice. A QC letter will be issued with the requested revisions to the site plan. The applicant will make the revisions and resubmit the plan for the first formal review.

Final Confirmation:

- Receive a transmittal of the first formal review with a due date for county review agency comments.



3. County Review and Determination

Review Periods:

- The Site or Subdivision Plan review period for the first submission is 27 days. After the review period, comments will be provided to the applicant. Comments should be addressed on the plan, and the plan should be resubmitted for a second review.
- The Site or Subdivision Plan review period for the second submission is 17 days.
- The Site or Subdivision Plan review period for third and subsequent submissions is 8 days.
- Upon all review agency approval, any associated plats and deeds will be reviewed and approved by the County Attorney's office, if applicable. First review time frame for the County Attorney is 10 business days.

Plan Approval and Permit - After County Attorney approval, the applicant will upload a final plan set and drop off signed plats for county stamping. Within 5 days after submission of these documents, the county will provide:

- Approved stamped plan
- Approval Letter with next steps to obtain a Site Development Permit
- Hard copy approved stamped and signed plats and deeds, as applicable.

Review Time Frame:

- The county has 280 days to review affordable housing site/subdivision plans.
- The 280-day review period begins upon the first Formal Submission of the site plan.
- Only active county review time is included in the 280 days. Time for applicant edits to the site plan is not counted toward the review time.

4. Key Reminders

- Density bonus applications need to be approved before submission of the site or subdivision plan.
- The 280-day review period begins upon the first Formal Submission of the site plan.

Contact the Land Development Division for technical assistance or clarification before submission at 703-792-6380 or email afdu@pwcgov.org.