



# AFFORDABLE DWELLING UNIT PROCESS AND PROCEDURES

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## **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](mailto: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@pwcv.gov](mailto:afdu@pwcv.gov).

**DEVELOPMENT CONTROL APPLICATION**  
Version 2022-09-29

*Staff Use Only*

Plan #: \_\_\_\_\_

Targeted       NDA

Plan Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Brief Description of Application: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Developer/Purchaser: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Owner/Authorized Agent\*: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Payment Contact†: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

† For online payments, Payment Contact, must be identified and must have an active ePortal account

Parcel GPIN Number(s) (for additional GPINs, attach a separate sheet)	Existing Total Acres	Proposed Development Total Acres			Proposed Development Disturbed Acres			Proposed Total Nonresidential Building Sq. Feet			Proposed # of Nonresidential Lots/Parcels			Proposed # of Residential Lots/Units			Zoning District (Existing/ Pending)	Proposed Use and End User (if known)
		Increase?	Yes	No	Increase?	Yes	No	Increase?	Yes	No	Increase?	Yes	No	Increase?	Yes	No		
TOTAL:																		

**Application Includes** (check all applicable):

- Subdivision Plan    Site Plan    Plats    Floodplain Study    Public Improvement    Chesapeake Bay Study    Proffers    SUP Conditions

**Water/Sanitary Facilities** (check all applicable):

- PWCSA    Septic system    Private well    Virginia American Water    Other:

**Magisterial District:**

# of Business Employees:

Owner-occupied Business:

**\*I hereby grant permission to PWC Staff to enter the property.**

(All signatures required; If Owner and Developer are the same, only one signature is needed)

Is the Owner Managing this project:

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Developer/Purchaser

\_\_\_\_\_  
Owner/Authorized Agent\*

\_\_\_\_\_  
Date



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Land Development Division**  
**FINAL SITE/SUBDIVISION PLAN/REVISIONS CHECKLIST**  
**(Minimum Acceptance Requirements)**

**Plan Name:** \_\_\_\_\_

Plans may require a resubmission QC fee at the discretion of the LDD Chief

Item #	ADMINISTRATIVE ITEMS	YES	NO	N/A
1	Fees in accordance with the <a href="#">LDD Fee Schedule</a> . A certified Prince William County (PWC) Review Fee Calculation Sheet. [ <a href="#">Administrative Procedures Manual</a> , Section 4.05.1]			
2	Standard Prince William County Development Control Form with all required information. (Signed by owner or authorized agent). [ <a href="#">APM, Section 4.05.4(A1)</a> ]			
3	A completed standard PWC cover sheet with the current revision date. [ <a href="#">APM, Section 4.05.4(A2)</a> ]			
4	The following will be provided on either the plan or provided in a separate bound and indexed booklet of project information which shall include: <ul style="list-style-type: none"> <li>a. A copy of the stamped approved proffer statement and analysis, if applicable (plan);</li> <li>b. A copy of the stamped approved special use permit conditions and analysis, if applicable (plan);</li> <li>c. A Concurrent Processing form, if the application is the subject of a waiver request, rezoning, proffer amendment and/or special use application at time of submittal (plan)</li> <li>d. A copy of either the Planning Commission resolution, or the Director of Planning’s determination of conformity, if the application requires a Public Facilities Review (plan)</li> <li>e. Copies of any approved variances, waivers, or letters of agreement concerning the application (plan);</li> <li>f. Copy of the approved GDP;</li> <li>g. A copy of the Unit Price List (plan);</li> <li>h. Signed and sealed Traffic Impact Analysis (booklet);</li> <li>i. Geotechnical Report (booklet)</li> </ul> <p>[<a href="#">APM, Sections 4.05.4(A3) through (A3i)</a>]</p>			
	<b>PLAN DETAILS</b>			
5	Sheet size not to exceed 24” x 36”. More than two (2) sheets indexed with match lines following lot lines for lots of five acres or less in size. [ <a href="#">APM, Section 4.05.4(B1)</a> ]			
6	A scale of no less than 1” = 50’ for subdivisions, and 1” = 30’ for site plans shall be displayed on all grading & utility plan sheets. [ <a href="#">APM, Section 4.05.4(B2)</a> ]			
7	Contour interval no greater than 2’ referenced USGS Datum, extending 50’ beyond the parcel’s property lines. [ <a href="#">APM, Section 4.05.4(B3)</a> ]			
8	Date of plan, north arrow with designation, and sheet numbers. [ <a href="#">APM, Section 4.05.4(B4)</a> ]			
9	Vicinity and soils maps. [ <a href="#">APM, Section 4.05.4(B5), pp. 88</a> ]			
10	The seal and signature of the design professional engineer, land surveyor or architect shall be on each plan sheet unless included for informational purposes only [ <a href="#">APM, Section 4.05.4(B6)</a> ]			
11	Present zoning of the project parcel(s) and all adjacent parcels, along with their present use. The project and plan name and number if available shall be noted for all adjoining parcels, if applicable. [ <a href="#">APM, Section 4.05.4(B7)</a> ]			
12	The project parcel(s) GPINs and all adjacent parcels’ GPINs. [ <a href="#">APM, Section 4.05.4(B8)</a> ]			
13	Total project site acreage. [ <a href="#">APM, Section 4.05.4(B9)</a> ]			

14	Revisions to an approved plan shall have a completed revision block on each sheet identifying the revisions. A detailed narrative must be stapled to the page sheet or included in the plan set. All revisions shall be circled in red on the initial submission. The project/plan numbers for any previously approved plan shall also be referenced on the revision. <b>[APM, Section 4.05.4 (B11)]</b>			
15	Street rights-of-way, including names, recordation references, or route numbers, and widths. <b>[APM, Section 4.05.4(B13)]</b>			
16	All existing and proposed easements, including type, width, recordation reference, and use restrictions, if any. (For ingress/egress easements, a note shall be provided certifying that the applicant has been granted the right to use, and make improvements within the easements.) <b>[APM, Section 4.05.4(B14), pp. 88]</b>			
17	Streams, ponds, marshes, wetland areas on the project parcel(s), and within 100' of the property lines, including names, if applicable. <b>[APM, Section 4.05.4(B15)]</b>			
18	Final Resource Protection Area (RPA) boundary, as identified by the Preservation Area Site Assessment in accordance with Section 742.03 of the <a href="#">DCSM</a> , or a note indicating there are no mapped RPAs on the site. <b>[APM, Section 4.05.4(B16)]</b>			
19	The 100 year flood hazard area boundary and the source of the information. For floodplain studies, the hydrologic, hydraulic, input and output summaries, cross sections, and profiles must be added to the plan. <b>[APM, Section 4.05.4(B18)]</b>			
20	Permanent open space tabulation in acreage, buffers, parks, and recreation areas, including ownership and size of the facility. <b>[APM, Section 4.05.4(B19)]</b>			
21	Municipal or other publicly owned land within 50' of the property lines, including the distance to the nearest school or school site. <b>[APM, Section 4.05.4(B20)]</b>			
22	Existing utility lines and structures, such as water, sewer, gas, electric, telephone, well, and drainfields on the project parcel and within 50' of the property lines (if known), including size and/or capacity. <b>[APM, Section 4.05.4(B21)]</b>			
23	Existing buildings and other structures on the project parcel(s) and within 50' of the property lines. <b>[APM, Section 4.05.4(B22)]</b>			
24	Traffic counts (vehicles per day). <b>[APM, Section 4.05.4(B23)]</b>			
25	All entrances labeled to proper VDOT or PWC standards. <b>[APM, Section 4.05.4(B24)]</b>			
26	Percent of grades noted at all commercial entrances. <b>[APM, Section 4.05.4(B25)]</b>			
27	Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site. <b>[APM, Section 4.05.4(B26)]</b>			
28	Any project which has within its limits one or more geodetic control monuments shall show those monuments with the following note: "The geodetic control monument(s) (list all pertinent monuments) located on or in proximity to the site will not be disturbed. The developer assumes the responsibilities for replacement of the monument(s) should it/they are disturbed during any development related to this project." <b>[APM, Section 4.05.4(B27)]</b>			
29	A subdivision easement and/or dedication plat, if applicable, in accordance with Section 4.05.5. Subdivision and easement plats shall be included no later than second (2 <sup>nd</sup> ) submission at the discretion of the Project Manager. <b>[APM, Section 4.05.4(B28)]</b>			
30	Floodplain study, if applicable. <b>[APM, Section 4.05.4(B29)]</b> An approved N Value must be obtained from Public Works Watershed prior to final plan submittal. This approval letter must be incorporated onto the plan set.			
31	Documentation, analysis, and photos related to adequate outfalls. <b>[DCSM 701.01 F]</b>			
32	Lot layout, including lot numbers, area of each lot, and street dedication area. All resultant areas of recorded parcels less than 10 acres in size shall be shown on the plans, and indicated in the area tabulation. All resultant areas of recorded parcels 10 acres or greater in size are considered as residue and shall be indicated in the area tabulation, but not shown on the plans. <b>[APM, Section 4.05.4(B30)]</b>			
33	Density tabulation (provide by section and overall), total number of proposed lots and/or dwelling units. <b>[APM, Section 4.05.4(B31)]</b>			

34	Streets, roads, travel ways and other rights-of-way, recordation reference (if known), street classification, widths, rates of roadway super-elevation, when applicable, vertical curves and the typical cross-section, profile sight distance noted, vertical and horizontal sight distances verified at all intersections, and improvements within the State right-of-way. Guard rail and paved ditches shall be shown as required. Handicapped access curb ramps shall be provided at all street intersections on urban design roadways. <b>[APM, Section 4.05.4(B32)]</b>			
35	Off-street parking (including ADA) and loading layout, if applicable, including typical size, number of spaces by location, and required and provided tabulation by use type. <b>[APM, Section 4.05.4(B33)]</b>			
36	Sidewalk/Trails shown in conformance with Comprehensive Plan [Citation Needed]			
37	Existing and proposed buildings and structures, including use, height, square footage, distance to property lines and between buildings, and any applicable building restriction lines. (Site Plans only) <b>[APM, Section 4.05.4(B34)]</b>			
38	Utility lines and structures, including sewer, water, gas, wells and drainfields with sizes, types of pipe, plan and profile views, location of fire hydrants, control valves, pump stations, and anticipated flows and calculations (fire flow computations submitted separately to PWCSA). Proposed drainfields shall include the following note, if applicable: “The proposed drainfields shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site.” <b>[APM, Section 4.05.4(B35)]</b>			
39	Utility easements, including gas, electric, telephone and cable television, with the width and type indicated (if known). <b>[APM, Section 4.05.4(B36)]</b>			
40	Storm drainage system, including all required computations, on the project parcel(s) and within 50’ of the property line, with sizes, type of pipe, gradients, invert elevations, profiles, direction of flow, drainage divides and areas for each structure. <b>[APM, Section 4.05.4(B37)]</b>			
41	Stormwater Management and BMP facilities, including 10- and 100-year water surface elevations, and all required computations/VRRM spreadsheet if applicable, access and maintenance easements, and a storm water management fact sheet. (If approved with a previous section, note the PWC plan number). <b>[APM, Section 4.05.4(B38)]</b>			
42	Final grading plan including top and bottom elevation labels for retaining walls <b>[APM, Section 4.05.4(B39)]</b>			
43	Limits of clearing and grading or limits of disturbance marked and clearly labeled. <b>[APM, Section 4.05.4(B40)]</b>			
44	Erosion and sediment control devices, their design and locations. <b>[APM, Section 4.05.4(B41)]</b>			
45	Erosion Control narrative and checklist added to erosion control sheet. <b>[DCSM, Section 752.01]</b>			
46	Location of street name signs, street lights, stubouts, and their easements. <b>[APM, Section 4.05.4(B42)]</b>			
47	Photometric Plan with light details included (Site plan only). <b>[Zoning Ordinance, Section 32.250.208]</b>			
48	Buffer area, screening, landscaping and tree canopy requirements in accordance with Section 800.00 of the DCSM. <b>[APM, Section 4.05.4(B43)]</b>			
49	Tree Save Areas indicating dominant species and average size, area tabulations for substantiating area size compliance, and proposed new tree plantings and landscaping, in accordance with Section 800.00 of the DCSM. <b>[APM, Section 4.05.4(B44)]</b>			
50	Provide a copy of the approved Comprehensive Landscape plan. <b>[DCSM, Section 801.03]</b>			
51	Limits of the mapped dam break inundation zone. <b>[DCSM, Section 725.00]</b>			
52	Fire lane plan (Site plan only) <b>[DCSM, Section 300.00]</b>			

PRINCE WILLIAM WATER REQUIREMENTS		YES	NO	N/A
1	The Prince William Water Information sheet has been included and completely filled out when water and/or sanitary sewer utilities are proposed in the Prince William Water's area of service. [USM, Section 4.14 D. and 5.16 D]			
2	All existing and proposed water and sanitary sewer utilities are identified in the plan view per Prince William Water requirements. [USM, Section 4.14 B & 5.16 B]			
3	All proposed water and sanitary utilities are profiled per Prince William Water requirements. [USM, Section 4.14 C & 5.16 C.]			
4	Water main restrains are specified in the water main profile per Prince William Water requirements. [USM, Section 4.4 C & 4.14 C. 8.]			
5	All known design variances from the USM have been discussed and coordinated with Prince William Water. [USM, Section 1.2]			

AFFORDABLE DWELLING UNIT (ADU) REQUIREMENTS (IF APPLICABLE)		YES	NO	N/A
1	Identify specific Units/Lots. For SFD show exact locations. For Multifamily indicate units by type and building. [Zoning Ordinance, Section 32 290.06(a.1. & 2.)]			
2	Provide Written & Graphic Descriptions of ADUs including 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. [Zoning Ordinance, Section 32-290.06(b.1 to 5.)]			
3	Sworn, signed, and notarized statement confirming that designated ADUs meet minimum ordinance standards included in the site plan. [Zoning Ordinance, Section 32-290.06(c.)]			
4	If applicable, for affordable rental units, specify number of each unit type by bedroom count that will remain affordable. [Zoning Ordinance, Section 32-290.06(d.)]			

\_\_\_\_\_  
**Engineer/Surveyor Signature**

\_\_\_\_\_  
**Date**

**Attachments/Hyperlinks:**

- Land Development Division Fee Schedule {<http://www.pwcva.gov/LDDFeeSchedule>}
- 
- Design and Construction Standards Manual (DCSM) {<http://www.pwcva.gov/DCSM>}
- 
- Administrative Procedures Manual {<http://www.pwcva.gov/APM>}

To add a section for Affordable Dwelling Unit (AfDU) Ordinance site/subdivision submissions to the Prince William County Land Development Division's Residential Site/Subdivision Plan Fee Calculation Sheet, insert the following section after the main application and supplemental fee calculations, before the final total. This ensures applicants identify and pay any applicable fees related to AfDU review and processing

**Section XII: Affordable Dwelling Unit (AfDU) Ordinance Submission**

Complete this section if the site/subdivision plan includes Affordable Dwelling Units under the AfDU Ordinance.

#	Requirement	Fee Amount	Quantity	Subtotal
1	AfDU Ordinance Review Fee (per plan submission)	\$_[to be set by County]	1	\$_____
2	AfDU Unit Verification Fee (per affordable unit, if applicable)	\$_[to be set by County]	_____	\$_____
3	AfDU-related Waiver/Reduction Review Fee (if requesting parking or development standard waivers, per request)	\$_[to be set by County]	_____	\$_____
<b>AfDU Section Subtotal</b>				\$_____

*Note: Fees are subject to annual adjustment per the Board of County Supervisors' adopted fee schedule. If no separate AfDU fees are established, enter \$0 and note "N/A."*

**Instructions for Applicants:**

- Complete this section only if your plan includes affordable dwelling units as defined by the ordinance.
- Attach supporting documentation as required by the AfDU submission checklist.
- Add the AfDU Section Subtotal to the overall plan submission fee total.

**Reference:**

- Prince William County Residential Site/Subdivision Plan Fee Calculation Form, FY26
- Proposed FY26 Land Development Fee Schedule

This addition ensures transparent accounting for AfDU-related reviews and supports compliance with new ordinance requirements. If the County establishes specific AfDU review fees in the future, update the table with the adopted amounts.



## Application for Density Bonus (AfDU)

**Instructions:** Submit this application to the Land Development Division. Attach all required documentation. Incomplete applications will not be processed.

Applicant Name: _____	Company/Organization: _____
Mailing Address: _____	Property Address: _____
City/ State/ Zip: _____	GPIN(s): _____
Phone: _____	Zoning District: _____
Email: _____	Comprehensive Plan Designation: _____

**Project Description**

Total Number of Residential Units Proposed: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Current Maximum Allowable Density: \_\_\_\_\_ Proposed Density (with bonus): \_\_\_\_\_

Number of Affordable Dwelling Units Proposed: \_\_\_\_\_

At or below 80% AMI: \_\_\_\_\_ units                      At or below 50% AMI: \_\_\_\_\_ units

**Density Bonus Calculation**

Requested Density Bonus (%): \_\_\_\_\_ Percentage of Affordable Units (by AMI): \_\_\_\_\_

Attach a table calculation showing compliance with Sec. 32-290.03 (see below for sample):

<b>% Affordable Units (80% AMI)</b>	<b>Density Bonus (5)</b>
10	20
15	27.5
20	35

*For 50% AMI units, refer to the ordinance for applicable bonus percentages.*



## Application for Density Bonus (AfDU) – cont.

Additional Information (if applicable): \_\_\_\_\_

Minimum Number of Affordable Units: \_\_\_\_\_

(Confirm at least 5 affordable units will be produced.)

### No Net Loss Statement

Affirmation that no existing affordable units will be lost as a result of the project. YES \_\_\_\_\_ NO \_\_\_\_\_

### Proffer/Rezoning Disclosure:

Affirmation that the project does not have density bonuses from a rezoning. YES \_\_\_\_\_ NO \_\_\_\_\_

### Site Plan and Supporting Documents

Site Plan showing location and distribution of affordable units: \_\_\_\_\_

Phasing Plan (if applicable) : \_\_\_\_\_

Parking and Development Standards Waiver Requests (if any): \_\_\_\_\_

Specify requested reductions/waivers and provide justification: \_\_\_\_\_

### Applicant Certification

I certify that the information provided is true and correct and that this application complies with the Prince William County AfDU Ordinance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Applicant/Owner: \_\_\_\_\_

#### Submission Checklist

- Completed Application Form
- Site Plan
- Density Bonus Calculation Table
- Waiver/Reduction Requests (if any)
- Other Supporting Documents

#### Review Process

- Eligibility for density/bonus
- Eligibility for parking/development standard waivers (if requested)
- Completeness of supporting documentation
- Written determination will be provided
- Appeals may be made to the Board of Zoning Appeals

## Example Affordable Housing Bonus Density Worksheet

This worksheet is intended to assist in calculating the maximum allowable residential density of a site. The maximum allowable density is used to calculate the maximum permitted bonus density.

Example:

There is a 40-acre property zoned R-4 with an underlying Comprehensive Plan Designation of Mixed Use MU-3, Transect T-3. The assumption is that the total area can be utilized for the creation of individual residential lots. There is a proposal for 10% of low-income units to be provided with the development. The total lots that can be created, and the lots required to be low-income, are calculated below.

Maximum Allowable Residential Density

### 1. Comprehensive Plan Residential Density Calculation

Comprehensive Plan Classification	Transect (T-1, T-2, T-3, etc.)	Maximum Dwelling Units per Acre	Acreage	Maximum Allowable Residential Density
MU-3	T-3	12	40	480

### 2. Base by-right density

Zoning District	Maximum dwelling units per Acre	Acreage	Base by-right density
R-4	4.356	40	174.24

### 3. Percentage Density Bonus

10% low-income proposed. Utilizing Table 32-290.03a., the percentage of density bonus is 20%.

Percentage Low-Income Units	Percentage Density Bonus
10	20
11	21.5
12	23

### Total Residential Development under 32-290.00

(Maximum Allowable Residential Density\* x Percent Bonus Density) + Base by-right density

$(480 \times 20\%) + 174.24 = 270.24$

$270 \times 10\% = 27$  affordable units

Result: 270 total units allowed with 27 of those units required to be affordable.

\*For this equation, you can utilize either the Maximum Allowable Residential Density calculated in table 1 or the Base by-right density calculated in table 2 above, whichever is greater.



**AfDU WAIVER APPLICATION**

Version 2025-12-01

Waiver #: \_\_\_\_\_

I. General Information

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Plan Name: \_\_\_\_\_ Plan No: \_\_\_\_\_

Site Address: \_\_\_\_\_ GPIN #: \_\_\_\_\_

Rezoning/Special Use Permit#: \_\_\_\_\_ Exhibit Yes/No: \_\_\_\_\_

II. Specifics of Waiver Request

Section of DCSM to be waived: \_\_\_\_\_

Requirement(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for waiver:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



III. Development Services Action

**Recommendation:**     Approval     Denial

**Branch Chief:** \_\_\_\_\_                      **Division Chief:** \_\_\_\_\_

**Reason(s) for approval/denial:**

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**Pro Rata Share Required:**     Yes                       No

**Pro Rata Share Amount: \$** \_\_\_\_\_                      **Watershed:** \_\_\_\_\_

IV. Additional Comments

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V. Waiver Request Approval or Denial

**Development Services Action:**     Approval of Waiver     Denial of Waiver

**Signature:** \_\_\_\_\_                                              **Date:** \_\_\_\_\_  
*Reviewer*

**Signature:** \_\_\_\_\_                                              **Date:** \_\_\_\_\_  
*Director or Designee*

**MOTION: FRANKLIN**

**June 3, 2025  
Regular Meeting  
Ord. No. 25-35**

**SECOND: BAILEY**

**RE: ZONING TEXT AMENDMENT #DPA2022-00003, AFFORDABLE DWELLING UNIT  
ORDINANCE – COUNTYWIDE**

**ACTION: APPROVED**

**WHEREAS**, in accordance with Sections 15.2-2285 and 15.2-2286 of the Code of Virginia, Ann., the Prince William Board of County Supervisors (Board) may amend the Zoning Ordinance whenever it determines that public necessity, health, safety, convenience, general welfare, and good zoning practice necessitate such change; and

**WHEREAS**, the Board approved Resolution Number (Res. No.) 21-424 to initiate a Zoning Text Amendment and County Code amendments to create an affordable dwelling unit ordinance; and

**WHEREAS**, County staff recommends that the Board approve the Zoning Text Amendment, #DPA2022-00003, Affordable Dwelling Unit Ordinance, including County Code Sec. 1-15, for the reasons stated in the staff report; and

**WHEREAS**, the Planning Commission, during its March 12, 2025, meeting, recommended adoption of the Zoning Text Amendment, as stated in Resolution No. 25-013; and

**WHEREAS**, the Board duly ordered, advertised, and held a public hearing on June 3, 2025, at which time public testimony was received and the merits of the above-referenced Zoning Text Amendment were considered; and

**WHEREAS**, the Board finds that adoption of this Zoning Text Amendment secures and promotes the public health, safety, and general welfare of the County and its inhabitants; and

**WHEREAS**, the Board finds that public necessity, convenience, general welfare, as well as good zoning practice, are served by the adoption of this Zoning Text Amendment;

**NOW, THEREFORE, BE IT ORDAINED** that the Prince William Board of County Supervisors hereby adopts Zoning Text Amendment #DPA 2022-00003, Affordable Dwelling Unit Ordinance, including County Code Sec. 1-15;

**NOW, THEREFORE, BE IT FURTHER ORDAINED** that this Ordinance shall become effective at 12:01 A.M. on December 1, 2025.



## **CODE OF ORDINANCES PRINCE WILLIAM COUNTY, VIRGINIA**

### **Chapter 1 – GENERAL PROVISIONS**

#### **Sec. 1-15. Affordable dwelling unit costs.**

This section shall only apply to County Code Sec. 32-290.01 et seq. The sales and rental price for affordable dwelling units within a development shall be established such that the owner or applicant, or both, shall not suffer economic loss as a result of providing the required affordable dwelling units. For purposes of this section, "economic loss" for sales units means that result when the owner or applicant of a development fails to recoup the cost of construction and certain allowances as may be determined by the designee of the Board of County Supervisors for the affordable dwelling units, exclusive of the cost of land acquisition and cost voluntarily incurred but not authorized by this section and County Code Sec. 32-290.01 et seq., upon the sale of an affordable dwelling unit. Policies and procedures to enforce this section shall be implemented by the Director of Housing & Community Development, or their designee.

### **Chapter 32 - ZONING**

#### **ARTICLE I. – TERMS DEFINED**

##### **PART 100. – DEFINITIONS**

The Zoning Administrator shall strictly construe the following terms and definitions. In the event a term is not defined in this section, the Administrator shall refer to other chapters of the Prince William County Code and to the building code for guidance. If ambiguity remains, the Zoning Administrator shall then rely upon the conventional, recognized meaning of the word or phrase (e.g., current edition, Merriam-Webster's Dictionary). In determining what activities comprise components of any use defined herein, the Zoning Administrator may consult the current edition of the North American Industrial Classification Standards. The definitions provided herein shall not be deemed, nor shall they be construed to be, a listing of the uses permitted in the zoning districts created by this chapter.

...

Affordable shall mean, as a guideline, housing that is affordable to households with incomes at or below the Washington-Arlington-Alexandria, DC-VA-MD HUD area median income, provided that the occupant pays no more than 30 percent of his gross income for gross housing costs, including utilities.

Affordable dwelling unit shall mean a dwelling unit that is affordable to households with incomes at or below 80% of the Washington-Arlington-Alexandria, DC-VA-MD HUD area median income and occupied by residents who meet eligibility requirements.

Affordable dwelling unit development shall mean a specific work or improvement within the County, whether multifamily residential housing or single-family residential housing, that contains five or more affordable dwelling units, undertaken primarily to provide dwelling accommodations, including the acquisition, construction, rehabilitation, preservation, or improvement of land,

buildings, and improvements thereto, for residential housing, and such other non-housing facilities as may be incidental, related, or appurtenant thereto.

...

Area median income shall mean the midpoint of the Washington-Arlington-Alexandria, DC-VA-MD HUD Metro income distribution, meaning that half of the households in a region earn more than the median and half earn less than the median, as defined as the capped Area Median Income by the U.S. Department of Housing and Urban Development (HUD) for the Washington-Arlington-Alexandria, DC-VA-MD HUD Metro.

...

Density bonus shall mean a density increase over the otherwise maximum allowable gross residential density as of the date of application by the applicant to the County, or, if elected by the applicant, a lesser percentage of density increase, including, but not limited to, no increase in density.

...

Development standard shall mean any County land use, site, or construction regulation, including, but not limited to, height restrictions, setback requirements, side yard requirements, minimum area requirements, minimum lot size requirements, floor area ratios, or onsite open-space requirements that applies to a residential or mixed-use development pursuant to any County ordinance, policy, resolution, or regulation. Development standard shall not mean nor include use or unit type.

...

Low-income household shall mean any individual or family whose incomes do not exceed 80 percent of the area median income for the County in which the housing development is being proposed.

...

Maximum allowable residential density shall mean the density allowed under the Zoning Ordinance and land use element of the Comprehensive Plan, or, if a range of density is permitted, means the maximum allowable density for the specific zoning range and land use element of the Comprehensive Plan applicable to the project. If the density allowed under the Zoning Ordinance is inconsistent with the density allowed under the land use element of the Comprehensive Plan, the density set forth in the Comprehensive Plan shall prevail.

...

Physical Environment shall mean all natural and human-made features including, but not limited to, features such as landforms, vegetation, soils, environmental and topographical conditions, ecosystems, buildings, streets, parks, and infrastructure.

...

Very-low-income household shall mean any individual or family whose incomes do not exceed 50 percent of the area median income for the County in which the housing development is being proposed.

**ARTICLE II. – ADMINISTRATION, PUBLIC USES AND USES OF A PUBLIC NATURE, GENERAL STANDARDS FOR PLANNED DEVELOPMENT DISTRICTS**

**PART 290. – AFFORDABLE DWELLING UNITS**

**Sec. 32-290.01 – Authority and Purpose.**

This Affordable Dwelling Unit Ordinance is adopted pursuant to Virginia Code § 15.2-2305.1, to address housing needs, promote a full range of housing choices, and encourage the construction and continued existence of housing affordable to low-and-moderate-income members of the public by providing for increases in density to the applicant in exchange for the applicant voluntarily electing to provide such affordable housing.

**Sec. 32-290.02 – Eligibility.**

- a. Any affordable dwelling unit development with a density greater than one dwelling unit for every one acre of gross land area regardless of the applicable zoning district that is the subject of an application for rezoning, special use permit, site plan review, or subdivision approval shall be eligible for the incentives in this article.
- b. Projects providing a minimum of five affordable dwelling units qualify for eligibility under this article.
- c. Rezoning, site plan, or subdivision plan applications that result in the redistribution of existing affordable dwelling units within the same development to newly zoned property, without increasing the overall affordable dwelling unit count, are not eligible for the incentives in this article.
- d. Notwithstanding any provisions to the contrary within this article, the rezoning application process shall remain unaffected. This article does not supersede any approved proffers and Special Use Permit conditions. Should bonus density be granted through conditional zoning by the Board of County Supervisors, those specific conditions shall be adhered to accordingly.

**Sec. 32-290.03 – Density Bonus.**

In accordance with Virginia Code § 15.2-2305.1, a density bonus shall be approved as set forth below. A density bonus is calculated based on the maximum allowable residential density. To receive a density bonus, an affordable dwelling unit development shall include the following percentage of affordable dwelling units:

- a. A minimum of ten percent of the total units of an affordable dwelling unit development for low-income households. For affordable dwelling unit developments under this subsection (a), the density bonus shall be calculated as follows:

<u>Percentage Low-Income Units</u>	<u>Percentage Density Bonus</u>
<u>10</u>	<u>20</u>
<u>11</u>	<u>21.5</u>
<u>12</u>	<u>23</u>

<u>13</u>	<u>24.5</u>
<u>14</u>	<u>26</u>
<u>15</u>	<u>27.5</u>
<u>16</u>	<u>29</u>
<u>17</u>	<u>30.5</u>
<u>18</u>	<u>32</u>
<u>19</u>	<u>33.5</u>
<u>20</u>	<u>35</u>
<u>21</u>	<u>36.5</u>
<u>22</u>	<u>38</u>
<u>23</u>	<u>39.5</u>
<u>24</u>	<u>41</u>
<u>25</u>	<u>42.5</u>
<u>26</u>	<u>44</u>
<u>27</u>	<u>45.5</u>
<u>28</u>	<u>47</u>
<u>29</u>	<u>48.5</u>
<u>30</u>	<u>50</u>
<u>31</u>	<u>51.5</u>
<u>32</u>	<u>53</u>
<u>33</u>	<u>54.5</u>
<u>34</u>	<u>56</u>
<u>35 or more</u>	<u>57.5</u>

- b. A minimum of five percent of the total units of an affordable dwelling unit development for very-low-income households. For affordable dwelling unit developments under this subsection (b), the density bonus shall be calculated as follows:

<u>Percentage Very Low-Income Units</u>	<u>Percentage Density Bonus</u>
<u>5</u>	<u>20</u>
<u>6</u>	<u>22.5</u>
<u>7</u>	<u>25</u>
<u>8</u>	<u>27.5</u>
<u>9</u>	<u>30</u>
<u>10</u>	<u>32.5</u>
<u>11</u>	<u>35</u>
<u>12</u>	<u>37.5</u>
<u>13</u>	<u>40</u>
<u>14</u>	<u>42.5</u>
<u>15</u>	<u>45</u>
<u>16</u>	<u>47.5</u>
<u>17</u>	<u>50</u>
<u>18</u>	<u>52.5</u>

<u>19</u>	<u>55</u>
<u>20</u>	<u>57.5</u>
<u>21</u>	<u>60</u>
<u>22</u>	<u>62.5</u>
<u>23</u>	<u>65</u>
<u>24</u>	<u>67.5</u>
<u>25</u>	<u>70</u>
<u>26</u>	<u>72.5</u>
<u>27</u>	<u>75</u>
<u>28</u>	<u>77.5</u>
<u>29</u>	<u>80</u>
<u>30</u>	<u>82.5</u>
<u>31</u>	<u>85</u>
<u>32</u>	<u>87.5</u>
<u>33</u>	<u>90</u>
<u>34</u>	<u>92.5</u>
<u>35 or more</u>	<u>95</u>

**Sec. 32-290.04 – Affordable Dwelling Unit Standards.**

All affordable dwelling units provided shall match the overall quality of construction of market-rate units within the same housing development. Developments utilizing the low-income housing tax credit program shall be exempt from the requirements of this section with the exception of County Code Sec. 32-290.04(c). Affordable dwelling units shall be constructed to match as at least one of the market rate types, and shall satisfy all of the following requirements:

- a. The exterior appearance of the affordable dwelling units shall be compatible with that of the market-rate units within the same affordable dwelling unit development.
- b. The average number of bedrooms in the affordable dwelling units shall be comparable to the average number of bedrooms in the market-rate units within the same affordable dwelling unit development. The affordable dwelling units shall be dispersed within the residential development, with affordable dwelling units’ locations comparable to those of the market-rate units.
- c. The affordable dwelling units shall have access to and enjoyment of common open space, parking, and other facilities in the residential development.
- d. Affordable dwelling units shall be available for occupancy concurrently with the market-rate units within the same affordable dwelling unit development. For this subsection, “concurrently” will be defined in the Affordable Housing Development Administrative Procedures.
- e. All affordable dwelling units shall be subject to a resale restriction, deed of trust, and/or regulatory agreement recorded against the property for execution by the Director of Housing & Community Development, or their designee, in a form reviewed and approved by the County Attorney’s Office, to ensure the continued affordability of the affordable dwelling units. The prices for the sales and rentals of affordable dwelling units subsequent to the initial sale or rental transaction shall be controlled by the Director of Housing & Community Development, or their designee, for a period of not less than 15 years nor more than 50 years, after the initial sale or rental transaction for each affordable dwelling unit, provided

that this article further provides for reasonable rules and regulations to implement a price control provision as defined within the Affordable Dwelling Unit Policies, Guidelines and Procedures. Approved site plans and/or recorded subdivision plats shall identify the specific number of for-sale units and/or percentage of units for rent that are to be regulated as affordable dwelling units, pursuant to this section. All site plans or plats for developments containing affordable dwelling units for sale shall identify specific affordable dwelling units for sale.

**Sec. 32-290.05 – Application and Review Procedures for Density Bonus.**

- a. All density bonus applications shall be filed with the Zoning Administrator, or their designee, who shall be required to review the application within 30 days of receipt of an application to make an official determination in writing regarding the following: (i) the amount of density bonus, calculated pursuant to County Code Sec. 32-290.03 for which the applicant is eligible; (ii) if the applicant requests a parking ratio pursuant to subsection (c) of this section, the parking ratio for which the applicant is eligible; and (iii) if the applicant requests waivers or reductions of development standards pursuant to subsection (d) of this section, whether the applicant has provided adequate information for the County to make a determination as to those waivers or reductions of development standards.
- b. An appeal by a party aggrieved of an official determination pursuant to this section shall be made to the Board of Zoning Appeals pursuant to Virginia Code § 15.2-2311 and County Code Sec. 32-900.00 *et seq.* If denied, the applicant shall be provided with the basis for denial. Any such denial may be appealed in accordance with County Code Sec. 32-900.20 *et seq.* and Virginia Code § 15.2-2309.
- c. An applicant for a density bonus pursuant to County Code Sec. 32-290.03 may request a waiver or reduction in any County parking ratios or requirements. The Zoning Administrator, or their designee, shall grant the waiver or reduction unless the Zoning Administrator, or their designee, is able to make a written determination that such waiver or reduction would have a specific, adverse impact upon health, safety, or the physical environment of residents of the County. The Zoning Administrator, or their designee, may also recommend to the applicant modifications of the initial request for waiver or reduction of County development standards that would satisfy the Zoning Administrator's, or their designee's, concerns. This section does not preclude the Board of County Supervisors from reducing or eliminating a parking requirement for development projects of any type in any location.
- d. An applicant for a density bonus pursuant to County Code Sec. 32-290.03 may request a waiver or reduction of County development standards that (i) physically preclude the construction of a project at the density permitted by County Code Sec. 32-290.03 or (ii) impact the financial feasibility of a project submitted pursuant to this County Code Sec. 32-290.05. The Zoning Administrator, or their designee, shall grant the waiver or reduction of County development standards requested by the applicant unless the Zoning Administrator, or their designee, is able to make a written determination that such waiver or reduction would have a specific, adverse impact upon health, safety, or the physical environment. The Zoning Administrator, or their designee, may also recommend to the applicant modifications of the initial request for waiver or reduction of County development standards that would satisfy the Zoning Administrator's, or their designee's, concerns. Nothing in this subsection

shall be interpreted to require the County to waive or reduce development standards that would have an adverse impact on any real property that is listed in the Virginia Landmarks Register or National Register of Historic Places or would be contrary to state or federal law. Development standard shall not mean nor include use or unit type.

**Sec. 32-290.06 – Application Submittal Requirements.**

The following are the submittal requirements for a density bonus application:

- a. In addition to the site plan standards in Zoning Ordinance Article VIII, Site Plans, and the regulations and standards in the Prince William County Design and Construction Standards Manual, a site plan subject to the provisions of this article shall also identify the following:
  1. The specific lots for all single-family dwelling units in an affordable dwelling unit development.
  2. The specific units by type and by building for all multifamily affordable dwelling units in an affordable dwelling unit development.
- b. A description, both written and graphic, of the affordable dwelling units including, but not limited to:
  1. Square footage;
  2. Number of bedrooms and bathrooms;
  3. Floor plan of each unit type;
  4. Proposed location of affordable dwelling units within the affordable dwelling unit development; and
  5. The number and percentage of affordable dwelling units by unit type as compared to the number of market-rate units within the development.
- c. A sworn, signed, and acknowledged statement from the applicant stating that those units designated as affordable dwelling units meet the minimum standards for affordable dwelling units established by this section.
- d. All site plans for developments containing affordable dwelling rental units shall include information concerning the number of each type of unit, by bedroom count, which shall be maintained as affordable.
- e. The Zoning Administrator, or their designee, shall have no more than 280 days in which to process site or subdivision plans proposing the development or construction of affordable housing or affordable dwelling units. The calculation of this review period shall include only the time that plans are in review and shall not include such time as may be required for revision or modification to comply with lawful requirements outlined in applicable ordinances and County regulations.