

Application Package Special Use Permit For Family Day Home

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INTRODUCTION

The Special Use Permit is only one of the required steps before approval by Prince William County. An application for the Special Use Permit is the initial step, followed by a Home Occupation Certificate (HOC-2) dependent upon the Board approving the Special Use.

The Planning Office offers Pre-Application Meetings on Thursday afternoons for those wishing to speak with a Planner about the application process. Consultation with the Building Official or designee prior to submission is strongly recommended. To schedule a Pre-Application meeting or for more information, contact the Planning Office at (703) 792-7615 or planning@pwcgov.org.

Use this chart to find which category fits your situation			
<u>Lot Size</u>	<u>Dwelling Type</u>	<u>Number of Children Allowed in Addition to a Provider's Own Children</u>	<u>Permit Type Required</u>
Less than 5,000 sq.ft.	Single-family detached	5-9	<ul style="list-style-type: none"> • Special Use Permit • Home Occupation Certificate (HOC2) • Certificate of Occupancy • Business License if applicable
Any size	Mobile home, townhouse, duplex, multifamily, other as defined by the Zoning Ordinance	5-9	<ul style="list-style-type: none"> • Special Use Permit • Home Occupation Certificate (HOC2) • Certificate of Occupancy • Business License if applicable
5000 sq.ft. or more	Single-family detached	13+	Must comply with the requirements for a Child Day Care Center

Family Day Home SUP Process General Timeline

5 – 8 months					
Pre- Application Meeting		Application Review		Board of County Supervisors Public Hearing	Zoning Certificate HOC-2
Request for Adjacent Property List	Submit SUP Application	Post- Submission Meeting	Planning Commission Public Hearing	SUP Approval	Building Occupancy Permit
Start Up	Phase One 4 – 7 months				Phase Two 2 – 3 days

PROCESS EXPECTATIONS – Applicant

- **Attend a Post-Submission Meeting – REQUIRED**

This is a scheduled meeting with the assigned case planner approximately five to seven weeks after acceptance of the application to review the comments and discuss any outstanding issues that may arise. The meeting also prepares the applicant as to what are the next steps in processing the SUP.

- **Communicate with Neighbors and Homeowners Association (if applicable) – REQUIRED**

A meeting with and/or presentation to adjacent property owners and/or homeowners association affected by the proposal is recommended. Providing status updates of the application, responding to requests for information in a timely manner, and providing feedback to the case planner about the application process is all very helpful with the processing of the application.

- **Attend Public Hearings – REQUIRED**

A case planner will discuss the details further during the Post-Submission meeting, but public hearings before the Planning Commission and the Board of County Supervisors are required as part of the SUP approval process.

- **Actively Participate – REQUIRED**

The applicant is to 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. All conditions set with the SUP must be followed and are requirements to have the special use approved.

- **Home Occupation Certificate (from Zoning Division) – REQUIRED**

After the SUP has been approved by the Board of County Supervisors, the applicant must receive occupancy permits for the use. Occupancy permits are obtained through the Zoning Division, Building Development, and the Fire Marshal. The Home Occupation Certificate - Family Day Home Application is to be filled out and brought to the Zoning Counter for acceptance. The approval of a certificate takes approximately 45 days. During this time, the Zoning Division will ask you to work with Building Development and the Fire Marshal to obtain an additional Certificate of Occupancy. More information regarding the Home Occupation Certificate from the Zoning Division is online at www.pwcva.gov/department/zoning-administration.

INSTRUCTIONS and CHECKLIST

All items contained in this application package must be completed and submitted with the supplemental items in order to be processed. Attach additional pages where necessary to clearly identify all requested information.

REQUIRED DOCUMENTS:

1. Application Form for a Special Use Permit – Page 7 – REQUIRED

The appropriate application form fully completed with the attached required documents. The application must be signed by the property owner or the duly authorized agent with the special power of attorney form.

- Fill in the Case Name;
- Identify the special use permit characteristics;
- Provide the Property Location;
- List the GPIN, Zoning District, and Lot Size;
- Give the name of the property owner(s) and if applicable, authorized agent(s);
- Sign the application.

2. Written Narrative – Page 8 – REQUIRED

The written narrative is a description of how the SUP proposal addresses the operation of the Family Day Home. Details should be provided with comprehensive and thorough explanations of the Family Day Home operation. Questions to be answered have been provided on Page 8. Make sure to provide an explanation that clearly identifies the following:

- Number of children and non-resident employees;
- Hours of Operation (Break-down of the hours each child is there);
- House Layout (Identify areas used for childcare);
- Transportation and Parking (Where do the parents, employees, buses park or stop).

3. Special Use Permit Fee – Page 9 – REQUIRED

Fees in accordance with the fee schedule attached to the application must be enclosed with the submission. Checks should be made payable to “Prince William County”. Attach check.

4. Adjacent Property Owners List – Page 10 – REQUIRED

The applicant is responsible for providing a list of names and addresses of the owner or owners, the agent or occupant, landowners within neighboring portions, and all property immediately across the street or road from the subject property of each parcel involved within a five hundred-foot (500') proximity. This list is to be completed and accompanied by the Adjacent Property Owners Affidavit by the time your application is submitted to be reviewed by the Planning Office.

- A complete list attached to the application packet

5. Adjacent Property Owners Affidavit – Page 11 – REQUIRED

The adjacent property owners list must be certified by the property owner(s) as being accurate and fulfilling the requirements of Sec. 32-700.20(5) of the Prince William County Zoning Ordinance. This form is required at the submission of the created Adjacent Property Owners list.

- Fill in the Owner(s) information;
- Have the Adjacent Property Owners Affidavit notarized.

6. Interest Disclosure Affidavit – Page 12 – REQUIRED

This form is an oath by the applicant to disclose whether or not any member(s) of the Prince William County Planning Commission or Board of County Supervisors has greater than ten percent interest in the company or relating proposal.

- Fill in the Owner(s) information;
- Have the Interest Disclosure Affidavit notarized.

7. Special Power of Attorney Affidavit – Page 13 – Required if applicable

This form is required if someone other than the property owner(s) is signing the application as the representative. This affidavit allows the Authorized Agent to sign for the proposal and other documents requiring the property owner(s) signature. This form is not needed if you have a government issued identification card or a current utility bill with your name associated to the legal address on the SUP application.

- Fill in the Owner(s) information;
- Have the Special Power of Attorney Affidavit notarized

8. Virginia Statewide Fire Prevention Code Fire Safety & Evacuation Plan – Page 14 – REQUIRED

DOCUMENTS TO ATTACH:

1. Interior Layout – REQUIRED

A scaled layout of all floors used as the Family Day Home that will provide a visual description that identifies the areas of childcare. Please reference windows, doors of both the interior and exterior, basement space, and dimensions.

- Provide twelve copies on letter sized paper (8.5"x11")

2. House Location Survey Plat – REQUIRED

A house plat prepared by a certified land surveyor or licensed civil engineer is required if you are the owner of the property. The plat should layout the operation of the family day home of parking for employees and parents, drop-off and pick-up stops, and play areas for the children.

- Provide one copy on legal-sized paper (8.5" x 14") or tabloid sized paper (11' x 17") with the following standards:
 - Bearings and distances with a scale of 1" = 100' or less for the property line and existing structures on the individual residential lot;
 - Has the surveyor's seal, name, and signature;
 - Names of boundary roads or streets and width of existing rights-of-way;
 - Grid Parcel Identification Number (GPIN)

Contact your lender/mortgage company, title company, surveyor that was used for the settlement, or settlement attorney for a copy of your house location survey. Neither the Planning Office nor the Prince William County Courthouse keeps copies of house location surveys. For more information on how to find/obtain your house location survey go to the [House Location Survey Plat web page](#).

Note: A House Location Survey Plat is not required if you are a resident within a multi-family dwelling or a mobile home park.

3. Photos - REQUIRED

Photos of the residence that identify where the family day home operation will be taking place, parking, and drop-off/pick-up of children. Photos can be placed on letter sized paper (8.5' x 11") with up to two (2) photos per page as long as the photos are no smaller than 3" x 5".

- Provide one copy of each photo set.

**APPLICATION FOR A SPECIAL USE PERMIT – FAMILY DAY HOME
TO THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA**

Case Name: _____

The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agents thereof, do hereby petition for a special use permit to allow the following purpose of a Family Day Home with the following characteristics:

GPIN: _____	Zoning District: _____	Lot Size: _____(acres/sq.ft.)
Number of Children: _____	Number of Non-Resident Employees: _____	
Dwelling Type (Single-Family Detached House, Condo, Townhouse, etc.): _____		

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 (*Example: West ½ mile from the intersection of Hoadly Road and Prince William Parkway*):

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

Owner of Property	Authorized Agent(s) (if applicable)
Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Email: _____	Email: _____
Phone: (C) _____(O) _____	Phone: (C) _____(O) _____
*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 _____

Name (print) _____

*If anyone other than the owner is signing a Power of Attorney must be attached.

WRITTEN NARRATIVE

Please provide an explanation and documentation to address the following questions. Attach additional pages to the application packet if necessary.

How many children are your own? _____
How many children will you be caring for, not including your own? _____
How do your employees get to your house? If they drive, where do they park?
What type of dwelling will you be operating in? (House, Townhouse, etc.)_____
Please identify the areas used for childcare including any off-site community recreation facility:
What are the hours of operation for your Family Day Home?
Do you have a company vehicle? Yes No
How do the children arrive at your residence? Do they walk, parent(s) drop them off, are they dropped off by a bus? Please explain the timeframes.

SPECIAL USE PERMIT FEE SCHEDULE

Effective July 1, 2026

In the event that a proposed special use is not clearly described in this schedule, the Zoning Administrator shall determine the special use “most like” the proposal and assign the fee accordingly.

Description	Use	Fee
Category B – Nonresidential uses within residential areas, but not necessarily commercial in nature	<ul style="list-style-type: none">Family day home, 5 to 9 children	\$ 601.95

Request for Adjacent Property Owners List

(To be filled out by applicant)

REQUEST FOR:

- **Adjacent Property Owner List – Optional**

The applicant should review this list to ensure that it includes and hereby make oath that the list of owner(s), their agent(s) or the occupant(s), 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 over 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 or Washington Manassas Regional Airport, if portions of the subject property are located within 3,000 feet of the boundary of these facilities. Adjacent property owners lists can be emailed to the applicant for proofing and editing. The list and the adjacent property owners affidavit must be returned with the completed application package. When returning the list provide a paper copy along with an electronic copy in spreadsheet format.

For the property described below. (Proposals for multiple parcels should also include a copy of the plat.):

GPIN	Acreage

Indicate to whom the response should be sent:

Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Adjacent Property Owners Affidavit

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This _____ day of _____,
(day) (month) (year)

I, _____
Owner/Contract Purchaser/Authorized Agent (circle one)

Hereby make oath that the list of owner or owners, their agent or the occupant, of each parcel involved, landowners within 500 feet 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.

Owner/Contract Purchaser/Authorized Agent (circle one)

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: _____

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:

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: _____

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: _____

Virginia Statewide Fire Prevention Code Fire Safety & Evacuation Plan

I. Location and Identification		
Business Name		
Street Address	City/State	Zip Code
Main Business Phone	After Hours Emergency Phone	
Plan Author	Official in Charge of Emergency Preparedness	
Approx. Number of Employees: _____	Posted Occupant Load: _____	
II. Notification Procedures		
In case of an emergency, I will notify the Fire Department using the following methods (<i>call 911, activating a manual fire alarm pull station, etc.</i>):		
In case of an emergency, I will notify employees and patrons using the following methods (<i>fire alarm, overhead announcements, etc.</i>):		
III. Identification and Assignments		
The following individuals are responsible for this plan:		
The following individuals are responsible for assisting with evacuation , rescue, and medical aid:		
The following individuals are responsible for maintenance, housekeeping and controlling fuel hazard sources:		
The following individuals are responsible for maintenance of systems and equipment installed to prevent or control fires:		
The following individuals are responsible for conducting and managing fire drills:		

IV. Fire Protection Systems

This occupancy has the following fire protection systems:

Fire Alarm	Commercial Hood System
Sprinkler System	Fire Pump
Fire Extinguishers	Occupant-Use Hose Stations

Description of fire alarm alert tone and voice communication system(s):

V. Identification of Potential Fire Hazards

The following are identified as potential fire hazards related to this occupancy, its use, and maintenance and housekeeping procedures:

VI. Procedures

The following are the procedures for relocating or evacuating occupants:

The following are the procedures for accounting for employees and occupants after an evacuation:

The following are the procedures for employees who must remain to operate critical equipment before evacuating:

VII. Floor Plans

Attach a floor plan for each floor of occupancy. The following information shall be included in each floor plan:

- | | |
|--------------------------------|---|
| 1. Exits | 6. Manual Fire Alarm Boxes |
| 2. Primary Evacuation Routes | 7. Portable Fire Extinguishers |
| 3. Secondary Evacuation Routes | 8. Occupant-Use Hose Stations |
| 4. Accessible Egress Routes | 9. Fire Alarm Annunciators and Controls |
| 5. Areas of Refuge | |

VIII. Site Plans

Attach a site plan for the occupancy. The following information should be included in the site plan:

1. The occupancy assembly point
2. The location of fire hydrants
3. The normal routes of fire department vehicle access

Plan prepared by: _____

Preparer's job title: _____

Signature: _____ Date: _____