

Mission Statement

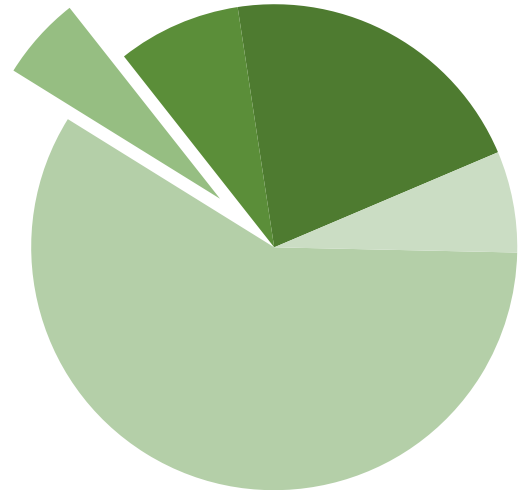
The Planning Office provides innovative land use planning to support Prince William County as an equitable, sustainable, and vibrant place offering access to employment, housing and mobility opportunities while respecting our distinct cultural and environmental resources as well as promoting the quality-of-life values that establish a unique sense of place. To help achieve this vision, the Planning Office implements, with community input, the County's Strategic Plan and its [Comprehensive Plan](#) which governs future growth and development through small area and countywide land use planning; review of proposed development; and preservation of the County's cultural resources.

Quadrant Area

% of Mobility, Economic Growth & Resiliency

5.9%

Quadrant Expenditure Budget: \$129,660,863



Programs

Community Planning and Revitalization	\$1,433,138
Countywide Planning	\$2,484,354
Director's Office	\$1,385,161
Land Use Review	\$2,334,638

Agency Expenditure Budget: \$7,637,291

Mandates

Prince William County operates under state mandates including the development and adoption of a comprehensive plan as required by the Virginia Code. The Comprehensive Plan is required to contain certain elements and must be reviewed at least once every five years. In addition, the Prince William Board of County Supervisors has chosen to enact a Zoning Ordinance, including a Historic Overlay District, which is required to be consistent with the Virginia Code. The Board has also adopted an Agricultural and Forestal District. The County is required to comply with the Chesapeake Bay Act. The Planning Office serves as liaison to several boards, committees, and commissions including the Planning Commission, Agricultural and Forestal Districts Advisory Committee, Historical Commission, and Architectural Review Board.

State Code: [62.1-44.15:74](#) (Chesapeake Bay Preservation Act Areas), [15.2-2204](#) (Advertisement of plans, ordinances, etc.; joint public hearings; written notice of certain amendments) [15.2-2223](#) (Comprehensive Plan), [15.2-2280](#) (Zoning ordinance generally), and, [15.2-2306](#) Preservation of Historical Sites and Architectural Areas), [Chapter 43](#) (Agricultural and Forestal Districts), [15.2-2210](#) (Local Planning Commissions), [15.2-2232](#) (Legal Status of Plan)

County Code: [Chapter 2 Article V](#) (Historical Commission), [Chapter 32](#) (Zoning), [Chapter 32, Article V, Part 502](#) (Historic Overlay Districts)

Expenditure and Revenue Summary



Expenditure by Program	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted	% Change Budget FY26/ Budget FY27
Community Planning and Revitalization	\$155,151	\$316,004	\$999,800	\$1,149,535	\$1,433,138	24.67%
Countywide Planning	\$2,498,460	\$2,423,650	\$2,915,688	\$2,030,762	\$2,484,354	22.34%
Director's Office	\$0	\$0	\$0	\$1,327,053	\$1,385,161	4.38%
Land Use Review	\$1,352,912	\$1,590,067	\$1,829,586	\$1,759,920	\$2,334,638	32.66%
Zoning Administration	\$1,074,844	\$1,203,354	\$50,839	\$0	\$0	-
Total Expenditures	\$5,081,366	\$5,533,076	\$5,795,912	\$6,267,271	\$7,637,291	21.86%

Expenditure by Classification

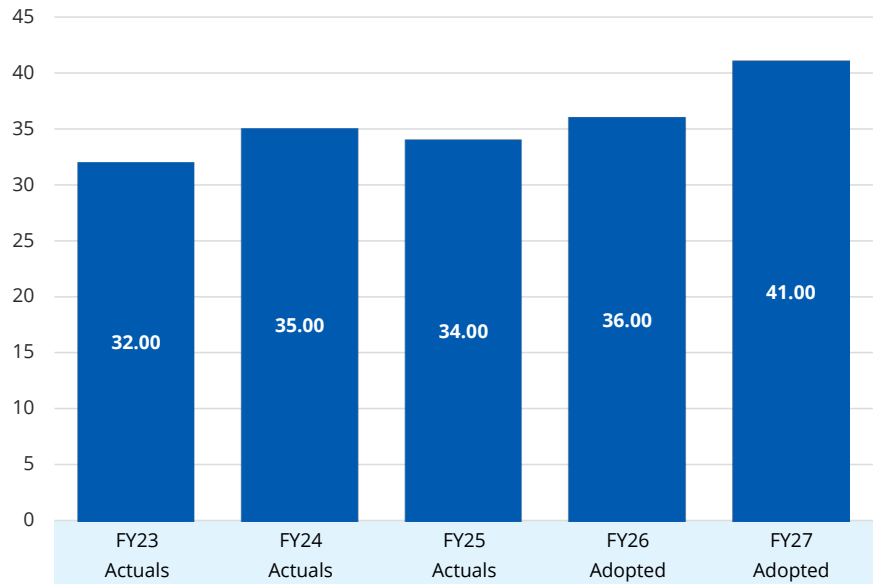
Salaries & Benefits	\$3,367,141	\$4,227,422	\$4,081,066	\$4,892,353	\$5,734,991	17.22%
Contractual Services	\$452,535	\$87,815	\$543,151	\$899,479	\$1,239,429	37.79%
Internal Services	\$287,508	\$304,885	\$303,129	\$298,081	\$401,129	34.57%
Purchase of Goods & Services	\$818,161	\$798,748	\$829,560	\$133,883	\$213,268	59.29%
Leases & Rentals	\$9,237	\$16,376	\$13,589	\$26,116	\$31,116	19.15%
Reserves & Contingencies	\$0	\$0	\$0	(\$8,058)	(\$8,058)	0.00%
Transfers Out	\$146,784	\$97,830	\$25,417	\$25,417	\$25,417	0.00%
Total Expenditures	\$5,081,366	\$5,533,076	\$5,795,912	\$6,267,271	\$7,637,291	21.86%

Funding Sources

Permits & Fees	\$696,098	\$1,478,712	\$1,048,922	\$776,770	\$892,955	14.96%
Fines & Forfeitures	\$100	\$150	\$50	\$0	\$0	-
Miscellaneous Revenue	\$107	\$622	\$977	\$0	\$0	-
Charges for Services	\$27,225	\$35,943	\$3,721	\$1,475	\$1,475	0.00%
Transfers In	\$550,000	\$550,000	\$0	\$0	\$0	-
Designated Funding Sources	\$1,273,530	\$2,065,426	\$1,053,670	\$778,245	\$894,430	14.93%
(Contribution to)/Use of Fund Balance	(\$341,914)	(\$477,463)	\$37,879	\$458,828	\$503,742	9.79%
Net General Tax Support	\$4,149,751	\$3,945,112	\$4,704,363	\$5,030,199	\$6,239,119	24.03%
Net General Tax Support	81.67%	71.30%	81.17%	80.26%	81.69%	



Staff History by Program



Community Planning and Revitalization	1.90	1.90	7.00	5.10	6.10
Countywide Planning	11.50	11.50	13.20	11.10	11.10
Director's Office	0.00	0.00	0.00	7.00	7.00
Land Use Review	9.95	12.95	13.80	12.80	16.80
Zoning Administration	8.65	8.65	0.00	0.00	0.00
Full-Time Equivalent (FTE) Total	32.00	35.00	34.00	36.00	41.00

Future Outlook

Zoning Ordinance Update – Implementation of the adopted [2040 Comprehensive Plan](#) requires alignment of the newly adopted policies with County ordinances and regulations, such as the Zoning Ordinance and Design Construction Standards Manual. The Planning Office launched a comprehensive revision to the County's Zoning Ordinance in FY25, which will continue into FY27, to identify technical and policy-based updates to ensure the Zoning Ordinance supports both the 2040 Comprehensive Plan as well as broader County priorities identified in the [Strategic Plan](#).

Community Engagement – Communication and engagement with the community are critical components of effective planning. The Planning Office expanded its capacity to conduct community engagement with residents and various community stakeholders through the addition of positions to its Community Planning and Revitalization Division. This division is tasked with the development and implementation of small area plans, as well as building its bench of on-call consultant expertise in areas including community engagement. In FY27, the Planning Office will continue to build its toolbox of equitable community engagement strategies across its divisions to initiate and implement various planning studies and regulatory updates. Additional staff will be provided to support several boards, committees, and commissions. Effective community outreach and engagement, especially to Prince William County's diverse community, will require additional resources to support a broader variety of engagement methods to reach residents where they are and to engage residents through multiple languages. In addition, the Planning Office continues to make planning information available online through interactive mapping products like the Build-Out Analysis.

Land Use Entitlements – The Planning Office continues to review complex, large scale, and mixed-use development projects. The [2040 Comprehensive Plan](#) has increased the quantity of complex projects for development review. In FY25, the Planning Office embarked on a comprehensive review of the land use entitlement process and implemented several process improvements. In FY27, the Planning Office will continue its efforts to enhance and streamline the land use application review process, including making progress towards a fully online process, and will continue to monitor caseload trends and staff capacity.

Small Area Planning – The Community Planning and Revitalization Division received additional staff resources in FY25 to expand the program's ability to develop new Small Area and Corridor Plans requested by the Board of County Supervisors (BOCS) addressing recent land use challenges and opportunities in the County. This program received BOCS initiation for a new plan, the Vint Hill Corridor Small Area Plan in the Brentsville District, in FY25 and launched this initiative in early FY26. Additionally, with a Small Area Plans program currently included in the Planning Office FY26 budget, the Community Planning and Revitalization Division will launch two additional Small Area Plans, for the Yorkshire area along Route 28 in the Coles District and for Fetter Park in the Potomac District. These efforts will continue into FY27, as well as opportunities to launch new Plans.

The Community Planning and Revitalization Division also will continue to coordinate with agencies on opportunity zones, implementation of adopted small area plans, and implementation of the strategies outlined in the [2040 Comprehensive Plan](#) for development and redevelopment of activity centers and redevelopment corridors. This program will monitor and support implementation of the Comprehensive Plan at the community level and will support the update to the Facilities and Infrastructure Plan.

Comprehensive Plan Updates – Initiated by the BOCS, the Planning Office began working on the integration of the adopted Community Energy and Sustainability Master Plan into the [Comprehensive Plan](#) as an amendment to develop policies and other guidance for sustainable and resilient development. This effort, followed by its implementation, is expected to continue into FY27. An Infrastructure and Facilities Plan update is also needed to support implementation of the Comprehensive Plan. Additionally, there will be a future need for a technical update of the Comprehensive Plan to update the level of service chapters with new population numbers and changes in state law.

Cultural Resources Management – The County has a variety of cultural and historical resources dating from over 10,000 years ago to the present. Land use entitlements, site plan submissions, and Capital Improvement Program projects necessitate research and new initiatives in the future to streamline management of cultural resources, including archaeological excavations, artifact cataloging, and headstone conservation in an archaeology laboratory. Efforts to nominate the Thoroughfare community to the Virginia Landmarks Registry and the National Register of Historic Places aim to highlight the diversity within the County's history. Preservation efforts include interest in establishing a Zoning historic overlay district with the community, as well as the Comprehensive Plan amendments initiated by the BOCS to add Blackburn's Ford and 11 other sites to the list of resources classified as County Registered Historic Sites.

General Overview

A. Principal Planner for Land Use Review Caseloads – On November 18, 2025, the BOCS approved [BOCS Resolution 25-603](#) which provided a new Principal Planner position (1.00 FTE) to the Planning Office's Land Use Review program to address land use caseloads. The cost of the position is \$136,000 and is funded by land development review fees.

Additionally, a one-time cost of \$275,000 is provided to the Planning Office for consulting services to improve case review efficiency efforts. Of this amount, \$200,000 is provided to fund consulting services for the Land Use Review Division to support management on growing case numbers. The remaining \$75,000 was awarded to assist the Countywide Planning Division's Cultural Resources team with scoping and reviewing cultural resource reports associated with land use cases.

B. Redistribution of Internal Service Fund (ISF) Technology Budget – The County allocates information technology (IT) costs to agencies through an ISF for all technology activities including computer support (hardware replacement, software licenses, and helpdesk customer services), IT security, business systems support (public safety communications, financial systems, human services systems, etc.), geographic information system, web services, capital equipment replacement, messaging, cloud storage, network and infrastructure services, telecommunications, and radios.

In FY26, funding was allocated in Non-Departmental to support the FY26 internal services fund billings for the Department of Information Technology, and in FY27 this funding is being reallocated to specific agencies to better represent the functional areas supported by these initiatives. In FY27, Planning's technology bill increased by \$70,681. No technology service levels are changed, and there is no impact to the technology services individual agencies currently receive.

C. Removal of One-Time Costs – A total of \$7,240 was removed from the Planning Office's FY27 budget for one-time costs added in FY26 for new Principal Planner positions (2.00 FTE).

D. Adjustment to the Building Development, Land Development, and Planning Fee Schedules – The FY2027 Budget includes a 3.5% increase to the Building Development fee schedule, 8.5% increase to the Land Development fee schedule, and a 15% increase to Planning fees. These adjustments are intended to align development-related revenues with the actual cost of service delivery and current revenue projections.

Budget Initiatives

A. Budget Initiatives

1. Senior Planners – Land Use Review

Expenditure	\$367,342
Revenue	\$0
General Fund Impact	\$367,342
FTE Positions	3.00

a. **Description** – This initiative provides funding for Senior Planners (3.00 FTE) within the Land Use Review Division. The additional positions will support efficient management of the ongoing high volume of development applications, reduce review timeframes, and align the growing caseload demand with the resource capacity of the Land Use Review Division. This initiative also helps with retention of key staff by improving caseloads per planner as well as supporting timely and efficient review of proposed development in the County. Ongoing costs for salaries, benefits, and internal service fees total \$336,742 and one-time costs for equipment and supplies are \$30,600.

b. **Service Level Impacts** – Planning will have additional resources to assist with the increase in caseload demand related to rezoning and special use permit applications. The initiative also supports the [Service Delivery strategic goal](#) by ensuring timely, effective, and accessible County services to residents, businesses, and partners by improving coordination and collaboration amongst County agencies and using high-quality data to achieve positive outcomes (Objective 1).

2. Zoning Ordinance Update – Countywide Planning

Expenditure	\$300,000
Revenue	\$0
General Fund Impact	\$300,000
FTE Positions	0.00

a. **Description** – This initiative provides \$300,000 in one-time funding to complete the County's Comprehensive Zoning Ordinance update. The Zoning Ordinance is the primary legal tool that translates the County's long-range vision into tangible outcomes for housing, economic development, sustainability, and community design. Initial funding was provided in FY25 and this initiative completes the updated draft ordinance, public hearings, and adoption resources.

b. **Service Level Impacts** – Updating the current ordinance will reflect [2040 Comprehensive Plan](#) policy goals, current County priorities, and prevent delays in the development process. Additionally, this funding is necessary to support new Board priorities related to housing diversity, sustainability, and climate resilience.

3. Principal Planner – Community Planning and Revitalization

Expenditure	\$136,200
Revenue	\$0
General Fund Impact	\$136,200
FTE Positions	1.00

a. **Description** – This initiative provides funding for one Principal Planner (1.00 FTE) within the Community Planning and Revitalization Division to support the development of additional small area plans. Ongoing funding of \$500,000 was included in the FY26 budget for small area plan development. The Planning Office currently has multiple Board directives for new small area plans, three of which are currently funded and are underway or will launch in FY26. Currently, the Division has two Principal Planners, each managing one of the new small area plans in FY26, but the Assistant Planning Director for the division has been serving as the project manager for the third small area plan. This dual role limits the Assistant Director's ability to focus on effective oversight and direction for the team and its growing work program. Ongoing costs for salaries, benefits, and internal service fees total \$124,400 and one-time costs for equipment and supplies are \$11,800.

b. **Service Level Impacts** – Planning will have additional capacity to respond to Board directives related to small area planning to support quality of life and manage future development.

4. Community Outreach and Engagement and Technology Licenses – Multiple Programs

Expenditure	\$103,000
Revenue	\$0
General Fund Impact	\$103,000
FTE Positions	0.00

- a. **Description** – This initiative provides ongoing funding for the maintenance of existing systems, the adoption of new technologies, as well as the coverage of escalating licensing and subscription fees. This initiative will cover all software licenses necessary for daily operations to support improvements in the efficient management of land use cases and to expand community engagement using: ArcGIS licenses, BlueBeam, AdobePro, HIVE, CANVA, and Mentimeter. Additionally, increased funding supports critical engagement activities, including space rentals for public meetings and outreach events, language interpretation and translation services to promote equitable participation, and postage for mailing public notices and materials.
- b. **Service Level Impacts** – This software support will help fulfill an important step towards a streamlined, fully online land use application review process, currently conducted through emailed documents and paper copies. Community engagement ensures that growth opportunities and development patterns reflect the needs and priorities of residents and business owners. This initiative supports the [Service Delivery strategic goal](#) by enhancing opportunities for engagement and communication between the public and the County government, fostering dialogue, feedback, and follow-up to promote the shared goals of trust, understanding, and transparency (Objective 4).

Program Summary

Director's Office

The Director's Office provides overall leadership, management oversight, and administrative support for all department activities including financial, human resources, information systems, as well as quality improvement and control. The Director's Office additionally collaborates with Executive Management, the BOCS, County, regional and state agencies, County residents, the development industry, and other stakeholders on land use planning issues. The program also oversees the department's support of the Planning Commission, Historical Commission, Agricultural and Forestal Districts Advisory Committee, Architectural Review Board, and the Trails and Blueways Council.

Key Measures	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Board of County Supervisors directives	-	8	7	7	7
Board of County Supervisors land use agenda items	-	79	85	75	85
Planning Commission agenda items	-	108	89	100	100
Major planning initiatives underway	-	7	12	8	8
Major planning initiatives completed	6	2	4	3	4
Total number of active land use applications across divisions	-	241	237	240	240
Community engagement activities hosted by department	-	13	21	10	20
Community engagement activities attended by department	17	22	43	25	50

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Director's Office	\$0	\$0	\$0	\$1,327	\$1,385
Number of public inquiries (via phone, email, in person)	-	-	3,728	3,500	3,500
FOIA requests processed	-	72	139	90	100
Historical Commission agenda items	-	158	117	165	117
Architectural Review Board agenda items	-	5	7	10	7
Trails and Blueways Council agenda items	-	12	16	12	12

Countywide Planning

Countywide Planning prepares, administers, interprets, and implements the Comprehensive Plan which involves review of development applications, new public facilities, new conservation easements, and the Capital Improvement Program. This program provides project management and technical support for special studies, zoning text amendments, and regional planning efforts; and provides planning analysis, maps, GIS services, and management of GIS layers. Additionally, this program helps manage the County's cultural resources through review of development impacts on cultural resources as well as archaeological excavation, archival research, artifact cataloging, cemetery preservation, and public interpretation, and administration of internships. Countywide Planning also provides support for several boards, committees, and commissions including the Historical Commission, the Architectural Review Board, the Innovation Architectural Review Board, and the Agricultural and Forestal District Committee.

Key Measures	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Adopted CIP projects implementing needs/goals identified in the Comp Plan	90%	90%	85%	90%	90%
Community engagement activities hosted	-	8	3	8	8
Community engagement activities attended	-	-	-	-	10
Comp Plan strategies completed/implemented (adopted ZTA's, DCSM, studies)	3	12	3	8	-

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Comprehensive Plan Maintenance and Update	\$2,498	\$2,424	\$2,916	\$2,031	\$2,484
External Reviews Completed	12	6	27	20	25
Comprehensive Plan Amendments initiated	3	5	5	5	5
Comprehensive Plan Amendments completed	20	0	0	5	5
Completed ZTAs, DCSM updates and special studies	-	-	-	-	5
Public facility review determinations	-	7	8	15	10
Public facility reviews completed	3	6	4	6	6
Applications reviewed for Innovations Architectural Review Board	-	11	12	11	5
Cemetery projects (inquiries, pedestrian survey, burial feature mapping)	-	-	14	15	15
Cultural resource assessments completed	-	-	100	80	80
BOCS approval updates added to GIS system within 14 days	93%	99%	99%	95%	99%
Cases reviewed for archaeological and historical impacts	63	50	53	90	90

Land Use Review

The Land Use Review division is responsible for the complete review and case management of various land use applications, including Proffer Amendments (PRA) Rezoning (REZ) and Special Use Permit (SUP). The division oversees these applications from the initial submission, quality control, development review comments through to formal recommendations in staff reports for the Planning Commission and final actions by the Board of County Supervisors. Following legislative approval, Land Use Review ensures the closure of cases, enabling applicants to proceed with subsequent plan submissions. Additionally, the division provides customer service, conducts pre-application meetings and handles minor modification requests, providing crucial support throughout the planning process.

Key Measures	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Avg time (months) for active land use cases to be scheduled for public hearing	-	13.00	13.85	12.00	12.00
Process improvements aimed to decrease avg county review time	-	6	11	5	5

Program Activities & Workload Measures (Dollar amounts expressed in thousands)	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Land Use Review	\$1,353	\$1,590	\$1,830	\$1,760	\$2,335
Pre-application meetings completed	-	65	68	65	65
Land use applications quality controlled (REZ, SUP, etc.)	103	144	107	100	100
Complete Land Use applications meeting 10 bus day quality control review goal	52%	63%	53%	68%	72%
Land Use applications under active review (rezonings, special use permits, etc.)	154	166	196	150	170
Land Use applications meeting targeted first review timeline goal	47%	67%	80%	68%	80%
Land Use applications scheduled for Planning Commission public hearing	48	81	79	80	85
Land Use applications scheduled for Board of County Supervisors public hearing	-	66	85	68	75
Land Use applications on Board of County Supervisors consolidated agenda	-	43	64	45	65
Land Use application closeout completed within 2 months	-	63	57	65	65

Community Planning and Revitalization

Community Planning and Revitalization provides planning services and community engagement at the neighborhood level focusing on the creation of small area plans and special planning studies that promote placemaking, equity, and revitalization. The division guides the implementation of small area plans through providing design guidance for new development, fostering strategic investment in the built environment and coordinating revitalization efforts with Economic Development and Tourism.

Key Measures	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Private & public invest. in target. corridors, small area plans & act. centers	-	\$1.4B	\$268.7M	\$1.0B	\$1.0B
Community engagement activities hosted by division	-	5	5	8	15
Community engagement activities attended by division	-	-	24	-	20

Program Activities & Workload Measures <i>(Dollar amounts expressed in thousands)</i>	FY23 Actuals	FY24 Actuals	FY25 Actuals	FY26 Adopted	FY27 Adopted
Community Planning and Revitalization	\$155	\$316	\$1,000	\$1,150	\$1,433
Cases reviewed in targeted corridors, small area plans & activity ctrs	17	26	43	20	20
Small area and corridor plan directives from BOCS	-	2	3	2	1
Small area and corridor plans under development	-	1	2	2	3
Redevelop. corridor and small area plans action strategies implemented/advanced	-	12	-	20	-