



**COUNTY OF PRINCE WILLIAM**  
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[www.pwcgov.org/Planning](http://www.pwcgov.org/Planning)

**Planning Office**



**For a Better Tomorrow**

# **Pre-Submission Package**

for  
**Rezoning, Special Use Permit, and  
Proffer Amendment Applications**

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## **INTRODUCTION**

The items contained in this Pre-Submission package require completion prior to submission of a Rezoning, Special Use Permit, or Proffer Amendment application. If you would like to request a meeting, or if you have any questions concerning the Pre-Submission Package, please contact the Planning Office at (703)792-7615, Monday through Friday, 8am to 5pm, except on Federal Holidays.

### **Page 4 – Request for Adjacent Property Owners List**

This form is filled out by applicants. Submit this form to the Planning Office:

- ✓ The applicant may choose to generate their own list of adjacent property owners, pursuant to the requirements of Section 32-700.20(5) of the Zoning Ordinance or request a list from the planning office. The Planning Office provides this service for a \$20 fee. Regardless of how the list is generated the applicant will be required to submit one paper copy of the list and one electronic copy of the list in spreadsheet format. The applicant will also be required to certify the accuracy of the list with an affidavit submitted with the application.

### **Page 5 – Application for Deferral of Traffic Impact Analysis (TIA)**

Complete form with assistance from the PWC Transportation Department, located at 5 County Complex Court; (703)792-6825 to:

- ✓ Assess whether or not a TIA will be required to be submitted with the application.

Staff from Transportation Planning will be present at pre-application meeting to help determine if a TIA will be necessary at the time of submittal of an application. While a TIA may not be necessary with an application, further analysis of the proposal may necessitate submittal of a TIA later in the rezoning, special use permit, or proffer amendment application process, or during the site plan review process. Either the deferral form or a TIA is required with the submission of an application.

### **Page 6 – Cultural Resource and Assessment Check**

Complete form with assistance from the County Archaeologist, in the Planning Office (703)792-7615 to:

- ✓ Assess whether or not a Phase I Archaeological Survey will be required to be submitted with the application.
- ✓ While not required to be submitted with a rezoning, special use permit, or proffer amendment application, the County Archaeologist may recommend that a Phase I Archaeological Survey be submitted prior to scheduling any public hearings. Archaeological scopes of work need to be approved by the County Archaeologist prior to initiation of work.

The Form and/or a Phase I Survey is required with the submission of an application.

## **INTRODUCTION**

### **Page 7 - Perennial Flow Determination Verification (PFD)**

Complete form with assistance from Watershed Management (703)792-7070 to:

- ✓ Determine if a PFD is required to be submitted with the application/environmental constraints analysis.

The form with either a PFD or a statement of no stream prevalence is required with the submission of an application.

**REQUEST FOR ADJACENT PROPERTY OWNERS LIST**  
**(to be filled out by applicant)**

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**REQUEST FOR:**

**ADJACENT PROPERTY OWNERS LIST – Optional**

The Planning Office provides a service where an applicant may request that the Planning Office generate a list of adjacent property owners. There is a **\$20.00 fee** for this service. Checks should be made payable to Prince William County and sent to the Planning Office, 5County Complex, Suite 210, Prince William, VA 22192. ***(Please Note: Your request will not be processed until the check is received.) For other billing options, please contact the Planning Office at (703)792-7615.***

The applicant should review this list to ensure that it includes hereby make oath that the list of owner or owners, their agent or the occupant, of each parcel involved, landowners within 200 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 200 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 Quantico Marine Corp Base or 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 e-mailed 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 please provide one 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):

G.P.I.N. #	Acres:

**Please indicate to whom response should be sent:**

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

E-mail: \_\_\_\_\_

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

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

\_\_\_\_\_

**APPLICATION FOR DEFERRAL OF TRAFFIC IMPACT ANALYSIS (TIA)**

**(to be completed with assistance from PWC Transportation Department)**

www.pwcgov.org/transportation or (703)792-6825

**To be completed by applicant:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Location: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Check one:

Rezoning                      Special Use Permit                      Other: \_\_\_\_\_

To be completed by applicant:				To be completed by PWC Transportation Department:				
Tract/Use	Area	Zoning	Land Use	ITE Code	(ITE Latest Edition Trip Rate)	Trips/24 Hours	Trips/AM Peak	Trips/PM Peak
Total								
1200 Daily Trips or 100 Peak Hour Trips						Yes		
						No		

**FOR OFFICE USE ONLY**

A TIA (three copies and two information disks) is required to be submitted with the application. The consultant preparing the analysis must meet with the PWC Department of Transportation and VDOT to discuss the scope and requirements of the analysis before beginning the analysis. Additionally, at the scoping session, VDOT will determine whether a 527 review is required, as well as the applicable fee.

A TIA is not required to be submitted at this time. The traffic generated by the proposed development does not appear to exceed the thresholds established in §602.01 of the Prince William County Design and Construction Standards Manual (DCSM). However, **a TIA may be required later in the rezoning/special use permit process or during the site plan review process if subsequent details warrant a TIA. The applicant should also be aware that a 527 review may be required by VDOT and may want to contact VDOT to verify whether a 527 review will be warranted.**

A TIA has been waived by the Director for the following reasons: \_\_\_\_\_

Reviewed by (print name): \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes:

## ***Cultural Resources Assessment and Record Check for Pending Development Applications***

This is a desk review of the project and is subject to change if additional information becomes available.

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

**Project GPIN/Address:** \_\_\_\_\_

**Applicants Name:** \_\_\_\_\_ **Phone / Fax #:** \_\_\_\_\_

**COUNTY ARCHAEOLOGIST OFFICIAL USE**

**1. Visual Inspection Findings:** *(Describe what is on the property now, the date the inspection was performed, and the method used):* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2. County Records Check:** *(Verify whether any reference is contained on this site on the following sources which are available for inspection at the Planning Office):*

- |  |           |          |
|--|-----------|----------|
| 1. Prince William County Cultural Resources Map (GIS)  | Yes _____ | No _____ |
| 2. 1820 Prince William County Map (Wood)               | Yes _____ | No _____ |
| 3. 1901 Prince William County Map (Brown)              | Yes _____ | No _____ |
| 4. 1904 Army Maneuvers Map                             | Yes _____ | No _____ |
| 5. 1915-1927 USGS 15 Minute Quad Maps                  | Yes _____ | No _____ |
| 6. 1933 Virginia Highway Map                           | Yes _____ | No _____ |
| 7. Eugene Scheel's Historic Prince William Map         | Yes _____ | No _____ |
| 8. Eugene Scheel's African American Heritage Map       | Yes _____ | No _____ |
| 9. County Register of Historic Sites (CRHS)            | Yes _____ | No _____ |
| 10. High Sensitivity Areas – Historic Sites Map        | Yes _____ | No _____ |
| 11. High Sensitivity Areas – Prehistoric Sites Map     | Yes _____ | No _____ |
| 12. The Official Military Atlas of the Civil War       | Yes _____ | No _____ |
| 13. Civil War Map from the Library of Congress         | Yes _____ | No _____ |
| 14. American Battlefield Protection Program Maps       | Yes _____ | No _____ |
| 15. Map of Fairfax, Loudoun, & Prince William Counties | Yes _____ | No _____ |
| 16. USGS Topographic Maps                              | Yes _____ | No _____ |

**3. Findings:** *(Discuss specifics whenever a "yes" box has been checked)*

\_\_\_\_\_ A CRHS or a Prehistoric or Historic High Sensitivity Area is checked on the list above, therefore, a Phase I Cultural Resources Survey\* must be submitted with Rezoning and Special Use Permit applications, per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

\_\_\_\_\_ There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey\* must be submitted with Rezoning and Special Use Permit applications, per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

\_\_\_\_\_ No archaeological and historic sites or graves are recorded on the project area.

\_\_\_\_\_ Further cultural resource review by the County Archaeologist is not warranted due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.

County Archaeologist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This assessment is valid for one year from the County Archaeologists signature date.

\*All scopes of work must be approved by the County Archaeologist prior to initiation of work.  
 scopes of work must be approved by the County Archaeologist prior to initiation of work.

**PERENNIAL FLOW DETERMINATION (PFD) VERIFICATION**

(To be submitted with Application/Environmental Constraints Analysis)

**To be completed by applicant:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Project Address/GPINs \_\_\_\_\_ Total Acreage \_\_\_\_\_

Case Type (Check one):

Rezoning \_\_\_\_\_ Special Use Permit \_\_\_\_\_ Other \_\_\_\_\_  
USGS Designation of Stream: Perennial \_\_\_\_\_ Intermittent \_\_\_\_\_  
Any mapped RPA on property: Yes \_\_\_\_\_ No \_\_\_\_\_  
Any existing water bodies on property: Yes \_\_\_\_\_ No \_\_\_\_\_  
Any parcels containing floodplains or water bodies: \_\_\_\_\_

GPIN	Area (Acres)	Maximum Drainage Area of Stream (Acres)

**TO BE COMPLETED BY APPLICANT**

A PFD is required to be submitted with this Application/Environmental Constraints Analysis. A PFD plan is attached. Plan number for PFD: \_\_\_\_\_

A PFD is not required to be submitted with this Application/Environmental Constraints Analysis (a statement of no stream prevalence is attached).

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions regarding the PFD scope and design should be directed to Watershed Management at 703-792-7070; any questions regarding development application forms and fees should be directed to Development Services at 703-792-6830.