



**COUNTY OF PRINCE WILLIAM**  
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**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.

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

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

- ✓ Request a list of adjacent property owners. The Planning Office provides this service for a \$20 fee; however, applicants have the option to generate their own list of adjacent property owners, pursuant to the requirements of Section 32-700.20(5) of the Zoning Ordinance. Should applicants choose to generate their own list, it will be necessary to include two sets of mailing labels, with the addresses on them. Regardless of how the list is generated, the applicant will be required to certify its accuracy 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; 703-792-6820) 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 (703-792-6830) 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.

Either the form or a Phase I Survey is required with the submission of an application.

## **Page 7 - Perennial Flow Determination Verification**

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:**

o **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.

The applicant should review this list to ensure that it includes property owners within 200 feet of the property, including subject property and all property immediately across the street or road from the subject property; and nearby homeowners and/or civic associations within 2,000 feet of the property, as well as jurisdictions within ½ mile of the subject property. 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.*

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)**

**To be completed by applicant:**

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

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

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

Check one:

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

<b>To be completed by applicant:</b>				<b>To be completed by PWC Transportation Department:</b>				
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*

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

**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):*

- |   |           |          |
|---|-----------|----------|
| 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. Designated Cultural Resource (DCR)                 | 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 _____ |

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

\_\_\_\_\_ A DCR or a Prehistoric or Historic High Sensitivity Area is checked on the list above, therefore, a Phase I Archaeological Survey must be submitted with Rezoning and Special Use Permit applications, per Sections 32-700.2(9) and 32-700.50.(3)(a) of the Zoning Ordinance.

\_\_\_\_\_ Historical sites, prehistoric sites, and/or gravesites are located on or adjacent to the project area. A Phase I Archaeological Survey, while not required, will be considered if recommended by the County Archaeologist.

\_\_\_\_\_ In consultation with the County Archaeologist it was determined that there is a medium to high potential for finding archaeological sites and or historic structures on the project area. A Phase I Archaeological Survey, while not required, will be considered if recommended by the County Archaeologist.

\_\_\_\_\_ No archaeological, historical sites or gravesites were recorded or found on the project area or would be suspected by a reasonable person to be found on the project area.

Applicant's Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

**PERENNIAL FLOW DETERMINATION (PFD) VERIFICATION (1/10/05)**

(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:

<b>GPIN</b>	<b>Area (Acres)</b>	<b>Maximum Drainage Area of Stream (Acres)</b>

**TO BE COMPLETED BY APPLICANT**

A PFD is required to be submitted with this Application/Environmental Constraints Analysis. A FPD 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.