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Reference Manual

for

Rezoning, Special Use Permit, and Proffer Amendment Applications

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INTRODUCTION

This manual describes the process for submitting rezoning, proffer amendment, and special use permit applications. The application review process generally takes six to 12 months to complete. Many factors influence the actual review time, including complexity of the case, Planning Commission or Board of County Supervisor caseload, the applicant's response to information requests, and staff availability and case load.

All forms, reports, and additional information are available in the Planning Office at 5 County Complex Court (703-792-6830), or via the Internet at: www.pwcgov.org/planning.

Generally, the applicant is expected to:

- ✓ **Attend a pre-application meeting** (mandatory for proposals for planned districts) to identify issues that should be addressed in the application. Pre-application meetings are held Thursday afternoons. Call (703) 792-6830 to schedule a pre-application meeting. A brief description of the proposal, including the address or Geographic Parcel Identification Number (GPIN) of the property being discussed, is necessary to schedule the meeting. At the meeting, any information relating to the proposal, including drawings, is helpful, and will enable staff to give better feedback on the proposal.
- ✓ **Complete pre-submission tasks** for inclusion with the application.
- ✓ **Submit all mandatory application items** (see page 4), and any additional items identified on the minimum submission requirements checklist, completed by the Planning Office at the pre-application meeting if required.
- ✓ **Attend a post-submission meeting**, which is scheduled approximately five to seven weeks after acceptance of the application, to review the comments and outstanding issues.
- ✓ **Communicate with neighbors** about the proposal. A meeting with and/or presentation to adjacent property owners affected by the proposal may be appropriate.
- ✓ **Attend public hearings** before the Planning Commission and the Board of County Supervisors.
- ✓ **Actively 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.

The Planning Office will:

- ✓ Notify the applicant upon completion of quality review and list the case on the Development Application Processing Schedule (DAPS).
- ✓ Distribute the application for comment to various federal, state and local agencies whose services may be impacted by the proposal.
- ✓ Hold a post-submission meeting. Depending upon the extent of the issues, additional information may be requested, the Planning Commission hearing date may be scheduled and/or an additional post-submission meeting may be scheduled.

PRE-SUBMISSION REQUIREMENTS

All forms, reports, and additional information are available in the Planning Office at 5 County Complex Court (703-792-6830), or via the Internet at: www.pwcgov.org/planning.

1. **Request for Adjacent Property Owners List (Optional)**

The applicant is responsible for providing a list of names and addresses of adjacent property owners. 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 form to make this request is available at the pre-application meeting and should be completed and submitted to the Planning Office. The list must then be submitted together with an adjacent property owner affidavit at application. The Planning Office notifies adjacent property owners of development proposals. This form is combined with the form for request for project name and number.

2. **Application for Deferral of Traffic Impact Analysis (Mandatory)**

A form to determine whether or not a traffic impact analysis (TIA) is necessary to be submitted with an application is received either at the pre-application meeting (if required) or from the PWC Transportation Department (5 County Complex Court; 703-792-6820). The form must be completed with the assistance of Transportation Planning staff. A Transportation Planning staff member will be available at the pre-application meeting to assist in the completion of the form. Either the authorized form or a TIA must be submitted with an application.

3. **Cultural Resource Assessment and Record Check (Mandatory)**

A form to check for existing cultural resources on the proposed site is received either at the pre-application meeting (if required) or from the Planning Office. The Planning Office maintains reference materials to be used in determining if the site has special significance. Planning Office staff assists in the review of these materials and in completing the record check. Appointments to review these materials must be made in advance by calling 703-792-6830. Either the completed form, signed by staff or a Phase I Archaeological Survey must be submitted with an application.

SUBMISSION REQUIREMENTS

Please see Part 700 of the Prince William County Zoning Ordinance for additional information on submission requirements.

All forms, reports, and additional information are available in the Planning Office at 5 County Complex Court (703-792-6830), or via the Internet at: www.pwcgov.org/planning.

MANDATORY ITEMS – Must be submitted with the application. Unless otherwise indicated at the pre-application meeting, the number of copies shown in parentheses after each item is required to be submitted with the application.

1. **Application Package (One Copy)** – The appropriate application form and all necessary County forms must be fully completed, including the pre-submission items. **The application must be signed by the property owner or duly authorized agent with power of attorney.**
2. **Fees** – 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”. Please note that if a VDOT 527 Review is required (determined at TIA scoping session) a separate fee must be submitted directly to VDOT. Do not submit the VDOT 527 review fee to Prince William County.
3. **Deed (Two Copies)** – For all properties included in the application is required.
4. **Plat and Boundary Description (Two Copies)** – A separate plat is preferred for submission. The boundary description should conform to the information shown on the plat. Plat information may be incorporated into the special use permit plan or rezoning general development plan (see Section B, Page 12).
5. **Written Narrative (One Copy)** – Each application is reviewed, in part, for its consistency with the relevant chapters of the Comprehensive Plan. The written narrative is a description of how the proposal relates to these chapters. Please see the guidelines portion of this manual (see Section A, pages 8 to 11) for typical information that should be addressed in the written narrative.
6. **Plans (25 Copies)** – Based on the type of application being submitted, one of the following types of plans must be submitted for review. Please see the guidelines portion of this manual (see Section B, pages 12 to 13) for typical information that should be shown on the required plans. All plans must be **FOLDED** to a size not greater than nine by twelve inches; unfolded plans will not be accepted.
 - a) **General Development Plan (Mandatory for Rezoning Applications)** – The general development plan (GDP) shall identify the existing features of the property such as existing structures, vegetation, and watercourses, and provide a schematic presentation of its intended use in a graphic, visual, and written format. The GDP shall include specific site plan features of the proposed development including layout of internal roads, lots, and open space.
 - OR -
 - b) **Special Use Permit Plan (Mandatory for Special Use Permit Applications)** – The special use permit plan must be consistent with the sketch plan requirements of Section 140 of the Design and Construction Standards Manual. Additional elements in the special use permit plan may be required as determined at the preapplication meeting (see Section 32-700.50 of the Zoning Ordinance).

7. **Environmental Constraints Analysis (ECA) (Six Copies)**

The ECA must show for the property that is the subject of certain rezoning and special use permit applications mapped information as follows:

- a) 15 % and greater slopes shaded
- b) highly erodible and highly permeable soils
- c) approximate delineation of all wetland areas and Chesapeake Bay resource protection areas, including Perennial Flow Determination (PFD)
- d) areas that will remain in a natural or undisturbed state upon completion of a project (including woodland conservation areas)
- e) proposed pervious and impervious surfaces
- f) existing natural ground surface features and drainage patterns that will be preserved including non-tidal wetlands
- g) 100 year floodplain boundary
- h) endangered or threatened plant and animal species

The analysis shall include a written description and generalized mapping of natural site conditions, with an emphasis on those significant environmental features that could be affected by the proposed development and those that will be retained upon completion of the project. The analysis shall also describe avoidance efforts and/or mitigation techniques to minimize the environmental impacts of the proposal.

8. **Master Zoning Plan (Mandatory for any Planned District) (25 Copies)** – An application for any Planned Development District, including a Planned Mixed Residential District, Planned Mixed District, Planned Business District, and Regional Business district, must include a master zoning plan (see Section 32-700.23 of the Zoning Ordinance). A master RPC zoning plan is required for Residential Planned Community applications (see Section 32-305.03 of the Zoning Ordinance). This plan consists of: a) a graphic plan showing the intended uses within designated land bays on the subject property, alignment of major roads, and other important physical characteristics; and b)

a narrative to describe development of the property. Please see the guidelines portion of this manual (see Section B, page 14) for information that must be addressed with the master zoning plan.

9. **Phase I Archaeological Survey (Three Copies)** – A Phase I archaeological survey must be submitted if the cultural resource assessment and record check (pre-submission requirement) indicates the site is referenced on any of the following sources: a) Designated Cultural Resource Map; b) Historic Sites Map in an area identified as “highly sensitive”; or c) Prehistoric Sites Map in an area identified as “highly sensitive”.

10. **Traffic Impact Analysis (TIA) (Three Copies With Two Information Disks)** – A TIA must be submitted with an application, if the Transportation Department has not deferred it (pre-submission requirement). A TIA is a mandatory submission requirement for all Town Center special use permit applications (see #12, below).

11. **Proffered Condition Statement (Mandatory for Proffer Amendment Applications) (One Copy)** – A proffer statement with proposed amendments to existing proffered conditions shall declare in the first paragraph that it supersedes any statement previously submitted for proffered conditions and shall denote the revisions by strike-through and/or underlining. An accurate proffer analysis (e.g., which proffered conditions have been satisfied), as well as a narrative description of the changes shall accompany the revised proffer statement. Please see the Guidelines portion of this Manual (see Section C, page 15) relating to proffer statements.
12. **Town Center Special Use Permit Requests** – In addition to the submission requirements for a special use permit, requests for a Town Center special use permit shall include the following (see Section 32-700.51 of the Zoning Ordinance for additional information):
- a) **Transportation Information** – Detailed transportation information shall be submitted including: i) a town center street grid plan, which provides characteristics for each block that defines public and private streets, roadway alignments, right-of-way widths, and other detailed transportation engineering information; ii) a traffic impact analysis; and iii) an estimated parking tabulation for both on- and off-street parking for land uses, including an assessment for shared parking, which may supersede the requirements of the Zoning Ordinance and the Design and Construction Standards Manual.
 - b) **Schematic Land Use Plan** – This plan shall depict land bays and blocks prescribing minimum to maximum ranges, including uses, yard dimensions, building setbacks, density, floor area ratios, etc.
 - c) **Phasing Plan** – This plan shall identify the order in which development, public facilities, improvements, and amenities will be provided, constructed, dedicated, or reserved.
 - d) **Community Facilities and Infrastructure Plan** – This plan shall identify community facilities and infrastructure, such as police and fire protection facilities, schools, libraries, utilities, and other public use elements.
 - e) **Urban Design Guidelines** – These guidelines shall address in narrative and/or graphic form those characteristics relating to proposed buildings and structures, including heights, massing, setbacks, etc.
 - f) **Streetscape and Landscape Plan** – This plan shall demonstrate the planting concepts intended to be implemented in the proposed town center.
 - g) **Fire and Rescue Contingency Plan** – This plan shall address responsibilities for clean up from fire fighting and shall be acceptable to the Department of Fire and Rescue.
13. **Other Items** – Any other items identified by staff at the pre-application meeting must be submitted.

NOTE: Plans containing waivers or modifications involving engineering for street standards or stormwater management facilities must be filed, including filing fee, with the Development Services Division of the Planning Office and approved concurrent with the submission of a rezoning, special use permit, or proffer amendment application.

OPTIONAL ITEMS – Additional information that is helpful to County staff in reviewing applications.

1. **Draft Proffered Conditions (for Rezoning Applications)** – Offered by the applicant to resolve development issues. Submission of proposed proffered conditions facilitates the rezoning application review process; review time of the case may likely be extended if proffered conditions are not submitted with the application. Please see the guidelines portion of this manual (see Section C, page 15) relating to proffer statements. Recommended for all rezoning applications; **required** for proffer amendment applications.
2. **Draft Proposed Conditions of Approval (for Special Use Permits)** – The applicant may choose to offer conditions of approval to serve as a guide in establishing the final conditions of approval.
3. **Architectural Information** – Recommended for all special use permits and for all non-residential rezoning applications.
4. **Site Lighting Information** – Recommended for all special use permits and for all non-residential rezoning applications.
5. **Sign Programs** – Recommended for all special use permits and for all non-residential rezoning applications.

GUIDELINES

SECTION A – Written Narrative

The written narrative is a description of how the proposal relates to the relevant chapters of the Comprehensive Plan and should address the following elements at a minimum, as applicable:

Land Use – Whether the proposed zoning and/or land uses are consistent with the long-range land use designation, as well as:

- Proposed uses and impacts on public facilities.
- Proposed maximum number of dwelling units, and floor area ratio (FAR) for non-residential uses.
- Maximum height of all proposed structures.
- Mitigation of impacts on neighboring properties, including vehicular access plan, landscaping and screening, peripheral setback and yard requirements, and transitioning of density/intensity of land use.
- Proposed special amenities including a commitment to landscaping with indigenous, drought tolerant species listed in the Design and Construction Standards Manual.
- Proposed phases of development and their relationship to supportive utilities, facilities, transportation, and service components to accommodate the impacts of the development.
- Description of proposed permitted waivers and modifications to the Zoning Ordinance.
- A phasing plan ensuring that the primary use of the site, in accordance with the Comprehensive Plan, is predominant throughout site development for town centers and mixed-use development in areas planned Regional Employment Center (REC), Regional Commercial Center (RCC) or Community Employment Center (CEC).
- Whether or not the property is located within an approved or planned sector plan area or other special district (e.g., Prince William Parkway Taxing District), and how the proposal addresses the goals, objectives, action strategies, and requirements of the sector plan or special district.

Community Design – How the proposal will address the principles and standards of community design, including the illustrative design guidelines for office development and gateway corridors, such as, but not limited to:

- Providing pedestrian links between residential and commercial properties and community facilities.
- Providing wide sidewalks in commercial areas.
- Incorporating crime prevention principles into site and building designs.
- Providing parking at the rear of commercial buildings.
- Locating new structures close to the street edge (non-residential).
- Eliminating or limiting large parking lots between public streets and building entrances (non-residential).
- Preserving natural and scenic resources in rural areas.
- Designing permitted non-residential structures in the Rural Area as building groupings, with no large, single-use structures.
- Protecting historic properties through appropriate design of adjacent properties and preservation of views to and from historic properties.
- Designing of natural storm water management designs as wet ponds and as architectural features of new developments.
- Protecting and restoring the natural terrain, drainage, and vegetation.

- Aligning new roads to the natural contours of the land.
- Building architecture, signs, landscaping, lighting, and retention of natural vegetation along roadways and property boundaries.
- Preserving and/or providing open space.

Cultural Resources – Address the following (if deemed applicable by the cultural resources assessment record check, a pre-submission requirement):

- Identify general areas that have historic or scenic assets deserving protection and preservation, and propose measures for protection, preservation, and maintenance of same.
- Identify existing cemeteries and measures to protect or relocate them in accordance with state law.
- Provide a Phase I, II, and/or III level archaeological study.

Economic Development – For non-residential proposals:

- Identify whether or not the proposed use is an existing county-based business or targeted industry, as identified in the Prince William County’s Marketing Plan.
- Verify consistency of the proposal with Prince William County’s Strategic Plan.

Environment – Address the following:

- Identify how the proposal will preserve, protect, enhance environmental resources in the County, and what mitigation measures are proposed to minimize the environmental impacts of the proposal.
- See mandatory environmental constraints analysis (Section B, page 12). The analysis should identify how those constraints identified will be addressed by the proposal.

Fire and Rescue – Discuss how fire safety will be addressed:

- Impacts of the proposal on established level of service (LOS) standards.
- Additional mitigation measures such as sprinklers and fire-rated construction if outside travel time.
- Proposed improvements, including possible transportation improvements to achieve a satisfactory LOS.
- For residential projects, additional fire protection with reduced setbacks and zero lot lines.

Housing – For residential proposals:

- Describe proposed actions to meet the goals of the Housing Chapter of the Comprehensive Plan.
- Provision of housing to diversify the supply of housing Countywide.

Libraries – For residential proposals, review and determine library needs:

- Impacts of the proposal on established level of service (LOS) standards.
- Improvements proposed.

Parks and Open Space – Describe how parks and open space needs will be addressed:

- Impacts of the proposal on established level of service (LOS) standards.
- Improvements proposed.

Police - Describe how police safety will be addressed:

- Impacts of the proposal on established level of service (LOS) standards.
- Identify name(s) and location(s) of police district stations and field offices serving the project area
- Provide information regarding the use and implementation of CPTED in the design of all buildings and sites.
- Identify methods to mitigate adverse impact on police emergency communications systems.

Potable Water – Describe how water will be provided to the site:

- Relationship of the proposed development to supportive public utilities.
- Improvements proposed, especially if the proposal relies on groundwater or recharge areas.

Schools – For residential proposals, identify methods to reduce impacts on the public school system:

- Impacts of the proposal on established level of service (LOS) standards.
- Improvements proposed.

Sewer – Describe how sewer service will be provided to the site:

- Relationship of the proposed development to supportive public utilities, where consistent with the Comprehensive Plan.
- Improvements proposed.

Telecommunications – Describe how the impacts of telecommunications structures to adjacent properties will be addressed:

- Address submission requirements as found in Section 32-240.20 of the Zoning Ordinance.

Transportation – Describe measures to achieve level of service ‘D’ or better:

- Impacts of the proposal on established level of service (LOS) standards.
- Improvements proposed, both motorized and non-motorized.
- Traffic impact analysis (TIA) as determined by PWC Transportation (pre-submission requirement).
- Transit nodes where appropriate.
- Address connectivity of trails and sidewalks within a community and to adjacent properties.
- If applicable, narrative should generally address requirements discussed in VDOT 527 regulations (determined at TIA scoping session).

SECTION B – Plans

Scale of Plans – All graphic plans shall be prepared with a scale of 1” = 100’ or less and on a sheet size not to exceed 24” X 36”. If prepared on more than one sheet, matchlines shall be clearly indicated where the sheets join.

Folded Plans – All sheets shall be folded to a size not greater than 9” X 12”. Unfolded plans will NOT be accepted. An 8-1/2” X 11” reduced copy of all graphic plans shall also be submitted.

Plat – The plat must be prepared by a certified land surveyor or licensed civil engineer (see Section 700.20 of the Zoning Ordinance) and contain the following: A separate plat is preferred for submission. The boundary description should conform with the information shown on the plat. Plat information may be incorporated into the special use permit plan or rezoning general development plan:

- Bearings and distances with a scale of 1” = 100’ or less, for all property lines and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale and north point.
- Names of boundary roads or streets and width of existing rights-of-way.
- Geographic Parcel Identification Number (GPIN)
- The following notes are to be included on the rezoning plat as applicable:
 - **Deed Description** (Notes to be used when rezoning plat is not based on field run boundary survey):
 - The area(s) for rezoning, as shown heron, are/is based upon deed/plats of record and does not purport to represent a field run boundary survey by _____ (name of engineering firm providing survey) at this time.
 - The proposed rezoning is by the entirety of the subject parcel(s), and not by metes and bounds or areas, all of which are subject to minor revisions based upon a current field run boundary survey
 - **Boundary Survey** (Note to be used when rezoning plat is based on field run survey):
 - The area(s) for rezoning as shown hereon, are/is based upon a current filed run boundary survey by _____ (name of engineering firm providing survey) and conforms with the standards established by the Commonwealth of Virginia, and the configuration may differ from that shown on the Prince William County Mapper.

General Development Plan (GDP) – Refer to Sections 700.20 and 700.21 of the Zoning Ordinance. GDPs are generally prepared by a certified land surveyor or licensed civil engineer and contain the following:

- Vicinity map at 1” = 2,000’.
- Owner and project name.
- Parcel identification numbers, name, present zoning, and zoning and use of all abutting or contiguous parcels.
- Property lines with bearings and distances, and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale and north point.
- Names of boundary roads or streets and width of existing rights-of-way.
- Any easements and encumbrances.
- Topography, indicated by contour lines with an interval of not more than 5 feet.

- Proposed roads, with right-of-way width, including those identified in the Comprehensive Plan that will connect with or pass through the subject property.
- General locations of proposed major access points to existing streets and to future rights-of-way identified in the Comprehensive Plan.
- Both sides of existing rights-of-way, with all existing and planned curb cuts shown.
- List of the proposed density for each dwelling unit type, and/or intensity of each nonresidential use.
- Location of any open space and buffer areas, storm water management facilities, and community and public facilities.
- Location of existing and proposed utilities.
- Vehicular and pedestrian circulation plan, including traffic counts and typical street sections, right-of-way improvements, access points, travel ways, parking, loading, stacking, sidewalks, and trails.
- Layout and orientation of buildings and/or improvements, building use, height, setbacks, and restriction lines.
- Location and design of screening and landscaping.

Special Use Permit (SUP) Plan – The special use permit plan must be consistent with the sketch plan requirements of the Design and Construction Standards Manual.

Special use permit plans are generally prepared by a certified land surveyor or licensed civil engineer (see Section 700.50 of the Zoning Ordinance) and contain the following (additional elements may be required as determined at the preapplication meeting):

- Phasing Plan, if applicable.
- Special signage proposals, if desired, in accordance with Section 32-250.23.
- General site grading plan.

Environmental Constraints Analysis (ECA)

The ECA shall provide a description and generalized mapping of natural site conditions, with an emphasis on those significant environmental features that could be affected by the proposed development, and those that will be retained upon completion. A quantification of the acreage and percentage of the environmental features should also be included. The following information shall be addressed by a graphic plan and accompanying text:

- Approximate delineation of Chesapeake Bay resource protection areas, if applicable (or written indication of “no mapped RPA”), including Perennial Flow Determination.
- Areas having slopes of 15% and greater, clearly indicated by separate shading devices (or written indication of “no areas having slopes of 15% and greater”).
- Estimate the amount and extent of impervious and proposed pervious surfaces (show in tabular form). Identify general locations of impervious surfaces and estimate maximum impervious surface amounts upon completion of a development.
- Delineation of the areas of the property that will remain in a natural or undisturbed state upon completion of the project (including woodland conservation areas).
- An inventory of federal and state endangered or threatened plant and animal species and species of special concern as identified on the Natural Heritage Resource Map and at the Department of Game and Inland Fisheries. The NHR map is produced annually and is labeled General Location Areas of Natural Heritage Resources prepared by the Department of Conservation and Recreation, Division of Natural Heritage. If information is not clear upon reviewing the map supplemented by ground truthing or a wetlands analysis, where applicable, or if property is shown as affected, contact the Project Review Coordinator to help with the inventory and any recommended protection measures

www.dcr.state.va.us . Rene Hypes with the Department of Conservation and Recreation, Division of Natural Heritage at (804) 371-2708 www.dcr.state.va.us. To identify animal species contact Kathy Graham at the Dept. of Game and Inland Fisheries at (804) 367-9717.

- ❑ Watercourses, to include the approximate location of the 100-year floodplain, if applicable, based on FEMA maps (or written indication of “no floodplain”), and proposed buffers along the watercourses.
- ❑ Areas of highly erodible, highly permeable, and marine clay soils (Category 2 and 3) and measures to avoid or mitigate development on sensitive soils must be described or illustrated.
- ❑ Describe how water bodies, including non-tidal wetlands and shoreline will be protected during construction (as characterized on USGS maps, Corps of Engineers Jurisdictional Determinations, 100-year floodplain and RPA)
- ❑ All specimen trees shall be located and identified on the plan. Information that must be collected includes species and diameter, measured four and one-half feet above the ground, or a tree with a diameter of 75 percent or more of the diameter of the current state champion of that species; includes county and state champion trees.
- ❑ Vegetative cover types – Describe or show existing woodlands and discuss or show plans to remove or retain, whether in or out of the limits of clearing and grading. Provide information on the age of stand or diameter of dominant trees. To provide information, consult Forest Cover Types in the U.S. and Canada produced by the Society of American Foresters. To obtain a copy contact the Society of American Foresters Sales Office at: 5400 Grosvenor Lane, Bethesda, Maryland 20814; Phone: (301) 897-8720 Ext. 106; Fax: (301) 897-3690.

Descriptions of Forest Cover should be identified by the names listed below. The use of other, more generic descriptions (such as “mixed hardwoods” or “old field succession”) are not valid; they are not from this classification system. The use of such names probably indicates that the applicant has not assessed the site’s existing forest cover types using the prescribed system. The following is a list of valid names of forest cover types in Prince William County as taken from “Forest Cover Types of the United States and Canada”.

- White Oak
 - White Oak – Black Oak – Northern Red Oak
 - Red Maple
 - Northern Red Oak
 - Chestnut Oak
 - Yellow Poplar
 - Yellow Poplar – White Oak – Northern Red Oak
 - Yellow Poplar – Eastern Hemlock
 - Sweetgum – Yellow Poplar
 - River Birch – Sycamore
 - Black Locust
 - Virginia Pine
 - Eastern Red Cedar
 - Eastern Hemlock
- You may run into some cases where there are tree plantations. In these cases you might expect to see descriptions such as “White Pine Plantation” or “White Pines” or “Loblolly Pine Plantation” or “Loblolly Pines”.
 - The labeling of the forest cover types should be shown graphically on the ECA in much the same way that soil types are shown with lines that delineate changes in types. To make soil and vegetable cover types distinct, some form of unique delineation should be used. Also, the usual practice of identifying where the tree line ends and open areas begin should be continued.

- In addition to the name of the cover type, a description of the age of the stand or diameter class should be included. This is based on the size of the trees that are “dominant”. This means trees that make up the uppermost portion of the canopy. Although not specifically mentioned, it is preferred that diameter classes reflect those of DCSM 800 (Table 8-5) or as follows:

Dominant trees are:

5’ in height to 4” dbh. = Seedling/Sapling

>4” up to 8” dbh = Young Stand

>8” up to 12” dbh = Medium-aged stand

>12” up to 20” dbh = Mature stand

> 20” dbh = Very Mature Stand

- ❑ When adjacent to a perennial stream, describe or show how to mitigate impacts of development on the following areas which are listed in order of priority and by this hierarchy:
 - Wooded slopes of 25 percent and greater with highly erodible soils, permeable soils or marine clay soils.
 - Wooded slopes of 25 percent and greater having a continuous area of 10,000 square feet.
 - Wooded slopes of 15 percent and greater with highly erodible soils, permeable soils, or marine clay soils.
 - Wooded and non-wooded 100-year floodplain
 - Non-wooded slopes of 25 percent and greater with highly erodible soils, permeable soils, or marine clay soils.
 - Non-wooded slopes of 25 percent and greater having a continuous area of 10,000 square feet.
 - Non-wooded slopes of 15 percent and greater with highly erodible soils, permeable soils, or marine clay soils.

Master Zoning Plan – Graphic – The graphic portion of the master zoning plan shall be prepared in accordance with the plan scale and sheet size as identified in this manual and shall include the information required for the rezoning general development plan and the following:

- ❑ General boundaries and area of each proposed land bay or section, areas to remain undisturbed by site development, proposed land uses, the relative density/intensity of development within each land bay, principal street systems, and recreation areas or public use areas to be located within the project.
- ❑ A table that shows, for each land bay, the range of uses, number of dwelling units for residential areas or square feet of floor space for commercial, office or industrial areas and their respective acreage, and floor area ratio or density of development.

Master Zoning Plan – Narrative – A narrative in the form of a development analysis is required for Planned Districts. Section 32-700.24 of the Zoning Ordinance describes the format and content of this analysis.

- ❑ Development greater than 25 acres shall require the submission of a phasing schedule. That schedule describes the stage during the development when the required public or community facilities, such as schools, libraries, recreation and open space areas, major streets, and commuter parking lots shall be dedicated or constructed. The sequence in which all proffered conditions will be satisfied should be addressed in the phasing schedule.

SECTION C – Proffered Conditions

The following guidelines describe recommendations for proffer statements:

Paper Size – 8½” x 11”

Introductory Sentence – States that the use and the development of the property shall be in substantial accordance with the proffered conditions.

Page Headings – The first page should include a heading consisting of the following:

- PROFFER STATEMENT (centered at the top).
- Applicant's name and project name.
- Date of original proffered conditions, and date(s) of all revisions.
- Rezoning file number. A proffer statement superseding a previous statement accepted under a different rezoning shall include the old case number in the heading after the new application number, clearly identifying the new proffer statement as replacing the old.
- Geographic Parcel Identification Number(s) (GPIN[s]).

Each successive page should include a heading consisting of the following:

- PROFFER STATEMENT (centered at the top).
- Applicant's name and project name.
- Date of original proffered conditions, and dates of all revisions.
- Rezoning file number.

Margins – 2½” bottom and 1” top; 1” sides.

Page Numbers – Each page should be numbered and related to the total number of pages, e.g., page 1 of 2.

Lines – Should be single-or double-spaced; all first lines of paragraphs should be indented.

Headings – Proffered conditions should be numbered and grouped under headings corresponding to the chapter elements of the Comprehensive Plan. Proffered conditions, which do not specifically address a policy or action strategy of the Comprehensive Plan, may be grouped under the heading MATERIALLY RELEVANT.

Proffered conditions offering mitigation of the impact of the proposed development on adjacent and nearby uses relate to the Land Use element of the Comprehensive Plan and should be grouped in subheadings under the Land Use heading. Examples are limitations on land use, screening and buffering, or design performance standards for architecture, signage, lighting, and landscaping.

Revisions – Revised proffer statements shall declare, in the first paragraph, that they supersede any statement previously submitted and shall denote the revision by strike-through and/or underlining. A narrative description of the changes shall accompany the revised proffer statement.

A "clean copy" of the proffer statement shall be submitted along with the copy showing the revisions.

Signature – All proffer statements must be signed by the owner of the subject property or an agent authorized by power of attorney. Signatures must appear on all copies submitted.

Language in General – The responsibility for fulfillment of a proffered condition normally lies with the applicant and/or property owner. A proffer statement that applies to land that has several owners or various zoning categories may stipulate specific responsibilities and define specific locations for the fulfillment of the proffered conditions. The County's policy is to treat multiple applicants and/or owners as having joint responsibility for proffered conditions.

- A proffer must clearly and concisely describe its objective. The clarity of the meaning of a proffered condition is critical to avoid difficulty in future interpretation.
- A proffer specifying monetary contributions and/or land dedications shall state the purpose of the contribution and that the contribution is to the Board of County Supervisors.
- A proffer must state the circumstance of its performance, especially the time frame in which it will be performed. The timing must relate to easily understood, discrete events (e.g., issuance of building permits, approval of site plans, etc.).
- A proffer that attempts to restate or reduce existing state or county standards is not an acceptable proffer, and shall not be included in the statement.
- All proffered improvements not required by minimum standards should reference the existing standards as a method or intent of the proffer.
- Style of wording should be consistent.
- Staff is able to assist with some preferred standard language for proffered conditions. One such item is an Escalator Clause, the rationale for which is described below:

Escalator Clause – The time between the approval of the rezoning/special use permit by the Board of County Supervisors and the actual development of the site may be lengthy, diminishing the current dollar value of proffered monetary contributions. The proffer statement should, therefore, account for inflation by adjusting the contribution amount. Any monetary contributions set forth in the development conditions which are paid after eighteen (18) months following the approval of the project is normally adjusted in accordance with the Urban Consumer Price Index (“CPI-U”) computed by the United States Department of Labor. A cap of the percentage increase of a monetary contribution is included in this escalator clause.