

Minimum Submission Requirements

The following items must be submitted to the Land Development Division for review at least 4 weeks prior to the temporary activity date:

- The Temporary Activity Permit Application with sections related to the applicant fully completed.
- Notarized authorization from the property owner or agent stating the type of activity authorized and the dates of the activity, including availability of restrooms.
- If restroom facilities are not available on-site, submit notarized authorization from the adjacent property owners allowing employees and patrons to use restroom facilities, or a contract from a company providing portable sanitary facilities.
- For commercial sites, provide a copy of the approved site plan, survey plat or detailed (to scale) sketch of the site showing location of the proposed activity (must be at least 20 feet from all abutting streets), and the required number of off-street parking spaces allocated for the activity (parking must be at least 10 feet from all streets).
- For residential sites, provide a house location survey plat showing the location of the proposed activity and location of the off-street parking spaces allocated for the activity.
- Non-profit organizations must submit a copy of tax exempt status [i.e. copy of tax exempt certificate] to demonstrate bona fide nonprofit or not for profit status.
- Processing fee in cash, check (made payable to Prince William County), or credit card (Visa, Mastercard, or Discover) in accordance with the current fee schedule.
- If a sign is proposed, submit a Temporary Sign Permit Application.

About Development Services

Our Vision

The Department of Development Services staff recognizes its role in the creation of a safe and healthy community through a balance between the protection of natural resources, the built environment, and development.

Staff pledges to create a partnership approach with customers and stakeholders that includes mutual trust, accountability and proactive issue resolution while ensuring professional and streamlined development processes.

Staff will honor and support this pledge by empowering each other to do the right thing for the customers through: valuing input; providing necessary resources; exercising options thinking and providing a positive work environment that is conducive to professional development and continuous quality improvement.

Our Mission

The Department of Development Services promotes a culture where staff and customers work in partnership to create and sustain a better quality of life and environment in which to live, work, and play.

Our development processes are designed to be effective and efficient, and ensure compliance with federal, state, and local regulations.

We support economic development, revitalization, infrastructure improvements and the protection of natural resources.

Our staff provides customers the highest quality of service and respect.

We supply the public with development information through effective communication and education.



For further information or questions on the TAP Program, please contact the Land Development Division of Development Services at 703-792-6830.

Development Services Building
5 County Complex Ct.
Prince William, VA 22192

www.pwcgov.org/tap



Do you need a TAP?

What is it?

When is one required?

Learn more about when you might need to apply for a **TAP (Temporary Activity Permit)**



What is a TAP?

A Temporary Activity Permit (TAP) is used for an activity or event that runs for a specific period of time and does not constitute a permanent use to be approved on a site plan. Temporary activities may be permitted in any zoning district. A Temporary Activity Permit for any such event is required and may be issued when the event will not impair the purpose and intent of the Zoning Ordinance and when the use is not so recurring in nature as to constitute a permanent use.

When is a TAP required?

Temporary activities are only permitted in accordance with *Sec. 32-210 of the Prince William County Zoning Ordinance*. Temporary uses and activities, and activities of similar nature, may be administratively approved in any zoning district by the Zoning Administrator through issuance of a temporary activity permit.

The following temporary uses are allowed with an approved permit:

- Roadside stands for sales of seasonal goods;
- Carnivals, circuses, craft fairs, concerts (outdoor), flea markets and car shows;
- Outdoor meetings, tent revivals, business events, organization picnics;
- Professional golf tournaments, horse shows, and similar activities;
- On-premise promotional sales events at permanent retail stores.

How much does it cost to obtain a permit?

Please visit pwcgov.org/tap for information on the latest fee schedule.

How long does it take to obtain a permit?

The formal TAP application must be submitted 4 weeks prior to the proposed event. TAP meetings are scheduled once the Land Development Division has received a completed application packet and associated application fee. The extent of the event and depth of agency review required (Development Services, Health, VDOT, Fire, Police), will impact the time needed to process the TAP application.

Temporary Activity Permit (TAP) & Event Categories

Description	Use
Category A – Limited to small-scale events with less than 100 people or small roadside stands	<ul style="list-style-type: none"> • Outdoor Meetings/Events & Company Picnics • Roadside Stands* (e.g. Christmas Trees, Pumpkins, Seasonal Produce or Seafood, Easter Plants, etc.) • Fireworks Stands (Requires Fire Marshal Approval) • Tent Revivals • Promotional Retail/Commercial Sales Events • Other similar uses as defined by the Zoning Administrator including but not limited to: <ul style="list-style-type: none"> - Sidewalk Sales - Seasonal Events (e.g. Easter Egg Hunts, Hay Rides, etc.) - Weddings - Fundraising Events (e.g. Car Wash) - Any Event with Fireworks - Farmer's Markets* - Food Truck Festivals
Category B – Small-scale events with 100-500 people max	<ul style="list-style-type: none"> • Flea Markets, Craft Fairs, etc. • Other similar uses as defined by the Zoning Administrator including but not limited to: <ul style="list-style-type: none"> - Community Yard Sales - Day Festivals - Race Events (e.g. Runs, Walks, Marches & Parades) - Mobile Exhibit Events (e.g. Health Screening) - Health Fair Events - Haunted Houses - Special Olympics - Tasting Events (Outdoor)* - Swim Meets (neighborhood pools designed as residential amenity)
Category C – Intermediate-scale events with 501-1000 people in attendance	<ul style="list-style-type: none"> • Fairs, Circuses, Carnivals, etc. • Political Rallys • Tournaments (e.g. Golf, Fishing, etc.) • Other similar uses as defined by the Zoning Administrator including but not limited to: <ul style="list-style-type: none"> - Slaughter of Animals (for religious purposes only)
Category D – Large-scale events with more than 1000 people during the duration of the event	<ul style="list-style-type: none"> • Horse Shows* • Outdoor Music Events/Festivals • Automobile Shows • Other similar uses as defined by the Zoning Administrator including but not limited to: <ul style="list-style-type: none"> - Livestock Auctions*
Category E – Annual Multi-Events (max 4 events per application; Commercial requires a new application for each event after first 4)	<ul style="list-style-type: none"> • Residential – HOA and Commercial Centers (events that require a TAP per the table above such as parades, races, sponsors utilizing facilities for tasting events, craft shows, etc.)

TAP Exclusions

Although exempt from the Temporary Activity Permit (TAP) requirement, these activities still require all other applicable permits and permissions from County or State agencies, as applicable. Although some uses are exempt from TAP requirements, additional permits from Development Services, the Fire Marshal's Office, VDOT, Health Department, or Police Department may be required.

- *Any agritourism activity possessing all applicable state permits related to an agricultural use in the A-1 Zoning District on the same parcel with at least three (3) acres and up to 150 attendees is exempt.
 - All other A-1 parcels are subject to the table shown above.
- Yard sales or garage sales (individual residence).
- Community Yard Sales – allowed only for events operated and managed by a Homeowner's Association (HOA) for that particular community and its residents.
- Events at residential dwellings associated with the residential use (excluding A-1 zoned parcels more than three acres) where the number of guests is less than 50 people, no fee is charged and/or parking is deemed adequate by the Land Development Division.
- HOA events open only to its residents, not the general public.
- Church/Religious events held at a religious institution, and contained within the lot boundaries.
- Events at Prince William County Parks and Recreation Facilities (managed by a PWC agency). The Parks Department will continue to manage its processes.
- Events at County-owned facilities unless otherwise directed to process a TAP by the Land Development Division.
- Prince William County School sponsored events on school property that are directly related to school functions (e.g. sporting events, marching band, dances, etc.). However, events such as carnivals, craft shows, flea markets, Fire & Police Tournaments, etc. shall require a TAP.
- Fairground Uses previously approved with Special Use Permit for site. All other uses require a TAP.