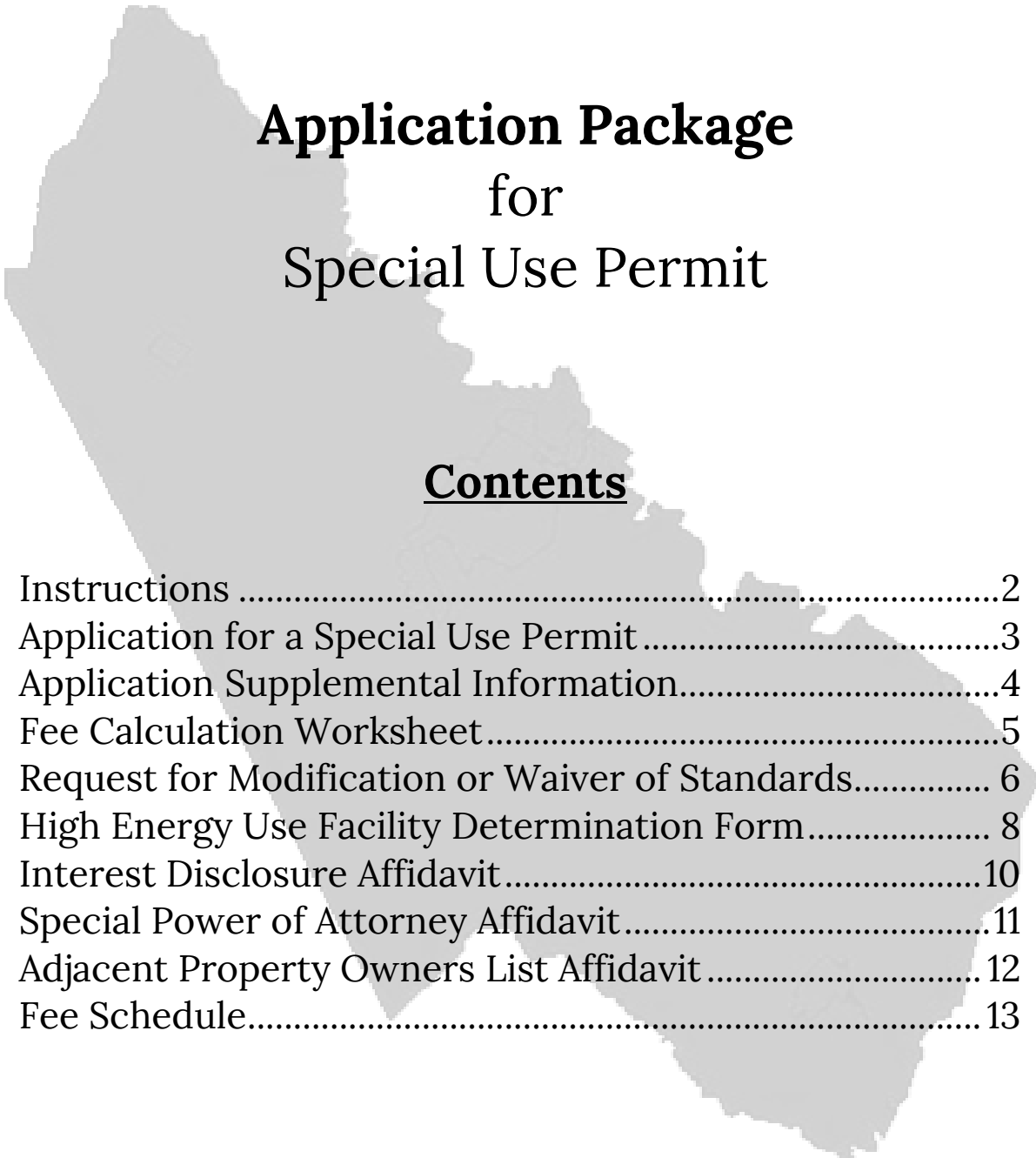




Application Package for Special Use Permit

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APPLICATION FOR A SPECIAL USE PERMIT

To the Board of County Supervisors of Prince William County, Virginia

INSTRUCTIONS

All items contained in this application package must be completed and submitted with the supplemental items identified in the Reference Manual. Additional information may be requested during the pre-application meeting. Please attach additional pages where necessary to identify all requested information clearly.

Application for a Special Use Permit – Page 3 REQUIRED

- Fill in the case name.
- Identify the special use permit request(s).
- List all affected parcels by Grid Parcel Identification Number (GPIN) and indicate the existing zoning and acreage of each parcel.
- Describe the location of the property.
- Give names of the property owner(s), authorized agent(s), contract purchaser/lessee, and engineer. Please check the box next to the contact person to whom correspondence on the application should be sent.
- Sign the application. If the owner(s) of the property does not sign the application, a Power of Attorney must be submitted (see page 8).

Special Use Permit Application Supplemental Information – Page 4 REQUIRED

- Complete the form as part of the application.

Fee Calculation Worksheet – Page 5 REQUIRED

- Complete form based on the attached fee schedule.

Request for Modification or Waiver of Standards – Page 6

- Complete form if a modification or waiver of standards is proposed as part of the Special Use Permit request. Only those provisions of the Zoning Ordinance (ZO) or the Design and Construction Standards Manual (DCSM) which may be waived by the Board of County Supervisors should be listed on this form.

High Energy Use Facility (HEUF) Determination Form – Page 8 REQUIRED

Interest Disclosure Affidavit – Page 10 REQUIRED

- This form is required to disclose whether or not any member of the Planning Commission or Board of County Supervisors has greater than ten (10) percent interest in the company or relating to the proposal. The affidavit must be signed by the property owner(s).

Special Power of Attorney Affidavit – Page 11

- This form is required if someone other than the property owner(s) is signing the application and other documents requiring the property owner(s) signature.

Adjacent Property Owners Affidavit – Page 12 REQUIRED

- The Adjacent Property Owners list (which may be requested with the Pre-Submission Package) must be certified by the property owner(s) as being accurate and fulfilling the requirements of Section 32-700.20(5) of the Zoning Ordinance. Please note that Adjacent Property Owners lists submitted with new applications should be no older than thirty (30) days.

Fee Schedule – Page 13 – 18

APPLICATION FOR A SPECIAL USE PERMIT

To the Board of County Supervisors of Prince William County, Virginia

Case Name: _____

The undersigned, being all the owner(s), contract purchasers or the respective duly authorized agents thereof, do hereby petition for a special use permit to allow the following (state the purpose of the application):

GPIN	Zoning	Acres

Property Location: Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets:

The name(s), mailing address(es), and telephone number(s) of owner(s), authorized agent(s), contract purchaser/lessee, and engineer(s) as applicable are (attach additional pages if necessary):

Owner of Property*

Authorized Agent(s)*

Name: _____ Name: _____
Mailing Address: _____ Mailing Address: _____
City/State/Zip: _____ City/State/Zip: _____
Phone: _____ Phone: _____
Email: _____ Email: _____

Contract Purchaser/Lessee*

Engineer*

Name: _____ Name: _____
Mailing Address: _____ Mailing Address: _____
City/State/Zip: _____ City/State/Zip: _____
Phone: _____ Phone: _____
Email: _____ Email: _____

*Check the box next to the contact to which correspondence should be sent.

Signed this _____ **day of** _____, _____.

Signature _____

Name _____ **Title** _____

Company _____

(If anyone other than the property owner is signing, Power of Attorney must be attached)

Special Use Permit Application Supplemental Information

*Required information. **Proposed Uses section requires one line completed at a minimum.

Case Name*			
Proposal*			
Primary Use*	Fee Category*	Indoor Use*	
Secondary Use*		Outdoor Use*	
Land Information			
Total Area*: _____ acres			
Disturbed Area*	_____ acres	Open Space Area*	_____ acres
Impervious Area*	_____ acres	Recreational Area*	_____ acres
Structure and Lot Information			
Residential Lots	_____	Institutional/Educational	_____ sq.ft.
Single Family Lots.....	_____	Telecomm Cabinet.....	_____ sq.ft.
Townhouse Lots.....	_____	Retail or Commercial	_____ sq.ft.
Multi-Family Units.....	_____	Recreational	_____ sq.ft.
Affordable Units	_____	Industrial.....	_____ sq.ft.
Non-Residential Lots.....	_____	Office.....	_____ sq.ft.
Open Space Lots	_____	Total Proposed Square Footage.	_____ sq.ft.
Accessory Structures	_____		
Landbays	_____	Maximum Square Feet.....	_____ sq.ft.
Total Allowed Units.....	_____		
Miscellaneous Improvements			
HAZMAT			
Proposed Depth	_____ feet	Tower Height.....	_____ feet
Proposed Width	_____ feet	Number of Beds	_____
Proposed Lot Reduction.....	_____ acres	Automotive Bays	_____
Excess Building Height.....	_____ feet	Maximum # of Children.....	_____
Proposed District Reductions ..	_____ acres	Number of Signs.....	_____
Proposed Use**			Proposed Use Acreage
			_____ acres
			_____ acres
			_____ acres
			_____ acres
			_____ acres
Total Special Use Acreage			_____ acres

Special Use Permit Fee Calculation Worksheet

Special Use Permit request for:	_____	= \$ _____
Special Use Permit request for:	_____	= \$ _____
Special Use Permit request for:	_____	= \$ _____
*Take Highest Fee Only:	_____	= \$ _____
Prince William Water Review Fee:	(Only if located within service area)	= \$ _____
Traffic Impact Studies:	• First Submission - \$2,234.15 • Third & subsequent submissions - \$1,117.10	= \$ _____
Other Fee(s): (if applicable)	For: _____	= \$ _____
	Total	= \$ _____

Note: If a VDOT 527 Review is required, a separate fee must be submitted directly to VDOT. The fee is determined at a Traffic Impact Analysis (TIA) scoping session. If the 527 Review fee is required **do not** submit the fee to Prince William County.

Request for Modification or Waiver of Standards

Whenever any standard imposed by any provision of the Zoning Ordinance or other County ordinance may be waived or modified by special use permit conditions approved by the Board of County Supervisors, this form must accompany an application for special use permit for such waiver or modification and may constitute the whole of or a part of such application.

Applicant: _____

Case Name: _____

Please indicate the requested modification(s) or waiver(s) below. Attach a written statement describing the requested modification or waiver, referencing the citation, and providing justification for each request.

Waiver of specific requirements of the Subdivision Ordinance, Zoning Ordinance, or Design and Construction Standards Manual (DCSM) as it relates to a Town Center Special Use Permit application. (See Section 32-280.34 of the Zoning Ordinance)

Modification of development standards

Building height

Floor Area Ratio (FAR)

Signs (Sections 32-300.05, 32-400.03, 32-400.04 or 32-250.23 and 32-250.24 of the Zoning Ordinance)

Modification or Waiver of large, freestanding retail use (big box) standards:

Architectural Design, Landscaping, Lighting, Operations, Parking, or Pedestrian Access (Section 32-400.15 of the Zoning Ordinance)

Waiver of DCSM requirements (generally)

Plans containing waivers or modifications of DCSM requirements should be coordinated with the Rezoning, Proffer Amendment, or Special Use Permit application. A list of waivers and a justification for each must be provided in the narrative statement.

Request for Modification or Waiver of Standards (cont'd)

Specifics of Waiver/Modification Request

Section requested to be waived/modified: _____

Current Requirement:

Proposed Change:

Applicant's Justification for Waiver/Modification:

Proposed alternative or modified approach to fulfill the standard being waived or modified. All modifications or waivers must demonstrate that the alternative proposal fulfills or exceeds the intent and purpose of the regulation being modified or the intent and purpose of the Comprehensive Plan:

Attachments included? Yes No

If "Yes", list included attachments:

High Energy Use Facility (HEUF) Determination Form (For Rezoning and Special Use Permit Applications)

Project Name	
Application Number	
Applicant/Owner	
Representative/Agent	
Property Address/GPINS	

High Energy Use Determination Information

1) Is the anticipated electrical demand for the HEUF over 100 megawatts (MW)?

Yes

No

- If the response to #1 is “Yes”, fill out the remainder of the form.
- If the response to #1 is “No”, skip to and complete the Certification section. No additional information is needed.

2) Provide the anticipated electrical demand: _____ MW.

Note: If the project is identified as a HEUF, prior to approval of a rezoning, special exception, or special use permit for the siting of a new HEUF, the applicant must perform and submit a site assessment. An Applicant will need to provide an assessment to examine, to the extent practicable and within the applicable statutory review timeline, the **sound profile** of the HEUF on residential units and schools within **500 feet of the HEUF property boundary**.

Sound Profile Assessment

- ☐ Sound profile assessment for the proposed HEUF.
- ☐ Identification of all residential units within 500 feet of the HEUF property boundary.
- ☐ Identification of all schools within 500 feet of the HEUF property boundary.
- ☐ Map showing the HEUF property boundary and the 500-foot study area.
- ☐ Existing ambient noise conditions, if available.
- ☐ Anticipated operational noise sources, including but not limited to cooling equipment, generators, transformers, substations, and related mechanical or electrical equipment.
- ☐ Projected noise levels at residential units and schools within the 500-foot study area.
- ☐ Description of proposed mitigation measures, if needed.
- ☐ Statement evaluating consistency with applicable County noise ordinance requirements, zoning ordinance standards, and other applicable regulations.

In addition, prior to any approval of a rezoning application, special exception, or special use permit for the siting of a new HEUF, the Applicant will submit to the locality, to the extent known and practicable and within the timeline provided by subdivision A 7 of § 15.2-2286, a letter from the electric utility providing retail service indicating (i) any new or existing substations that will be used to serve the HEUF and (ii) the anticipated transmission voltage required to serve the HEUF.

High Energy Use Facility (HEUF) Determination Form (cont'd)

Certification		
I certify that the information provided in this form is accurate to the best of my knowledge and reflects the current understanding of the proposed utility service needs for the High Energy Use Facility.		
Applicant/Representative Name: _____		
Title: _____		
Signature: _____		
Date: _____		
STAFF USE ONLY		
Application Type:	Rezoning Proffer Amendment	Special Use Permit Other: _____
Reviewed by: _____		Date Received: _____
Comments:		

Interest Disclosure Affidavit

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This _____ day of _____, _____,
(day) (month) (year)

I, _____ (Owner)

hereby make oath that no member of the Board of County Supervisors of the County of Prince William, Virginia, nor the Planning Commission of the County of Prince William, Virginia, has interest in such property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as holder of ten (10) percent or more of the outstanding shares of stock in or as a director or officer of any corporation owning such land, directly or indirectly, by such member or members of his immediate household, except as follows:

Owner Signature

COMMONWEALTH OF VIRGINIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, _____ in my county and state aforesaid, by the aforementioned principal.

Notary Public

My commission expires: _____

Special Power of Attorney Affidavit

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This _____ day of _____, _____,
(day) (month) (year)

I, _____, owner of
_____ (describe land by Grid Parcel Identification Number (GPIN))
make, constitute, and appoint _____,
my true and lawful attorney-in-fact, and in my name, place and stead giving unto said
_____ full power and authority to do and perform all
acts and make all representation necessary, without any limitation whatsoever, to make application for said
Rezoning or Proffer Amendment.

The right, powers, and authority of said attorney-in-fact herein granted shall commence and be in full force and
effect on _____, _____, and shall remain in full force and effect
thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Planning of
Prince William County stating that the terms of this power have been revoked or modified.

Owner Signature

COMMONWEALTH OF VIRGINIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, _____ in my county and
state aforesaid, by the aforementioned principal.

Notary Public

My commission expires: _____

Adjacent Property Owners Affidavit

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

This _____ day of _____, _____,
(day) (month) (year)

I, _____

Hereby make oath that the list of owner or owners, their agent or the occupant, of each parcel involved, landowners within 500 feet, or 1,320 feet for projects that are seeking height modifications, of all portions of the subject property, including the subject property; all property immediately across the street or road from the subject property, including those parcels which lie in other localities of the Commonwealth; any planned development district owner association where the subject property is located within 500 feet of the planned unit development and said planned development district has members who own property within 2,000 feet of the subject property; local jurisdictions located within one-half mile of all portions of the subject property; military base, installation or military airport (excluding armories operated by the Virginia National Guard) within 3,000 feet of the subject property; and licensed public-use airport within 3,000 feet of the subject property, is a true and accurate list as submitted with my application.

Signature: _____

Check one: Owner Contract Purchaser Authorized Agent

COMMONWEALTH OF VIRGINIA:

County of _____

Subscribed and sworn to before me this _____ day of _____, _____ in my county and state aforesaid, by the aforementioned principal.

Notary Public

My commission expires: _____

Special Use Permit Fee Schedule - FY2027

Effective July 1, 2026

In the event that a proposed special use is not clearly described in the schedule, the Zoning Administrator shall determine the special use “most like” the proposal and assign the fee accordingly.

Description	Use	Fee
<u>Category A</u> Limited to small-scale uses in the agricultural and residential districts. Also, lawful non-conforming uses.	• Breeding exotic birds and animals • Keeping of domestic fowl in SR-1, SR-3, and SR-5 • Lawful nonconforming uses • R-4 lots on private streets • Semi-rural lots on private wells • Small wind-driven energy system	\$340.15
<u>Category B</u> Non-residential uses within residential areas, but not necessarily commercial in nature. *Building Development Review required	• Bed and breakfast • Childcare facility, 2 to 12 children • Family day home, 5 to 9 children • Group residences, recovery homes • Home business (except rural home business) • Home employment • Private school, ancillary to a residence • Stormwater management (SWM) facilities	\$601.95
<u>Category C</u> Agricultural uses not related to farming or permitted agricultural uses; temporary public facilities; other limited uses not necessarily commercial in nature.	• Adult day care, up to 9 persons • Agritourism on a private street • Arts related use on private street • Commercial riding facility • Non-agricultural fill • Non-commercial kennel • Petting farm • Ranges, outdoor or indoor, as an ancillary use • Rural home business, without outside storage	\$1,054.95
<u>Category D</u> Non-commercial and commercial uses of minimal impact or intensity	• Adaptive reuse of historic building • Adult day care facility, 10 or more persons • Childcare facility, 13 to 40 children • Community recreation facility • Craft brewery • Donated materials collection center • Electronic message board (sign) • Homeless shelter • Manufacturing, pottery, ceramics • Medical care facility, less than 20 beds • Merchant craftsman/Artisan shop • Pet care facility • Private school, as a principal use (not ancillary to residence) • Rooftop radio towers over 10 ft. from roof • Rural home business, with outside storage (*Building Review required) • Sign package, 1-5 signs • Temporary use of manufactured or modular units by religious institutions and private schools	\$2,637.45

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Description	Use	Fee
<u>Category E</u> Commercial uses with intensity that is semi-compatible with surrounding uses with relatively few design mitigation measures	• Boarding/kenneling of pets accessory to a pet store • Childcare facility, over 40 children • Commercial uses in R-30 • Farmer's market • Flea market • Kennel, commercial • Landscaping service • Lodging house • Manufactured or modular and mobile homes by public uses • Motor vehicle service (3 or less service bays) • Outside/Outdoor storage and display goods • Private camp • Range, outdoor and indoor, commercial • Recycling collection points • Religious institution • Satellite parking, religious institution • Sign package, 6 or more signs • Veterinary hospital, with kennel • Village Zoning District – Modification to Development Standards and residential on lots in excess of 1 acre • Watchman's dwelling	\$3,958.10
<u>Category F</u> Technology-related uses that have little to no impact low traffic generation, noise, odor, etc.)	• Electric Substation • Telecommunication towers and Radio or TV broadcasting station	\$11,473.85

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

<u>Category G</u> Greater intensity commercial activities and activities of potentially greater off-site impacts (traffic, noise, lighting, etc.)	• Assisted living • B-2 uses greater than 12,000 sq.ft. of floor area • Boat sales (excluding non-motorized), rental or lease, storage, service, or repair • Car wash • Catering, commercial (on- or off-premises) • Cemetery • Civic club • Commercial parking lot • Commercial recreation (outdoor or indoor) • Conversion to condominium ownership • Country club • Drive-in, drive-through facilities, other • Garden center • Highway Corridor Overlay District uses not otherwise specified • Interim uses • Janitorial service • Medical care facility, 20 or more beds • Metal fabrication and signage • Mixed-use buildings • Mortuary, funeral, or wedding chapel • Motor vehicle sales, limited and recreational (3 or less service work bays) • Motor vehicle service (4 or more service work bays) • Motorcycle sales, including repair • Nursing home • Quick service food store • Recreational vehicle park/campground • Religious institutions, with related facilities • Restaurant, carry out • Restaurant, drive-in, drive-up, drive-thorough, carry out • Self-storage center • Theaters, drive-in or indoor	\$11,874.25
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Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Description	Use	Fee
<u>Category H</u> Agricultural, residential, or commercial uses which require intense site- specific analysis for long- term impacts upon the surrounding area	• Ambulance service maintenance facility • Company vehicle service facility • Continuing care retirement facility • Crematory, secondary to a hospital, mortuary, or funeral home • Electronic component, assembly, and manufacturing • Home improvement center • Hospital • Manufacturing of musical instruments and toys • Manufacturing, pharmaceuticals (non-HAZMAT process) • Manufacturing/processing of other products, non-HAZMAT • Marina • Mobile home or office sales • Motor vehicle auction, wholesale • Motor vehicle fuel station – secondary only • Motor vehicle impoundment/storage yard as principal use • Motor vehicle parts/repair (3 or less repair work bays) • Motor vehicle sales, limited and recreational (incl. boats) (4 or more repair work bays) • Moving and storage • Paintball facility • Private airstrip, individual owner • Racetrack, equestrian • Railroad passenger station • Recycling plant and recycling material separation facility • Residential uses in commercial and office districts • Retail use exceeding 80,000 sq.ft. • Shopping center type B in the B-2 Zoning District • Solar energy facility • Stadium or arena, indoor/outdoor • Taxi and limousine operation/service/dispatching facility • Town Center • Travel trailer and camp park	\$15,832.35

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Description	Use	Fee
<u>Category I</u> Industrial-type uses, which may involve HAZMAT; including commercial uses that have potential environmental hazards and significant traffic impacts to surrounding area	• Airport, heliport, helipad • Asphalt/concrete plant • Assembly/processing of other products, HAZMAT • Bus station, commercial • Data Center • Distribution and fulfillment center, greater than 80,000 square feet in gross floor area, outside the E-Commerce Overlay District • Distribution and fulfillment center, greater than 250,000 square feet in gross floor area, within the E-Commerce Overlay District • Extraction of mineral resources and related operation • HAZMAT storage facility • Heavy industry • Manufacturing, cosmetics, and perfume • Manufacturing/processing and wholesale HAZMAT • Motor vehicle fuel station, retail • Motor vehicle graveyard • Motor vehicle parts/repair (4 or more repair work bays) • Motor vehicle sales, unlimited off-road and heavy equipment, with repair • Motor vehicle towing • Racetrack, motorized • Research and development, HAZMAT • Sawmill • Testing and experimental labs, HAZMAT • Truck stop, with related facilities • Warehouse (HAZMAT) • Water transportation facility • Wholesaling/storage and processing (HAZMAT)	\$19,790.40
SUPs for Modification of Development Standards		
Modification of development standards based upon the physical amount of increase requested	• Increase in Floor Area Ratio (FAR)	\$2,548.90 (per 1.0 FAR increase)
	• Increased height (#)	\$265.70 (per foot of increase)
Modification of other development standards in B-3 Zoning District (per Section 32-401.34 of Zoning Ordinance)	• Reduction in minimum district size	Minimum district size divided by proposed district size x multiplier \$6,597.45
	• Alternative compliance in a Mixed-Use District (for each development standard modified)	\$6,597.45

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Other Fees	
Re-advertisement/Re-notification (standard case)	\$93.40
Re-advertisement/Re-notification (expanded notification area)	\$189.50
Re-posting/Replacement of Signs (10 or more signs)	\$125.90
Prince William Water Review Fee – (Required for most Special Use Permit applications)	\$93.60
Minor modifications of previously approved SUP conditions requiring a public hearing process	27% of minimum fee
Concurrent processing fee of SUP and REZ	\$105.90
Traffic Impact Studies a. First submission b. Third and subsequent submissions	\$2,234.15 \$1,117.10
Cultural Resources Studies a. Phase I b. Phase II c. Phase III	\$351.90 \$1,058.25 \$2,822.75
VDOT 527 Review <i>*Please note that if a VDOT 527 Review is required, a separate fee must be submitted directly to VDOT. Do not submit the VDOT 527 review fee to Prince William County.</i>	Contact VDOT for associated fee
Administrative SUP modification	\$1,685.35
Planning Director Determination	\$842.65
Case Reactivation - percentage of the original special use permit fee	25%

Refunds

A refund of 25% of the application fee shall be returned to the applicant if the Special Use Permit application is withdrawn prior to the submission of a newspaper advertisement announcing the Planning Commission public hearing. Cases withdrawn after the advertisement will not have any of the application fee reimbursed.