



Application Package for Rezoning and Proffer Amendments

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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 conference (mandatory for proposals for planned districts). Please attach additional pages where necessary to identify all requested information clearly.

Application for a Rezoning/Proffer Amendment – Page 3 REQUIRED

- Fill in the project name and number (pre-submission requirement).
- Identify the rezoning or proffer amendment request.
- Describe the property location.
- Give names of the owner of the property, 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.

Fee Calculation Worksheet – Page 4 REQUIRED

- Complete form based on the attached fee schedule.

Request for Modification or Waiver of Standards – Page 5

- Complete form if a modification or waiver of standards is proposed as part of the rezoning or proffer amendment request. Only those provisions of the Zoning Ordinance or the Design and Construction Standards Manual that may be waived by the Board of County Supervisors may be listed on this form.

Interest Disclosure Affidavit – Page 6 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 percent interest in the company, or relating to the proposal. Must be signed by the property owner(s).

Special Power of Attorney Affidavit – Page 7

- 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 8 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. The Adjacent Property Owner List submitted with an application should be no older than 30 days.

Fee Schedule – Page 9-11

Application for: Rezoning Proffer Amendment

TO THE BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA

Project Name: _____

The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agents thereof, do hereby petition to change the zoning of the property described below and shown on the accompanying plans, which are made part of this application, as follows:

GPIN	From:	To:	Acres

-OR-

The undersigned propose(s) to amend the proffered conditions of Rezoning # _____

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.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Prince William County officials and other authorized government agents on official business to enter the property as necessary to process this application.

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

Signature of Owner _____

Name _____ **Title** _____
Company _____

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

Fee Calculation Worksheet

Base Rate:	If proposing multiple Zoning Districts enter highest Base Rate on this line.	=	\$ _____
Per/Acre Rate:	\$ _____ x _____ acres	=	\$ _____
Additional Per/Acre Rate*:	\$ _____ x _____ acres	=	\$ _____
Additional Per/Acre Rate*:	\$ _____ x _____ acres		\$ _____
Additional Per/Acre Rate*:	\$ _____ x _____ acres		\$ _____
Additional Per/Acre Rate*:	\$ _____ x _____ acres	=	\$ _____
Service Authority Review Fee:	(Only if located within service area)	=	\$ _____
Traffic Impact Studies:	• First Submission - \$1,577.46	=	\$ _____
	• Third & subsequent submissions - \$788.73		
Other Fee(s): (if applicable)	For: _____	=	\$ _____
Total		=	\$ _____

*If proposing multiple Zoning Districts

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 proffer approved by the Board of County Supervisors, this form must accompany an application for rezoning 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.

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, _____
Owner / Contract Purchaser / Authorized Agent (circle one)

Hereby make oath that the list of owner or owners, their agent or the occupant, of each parcel involved, landowners within 500 feet 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.

Owner/Contract Purchaser/Authorized Agent (circle one)

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: _____

Rezoning/Proffer Amendment Fee Schedule

Effective July 1, 2020

Zoning District		Base Rate	Plus/Acre
A-1	Agricultural		
	a. Without residential	\$8,067.75	\$0.00
	b. With residential	\$10,084.68	\$0.00
SR-5	Semi-rural Residential	\$10,084.68	\$289.81
SR-3	Semi-rural Residential	\$10,084.68	\$289.81
SR-1	Semi-rural Residential	\$10,084.68	\$289.81
R-2	Suburban Residential Low	\$10,084.68	\$289.81
	Suburban Residential Low	\$10,084.68	\$289.81
R-6	Suburban Residential Medium	\$10,084.68	\$289.81
RMH	Residential Mobile Home	\$10,084.68	\$289.81
R-16	Suburban Residential High	\$10,084.68	\$289.81
R-30	Urban Residential	\$10,084.68	\$289.81
RU	Urban Residential	\$10,084.68	\$289.81
V	Village		
	a. Without residential	\$8,067.75	\$231.84
	b. With residential	\$10,084.68	\$289.81
PMR	Planned Mixed Residential	\$13,460.26	\$400.93
PMR	Addition		
	a. Without residential	\$10,768.21	\$320.74
	b. With residential	\$13,460.26	\$400.93
PMR	Amendment		
	a. Without residential	\$5,384.10	\$320.74
	b. With residential	\$6,730.13	\$400.93
RPC	Residential Planned Community	\$13,460.26	\$400.93
RPC	Addition		
	a. Without residential	\$10,768.21	\$320.74
	b. With residential	\$13,460.26	\$400.93
RPC	Amendment		
	a. Without residential	\$5,384.10	\$320.74
	b. With residential	\$6,730.13	\$400.93
B-1	General Business	\$8,067.75	\$197.01
B-2	Neighborhood Business	\$8,067.75	\$165.78
B-3	Convenience Retail	\$8,067.75	\$166.78

Rezoning/Proffer Amendment Fee Schedule (con't)

Effective July 1, 2020

Zoning District		Base Rate	Plus/Acre
O(L)	Office - Low-rise	\$8,067.75	\$165.78
O(M)	Office - Mid-rise	\$8,067.75	\$222.23
O(H)	Office - High-rise	\$8,067.75	\$288.31
O(F)	Office - Flex	\$8,067.75	\$222.23
Industrial			
M-1	Heavy Industrial	\$8,067.75	\$255.87
M-2	Light Industrial	\$8,067.75	\$213.83
M-T	Industrial/Transportation	\$8,067.75	\$288.31
Planned Business District			
PBD	Planned Business District	\$10,768.21	\$320.74
PBD	Addition	\$10,768.21	\$320.74
PBD	Amendment	\$5,384.10	\$320.74
Planned Mixed Use District			
PMD	Planned Mixed Use District		
	First 500 acres plus		
	a. Without residential	\$10,768.21	\$329.15
	b. With residential	\$13,460.26	\$400.93
	For 501 - 1,000 acres plus		
	a. Without residential		\$165.78
	b. With residential		\$207.21
	For 1,001 - 1,500 acres		
a. Without residential		\$81.69	
b. With residential		\$102.10	
For 1,501 and above (in addition to fees for first 1,500 acres)			
a. Without residential		\$40.85	
b. With residential		\$51.06	
PMD	Addition		
	a. Without residential	\$10,768.21	\$338.75
	b. With residential	\$13,460.26	\$423.45
PMD	Amendment		
	a. Without residential	\$5,384.10	\$338.75
	b. With residential	\$6,730.13	\$423.45

Rezoning/Proffer Amendment Fee Schedule (con't)

Effective July 1, 2020

Other Fees	
Re-Advertisement / Re-notification (standard case)	\$60.00
Re-Advertisement / Re-notification (expanded notification area)	\$698.00
Re-posting / Replacement Sign (of 10 or more signs)	\$50.00
Service Authority Review (required for most rezoning applications)	\$66.07
Rezoning of less than 40,000 sq. ft. in land area to a residential use (does not create new lots)	\$4,037.77
Corrective rezoning of less than 40,000 sq. ft. in land area	\$3,230.22
Proffer Amendment – not involving significant modifications to the basic submission or general development plan, but requiring a public hearing process. Substantive changes to proffered conditions require a new zoning application.	\$5,145.04
Traffic Impact Studies a. First submission b. Third & subsequent submissions	\$1,577.46 \$788.73
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 Proffer Modification	
Administrative Proffer Modification	\$1,577.46
Comprehensive Plan Amendment (if initiated, due at the time of concurrent rezoning submission)	\$2,103.28

Refunds	
<p>A refund of 25% of the application fee shall be returned to the applicant if the rezoning 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 funds reimbursed.</p>	