

**Quality Control Checklist:** Each application should be in accordance with the minimum requirements of Sec. 32-700.20 and Section 32-700.50 through 32-700.51 of the Prince William County, Virginia, Code of Ordinances.

- An original executed **Application for Rezoning, Proffer Amendment or Special Use Permit**
- If the owner did not sign the Application for Rezoning, Proffer Amendment or Special Use Permit is there an original executed and notarized **Power of Attorney Form**
- If required, a **Waiver & Modification Form**
- Check** made payable to Prince William County
- Fee Calculation Worksheet**
- An original executed and notarized **Interest Disclosure Affidavit**
- An original executed and notarized **Adjacent Property Owners' Affidavit**
- Adjacent Property Owners List**
  - The names and mailing addresses of the subject property owners within 500 feet of the Property;
  - If a height modification, the names and mailing addresses of the subject property owners within 1,320 feet of the Property;
  - PDF Map of the Properties that were notified.
- A copy of the **Narrative Statement**
- A copy of the Application for **Deferral of Traffic Impact Analysis (TIA)** signed by County Transportation or 3 copies of the **Traffic Impact Analysis**;
- A copy of the **signed Cultural Resources Assessment and Record Check for Pending Development Applications** or 4 copies of the **Phase I Cultural Resources Study**
- Is there a Sign Modification?
  - A **Sign Comparison Chart**
  - A copy of the **Signage Package**
- 2 copies of the **Deed**
- 3 copies of the **Legal description**
- 3 full size copies and an 8 ½" x 11" reduction of the **Rezoning or Special Use Permit Plat** with **metes and bounds**

- A copy of the **Application for Deferral of Environmental Constraints Analysis (ECA)** or 12 full size copies of the **ECA**
- 12 full size copies** and an 8 ½" x 11" reduction of the **GDP, MZP, or SUP Plan**

**ITEMS NOT REQUIRED FOR APPLICATION ACCEPTANCE BUT MAY BE NEEDED IN  
A FUTURE SUBMISSION**

- A copy of the **Draft Proffer Statement or Special Use Permit Conditions**
- Is this a Proffer Amendment or Special Use Permit Amendment
  - Proffer Analysis**; or
  - Special Use Permit Analysis**
- 12 copies of any **Exhibits** – Architectural Elevations, Design Guidelines, etc.

Note: Failure to include any of the mandatory documents will result in a rejected application. Once the applicant is informed of these deficiencies, they will have **ten (10) business days** to provide the materials, or the application will be returned to the applicant.