



# Application Package for Comprehensive Plan Amendments

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Dear Applicant:

Each year, the Prince William Board of County Supervisors reviews requests for amendments to the Comprehensive Plan and initiates those proposed amendments that it decides merit consideration.

Comprehensive Plan Amendments Applications:

- **Annual** - Applications for annual Comprehensive Plan Amendment (CPA) consideration must be received in the Planning Office located at 5 County Complex Court in Suite 210, no later than the close of business on **the first Friday of the year**.
- **Out of Turn** - The following “Out of Turn CPAs” are exempt from the annual due date requirement and applications are accepted throughout the year to the Planning Office.
  - Applications within the Potomac Communities (areas east of I-95);
  - Applications for "[targeted industries](#)";
  - Applications within an existing or for a new Center of Commerce or Center of Community;
  - Applications for commercial or mixed use development with a commitment to a concurrent rezoning;
  - Re-designation of public land to private use or ownership.

A copy of the application package follows. Please respond in full to those questions that pertain to the particular map, text, or both map and text amendment(s) you are requesting. Incomplete applications will not be considered.

A pre-application meeting may be useful to prepare a complete and accurate application. If you would like to request a meeting, or if you have any questions, please contact the Long-Range Planning Manager in the Planning Office at 703-792-7615, Monday through Friday, 8am-5pm, except on Federal Holidays.

## Instructions

All items contained in this application package must be completed and submitted before the application deadline. The application will not be deemed complete unless all items listed below have been submitted. Please attach additional pages where necessary to identify all requested information clearly.

**NOTE: The Cultural Resources Assessment and Record Check Form (page 8) should be completed *before* submitting the application. Please contact the Planning Office at 703-792-7615 for assistance. The form may be completed and submitted by email. [Form Link](#)**

### Application Package is to include:

- **Comprehensive Plan Amendment Initiation Request Form – Page 4 (Required)**
  - Fill in the project name.
  - Check appropriate application type check box.
  - Identify the GPIN(s), acreage and plan amendment request (for map amendments only).
  - Describe the property location (for map amendments only).
  - Give names of the owner of the property/applicant, authorized agent(s), contract purchaser/lessee, and engineer, as applicable. 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/applicant does not sign the application, a Special Power of Attorney Affidavit must be submitted; see page 6.
- **Map Amendment Requirements – Page 5**
  - Trip Generation Analysis (map amendment).
  - Justification of the proposed amendment (map amendment).
  - Existing and proposed Comprehensive Plan land use classifications (map amendment).
  - Existing and proposed zoning request (map amendment).
- **Text Amendment Requirements – Page 5**
  - Existing text to be amended and proposed, new or revised, using underline/strikethrough (text amendment).
  - Purpose and intent of amendments (text amendment).
  - Comprehensive Plan Consistency Analysis (text amendment).
  - Levels of service associated with request (text amendment).
- **Special Power of Attorney Affidavit – Page 6 (if applicable)**
  - This form is required if someone other than the property owners(s)/applicant is signing the application and other documents requiring the property owner(s)/applicant signature.
- **Interest Disclosure Affidavit – Page 7 (Required)**
  - This form is required to disclose whether or not any member of the Prince William County Planning Commission or the Prince William Board of County Supervisors 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 or her immediate household. Must be signed by the property owner(s) and contract purchaser/lessee.
- **Cultural Resources Assessment and Record Check – Page 8 (Required)**
  - Complete form with assistance from the County Archaeologist **before** submitting the application.
  - The **filled out and completed form** is required with the submission of the application.
- **Document/Information Checklist – Page 9**
  - Checklist to ensure a complete application with all documents and supporting information is submitted.
- **Additional Information Required for Initiated Amendments – Page 10**
  - Additional information required in addition to the first application submission only if the Comprehensive Plan Amendment is initiated by the Prince William Board of County Supervisors.
- **Fee in accordance with the Fee Schedule.** Checks should be made payable to “Prince William County”.

# Comprehensive Plan Amendment Initiation Request Form

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

**Project Name:** \_\_\_\_\_

**Application Type** (check one):      **Annual CPA Review**      **Out of Turn CPA**

The undersigned, being all of the owner(s), contract purchasers, or the respective duly authorized agent thereof, do hereby petition to change the Comprehensive Plan as shown on the accompanying plans, maps, and graphics which are made part of this application, as follows<sup>1</sup>:

GPIN	From:	To:	Acres
<b>Total Acreage:</b>			

**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):

\_\_\_\_\_

<sup>1</sup>Applicable only to Long-Range Land Use Map changes. GPINs not required for text change requests.

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

**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

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

# Map Amendment Requirements

## Please provide the following information:

- **Completed and signed CPA Initiation Request Form;**
- **Special Power of Attorney Affidavit** for each owner (if applicable);
- **Interest Disclosure Affidavit** for each owner and contract purchaser/lessee;
- **Plat of proposed CPA area** including metes and bounds (5 copies). The plat should be prepared pursuant to Section 32-700.20 of the Prince William County Zoning Ordinance;
- **Justification of proposed CPA:** Describe why the change to the Comprehensive Plan is being proposed and include relevant Comprehensive Plan analysis;
- **Trip Generation Analysis:** As part of the CPA Initiation Request Application, the Prince William County Department of Transportation will need an analysis that includes a comparison of anticipated maximum trips from the current use to the proposed use. This analysis should be attached to this form. (If the submitted CPA is initiated by the Board a Traffic Impact Analysis (TIA) or TIA Deferral Form may be required.);
- **Cultural Resources Assessment and Record Check;**
- **Existing Comprehensive Plan land use** classification(s) and respective area(s):  
\_\_\_\_\_;
- **Proposed Comprehensive Plan land use** classification(s) and respective area(s):  
\_\_\_\_\_;
- **Existing zoning and land use** of the subject parcel(s): \_\_\_\_\_;
- **Will there be a submission for a rezoning application** for concurrent processing if the CPA is initiated?  
Yes      No
- **What use/zoning will be requested** if the amendment is approved? \_\_\_\_\_;
- **Existing Sector Plan(s)/Small Area Plan(s):** \_\_\_\_\_;
- **Existing Center of Commerce or Center of Community:** \_\_\_\_\_
- **Fee in accordance with the Fee Schedule**

# Text Amendment Requirements

- **Purpose and intent of text amendment;**
- **Reference Plan chapter, goal, policy and/or action strategy text that is proposed to be amended;**
- **Proposed new or revised text:**
  - Note: Attach and specify text changes with additions underlined and strikethrough of deletions;
- **Comprehensive Plan Consistency Analysis:**
  - Demonstrate how the proposed text amendment furthers the goals, policies/objectives, and action strategies set forth in the Comprehensive Plan chapter(s) relative to the text amendment request and why the proposed revision to said goals, policies, and action strategies are appropriate;
  - Demonstrate how the proposed text amendment is internally consistent with other Comprehensive Plan components that are not the subject of the amendment;
  - Identify level of service impacts, if any, associated with the request.
- **Fee in accordance with the Fee Schedule**

NOTE: If the Board of County Supervisors initiates the CPA additional information and materials will be requested.

NOTE: Attach additional sheets to application as necessary.

## 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  
Comprehensive Plan 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

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: \_\_\_\_\_

# 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

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: \_\_\_\_\_



**Cultural Resources Assessment and Record Check for Pending Development Applications**

This is a desk review of the project and is subject to change if additional information becomes available.

Contact the Planning Office at (703) 792-7615 or email [planning@pwcgov.org](mailto:planning@pwcgov.org) for more information.

<b>Applicant/ Project Information</b>	Project Name		Applicant Name	
	Email		Phone	Fax
	GPIN(s)			
	Visual Inspection Findings			

**County Archaeologist Use Only**

County Records Check (Verify reference to site on the following)

- |  |     |    |
|--|-----|----|
| 1. Prince William County Cultural Resources Map (GIS) .....  | Yes | No |
| 2. 1820 Prince William County Map (Wood).....                | Yes | No |
| 3. 1901 Prince William County Map (Brown).....               | Yes | No |
| 4. 1904 Army Maneuvers Map .....                             | Yes | No |
| 5. 1915 - 1927 USGS 15 Minute Quad Maps.....                 | Yes | No |
| 6. 1933 Virginia Highway Map .....                           | Yes | No |
| 7. Eugene Scheel's Historic Prince William Map .....         | Yes | No |
| 8. Eugene Scheel's African American Heritage Map.....        | Yes | No |
| 9. County Register of Historic Sites (CRHS).....             | Yes | No |
| 10. High Sensitivity Areas - Historic Sites Map .....        | Yes | No |
| 11. High Sensitivity Areas - Prehistoric Sites Map.....      | Yes | No |
| 12. The Official Military Atlas of the Civil War .....       | Yes | No |
| 13. Civil War Map from the Library of Congress .....         | Yes | No |
| 14. American Battlefield Protection Program Maps .....       | Yes | No |
| 15. Map of Fairfax, Loudoun, & Prince William Counties ..... | Yes | No |
| 16. USGS Topographic Maps.....                               | Yes | No |
| 17. Cemetery (PWC GIS).....                                  | Yes | No |
| 18. Other: _____   |     |    |

<u>Comments</u>

**Findings**

A CRHS or a Prehistoric High Sensitivity Area is checked on the list above, therefore, a Phase I Cultural Resources Survey\* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey\* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.

Archaeological and historic sites or graves are recorded on the project area, but no Cultural Resources Survey is required at this time.

No archaeological and historic sites or graves are recorded on the project area.

Further cultural resource review is not warranted at this time due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.

Comments:

**County Archaeologist Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This assessment is valid for one year from the County Archaeologist's signature date.

\*All scopes of work must be approved by the County Archaeologist prior to initiation of work.



# Document/Information Checklist

**Application package is to include:**

- **Comprehensive Plan Amendment Initiation Request Form** (page 4)
- **Map Amendments and/or Text Amendment Requirements** (page 5)
  - Map amendments
    - Trip Generation Analysis
    - Justification of the proposed amendment
    - Existing Comprehensive Plan land use classifications
    - Existing and proposed zoning request
  - Text Amendments
    - Existing text to be amended and proposed, new or revised using underline/strikethrough
    - Purpose and intent of amendments
    - Comprehensive Plan Consistency Analysis
    - Levels of service associated with request
- **Special Power of Attorney Affidavit** (if applicable) (page 6)
- **Interest Disclosure Affidavit** (required) (page 7)
- **Cultural Resources Assessment and Record Check** (page 8)
- **The following supporting documentation:**
  - 5 copies of all plans, maps, and/or graphics printed in color or black/white (when applicable)
  - 1 copy of all plans, maps, or graphics reduced to 8.5"x11"
  - 1 CD/DVD containing electronic copies of plans, maps, and/or graphics in PDF format
- **Document/Information Checklist** (page 9)
- **Fee in accordance with the Fee Schedule**
- **Other requested information** (specify):

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## Additional Requirements for Initiated Comprehensive Plan Amendments

**NOTE: If a concurrent rezoning will be filed the additional information/materials can be submitted at the same time as the Rezoning Application. Provide 25 copies of all maps, plans, and/or graphics.**

- **Adjacent Property Owners List and Affidavit.**
- **Area Characteristics (25 copies)** – An illustration of the existing and proposed zoning maps, Comprehensive Plan designations and /or approved uses and densities along with the other characteristics of the area within:
  - ¼-mile from the parcel(s) perimeter if the parcel is less than 20 acres in size;
  - ½-mile if 21-100 acres in size;
  - 1-mile if more than 100 acres in size.
- **Comprehensive Plan Analysis:** Describe how the resultant changes impact or benefit Prince William County relative to:
  - Community Design;
  - Cultural Resources;
  - Economic Development;
  - Environment;
  - Fire and Rescue;
  - Housing (residential developments only);
  - Land Use;
  - Libraries (residential developments only);
  - Open Space;
  - Parks;
  - Police;
  - Potable Water;
  - Schools (residential developments only);
  - Sewer;
  - Transportation;
  - Sector Plan/Small Area Plan (if applicable);
  - Center of Commerce/Center of Community (if applicable).
- **Description of the Environmental Resources** on the property. If a concurrent rezoning is filed the Environmental Constraints Analysis meets this requirement.
- **Other Information:**

Depending on the scope of the proposal, additional information may be required by County staff, Planning Commissioners, or the Board of County Supervisors during the review of the CPA. The applicant will be notified in writing if additional information is required.

Applicants should consult the Comprehensive Plan to identify goals, policies or action strategies which are applicable to the individual Comprehensive Plan Amendment request.