



## Application for a Family Day Home (HOC2) Appeal

Date Stamp

APL _____
Planner: _____
Hearing Date: _____

**Fee\*: \$** \_\_\_\_\_  
 Make check payable to PWC  
 (\*in accordance with current [Fee Schedule](#))

<b>Applicant Information</b>	Name		Title	
	Mailing Address		City/State	Zip Code
	Email		Phone	
<b>Property Owner Information</b> <small>Same as Applicant</small>	Name			
	Mailing Address		City/State	Zip Code
	Email		Phone	
<b>Property Information</b>	Address		City/State	Zip Code
	GPIN (Grid Parcel Identification Number)		Lot Size (Acres or Square Feet)	
	Zoning District		Magisterial District	
<b>Subject of Appeal</b>	This is an application to the Board of County Supervisors for an appeal from the following determination by the Zoning Administrator: _____			
<b>Justification for an Appeal</b>	Applicant statement (Use additional pages if necessary)			

I hereby certify that the information provided in this application and the attached evidence is accurate, true and correct to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

# Application for Family Day Home (HOC2) Appeal

## APPEAL CHECKLIST

- 1) **The completed application and fee of \$337.00 must be received by the close of the business day no later than thirty (30) days from receiving the Zoning Determination by certified mail.**

**Mail the application and payment by check to:**

Prince William County Planning Office  
Attn: Ms. Juana Lozano  
5 County Complex Court, Suite 210  
Prince William, Virginia 22192

**The application form must be completed by the applicant in its entirety. Incorrect or inaccurate information may result in dismissal of the application for an appeal.**

- 2) **After being received by the Planning Office a staff member will contact you to schedule a pre-application meeting to discuss the public hearing process and any additional information that will be required.**

### Additional Items for the appeal process

- Homeowners' Association (HOA) approval letter if applicable
- Written Narrative
- Virginia Statewide Fire Prevention and Safety Evacuation Plan
- Pictures of the exterior of the residential building (four sides) and pictures of the proposed daycare area (indoor and outdoor areas)
- House location survey

Contact Juana Lozano, Development Services Technician, in the Planning Office at (703) 792-8128 or [jlozano@pwcva.gov](mailto:jlozano@pwcva.gov) with any questions or comments.