



Department of Planning and Zoning

Technical Bulletin

Subject: Single Issue Zoning Amendments

Date: September 6, 2017 No.: 17-07R

****Revised****

Summary: This bulletin is being posted to provide information on the availability of a focused and time saving process for the filing of “Single Issue Zoning Amendment” applications.

Effective Date: Immediate

Background: Oftentimes it becomes necessary or desirable to amend a proffer or development condition accepted by the Board of Supervisors with the approval of a zoning application. The instrument for doing that is the filing of a Proffered Condition Amendment (PCA) or Special Exception Amendment (SEA) application.

Policy: The Department of Planning and Zoning has mapped out a special process for applications that propose a single amendment issue, such as a change in building massing, or a change to a specific proffer or development condition. Due to the focused nature of the request, the review and approval of this type of application can be significantly reduced. Fundamentally, the process is based upon clear definition of the proposed change from the outset, staff management of the review and staff management of the application schedule to improve timelines.

The processing of a Single Issue Zoning Amendment application can be completed within an approximate 90 day timeframe, measured from the acceptance of the application to the public hearing before the Planning Commission. This process relies on several key points to control timelines.

- A pre-application meeting, while not required, is highly recommended to clearly define the subject of an application and establish an understanding of expectations.
- The timely filing of a complete application, and the provision of materials by the applicant in a timely manner throughout the process.
- The submission of draft proffers/conditions containing the proposed changes at the time of filing.
- Management of the application review by Zoning Evaluation Division staff to ensure that comments are commensurate to the request.
- The scheduling of the Planning Commission and Board public hearing dates at the time of case assignment to a staff coordinator.

**Excellence * Innovation * Stewardship
Integrity * Teamwork* Public Service**

Department of Planning and Zoning
12055 Government Center Parkway, Suite 730
Fairfax, Virginia 22035-5509
Phone 703-324-1380
Fax 703-653-9447
www.fairfaxcounty.gov/dpz/



Should the applicant wish to add additional issues to the review of the application (as may be appropriate or desired), the application will be removed from “Single Issue” status and the review timeline will be extended and the public hearing dates will be rescheduled.

Together, these factors will allow the scheduling of earlier than normal Planning Commission and Board of Supervisors public hearing dates. To achieve such a timeframe, the application must be clearly identified as a single issue application at submission and remain so throughout the review and approval process. As with all zoning applications, these accelerated processing times are dependent on the availability of staff resources, cooperation by applicants in meeting deadlines, and the availability of Planning Commission and Board hearing dates.

This Single Issue Zoning Amendment process is part of our efforts in the Department of Planning and Zoning to improve the efficiency and predictability of the zoning process.

If you have any questions, please contact the Zoning Evaluation Division, DPZ at **703-324-1290, TTY 711**.

Approved by: Fred R. Selden, Director
Department of Planning and Zoning
12055 Government Center Parkway, Suite 730
Fairfax, Virginia 22035
703-324-1380, TTY 711