



Planning and Land Use System (PLUS)

DPD – Zoning Evaluation Division

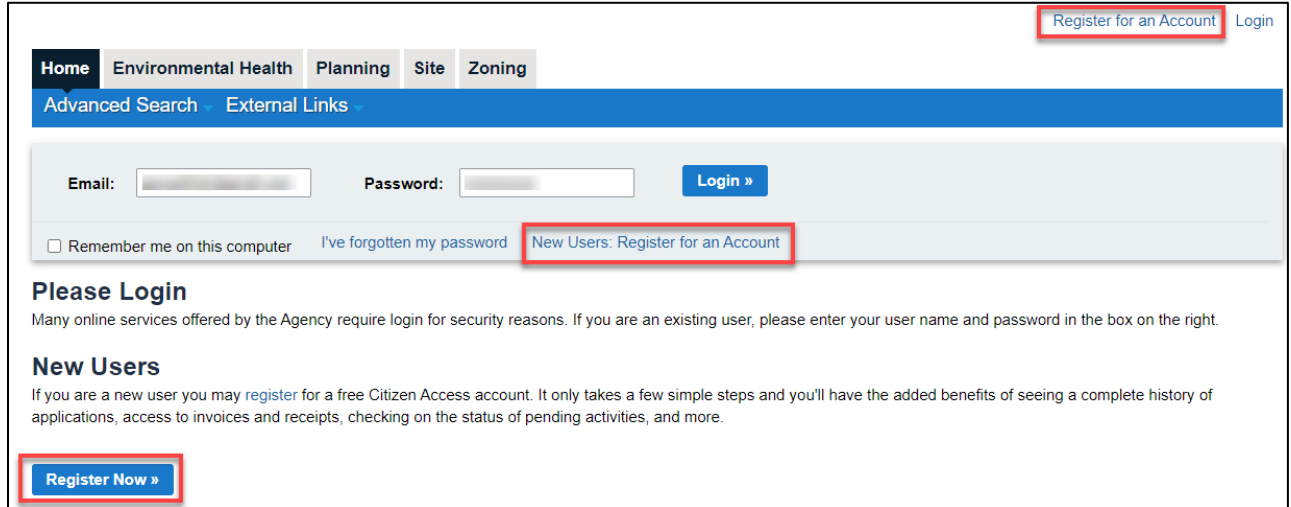
User Guide

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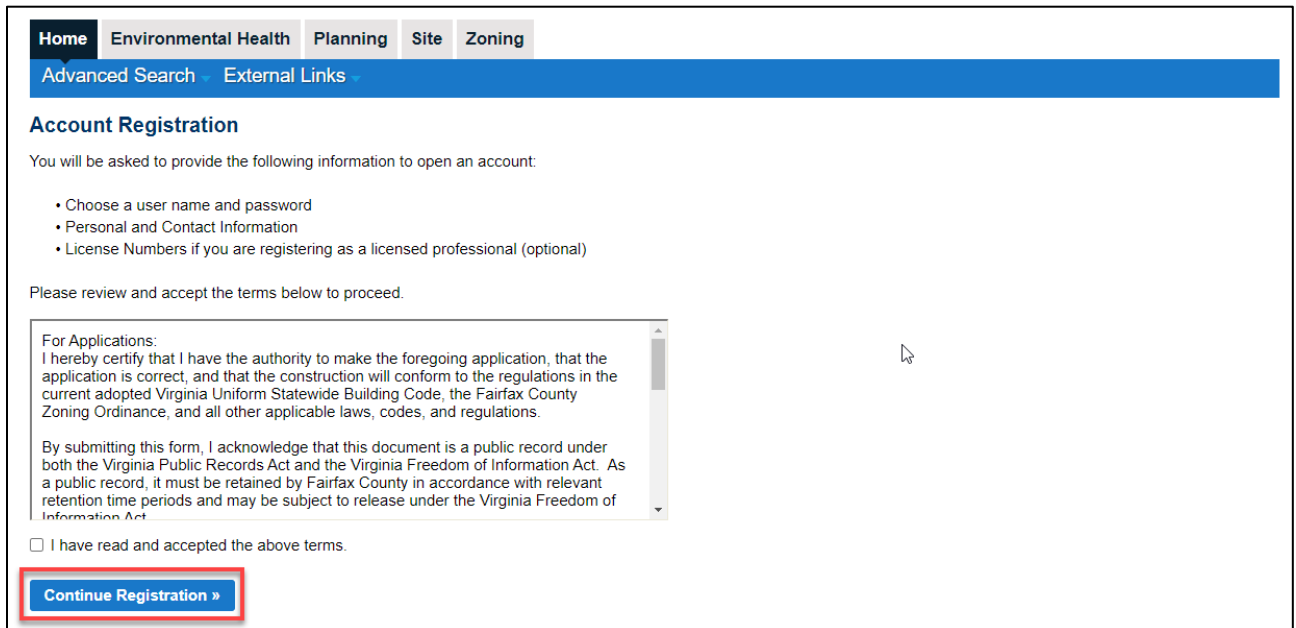
1. Register For a New Account:

Step 1: You can register for a user account by clicking on one of the two links highlighted below.




The screenshot shows the top navigation bar with links for Home, Environmental Health, Planning, Site, and Zoning. A blue bar contains 'Advanced Search' and 'External Links'. Below this is a login section with 'Email:' and 'Password:' input fields and a 'Login »' button. A checkbox for 'Remember me on this computer' and a link for 'I've forgotten my password' are also present. Two links are highlighted with red boxes: 'Register for an Account' in the top right corner and 'New Users: Register for an Account' in the login section. Below the login section is a 'Please Login' heading and a paragraph explaining the need for login. A 'New Users' section follows, with a paragraph explaining the benefits of a free Citizen Access account. A 'Register Now »' button is highlighted with a red box at the bottom left.

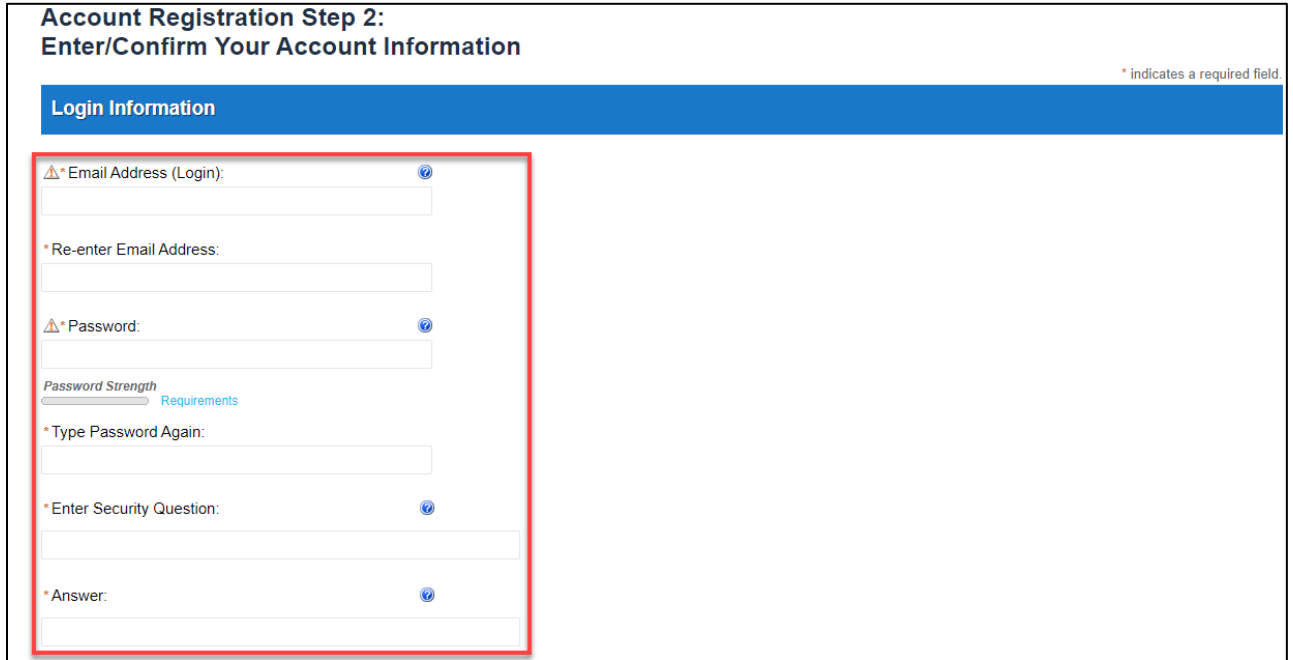
Step 2: Read and accept the terms and conditions given by clicking the box at the bottom, then **Continue Registration.**



The screenshot shows the 'Account Registration' page. It features the same navigation bar as the previous page. Below the navigation bar is a blue bar with 'Advanced Search' and 'External Links'. The main heading is 'Account Registration'. A paragraph states: 'You will be asked to provide the following information to open an account:'. This is followed by a bulleted list: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below the list is a paragraph: 'Please review and accept the terms below to proceed.'. A scrollable text box contains the following text: 'For Applications: I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction will conform to the regulations in the current adopted Virginia Uniform Statewide Building Code, the Fairfax County Zoning Ordinance, and all other applicable laws, codes, and regulations. By submitting this form, I acknowledge that this document is a public record under both the Virginia Public Records Act and the Virginia Freedom of Information Act. As a public record, it must be retained by Fairfax County in accordance with relevant retention time periods and may be subject to release under the Virginia Freedom of Information Act.' Below the text box is a checkbox with the text 'I have read and accepted the above terms.'. A 'Continue Registration »' button is highlighted with a red box at the bottom left.

Step 3: Enter your email address, create a password, and create a security question and answer in the top section of the following screen.


Note: Any time you see the  icon, you can click on it to see more information regarding the field it is associated with.




**Account Registration Step 2:
Enter/Confirm Your Account Information**

* indicates a required field.

Login Information


* Email Address (Login): 


* Re-enter Email Address:

* Password: 

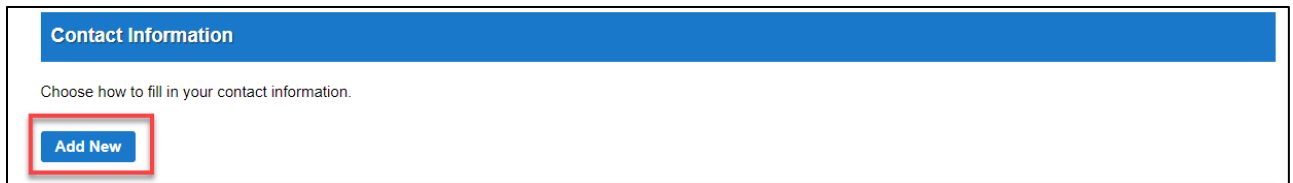
Password Strength [Requirements](#)

* Type Password Again:

* Enter Security Question: 

* Answer: 

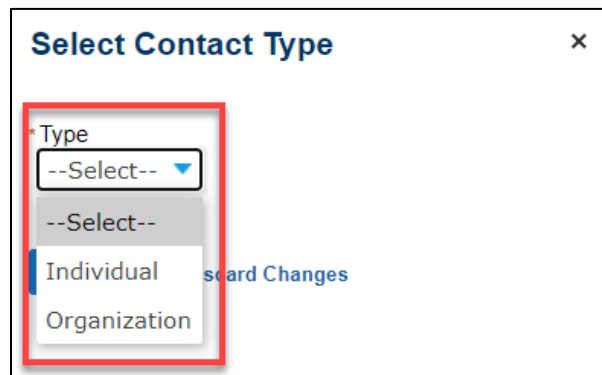
On the bottom half of the same page, enter your contact information by clicking **Add New**.



Contact Information

Choose how to fill in your contact information.

You will first be asked to choose the contact type. Select either **Individual** or **Organization** in the drop-down menu and then click **Continue**.



Select Contact Type ×

* Type

--Select--

--Select--

Individual card Changes

Organization

Next, you will be prompted to enter your first and last name, phone number, email, and country of residence. Fields with an asterisk (*) must be entered to continue.

Contact Information ✕

*First: *Last: Suffix:

Title:

*Primary Phone: Secondary Phone: Fax:

*Email:

*Country/Region:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
 Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start Date	End Date	Action
--------------	-----------	---------	--------	------------	----------	--------

Click on **Add Additional Contact Address** to enter a minimum of one mailing address. You may add another address by clicking on **Save and Add Another** or click **Save and Close** if you are done entering addresses. You cannot proceed with registration until at least one address is entered.

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
 Required contact address type(s): Mailing

Contact Address Information

*Address Type
Mailing

*Address Line 1

Address Line 2

Address Line 3

*City *State *Zip Code

--Select _____

[Save and Close](#) [Save and Add Another](#) [Clear](#) Discard Changes

You should now see “contact added successfully”. You can edit or remove the contact at this point. Please note that any change made to the account contact information will be reflected in every record associated with the account. Click **Continue Registration** to move forward.

[Add Additional Contact Address](#)

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ [Contact address added successfully.](#)

**Account Registration Step 2:
 Enter/Confirm Your Account Information** * indicates a required field

Login Information

△* Email Address (Login):

* Re-enter Email Address:

△* Password:

Password Strength Requirements

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration »](#)

Step 4. Your account is now successfully registered. You will receive a **notification** email to any contact email addresses provided asking you to verify your email by clicking on the link embedded in the email message. After you have verified your account, you can login and begin using the system.

Register for an Account Login

Search...

[Home](#) [Building](#) [Environmental Health](#) [Planning](#) [Site](#) [Zoning](#)

[Advanced Search](#) [External Links](#)

 Your account is successfully registered.

2. Login/Logout into PLUS:

Step 1: Enter your email address and password to login into PLUS.

Register for an Account Login

Home Environmental Health Planning Site Zoning

Advanced Search External Links

Email: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login
 Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
 If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Step 2: Logout option will appear at the top right corner throughout the PLUS system.

Logged in as: Gaurav Awasthi Collections (0) Cart (0) Account Management [Logout](#)

Search...

Home Building Environmental Health Planning Site Zoning

Dashboard My Records My Account Advanced Search External Links

Hello, **Gaurav Awasthi**

Saved in Cart (0) [View Cart](#) My Collection (0) [View Collections](#)

3. Managing your PLUS Account:

1. Dashboard

When you log in you will automatically be directed to your **Dashboard** or homepage, where you will see an overview of your shopping Cart of all your Records and any record Collections you have created and named. You can switch between different County agencies (modules) using the top Agency Module Menu Bar. Click on **Home** and then on Dashboard at any time to return to your Dashboard.

Letter	Name	Description
A	Menu Header	Ability to navigate between different agencies.
B	My Collection	Collection of records you create and name
C	Work in Progress	A list of up to the last 10 applications in progress (those that you saved to resume later prior to submission)
D	Invoiced Fees	
E	View All Records	A list of all the records you have in PLUS.

2. My Account Management

Your account detail can be editing by clicking **My Account** or **Account Management**.

You can click on **Edit** to change password and/or security questions.

You can click on **Action View** to edit contact information (Note: Any change to account contact information will apply to every record associated with the account).

Home Building Environmental Health Planning Site Zoning

Dashboard My Records **My Account** Advanced Search External Links

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name:

E-mail:

Password:

Security Question:

License Information

[Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	County License #	Status	Action
No records found.						

Contact Information

Showing 1-1 of 1

First Name	Last Name	Business Name	Contact Type	Primary Phone	Status	Action
					Approved	Action Actions ▾ View

4. Submitting a Rezoning (RZ) Application:

1. Start an Application:
 - i. Go to the Citizen Portal. Create a username and password. Login.
 - ii. Navigate to the Zoning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Zoning Evaluation Division ZED, Select Rezoning (RZ) or Rezoning Plan Applications and Amendments (RZPA) and continue application.
 - i. RZ application is for any new Rezoning Application. RZ also allow the applicant to concurrently apply for the applicable development plan (FDP, PRC, etc.) and/or a concurrent PCA for deletion of land area required for the subject rezoning.
 - ii. RZPA allows for the amendment of any previously approved RZ, development plan, or proffered conditions. RZPA includes applications such as a PCA, FDPA, CDPA, CSP, PRCA or development plans for previously approved RZ including FDPs, PRC, etc.. Multiple Plan applications can be applied for at once.



[Continue Application »](#)

3. Location and People
 - i. Provide Primary address. Partial address may be entered and searched. Select address based on search results. The system will autofill the Parcel and owner information.

Address

If no street address, please enter parcel and location description below.

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--

Unit Type	Unit #
--Select--	<input type="text"/>

City	State	*Zip Code
<input type="text"/>	--Select--	<input type="text"/>

- ii. Parcel, alternatively the applicant may search by Parcel. Search by part of the parcel number will provide search results. Once a parcel or address is selected the system will autofill owner information. Parcel should be entered without any spaces and including the leading zeros. Parcel 56-1 ((15)) 7 should be entered as 0561 15 0007
- iii. Property Location/ Advertising Description. Provide a description of the property location

Parcel

Please enter the primary parcel here. Additional parcels can be added on the next page in the Additional Parcels table.
Please enter the Parcel ID without any spaces and include leading zeroes. For example, parcel 0561 15 0007 should be entered as 0561150007.

*Parcel ID Number

for legal ads.

Property Location/Advertising Description

Location Details:

- iv. Owner, owner information will autofill based on tax records, fields are editable if necessary.

Owner

Owner Name 🔒
BOARD OF SUPERVISORS FAIRFAX CO

Mailing Address 1
12000 GOVERNMENT CENTER PW

Mailing Address 2
SUITE 533

Mailing Address 3

City: FAIRFAX State: VA Zip Code: 22035-

[Clear](#)

[Save And Resume Later](#)

[Continue Application >](#)

- v. Select Continue Application, at any point during the application an applicant may choose to Save and Resume Later. Saved applications can be found on the home screen when logged in.
- vi. Additional Parcels, if there are more than one parcel associated with the or only partial portion of a parcel the applicant may provide additional parcels or indicate partial parcel and affected area.
 - i. To edit the primary parcel (added on the previous page) the applicant may check the box for the parcel in the table and selected edit selected.
 - ii. To add additional parcels, select Add a row
 - iii. When adding additional parcels, enter the additional parcel number, then hit the Tab key to validate. Parcel Area will auto populate for any successfully validated parcel. Indicate a partial parcel by editing a selected parcel, select Yes for Partial Parcel and enter the Parcel Area Affected. Select Submit.

Additional Parcels

Enter the additional parcel number, then hit the Tab key to validate the parcel number format. Parcel Area will auto-populate for any successfully validated parcel. Indicate a Partial Parcel by Editing a Selected Parcel, select 'Yes' for Partial Parcel and enter Parcel Area Affected.

Showing 1-1 of 1

	Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area	
<input checked="" type="checkbox"/>	0561150007	No	5.78758	5.78758	Actions ▾

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

- vii. Applicant, Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account](#) [Add New](#)

- viii. Agent Information, the applicant will be prompted to indicate if there is an authorized agent on the applicant. Select Yes or No and Continue Application. If yes, the applicant will then be prompted to select from the account or enter a new contact.
4. Application Detail

Agent Information

*Is there an authorized agent for this application:
 Yes No

[Save And Resume Later](#) [Continue Application >](#)

- i. Rezoning Information
 - i. Enter a brief description of the application request, select the applicable request based on the proposed zoning district (conventional Commercial, Industrial, Planned, or Conventional Residential). Upon selecting the request the Rezoning Classification will auto populate.
 - ii. Provide the total area for the proposed rezoning. This are will be used to calculate the rezoning fee.
 - iii. If applying for a Planned District, a concurrent development plan may be selected for such as a Final Development Plan. Select the applicable development plan by checking the box and provide the land area applicable plan type.

* Provide a brief description of the request:
 Rezone to the PDH-3 to permit the development of 3 SFDs

* Request:
 Rezoning to Planned District

Rezoning Classification:
 Planned District

* Affected Area for Fee Calculation: (\$)

Does this application require a proffered condition amendment (PCA) to delete land area?:
 Yes No

Conceptual Plan - Reston:

Final Development Plan:

 FDP Land Area: *
 FDP Land Unit Type: *
 --Select--

PRC Plan:

Proffered Condition Amendment:

- iv. If a PCA is required to delete land area from a previously approved Rezoning, Select Yes and provide the base Rezoning Case. The system will verify the number existing.

Does this application require a proffered condition amendment (PCA) to delete land area?:
 Yes No

Enter the related Base Case Rezoning (RZ) Case: *

- ii. RZPA
- iii.
- iv. Traffic Impact Analysis
 - i. Indicate if a Traffic Impact Analysis (TIA) determination has been issued from FCDOT by selecting yes or no. If yes, provide the date of the TIA Determination in the date field.

Traffic Impact Analysis

* Has there been a Traffic Impact Analysis done related to the land use request?:
 Yes No

TIA Determination:

- v. Proposed Zoning District
 - i. To select a zoning district, click Add a Row

- ii. Select the existing zoning district from the drop down, enter the existing overlay (if applicable) in the text field, enter the existing area (in square feet or acres), select the applicable unit of measure. Provide the proposed zoning district from the drop down, proposed overlay (if applicable), proposed area (in square feet or acres), and select the proposed unit of measure. Click submit.
- iii. Multiple rows may be added when rezoning to more than one zoning district by

PROPOSED ZONING DISTRICTS X

Existing Zoning: Existing Overlay: Existing Area:

Existing Unit of Measure: Proposed Zoning: Proposed Overlay:

Proposed Area: Proposed Unit of Measure:

Submit

Cancel

clicking 'add a row'. To edit or delete a row select the row by checking the box and clicking 'edit selected' or 'delete selected'

vi. Proposed Land Use

Proposed Zoning District								
Showing 1-1 of 1								
<input type="checkbox"/>	Existing Zoning	Existing Overlay	Existing Area	Existing Unit of Measure	Proposed Zoning	Proposed Overlay	Proposed Area	Proposed Unit of Measure
<input checked="" type="checkbox"/>	R-2	HC	2.1	Acres	PDH-3	HC	2.1	Acres
Actions <input type="text" value="v"/>								

Add a Row **Edit Selected** **Delete Selected**

- i. To select a proposed land use select add a row
- ii. Browse the proposed zoning districts by selecting the page number or selecting '<prev' or 'Next>'
- iii. Select the proposed Zoning District

Select Proposed District Business Activity: **Search**
 (Select only one)

For assistance or to apply for Proposed District not listed below please contact us.

PDH Principal	<input type="radio"/>
PDH Secondary	<input type="radio"/>
PRC Residential	<input type="radio"/>
PRC Neighborhood Convenience Center	<input type="radio"/>
PRC Village Center	<input type="radio"/>
PRC Town Center	<input type="radio"/>
PRC Convention Conference Center	<input type="radio"/>
PDC Principal	<input type="radio"/>
PDC Secondary	<input type="radio"/>
PRM Principal	<input type="radio"/>

< Prev 1 2 3 4 5 Next >

Next »
iv
Cancel

- iv. Click next to select uses,
- v. Select the applicable land use and select finish, to return to Zoning District List
 Click 'Back'
 - a. Note: Uses shown are only by-right land uses for the selected district based on the Use Table found in Section 4101 of the Zoning Ordinance (Adopted July 1, 2021). If applying for a rezoning for a use that requires a separate legislatively approved application use such as Special Exception, Special Permit, or Variance, select the applicable SE Use, SP Use, or VC use.

Select Proposed Land Use
 (Select only one)

PDH Principal

Business Activity: **Search**

- Dwelling, Multifamily
- Dwelling, Single-Family Attached
- Dwelling, Single-Family Detached
- Dwelling, Stacked Townhouse
- Group Residential Facility
- Independent Living Facility
- Public Use
- SE Uses
- SP Uses
- VC Uses

« Back **Finish »** Cancel

vii. Documents

- i. To add documents click the 'add' bottom.
- ii. The following documents are required to submit a RZ:
 - a. Development Plan (Applications Acceptance may require courtesy paper copies of the development plan for review)
 - b. Draft Affidavit (original notarized documents will be requested during acceptance after cursory review of the digital documents)
 - c. Legal Description
 - d. Statement of Justification
 - e. Zoning Map
 - f. Zoning Plat
 - g. Agent Consent (if applicable)

Documents

Please upload the following required documents:

- Development Plan
- Draft Affidavit
- Legal Description
- Statement of Justification
- Zoning Map
- Zoning Plat

Additionally if there is an Authorized Agent, upload an Agent Consent Form

The maximum file size allowed is **1000 MB**.

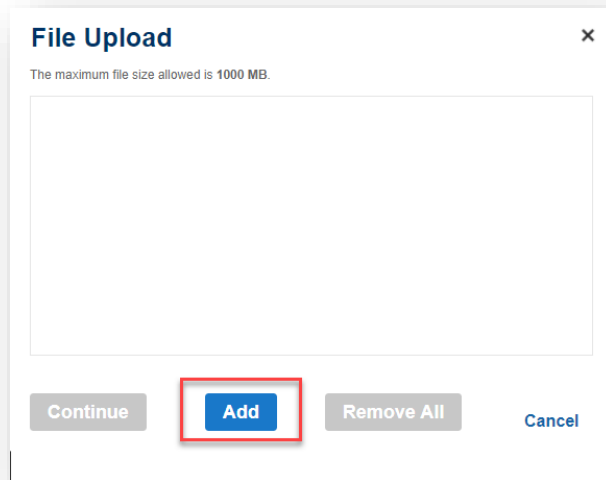
Name	Type	Size	Latest Update	Action
No records found.				

Add

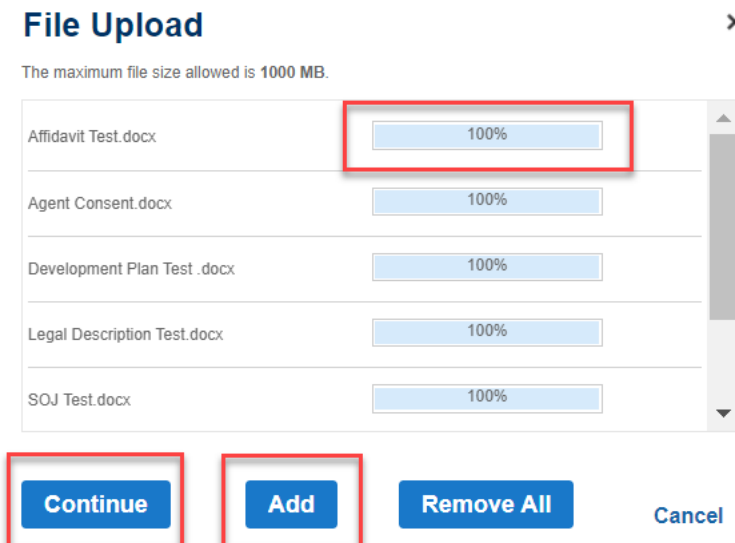
Save And Resume Later

Continue Application »

- iii. Select the add bottom

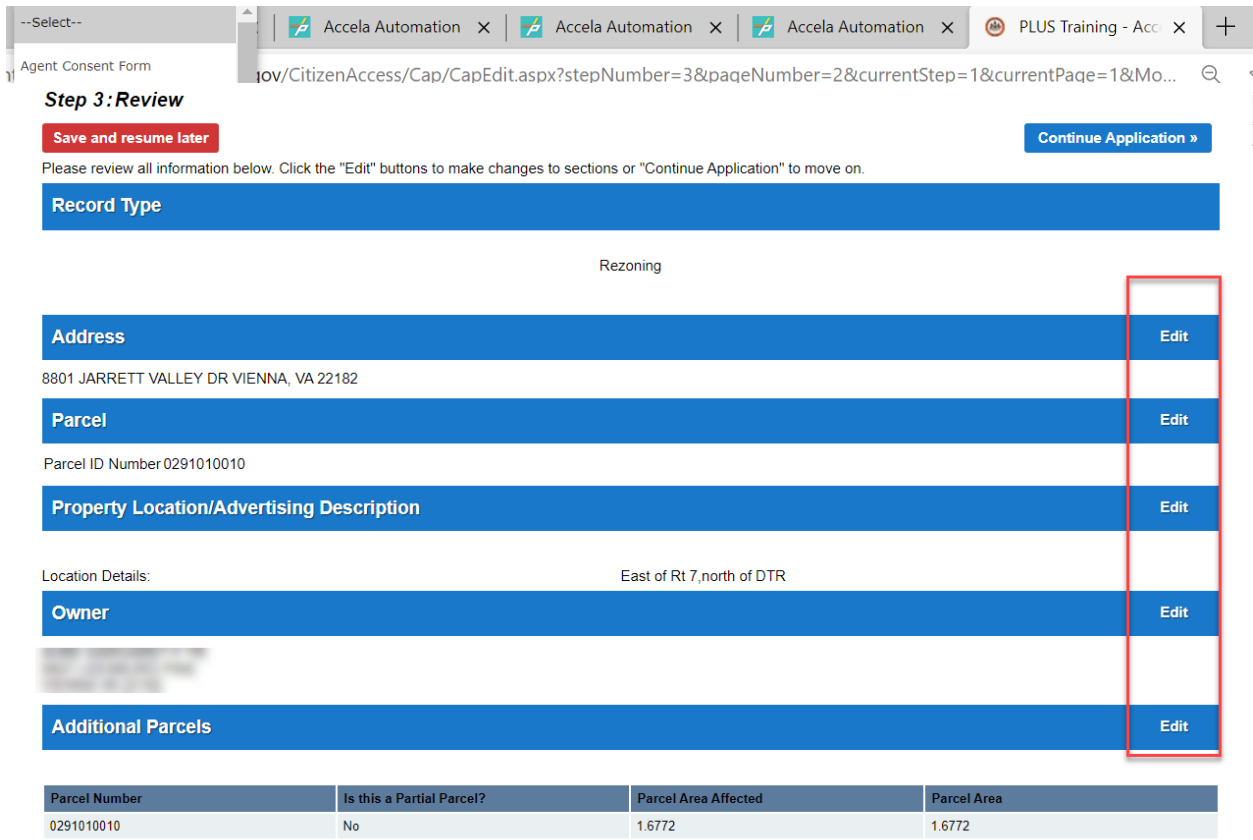


- iv. Select the documents from your files. Multiple documents may be added simultaneously.
- v. Once the document reach 100%, select continue or select add to add additional documents. The maximum file size is 1000 MB.



- viii. Use the Type dropdown to select the applicable document type for each file and provide a brief description for context. For example: Application Acceptance 1st submission. Select the applicable document type for all files and click save. To upload additional documents click 'add'. When finished select continue application

5. Review



Step 3: Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type
Rezoning

Address [Edit](#)
8801 JARRETT VALLEY DR VIENNA, VA 22182

Parcel [Edit](#)
Parcel ID Number 0291010010

Property Location/Advertising Description [Edit](#)
Location Details: East of Rt 7,north of DTR

Owner [Edit](#)

Additional Parcels [Edit](#)

Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area
0291010010	No	1.6772	1.6772

- i. At this stage the applicant can review all of the fields enters in the review summary page. Any area may be edited by clicking the edit bottom
- ii. At the bottom of the page, read the disclaimer and click to check box to agree with the statement.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.

The proposed application conforms to the provisions of all applicable ordinances, regulations, adopted standards and any applicable conditions, or, if any waiver, exception or variance is sought by the applicant from such ordinances, regulations, standards and conditions, such shall be specifically noted with the justification for any such modification.

By checking this box, I agree to the above certification. Date: 06/21/2021

[Save and resume later](#) [Continue Application »](#)

6. Fees

- i. The total fee accessed with a line item for the base fee and an applicable per acre fee and select check out.

Home Building Environmental Health Planning Site **Zoning**

Create an Application Search Applications

Rezoning

1. Location & People 2. Application Details 3. Review 4. Pay Fees 5. Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Rezoning Base Fee	1	\$27,280.00
FDP Per Acre Fee	3	\$1,305.00
Planned District Acreage Fee	3	\$2,730.00

TOTAL FEES: \$31,315.00
 Note: This does not include additional fees which may be assessed later.

[Check Out »](#)

Cart

1. Select item to pay 2. Payment information 3. Receipt/Record Submittal

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

8801 JARRETT VALLEY DR VIENNA, VA 22182
 1 Application(s) | \$31,315.00
 ▶ Rezoning 21TMP-001278 Total due: \$31,315.00

Total amount to be paid: \$31,315.00
 Note: This does not include additional fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

- ii. If there are other unpaid fees associated with the account, you may choose to pay all unpaid fees at this time or you may click Edit Cart to choose the fees you would like to pay
- iii. Select payment method and click submit payment

* indicates a required field.

Payment Information

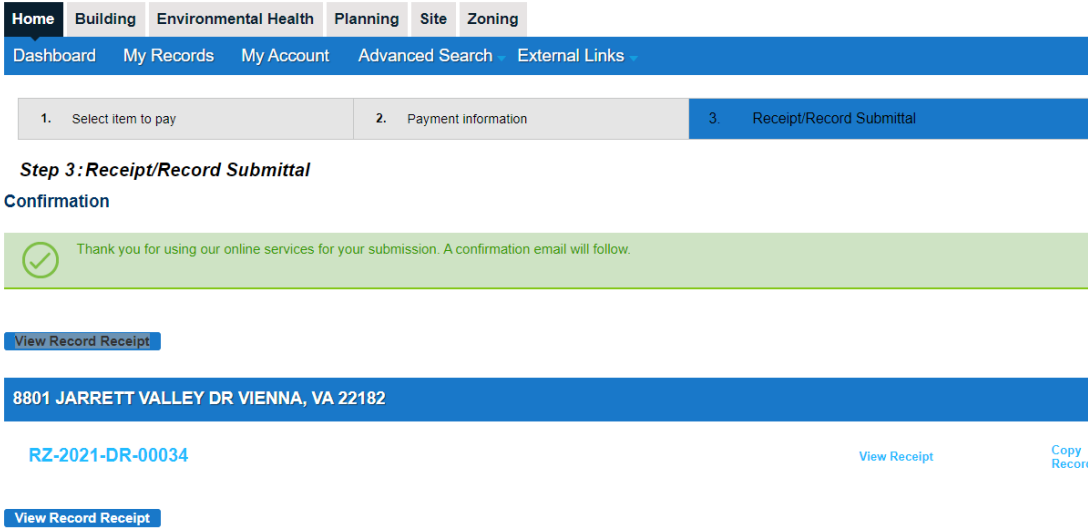
Amount due (does not include convenience fees): \$31,315.00

Pay with credit/debit card
 Pay with e-check

- iv. Upon click submit payment, the site will redirect to the payment processing vendor. Enter payment information.
 - i. Note: For credit card payments the vendor charges a 2.25 percent processing fee. There is no processing fee for Echecks

7. Confirmation

- i. After successful payment, the page will be redirected back to PLUS with a confirmation of the successful creation of the record and the record number



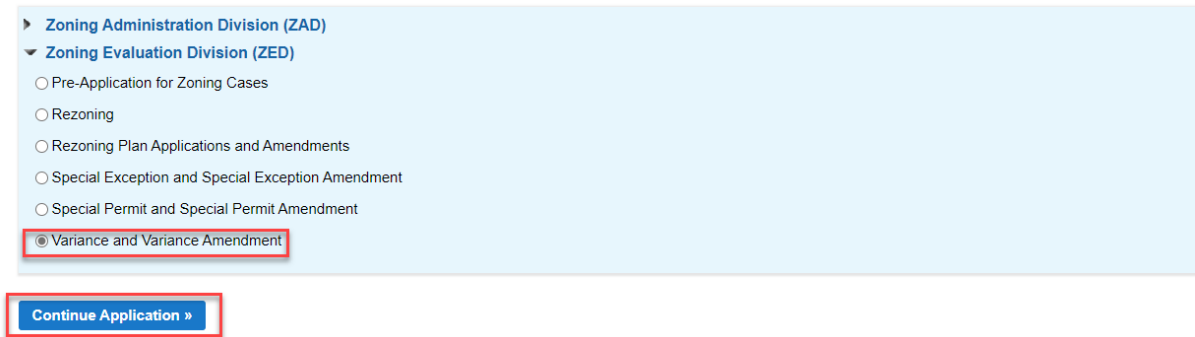
5. Variance Application (VC) and Variance Amendment (VCA)

1. Start an Application:

- i. Go to the Citizen Portal. Create a username and password. Login.
- ii. Navigate to the Zoning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Zoning Evaluation Division ZED, Select Variance (VC) and Variance Amendment (VCA) and continue application.



3. Location and People

- i. Provide Primary address. Partial address may be entered and searched. Select address based on search results. The system will autofill the Parcel and owner information.

Address

If no street address, please enter parcel and location description below.

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--

Unit Type	Unit #
--Select--	<input type="text"/>

City	State	*Zip Code
<input type="text"/>	--Select--	<input type="text"/>

- ii. Parcel, alternatively the applicant may search by Parcel. Search by part of the parcel number will provide search results. Once a parcel or address is selected the system will autofill owner information. Parcel should be entered without any spaces and including the leading zeros. Parcel 56-1 ((15)) 7 should be entered as 0561 15 0007
- iii. Property Location/ Advertising Description. Provide a description of the property location

Parcel

Please enter the primary parcel here. Additional parcels can be added on the next page in the Additional Parcels table.
Please enter the Parcel ID without any spaces and include leading zeroes. For example, parcel 0561 15 0007 should be entered as 0561150007.

*Parcel ID Number

for legal ads.

Property Location/Advertising Description

Location Details:

- iv. Owner, owner information will autofill based on tax records, fields are editable if necessary.

Owner

Owner Name 🔒
BOARD OF SUPERVISORS FAIRFAX CO

Mailing Address 1
12000 GOVERNMENT CENTER PW

Mailing Address 2
SUITE 533

Mailing Address 3

City: FAIRFAX State: VA Zip Code: 22035-

[Clear](#)

[Save And Resume Later](#)

[Continue Application >](#)

- v. Select Continue Application, at any point during the application an applicant may choose to Save and Resume Later. Saved applications can be found on the home screen when logged in.
- vi. Additional Parcels, if there are more than one parcel associated with the or only partial portion of a parcel the applicant may provide additional parcels or indicate partial parcel and affected area.
 - i. To edit the primary parcel (added on the previous page) the applicant may check the box for the parcel in the table and selected edit selected.
 - ii. To add additional parcels, select Add a row
 - iii. When adding additional parcels, enter the additional parcel number, then hit the Tab key to validate. Parcel Area will auto populate for any successfully validated parcel. Indicate a partial parcel by editing a selected parcel, select Yes for Partial Parcel and enter the Parcel Area Affected. Select Submit.

Additional Parcels

Enter the additional parcel number, then hit the Tab key to validate the parcel number format. Parcel Area will auto-populate for any successfully validated parcel. Indicate a Partial Parcel by Editing a Selected Parcel, select 'Yes' for Partial Parcel and enter Parcel Area Affected.

Showing 1-1 of 1

	Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area	
<input checked="" type="checkbox"/>	0561150007	No	5.78758	5.78758	Actions ▾

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

- vii. Applicant, Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account
Add New

- viii. Agent Information, the applicant will be prompted to indicate if there is an authorized agent on the applicant. Select Yes or No and Continue Application. If yes, the applicant will then be prompted to select from the account or enter a new contact.
4. Application Information

Agent Information

* Is there an authorized agent for this application:
 Yes No

Save And Resume Later
Continue Application »

- i. Variance and Variance Amendment
 - i. Is this application to amend an existing Variance, select yes for an amendment or no for a new Variance
 - a. If yes, provide the original Variance number, even if there were previous amendment provide the original Variance Number. The system will validate that the number existing. When entering application numbers approved in the legacy system (LDSnet aka ZAPS) include the dash between the case type and the year. For example VC-2020-LE-001.
 - b. If there is new construction associated with the Amendment select Yes, if there is no new construction click 'No'

Variance Application Information

* Is this application to amend an existing Variance:
 Yes No i.b

Is there new construction associated with this amendment?: *
 Yes No i.a

Existing Variance: *
 i.b

- ii. Enter a brief description of the application request
- iii. Select the applicable Request. You may choose up to 3 requests. If there listed variance is not include in the request drop down select 'Other Variance Request' and provide a detailed description of the request in the description box.

* Provide a brief description of the request:
 Accessory Structure (garage) in the front yard ii

* Request:
 Modification of Residential Accessory Structure Use or Location Standards

Second Request:
 --Select-- ii.

Additional Request:
 --Select--

If there is a Concurrent Special Permit or Special Exception already submitted, please enter that SE or SP Record Number:
iv.

- iv. If applying for a concurrent Special Exception or Special Permit provide the record number in the field
- ii. Related Rezoning
 - i. If you are applying for a concurrent Rezoning provide the Rezoning number and proposed District
 - ii. This field is not required for most typical applications and field may be skipped
- iii. Notice of Violation

Related Rezoning

If there is a concurrent rezoning application, please enter the rezoning number and proposed district.

Notice of Violation

Has a notice of violation been issued related to this subject property/location?:
 Yes No

Please enter NOV case number:

- i. If you are applying for a Variance it to remedy a Notice of Violation that has been issued, click yes and enter the NOV number into the text field
- iv. After all required information is inputted, click continue application at the bottom of the page.
- v. Documents
 - i. To add documents click the 'add' bottom.
 - ii. The following documents are required to submit a Variance Application:
 - a. Variance Plat (Applications Acceptance may require courtesy paper copies of the development plan for review)
 - b. Draft Affidavit (original notarized documents will be requested during acceptance after cursory review of the digital documents)
 - c. Statement of Justification
 - d. Photos

- e. Agent Consent (if applicable)
- f. Note: Other document types may be required depending on the type of Variance application. The required documents are the minimum requirements to submit an application. You may upload additional documents beyond the minimum system requirements at the time of submission. You may also upload documents while logged into ACA in response to staff comments. For submission requirements see Section 8101 of the Zoning Ordinance (Adopted July 1, 2021)

iii. Select the add button

Documents

Please upload the following required documents:

- Development Plan
- Draft Affidavit
- Legal Description
- Statement of Justification
- Zoning Map
- Zoning Plat

Additionally if there is an Authorized Agent, upload an Agent Consent Form

The maximum file size allowed is **1000 MB**.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save And Resume Later
Continue Application »

File Upload
×

The maximum file size allowed is 1000 MB.

Continue
Add
Remove All
Cancel

- iv. Select the documents from your files. Multiple documents may be added simultaneously.
- v. Once the document reach 100%, select continue or select add to add additional documents. The maximum file size is 1000 MB.

File Upload ✕

The maximum file size allowed is 1000 MB.

Affidavit Test.docx	100%
Agent Consent.docx	100%
Development Plan Test .docx	100%
Legal Description Test.docx	100%
SOJ Test.docx	100%

Continue
Add
Remove All
Cancel

Agent Consent Form	11.58 KB	06/21/2021	Actions ▾
Development Plan	11.59 KB	06/21/2021	Actions ▾
Legal Description	11.59 KB	06/21/2021	Actions ▾
SOJ Test.docx	11.58 KB	06/21/2021	Actions ▾

< Prev 1 2 Next >

--Select--

File:
 SOJ Test.docx
 100%

Description

Save
Add
Remove All

Save And Resume Later
Continue Application »

vi. Use the Type dropdown to select the applicable document type for each file and provide a brief

description for context. For example: Application Acceptance 1st submission. Select the applicable document type for all files and click save. To upload additional documents, click 'add'. When finished select continue application.

5. Review

- i. At this stage the applicant can review all of the fields enters in the review summary page. Any area may be edited by clicking the edit bottom
- ii. At the end of the page, read the disclaimer and click to check box to agree with the statement.


Step 3: Review

Save and resume later
Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Variance and Variance Amendment

Address	Edit
5606 NORTON RD ALEXANDRIA, VA 22303	
Parcel	Edit
Parcel ID Number 0822130102	
Property Location /Advertising Description	Edit
Location Information:	
Owner	Edit
	
Additional Parcels	Edit

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.

The proposed application conforms to the provisions of all applicable ordinances, regulations, adopted standards and any applicable conditions, or, if any waiver, exception or variance is sought by the applicant from such ordinances, regulations, standards and conditions, such shall be specifically noted with the justification for any such modification.

By checking this box, I agree to the above certification. Date: 06/21/2021

Save and resume later
Continue Application »

6. Fees

- i. The total fee accessed based on the selection of requests or land uses will be auto calculated
- ii. If there are other unpaid fees associated with the account, you may choose to pay all unpaid fees at this time or you may click Edit Cart to choose the fees you would like to pay or you may click countinue shopping to file another application and pay for both applications simultanesouly

iii. Select payment method and click submit payment

1. Select item to pay	2. Payment information	3. Receipt/Record Submittal
-----------------------	------------------------	-----------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

5606 NORTON RD ALEXANDRIA, VA 22303
 1 Application(s) | \$910.00

▶ Variance and Variance Amendment 21TMP-001327	Total due: \$910.00
---	---------------------

Total amount to be paid: \$910.00
 Note: This does not include additional fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

iv. Upon click submit payment, the site will redirect to the payment processing vendor. Enter

Payment Information

Amount due (does not include convenience fees): \$910.00

Pay with credit/debit card
 Pay with e-check

Submit Payment »


payment information.

- i. Note: For credit card payments the vendor charges a 2.35 percent processing fee. There is no processing fee for Echecks

7. Confirmation

- i. After successful payment, the page will be redirected back to PLUS with a confirmation of the successful creation of the record and the record number. To access the record page click the application number. Click 'view receipt' to view a PDF of the payment receipt

Confirmation


Thank you for using our online services for your submission. A confirmation email will follow.

[View Record Receipt](#)

5606 NORTON RD ALEXANDRIA, VA 22303

VCA-2021-MA-003

[View Receipt](#)

[Copy Record](#)

[View Record Receipt](#)

6. Rezoning Plan Application and Amendment (RZPA)

1. Start an Application:

- i. Go to the Citizen Portal. Create a username and password. Login.
- ii. Navigate to the Zoning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Zoning Evaluation Division ZED, Select Rezoning (RZ) or Rezoning Plan Applications and Amendments (RZPA) and continue application.

- i. RZ application is for any new Rezoning Application. RZ also allow the applicant to concurrently apply for the applicable development plan (FDP, PRC, etc.) and/or a concurrent PCA for deletion of land area required for the subject rezoning.
- ii. RZPA allows for the amendment of any previously approved RZ, development plan, or proffered conditions. RZPA includes applications such as a PCA, FDPA, CDPA, CSP, PRCA or development plans for previously approved RZ including FDPs, PRC, etc.. Multiple Plan applications can be applied for at once.



[Continue Application »](#)

3. Location and People

- i. Provide Primary address. Partial address may be entered and searched. Select address based on search results. The system will autofill the Parcel and owner information.

Address

If no street address, please enter parcel and location description below.

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--

Unit Type	Unit #
--Select--	<input type="text"/>

City	State	*Zip Code
<input type="text"/>	--Select--	<input type="text"/>

- ii. Parcel, alternatively the applicant may search by Parcel. Search by part of the parcel number will provide search results. Once a parcel or address is selected the system will autofill owner information. Parcel should be entered without any spaces and including the leading zeros. Parcel 56-1 ((15)) 7 should be entered as 0561150007
- iii. Property Location/Advertising Description. Provide a description of the property location

Parcel

Please enter the primary parcel here. Additional parcels can be added on the next page in the Additional Parcels table.

Please enter the Parcel ID without any spaces and include leading zeroes. For example, parcel 0561 15 0007 should be entered as 0561150007.

*Parcel ID Number

for legal ads.

Property Location/Advertising Description

Location Details:

- iv. Owner, owner information will autofill based on tax records, fields are editable if necessary.

Owner

Owner Name 🔒
BOARD OF SUPERVISORS FAIRFAX CO

Mailing Address 1
12000 GOVERNMENT CENTER PW

Mailing Address 2
SUITE 533

Mailing Address 3

City: FAIRFAX State: VA Zip Code: 22035-

[Clear](#)

[Save And Resume Later](#)

[Continue Application >](#)

- v. Select Continue Application, at any point during the application an applicant may choose to Save and Resume Later. Saved applications can be found on the home screen when logged in.
- vi. Additional Parcels, if there are more than one parcel associated with the or only partial portion of a parcel the applicant may provide additional parcels or indicate partial parcel and affected area.
 - i. To edit the primary parcel (added on the previous page) the applicant may check the box for the parcel in the table and selected edit selected.
 - ii. To add additional parcels, select Add a row
 - iii. When adding additional parcels, enter the additional parcel number, then hit the Tab key to validate. Parcel Area will auto populate for any successfully validated parcel. Indicate a partial parcel by editing a selected parcel, select Yes for Partial Parcel and enter the Parcel Area Affected. Select Submit.

Additional Parcels

Enter the additional parcel number, then hit the Tab key to validate the parcel number format. Parcel Area will auto-populate for any successfully validated parcel. Indicate a Partial Parcel by Editing a Selected Parcel, select 'Yes' for Partial Parcel and enter Parcel Area Affected.

Showing 1-1 of 1

	Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area	
<input checked="" type="checkbox"/>	0561150007	No	5.78758	5.78758	Actions ▾

[Add a Row ▾](#)

[Edit Selected](#)

[Delete Selected](#)

- vii. Applicant, Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

[Select from Account](#) [Add New](#)

- viii. Agent Information, the applicant will be prompted to indicate if there is an authorized agent on the applicant. Select Yes or No and Continue Application. If yes, the applicant will then be prompted to select from the account or enter a new contact.
4. Application Detail

Agent Information

*Is there an authorized agent for this application:
 Yes No

[Save And Resume Later](#) [Continue Application >](#)

- i. Applications and Amendments
 - i. Provide a brief description of the request.
 - ii. Select the applicable request.
 - iii. There are several request types available depending on the application. Based on the selected request additional plan types will be displayed and available to check. Broadly categorized the requests include PCA types, standalone development plan or development plan amendments, Comprehensive Sign Plan/Amendments, and single lot amendments such as a reduction of yards.
 - iv. Amendment to an approved PCA and/or development plan (FDP, CDP, PRC plan) with new construction and without new construction
 - a. This option will allow for the selection of the applicable plan types. For example, a PCA/CDPA/FPDA

- i. Provide the base RZ case number and select the applicable PCA or Plan types. For each plan type or PCA provide the land area and unit of measure (without construction does not require land areas as there is no per acre fee)
- ii. Comprehensive Sign Plan/Comprehensive Sign Plan Amendment

Applications and Amendments

*Provide a brief description of the request:
 PCA CDPA FDPA

*Request:
 Amendment to an approved PCA and/or development plan (FDP, CDP, PRC Plan) with New Construction

Zoning Classification: *
 Planned District

Related Rezoning Case: *
 RZ-2003-SU-035

Conceptual Development Plan Amendment:

CDPA Land Area: *
 3.5

CDPA Land Unit Type: *
 Acres

Conceptual Plan Amendment - Reston:

Development Plan Amendment:

Final Development Plan:

Final Development Plan Amendment:

FDPA Land Area: *
 3.5

FDPA Land Unit Type: *
 Acres

PRC Plan Amendment:

Proffered Condition Amendment:

PCA Land Area: *
 3.5

PCA Land Unit Type: *
 Acres

- 1. The system will auto select the CSP check box, provide the original base RZ case (not the previous CSP/CSPA number)
- iii. Deletion of Land Area Only
 - 1. System will auto select PCA, provide base rezoning case
- iv. Amendments for single lot
 - 1. Provide base case
- v. Stand alone development plans (PRCs, FDPA, FDP, etc.)
 - 1. Provide base case and land areas/unit of measure.

ii. Traffic Impact Analysis

- i. Indicate if a Traffic Impact Analysis (TIA) determination has been issued from FCDOT by selecting yes or no. If yes, provide the date of the TIA Determination in the date field.

Traffic Impact Analysis

* Has there been a Traffic Impact Analysis done related to the land use request?:
 Yes No

TIA Determination:

- iii. Proposed Land Use
 - i. To select a proposed land use select add a row
 - ii. Browse the proposed zoning districts by selecting the page number or selecting '<prev' or 'Next>'
 - iii. Select the Zoning District

Select Proposed District Business Activity:
 (Select only one)

For assistance or to apply for Proposed District not listed below please contact us.

PDH Principal	<input checked="" type="radio"/>
PDH Secondary	<input type="radio"/>
PRC Residential	<input type="radio"/>
PRC Neighborhood Convenience Center	<input type="radio"/>
PRC Village Center	<input type="radio"/>
PRC Town Center	<input type="radio"/>
PRC Convention Conference Center	<input type="radio"/>
PDC Principal	<input type="radio"/>
PDC Secondary	<input type="radio"/>
PRM Principal	<input type="radio"/>

< Prev 1 2 3 4 5 Next >

- iv. Click next to select uses,
- v. Select the applicable land use and select finish, to return to Zoning District List Click 'Back'
 - a. Note: Uses shown are only by-right land uses for the selected district based on the Use Table found in Section 4101 of the Zoning Ordinance (Adopted July 1, 2021). If applying for a rezoning for a use that requires a separate

legislatively approved application use such as Special Exception, Special Permit, or Variance, select the applicable SE Use, SP Use, or VC use.

Select Proposed Land Use
 (Select only one)

Business Activity: Search

PDH Principal

- Dwelling, Multifamily
- Dwelling, Single-Family Attached
- Dwelling, Single-Family Detached
- Dwelling, Stacked Townhouse
- Group Residential Facility
- Independent Living Facility
- Public Use
- SE Uses
- SP Uses
- VC Uses

« Back Finish » Cancel

iv. Documents

- i. To add documents click the 'add' button.
- ii. The following documents are required to submit a RZPA:
 - a. Development Plan (Applications Acceptance may require courtesy paper copies of the development plan for review)
 - b. Draft Affidavit (original notarized documents will be requested during acceptance after cursory review of the digital documents)
 - i. Note required for CSP/CSP
 - c. Legal Description
 - d. Statement of Justification
 - e. Zoning Map
 - f. Zoning Plat
 - i. Required only for applications with PCAs

g. Agent Consent (if applicable)

Documents

Please upload the following required documents:

Draft Affidavit (not required for CSP or CSPA)
 Development Plan (or Comprehensive Sign Plan Exhibit for CSP or CSPA)
 Zoning Map
 Statement of Justification

If you are applying for a Proffered Condition Amendment (PCA), please also upload:
 Legal Description
 Zoning Plat

Additionally, if there is an Authorized Agent, upload an Agent Consent Form

The maximum file size allowed is **1000 MB**.

Name	Type	Size	Latest Update	Action
02 CSP 2016-DR-001_Parcel.pdf	Zoning Map	1.90 MB	05/24/2021	Actions ▾
07 SOJ.pdf	Statement of Justification	511.33 KB	05/24/2021	Actions ▾
5A CSP 2016-DR-001 Resubmission_June 28 2019 (A0670134) (1).pdf	Comprehensive Sign Plan Exhibit	27.68 MB	05/24/2021	Actions ▾
Affidavit TRNG.docx	Agent Consent Form	11.58 KB	05/24/2021	Actions ▾

Add

Save And Resume Later **Continue Application »**

iii. Select the add bottom

File Upload ×

The maximum file size allowed is 1000 MB.

Continue
Add
Remove All
Cancel

- iv. Select the documents from your files. Multiple documents may be added simultaneously.
- v. Once the document reach 100%, select continue or select add to add additional documents. The maximum file size is 1000 MB.

File Upload ✕

The maximum file size allowed is 1000 MB.

Affidavit Test.docx	100%
Agent Consent.docx	100%
Development Plan Test .docx	100%
Legal Description Test.docx	100%
SOJ Test.docx	100%

Continue Add Remove All Cancel

- v. Use the Type dropdown to select the applicable document type for each file and provide a brief description for context. For example: Application Acceptance 1st submission. Select

The screenshot shows a dropdown menu with the following options: --Select--, Agent Consent Form, Archaeological Survey Data Form, Certified Plat, Comment Response Letter, Deferral Request Letter, Density Chart, Development Plan, Draft Affidavit, Draft Proffer, Legal Description, and --Select--. The 'Legal Description' option is highlighted. Below the dropdown is a 'File:' section showing 'SOJ Test.docx' at 100% upload. A 'Description' text area is empty. At the bottom, there are 'Save', 'Add', and 'Remove All' buttons, a 'Save And Resume Later' button, and a 'Continue Application' button.

the applicable document type for all files and click save. To upload additional documents click 'add'. When finished select continue application

5. Review

- i. At this stage the applicant can review all of the fields enters in the review summary page. Any area may be edited by clicking the edit bottom
- ii. At the bottom of the page, read the disclaimer and click to check box to agree with the statement.

Step 3: Review

[Save and resume later](#)

[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Rezoning Plan Applications and Amendments

Address [Edit](#)

13280 WOODLAND PARK RD HERNDON, VA 20171

Parcel [Edit](#)

Parcel ID Number 0163010029D1

Property Location/Advertising Description [Edit](#)

Location Details: Woodland Park and Centreville Road

Owner [Edit](#)

(Faded text, likely owner name and address)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.

The proposed application conforms to the provisions of all applicable ordinances, regulations, adopted standards and any applicable conditions, or, if any waiver, exception or variance is sought by the applicant from such ordinances, regulations, standards and conditions, such shall be specifically noted with the justification for any such modification.

By checking this box, I agree to the above certification.

Date: 06/21/2021

[Save and resume later](#)

[Continue Application »](#)

6. Fees

- i. The total fee accessed with a line item for the base fee and an applicable per acre fee and select check out.

Step 4: Pay Fees

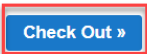
Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
FDP Per Acre Fee	3	\$1,305.00
Planned District Acreage Fee	3	\$2,730.00
Amendment for All Other Uses Without New Construction for PCA/DPA/FDPA/CDPA/PRCA Plan	1	\$13,640.00

TOTAL FEES: \$17,675.00

Note: This does not include additional fees which may be assessed later.



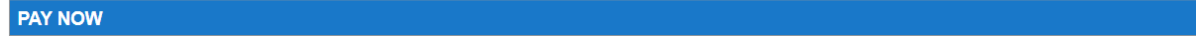
- ii. If there are other unpaid fees associated with the account, you may choose to pay all unpaid fees at this time or you may click Edit Cart to choose the fees you would like to pay
- iii. Select payment method and click submit payment

Cart

1. Select item to pay	2. Payment information	3. Receipt/Record Submittal
-----------------------	------------------------	-----------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.



8801 JARRETT VALLEY DR VIENNA, VA 22182

1 Application(s) | \$31,315.00

▶ Rezoning
 21TMP-001278

Total due: \$31,315.00

Total amount to be paid: \$31,315.00

Note: This does not include additional fees which may be assessed later.



* indicates a required field.

Payment Information

Amount due (does not include convenience fees): \$31,315.00


Pay with credit/debit card

Pay with e-check

- iv. Upon click submit payment, the site will redirect to the payment processing vendor. Enter payment information.
 - i. Note: For credit card payments the vendor charges a 2.35 percent processing fee. There is no processing fee for Echecks
- 7. Confirmation
 - i. After successful payment, the page will be redirected back to PLUS with a confirmation of the successful creation of the record and the record number
 - i. Note: for multiple applications such a PCA/CDPA/FDPA. The parent record number will be an RZPA, individual child records will be created at the time of Acceptance with the staff verified application numbers. The parent RZPA record will hold the information and documents for all of the children.

Step 3: Receipt/Record Submittal

Confirmation

 Thank you for using our online services for your submission. A confirmation email will follow.

[View Record Receipt](#)

13280 WOODLAND PARK RD HERNDON, VA 20171

RZPA-2021-DR-00095

[View Receipt](#)

[Copy Record](#)

[View Record Receipt](#)

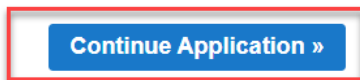
7. Special Permit and Special Permit Amendments (SP/SPA)

1. Start an Application:

- i. Go to the Citizen Portal. Create a username and password. Login.
- ii. Navigate to the Zoning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Zoning Evaluation Division ZED, Select Special Permit (SP) and Special Permit Amendment (SPA) and continue application.



3. Location and People

- i. Provide Primary address. Partial address may be entered and searched. Select address based on search results. The system will autofill the Parcel and owner information.

Address

If no street address, please enter parcel and location description below.

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--

Unit Type	Unit #
--Select--	<input type="text"/>

City	State	*Zip Code
<input type="text"/>	--Select--	<input type="text"/>

- ii. Parcel, alternatively the applicant may search by Parcel. Search by part of the parcel number will provide search results. Once a parcel or address is selected the system will autofill owner information. Parcel should be entered without any spaces and including the leading zeros. Parcel 56-1 ((15)) 7 should be entered as 0561 15 0007
- iii. Property Location/ Advertising Description. Provide a description of the property location

Parcel

Please enter the primary parcel here. Additional parcels can be added on the next page in the Additional Parcels table.
Please enter the Parcel ID without any spaces and include leading zeroes. For example, parcel 0561 15 0007 should be entered as 0561150007.

*Parcel ID Number

for legal ads.

Property Location/Advertising Description

Location Details:

- iv. Owner, owner information will autofill based on tax records, fields are editable if necessary.

Owner

Owner Name 🔒

Mailing Address 1

Mailing Address 2

Mailing Address 3

City State Zip Code

[Clear](#)

[Save And Resume Later](#)

[Continue Application >](#)

- v. Select Continue Application, at any point during the application an applicant may choose to Save and Resume Later. Saved applications can be found on the home screen when logged in.
- vi. Additional Parcels, if there are more than one parcel associated with the or only partial portion of a parcel the applicant may provide additional parcels or indicate partial parcel and affected area.
 - i. To edit the primary parcel (added on the previous page) the applicant may check the box for the parcel in the table and selected edit selected.
 - ii. To add additional parcels, select Add a row
 - iii. When adding additional parcels, enter the additional parcel number, then hit the Tab key to validate. Parcel Area will auto populate for any successfully validated parcel. Indicate a partial parcel by editing a selected parcel, select Yes for Partial Parcel and enter the Parcel Area Affected. Select Submit.

Additional Parcels

Enter the additional parcel number, then hit the Tab key to validate the parcel number format. Parcel Area will auto-populate for any successfully validated parcel. Indicate a Partial Parcel by Editing a Selected Parcel, select 'Yes' for Partial Parcel and enter Parcel Area Affected.

Showing 1-1 of 1

	Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area	
<input checked="" type="checkbox"/>	0561150007	No	5.78758	5.78758	Actions ▾

Add a Row ▾
Edit Selected
Delete Selected

- vii. Applicant, Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account
Add New

- viii. Agent Information, the applicant will be prompted to indicate if there is an authorized agent on the applicant. Select Yes or No and Continue Application. If yes, the applicant will then be prompted to select from the account or enter a new contact.
4. Application Information

Agent Information

*Is there an authorized agent for this application:
 Yes No

Save And Resume Later
Continue Application >

- i. Special Permit and Amendment
 - i. Is this application to amend a Special Permit, select yes for an amendment or no for a new Special Permit
 - a. If yes, provide the original Special Permit number, even if there were previous amendment provide the original Special Permit Number. The system will validate that the number existing. When entering application numbers approved in the legacy system (LDSnet aka ZAPS) include the dash between the case type and the year. For example SP-2020-LE-001.
 - b. If there is new construction associated with the Amendment select Yes, if there is no new construction click 'No'

Special Permits and Amendments

Please select a request type below. If the special permit is land use related: 1. Select Request type 'Land Use Special Permit Required' 2. Add a Row in the Land Use Request table below

*Is this application to amend an existing Special Permit:
 Yes No i.

Is there new construction associated with this amendment?: *
 Yes No i.a

Existing Special Permit: *
 i.b

- ii. Enter a brief description of the application request,
- iii. Select the applicable Request.
 - a. Note: Commonly applied for Special Permits such as Home Child Cares, Reduction in Setbacks, Modifications to the keeping of Animals and other uses that are not specific land uses found in the Land Use Table of Section

- 4101 of the Zoning Ordinance (adopted July 1, 2021) are found in the request drop downs. You may choose up to 3 requests
- b. For Special Permit Land Uses such as Religious Assemblies, Swim Club,

Special Permits and Amendments

Please select a request type below. If the special permit is land use related: 1. Select Request type 'Land Use Special Permit Required' 2. Add a Row in the Land Use Request table below

* Is this application to amend an existing Special Permit:
 Yes No

* Provide a brief description of the request:
 Reduction in Certain yard requirements to permit an addition 8.2 feet from a side lot line

* Request:
 --Select--

Second Request:
 --Select--

Additional Request:
 --Select--

etc. Are found in the land table section. When applying for a land use select Request Type 'Land Use Land

- ii. Land Use Request
 - i. To enter a land use click Add a land Use. Land uses are organized by Zoning District. Only Special Permit Land Uses can be selected, per the Land Use Table found in the Section 4101 of the Zoning Ordinance (Adopted July 1, 2021.)
 - ii. To select a proposed land use select add a row

Land Use Request

If Request was Land Use Special Permit Required, please enter land use(s) below.

Showing 0-0 of 0

Zoning District	Land Use
No records found.	

Add Land Use
Edit Land Use
Remove Land Use

- iii. Browse the zoning districts by selecting the page number or selecting '<prev' or 'Next>'
- iv. Select the Zoning District

Select Zoning District x
 (Select only one) Business Activity: **Search**

For assistance or to apply for Zoning District not listed below please contact us.

- PRM Secondary
- PTC
- PCC Principal
- PCC Secondary
- R-A
- R-C
- R-E
- R-1
- R-2
- R-3

< Prev
1
2
3
4
5
Next >

Next »
Cancel

- v. Click next to select uses,
- vi. Select the applicable land use and select finish, to return to Zoning District List
 Click 'finish'

Select Land Use x
 (Select only one) Business Activity: **Search**

R-2

- Accessory Living Unit
- Cemetery
- Community Garden
- Community Swim, Tennis and Recreation Club
- Crematory
- Extraction Activity
- Food Truck
- Funeral Home
- Group Household
- Home-Based Business

< Prev
1
2
Next >

« Back
Finish »
Cancel

- vii. Click submit to confirm selection.

SP LAND USE REQUEST ×

If Request was Land Use Special Permit Required, please enter land use(s) below.

Zoning District: Land Use:

iii. Traffic Impact Analysis

- i. Indicate if a Traffic Impact Analysis (TIA) determination has been issued from FCDOT by selecting yes or no. If yes, provide the date of the TIA Determination in the date field.
- ii. Note: Requests do not typically require a TIA determination from FCDOT. If you are applying for a Request such as a yard reduction, select 'no'

iv. Related Rezoning

Traffic Impact Analysis

* Has there been a Traffic Impact Analysis done related to the land use request?:
 Yes No

TIA Determination:

- i. If you are applying for a concurrent Rezoning provide the Rezoning number and proposed District
- ii. This field is not required for most typical application and field may be skipped

Related Rezoning

If there is a concurrent Rezoning already submitted, please enter value:

Proposed Zoning District:

v. Concurrent Variance

- i. If you are applying for a concurrent Variance, enter the Variance number (if applied for prior to the SP)

Related Variance

If there is a concurrent Variance already submitted, please enter value:

- vi. Notice of Violation
 - i. If you are applying for a Special Permit to remedy a Notice of Violation that has been issued, click yes and enter the NOV number into the text field
- vii. After all required information is inputted, click continue application at the bottom of the

Notice of Violation

Has a notice of violation been issued related to this subject property/location?:

Yes No

Please enter NOV case number:

page.

Save And Resume Later

Continue Application »

- viii. Documents
 - i. To add documents click the 'add' bottom.
 - ii. The following documents are required to submit a Special Permit:
 - a. Special Permit Plat (Applications Acceptance may require courtesy paper copies of the development plan for review)
 - b. Draft Affidavit (original notarized documents will be requested during acceptance after cursory review of the digital documents)
 - c. Statement of Justification
 - d. Photos
 - e. Agent Consent (if applicable)
 - f. Note: Other document types may be required depending on the type of Special Permit applied. The required documents are the minimum requirements to submit an application. You may upload additional documents beyond the minimum system requirements at the time of submission. You may also upload documents while logged into ACA in response to staff comments. For submission requirements see Section 8101.3 of the Zoning Ordinance (Adopted July 1, 2021)
 - i. Example: A home childcare facility requires the submission of a floor.

Documents

Please upload the following required documents:

- Development Plan
- Draft Affidavit
- Legal Description
- Statement of Justification
- Zoning Map
- Zoning Plat

Additionally if there is an Authorized Agent, upload an Agent Consent Form

The maximum file size allowed is **1000 MB**.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save And Resume Later

Continue Application »

iii. Select the add bottom

File Upload ×

The maximum file size allowed is 1000 MB.

Continue

Add

Remove All

Cancel

- iv. Select the documents from your files. Multiple documents may be added simultaneously.
- v. Once the document reach 100%, select continue or select add to add additional documents. The maximum file size is 1000 MB.

File Upload ✕

The maximum file size allowed is 1000 MB.

Affidavit Test.docx	100%
Agent Consent.docx	100%
Development Plan Test .docx	100%
Legal Description Test.docx	100%
SOJ Test.docx	100%

Continue
Add
Remove All
Cancel

- ix. Use the Type dropdown to select the applicable document type for each file and provide a brief description for context. For example: Application Acceptance 1st submission. Select the applicable document type for all files and click save. To upload additional documents click 'add'. When finished select continue application

5. Review

Step 3: Review

Save and resume later Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Special Permit and Special Permit Amendment

Address Edit

5606 NORTON RD ALEXANDRIA, VA 22303

Parcel Edit

Parcel ID Number 0822130102

Property Location/Advertising Description Edit

Location Information:

Owner Edit

Additional Parcels Edit

Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area
0822130102	No	0.1654	0.1654

Applicant Edit

- i. At this stage the applicant can review all of the fields enters in the review summary page. Any area may be edited by clicking the edit bottom

- ii. At the end of the page, read the disclaimer and click to check box to agree with the statement.
6. Fees
- i. The total fee accessed based on the selection of requests or land uses will be auto calculated
 - ii. If there are other unpaid fees associated with the account, you may choose to pay all unpaid fees at this time or you may click Edit Cart to choose the fees you would like to pay or you may click continue shopping to file another application and pay for both applications simultanesouly

iii. Select payment method and click submit payment

Cart

1. Select item to pay	2. Payment information	3. Receipt/Record Submittal
-----------------------	------------------------	-----------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

5606 NORTON RD ALEXANDRIA, VA 22303
 1 Application(s) | \$910.00
 ▶ Special Permit and Special Permit Amendment 21TMP-001326 Total due: \$910.00

Total amount to be paid: \$910.00
 Note: This does not include additional fees which may be assessed later.

- [Checkout »](#)
- [Edit Cart »](#)
- [Continue Shopping »](#)

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.

The proposed application conforms to the provisions of all applicable ordinances, regulations, adopted standards and any applicable conditions, or, if any waiver, exception or variance is sought by the applicant from such ordinances, regulations, standards and conditions, such shall be specifically noted with the justification for any such modification.

By checking this box, I agree to the above certification. Date: 06/21/2021

- [Save and resume later](#)
- [Continue Application »](#)

- iv. Upon click submit payment, the site will redirect to the payment processing vendor. Enter payment information.
 - i. Note: For credit card payments the vendor charges a 2.35 percent processing fee. There is no processing fee for Echecks


7. Confirmation

- i. After successful payment, the page will be redirected back to PLUS with a confirmation of the successful creation of the record and the record number.

1. Select item to pay	2. Payment information	3. Receipt/Record Submittal
-----------------------	------------------------	-----------------------------

Step 3: Receipt/Record Submittal

Confirmation


Thank you for using our online services for your submission. A confirmation email will follow.

[View Record Receipt](#)

5606 NORTON RD ALEXANDRIA, VA 22303

SP-2021-LE-00013

[View Receipt](#)

[Copy Record](#)

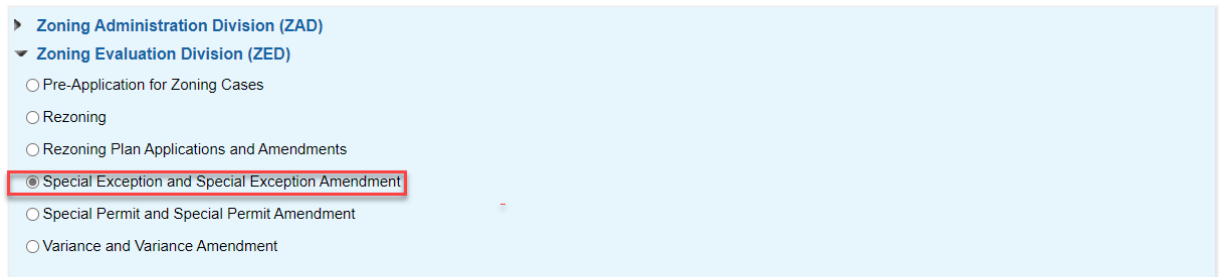
[View Record Receipt](#)

8. Special Exception and Special Exception Amendments (SE/SEA)

1. Start an Application:
 - i. Go to the Citizen Portal. Create a username and password. Login.
 - ii. Navigate to the Zoning tab. Click Create an Application. Read and agree to the terms and click Continue Application.



2. Under Zoning Evaluation Division ZED, Special Exception (SE) and Special Exception Amendment (SEA) and continue application.



[Continue Application »](#)

3. Location and People
 - i. Provide Primary address. Partial address may be entered and searched. Select address based on search results. The system will autofill the Parcel and owner information.

Address

If no street address, please enter parcel and location description below.

*Street Number	Street Prefix	*Street Name	Street Type	Street Suffix
<input type="text"/>	--Select--	<input type="text"/>	--Select--	--Select--

Unit Type	Unit #
--Select--	<input type="text"/>

City	State	*Zip Code
<input type="text"/>	--Select--	<input type="text"/>

- ii. Parcel, alternatively the applicant may search by Parcel. Search by part of the parcel number will provide search results. Once a parcel or address is selected the system will autofill owner information. Parcel should be entered without any spaces and including the leading zeros. Parcel 56-1 ((15)) 7 should be entered as 0561150007
- iii. Property Location/ Advertising Description. Provide a description of the property location

Parcel

Please enter the primary parcel here. Additional parcels can be added on the next page in the Additional Parcels table.
Please enter the Parcel ID without any spaces and include leading zeroes. For example, parcel 0561 15 0007 should be entered as 0561150007.

* Parcel ID Number

for legal ads.

Property Location/Advertising Description

Location Details:

- iv. Owner, owner information will autofill based on tax records, fields are editable if necessary.

Owner

Owner Name 🔍
 BOARD OF SUPERVISORS FAIRFAX CO

Mailing Address 1
 12000 GOVERNMENT CENTER PW

Mailing Address 2
 SUITE 533

Mailing Address 3

City: FAIRFAX State: VA Zip Code: 22035-

[Clear](#)

[Save And Resume Later](#)

[Continue Application »](#)

- v. Select Continue Application, at any point during the application an applicant may choose to Save and Resume Later. Saved applications can be found on the home screen when logged in.
- vi. Additional Parcels, if there are more than one parcel associated with the or only partial portion of a parcel the applicant may provide additional parcels or indicate partial parcel and affected area.
 - i. To edit the primary parcel (added on the previous page) the applicant may check the box for the parcel in the table and selected edit selected.
 - ii. To add additional parcels, select Add a row
 - iii. When adding additional parcels, enter the additional parcel number, then hit the Tab key to validate. Parcel Area will auto populate for any successfully validated parcel. Indicate a partial parcel by editing a selected parcel, select Yes for Partial Parcel and enter the Parcel Area Affected. Select Submit.

Additional Parcels

Enter the additional parcel number, then hit the Tab key to validate the parcel number format. Parcel Area will auto-populate for any successfully validated parcel. Indicate a Partial Parcel by Editing a Selected Parcel, select 'Yes' for Partial Parcel and enter Parcel Area Affected.

Showing 1-1 of 1

	Parcel Number	Is this a Partial Parcel?	Parcel Area Affected	Parcel Area	
<input checked="" type="checkbox"/>	0561150007	No	5.78758	5.78758	Actions ▾

[Add a Row](#)
[Edit Selected](#)
[Delete Selected](#)

- vii. Applicant, Select from an account or enter the Applicant First and Last Name with Primary Phone number and Email.

Applicant

To add a contact, click either Select from Account or Add New button. Select from Account allows you to load an existing contact from your account, and Add New allows you to enter details for a new contact. After a contact is added, you can select the Edit link to update the listed contact.

Select from Account
Add New

- viii. Agent Information, the applicant will be prompted to indicate if there is an authorized agent on the applicant. Select Yes or No and Continue Application. If yes, the applicant will then be prompted to select from the account or enter a new contact.
4. Application Information

Agent Information

*Is there an authorized agent for this application:
 Yes No

Save And Resume Later
Continue Application »

- i. Special Exception and Special Exception Amendment
 - i. Is this application to amend a Special Exception it, select yes for an amendment or no for a new Special Exception
 - a. If yes, provide the original Special Exception number, even if there were previous amendments provide the original Special Exception Number. The system will validate that the number exists. When entering application numbers approved in the legacy system (LDSnet aka ZAPS) include the dash between the case type and the year. For example SE-2020-LE-001.
 - b. If there is new construction associated with the Amendment select Yes, if there is no new construction click 'No'

Special Exceptions and Amendments

Please select a request type below. If the special exception is land use related, 1. Select Request type 'Land Use Special Exception Required' 2. Add a Row in the Land Use Request table below

*Is this application to amend an existing Special Exception:
 Yes No i.

Is there new construction associated with this amendment? *
 Yes No ii.

Enter the existing Special Exception number to amend: *
 iii.

- ii. Enter a brief description of the application request,
- iii. Select the applicable Request.
 - a. Note: Common applications for Special Exceptions such as Home Child Cares, Lot Width Reduction, other modifications other uses that are not specific land uses found in the Land Use Table of Section 4101 of the

Zoning Ordinance (adopted July 1, 2021) are found in the request drop downs. You may choose up to 3 requests.

- b. Special Exception Land Uses such as Independent Living Facilities or Vehicle Sales and Service are found in the land table section. When

Special Permits and Amendments

Please select a request type below. If the special permit is land use related: 1. Select Request type 'Land Use Special Permit Required' 2. Add a Row in the Land Use Request table below

* Is this application to amend an existing Special Permit:
 Yes No

* Provide a brief description of the request:
 Reduction in Certain yard requirements to permit an addition 8.2 feet from a side lot line

* Request:
 --Select--

Second Request:
 --Select--

Additional Request:
 --Select--

applying for a land use select Request Type 'Land Use Special Exception Required'

- ii. Land Use Request
 - i. To enter a land use click Add a land Use. Land uses are organized by Zoning District. Only Special Exception Land Uses can be selected, per the Land Use Table found in the Section 4101 of the Zoning Ordinance (Adopted July 1, 2021.)
 - ii. To select a proposed land use select add a row

Land Use Request

If Request was Land Use Special Permit Required, please enter land use(s) below.

Showing 0-0 of 0

Zoning District	Land Use
No records found.	

Add Land Use
Edit Land Use
Remove Land Use

- iii. Browse the zoning districts by selecting the page number or selecting '<prev' or 'Next>'
- iv. Select the Zoning District

Select Zoning District x
 (Select only one) Business Activity: **Search**

For assistance or to apply for Zoning District not listed below please contact us.

- PRM Secondary
- PTC
- PCC Principal
- PCC Secondary
- R-A
- R-C
- R-E
- R-1
- R-2
- R-3

< Prev
1
2
3
4
5
Next >

Next »
Cancel

- v. Click next to select uses,
- vi. Select the applicable land use and select finish, to return to Zoning District List
 Click 'finish'

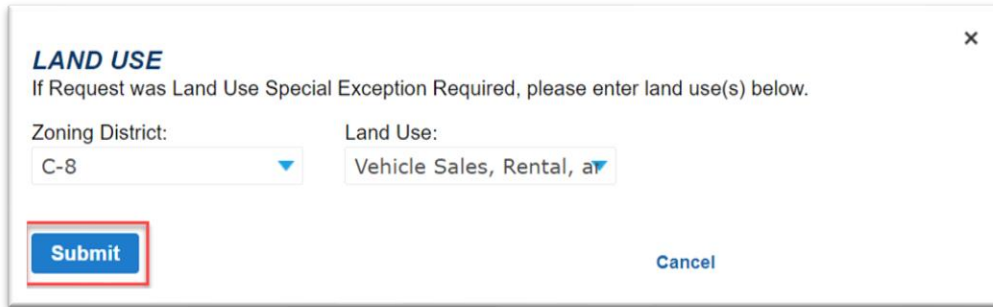
Select Land Use x
 (Select only one) Business Activity: **Search**

C-8

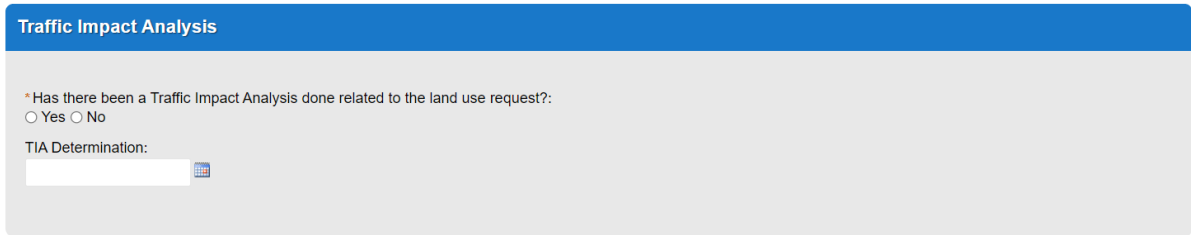
- Transit Facility
- Truck Rental Establishment
- Utility Facility, Light
- Vehicle Fueling Station
- Vehicle Repair and Maintenance, heavy
- Vehicle Repair and Maintenance, light
- Vehicle Sales, Rental, and Service
- Vehicle Transportation Service
- Veterinary hospital
- Wireless Facility

« Back
Finish »
Cancel

- vii. Click submit to confirm selection.



- iii. Traffic Impact Analysis
 - i. Indicate if a Traffic Impact Analysis (TIA) determination has been issued from FCDOT by selecting yes or no. If yes, provide the date of the TIA Determination in the date field.
 - ii. Note: Requests do not typically require a TIA determination from FCDOT. If you are applying for a Request such as a yard reduction, select 'no'
- iv. Related Rezoning



- i. If you are applying for a concurrent Rezoning provide the Rezoning number and proposed District
 - ii. This field is not required for most typical applications and may be skipped
- v. Concurrent Variance



- i. If you are applying for a concurrent Variance, enter the Variance number (if applied for prior to the SP)
- vi. Notice of Violation

- i. If you are applying for a Special Exception to remedy a Notice of Violation that has been issued, click yes and enter the NOV number into the text field
- vii. After all required information is inputted, click continue application at the bottom of the

Notice of Violation

Has a notice of violation been issued related to this subject property/location?:

Yes No

Please enter NOV case number: *

page.

[Save And Resume Later](#)

[Continue Application »](#)

viii. Documents

- i. To add documents click the 'add' bottom.
- ii. The following documents are required to submit a Special Exception:
 - a. Special Exception Plat (Applications Acceptance may require courtesy paper copies of the development plan for review)
 - b. Draft Affidavit (original notarized documents will be requested during acceptance after cursory review of the digital documents)
 - c. Statement of Justification
 - d. Photos
 - e. Agent Consent (if applicable)
 - f. Note: Other document types may be required depending on the type of Special Exception application. The required documents are the minimum requirements to submit an application. You may upload additional documents beyond the minimum system requirements at the time of submission. You may also upload documents while logged into ACA in response to staff comments. For submission requirements see Section 8101.3 of the Zoning Ordinance (Adopted July 1, 2021)
 - i. Example: A home childcare facility requires the submission of a floor plan.

Documents

Please upload the following required documents:

Draft Affidavit
 Photographs (as necessary to identify situation)
 Special Exception Plat
 Statement of Justification

Additionally if there is an Authorized Agent, upload an Agent Consent Form

The maximum file size allowed is **1000 MB**.

Name	Type	Size	Latest Update	Action
Affidavit Test.docx	Draft Affidavit	11.58 KB	06/24/2021	Actions ▾
Agent Consent.docx	Photographs	11.58 KB	06/24/2021	Actions ▾
Development Plan Test.docx	Special Exception Plat	11.59 KB	06/24/2021	Actions ▾
Legal Description Test.docx	Zoning Map	11.59 KB	06/24/2021	Actions ▾
Photos.docx	Photographs	11.58 KB	06/24/2021	Actions ▾

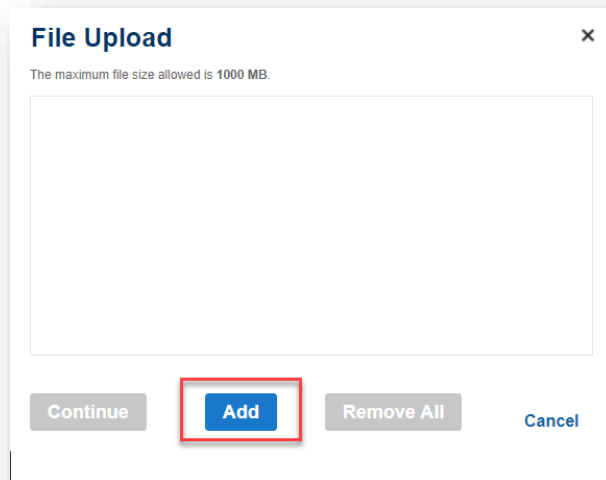
< Prev 1 2 Next >

[Add](#)

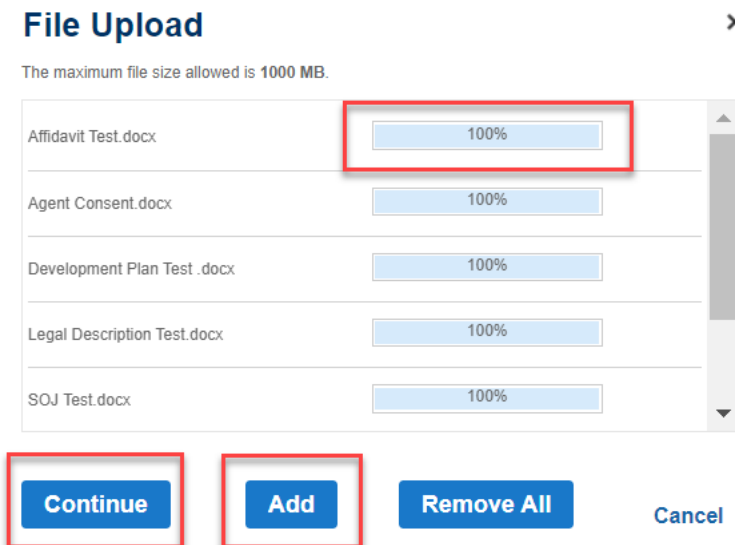
[Save And Resume Later](#)

[Continue Application »](#)

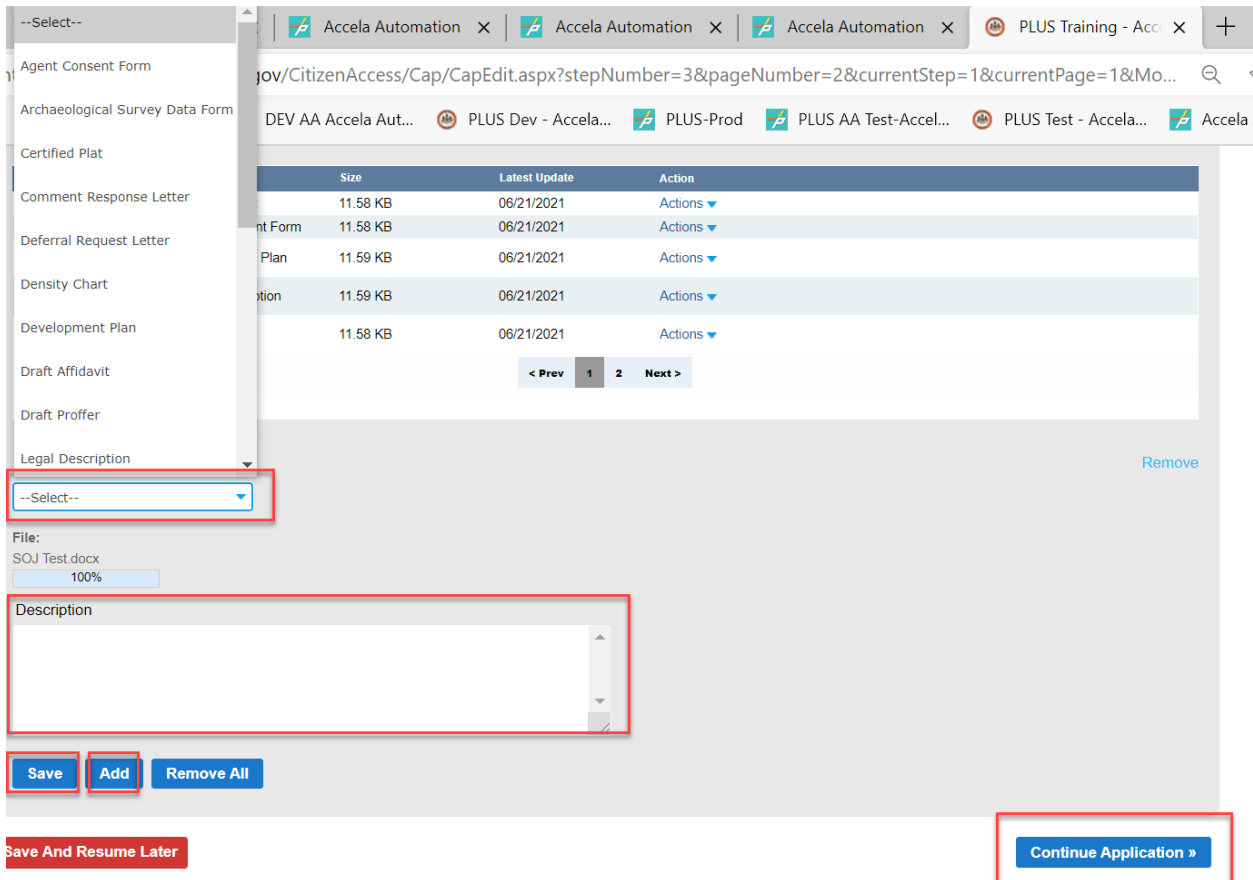
- iii. Select the add bottom



- iv. Select the documents from your files. Multiple documents may be added simultaneously.
- v. Once the document reach 100%, select continue or select add to add additional documents. The maximum file size is 1000 MB.



- ix. Use the Type dropdown to select the applicable document type for each file and provide a brief description for context. For example: Application Acceptance 1st submission. Select the applicable document type for all files and click save. To upload additional documents, click 'add'. When finished select 'continue application'



The screenshot shows a web browser window with several tabs. The active tab is titled "PLUS Training - Acc...". The main content area displays a table of documents with the following data:

Size	Latest Update	Action
11.58 KB	06/21/2021	Actions ▼
11.58 KB	06/21/2021	Actions ▼
11.59 KB	06/21/2021	Actions ▼
11.59 KB	06/21/2021	Actions ▼
11.58 KB	06/21/2021	Actions ▼

Below the table is a pagination control with "< Prev", "1", "2", and "Next >" buttons. A "Remove" link is visible on the right side of the document list. A dropdown menu is open on the left, showing various document types such as "Agent Consent Form", "Archaeological Survey Data Form", "Certified Plat", "Comment Response Letter", "Deferral Request Letter", "Density Chart", "Development Plan", "Draft Affidavit", "Draft Proffer", and "Legal Description". The "Legal Description" dropdown is highlighted with a red box. Below the dropdown is a "File:" section showing "SOJ Test.docx" with a "100%" progress bar. A "Description" text area is also highlighted with a red box. At the bottom of the interface, there are three buttons: "Save", "Add", and "Remove All". A "Save And Resume Later" button is located at the bottom left, and a "Continue Application »" button is highlighted with a red box at the bottom right.

5. Review

- i. At this stage the applicant can review all of the fields enters in the review summary page. Any area may be edited by clicking the edit bottom

1. Location & People 2. Application Detail **3. Review** 4. Pay Fees 5. Record Issuance

Step 3: Review

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Special Exception and Special Exception Amendment

Address [Edit](#)

5630 SOUTH VAN DORN ST ALEXANDRIA, VA 22310

Parcel [Edit](#)

Parcel ID Number 0812030008A

Property Location/Advertising Description [Edit](#)

Location Details: East of South Van Dorn and McGuin

Owner [Edit](#)

- ii. At the end of the page, read the disclaimer and click to check box to agree with the statement.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.

The proposed application conforms to the provisions of all applicable ordinances, regulations, adopted standards and any applicable conditions, or, if any waiver, exception or variance is sought by the applicant from such ordinances, regulations, standards and conditions, such shall be specifically noted with the justification for any such modification.

By checking this box, I agree to the above certification. Date: 06/21/2021

[Save and resume later](#) [Continue Application »](#)

6. Fees

- i. The total fee accessed based on the selection of requests or land uses will be auto calculated. Click check out to continue to payment/cart

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Special Exception General Fee \$16375	1	\$16,375.00

TOTAL FEES: \$16,375.00

Note: This does not include additional fees which may be assessed later.

Check Out »

- ii. If there are other unpaid fees associated with the account, you may choose to pay all unpaid fees at this time or you may click Edit Cart to choose the fees you would like to pay or you may click continue shopping to file another application and pay for both applications simultaneously

Cart

1. Select item to pay	2. Payment information	3. Receipt/Record Submittal
-----------------------	------------------------	-----------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

5630 SOUTH VAN DORN ST ALEXANDRIA, VA 22310
 1 Application(s) | \$16,375.00
 ▶ Special Exception and Special Exception Amendment Total due: \$16,375.00
 21TMP-001328

Total amount to be paid: \$16,375.00
 Note: This does not include additional fees which may be assessed later.

Checkout » Edit Cart » Continue Shopping »

- iii. Select payment method and click submit payment
- iv. Upon click submit payment, the site will redirect to the payment processing vendor. Enter payment information.
 - i. Note: For credit card payments the vendor charges a 2.35 percent processing fee. There is no processing fee for Echecks.

Payment Information

Amount due (does not include convenience fees): \$16,375.00

- Pay with credit/debit card
- Pay with e-check

Submit Payment »

7. Confirmation

- i. After successful payment, the page will be redirected back to PLUS with a confirmation of the successful creation of the record and the record number.

1. Select item to pay

2. Payment information

3. Receipt/Record Submittal

Step 3: Receipt/Record Submittal

Confirmation



Thank you for using our online services for your submission. A confirmation email will follow.

[View Record Receipt](#)

5630 SOUTH VAN DORN ST ALEXANDRIA, VA 22310

SE-2021-LE-00021

[View Receipt](#)

[Copy
Record](#)

[View Record Receipt](#)