

FAIRFAX COUNTY, VIRGINIA
Ombudsman for Religious and Other Institutions
PRE-APPLICATION MEETING

Religious and non-profit organizations contemplating construction of new facilities or additions to existing facilities are invited to meet with County staff to discuss their plans and to gain input from the various review agencies involved in the land development process. These meetings are oriented to examining your particular project. Staff representing the various agencies involved in the land development process will be available to provide direction with regard to their specific areas of expertise.

In order to assist us in providing you with the best information available, we ask that you complete the **Pre-application Form** provided below.

Ombudsman for Religious and Other Institutions
PRE-APPLICATION MEETING FORM

Point of Contact:

Name of your Organization: _____
Your Name: _____ Your Phone #: _____
Your Address: _____ Your E-mail: _____
_____ Your Title: _____

Property Location:

Address: _____ Tax Map#: _____
_____ Magisterial District: _____

Property Information:

Does your organization currently occupy the property? Y / N
Who currently owns the subject property? _____
What is the total area of the property? _____
What is the current zoning of the property? _____
Are there any known covenants or restrictions on the property? Y / N

Structure Information:

Describe any existing buildings on the subject property: _____

To what extent do you anticipate retaining any of these structures? _____

Describe any new building construction you propose: _____

Describe any other facilities you propose to construct: _____

Use Information:

What is the current use of the subject property? _____

Is there a Special Permit or Special Exception associated with this use? Y / N

What is the proposed use of the property? _____

Will a Special Permit or Special Exception be required for this use? Y / N

Describe the proposed use of the property in terms of:

Total area of the building(s): _____

Seating capacity or # of students proposed: _____

Additional Information:

List below any specific issues you would like to discuss at the Pre-Application meeting or any questions you may have regarding the County's Codes, regulations or processes:

If you have any proposed building or site plans or any other useful information that may help County staff to better understand the new construction you are planning, please include this information with this form.

Return the form to us via:

- E-mail: ombudsman@fairfaxcounty.gov
- Fax at (703) 324-1847 or
- U.S. mail:
Ombudsman for Religious and Other Institutions
Office of Site Development Services
Department of Public Works and Environmental Services
12055 Government Center Parkway, Suite 530
Fairfax, Virginia, 22035.

Once your request is received, you will be contacted and a meeting will be scheduled at the first available date. For further information call 703-324-1720 or email us at ombudsman@fairfaxcounty.gov