



Plan Amendment Submission Procedure

DRAFT – November 14, 2013

Fairfax Forward invites anyone to participate in Fairfax County's land use process by submitting proposals to amend a specific Comprehensive Plan recommendation, change the order of the Comprehensive Plan Amendment Work Program studies, or add a study to the work program.

Submission Procedure

An interested party will need to complete a paper or online form detailing the proposal. A draft submission form which outlines content is shown on the following pages. The form must be submitted to Department of Planning and Zoning staff via postal mail or electronic mail. The submission will be numbered, published online on the Department of Planning and Zoning website, and available for public review at the Department of Planning and Zoning office during normal business hours. Anyone can submit a proposed change beginning January 15, 2014.

Notification

In addition to publication online, notification of each submission will be sent automatically the affected Supervisors' office(s) and Planning Commissioner(s). If a change to land use or intensity is proposed for an individual property, Department of Planning and Zoning staff will send a letter of notification to the property owner(s).

Review of Proposed Changes

All proposals will be reviewed by staff for incorporation into an updated work program and forwarded to the Planning Commission for review and action. The time period for staff review is currently anticipated to extend for six weeks from Monday, February 1, 2016 through Friday, March 11, 2016. Submissions received after February 1, 2016 will be saved for consideration on future work programs. Submissions will be evaluated based on their achievement of the following criteria:

- Address emerging community concerns or changes in circumstance;
- Respond to actions by others, such as Federal, State, or adjacent jurisdictions;
- Advance major policy objectives, such as promoting environmental protection, fostering revitalization of designated areas, supporting economic development, preserving open space, providing affordable housing, or balancing transportation infrastructure and public facilities services with growth and development;
- Better implement the Concept for Future Development;
- Reflect implementation of Comprehensive Plan guidance through zoning approvals; and,
- Respond to or incorporate research derived from technical planning or transportation studies.

In addition to consistency with the criteria, the timing (commencement and duration) of recommended Plan amendments or planning studies will be influenced by the availability of staff resources. Staff may recommend adding the submission to the work program, adding a modified version of the submission to the work program, carrying over the submission to future work programs, or not adding the submission to the work program. Submissions that are not included within the updated work program are eligible to be resubmitted for consideration on future work programs. It is anticipated that a Planning Commission workshop will be held as part of the review with staff recommendations for the updated work program available in April 2016. Planning Commission action is anticipated in May 2016.

Withdrawal of a Proposed Change

Anyone who has submitted a proposed change can withdraw the submission prior to the evaluation period. A withdrawal letter can be sent via postal mail or electronic mail to the Department of Planning and Zoning prior to February 1, 2016.



Submission Form for Proposed Changes to the Comprehensive Plan or Comprehensive Plan Amendment Work Program

Use this form, typing or printing responses in black ink. Attachments may be used as necessary.
This form is also available on the Web at www.FairfaxCounty.gov/dpz/FairfaxForward.

1. Subject Property Information *(Not required for countywide proposal.)*

Identify general location, street address, or Tax Map parcels, if available.

a) General Location: _____

b) Street Address: _____

c) Tax Map Parcel Numbers: _____

d) Identify total aggregate size of all subject parcels in acres or square feet: _____

2. Proposed Amendment to Comprehensive Plan recommendations

a) Describe the character and type of proposed development, if a land use change is proposed. The potential development could be described in terms of land use floor area ratio (FAR) or dwelling units per acre. Building height or size may also be used to convey scale.

b) If a policy change is proposed, describe why the proposal should be addressed at a countywide level.

c) Provide justification for the proposed amendment. Describe how the proposal meets any of the following criteria and why the proposal should be included in the work program. Check all that apply.

- Address emerging community concerns or changes in circumstance;
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- Advance major policy objectives, such as promoting environmental protection, fostering revitalization of designated areas, supporting economic development, preserving open space, providing affordable housing, or balancing transportation infrastructure and public facilities services with growth and development;
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Explanation for (c). (Additional sheets may be attached.) _____

3. Contact Information

a) Name: _____

b) Daytime Phone: _____

c) Street Address: _____

d) Email Address: _____

4. Would you like to speak with staff about this submission?

Circle: Yes or No

****Staff review of all submissions is anticipated to begin February 2016****

Submit the completed form or direct questions to:
Fairfax County Department of Planning and Zoning
The Herrity Building
12055 Government Center Parkway
Suite 730
Fairfax, Virginia 22035-5500
703-324-1380, TTY 711 (Virginia Relay)
DPZmail@fairfaxcounty.gov

