

Rezoning

Application Information for Conventional Zoning Districts (Residential, Commercial and Industrial)



ZONING EVALUATION DIVISION
Fairfax County
Department of Planning and Zoning
12055 Government Center Parkway,
Suite 801
Fairfax, VA 22035
703-324-1290
www.fairfaxcounty.gov/dpz

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Americans with Disabilities Act (ADA): Reasonable accommodation is available upon 7 days Advance notice. For additional information on ADA call (703) 324-1334 or TTY 771 (Virginia Relay Center).

Table of Contents

	<u>Page</u>
Rezoning Application Information.....	1
Processing of a Rezoning Application.....	3
Synopsis of the Submission Requirements for a Rezoning Application.....	6
Rezoning Application Form.....	9
Generalized Development Plan Submission Requirements.....	10
Rezoning Plat Submission Requirements.....	13
Minimum Stormwater Information for a Rezoning.....	14
Affidavit Form for a Rezoning Application.....	15
Fee Schedule for Rezoning Applications... ..	25
Archaeological Survey Data Form.....	26
Traffic Impact Analysis Form.....	28

REZONING APPLICATION INFORMATION
For Conventional Zoning Districts
(Residential, Commercial and Industrial)

This publication contains information on how to process a rezoning application for a conventional Residential (R), Commercial (C), or Industrial (I) zoning district in Fairfax County. It includes instructions, a detailed list of submission requirements, an application form, an affidavit form, and a fee schedule. Additional copies of this publication are available from the Zoning Evaluation Division, Department of Planning and Zoning or from the County's web site at www.fairfaxcounty.gov/dpz/zoning/applications. Rezoning applications for Planned Developments (Planned Development Housing (PDH), Planned Development Commercial (PDC) and Planned Residential Mixed Use (PRM) are addressed in a separate publication.

REZONING: The rezoning of land is one of the instruments by which a change in land use occurs. It is also one of the primary means by which the County implements its Comprehensive Plan. A rezoning is typically a change in the zoning classification of a property from an existing district to a different district, such as from R-1 residential (1 dwelling unit per acre) to R-2 residential (2 dwelling units per acre).

The rezoning process consists of a number of steps as outlined below. Any rezoning proposal is subject to a detailed review and analysis by staff and public hearings before the Fairfax County Planning Commission and the Fairfax County Board of Supervisors. The rezoning of land can only be approved by the Board of Supervisors.

In order to request consideration of a rezoning, an application must be filed with the County by the owners, lessee, or contract purchaser of the land, or their designated agent, and must meet specific submission requirements.

SUBMISSION REQUIREMENTS: A rezoning application must meet the submission requirements as specified in Section 18-202 of the Fairfax County Zoning Ordinance. A synopsis of the requirements is presented as page 6 of this package in a checklist format to provide a convenient way to ensure that all required items of the application package are submitted. In general, the submission requirements include an application form, a plan of the property showing existing and proposed uses, a zoning section sheet, a soil map for residential uses, an affidavit disclosing ownership and other interests in the property, a written statement describing the proposed use, owner concurrence in the application, any applicable overlay district information, and a fee. You may request a copy of the submission requirements from the Zoning Evaluation Division, Department of Planning and Zoning, at (703) 324-1290 or view the Zoning Ordinance from the County's web site at www.fairfaxcounty.gov/dpz/zoningordinance.

WHERE TO SUBMIT: Rezoning application packages are to be submitted by mail or in person to:

Fairfax County Zoning Evaluation Division
Department of Planning and Zoning
12055 Government Center Parkway, Suite 801
Fairfax, Virginia 22035

ASSISTANCE: For assistance in filing a rezoning application, information on the application process, clarification of these instructions, scheduling a presubmission meeting to discuss a potential submission, or for help with a submission, please call the Zoning Evaluation Division at (703) 324-1290.

Preapplication meetings with County staff are available to anyone wanting to discuss a potential rezoning request. To request a preapplication meeting, please contact the Zoning Evaluation Division.

HELPFUL HINTS. The following “Helpful Hints” are provided to assist in the filing of a rezoning application:

- Each application is considered a “package” which must include all required elements when submitted. Applications will not be reviewed for acceptance until a complete package is submitted.
- Each applicant should designate a “single point of contact” who will be responsible for the application. This may be the applicant, agent, attorney, engineer, property owner, or other member of the application team.
- The application package should be reviewed for correctness and completeness prior to submission and to ensure that all parts are coordinated.
- Submitted rezoning plats and development plans should be folded so that they fit into an overall application package.
- All information, including any supplemental information which may be submitted, should be clearly marked to reference the specific application.

PROCESSING OF A REZONING APPLICATION

STEP 1 – SUBMISSION OF THE APPLICATION: A complete rezoning package, containing all of the required items, must be submitted by mail or in person to the Zoning Evaluation Division. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m.

STEP 2 - APPLICATION ACCEPTANCE: An application will be reviewed for acceptance only when a complete application package that contains all required submission items is submitted. The Applications Acceptance Section of the Zoning Evaluation Division will review all complete application packages in the order in which they are received. If deficiencies are found, a letter will be sent to the applicant or authorized agent regarding deficiencies that must be corrected. The rezoning application will be accepted when all Zoning Ordinance submission requirements are met, including payment of the applicable fee. Once the rezoning application has been accepted, a letter will be sent to the applicant/agent verifying such acceptance. The application is then assigned to a Staff Coordinator and distributed to various departments for their review. If you have any questions about your application prior to filing or acceptance, please call (703) 324-1290, TTY 711.

STEP 3 – REZONING/SPECIAL EXCEPTION BRANCH: After a rezoning application is accepted, it is forwarded to the Rezoning/Special Exception Branch of the Zoning Evaluation Division for processing. At that time, a public hearing before the Planning Commission will be scheduled. The application is assigned to a Staff Coordinator who will be responsible for managing the review process and will serve as the primary point of contact. The Staff Coordinator will contact the applicant/agent to provide public hearing and key milestone dates for the processing of the application. The public hearing date is generally 5 to 6 months from the date of acceptance, unless a deferral is requested by the applicant. If you have any questions about your application once it has been accepted, please call (703) 324-1290, TTY 711.

STEP 4 - STAFF REVIEW PROCESS: Each rezoning application will be reviewed by staff for compliance with the Comprehensive Plan and the Zoning Ordinance and for its impacts on land use, transportation, environmental resources, public facilities and other factors. Once an application has been reviewed by the various agencies, County staff meet in a working session known as “staffing.” At this session, staff discuss issues related to the application, potential resolutions of those issues, and formulate a recommendation. The Staff Coordinator will transmit to the applicant any requests for additional information needed to review the application, will provide staff comments on the rezoning, and will facilitate the resolution of any issues which may be identified. Staff meets with the applicant at various times throughout the rezoning process to negotiate a satisfactory resolution of the identified development issues. The applicant will typically submit specific commitments in writing known as “proffers” in order to resolve identified development related issues. Proffers are voluntary and may change during the review of the rezoning application. Proffers cannot be changed once the public hearing is called before the Board of Supervisors.

The Staff Coordinator evaluates the applicant’s response to issues raised and prepares a staff report describing the application, the issues and their resolution. A recommendation of approval or denial of the application is made. The staff report is generally published two weeks prior to the Planning Commission’s public hearing, at which time it is made available to the public. The staff report is also available on-line two weeks prior to the public hearing at <http://ldsnet.fairfaxcounty.gov/ldsnet/>.

STEP 5 – NOTIFICATION: Prior to the Planning Commission and Board of Supervisors public hearings, the applicant/agent must send written notice to the property owners in the vicinity as required by the Zoning Ordinance. A package which contains instructions on how to complete the notification

process will be sent by the County to the applicant/agent approximately 30 days prior to each public hearing. If you have any questions about notification, please call at (703) 324-1290, TTY 711. It is extremely important that these instructions are followed exactly. A public hearing cannot be conducted unless the notification process is completed correctly and within the mandated timeframe by the applicant or the applicant's authorized agent. Please see Section 18-110 of the Zoning Ordinance for additional information on required notification.

Between 21 and 14 days prior to the public hearing, County staff will advertise the public hearing in a local newspaper. A minimum of 15 days prior to the public hearing, County staff will also place one or more yellow sign boards on the application property notifying the public of the public hearing. The sign boards must not be removed from the property. After the public hearing, the sign boards will be removed by County staff.

STEP 6 - PUBLIC HEARINGS/PUBLIC PARTICIPATION: Public participation is a major aspect of all rezoning applications. Applicants are encouraged to meet with adjacent neighbors, community associations and land use committees, as well as with the Planning Commissioner and Board of Supervisors member, of the District in which the property is located. Public hearings before the Planning Commission and the Board of Supervisors are required for all rezoning applications. The Planning Commission public hearing is scheduled once the application is accepted. Applications will be scheduled in the order in which they are accepted. The Planning Commission holds a public hearing on each application and makes a recommendation to the Board of Supervisors. The Board of Supervisors public hearing is typically scheduled subsequent to the Planning Commission making its recommendation on the application. The Board of Supervisors holds its public hearing and makes the final decision on each application. Both the Planning Commission and the Board of Supervisors meetings are held in the Board Auditorium in the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA. Planning Commission meetings are held on Wednesday and Thursday nights commencing at 8:15 p.m. The Board of Supervisors meetings are held on Mondays commencing at 3:00 p.m. The Planning Commission agenda can be viewed on the County web site at <http://fairfaxcounty.gov/planning/meetingcalendar.htm> (703) 324-2865, TTY 711. The Board of Supervisors agenda can be viewed on the County web site at <http://www.fairfaxcounty.gov/government/board/meetings> or by calling (703) 324-1290, TTY 711.

To learn more about the public hearing process, applicants may want to view a meeting prior to their hearing date.

Televised Meetings: Fairfax County Cable Channel 16 broadcasts all Planning Commission and Board of Supervisors meetings live. For program listings, check the viewing guide at www.fairfaxcounty.gov/cable, or call (703) 324-5930, TTY 711.

Telephone Access: To listen by telephone while the public hearings are underway call (703) 324-7700, TTY 711.

Public Access: For special accommodations or alternative information formats, call (703) 324-3151, TTY 711.

Conduct of Public Hearings:

- The Chairman of the Planning Commission or the Board of Supervisors will call an application to be heard.

- The applicant/agent is required to be present at the public hearing and will be asked to come to the podium to state his/her name and to reaffirm the affidavit.
- Staff describes the location of the property and the request and presents other pertinent information.
- The applicant/agent presents the justification for the rezoning request, **including how the application meets the Comprehensive Plan and the Zoning Ordinance provisions.**
- The public hearing is then opened for testimony in support of, or in opposition to, the request. Anyone wishing to provide testimony may speak at the public hearing or may submit written testimony to the Clerk to the Planning Commission or the Clerk to the Board of Supervisors, as appropriate.

Although not mandatory, as a courtesy and to ensure the accuracy of the record, those who wish to speak on a particular case are requested to sign up on the speaker's list prior to the day of the meeting by contacting either the Planning Commission at (703) 324-2865, TTY 711 or <http://fairfaxcounty.gov/planning/speaker.htm>, or the Clerk to the Board of Supervisors, at (703) 324-2321, TTY 711 or http://www.fairfaxcounty.gov/bosclerk/speaker_bos.htm, as appropriate, and identifying the application number, and the speaker's name, address and telephone number.

- At any time during the public hearing, a member of the Planning Commission or the Board of Supervisors may ask questions of the applicant/agent, staff or a speaker.
- At the close of the Planning Commission public hearing, the Planning Commission will vote to recommend that the Board of Supervisors approve or deny the application, continue the hearing to another date if it needs additional information, or defer decision to a later date. At the close of the Board of Supervisors public hearing, the Board will approve or deny the application, continue the hearing to another date if it needs additional information, or defer decision to a later date.

STEP 7 – LETTER OF DECISION: The Clerk to the Board of Supervisors will mail a letter to the applicant or the applicant's authorized agent containing the final decision of the Board of Supervisors, which, if the rezoning is approved, includes the accepted proffers. A rezoning runs with the land and does not expire unless a subsequent rezoning is approved. If the Board of Supervisors denies a rezoning request, a new rezoning application cannot be filed on the same property for one year, unless a waiver of the one-year wait period is granted by the Board.

STEP 8 -IMPLEMENTATION: Subsequent to the approval of a rezoning, approval of additional plans and permits are typically required prior to any land development. These plans and permits are processed by the Department of Public Works and Environmental Services (DPWES) at 12055 Government Center Parkway, Fairfax, VA 22035. For information about site plans call 703-324-1730 and about building permits call 703-222-0801, TTY 711.

Note: The approval of a rezoning does not interfere with, abrogate or annul any easement covenants, or other agreements between parties, as they may apply to the property subject to this application.

**SYNOPSIS OF THE SUBMISSION REQUIREMENTS
FOR A REZONING APPLICATION**

A rezoning application must meet all of the submission requirements specified in the Zoning Ordinance in order to be accepted for processing. A synopsis of these requirements is presented below. A complete application package consisting of all of the 15 items must be submitted before an application will be reviewed for compliance with the submission requirements by the Applications Acceptance Section of the Zoning Evaluation Division, Department of Planning and Zoning. If the application does not meet the submission requirements, a checklist letter outlining the deficiencies will be sent to the applicant or designated agent. The application will not be accepted and scheduled for a public hearing until all deficiencies have been resolved. When an application meets all the submission requirements, it will be accepted and scheduled for a public hearing and the applicant/agent will be so notified.

To assist you in ensuring that you have submitted a complete application, please check the box provided for each item included in your submitted application.

REQUIREMENT	SUBMITTED
<p>1. Four (4) copies of an Application Form, as provided by Fairfax County, completed and signed by the applicant or authorized agent. The applicant or authorized agent must use the form found on page 9 of this Application Package or available from the County web site at www.fairfaxcounty.gov/dpz/zoning/applications. In order to find the tax map number, subdivision name, Magisterial District and zoning district, the Department of Tax Administration records at icare.fairfaxcounty.gov may be used to search by property address. The land area of the application property must match that shown on the rezoning plat.</p>	
<p>2. Four (4) copies of a certified plat. See the Submission Requirements for Rezoning Plats found on page 13 of this package and Section 18-202 of the Zoning Ordinance for details.</p>	
<p>3. Four (4) copies of a legal description of the property, including metes and bounds of each zoning district proposed.</p>	
<p>4. One (1) copy of the current Official Zoning Map Fairfax County, showing the subject property and the area within at least a 500 foot radius around the property. If more than one (1) Zoning Map sheet is required to cover the area, such sheets shall be attached so as to create a single readable map. The boundaries of the subject site must be outlined in red.</p> <p>Official Zoning Map Fairfax County Sheet(s) may be obtained from Maps and Publications at 12000 Government Center, Fairfax, VA., any Fairfax County local or regional library, or at www.fairfaxcounty.gov/gisapps/pdfviewer by selecting Zoning Map and the map grid (e.g., 045-2).</p>	

REQUIREMENT	SUBMITTED
<p>5. For all applications proposing residential development, five (5) copies of a map identifying classification of soil types at a scale of one inch equals five hundred feet (1" = 500'), covering the area within at least a 500 foot radius of the proposed use and showing the existing zoning classification for all land appearing on the map.</p>	
<p>6. A notarized affidavit that is completed and signed by the applicant or the applicant's authorized agent. If the applicant's authorized agent completes the application or affidavit on the applicant's behalf, a certified statement from the applicant must be submitted showing the agent's authorization to act on his/her/its behalf. The affidavit must be updated if there are any changes in the information up to the time of the public hearings. A copy of the affidavit form is presented on pages 15 through 24 and at www.fairfaxcounty.gov/dpz/affidavits. For questions concerning affidavits, please contact the Office of the County Attorney at (703) 324-2421, TTY 711. <i>Prior to each public hearing on the application, the applicant or authorized agent is required to reaffirm the affidavit verbally.</i></p>	
<p>7. An application filed by an agent, contract purchaser or lessee shall include a notarized written statement signed by the property owner indicating the owner's endorsement of the application.</p>	
<p>8. Four (4) copies of a written statement of justification, dated and signed.</p>	
<p>9. Twenty-three (23) of a Generalized Development Plan that is prepared and sealed by a professional land surveyor, engineer, architect or landscape architect licensed in the Commonwealth of Virginia. See the Submission Requirements for Generalized Development Plans found on pages 10-12 of this package and Section 18-202 of the Zoning Ordinance for details and number of copies. *</p>	
<p>10. A statement explaining the relationship of the development to, and compliance with, the development criteria of the adopted Comprehensive Plan of the County.</p>	

***Reminder:** One of the detailed submission requirements for a generalized development plan relates to stormwater management facilities. Any waivers for stormwater management to permit underground detention facilities in residential areas or for Resource Protection Area (RPA) exceptions should be submitted concurrently with rezoning applications. The Board of Supervisors must act on the waiver request concurrently with the rezoning application. Waiver requests or RPA exceptions are to be submitted to the Department of Public Works and Environmental Services (DPWES) at the Plan and Document Control counter, located on the 5th floor of the Herrity Building, 12055 Government Center Parkway. If you have any questions, please call (703) 324-1730.

<p>11. A listing, if known, of all hazardous or toxic substances as set forth in Title 40, Code of Federal Regulations Parts 116.4, 302.4 and 355; all hazardous waste as set forth in Commonwealth of Virginia/Department of Waste Management Regulations VR 672-10-1 - Virginia Hazardous Waste Management Regulations; and/or petroleum products as defined in Title 40, Code of Federal Regulations Part 280; to be generated, utilized, stored, treated, and/or disposed of on site and the size and contents of any existing or proposed storage tanks or containers.</p>	
<p>12. A statement that the proposed development conforms to the provisions of all applicable ordinances, regulations and adopted standards or, if any waiver, modification, exception or variance is sought by the applicant, such shall be specifically noted and the justification for such provided.</p> <p>If the proposal includes a request for a waiver of the yard regulations for yards abutting certain principal arterial highways and railroad tracks pursuant to Section 2-414 of the Zoning Ordinance, a study showing projected noise impacts, proposed mitigation measures and the effectiveness of such measures shall be submitted.</p>	
<p>13. Any additional information that the applicant may desire to proffer in the consideration of the application.</p>	
<p>14. Where applicable, any other information as may be required by the provisions of Article 7, including the submission of the Archaeological Survey Data Form and a Phase I Archaeological Survey to the Fairfax County Park Authority as may be required pursuant to Sect. 7-210 for applications resulting in 2500 square feet or more of land disturbing activity and where the application property is located wholly or partially within or contiguous to a Historic Overlay District.. A copy of the Archaeological Survey Data Form is included in the package on page 26-27.</p>	
<p>15. A check written to County of Fairfax in the amount shown on the fee schedule set forth on page 25 of this package.</p>	

*** Reminder: Transportation Impact Analysis (TIA) checklist is required for Rezoning and Proffered Condition Amendments and must be submitted with the application package. A copy of the TIA checklist is included in this package on pages 28-30.**



COUNTY OF FAIRFAX
Department of Planning and Zoning
Zoning Evaluation Division
 12055 Government Center Parkway, Suite 801
 Fairfax, VA 22035 (703) 324-1290, TTY 711
www.fairfaxcounty.gov/dpz/zoning/applications

APPLICATION No: _____
 (Assigned by staff)

APPLICATION FOR A REZONING
 (PLEASE TYPE or PRINT IN BLACK INK)

PETITION

TO: THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA

I (We), _____, the applicant (s) petition you to adopt an ordinance amending the Zoning Map of Fairfax County, Virginia, by reclassifying from the _____ District to the _____ District the property described below and outlined in red on the Zoning Section Sheet(s) accompanying and made part of this application.

LEGAL DESCRIPTION:

Lot(s)	Block(s)	Subdivision	Deed Book	Page No.

TAX MAP DESCRIPTION:

Map No.	Double Circle No.	Single Circle No.	Parcel(s)/Lot(s) No.	Total Acreage

POSTAL ADDRESS OF PROPERTY:

ADVERTISING DISCRIPTION: (Example - North side of Lee Highway approx. 1000 feet west of its intersection with Newgate Blvd.)

PRESENT USE:	PROPOSED USE:
MAGISTERIAL DISTRICT:	OVERLAY DISTRICT (S):

The name(s) and address(s) of owner(s) of record shall provided on the affidavit form attached and made part of this application. The undersigned has the power to authorize and does hereby authorize Fairfax County staff representative on official business to enter on the subject property as necessary to process the application.

 Type or Print Name

 Signature of Applicant or Agent

 Address

(Work) _____ (Mobile) _____
 Telephone Number

Please provide name and telephone number of contact if different from above:

DO NOT WRITE BELOW THIS SPACE

Date application accepted: _____

Fee Paid \$ _____

GENERALIZED DEVELOPMENT PLAN SUBMISSION REQUIREMENTS

Twenty-three (23) copies of a generalized development plan, certified by a professional engineer, architect, landscape architect or land surveyor authorized to practice as such by the State, including any resubmissions of the plan and supporting graphics, to be submitted in accordance with the provisions below and to include the information set forth below. One 8 ½" x 11" reduction of the plan, any resubmissions and supporting graphics shall also be submitted. However, the requirement for such development plan may be modified or waived by the Zoning Administrator when it has been determined that (a) such plan is not necessary for the adequate review of the rezoning application, and (b) such development as is proposed upon rezoning is of a nature as not to have a significant adverse impact upon the community or upon the public facilities available to the property.

A generalized development plan, at a scale of not less than one inch equals one hundred feet (1" = 100'), which scale may be modified by the Zoning Administrator based on the nature and/or size of the application, shall show the following:

- A. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plan.
- B. Except for single family detached dwellings, the approximate location and dimensions of all proposed structures and uses, to include the maximum height in feet of all structures and penthouses, and a graphic depiction of the angle of bulk plane, if applicable.
- C. The proposed traffic circulation plan including major streets and major pedestrian, bike and/or bridle paths, and the location of all trails required by the adopted comprehensive plan.
- D. All proposed major open space areas and the approximate location of all proposed community and public facilities.
- E. The proposed plan for all major sanitary sewer improvements.
- F.* Approximate location, estimated size of footprint in acres and type of all proposed stormwater management facilities, including the full extent of side slopes, embankments, spillways, dams, and approximate water surface elevation for design storms, if applicable. In addition, a preliminary stormwater management plan that includes information about the adequacy of downstream drainage, including the sufficiency of capacity of any storm drainage pipes and other conveyances into which stormwater runoff will be conveyed. When there is 2500 square feet or more of land disturbing activity on the entire application property, in addition to the above, the preliminary stormwater management plan shall include:
 - (1) A graphic depicting:
 - (a) The approximate footprint of the stormwater management facility and, where applicable, the height of the dam embankment and the location of the emergency spillway outlet for each stormwater management facility.

* A Stormwater Management checklist form is included as page 14 for your convenience or available on the County web site at <http://www.fairfaxcounty.gov/dpwes/publications/lti/05-03.htm>.

- (b) The approximate on-site and off-site areas to be served by each stormwater management facility, along with the acreage draining to each facility.
 - (c) A preliminary layout of all on-site drainage channels, outfalls and pipes, including inlet and outlet pipes within the stormwater management facility.
 - (d) The approximate location or alternative locations, if any, of any maintenance access road or other means of access to the stormwater management facility, and the identification of the types of surfaces to be used for any such road.
 - (e) Proposed landscaping and tree preservation areas in and near the stormwater management facility.
 - (f) The approximate limits of clearing and grading on-site and off-site for the stormwater management facility, storm drainage pipes, spillways, access roads and outfalls, including the provision of energy dissipation, storm drain outlet protection and/or stream bank stabilization measures.
- (2) A preliminary stormwater management narrative setting forth the following:
- (a) Description of how the detention and best management practice requirements will be met.
 - (b) The estimated area and volume of storage of the stormwater management facility to meet stormwater detention and best management practice requirements.
 - (c) For each watercourse into which drainage from the property is discharged, a description of the existing outfall conditions, including any existing ponds or structures in the outfall area. The outfall area shall include all land located between the point of discharge from the property that is located farthest upstream, down to the point where the drainage area of the receiving watercourse exceeds 100 times the area of that portion of the property that drains to it or to a floodplain that drains an area of at least 1 square mile, whichever comes first.
 - (d) Description of how the adequate outfall requirements of the Public Facilities Manual will be satisfied.
- G. The location of all existing utility easements having a width of twenty-five (25) feet or more, and all major underground utility easements regardless of width.
- H. A schedule showing the number of parking spaces provided and the number required by the provisions of Article 11 of the Zoning Ordinance.
- I. Existing topography with a maximum contour interval of two (2) feet and a statement indicating whether it is air survey or field run.
- J. A delineation of those general areas that have scenic assets or natural features deserving of protection and preservation, and a statement of how such will be accomplished.

- K. A statement or visual presentation of how adjacent and neighboring properties shall be protected from any adverse effects prompted by the proposed development, to include vehicular access plans and dimensions of all peripheral yards that will be provided.
- L. A delineation of all existing structures, and an indication of their date of construction if known, and whether they will be retained or demolished.
- M. A statement setting forth the maximum gross floor area and FAR proposed for all uses other than residential.
- N. A statement or presentation setting forth the maximum number of dwelling units proposed, and the density and the open space calculations based on the provisions of Sections 2-308 (Maximum Density) and 2-309 (Open Space) of the Zoning Ordinance.
- O. A statement of those special amenities that are proposed within the development.
- P. A statement of the public improvements, both on and off-site, that are proposed for dedication and/or construction, and an estimate of the timing of providing such improvements.
- Q. A statement setting forth the proposed approximate development schedule.
- R. Approximate delineation of any floodplain designated by the Federal Insurance Administration, United States Geological Survey, or Fairfax County, the approximate delineation of any Resource Protection Area and Resource Management Area, and the approximate delineation of any environmental quality corridor as defined in the adopted comprehensive plan, and, if applicable, the distance of any existing and proposed structures from the floodplain, Resource Protection Area and Resource Management Area, or environmental quality corridor.
- S. Any proposed improvements to the public right(s)-of-way and delineation of the existing centerline of all streets abutting the property, including dimensions from the existing centerline to the edge of the pavement and to the edge of the right-of-way.
- T. A plan showing limits of clearing, proposed landscaping and screening in accordance with Article 13 of the Zoning Ordinance, a delineation of existing vegetation, to include existing vegetation to be preserved, and when there is 2500 square feet or more of land disturbing activity, an existing vegetation map.
- U. Approximate delineation of any grave, object or structure marking a place of burial if known, and a statement indicating how the proposed development will impact the burial site.
- V. A statement which confirms the ownership of the subject property, and the nature of the applicant's interest in same.

A generalized development plan not filed with the initial submission of the application shall be submitted within sixty (60) days of the acceptance date of the application. Failure to meet this requirement shall change the acceptance date of the application, may be due cause to delay the processing of the application, and may be due cause to dismiss the application.

REZONING PLAT SUBMISSION REQUIREMENTS

1. Four (4) copies of a certified plat of the subject property containing the following information:
 - A. Boundaries of the entire property, with bearings and distances of the perimeter property lines, and of each existing and proposed zoning district.
 - B. Total area of property and of each existing and proposed zoning district presented in square feet or acres.
 - C. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat.
 - D. Location of all existing buildings and structures.
 - E. Names and route numbers of all boundary roads or streets, and the width of existing right(s)-of-way.
 - F. Seal and signature of person preparing the plat.

MINIMUM STORMWATER INFORMATION FOR REZONING, SPECIAL EXCEPTION, SPECIAL PERMIT AND DEVELOPMENT PLAN APPLICATIONS

The following information is required to be shown or provided in all zoning applications, or a waiver request of the submission requirement with justification shall be attached. Note: Waivers will be acted upon separately. Failure to adequately address the required submission information may result in a delay in processing this application.

This information is required under the following Zoning Ordinance paragraphs:

Special Permits (8-011 2J & 2L) Cluster Subdivision (9-615 1G & 1N) Development Plans PRC District (16-302 2 & 4L) FDP - P Districts (except PRC) 916-502 1F & 1Q)	Special Exceptions (9-011 2J & 2L) Commercial Revitalization Districts (9-622 2A (12)&(14)) PRC Plan (16-303 1E & 10) Amendments (18-202 10F & 10I)
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- 1. Plat is at a minimum scale of 1"=50' (unless it is depicted on one sheet with a minimum scale of 1"=100).
- 2. A graphic depicting the stormwater management facility(ies) and limits of clearing and grading to accommodate the stormwater management facility(ies), storm drainage pipe systems and outlet protection, pond spillways, access roads, site outfalls, energy dissipation devices, and stream stabilization measures as shown on Sheet _____
- 3. Provide:

Facility Name/ Type & No.	On-Site area served (acres)	Off-Site are served (acres)	Drainage area (acres)	Footprint area (sf.)	Storage Volume (cf.)	If pond, dam height (ft.)
(e.g., dry pond A, inflt. trench, underground vault, etc.)						
					Totals	
- 4. Onsite drainage channels, outfalls and pipe systems are shown on Sheet _____.
Pond inlet and outlet pipe systems are shown on Sheet _____.
- 5. Maintenance access (road) to stormwater management facility(ies) are shown on Sheet _____.
Type of maintenance access road surface noted on the plat is _____(asphalt, geoblock, gravel, etc.)
- 6. Landscaping and tree preservation shown in and near the stormwater management facility is shown on Sheet _____.
- 7. A 'stormwater management narrative' which contains a description of how detention and best management practices requirements will be met is provided on Sheet _____.
- 8. A description of the existing conditions of each numbered site outfall extended downstream from the site to a point which is at least 100 times the site area or which has a drainage area of at least one square mile (640 acres) is provided on Sheet _____.
- 9. A description of how the outfall requirements, including known changes to contributing drainage areas (i.e. drainage diversions), of the Public Facilities Manual will be satisfied is provided on Sheet _____.
- 10. Existing topography with maximum contour intervals of two (2) feet and a note as to whether it is an air survey or field run is provided on Sheets _____.
- 11. A submission waiver is requested for _____.
- 12. Stormwater management is not required because _____.

REZONING AFFIDAVIT

DATE: _____
(enter date affidavit is notarized)

I, _____, do hereby state that I am an
(enter name of applicant or authorized agent)

(check one) applicant
 applicant’s authorized agent listed in Par. 1(a) below

in Application No.(s): _____
(enter County-assigned application number(s), e.g. RZ 88-V-001)

and that, to the best of my knowledge and belief, the following information is true:

=====

1(a). The following constitutes a listing of the names and addresses of all **APPLICANTS, TITLE OWNERS, CONTRACT PURCHASERS, and LESSEES** of the land described in the application,* and, if any of the foregoing is a **TRUSTEE,**** each **BENEFICIARY** of such trust, and all **ATTORNEYS** and **REAL ESTATE BROKERS**, and all **AGENTS** who have acted on behalf of any of the foregoing with respect to the application:

(NOTE: All relationships to the application listed above in **BOLD** print must be disclosed. Multiple relationships may be listed together, e.g., **Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner**, etc. For a multiparcel application, list the Tax Map Number(s) of the parcel(s) for each owner(s) in the Relationship column.)

NAME (enter first name, middle initial, and last name)	ADDRESS (enter number, street, city, state, and zip code)	RELATIONSHIP(S) (enter applicable relationships listed in BOLD above)
------------------------------------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------------------------------------

(check if applicable) There are more relationships to be listed and Par. 1(a) is continued on a “Rezoning Attachment to Par. 1(a)” form.

* In the case of a condominium, the title owner, contract purchaser, or lessee of 10% or more of the units in the condominium.
** List as follows: Name of trustee, Trustee for (name of trust, if applicable), for the benefit of: (state name of each beneficiary).

REZONING AFFIDAVIT

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number(s))

1(b). The following constitutes a listing*** of the **SHAREHOLDERS** of all corporations disclosed in this affidavit who own 10% or more of any class of stock issued by said corporation, and where such corporation has 10 or less shareholders, a listing of all of the shareholders, **and if the corporation is an owner of the subject land, all of the OFFICERS and DIRECTORS of such corporation:**

(NOTE: Include **SOLE PROPRIETORSHIPS, LIMITED LIABILITY COMPANIES,** and **REAL ESTATE INVESTMENT TRUSTS** herein.)

CORPORATION INFORMATION

NAME & ADDRESS OF CORPORATION: (enter complete name, number, street, city, state, and zip code)

DESCRIPTION OF CORPORATION: (check one statement)

- There are 10 or less shareholders, and all of the shareholders are listed below.
- There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

NAMES OF SHAREHOLDERS: (enter first name, middle initial, and last name)

NAMES OF OFFICERS & DIRECTORS: (enter first name, middle initial, last name & title, e.g. **President, Vice President, Secretary, Treasurer,** etc.)

(check if applicable) There is more corporation information and Par. 1(b) is continued on a "Rezoning Attachment 1(b)" form.

*** All listings which include partnerships, corporations, or trusts, to include the names of beneficiaries, must be broken down successively until: (a) only individual persons are listed or (b) the listing for a corporation having more than 10 shareholders has no shareholder owning 10% or more of any class of stock. ***In the case of an APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE* of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all of its partners, of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE* of the land. Limited liability companies and real estate investment trusts and their equivalents are treated as corporations, with members being deemed the equivalent of shareholders; managing members shall also be listed.*** Use footnote numbers to designate partnerships or corporations, which have further listings on an attachment page, and reference the same footnote numbers on the attachment page.

REZONING AFFIDAVIT

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number(s))

1(c). The following constitutes a listing*** of all of the **PARTNERS**, both **GENERAL** and **LIMITED**, in any partnership disclosed in this affidavit:

PARTNERSHIP INFORMATION

PARTNERSHIP NAME & ADDRESS: (enter complete name, number, street, city, state and zip code)

(check if applicable) The above-listed partnership has no limited partners.

NAMES AND TITLE OF THE PARTNERS (enter first name, middle initial, last name, and title, e.g. **General Partner, Limited Partner, or General and Limited Partner**)

(check if applicable) There is more partnership information and Par. 1(c) is continued on a “Rezoning Attachment to Par. 1(c)” form.

*** All listings which include partnerships, corporations, or trusts, to include the names of beneficiaries, must be broken down successively until: (a) only individual persons are listed or (b) the listing for a corporation having more than 10 shareholders has no shareholder owning 10% or more of any class of stock. ***In the case of an APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE* of the land that is a partnership, corporation, or trust, such successive breakdown must include a listing and further breakdown of all of its partners, of its shareholders as required above, and of beneficiaries of any trusts. Such successive breakdown must also include breakdowns of any partnership, corporation, or trust owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER or LESSEE* of the land. Limited liability companies and real estate investment trusts and their equivalents are treated as corporations, with members being deemed the equivalent of shareholders; managing members shall also be listed.*** Use footnote numbers to designate partnerships or corporations, which have further listings on an attachment page, and reference the same footnote numbers on the attachment page.

REZONING AFFIDAVIT

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number(s))

1(d). One of the following boxes **must** be checked:

In addition to the names listed in Paragraphs 1(a), 1(b), and 1(c) above, the following is a listing of any and all other individuals who own in the aggregate (directly and as a shareholder, partner, and beneficiary of a trust) 10% or more of the **APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE*** of the land:

Other than the names listed in Paragraphs 1(a), 1(b), and 1(c) above, no individual owns in the aggregate (directly and as a shareholder, partner, and beneficiary of a trust) 10% or more of the **APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE*** of the land.

2. That no member of the Fairfax County Board of Supervisors, Planning Commission, or any member of his or her immediate household owns or has any financial interest in the subject land either individually, by ownership of stock in a corporation owning such land, or through an interest in a partnership owning such land.

EXCEPT AS FOLLOWS: (**NOTE:** If answer is none, enter “**NONE**” on the line below.)

(check if applicable) There are more interests to be listed and Par. 2 is continued on a “Rezoning Attachment to Par. 2” form.

REZONING AFFIDAVIT

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number(s))

3. That within the twelve-month period prior to the public hearing of this application, no member of the Fairfax County Board of Supervisors, Planning Commission, or any member of his or her immediate household, either directly or by way of partnership in which any of them is a partner, employee, agent, or attorney, or through a partner of any of them, or through a corporation in which any of them is an officer, director, employee, agent, or attorney or holds 10% or more of the outstanding bonds or shares of stock of a particular class, has, or has had any business or financial relationship, other than any ordinary depositor or customer relationship with or by a retail establishment, public utility, or bank, including any gift or donation having a value of more than \$100, singularly or in the aggregate, with any of those listed in Par. 1 above.

EXCEPT AS FOLLOWS: (NOTE: If answer is none, enter "NONE" on line below.)

(NOTE: Business or financial relationships of the type described in this paragraph that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings. See Par. 4 below.)

(check if applicable) [] There are more disclosures to be listed and Par. 3 is continued on a "Rezoning Attachment to Par. 3" form.

4. That the information contained in this affidavit is complete, that all partnerships, corporations, and trusts owning 10% or more of the APPLICANT, TITLE OWNER, CONTRACT PURCHASER, or LESSEE* of the land have been listed and broken down, and that prior to each and every public hearing on this matter, I will reexamine this affidavit and provide any changed or supplemental information, including business or financial relationships of the type described in Paragraph 3 above, that arise on or after the date of this application.

WITNESS the following signature:

(check one) [] Applicant [] Applicant's Authorized Agent

(type or print first name, middle initial, last name, and title of signee)

Subscribed and sworn to before me this _____ day of _____ 20____, in the State/Comm. of _____, County/City of _____.

Notary Public

My commission expires: _____

Rezoning Attachment to Par. 1(a)

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number (s))

(NOTE): All relationships to the application are to be disclosed. Multiple relationships may be listed together, e.g., **Attorney/Agent, Contract Purchaser/Lessee, Applicant/Title Owner**, etc. For a multiparcel application, list the Tax Map Number(s) of the parcel(s) for each owner(s) in the Relationship column.

NAME (enter first name, middle initial, and last name)	ADDRESS (enter number, street, city, state, and zip code)	RELATIONSHIP(S) (enter applicable relationships listed in BOLD above)
------------------------------------------------------------------	---------------------------------------------------------------------	----------------------------------------------------------------------------------------

(check if applicable) There are more relationships to be listed and Par. 1(a) is continued further on a “Rezoning Attachment to Par. 1(a)” form.

Rezoning Attachment to Par. 1(b)

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number (s))

NAME & ADDRESS OF CORPORATION: (enter complete name, number, street, city, state, and zip code)

DESCRIPTION OF CORPORATION: (check one statement)

- There are 10 or less shareholders, and all of the shareholders are listed below.
- There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

NAMES OF THE SHAREHOLDER: (enter first name, middle initial, and last name)

=====

NAMES OF OFFICERS & DIRECTORS: (enter first name, middle initial, last name, and title, e.g. **President, Vice-President, Secretary, Treasurer, etc.**)

=====

NAME & ADDRESS OF CORPORATION: (enter complete name, number, street, city, state, and zip code)

DESCRIPTION OF CORPORATION: (check one statement)

- There are 10 or less shareholders, and all of the shareholders are listed below.
- There are more than 10 shareholders, and all of the shareholders owning 10% or more of any class of stock issued by said corporation are listed below.
- There are more than 10 shareholders, but no shareholder owns 10% or more of any class of stock issued by said corporation, and no shareholders are listed below.

NAMES OF THE SHAREHOLDERS: (enter first name, middle initial, and last name)

=====

NAMES OF OFFICERS & DIRECTORS: (enter first name, middle initial, last name, and title, e.g. **President, Vice-President, Secretary, Treasurer, etc.**)

(check if applicable) There is more corporation information and Par. 1(b) is continued further on a "Rezoning Attachment to Par. 1(b)" form.

Rezoning Attachment to Par. 1(c)

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number (s))

PARTNERSHIP NAME & ADDRESS: (enter complete name & number, street, city, state & zip code)

(check if applicable) The above-listed partnership has no limited partners.

NAMES AND TITLES OF THE PARTNERS: (enter first name, middle initial, last name, and title, e.g.,
General Partner, Limited Partner, or General and Limited Partner)

(check if applicable) There is more partnership information and Par. 1(c) is continued further on a
“Rezoning Attachment to Par. 1(c)” form.

Rezoning Attachment to Par. 2

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number (s))

(check if applicable)

There are more financial interests in the subject land to be listed and Par. 2 is continued further on a “Rezoning Attachment to Par. 2” form.

Rezoning Attachment to Par. 3

DATE: _____
(enter date affidavit is notarized)

for Application No. (s): _____
(enter County-assigned application number (s))

(check if applicable)

There are more disclosures to be listed for Par. 3, and Par. 3 is continued further on a “Rezoning Attachment to Par. 3” form.

EFFECTIVE JULY 1, 2011
FEE SCHEDULE FOR REZONING APPLICATIONS
All Fees shall be made payable to the County of Fairfax

District Requested

Filing Fee

All R Districts	\$27,280 plus \$570 per acre
All C, I and Overlay Districts	\$27,280 plus \$910 per acre
Amendment to a Pending Application for an Amendment to the Zoning Map. The fee for a amendment to a pending application is only applicable when the amendment request results in a change in land area, change in use, or other substantial revision.	\$4,545 plus applicable per acre fee for acreage affected by the amendment
Amendment to a Proffered Condition,	\$13,640 plus applicable per acre fee for acreage affected by the amendment
Amendment to a Proffered Condition with no new construction	\$13,640

Note: For purpose of computing acreage fees, any portion of an acre shall be counted as an acre.

The fee for an amendment to a pending application is only applicable when the amendment request results in a change in land area, change in use or other substantial revision.

Comments (attach additional sheets, if necessary): _____

Date of response to applicant: _____

Archaeological Survey Data Form – Part B

If the Cultural Resource Management and Protection Section of the Fairfax County Park Authority determines that a Survey is required and a report of the survey results must be submitted prior to submission of any rezoning, development plan, special exception, special permit or variance application that involves 2500 square feet or more of land disturbing activity and where the application property is located wholly or partially within or contiguous to a Historic Overlay District, then a copy of the Executive Summary contained in the report must be printed in the space below (attach additional sheets if necessary). (See Par. 6L of Sect. 7-210 of the Zoning Ordinance.)

EXECUTIVE SUMMARY:

I certify that the above Executive Summary is a true copy of the Executive Summary contained in the Report dated _____ submitted to the Cultural Resource Section.

Type/Print Name of Applicant

Signature of Applicant/Agent and Date

FOR OFFICIAL COUNTY USE ONLY

Date of Report submitted to the Park Authority _____

Report submitted and meets submission requirements. Staff recommendation forthcoming: _____

**State Checklist for Rezoning Applications
(24 VAC 30-155-40)**

Project Name: _____

Applicant Name: _____

Tax Map Parcel Reference: _____

Please check which apply:

- My rezoning application does not meet the thresholds according to 24 VAC 30-155-40. Please sign at the bottom of this sheet.

- My rezoning application meets the thresholds according to 24 VAC 30-155-40. Please complete checklist below to indicate the required material is included in your application package and sign at the bottom of this sheet. Please also complete the TIA Review Form.

- A COVER SHEET** containing:
 - Contact Information** for the
 - Locality,
 - Developer (or owner), if applicable;
 - Site Information**
 - Rezoning location,
 - Highways adjacent to the site,
 - Parcel number or numbers;
 - Proposal Summary** with the
 - Development's name,
 - Size (acreage),
 - Proposed zoning, and
 - Proposed types of land uses, including maximum number of lots or maximum business square feet;
- A Statement** regarding the proposal's compliance with the Comprehensive Plan.
- A TRAFFIC IMPACT ANALYSIS** in accordance with 24 VAC-30-155-60 **and a completed TIA Review Form (attached)**
- A CONCEPT PLAN** of the proposed development.
- ANY PROFFERED CONDITIONS** submitted by the applicant.
- FEES** (submitted directly to VDOT after acceptance of application)
 - For the initial or second review** of a rezoning proposal, a single fee for both reviews will be determined by the number of vehicle trips generated per peak hour of the generator, as follows:
 - 100 or less vehicles per peak hour - \$500
 - More than 100 vehicles per peak hour - \$1,000
 - For a third or subsequent submission** of a rezoning proposal that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is equal to the initial fee paid.

Applicant Signature: _____ Date: _____

Chapter 527 TIA Review Form

Use this form to capture data about TIA Review to be entered into LandTrack

Submission Details	<i>Enter your values below</i>
Project Name	
Submission #	
Locality Project ID	
District	
Jurisdiction	
Locality Contact	
TIA Preparer	
Scope Meeting Held?	
Location	
Route(s)	
Site Details	
<i>Submission Type(s):</i>	
Comprehensive Plan TIA Review:	
Zoning TIA Review?	
Site Plan TIA Review?	
Subdivision TIA Review?	
527 Review?	
Number of Units	
Square Feet of Units	
VPH (increase)	
VPD (increase)	
ITE Codes	
Acreage	
Parcel ID	
<i>Facility Type (pick one)</i>	
	<input type="checkbox"/> Commercial – Banks / Drug Store <input type="checkbox"/> Commercial – Cinema <input type="checkbox"/> Commercial – Fast Food Restaurant <input type="checkbox"/> Commercial – Grocery Store <input type="checkbox"/> Commercial – Health / Fitness Center <input type="checkbox"/> Commercial – Industrial <input type="checkbox"/> Commercial – Mixed Type <input type="checkbox"/> Commercial – Office <input type="checkbox"/> Commercial – Other <input type="checkbox"/> Commercial – Shopping Center <input type="checkbox"/> Commercial – Superstore <input type="checkbox"/> Commercial – Gas Station <input type="checkbox"/> Commercial – Sit Down Restaurant <input type="checkbox"/> Mixed Use – Commercial / Residential <input type="checkbox"/> Residential – Mixed Type <input type="checkbox"/> Residential – Multi Family <input type="checkbox"/> Residential – Single Family <input type="checkbox"/> Residential – Town House <input type="checkbox"/> Local Policy Change

Checks should be made payable to the "Treasurer of Virginia". A copy of this form, completed by the applicant and stamped by Fairfax County should accompany the check.

Chapter 527 TIA Review Form – Instructions

This spreadsheet can be used to capture details on the 527 reviews to facilitate data entry in LandTrack once that system goes live next month. Below you will find field-by-field instructions on how to complete this form.

Submission Details	Instructions for each field
Project Name	Enter the name of the project – usually on the TIA Cover.
Submission #	Is this the first submission for this project? 2 nd ? 3 rd ?
Locality Project ID	A tracking # created by the locality
District	Enter the VDOT District where the project is located.
Jurisdiction	Enter the Jurisdiction for the project.
Locality Contact	Who is the primary point of contact with the locality?
TIA Preparer	Who prepared the TIA? Can be the developer or engineering firm.
Scope Meeting Held?	Indicate whether or not a scope meeting has been held.
Location	
Route(s)	List the routes involved with this project.
Site Details	
<i>Submission Type(s):</i>	
Comprehensive Plan TIA Review?	Select yes or no if the review is this type.
Zoning TIA Review?	Select yes or no if the review is this type.
Site Plan TIA Review?	Select yes or no if the review is this type.
Subdivision TIA Review?	Select yes or no if the review is this type.
527 Review?	Does this TIA qualify as a 527 review?
Number of Units	How many units are involved in the development?
Square Feet of Units	What is the square footage of the development?
VPH (increase)	What increase is expected in VPH?
VDP (increase)	What increase is expected in VPD?
ITE Codes	Indicate the ITE Codes involved.
Acreage	What is the acreage of the development?
Parcel ID	What is the locality's parcel ID for the project?
Facility Type	Select the facility type for the TIA.