

**SYNOPSIS OF THE SUBMISSION REQUIREMENTS FOR REZONING APPLICATIONS
TO THE RESIDENTIAL (R), COMMERCIAL (C), OR INDUSTRIAL (I) DISTRICT**

All applications for amendments to the Zoning Map (Rezoning) must be accompanied by the following items. (See Section 18-202 of the Zoning Ordinance.)

1. An application form completed and signed by the applicant (See Attachment 3).
2. 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.
3. Four (4) copies of a legal description of the property, including metes and bounds of each zoning district proposed.
4. One (1) copy of the current Fairfax County Zoning Section Sheet(s) covering the area of the application, at a scale of one inch equals five hundred feet (1" = 500'), showing:
 - A. Boundaries of the subject property outlined in red.
 - B. Major thoroughfare access to the property and any known plans for future widening as indicated in the adopted comprehensive plan or a plan prepared by the Virginia Department of Transportation.

If more than one (1) Zoning Section Sheet is required to cover the subject property, such sheets shall be attached so as to create an intelligible map.

5. For all applications proposing residential development, five (5) copies of a map identifying classification of soil types at a scale not less than one inch equals five hundred feet (1" = 500'), based upon the County of Fairfax Soils Identification Maps.
6. An affidavit, as presented on an affidavit form (See Attachment 4), completed, signed by the applicant or the applicant's authorized agent and notarized. If the applicant's agent completes the affidavit on the applicant's behalf, a certified statement from the applicant must be submitted showing the agent's authorization to act in such capacity.

Prior to each public hearing on the application, the applicant/agent must reaffirm the affidavit accordance with the reaffirmation procedure outlined on the affidavit form.

Additionally, for developments which are subject to the Affordable Dwelling Unit Program, the owner and/or applicant shall submit an affidavit which shall include:

- A. The names of the owners of all adjacent undeveloped parcels of land owned by the owner and/or applicant as set forth in Par. 1 of Sect. 2-802 of the Zoning Ordinance.
 - B. The Fairfax County Property Identification Map Number, parcel size and zoning district classification for each parcel which is part of the site or portion thereof.
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.
8. Four (4) copies of a written statement of justification, dated and signed.
9. If the proposed amendment is for a rezoning to an R, C or I district, 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 of Sect. 203 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:

Information to be shown on a generalized development plan:

- 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.
 - (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.

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.

10. A statement explaining the relationship of the development to and compliance with the development criteria of the adopted comprehensive plan of the County.
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.
12. A statement that the proposed development conforms to the provisions of all applicable ordinances, regulations and adopted standards or, if any waiver, exception or variance is sought by the applicant, such shall be specifically noted and with the justification for such modification provided.

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.

13. Any additional information that the applicant may desire to proffer in the consideration of the application.
14. Where applicable, any other information as may be required for Overlay Districts (Article 7 of the Zoning Ordinance). The Overlay Districts are: Historic Overlay District, Natural Resource Overlay District, Airport Noise Impact Overlay District, Sign Control Overlay District, Highway Corridor Overlay District, and Water Supply Protection Overlay District.
15. An application fee as shown on the fee schedule set forth in Attachment 2.

Under Par. 3 of Sect. 14-903 of the Zoning Ordinance, a rezoning application for a service station, service station/mini-mart, or vehicle sale, rental and ancillary service establishment requires the submission of a photometric plan. Under Par. 1 of Sect. 14-904 of the Zoning Ordinance, a rezoning application for certain outdoor recreation/sports facilities requires the submission of a sports illumination plan.

Any application may be withdrawn at any time by the applicant or his agent by giving notice in writing to the Zoning Administrator. If the request for withdrawal is made prior to the submission of a generalized development plan, the Zoning Administrator shall refund all except twenty-five (25) percent of the fee paid for filing the application. No fee or part thereof shall be refunded once such development plan has been submitted.

An application may also be administratively withdrawn by the Zoning Administrator if it is determined that the application was accepted in error. In such cases, there shall be a full refund of the fee paid for filing the application.

If an applicant refuses or neglects to prosecute an application or fails to submit a development plan in accordance with the requirements of this Ordinance, the Zoning Administrator may, not less than fifteen (15) days after notice of intention to do so, declare an application dismissed. Notice sent by certified mail, return receipt requested, to the applicant at the last known address shall be deemed adequate compliance with this requirement. If an application is dismissed, there shall be no refund of the filing fee.

If a special exception, special permit or variance is needed in connection with a rezoning, a separate application, and application fee for the respective request are required.