SPECIAL EXCEPTION

Application Information

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).

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SPECIAL EXCEPTION APPLICATION INFORMATION

This publication contains information on how to process a special exception application 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. The materials contained in this package are also applicable to applications to amend previously approved special exceptions.

SPECIAL EXCEPTION: Section 9-001 of the Zoning Ordinance states that there are certain uses which by their nature or design can have an undue impact upon, or be incompatible with, other uses of land. In addition, there are times when standards and regulations specified for certain uses allowed within a given zoning district should be allowed to be modified, within limitations, in the interest of sound development. These uses, described as special exception uses in the Zoning Ordinance, may be allowed to locate within designated zoning districts under the controls, limitations and regulations of a special exception approved by the Board of Supervisors.

The Board of Supervisors may approve a special exception under the provisions of Article 9 of the Zoning Ordinance, when it concludes that the proposed use complies with all specified standards, including the standards that such use will be in harmony with the Comprehensive Plan and will be compatible with existing and/or planned development in the general area. In addition, in approving a special exception, the Board may impose conditions and restrictions to ensure that the standards will be met. Where such cannot be accomplished, or when it is determined that the use is not in accordance with all applicable standards of the Zoning Ordinance, the Board will deny the special exception.

In order to request consideration of a special exception, an application must be filed with the County by the owners, lessee, or contract purchasers of the land, or their designated agents. A special exception must meet specific submission requirements, including the provision of a fee and an affidavit, as set forth in the Zoning Ordinance.

SUBMISSION REQUIREMENTS: A synopsis of the submission requirements for an application for a special exception, pursuant to Section 9-011 of the Fairfax County Zoning Ordinance, is presented as page 8 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 plat of the property showing existing and proposed uses, a zoning section sheet, photographs of the property, soil maps 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. In addition to these general submission requirements, specific additional or modified submission requirements are contained in the Zoning Ordinance for certain special exception categories or uses.

All special exceptions must meet the General Standards specified in Section 9-006 of the Zoning Ordinance. A copy of these standards is presented on page 3 of this package.

Special exceptions must also meet the category standards specified for each special exception category and additional standards for many particular special exception uses. Please refer to Article 9 of the Zoning Ordinance or request a copy of the category standards and/or additional standards for a particular use from the Zoning Evaluation Division, Department of Planning and Zoning, at (703) 324-1290 or from the County's web site at www.fairfaxcounty.gov/dpz/zoningordinance.

WHERE TO SUBMIT: Special exception application packages may 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 the filing of a special exception application, information on the application process, clarification of these instructions, or to set up a presubmission meeting to discuss a potential submission or for help with a submission, please call the Zoning Evaluation Division at (703) 324-1290.

HELPFUL HINTS. The following "Helpful Hints" are provided to assist in the filing of a special exception 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 special exception plats 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.

ZONING ORDINANCE GENERAL STANDARDS FOR A SPECIAL EXCEPTION

All special exception uses must satisfy the following general standards pursuant to Section 9-006 of the Zoning Ordinance in order for the Board of Supervisors to approve the application.

1. The proposed use at the specified location shall be in harmony with the adopted comprehensive plan.

2. The proposed use shall be in harmony with the general purpose and intent of the applicable zoning district regulations.

3. The proposed use shall be such that it will be harmonious with and will not adversely affect the use or development of neighboring properties in accordance with the applicable zoning district regulations and the adopted comprehensive plan. The location, size and height of buildings, structures, walls and fences, and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings or impair the value thereof.

4. The proposed use shall be such that pedestrian and vehicular traffic associated with such use will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

5. In addition to the standards which may be set forth in this Article for a particular category or use, the Board shall require landscaping and screening in accordance with the provisions of Article 13 of the Zoning Ordinance.

6. Open space shall be provided in an amount equivalent to that specified for the zoning district in which the proposed use is located.

7. Adequate utility, drainage, parking, loading and other necessary facilities to serve the proposed use shall be provided. Parking and loading requirements shall be in accordance with the provisions of Article 11 of the Zoning Ordinance.

8. Signs shall be regulated by the provisions of Article 12 of the Zoning Ordinance; however, the Board may impose more strict requirements for a given use than those set forth in this Ordinance.

In addition to the general standards outlined above, some types of special exceptions also have specific standards which must be met. These specific standards can be found in Article 9 of the Zoning Ordinance, which is available on the County's web site at www.fairfaxcounty.gov/dpz/zoningordinance.

PROCESSING OF A SPECIAL EXCEPTION APPLICATION

STEP 1 – SUBMISSION OF THE APPLICATION: A complete special exception package, containing all of the required items, must be submitted by mail or in person to the Zoning Evaluation Division (ZED) in the Department of Planning and Zoning (DPZ). 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 special exception application will be accepted when all Zoning Ordinance submission requirements are met, including payment of the applicable fee. Once the special exception 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 special exception 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 applicant/agent will be contacted by the staff coordinator to confirm this information. The public hearing date is generally 4 to 6 months from the date of acceptance (the date that all non-deficient submission requirements are received), 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: Upon acceptance of a special exception application, the 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. The review process is managed by a staff coordinator within the Zoning Evaluation Division who will be the primary point of contact for the application. The staff coordinator will transmit requests for additional information needed to review the application, will provide staff comments/issues on the request, facilitate the resolution of any issues which may be identified, and will respond to questions/inquiries about the application. A written staff report will be prepared documenting the analysis of each application and presenting a recommendation to the Planning Commission and the Board of Supervisors. The staff report is generally published 2 weeks prior to the Planning Commission's public hearing, at which time it is made available to the public. The staff report is available on-line 2 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 hearings before the Planning Commission and the Board of Supervisors are required for all special exception 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 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 Tuesdays commencing at 3:00 p.m. The Planning Commission agenda can be viewed on the County web site at http://www.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 Supervisor's 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 address and to reaffirm the affidavit.

- Staff will describe the location of the property and the request, and present other pertinent information.

- The applicant/agent will present the justification for the special exception request, including how the application meets the Zoning Ordinance standards for the Special Exception.

- The public hearing will then be opened for testimony in support of, or in opposition to, the request. Anyone wanting to speak at the public hearing may do so 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://www.fairfaxcounty.gov/planning/speaker.htm, or the Clerk to the Board of Supervisors, at (703) 324-2321, TTY 711 or https://www.fairfaxcounty.gov/bosclerk/speaker_bos.htm, as appropriate, and identifying the following:

  - application number
  - the speaker's name
  - the speaker's 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.

- The Planning Commission makes its recommendation, and the Board of Supervisors makes its determination, based on whether an application meets **all of the Zoning Ordinance Required Standards for a Special Exception** as found on page 3 of this publication, as well as any additional standards and other relevant Zoning Ordinance provisions. The Board of Supervisors will impose conditions on a special exception, as it deems necessary.

- 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 special exception is approved, includes the imposed development conditions. If the Board of Supervisors denies a special exception request, a new special exception 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: A special exception virtually always has conditions which must be met prior to final establishment of the use, in addition to other plats/plans such as site plans and

occupancy permits which must be submitted and approved. Whenever a special exception is approved by the Board of Supervisors, the activity authorized must be established or any construction authorized must be commenced and diligently prosecuted within such time as the Board may specify in the approval, or, if no such time is specified, then, within thirty (30) months from the approval date of such special exception. If the use has not been established or construction has not commenced within such time, the special exception automatically expires, without notification by the County, pursuant to Paragraph 1 of Section 9-015 of the Zoning Ordinance, unless additional time is approved by the Board of Supervisors. Should additional time be necessary to establish the approved special exception, a letter requesting additional time must be filed with the Zoning Administrator prior to the date of expiration of the special exception. The additional time request must specify the amount of additional time requested, the basis for the amount of time requested, and an explanation as to why additional time is required. The procedure to request additional time is contained in Paragraph 2 of Section 9-015 of the Zoning Ordinance. If you have questions about the implementation of your special exception or about filing a request for additional time, please call (703) 324-1290, TTY 711.

Note: The approval of a special exception 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 SPECIAL EXCEPTION APPLICATION

A special exception 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 10 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
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 may use the form found on page 10 of this Application Package, or available from the County web site at *www.fairfaxcounty.gov/dpz/zoning/applications*. In order to fill out the form, the Department of Tax Administration records at *http://icare.fairfaxcounty.gov/ffxcare/main/home.aspx* may be used to search by property address to find the tax map number, subdivision name, Magisterial District and zoning district. The land area of the application property must match that shown on the special exception plat.	
2. Twenty-three (23) **Special Exception Plats** that are prepared and sealed by a professional land surveyor, engineer, architect or landscape architect licensed in the Commonwealth of Virginia. See the Submission Requirements for Special Exception Plats found on pages 11-13 of this package and Section 9-011 of the Zoning Ordinance for details and number of copies. *	
3. One (1) copy of the current **Official Zoning Map Fairfax County,** showing the subject property and an area of 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. The official Zoning Map Fairfax County may be obtained on the web at *https://www.fairfaxcounty.gov/gisapps/DMV/Default.aspx* by selecting **Zoning Map** and the appropriate map grid (e.g., 045-2).	

***Reminder: Transportation Impact Analysis (TIA) checklist is required for Special Exception and Special Exception Amendments and must be submitted with the application package. A copy of the TIA checklist is included in this package on pages 30-32.**

REQUIREMENT	SUBMITTED
4. **Photographs** of the application property and abutting properties showing existing structures, terrain and vegetation as viewed from all lot lines and street lines of the application property. The photographs shall be clearly dated and labeled as to the location and direction from which the photographs were taken. The use of digital photography is preferred in which case a disk containing those digital photographs shall also be provided.	
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.	
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 16 through 25 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. *Prior to each public hearing on the application, the applicant or authorized agent is required to reaffirm the affidavit verbally.*	
7. A written statement of justification describing the proposed use and other pertinent data which complies with Section 9-011 of the Zoning Ordinance found on page 15 of this package.	
8. A notarized statement which confirms the ownership from all owners of the subject property and the nature of the applicant's interest in the property. If the applicant is not the owner of the property involved in the application, evidence must be submitted showing that the applicant will have the right to use the property as proposed.	
9. 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 28-29.	
10. A check written to County of Fairfax in the amount shown on the fee schedule set forth on page 26 of this package. **Checks returned due to insufficient funds are subject to a $50 fee (Fairfax County Code, §1-1-17; Va. Code § 15.2-106).**	

*** Reminder: One of the detailed submission requirements for special exception plats 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 special exception applications. The Board of Supervisors must act on the waiver request concurrently with the special exception 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.**

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: _____
(Staff will assign)

APPLICATION FOR A SPECIAL EXCEPTION

(PLEASE TYPE or PRINT IN BLACK INK)

APPLICANT	**NAME**	
	MAILING ADDRESS	
	PHONE HOME ( )	**WORK ( )**
	PHONE MOBILE ( )	
PROPERTY INFORMATION	**PROPERTY ADDRESS**	
	TAX MAP NO.	**SIZE (ACRES/SQ FT)**
	ZONING DISTRICT	**MAGISTERIAL DISTRICT**
	PROPOSED ZONING IF CONCURRENT WITH REZONING APLICATION:	
SPECIAL EXCEPTION REQUEST INFORMATION	**ZONING ORDINANCE SECTION**	
	PROPOSED USE	
AGENT/CONTACT INFORMATION	**NAME**	
	MAILING ADDRESS	
	PHONE NUMBER	**HOME** **WORK**
	PHONE NUMBER	**MOBILE**
MAILING	**Send all correspondence to (check one):** ☐ **Applicant –or-** ☐ **Agent/Contact**	

The name(s) and addresses of owner(s) of record shall be 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 representatives on official business to enter the subject property as necessary to process the application.

_____ _____
TYPE/PRINT NAME OF APPLICANT/AGENT **SIGNATURE OF APPLICANT/AGENT**

_____
DO NOT WRITE IN THIS SPACE

Date application accepted: _____ Application Fee Paid: $_____

SPECIAL EXCEPTION PLAT SUBMISSION REQUIREMENTS

Twenty-three (23) copies of a plat and any supporting graphics, including any resubmissions, drawn to designated scale of not less than one inch equals fifty feet (1" = 50'), certified by a professional engineer, land surveyor, architect or landscape architect licensed by the State of Virginia, presented on a sheet having a maximum size of 24" x 36", and one 8 ½" x 11" reduction of the plat. If the proposal cannot be accommodated on one 24" x 36" sheet at a scale of 1" = 50', a scale not less than 1" = 100' may be used. If presented on more than one (1) sheet, match lines shall clearly indicate where the several sheets join. Such plat shall contain the following information:

A. Boundaries of entire property, with bearings and distances of the perimeter property lines and of each zoning district.

B. Total area of the property and of each zoning district in square feet or acres.

C. Scale and north arrow, with north, to the extent feasible, oriented to the top of the plat and on all supporting graphics.

D. Location, dimensions and maximum height in feet, including penthouses, of all existing and proposed structures, and if known, the location, dimensions and lighting of all signs, and the construction date(s) of all existing structures and an indication whether they will be retained or demolished.

E. All required minimum yards to include front, side and rear, and a graphic depiction of the angle of bulk plane, if applicable, transitional screening yards, and the distances from all existing and proposed structures to lot lines.

F. Public right(s)-of-way, indicating names, route numbers and width, any required and/or 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.

G. Proposed means of ingress and egress to the property from a public street(s).

H. Location of existing and proposed parking spaces,, indicating minimum distance from the nearest property line(s), and a schedule showing the number of parking spaces provided and the number required by the provisions of Article 11 of the Zoning Ordinance.

I. Location of well and/or septic field, or indication that the property is served by public water and/or sewer. Where applicable, a statement from the Health Department that available facilities are adequate for the proposed use.

J. * 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 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.

***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.

(d) Description of how the adequate outfall requirements of the Public Facilities Manual will be satisfied.

K. A statement setting forth the maximum gross floor area and FAR proposed for all uses other than residential, and the maximum density of dwelling units, if applicable.

L. Existing topography with a maximum contour interval of two (2) feet and a statement indicating whether it is air survey or field run.

M. A plan showing limits of clearing, existing vegetation, and proposed landscaping and screening in accordance with the provisions of Article 13, to include existing vegetation to be preserved, and when there is 2500 square feet or more of land disturbing activity, an existing vegetation map.

N. Approximate delineation of any floodplain designated by the Federal Insurance Administration, United States Geological Survey, or Fairfax County, the 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.

O. Where applicable, seating capacity, usable outdoor recreation area, emergency access, bicycle parking, fencing, outside lighting, and loudspeakers.

P. 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.

Q. Location of all trails required by the adopted comprehensive plan.

R. 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.

S. Seal and signature of professional person certifying 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 Sections:

Special Permits (Sect. 8-011 2J & 2L)
Cluster Subdivision (Sect. 9-615 1G & 1N)
Development Plans PRC District (Sect. 16-302 3 & 4L)
FDP P Districts (Sect. 16-502 1A (6) & (17))
Special Exceptions (Sect. 9-011 2J & 2L)
Commercial Revitalization Districts (Sect. 9-622 2A (12) & (14))
PRC Plan (Sect. 16-303 1E & 1 O)
Amendments (Sect. 18-202 10F & 10I)

☐ 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 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(s)_____. If infiltration is proposed the soils should be tested for suitability prior to submission of the development plan and results of the infiltration test provided as part of the description of the facility.

☐ 3. Provide:

Facility Name/ Type & No. (E.g. dry pond, infiltration trench, underground vault, etc…)	On-site area served (acres)	Off-site area served (acres)	Drainage area (acres)	Footprint area (sf)	Storage volume (cf)	If pond, dam height (ft.)
Totals:						

☐ 4. Onsite drainage channels, outfalls and pipe systems are shown on Sheet(s) _____. Pond inlet and outlet pipe systems are shown on Sheet(s) _____.

☐ 5. Maintenance access (road) to stormwater management facility(ies) are shown on Sheet(s)_____. Type of maintenance access road surface noted on the plat is _____(asphalt, geoblock, gravel, etc.)

☐ 6. Landscaping and tree preservation in and near the stormwater management facility is shown on Sheet(s) _____.

☐ 7. Stormwater management and BMP narratives including Virginia Runoff Reduction Spreadsheet and descriptions of how detention and best management practices requirements will be met are provided on Sheet(s) _____.

☐ 8. A description of 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(s) _____. If the outfall is proposed to be improved off-site it should be specifically noted.

☐ 9. A detailed description and analysis of how the channel protection requirements and flood protection requirements of each numbered outfall will be satisfied per Stormwater Management Ordinance and Public Facilities Manual are provided on Sheet(s) _____.

☐ 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 Sheet(s) _____.

☐ 11. A submission waiver is required for _____.

☐ 12. Stormwater management is not required because _____.

SPECIAL EXCEPTION STATEMENT OF JUSTIFICATION

A written statement from the applicant describing the proposed use, and other pertinent data, including specifically:

A. Type of operation(s).

B. Hours of operation.

C. Estimated number of patrons/clients/patients/pupils/etc.

D. Proposed number of employees/attendants/teachers/etc.

E. Estimate of traffic impact of the proposed use, including the maximum expected trip generation and the distribution of such trips by mode and time of day.

F. Vicinity or general area to be served by the use.

G. Description of building facade and architecture of proposed new building or additions.

H. 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 Virginia Department of Environmental Quality 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.

I. A statement of how the proposed use 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.

It is the applicant's responsibility to show that the proposed use complies with all Zoning Ordinance requirements related to the use, including how the proposed special exception is in conformance with the general standards and the specific category standards, as well as any additional standards for the particular special exception use.

SPECIAL EXCEPTION 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. SE 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 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 on a "Special Exception 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).

FORM SEA-1 Updated (7/1/06)

SPECIAL EXCEPTION 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:

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

CORPORATION INFORMATION

NAME & ADDRESS OF CORPORATION: (enter complete name and 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)

(check if applicable) [ ] There is more corporation information and Par. 1(b) is continued on a "Special Exception Affidavit 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.

SPECIAL EXCEPTION 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, and 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 "Special Exception Affidavit 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.

SPECIAL EXCEPTION 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 "Special Exception Attachment to Par. 2" form.

SPECIAL EXCEPTION AFFIDAVIT

DATE: _____
(enter date affidavit is notarized)

Application No.(s): _____
(county-assigned application number(s), to be entered by County Staff)

==========

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 "Special Exception 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: _____

FORM SEA-1 Updated (7/1/06)

Special Exception 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 "Special Exception Attachment to Par. 1(a)" form.

Special Exception 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 SHAREHOLDERS: (enter first name, middle initial, and last name)

==========

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)

==========

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

Special Exception 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 "Special Exception Attachment to Par. 1(c)" form.

Special Exception 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 "Special Exception Attachment to Par. 2" form.

Special Exception 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 the listed for Par. 3, and Par. 3 is continued further on a "Special Exception Attachment to Par. 3" form.

EFFECTIVE DECEMBER 2016

FEE SCHEDULE FOR SPECIAL EXCEPTION APPLICATIONS
All Fees shall be made payable to the County of Fairfax

Application for a Special Exception	**Filing Fee**
Category 1	$16,375
Category 2	$16,375
Category 3	
Child care centers, nursery schools and private schools which an enrollment of less than 100 students daily, churches, chapels, temples, synagogues and other such places of worship with a child care center, nursery school or private school which has an enrollment of less than 100 students daily and independent living facilities for low income tenants, whether a new application or an amendment to a previously approved and currently valid application, with or without new construction	$ 1,100
Home child care facilities	$ 435
Churches, chapels, temples, synagogues and other such places of worship with a child care center, nursery school or private school which has an enrollment of 100 or more students daily	$11,025
All other uses	$16,375
Category 4	$16,375
Category 5	$16,375
Category 6	
Reduction of yard requirements for the reconsideration of certain single family detached dwellings that are destroyed by casualty	$ 0
Modification of minimum yard requirements for certain existing structures and uses; modification of grade for single family detached dwellings	$ 910
Expansion of an existing or establishment of a new farm winery, limited brewery, or limited distillery in an R-C District for any agricultural building or structure that does not permit access by any member of the public, whether a customer, guest, or attendee at a public or private event or activity	$ 1,000

Expansion of an existing or establishment of a new farm winery, limited brewery, or limited distillery in an R-C District with no construction of buildings or structures over 400 square feet in gross floor area or no land disturbance over 2,500 square feet; or modification of the number of attendees, frequency and/or duration of events or activities at a farm winery, limited brewery or limited distillery in the R-A, R-P, R-C, R-E and R-1 District	$ 4,090
Modification of shape factor limitations; waiver of minimum lot width requirements in a residential district; expansion of an existing or establishment of a new farm winery, limited brewery, or limited distillery in an R-C District with construction of buildings or structures over 400 square feet in gross floor area or land disturbance over 2,500 square feet	$ 8,180
All other uses	$16,375

Amendment to a pending application for a special exception	1/10 of prevailing
Application for an extension of time for a special exception pursuant to Section 9-012	1/8 prevailing fee
Application to amend a previously approved and currently valid special exception with no new construction	½ of prevailing fee
Application to amend a previously approved and currently valid special exception with new construction	prevailing fee for new application

Notes: Additional fees may be required for certain special exception uses to pay for the cost of regular inspections to determine compliance with performance standards. Such fees shall be established at the time the special permit application is approved.

When one application is filed by one applicant for two (2) or more special permit uses on the same lot, only one filing fee shall be required. Such fee shall be the highest of the fee required for the individual uses. This shall also apply to an application for two (2) or more special exceptions or two (2) or more variances or a combination of two (2) or more special permits and/or variances filed by one applicant on the same lot.

The fee for an amendment to a pending application for a special permit is only applicable when the amendment request results in a substantial revision as determined by the Zoning Administrator.

If an application is withdrawn by the applicant, no fee or part thereof shall be refunded. If an application is administratively withdrawn by the Zoning Administrator, because it was determined that the application was accepted in error, there shall be a full refund of the filing fee.

Archaeological Survey Data Form – Part A

In order to determine the existing on-site conditions, the following information must be provided to the Cultural Resource Management and Protection Section of the Fairfax County Park Authority, James Lee Community Center 2855 Annandale Road, Room 124, Falls Church, VA, 22042, 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. Following the County's review of available files and GIS information for the application property, a determination will be made as to the probability of the application property to yield significant archaeological resources. The Cultural Resource Management and Protection Section will reply to the applicant within fifteen (15) working days of receipt of the following required information:

APPLICANT	Name
	Mailing Address
	Phone Home ( ) Work ( ) Mobile ( )
PROPERTY INFORMATION	Property Address
	Tax Map and Parcel Number: Size (acre/sq.ft.)
	Zoning District: Magisterial District
	Proposed Zoning if concurrent with rezoning application:
HISTORIC OVERLAY DISTRICT ARCHAEOLOGICAL SURVEY REQUEST INFORMATION	Provide the following: One (1) copy of the current Fairfax County Zoning Section Sheet(s) 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, showing the existing zoning classification for all land appearing on the map. If more than one (1) Zoning Section Sheet is required to cover the area, such sheets shall be attached so as to create an intelligible map. The boundaries of the subject site shall be outlined in red thereon.
	Description of the proposal including type of application and proposed use, and a graphic drawn to scale showing the dimensions of all existing buildings and their distance from property lines (attach additional sheets, as necessary):
AGENT/CONTACT INFORMATION	Name
	Mailing Address
	Phone Home ( ) Work ( ) Mobile ( )
MAILING	Send all correspondence to (check one): ___ Applicant or ___ Agent/Contact
_____ Type/Print Name of Applicant	_____ Signature of Applicant/Agent

FOR OFFICIAL COUNTY USE ONLY
Date all required information received: _____
No probability. No Survey Required. _____
Low probability. Survey Required (see Sect. 7-210 of the Zoning Ordinance): _____
Medium to high probability. Survey Required (see Sect. 7-210 of the Zoning Ordinance): _____
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: _____

O:\BD IITEMS\BDITEMS\ZO Amendments\Archaeological Sub. Reqs\Bd docs\Archaeological Survey Data Form A & B - Final.doc

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 870 TIA Review Form

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

Submission Details	***Enter your values below***
Project Name	
Submission #	
Locality Project ID	
District	
Jurisdiction	
Locality Contact	
TIA Preparer	
Scope Meeting Held?	
Location	
Route(s)	
Site Details	
Submission Type(s):	
Comprehensive Plan TIA Review:	
Zoning TIA Review?	
Site Plan TIA Review?	
Subdivision TIA Review?	
870 Review?	
Number of Units	
Square Feet of Units	
VPH (increase)	
VPD (increase)	
ITE Codes	
Acreage	
Parcel ID	
Facility Type (pick one)	
❒	Commercial – Banks / Drug Store
❒	Commercial – Cinema
❒	Commercial – Fast Food Restaurant
❒	Commercial – Grocery Store
❒	Commercial – Health / Fitness Center
❒	Commercial – Industrial
❒	Commercial – Mixed Type
❒	Commercial – Office
❒	Commercial – Other
❒	Commercial – Shopping Center
❒	Commercial – Superstore
❒	Commercial – Gas Station
❒	Commercial – Sit Down Restaurant
❒	Mixed Use – Commercial / Residential
❒	Residential – Mixed Type
❒	Residential – Multi Family
❒	Residential – Single Family
❒	Residential – Town House
❒	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 870 TIA Review Form – Instructions
This spreadsheet can be used to capture details on the 870 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? 2nd? 3rd?
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	
Submission Type(s):	
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.
870 Review?	Does this TIA qualify as a 870 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.