

**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 9 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 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 icare.fairfaxcounty.gov 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.</p>	
<p>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.</p>	
<p>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.</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/maps/nofind/PdfLoader by selecting Zoning Map and the map grid (e.g., 045-2).</p>	

REQUIREMENT	SUBMITTED
<p>4. 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>5. 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. <i>Prior to each public hearing on the application, the applicant or authorized agent is required to reaffirm the affidavit verbally.</i></p>	
<p>6. 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.</p>	
<p>7. A statement which confirms the ownership 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.</p>	
<p>8. 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, Water Supply Protection Overlay District, and Commercial Revitalization District.</p>	
<p>9. A check written to County of Fairfax in the amount shown on the fee schedule set forth on page 26 of this package</p>	

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.