

**SYNOPSIS OF SUBMISSION REQUIREMENTS  
FOR A SPECIAL PERMIT APPLICATION**

A special permit application must meet all of the submission requirements specified in the Zoning Ordinance in order to be accepted for processing. A synopsis of the requirements is presented below. Complete application packages containing all 9 items must be submitted before the application will be reviewed for compliance with the submission requirements by the Applications Acceptance Section of the Zoning Evaluation Division (ZED), Department of Planning and Zoning (DPZ). 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 in ensuring that you have submitted a complete application, please check the box provided for each item included in your application.

REQUIREMENT	SUBMITTED
<p>1. Four (4) copies of the <b>Special Permit Application Form</b>, 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 9 of this Application Package or on the County web site at <a href="http://www.fairfaxcounty.gov/dpz/zoning/applications">www.fairfaxcounty.gov/dpz/zoning/applications</a>. In order to fill out the application form, the Department of Tax Administration records at <a href="http://icare.fairfaxcounty.gov">icare.fairfaxcounty.gov</a> 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 permit plat.</p>	
<p>2. Twenty-three (23) <b>Special Permit Plats</b> that are prepared and sealed by a professional land surveyor, engineer, architect or landscape architect licensed in the State of Virginia. See the detailed Requirements for Special Permit Plats found on pages 10 through 12 of this package.</p>	
<p>3. One (1) copy of the current <b>Official Zoning Map Fairfax County</b>, 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 combined to create a single readable map. The boundaries of the subject property 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 from the web at <a href="http://www.fairfaxcounty.gov/gisapps/pdfviewer/">www.fairfaxcounty.gov/gisapps/pdfviewer/</a> by selecting Zoning Map and the appropriate map grid (e.g., 045-2).</p>	

REQUIREMENT	SUBMITTED
<p>4. <b>Photographs</b> of the property showing all existing structures, terrain, vegetation, and the proposed location of any new structures. This usually includes photographs of the front, side and rear yards of the property. The subject property address should be printed on the back of the photographs and the viewpoint from which the photos were taken should be identified.</p>	
<p>5. A <b>written statement of justification</b> describing the proposed use and other pertinent data which complies with Section 8-011 contained on page 14 of this package.</p>	
<p>6. A notarized <b>affidavit</b>, 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 authorizing the agent to complete the affidavit on the applicant's behalf. The affidavit must be updated if there are any changes in the information up to the time of the public hearings. All affidavits are reviewed by the Office of the County Attorney for completeness and accuracy. A copy of the affidavit form is presented on pages 15 through 24 and is available on the web at <a href="http://www.fairfaxcounty.gov/dpz/affidavits">www.fairfaxcounty.gov/dpz/affidavits</a>. For questions regarding the affidavit, 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. A <b>statement which confirms the ownership</b> 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, 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 required for Overlay Districts (Article 7 of the Zoning Ordinance). The Overlay Districts are: Historic Overlay District, Natural Resources 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 <b>check</b> written to the <b>County of Fairfax</b> in the amount shown on the fee schedule contained on page 25 of this package.</p>	

**Reminder:** One of the detailed submission requirements for special permit 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 also be submitted concurrently with special permit applications. 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 5<sup>th</sup> floor of the Herrity Building, 12055 Government Center Parkway. If you have any questions, please call (703) 324-1730.