

Guide to the

2017 North County

Site-Specific Plan Amendment Process



Fairfax County, VA

The Planning Commission

The Department of Planning & Zoning

September 2017

Revised January 2018

THE FAIRFAX COUNTY BOARD OF SUPERVISORS

Sharon Bulova, *Chairman*

Penelope A. Gross, *Mason District, Vice Chairman*

John C. Cook, *Braddock District*

John W. Foust, *Dranesville District*

Kathy L. Smith, *Sully District*

Pat Herrity, *Springfield District*

Catherine M. Hudgins, *Hunter Mill District*

Daniel G. Storck, *Mount Vernon District*

Jeffrey C. McKay, *Lee District*

Linda Q. Smyth, *Providence District*

Bryan Hill, *County Executive*

Robert A. Stalzer, *Deputy County Executive*

PLANNING COMMISSION

Peter Murphy, Jr., *Springfield District, Chairman*

James Hart, *At-Large, Vice Chairman*

Timothy Sargeant, *At-Large, Parliamentarian*

James Migliaccio, *Lee District, Secretary*

Ellen Hurley, *Braddock District*

John Ulfelder, *Dranesville District*

John Carter, *Hunter Mill District*

Julie Strandlie, *Mason District*

Earl Flanagan, *Mount Vernon District*

Phillip Niedzielski-Eichner, *Providence District*

Donté Tanner, *Sully District*

Mary Cortina, *At-Large*

Jill G. Cooper, *Executive Director*

Kimberly Bassarab, *Assistant Director*

John W. Cooper, *Clerk to the Planning Commission*

DEPARTMENT OF PLANNING AND ZONING

Fred R. Selden, *Director*

Leslie Johnson, *Director, Zoning Administration Division*

Tracy Strunk, *Director, Zoning Evaluation Division*

Marianne Gardner, *Director, Planning Division*

Leanna O'Donnell, *Chief, Policy & Plan Development Branch*

Meghan Van Dam, *Chief, Policy & Plan Development Branch*

Denise James, *Chief, Environmental & Development Review Branch*

Bernard Suchicital, *Planner III, Policy & Plan Development Branch*

Aaron Klibaner, *Planner II, Policy & Plan Development Branch*

Lilian Cerdeira, *Planner II, Policy & Plan Development Branch*

Homaira Amin, *Planning Technician II, Policy & Plan Development Branch*

Harry Rado, *GIS Analyst, Facilities Planning Branch*

TABLE OF CONTENTS

Schedule for 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS (SSPA)	4
SECTION I. FAIRFAX COUNTY PUBLIC INFORMATION SOURCES 2017 NORTH COUNTY SSPA PROCESS	6
SECTION II. HOW THE SITE-SPECIFIC PLAN AMENDMENT PROCESS WORKS	8
Scope of the SSPA Process	
Nomination Submission Period and Eligibility	
Work Program Implementation	
Public Hearings and Decision	
Virginia Department of Transportation (VDOT) Review	
Tracking the Progress of a Nomination	
SECTION III. PARTICIPANTS	14
SECTION IV. PREPARING A NOMINATION	18
Submission	
Withdrawal	
Preparing the Nomination Package	
Checklist for Nominator	
SECTION V. NOMINATION FORM FOR REFERENCE	27

CREDIT: ALL GRAPHICS FROM FAIRFAX COUNTY FILES



To request this information in an alternate format, call the Planning Commission office at (703) 324-2865 or TTY 711 (Virginia Relay Center).



Nomination Submission Period..... September 5, 2017 – December 5, 2017

Task Forces Appointed by Supervisors..... January 2018 - February 2018

Planning Commission Screening Process

Publication of Nominations.....January 2018
Community Screening Meetings.....March 2018 - April 2018

Publication of Staff and Task Force Reports
(2-3 weeks prior to public hearing).....May 2018
Planning Commission Public Hearings on
Nominations and Mark-Up of the Work Program.....June 2018
Board of Supervisors Action Item on
Revised Work Program.....July 2018

Work Program Implementation

Expedited Track

Nominations to Task Forces for Review.....September 2018
Task Force Meetings.....October 2018
Nomination Withdrawal Deadline.....November 1, 2018
Publication of Staff and Task Force Reports
(2-3 weeks prior to public hearing)..... December 2018
Planning Commission Public Hearings &
Mark-Up of Nominations.....January 2019
Board of Supervisors Public Hearings &
Mark-Up of Nominations.....February 2019

Standard Track

Nominations to Task Forces for Review.....December 2018
Task Force Meetings Begin.....January 2019 - February 2019
Nomination Withdrawal Deadline..... March 1, 2019

SCHEDULE, continued

Nominations not subject to VDOT Chapter 870 Review

Publication of Staff Reports (2-3 weeks prior to public hearings).....	April 2018
Planning Commission Public Hearings & Mark-Up of Nominations.....	May 2019
Board of Supervisors Public Hearings & Mark-Up of Nominations.....	June 2019

Nominations subject to VDOT Chapter 870 Review

Publication of Staff Reports (2-3 weeks prior to public hearing).....	to be determined
Planning Commission Public Hearings & Mark-Up of Nominations.....	to be determined
Board of Supervisors Public Hearings & Mark-Up of Nominations.....	to be determined

FOR THE LATEST INFORMATION ABOUT SSPA:

Visit <https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>

FOR GENERAL COMPREHENSIVE PLAN INFORMATION:

Visit <https://www.fairfaxcounty.gov/planning-zoning/fairfax-county-comprehensive-plan> or call (703) 324-1380, TTY 711 (Virginia Relay)

A NOTE REGARDING LINKS: All links are subject to change pending Fairfax County's planned 2018 website upgrade.

A NOTE REGARDING SCHEDULE DATES: This document, originally published in September 2017, has been updated to reflect a modification in the schedule for withdrawing nominations.

I. FAIRFAX COUNTY PUBLIC INFORMATION SOURCES 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

Supervisor District Information

Dranesville District

Supervisor John W. Foust

Email: dranesville@fairfaxcounty.gov

Website: <https://www.fairfaxcounty.gov/dranesville/>

Office: (703) 356-0551, TTY 711

Fax: (703) 821-4275

McLean Governmental Center

1437 Balls Hill Road

McLean, VA 22101

Hunter Mill District

Supervisor Catherine M. Hudgins

Email: huntermill@fairfaxcounty.gov

Website: <https://www.fairfaxcounty.gov/huntermill/>

Office: (703) 478-0283, TTY 711

Fax: (703) 471-6847

Hunter Mill North County

Governmental Center

1801 Cameron Glen Drive

Reston, VA 20190

Providence District

Supervisor Linda Q. Smyth

Email: providence@fairfaxcounty.gov

Website: <https://www.fairfaxcounty.gov/providence/>

Office: (703) 560-6946, TTY 711

Fax: (703) 207-3541

Providence Community Center

3001 Vaden Drive

Fairfax, VA 22031

Sully District

Supervisor Kathy L. Smith

Email: sully@fairfaxcounty.gov

Website: <https://www.fairfaxcounty.gov/sully/>

Office: (703) 814-7100, TTY 711

Fax: (703) 814-7100

Sully District Governmental Center

4900 Stonecroft Boulevard

Chantilly, VA 20151

General Information

SSPA Web page

Track the progress of the SSPA process and review the latest information: <https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>

Fairfax County website

<https://www.fairfaxcounty.gov/>

Department of Planning and Zoning (DPZ)

Website: <https://www.fairfaxcounty.gov/planning-zoning/>

Planning Division, Planner-of-the-Day

8:00 a.m. - 4:30 p.m., Monday through Friday

(703) 324-1380, TTY 711 (Virginia Relay)

The Herrity Building

12055 Government Center Parkway Suite 730

Fairfax, Virginia 22035

The “Comprehensive Plan Announcements” Email Service

Subscribe to the free service on the county website at <https://www.fairfaxcounty.gov/email/lists/>.

This service will provide timely



GUIDE TO THE 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

announcements about the SSPA process, as well as announcements related to the Comprehensive Plan, Plan Amendments, special studies and other planning activity.

The Fairfax County Comprehensive Plan

The five-volume Comprehensive Plan (the Plan) is available on the DPZ website at <https://www.fairfaxcounty.gov/planning-zoning/fairfax-county-comprehensive-plan>. The Web version of the Plan is updated regularly to include new amendments. See the “amended through” date on the header of each page to know when each section was most recently changed as a result of Board of Supervisors action. Individual pages or sections of the Plan can be printed from the website.

Planning Commission Office

Website: <https://www.fairfaxcounty.gov/planningcommission/>

Find information about the Planning Commission, the SSPA process, as well as Planning Commission public hearing schedules.

(703) 324-2865, TTY (703) 324-7951

Email: plancom@fairfaxcounty.gov

Fairfax County Government Center
12000 Government Center Parkway, Suite 330
Fairfax, Virginia 22035

Department of Tax Administration

Website: <https://www.fairfaxcounty.gov/taxes/>

Search by street address or tax map number for property information.

GIS and Mapping Services

Website: <https://www.fairfaxcounty.gov/maps/> to access property identification, zoning, Supervisor District, and other maps.

Purchase paper copies of property identification, zoning, Supervisor District, and other maps.

(703) 324-2712, TTY 711 (Virginia Relay)

County Government Center

12000 Government Center Parkway Suite 117

Fairfax VA, 22035-5505

Fairfax County Libraries

Website: <https://www.fairfaxcounty.gov/library/>.

Find the location of libraries.

The Weekly Agenda Newsletter

This electronic newsletter published by the Office of Public Affairs provides a link to the agenda for Board of Supervisors and Planning Commission meetings. To subscribe, go to: <https://www.fairfaxcounty.gov/email/lists/>. Select the start button for the Weekly Agenda Newsletter under the “Board of Supervisors” heading.

Cable Channel 16, also on the Internet

Fairfax County government Cable Channel 16 broadcasts Planning Commission and Board of Supervisors meetings. They also may be viewed by live streaming video at <https://www.fairfaxcounty.gov/cableconsumer/channel-16/fairfax-county-government-television/>. To view a previous Planning Commission meeting, visit <https://www.fairfaxcounty.gov/cableconsumer/channel-16/planning-commission-meetings>. To view a previous Board of Supervisors meeting, visit <https://www.fairfaxcounty.gov/cableconsumer/channel-16/board-supervisors-meetings>.

Public Meetings Calendar

Go to <https://www.fairfaxcounty.gov/topics/events-meetings> and click on the link for Public Meetings. Task Force meetings will be posted at this link as well as on the DPZ webpages.

II. HOW THE SITE-SPECIFIC PLAN AMENDMENT PROCESS WORKS

The Site-Specific Plan Amendment (SSPA) process is an opportunity to participate in Fairfax County's land use planning process by submitting proposals (called nominations) to amend the Area Plan volumes of the Comprehensive Plan (the Plan) and/or the Comprehensive Land Use Plan Map through the Comprehensive Plan Amendment Work Program. The Plan is the guide used by the Planning Commission and the Board of Supervisors to make land use decisions.

The 2017 North County Site-Specific Plan Amendment Process Guide (SSPA Guide) outlines the process by which nominations proposing changes to the county's Comprehensive Plan are to be submitted for consideration and review. The nomination form is included on pages 27 - 31 of this booklet. To find the SSPA Guide and nomination form, as well as the Area Plan volumes of the Comprehensive Plan, see the Department of Planning and Zoning (DPZ) website (<https://www.fairfaxcounty.gov/planning-zoning/>).

Scope of the SSPA Process

The SSPA process, including the appointment of Task Force members, is organized by the county's Supervisor Districts. In the 2017 SSPA cycle, nominations for the northern portion of the county, including the Dranesville, Hunter Mill, Providence and Sully Supervisor Districts, will be reviewed. The southern portion of the county, which includes the Braddock, Lee, Mason, Mount Vernon and Springfield Supervisor Districts, is

anticipated to begin in 2019. A map depicting the nine Supervisor Districts is shown on page 9, and is also available on the county website and is available for purchase at GIS and Mapping Services at the Fairfax County Government Center. (See <https://www.fairfaxcounty.gov/planning-zoning/sites/planning-zoning/files/assets/documents/compplanamend/sspa/north-county-map-large.pdf>.)

SSPA FAST FACT:

The purpose of the SSPA process is to review proposed changes to the land use recommendations found in the Area Plans and on the Comprehensive Land Use Plan Map.

The SSPA process is designed to consider site-specific land use recommendations. There are limitations on what properties can be proposed for a Comprehensive Plan change. The following criteria describe the types of proposals that **cannot** be submitted for the SSPA process:

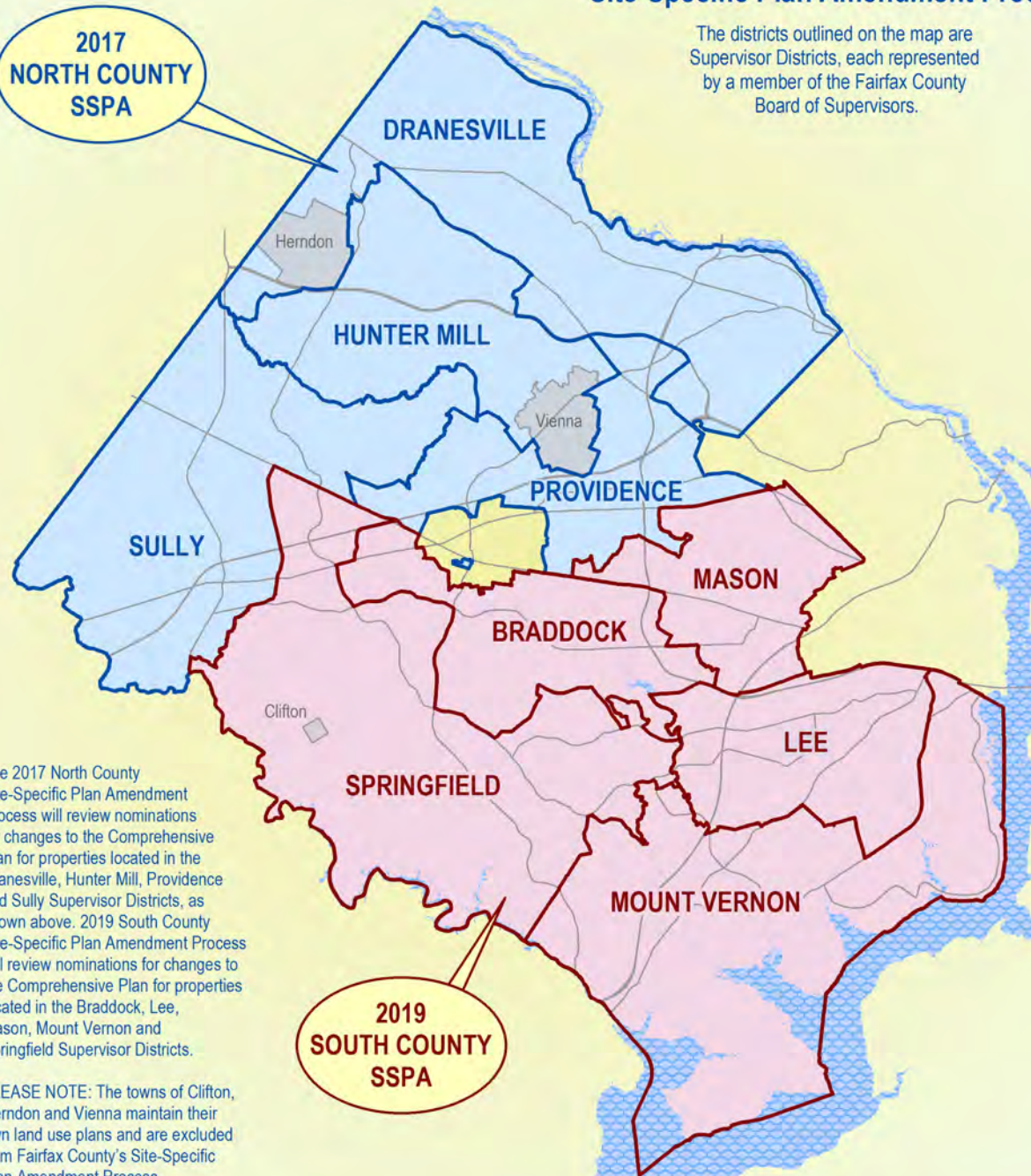
- Land areas that are the subject of any pending Plan amendment or special studies, including but not limited to the Dulles Suburban Center Study;
- Any land area that was included in any Plan amendment that was adopted since September 5, 2013;
- Changes to the Policy Plan volume of the Comprehensive Plan;
- Amendments affecting countywide systems, such as the countywide transportation

GUIDE TO THE 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

Geographic Area of 2017 North County Site-Specific Plan Amendment Process

The districts outlined on the map are Supervisor Districts, each represented by a member of the Fairfax County Board of Supervisors.

2017
NORTH COUNTY
SSPA



The 2017 North County Site-Specific Plan Amendment Process will review nominations for changes to the Comprehensive Plan for properties located in the Dranesville, Hunter Mill, Providence and Sully Supervisor Districts, as shown above. 2019 South County Site-Specific Plan Amendment Process will review nominations for changes to the Comprehensive Plan for properties located in the Braddock, Lee, Mason, Mount Vernon and Springfield Supervisor Districts.

PLEASE NOTE: The towns of Clifton, Herndon and Vienna maintain their own land use plans and are excluded from Fairfax County's Site-Specific Plan Amendment Process.

Document Path: G:\projects\ocpl\pd\OTPA_GRAPHICS\IS17_items***2017-18 Site Specific Plan Amendment Process\Explanatory Graphics Guides etc\Subject Area Maps\SSPA_2017-2019_General_Locator_Map2.mxd



network, the countywide trails system, the Bicycle Master Plan, parks and public facilities; and

- Amendments that propose residential land uses within areas of the county that are subject to the July 1, 2016 Proffer Reform Bill (New Proffer Statute VA. Code §15.2-2303.4)

An interactive map depicting areas that are eligible for nominations in the 2017 North County Site-Specific Plan Amendment cycle is made available at <https://www.fairfaxcounty.gov/planning-zoning/site-specific-plan-amendment-process/eligibility>. The user can use the map to determine if their selected site can be considered for all land use changes, or non-residential land use changes only, or is not eligible in the current SSPA cycle. A nominator may submit only one nomination for the specific land area that he or she proposes for consideration in the SSPA process. This land area may consist of one or many parcels. Only one nomination will be accepted for a particular site per nominator.

Nomination Submission Period and Eligibility

The SSPA process begins with the nomination submission period, which extends from September 5, 2017 to December 5, 2017. In addition to a completed nomination form, the nomination must also include a description of the type of development envisioned under the new Plan, and a written justification. The justification should explain how the proposal would:

- Address an emerging community concern;
- Better implement the Concept for Future Development and not be contrary to long standing county policies;

SSPA FAST FACT:

Nominations are the proposals for changes to the Comprehensive Plan that are reviewed and evaluated by staff, community task forces, the Planning Commission and the Board of Supervisors during the SSPA process. The nomination form is included in the back of this booklet.

- Advance major policy objectives such as:
 - Environmental protection;
 - Revitalization of designated areas;
 - Economic development;
 - Preserving open space;
 - Preserving affordable housing; or
 - Balancing transportation infrastructure and public facilities with growth and development;
- Respond to actions by others, such as Federal, State, or adjacent jurisdictions as applicable;
- Reflect implementation of Comprehensive Plan guidance; and/or,
- Respond to or incorporate research derived from technical planning or transportation studies.

SSPA FAST FACT:

If the nominator is not the property owner of the land area proposed for change, the nominator is required to send a certified letter and map to the property owner(s) about the nomination. See page 22 for a sample of the notification letter.

During the submission period, DPZ staff will be available to answer questions about preparing nominations. All nominations are submitted to the Planning Commission office, after which staff will review the nomination to ensure that it meets the submission requirements for the SSPA process. Staff reserves the right to correct errors related to street address, Tax Map Parcel number, acreage or current Plan designation. If the nomination receives preliminary acceptance from the Planning Commission staff, nominators will receive an acknowledgement via email (or if email is not available, by mail). If further clarification is required, the nominator will be contacted and will have 10 working days to submit clarification, along with proof of re-notification of property owners, if requested. If the full clarification is not received in writing within 10 working days of receipt of the request, the nomination will be rejected.

SSPA FAST FACT:

Nominators and anyone who wishes to be on the Speakers List for Planning Commission public hearing must sign up to speak by 3:00 p.m. on the day of the public hearing. Speakers times are listed on the SSPA Fast Fact on page 16.

Planning Commission Screening

Nominations determined by Planning Commission staff to have satisfied all applicable submission requirements during the Nomination Submission Period will be forwarded to the community task forces and Planning Division staff for screening. The screening process includes a review of the land uses proposed by each nomination and the

development of recommendations by staff and the task forces to either add the nomination to the Comprehensive Plan Amendment Work Program, or end consideration of the nominations. These recommendations will be forwarded to the Planning Commission for a mark-up at a public hearing.

In addition to recommending whether a specific nomination should be added to the Work Program, the Planning Commission will also identify whether those nominations that are added should be reviewed on an Expedited Track or a Standard Track. Nominations will be reviewed through the Standard Track unless the Planning Commission identifies them to be reviewed through the Expedited Track. The Expedited Track is designed for nominations that, for example, do not propose significant land use changes. If a nomination or group of nominations involves a large land area and/or is highly complex, the Planning Commission may recommend that the nominations be combined for review as part of a special study outside of the SSPA process. Afterwards, the Planning Commission recommendation on the revised Comprehensive Plan Amendment Work Program will be presented to the Board of Supervisors as an Action Item, and the Board of Supervisors will take action to adopt a revised Comprehensive Plan Amendment Work Program. The Planning Commission staff will notify nominators of the outcome of the Planning Commission screening.

Work Program Implementation

Once a nomination is screened and formally accepted for review as a part of the Comprehensive Plan Amendment Work Program, DPZ staff will prepare a staff report containing impact analyses and recommendations for each nomination.

Community task forces appointed by members of the Board of Supervisors will also review the nominations and formulate recommendations. Both task force and staff recommendations will be published and transmitted to the Planning Commission.

Public Hearings and Decision

The Planning Commission will hold public hearings to receive testimony on each nomination. The Planning Commission may support the nomination as submitted, support an alternative of lesser intensity, or retain the adopted Plan recommendation. A nomination may be deferred if the Planning Commission determines that additional information or time will be needed to fully evaluate the proposal or resolve community issues. Only those nominations or alternatives that the Planning Commission votes to support will be forwarded to the Board of Supervisors for additional public hearings and final decision. The Comprehensive Plan will be amended if the Board of Supervisors votes to adopt a proposed change. If the Planning Commission does not support a nomination, nominators may resubmit their nomination during the next SSPA North County cycle, or choose to pursue a different Plan amendment process.

Virginia Department of Transportation (VDOT) Review

In 2006, the Virginia General Assembly approved legislation (Chapter 527 of the 2006 Acts of Assembly) to enhance the coordination of land use and transportation planning. VA. Code §15.2-2222.1 was added to state law to expand the Virginia Department of Transportation's (VDOT's) role in the land planning and development review

process. As a result, VDOT regulation 24 VAC 30-155, creating Traffic Impact Analysis Regulations, was adopted. Chapter 870 of the 2011 Acts of Assembly was later approved, included necessary revisions to these regulations, but did not affect the Comprehensive Plan amendment review process. The legislation does not affect local government authority to adopt plans and make decisions on proposed land uses, but rather provides VDOT with the authority to analyze and provide comments to local governments on Comprehensive Plans and rezoning proposals that may have a significant impact. VDOT's findings are considered advisory in nature.

VDOT regulation 24 VAC 30-155 establishes a requirement for a detailed traffic impact analysis (i.e., a VDOT Chapter 870 TIA) for any proposal that is deemed to cause substantial change to the state-controlled highways, or substantial impact, defined as a land use proposal that would add 5,000 or more daily vehicular trips to the state-controlled highways, as compared to the what would be generated by the adopted Comprehensive Plan recommendations. VDOT shall provide written comments within 90 days of submission receipt or by such later deadline as may be agreed to by the parties involved, and may require a response and/or resubmittal (or multiple responses/resubmittals). More information about the VDOT Traffic Impact Analysis Regulations and the Guidelines for Fee Structure and Review Schedules may be found online at http://www.vdot.virginia.gov/info/traffic_impact_analysis_regulations.asp. The latest TIA Administrative Guidelines (June 2017) can be found at http://www.virginiadot.org/projects/resources/TIA_Administrative_Guidelines.pdf. The determination of need for preparation of a VDOT Chapter 870 TIA and subsequent VDOT review will be made during the Work Program Implementation process.

GUIDE TO THE 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

The schedule will allow the nominator to learn the preliminary recommendations of task force and staff before deciding to engage in the VDOT review. When the preliminary recommendations are available, the nominator will be given the option to withdraw the nomination or proceed. The Planning Commission will consider the item when the VDOT review is complete. Nominations that fail to submit the required Chapter 870 analysis to VDOT six months after the requirement is determined will be administratively expired, and no further review will be conducted. Nominators have the option to send a written request to the Planning Commission office to extend the timeline by an additional six months no later than one week prior to the six-month deadline. As detailed elsewhere, only nominations that receive a recommendation for approval are forwarded to the Board of Supervisors. Nominations that are not supported by the Planning Commission will not be considered part of the SSPA process and will not be subject to further review.

Tracking the Progress of a Nomination

Summary and status information about each nomination will be regularly updated and available on the SSPA section of the DPZ website at <https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>. The nominations may be viewed online, at the DPZ Planning Division Office, at the Planning Commission Office, or at Supervisor District Offices. For information about a specific proposal, check the SSPA section of the DPZ Web site or call the Planner-of-the-Day, Planning Division, DPZ, at (703) 324-1380, TTY 711.





The Public

Anyone may submit nominations for proposed amendments to the county's Area Plan volumes of the Comprehensive Plan for the eligible land areas. Any interested party can participate by reviewing submitted nominations, attending task force meetings, reviewing the DPZ staff report for each nomination, and providing testimony at public hearings (in person or in writing) to the Planning Commission and the Board of Supervisors.

Subscribers to the "Comprehensive Plan Announcements" email services will receive an email announcing the public hearing schedules and other important dates. In addition, the SSPA public hearings schedule will be posted on the SSPA website and the Planning Commission website (see Section I). The hearings will take place in the Board Auditorium of the Government Center. The public is welcome to attend or watch the live broadcast on Cable Channel 16.

The public is encouraged to provide written and/or verbal input at the SSPA public hearings. Statements sent by email to the Planning Commission will be accepted until 3:00 p.m. the day of the public hearing and after that time individuals are encouraged to bring hard copies in-person to the hearing (15 copies). Written comments be sent via fax at (703) 324-3948 or sent via regular mail to the Planning Commission Office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035. Letters that arrive after the public hearing date will be added to the public record. The Board Auditorium is equipped with a variety of audio-visual equipment. Slides,

maps, graphs, blueprints, photographs, and videos can be presented to the hearing body and the audience. Contact Cable Programming at (703) 324-5930 no later than 4:00 p.m. on the scheduled meeting date to arrange accommodations.

Nominator

The nominator is the person who prepares and submits a proposal to change the Comprehensive Plan. The nominator is the contact person for all matters pertaining to the nomination throughout the process. The nominator may be invited to present the proposal to the task force and may sign up to speak at the public hearings.

Task Force and County Staff

The Dranesville, Hunter Mill, Providence, and Sully District Supervisors will each form an SSPA task force. The task forces will establish their own procedures for reviewing and making recommendations on SSPA nominations. Copies of SSPA nominations will be provided to the task forces and to the Supervisor's office for each Supervisor District included in the North County SSPA. The task forces will meet during the time periods identified on pages 4 - 5. The timeline and the number of task force meetings will depend on the number of nominations submitted as well as the meeting schedule established by each task force. For information about each task force's membership, meeting schedule, locations and agendas, contact the respective District Supervisor offices. (See Section I for contact information). Meeting schedules and agendas also will be posted on the SSPA section of the DPZ website at

<https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>.

The SSPA task forces will hold public meetings to review the nominations and make advisory recommendations to the Planning Commission during the screening and work program implementation. Interested members of the public may attend the task force meetings. DPZ planning staff will participate in task force meetings to present analysis and preliminary recommendations, answer specific questions about a particular nomination or general planning questions, and listen to presentations by nominators and discussions by task force members. The nominator may be invited to make a presentation about the proposal at task force meetings. Staff and the task force may also request additional information, such as a conceptual development plan or layout, to better understand the proposal and how it relates to the surrounding area.

Recommendations from each task force will be forwarded to DPZ staff and the Planning Commission and posted to the nomination website two weeks prior to the Commission's public hearings. During the community screening, the task force will make a recommendation on nominations to be added to the work program. During the work program implementation process, each task force and DPZ staff will make one of the following recommendations:

- Approval of a nomination, as submitted;
- Approval of a modification (to a lesser intensity) to the original nomination; or,
- Retain the adopted Plan recommendation.

Task force recommendations may be different from staff recommendations. Both will be forwarded

to the Planning Commission. The Planning Commission will hold public hearings to receive testimony on each nomination. The Planning Commission may support the nomination as submitted, support an alternative of lesser intensity, or retain the adopted Plan recommendation. A nomination may be deferred if the Planning Commission determines that additional information or time will be needed to fully evaluate the proposal or resolve community issues. Only those nominations or alternatives that the Planning Commission votes to support will be forwarded to the Board of Supervisors for additional public hearings and final decision. The Comprehensive Plan will be amended if the Board of Supervisors votes to adopt a proposed change. If the Planning Commission does not support a nomination, nominators may resubmit their nomination during the next SSPA North County cycle, or choose to pursue a different Plan amendment process. The staff reports will be available to the public on the SSPA website (<https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>) and in a limited supply of print copies. Availability of the staff reports will be announced on the free email subscription service, "Comprehensive Plan Announcements." See Section I for subscription information.

Planning Commission

The Planning Commission, constituted of Board-appointed Fairfax County citizens, has the authority under the Code of Virginia to make recommendations to the Board of Supervisors about amendments to the county's Comprehensive Plan. As previously described, the Planning Commission will conduct a screening of nominations to recommend if a nomination should or should not be added to the Comprehensive Plan Amendment Work Program.

Planning Commission Public Hearings:

After staff and the task forces review the nominations, the Planning Commission will hold public hearings in the Board Auditorium to receive public comment about the proposed nominations during both the nomination screening and the work program implementation process. At the public hearing, the task forces' recommendations will be presented by the task force chairs; DPZ staff will present the staff recommendations; and then the public will be invited to comment.

To speak at a Planning Commission public hearing, call the Planning Commission Office at (703) 324-2865, TTY (703) 324-7951, or register online at <https://www.fairfaxcounty.gov/planningcommission>. Anyone not on the Speaker's List will have an opportunity (with a shorter time limit) to address the Commission after the registered speakers.

Planning Commission Speaker Presentation Times:

- **Nominators - 10 Minutes**
- **Associations registered on the Speakers List - a representative of a civic, citizens' or homeowners' association or business association. Each group is entitled to only one presentation - 10 Minutes**
- **Individuals registered on the Speakers List - 5 Minutes**
- **Anyone not registered on the Speakers List - 3 Minutes**

After all names on the registered Speakers List have been called, anyone not on the Speakers

List will have an opportunity to address the commission. Those who wish to submit written copies of public hearing testimony in-person must provide 15 copies to the Planning Commission Office. The public is encouraged to submit public hearing testimony to the Planning Commission Office by email prior to 3:00 PM the day of the public hearing, which will be distributed to the planning commissioners. Testimony can be emailed to plancom@fairfaxcounty.gov. After questions and comments from the Commissioners, the Chairman will close the public hearing. Commission action on SSPA items will not be taken until the scheduled mark-up sessions.

Planning Commission Mark-up:

The Planning Commission will take action on individual SSPA nominations at a mark-up session. The mark-up session is open to the public and televised on Cable Channel 16. However, public testimony is not permitted. During the screening process, nominations that receive approval to be added to the Work Program go forward to the Board of Supervisors on a revised work program as an action item for consideration at a public hearing. During the Work Program implementation, nominations also may be recommended for deferral. Nominations that are not supported by the Planning Commission will no longer be considered during the SSPA process and will not be subject to further review.

For information about the Planning Commission mark-up date, subscribe to "Comprehensive Plan Announcements," call the Planning Commission office at (703) 324-2865, TTY (703) 324-7951 or visit the websites listed in Section I.

Board of Supervisors

During the screening process, the Planning Commission recommendation on the revised Comprehensive Plan Amendment Work Program will be presented to the Board of Supervisors as an Action Item, and the Board of Supervisors will take action to adopt a revised Comprehensive Plan Amendment Work Program. During the Work Program implementation, the Board of Supervisors will hold public hearings on those nominations recommended for approval by the Planning Commission during the work program implementation.

SSPA FAST FACT:

A speaker at the Board of Supervisors public hearing will have 3 minutes to make a presentation if they are speaking on their own behalf, and 5 minutes if they are representing an organization or association. Nominators will have 10 minutes.

The public hearing schedule will be available in the Weekly Agenda (see Section I) or on the DPZ website. The public hearing(s) are typically combined with a mark-up session, which means that decisions are usually made the same evening as the public hearing. When the Board votes to approve a nomination (or a modification to the original nomination), that decision constitutes an adopted amendment to the Fairfax County Comprehensive Plan. At the public hearing, the Chairman will call for the presentation and staff and task force recommendations. The Chairman will then call for public testimony. Persons will be recognized in the order in which their names

appear on the Speakers List. To speak at a Board of Supervisors SSPA public hearing, call the Clerk to the Board at (703) 324-3151, TTY (703) 324-3903. Speakers can also register on-line in advance at <https://www.fairfaxcounty.gov/bosclerk/speakers-form>. After all names have been called, anyone not on the Speakers List will have an opportunity to address the Board of Supervisors. To submit written copies of public hearing testimony, provide 14 copies to the Clerk. The public is encouraged to submit public hearing testimony to the Clerk to the Board of Supervisors office by email, which will be distributed to the Board members. Testimony can be emailed to ClerktotheBOS@fairfaxcounty.gov. Additional information on the procedures for public hearings can be viewed at <https://www.fairfaxcounty.gov/bosclerk/speakers-form>. After questions and comments from the Supervisors, the Chairman will close the public hearing. The Board of Supervisors will then take one of the following actions on the SSPA nominations:

- Approve the nomination;
- Approve a modification to the nomination (to a lesser intensity);
- Retain the adopted Plan recommendation;
- Defer decision for future consideration.

Based on the final actions taken by the Board of Supervisors, the text and/or maps of the county's Comprehensive Plan will be modified to reflect all approved amendments. As the elected governing body of Fairfax County, the Board of Supervisors makes final decisions about amendments to the Comprehensive Plan.

IV. PREPARING A NOMINATION

Submission

The nomination submission period is September 5 through December 5, 2017. Nominations must be postmarked no later than December 5, 2017, or hand-delivered to the Fairfax County Planning Commission office, 12000 Government Center Parkway, Suite 330, Fairfax, Virginia 22035 by 4:30 p.m. local time, on that same date. The Planning Commission office will not accept hand-delivered nominations after 4:30 p.m. on December 5, 2017. An online Nomination Form is available on the SSPA website at <https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>. Nominators can also download a fillable PDF form and submit it via email to plancom@fairfaxcounty.gov.

Early submission of nominations is encouraged to allow time for staff to determine whether the nomination is complete and has satisfied the procedural guidelines. If you have questions about the submission requirements, call the staff of the Planning Commission at (703) 324-2865, TTY (703) 324-7951. The Planning Commission Office is open weekdays between 8:00 a.m. and 4:30 p.m.

During the submission period, DPZ staff will be available to answer questions about preparing nominations. Call the Planning Division, DPZ at (703) 324-1380, TTY 711 and tell the receptionist that you wish to speak to a planner about a SSPA nomination. If you wish to meet with a planner, you may schedule an appointment.

Withdrawal

Nominations may be withdrawn until 4:30 p.m. on November 1, 2018 for the Expedited Track and by March 1, 2019 for the Standard Track, by a written request from the nominator to the Planning Commission Office. After the withdrawal deadline, requests for withdrawals can only be accepted by formal vote of the Planning Commission.

Preparing the Nomination Package

To prepare a nomination package, the following steps must be followed:

Identifying the Subject Property of Your Nomination:

The purpose of the SSPA process is to review proposed changes to the land use recommendations found in the Area Plans and on the Comprehensive Land Use Plan Map. A nomination may include a land area consisting of one parcel or many parcels, depending upon the land area that the nominator wishes to propose for re-planning. The planning process does not require that the nominator own or have a contract to purchase the property that is the subject of the nomination.

The nominator should look for a logical planning area, i.e., the land area that could reasonably be planned for the type of use and intensity or density being proposed. The nominator should choose a land area that reflects sound land use planning principles and avoids spot planning (replanning individual properties in a way that is inconsistent with the surrounding area).

Completing the Nomination: The following instructions give direction for filling out the nomination form which is found at the end of this booklet and online at <https://www.fairfaxcounty.gov/planning-zoning/plan-amendments/sspa>. Each part of the instructions corresponds to the nomination form. Failure to provide all requested information will result in rejection of the nomination.

PART 1: NOMINATOR/AGENT INFORMATION

A nominator can be the owner of the specific property being nominated or the designated agent/attorney, or any other interested party. The person designated as the nominator becomes the point of contact for all questions, requests for information or mailings related to the nomination.

Name: List the name of the nominator (only one person). Any group (such as a civic association) wishing to submit a nomination should designate one person as the nominator and explain that individual's relationship to the group making the nomination. Example: Jonas Weal, President of the XYZ Civic Association

Daytime Telephone, Email and Address: Provide the daytime telephone number, email address and mailing address of the nominator.

Signature Line for Nominator: The nominator must sign his or her name on the line provided. A representative, such as an agent, who will be the nominator, must sign on the line. Any representative of a business entity must sign and state the relationship. The person authorized as the agent will become the point of contact if questions about the nomination arise. If there is one authorized agent but many property owners,

make sure that you attach an additional page with the signatures of all property owners who have agreed to the nomination and to be represented by the agent.

Signature Line for Owner(s): If the nominator owns the nominated property or is an authorized representative of a business that owns the property, he or she must sign on the signature line. Additional page(s) should be attached as needed that contain the signatures of all the owners who are parties to this nomination. Any authorized representative of a business entity must include that information with his or her signature. The property owners whose signatures do not appear on this nomination must receive a certified letter notifying them of the nomination, as explained below. If the nominator is not the owner, this line should be marked with an "N/A" for not applicable.

PART 2: GENERAL INFORMATION

This section asks for information about the subject property or area of the nomination.

Supervisor District(s): List the Supervisor Districts of the nominated property. The four districts included in the North County SSPA are Hunter Mill, Dranesville, Sully, and Providence Districts. The Supervisor District may be identified by searching the subject parcel(s) on the Department of Tax Administration (DTA) real estate website <https://www.fairfaxcounty.gov/taxes/>. Maps of the Supervisor Districts are available at GIS and Mapping Services on the first floor (lower level) of the Government Center Building, on the Fairfax County website at <https://www.fairfaxcounty.gov/maps/>, or at Fairfax County library reference desks.



Total number of parcels: Count the actual number of parcels being nominated. Parcel numbers may not be sequential so do not assume that a tract of land containing parcel 7 and parcel 12 automatically contains six parcels.

Total aggregate size of all nominated parcels in acres and square feet: Compute the total size of the nomination area. Information on the size (acreage and/or square feet) of individual parcels may be obtained from the DTA website <https://www.fairfaxcounty.gov/taxes/>. One acre = 43,560 square feet.

Nominations for Neighborhood Consolidation and Redevelopment: On the nomination form, check the appropriate box indicating whether the nomination proposes a neighborhood consolidation to re-plan an existing neighborhood for a different density or for a different use. If your proposal involves consolidation of an existing neighborhood for redevelopment, a petition of support bearing the signatures of at least 75 percent or more of the property owners that at a minimum accounts for 75 percent of the land area being proposed for re-planning must be attached. See the Policy Plan, Land Use Appendix 8, in the Comprehensive Plan on the Web (see Section I). Those owners who do not sign the petition of support must be notified of the nomination by certified mail.

Follow the instructions for sending notification letters found in the following section entitled “PART 3: PROPERTY INFORMATION.” If you have any questions about the submission requirements, contact Planning Division/DPZ and ask to speak to one of the SSPA planners at (703) 324-1380, TTY 711.

PART 3: PROPERTY INFORMATION

The nominator must provide written notice by certified mail to all owners of the nominated property if the nominator does not own the nominated property or if all owners of the nominated area have not provided their signatures as stipulated in Part 1.

Tax Map Parcel numbers: Provide the complete Tax Map reference number for each parcel of land included in the nomination. This number acts as the unique identifier for each parcel in the county. This number can be found on the DTA website <https://www.fairfaxcounty.gov/taxes/> and search by street address or on the property identification maps available for purchase at GIS and Mapping Services at the Fairfax County Government Center (See Section I for the address and telephone number). Zoning maps also are available on the Fairfax County website using the Digital Map Viewer, <https://www.fairfaxcounty.gov/gisapps/DMV/Default.aspx>. There are three components to the Tax Map numbering system: sheet number; block or subdivision number; and parcel number. An example of a complete Tax Map Parcel number is 45-2 ((3)) 4A. In this example, 45-2 is the sheet number, ((3)) represents the subdivision number and 4A is the parcel number.

Street Address of each nominated parcel: Provide the street address, if an address is assigned, for every parcel of land being nominated for a Plan amendment. If a parcel is vacant, please note “no address assigned.” The DTA website provides a variety of information about every parcel in the county, including street address, acreage, tax map number, ownership, and more. Go to <https://www.fairfaxcounty.gov/taxes/> and click on the link to the real estate assessment site for parcel information.

Name & Address of Owner: List the names and addresses of all owners of the nomination property who have not provided their signatures in Part 1. If necessary, attach a separate page listing the name and address of each owner. These are the property owners whom the nominator must advise in writing of the nomination. The notification letter(s) must be sent by certified mail before the nomination is submitted to the Planning Commission Office.

SSPA FAST FACT:

Tax Map Parcel numbers, acreage, ownership and other information about the property can be found on the Department of Tax Administration website (<https://www.fairfaxcounty.gov/taxes/>).

A sample notification letter and map are provided on page 22. The nominator must send a letter similar to the sample by certified mail to all owners of each parcel included in the nomination who have not signed the nomination under Part 1 of the Nomination Form. Certified receipt mail forms (US Postal Form 3811) are available at any branch of the United States Postal Service.

Names and mailing addresses should be taken from the current real estate tax assessment records maintained by the DTA on the second floor (Suite 223) of the Fairfax County Government Center building. This information is also available by calling (703) 222-8234, TTY 711 and online at <https://www.fairfaxcounty.gov/taxes/>.

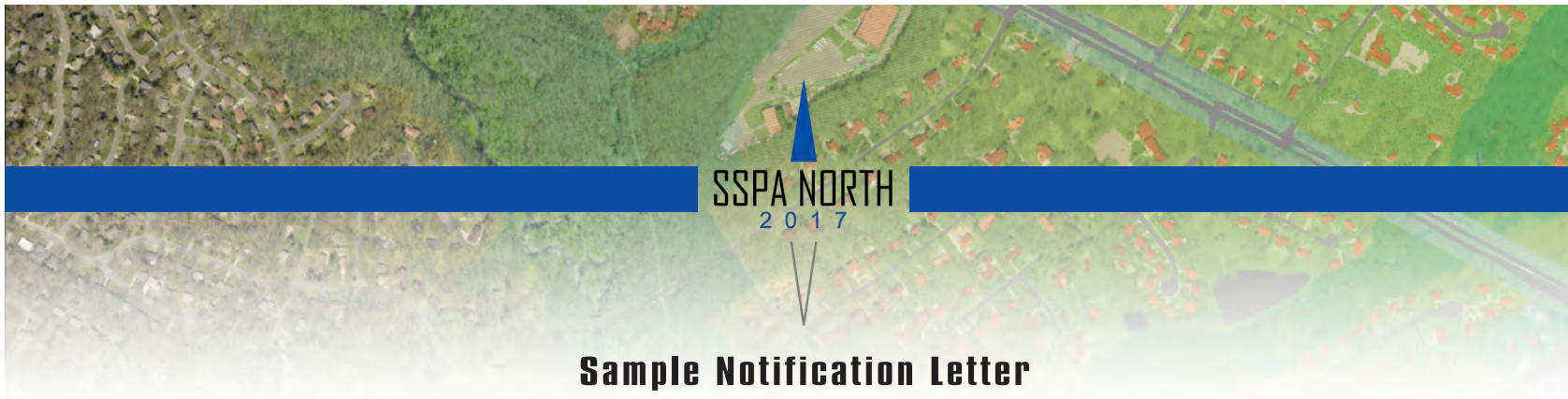
Postmarked Certified Mail Receipt Number: List the certified mail receipt number(s) for each letter sent to the owner(s) of the subject property. Attach additional pages as needed.

The nominator must inform the subject property owner(s) of the nomination by certified mail. The letter must contain the following information:

1. Map and description of the nominated property (or properties) location or area.
2. Description of the existing Comprehensive Plan recommendation.
3. Description of the proposed Comprehensive Plan recommendation.
4. Description of the proposed development.
5. Telephone number and address of the nominator.
6. SSPA website address: www.fairfaxcounty.gov/dpz/planamendments/sspa.htm
7. Planning Commission Office telephone number, which is (703) 324-2865.

The notification letter(s) must be postmarked the same day or prior to submitting the nomination to the Planning Commission Office. A copy of each letter, map and the original or copies of all postmarked certified receipt(s) must be attached to the nomination.

Failure to comply with all the notification requirements will cause the nomination to be rejected. If you have questions about this part of the SSPA process, contact the Planning Commission Office at (703) 324-2865, TTY (703) 324-7951.



September 5, 2017
By Certified Mail

John and Maria Property Owner Street Address
City, State, and Zip Code

Dear Mr. and Mrs. Property Owner:

You are listed in the records of Fairfax County, Virginia as the owner(s) of the property described below. The purpose of this letter is to notify you that I will soon be nominating your property, under the 2017 North County Site-Specific Plan Amendment Process, to the Fairfax County Planning Commission for a possible amendment of its land use plan designation.

Property Address: _____
Tax Map Number: _____
Supervisor District: _____

The current Comprehensive Plan recommendation for your property is _____

I am proposing that the Plan be amended to _____

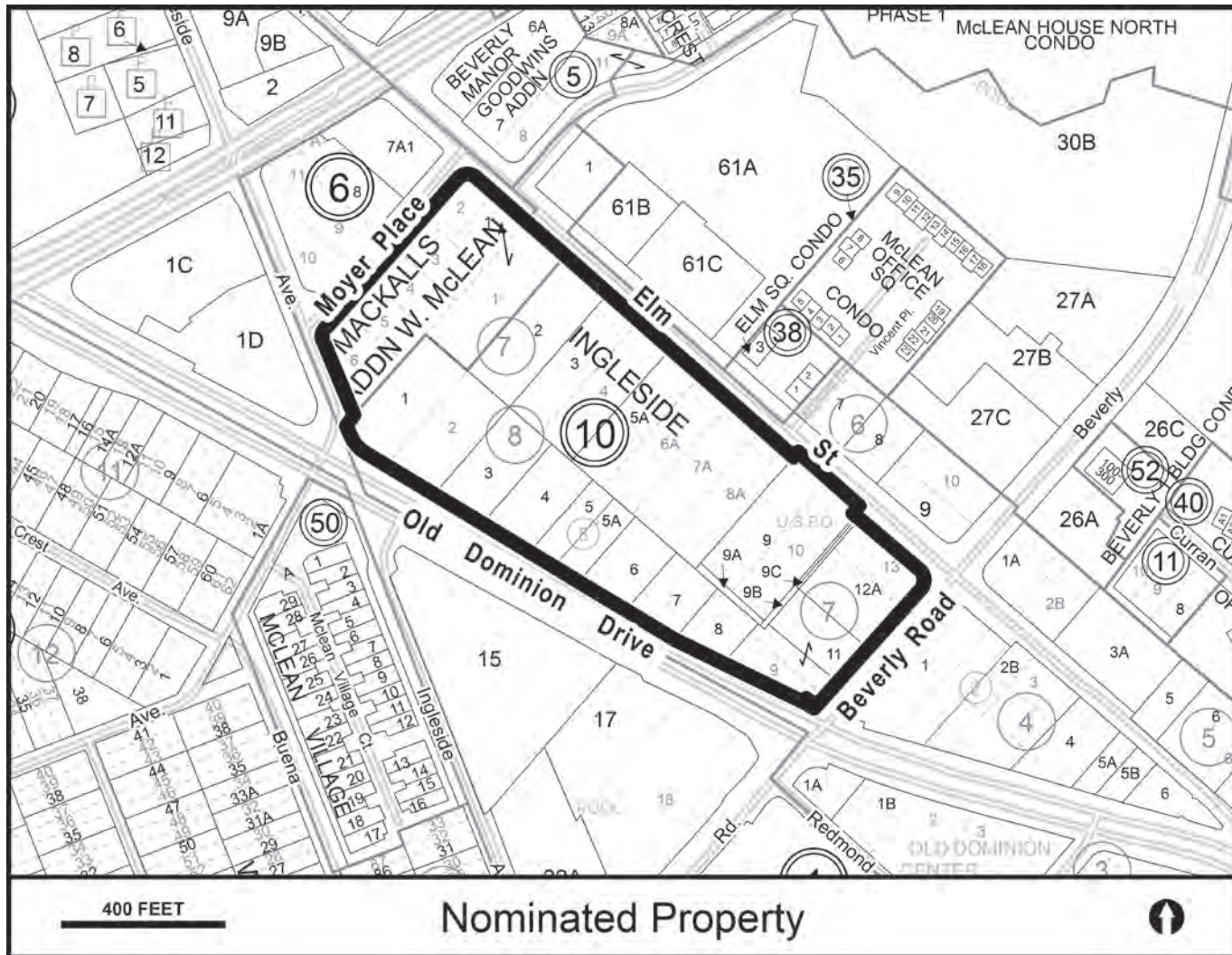
(Example: The proposed Plan recommendation consists of a two-story office building with surface parking behind the building.)

Any comments or questions you have about this specific nomination should be directed to me at: (Address & Telephone Number). If you have questions about this process, contact the Planning Commission office at 703-324-2865 or at 12000 Government Center Parkway, Suite 330, Fairfax, VA 22035. Information regarding the status of the nomination and the Site-Specific Plan Amendment process may be viewed at the SSPA website at www.fairfaxcounty.gov/dpz/planamendments/sspa.htm.

Sincerely
Josephine Nominator

Attachment: Map

Sample Property Map



PART 4: CURRENT AND PROPOSED COMPREHENSIVE PLAN RECOMMENDATIONS AND ZONING DESIGNATIONS

Current Comprehensive Plan Text for nominated property: This section requires the nominator to identify the current Comprehensive Plan recommendation for the land included in the nomination. The nominator may attach separate

pages with the current Plan text printed from the Comprehensive Plan found on the DPZ website at <https://www.fairfaxcounty.gov/planning-zoning/fairfax-county-comprehensive-plan>. If the nominator does not have access to the Internet or wishes to confirm the Plan citation, call the Planner-of-the-Day in the Planning Division/DPZ at (703) 324-1380.



Current Plan Map Recommendation: Look at the Comprehensive Plan Map at <https://www.fairfaxcounty.gov/planning-zoning/sites/planning-zoning/files/assets/documents/maps/comprehensive-plan-map.pdf.htm> to determine which category applies to the nominated property. (Example: Residential uses at 8 - 12 dwelling units per acre (du/ac)). If more than one category applies to the subject property, indicate the specific parcel numbers next to the appropriate Plan category. Call or visit the DPZ/Planning Division Planner-of-the- Day for assistance (see Section I). The Interactive Comprehensive Plan Map Tool also provides information about the Plan Map recommendations with a search by address field.

SSPA FAST FACT:

Floor Area Ratio (FAR) is used to express the amount of development intensity on a specific parcel or group of parcels. FAR is calculated by dividing the total square footage of all buildings on a site by the square footage of the site. For example, a 15,000 square foot building on a 10,000 square foot lot would have 1.5 FAR (15,000 sf / 10,000 sf = 1.5 FAR).

Current Zoning District: Look at the Official Zoning Map to determine the zoning district(s) of the nominated properties. Zoning maps are available on the Fairfax County website using the Digital Map Viewer, <https://www.fairfaxcounty.gov/gisapps/DMV/Default.aspx>. Individual zoning map pages are also available for \$1.00 per page from GIS and Mapping Services, located on the first floor (lower level) of the Government Center. The

maps will be needed for Part 5 of the nomination package.

Proposed Comprehensive Plan Recommendation: Indicate which residential and/or non-residential uses are proposed. In addition, provide a description of what the proposed area would look like if it were to develop according to the proposed Plan changes. Provide as much detail as possible. This description will assist staff and the Task Force in understanding the proposed nomination and may also help to complete the rest of the nomination form. It is important to note that the nomination as submitted is the proposal that will be presented to the Task Force and will be the subject of their consideration and vote.

Residential Use Proposals: If residential use is proposed, be sure to circle only one of the density ranges and provide the unit type and the number of units as listed in the chart on the nomination form:

Residential Land Use Category Density Ranges		
.1 - .2 du/ac	2 - 3 du/ac	8 - 12 du/ac
.2 - .5 du/ac	3 - 4 du/ac	12 - 16 du/ac
.5 - 1 du/ac	4 - 5 du/ac	16 - 20 du/ac
1 - 2 du/ac	5 - 8 du/ac	20+ du/ac*

*Note: If you are proposing residential density above 20 du/ac, you must specify a 10-unit range such as 20-30 du/ac or 30-40 du/ac.

Non-residential or Mixed Use Land Use Proposals
If non-residential uses or mixed-use are proposed, a proposed maximum intensity in terms of floor area ratio (FAR) must be provided.

- Office
- Retail & Other
- Industrial Alternative Uses
- Mixed Use
- Private Recreation/Private Open Space
- Public Facility/Government/Institutional

GUIDE TO THE 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

If you are proposing Mixed Use, the percentage, intensity/density, and square footage of the different types of uses in the mix must be specified. Example: Mixed Use at 1.0 FAR with 40% office use, 30% retail use and 30% multifamily residential use. For residential use, provide the approximate number of dwelling units, type of units (such as single family attached or multifamily units), and total square footage per unit type proposed. For example, if you are proposing a mix of multifamily and single family attached units, give approximate numbers of each unit type, such as 300 multifamily units and 100 single-family attached units. These numbers are necessary for analysis to evaluate impacts on transportation, schools and parks.

PART 5: MAP OF SUBJECT PROPERTY

The nominator must attach a current Property Map (Cadastral Map) outlining the subject

property of the nomination to the nomination form and the notification letter(s) that are sent to the property owners who have not signed the nomination form. Property Maps (Cadastral Maps) are available without a fee on the Fairfax County website using the Digital Map Viewer, <https://www.fairfaxcounty.gov/gisapps/DMV/Default.aspx>. Individual Property Map (Cadastral Map) pages also are available for \$1.00 per page from GIS and Mapping Services, located on the first floor (lower level) of the Government Center.

The map must not be larger than 8½ x 11 inches and the subject property must be outlined in black ink. Be sure to cross-check the map with Part 3 of the nomination form to ensure that all parcels have been outlined. Maps marked with highlighters or colored pens will not be accepted. The colors may not reproduce when the nominations are photocopied in black and white.



PART 6: JUSTIFICATION

The nominator must indicate why the nomination meets one or more of the justification criteria for inclusion in the SSPA process. Check the appropriate box and provide an explanation of how the nomination satisfies that criterion. For instance, if you indicate that the proposal would advance major policy objectives indicate which objectives and specifically how the proposal meets them. Discuss the deficiencies of the current Plan in meeting Plan objectives. Up to a total of two additional pages of justification per nomination may be attached. Failure to adequately respond to these questions will be cause for the nomination not to be accepted by the Planning Commission for further consideration in the SSPA process.

Listed below are criteria that can be used to explain the merits:

- Addresses an emerging community concern;
- Better implements the Concept for Future Development, and is not contrary to long-standing policies established in the Concept for Future Development;
- Advance major policy objectives such as:
 - Environmental protection;
 - Revitalization of designated areas;
 - Economic development;
 - Preserving open space;
 - Affordable housing; and/or
 - Balancing transportation infrastructure and public facilities with growth and development.
- Respond to actions by others, such as Federal, State or adjacent jurisdictions;
- Reflect implementation of Comprehensive Plan Guidance;
- Respond to or incorporate research derived from technical planning or transportation studies.

CHECKLIST FOR NOMINATOR

The following checklist is provided for the convenience of the nominator to ensure that the nomination is complete and ready for submission. The parts referenced below are the sections of the nomination form.

- ☐ **1.** Completed official nomination form;
- ☐ **2.** Copy of the notification letter and map sent by certified mail to each of the property owner(s), if different than the nominator (Part 3);
- ☐ **3.** Original and/or copies of the postmarked certified mail receipt(s) sent to property owners, if different from the nominator (Part 3 and Property Information Table found at end of the nomination form);
- ☐ **4.** Completed current and proposed Plan designation, including the mixed use table and/or residential land use table, if applicable (Part 4);
- ☐ **5.** 8½ x 11 inch Tax Map with nomination area outlined in black ink (Part 5);
- ☐ **6.** Additional page(s) (not more than two) of justification for proposed Plan change (Part 6);
- ☐ **7.** Neighborhood petition, only if nominator proposes a neighborhood consolidation.

GUIDE TO THE 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

V. NOMINATION FORM

FAIRFAX COUNTY, VIRGINIA 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS NOMINATION TO AMEND THE COMPREHENSIVE PLAN

TYPE OR PRINT RESPONSES IN BLACK INK

Incomplete forms will not be accepted for review and will be returned to the nominator. Staff reserves the right to correct errors in street address, tax map number, acreage or current Plan designation and may contact the nominator for clarification before acceptance. Be sure to attach required map and original certified mail receipts as proof of property owner notification.

THIS BOX FOR STAFF USE ONLY

Date Received: _____

Date Accepted: _____

Planning District: _____

Special Area: _____

1. NOMINATOR/AGENT INFORMATION

Name: _____ Daytime Phone: _____

Address: _____

Nominator email Address: _____

Signature of Nominator (NOTE: There can be only one nominator per nomination):

Signature of Owner(s) if applicable: (NOTE: Attach an additional sheet if necessary. Each owner of a nominated parcel must either sign the nomination or be sent a certified letter):

Anyone signing on behalf of a business entity, must state the relationship to that organization below or on an attached page:

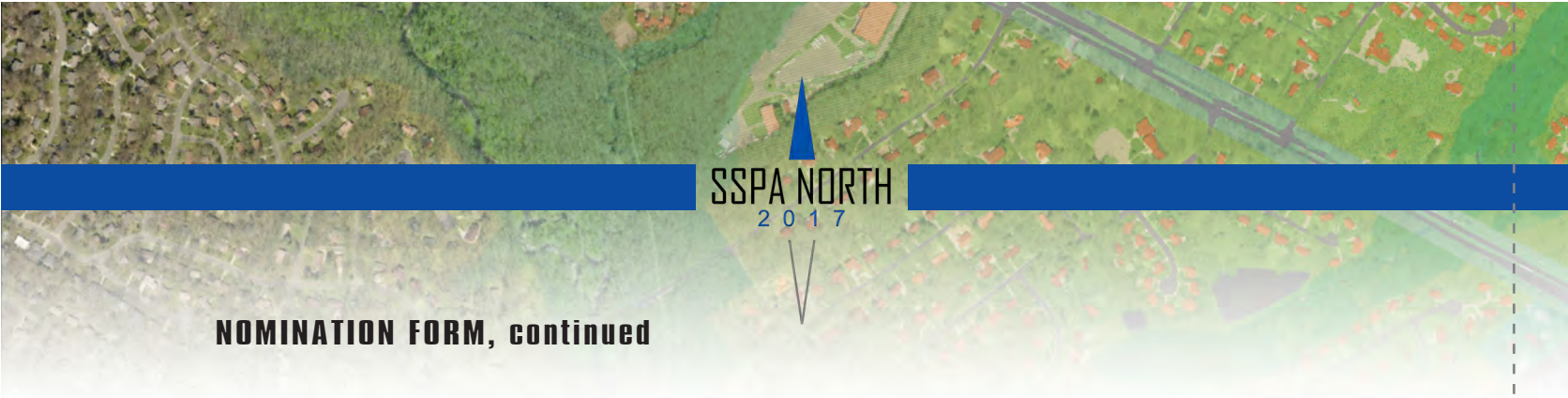
2. GENERAL INFORMATION

Check appropriate supervisor district: ☐ Dranesville ☐ Hunter Mill ☐ Providence ☐ Sully

Total number of parcels nominated: _____

Total aggregate size of all nominated parcels (in acres and square feet): _____ acres _____ sq. ft.

Is the nomination a Neighborhood Consolidation Proposal: ☐ Yes ☐ No (See the Guide to the SSPA for more information. Nominations for neighborhood consolidation will need to attach a petition bearing the signatures of 75 percent or more of the owners and must at a minimum account for 75 percent of the land area being proposed for replanning.)



IMPORTANT NOTE: No nominations that include residential uses including residential mixed-use proposals will be accepted within the Site-Specific Plan Amendment (SSPA) process for areas of the county subject to the 2016 Proffer Bill Legislation.

Are you aware that proposals that generate more than 5,000 vehicle trips per day over the current adopted Comprehensive Plan will trigger additional VDOT review? Visit http://www.vdot.virginia.gov/info/traffic_impact_analysis_regulations.asp for more information. (See pages 14-15 of the Guide to the SSPA for more information.) ☐ Yes ☐ No

3. PROPERTY INFORMATION – Attach either the Property Information Table found at the end of this application form or a separate 8 ½ x 11 page (landscape format) identifying all the nominated parcels utilizing the format as shown in the Table found at the end of this application.

All subject property owners must be sent written notice of the nomination by certified mail unless their signature(s) appears in part 1 (above).

IMPORTANT NOTE: Any nomination submitted without originals or copies of all the postmarked certified mail receipt(s) and copies of each notification letter and map will not be accepted.

4. CURRENT AND PROPOSED COMPREHENSIVE PLAN AND ZONING DESIGNATIONS
See Section IV, #4, of the Citizen’s Guide for instructions.

a. Current Comprehensive Plan text for nominated property: Use the Plan on the Web (www.fairfaxcounty.gov/dpz/comprehensiveplan) for your citation.

b. Current Plan Map (<http://www.fairfaxcounty.gov/dpz/comprehensiveplan/compplanmap.htm>)
Designation: _____

c. Current Zoning Designation (<http://www.fairfaxcounty.gov/myneighborhood/>) click on “view real estate assessment” to find the zoning designation:

d. Proposed Comprehensive Plan Recommendation: (NOTE: Your nomination as proposed will be evaluated and subject to the consideration and vote by the task force).

e. Describe what development under the new Plan would look like. (What uses? Type of buildings? Building heights? Surface or structured parking? Typical unit size?)

GUIDE TO THE 2017 NORTH COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS

NOMINATION FORM, continued

f. RESIDENTIAL PROPOSALS: Select the appropriate density range proposed and complete the Residential Unit Type table.

Residential Land Use Categories	
Categories expressed in dwelling units per acre (du/ac)	Number of Units
.1 - .2 du/ac (5-10 acre lots)	
.2 - .5 du/ac (2-5 acre lots)	
.5 - 1 du/ac (1 - 2 acre lots)	
1 - 2 du/ac	
2 - 3 du/ac	
3 - 4 du/ac	
4 - 5 du/ac	
5 - 8 du/ac	
8 - 12 du/ac	
12 - 16 du/ac	
16 - 20 du/ac	
20 + du/ac**	
** If you are proposing residential densities above 20 du/ac, you must specify a range such as 20-30 du/ac or 30 -40 du/ac.	

Residential Unit Types			
Unit Type	Number of Units	Unit Size (sq. ft.)	Total Square Feet
Single Family Detached			
Townhouse			
Low-Rise Multifamily (1-4 stories)			
Mid-Rise Multifamily (5-8 stories)			
High-Rise Multifamily (9+ stories)			
TOTAL:			

g. NON-RESIDENTIAL or MIXED-USE PROPOSALS: Check the proposed use(s):

☐ Office ☐ Retail ☐ Institutional ☐ Private Recreation/Open Space ☐ Industrial ☐ Residential
(specify uses in table)

Total Floor Area Ratio (FAR) Proposed: _____ Total Gross Square Feet: _____

Categories	Percent of Total FAR	Square Feet
Office		
Retail		
Institutional		
Private Recreation/Open Space		
Industrial		
Residential*		
TOTAL	100%	
*If residential is a component, please provide the approximate number and size of each type of dwelling unit proposed in the chart above based on the approximate square footage.		

5. MAP OF SUBJECT PROPERTY

Attach a Property Map (property maps may be accessed using the online Digital Map Viewer application at <https://www.fairfaxcounty.gov/gisapps/DMV/Default.aspx>) clearly outlining in black ink the property of the proposed Plan amendment. The map must be no larger than 8 1/2 x 11 inches and clearly legible. Maps in color will not be accepted.



6. JUSTIFICATION

Check the appropriate box and attach a written justification that explains why your nomination should be considered, based on the guidelines below (two-page limit).

- ☐ Addresses an emerging community concern(s);
- ☐ Better implements the Concept for Future Development, and is not contrary to long-standing policies established in the Concept for Future Development;
- ☐ Advances major policy objectives:
 - Environmental protection,
 - Revitalization of designated areas,
 - Economic development,
 - Preserving open space,
 - Affordable housing, or
 - Balancing transportation infrastructure and public facilities with growth and development.
- ☐ Responds to actions by others, such as Federal, State, or adjacent jurisdictions;
- ☐ Reflects implementation of Comprehensive Plan guidance;
- ☐ Responds to or incorporates research derived from technical planning or transportation studies.

*All completed nomination forms must be submitted between
8:00 a.m. on September 5, 2017 and 4:30 p.m. December 5, 2017 to:*

Fairfax County Planning Commission Office
<http://www.fairfaxcounty.gov/planning/>
Government Center Building, Suite 330
12000 Government Center Parkway
Fairfax, Virginia 22035-5505

NOMINATION FORM, continued

PROPERTY INFORMATION TABLE					
All subject property owners must be sent written notice of the nomination by certified mail unless their signature appears in Part 1 of this application. If you are required to notify more than one property owner, you must provide all the information requested below.					
IMPORTANT NOTE: Any nomination submitted without originals or copies of all the postmarked certified mail recipient(s) and copies of each notification letter and map will not be accepted.					
(Property) Tax Map Number	Name of Property Owner	Street Address of Parcel	Mailing Address of Owner	Parcel size in acres	Signature of owner or Certified Receipt Number



A PUBLICATION OF FAIRFAX COUNTY, VIRGINIA

Fairfax County Department of Planning & Zoning

Herrity Building

12055 Government Center Parkway

Suite 730

Fairfax, VA 22035

<https://www.fairfaxcounty.gov/planning-zoning>