



Application Package for Special Use Permit

Contents

Instructions	2
Application for a Special Use Permit	3
Application Supplemental Information.....	4
Fee Calculation Worksheet.....	5
Request for Modification or Waiver of Standards.....	6
Interest Disclosure Affidavit.....	8
Special Power of Attorney Affidavit.....	9
Adjacent Property Owners List Affidavit.....	10
Fee Schedule.....	11

APPLICATION FOR A SPECIAL USE PERMIT
To the Board of County Supervisors of Prince William County, Virginia
INSTRUCTIONS

All items contained in this application package must be completed and submitted with the supplemental items identified in the Reference Manual. Additional information may be requested during the pre-application meeting. Please attach additional pages where necessary to identify all requested information clearly.

Application for a Special Use Permit – Page 3 REQUIRED

- Fill in the case name.
- Identify the special use permit request(s).
- List all affected parcels by Grid Parcel Identification Number (GPIN) and indicate the existing zoning and acreage of each parcel.
- Describe the location of the property.
- Give names of the property owner(s), authorized agent(s), contract purchaser/lessee, and engineer. Please check the box next to the contact person to whom correspondence on the application should be sent.
- Sign the application. If the owner(s) of the property does not sign the application, a Power of Attorney must be submitted (see page 8).

Special Use Permit Application Supplemental Information – Page 4 REQUIRED

- Complete the form as part of the application.

Fee Calculation Worksheet – Page 5 REQUIRED

- Complete form based on the attached fee schedule.

Request for Modification or Waiver of Standards – Page 6

- Complete form if a modification or waiver of standards is proposed as part of the Special Use Permit request. Only those provisions of the Zoning Ordinance (ZO) or the Design and Construction Standards Manual (DCSM) which may be waived by the Board of County Supervisors should be listed on this form.

Interest Disclosure Affidavit – Page 8 REQUIRED

- This form is required to disclose whether or not any member of the Planning Commission or Board of County Supervisors has greater than ten (10) percent interest in the company, or relating to the proposal. The affidavit must be signed by the property owner(s).

Special Power of Attorney Affidavit – Page 9

- This form is required if someone other than the property owner(s) is signing the application and other documents requiring the property owner(s) signature.

Adjacent Property Owners Affidavit – Page 10 REQUIRED

- The Adjacent Property Owners list (which may be requested with the Pre-Submission Package) must be certified by the property owner(s) as being accurate and fulfilling the requirements of Section 32-700.20(5) of the Zoning Ordinance. Please note that Adjacent Property Owners lists submitted with new applications should be no older than thirty (30) days.

Fee Schedule – Page 11 – 16

Special Use Permit Fee Schedule - FY2027

Effective July 1, 2026

In the event that a proposed special use is not clearly described in the schedule, the Zoning Administrator shall determine the special use “most like” the proposal and assign the fee accordingly.

Description	Use	Fee
<p><u>Category A</u> Limited to small-scale uses in the agricultural and residential districts. Also, lawful non-conforming uses.</p>	<ul style="list-style-type: none"> • Breeding exotic birds and animals • Keeping of domestic fowl in SR-1, SR-3, and SR-5 • Lawful nonconforming uses • R-4 lots on private streets • Semi-rural lots on private wells • Small wind-driven energy system 	\$340.15
<p><u>Category B</u> Non-residential uses within residential areas, but not necessarily commercial in nature. *Building Development Review required</p>	<ul style="list-style-type: none"> • Bed and breakfast • Childcare facility, 2 to 12 children • Family day home, 5 to 9 children • Group residences, recovery homes • Home business (except rural home business) • Home employment • Private school, ancillary to a residence • Stormwater management (SWM) facilities 	\$601.95
<p><u>Category C</u> Agricultural uses not related to farming or permitted agricultural uses; temporary public facilities; other limited uses not necessarily commercial in nature.</p>	<ul style="list-style-type: none"> • Adult day care, up to 9 persons • Agritourism on a private street • Arts related use on private street • Commercial riding facility • Non-agricultural fill • Non-commercial kennel • Petting farm • Ranges, outdoor or indoor, as an ancillary use • Rural home business, without outside storage 	\$1,054.95
<p><u>Category D</u> Non-commercial and commercial uses of minimal impact or intensity</p>	<ul style="list-style-type: none"> • Adaptive reuse of historic building • Adult day care facility, 10 or more persons • Childcare facility, 13 to 40 children • Community recreation facility • Craft brewery • Donated materials collection center • Electronic message board (sign) • Homeless shelter • Manufacturing, pottery, ceramics • Medical care facility, less than 20 beds • Merchant craftsman/Artisan shop • Pet care facility • Private school, as a principal use (not ancillary to residence) • Rooftop radio towers over 10 ft. from roof • Rural home business, with outside storage (*Building Review required) • Sign package, 1-5 signs • Temporary use of manufactured or modular units by religious institutions and private schools 	\$2,637.45

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Description	Use	Fee
<p><u>Category E</u> Commercial uses with intensity that is semi-compatible with surrounding uses with relatively few design mitigation measures</p>	<ul style="list-style-type: none"> • Boarding/kenneling of pets accessory to a pet store • Childcare facility, over 40 children • Commercial uses in R-30 • Farmer's market • Flea market • Kennel, commercial • Landscaping service • Lodging house • Manufactured or modular and mobile homes by public uses • Motor vehicle service (3 or less service bays) • Outside/Outdoor storage and display goods • Private camp • Range, outdoor and indoor, commercial • Recycling collection points • Religious institution • Satellite parking, religious institution • Sign package, 6 or more signs • Veterinary hospital, with kennel • Village Zoning District – Modification to Development Standards and residential on lots in excess of 1 acre • Watchman's dwelling 	\$3,958.10
<p><u>Category F</u> Technology-related uses that have little to no impact low traffic generation, noise, odor, etc.)</p>	<ul style="list-style-type: none"> • Electric Substation • Telecommunication towers and Radio or TV broadcasting station 	\$11,473.85

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

<p><u>Category G</u> Greater intensity commercial activities and activities of potentially greater off-site impacts (traffic, noise, lighting, etc.)</p>	<ul style="list-style-type: none"> • Assisted living • B-2 uses greater than 12,000 sq.ft. of floor area • Boat sales (excluding non-motorized), rental or lease, storage, service, or repair • Car wash • Catering, commercial (on- or off-premises) • Cemetery • Civic club • Commercial parking lot • Commercial recreation (outdoor or indoor) • Conversion to condominium ownership • Country club • Drive-in, drive-through facilities, other • Garden center • Highway Corridor Overlay District uses not otherwise specified • Interim uses • Janitorial service • Medical care facility, 20 or more beds • Metal fabrication and signage • Mixed-use buildings • Mortuary, funeral, or wedding chapel • Motor vehicle sales, limited and recreational (3 or less service work bays) • Motor vehicle service (4 or more service work bays) • Motorcycle sales, including repair • Nursing home • Quick service food store • Recreational vehicle park/campground • Religious institutions, with related facilities • Restaurant, carry out • Restaurant, drive-in, drive-up, drive-thorough, carry out • Self-storage center • Theaters, drive-in or indoor 	<p>\$11,874.25</p>
---	--	--------------------

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Description	Use	Fee
<p>Category H Agricultural, residential, or commercial uses which require intense site- specific analysis for long- term impacts upon the surrounding area</p>	<ul style="list-style-type: none"> • Ambulance service maintenance facility • Company vehicle service facility • Continuing care retirement facility • Crematory, secondary to a hospital, mortuary, or funeral home • Electronic component, assembly, and manufacturing • Home improvement center • Hospital • Manufacturing of musical instruments and toys • Manufacturing, pharmaceuticals (non-HAZMAT process) • Manufacturing/processing of other products, non-HAZMAT • Marina • Mobile home or office sales • Motor vehicle auction, wholesale • Motor vehicle fuel station – secondary only • Motor vehicle impoundment/storage yard as principal use • Motor vehicle parts/repair (3 or less repair work bays) • Motor vehicle sales, limited and recreational (incl. boats) (4 or more repair work bays) • Moving and storage • Paintball facility • Private airstrip, individual owner • Racetrack, equestrian • Railroad passenger station • Recycling plant and recycling material separation facility • Residential uses in commercial and office districts • Retail use exceeding 80,000 sq.ft. • Shopping center type B in the B-2 Zoning District • Solar energy facility • Stadium or arena, indoor/outdoor • Taxi and limousine operation/service/dispatching facility • Town Center • Travel trailer and camp park 	<p>\$15,832.35</p>

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Description	Use	Fee
<p>Category I Industrial-type uses, which may involve HAZMAT; including commercial uses that have potential environmental hazards and significant traffic impacts to surrounding area</p>	<ul style="list-style-type: none"> • Airport, heliport, helipad • Asphalt/concrete plant • Assembly/processing of other products, HAZMAT • Bus station, commercial • Data Center • Distribution and fulfillment center, greater than 80,000 square feet in gross floor area, outside the E-Commerce Overlay District • Distribution and fulfillment center, greater than 250,000 square feet in gross floor area, within the E-Commerce Overlay District • Extraction of mineral resources and related operation • HAZMAT storage facility • Heavy industry • Manufacturing, cosmetics, and perfume • Manufacturing/processing and wholesale HAZMAT • Motor vehicle fuel station, retail • Motor vehicle graveyard • Motor vehicle parts/repair (4 or more repair work bays) • Motor vehicle sales, unlimited off-road and heavy equipment, with repair • Motor vehicle towing • Racetrack, motorized • Research and development, HAZMAT • Sawmill • Testing and experimental labs, HAZMAT • Truck stop, with related facilities • Warehouse (HAZMAT) • Water transportation facility • Wholesaling/storage and processing (HAZMAT) 	\$19,790.40
SUPs for Modification of Development Standards		
Modification of development standards based upon the physical amount of increase requested	• Increase in Floor Area Ratio (FAR)	\$2,548.90 (per 1.0 FAR increase)
	• Increased height (#)	\$265.70 (per foot of increase)
Modification of other development standards in B-3 Zoning District (per Section 32-401.34 of Zoning Ordinance)	• Reduction in minimum district size	Minimum district size divided by proposed district size x multiplier \$6,597.45
	• Alternative compliance in a Mixed-Use District (for each development standard modified)	\$6,597.45

Special Use Permit Fee Schedule - FY2027 (cont'd)

Effective July 1, 2026

Other Fees	
Re-advertisement/Re-notification (standard case)	\$93.40
Re-advertisement/Re-notification (expanded notification area)	\$189.50
Re-posting/Replacement of Signs (10 or more signs)	\$125.90
Prince William Water Review Fee – (Required for most Special Use Permit applications)	\$93.60
Minor modifications of previously approved SUP conditions requiring a public hearing process	27% of minimum fee
Concurrent processing fee of SUP and REZ	\$105.90
Traffic Impact Studies	
a. First submission	\$2,234.15
b. Third and subsequent submissions	\$1,117.10
Cultural Resources Studies	
a. Phase I	\$351.90
b. Phase II	\$1,058.25
c. Phase III	\$2,822.75
VDOT 527 Review *Please note that if a VDOT 527 Review is required, a separate fee must be submitted directly to VDOT. <u>Do not submit the VDOT 527 review fee to Prince William County.</u>	Contact VDOT for associated fee
Administrative SUP modification	\$1,685.35
Planning Director Determination	\$842.65
Case Reactivation - percentage of the original special use permit fee	25%
Refunds	
A refund of 25% of the application fee shall be returned to the applicant if the Special Use Permit application is withdrawn prior to the submission of a newspaper advertisement announcing the Planning Commission public hearing. Cases withdrawn after the advertisement will not have any of the application fee reimbursed.	