

Office of Planning

**ADMINISTRATIVE PROCEDURES FOR
THE MANAGEMENT OF THE
SITE DEVELOPMENT PLAN PROCESS**

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THE MANAGEMENT OF THE SITE DEVELOPMENT PLAN PROCESS

1.0. Overview.

This document is designed to augment the Design and Construction Standards Manual (DCSM) and set forth the process which applicants need to follow in order to gain approval of site development plans and pursue construction of land improvements on a parcel of land in Prince William County. All other types of applications, such as rezonings, special use permits, provisional use permits, building permits, etc., are discussed in other similar documents.

The organizational structure and mission are shared by both the Office of Planning and the Department of Public Works. They are both responsible for various aspects of the site and subdivision review, approval and land permitting process. In general, the Office of Planning, Division of Development Services is responsible for application intake, project tracking, plan review coordination, plan review for consistency with the Zoning Ordinance, plan review for consistency with the nonengineering aspects of the DCSM, acting on all nontechnical DCSM waiver requests, proffers and special use permit (SUP) conditions, plan approval, construction bond and escrow management, and land permit issuance. The Department of Public Works, divisions of Watershed Management and Transportation, are responsible for plan review for consistency with the engineering/technical aspects of the DCSM, consolidations of technical comments from all other engineering related review agencies, construction site inspection of land improvements, field support for bond/escrow actions, and acting on all technical DCSM waiver requests.

Various other state and County agencies are also involved in the site and subdivision plan review process. They are the Virginia Department of Transportation (VDOT), Prince William County (PWC) Service Authority, Health Department, OIT/Information Resources Management Division of the Office of Information Technology (OIT), Department of Fire and Rescue, PWC School Board, Virginia American Water Company, Dale Service Company, and the PWC Park Authority. These agencies are requested to review plans on an as-needed basis, depending on the scope and nature of the individual plan.

It is the stated mission of Prince William County, through the Office of Planning and the Department of Public Works, to foster superior development through the provision of quality plan reviews and expeditious approvals. This is accomplished, in part, through a one-stop method of plan intake, review, approval, land permitting, and the project review team concept.

2.0 General Development Review Policy.

It is the policy of Prince William County to consider the approval of site plans and subdivision plans and plats as part of a plan for orderly, efficient and economical growth and development of the County.

3.0 Purpose and Intent.

The requirements and procedures set forth in this document are designed and intended to make every effort for the County to review and approve sketch plans within one review cycle, preliminary residential plans within two plan review cycles, and final plans within a maximum of three plan review cycles.

In considering and acting upon such site and subdivision plans and plats and in consideration of the public health, safety, and welfare, the County may prescribe appropriate conditions and safeguards as may be required in order that the result of its action may, to the maximum extent possible, further express the intent of the Design and Construction Standards Manual, Zoning Ordinance, and this document.

4.0 Process Details and Characteristics.

4.01 Project Review Team. The project review team concept, as stated above, is an integral part of the one-stop method of site and subdivision plan review. The project review team concept is designed to provide an applicant with clear, consistent, concise and timely plan reviews. In addition, project review teams provide a continuity of reviewer via the utilization of a case manager to insure that issues are resolved at their proper level and time in the process, and are not revisited once resolved.

A. Membership and Composition. The Office of Planning's Division of Development Services is divided into project review teams. Each project review team will be headed by a case manager from Development Services. The case manager will serve as the project review team chairman. The case manager will serve as the permanent project review team foundation, and will remain continually involved with each project throughout the entire development process, until the relevant land development permits have been issued for the project in question.

(1) The Office of Planning's Division of Development Services becomes involved with the site development plan process (and thereby is a member of the project review team) on an as-needed basis. If the parcel, that is the subject of a site or subdivision plan, was previously the subject of a rezoning or SUP approval by the Board of County Supervisors (BOCS), the project review team chairman may elect to obtain input from the Division of Development Services relative to that approval. The need for such involvement, to assist in clarifying a proffer or SUP condition, is determined by each team chairman. The Division of Development Services staff member, assigned to assist the project review team chairman, will be determined by the chief of Development Services, upon a request by the project review team chairman.

(2) The Office of Planning's Zoning Administration (ZA) Division's assistance may be forthcoming in a manner similar to that discussed in Section 1. above for the Division of Development Services. Specifically, this as-needed assistance to the project review team chairman will be oriented toward official interpretations of the Zoning Ordinance, proffers, SUP conditions, if deemed necessary by the project review team chairman.

(3) The Department of Public Works' Watershed Management Division has a permanent member on each project review team. Its staff of engineers have been assigned geographically, by major drainage basin, by the chief of Watershed Management.

(4) The Department of Public Works' Transportation Division also has a permanent member on each project review team. Its staff of transportation engineers have been assigned geographically to coincide with the drainage basins utilized by the Watershed Management Division.

(5) All the other public agencies traditionally involved in the review process will continue to function on as-needed basis similar to that discussed in Section (1) above for the Division of Development Services. This as-needed assistance is sought by the project review team chairman, as has historically been done, and is directed to the particular expertise of the agency in question. (For instance, all plat-related questions and issues are directed to the OIT/Information Resources Management Division, along with a request to attend a specific project review team meeting.)

B. Geographic Areas. The project review teams are divided into geographic areas that correspond to the drainage basins utilized by the Department of Public Works. Those areas are Bull Run, Broad Run, Cedar Run/Occoquan River, Powells Creek/Quantico Creek, and Neabsco Creek/Marumscocreek.

C. Project Review Team Meetings. Each project review team meets at designated critical points throughout the site development plan review process. These meetings are kept to a minimum in order to save staff time.

D. Responsibilities of the project review team members and its chairman.

(1) The project review team meetings are held to discuss the review of the plan and to focus on and discuss outstanding issues.

(2) The case manager/project review team chairman, in order to coordinate the overall review and processing of an application and to ensure that agency comments do not conflict, should be the focal point for all scheduling and should be apprised of all meetings between the applicant and review agency representatives, whose purpose is to discuss major technical issues. This system is designed to be coordinated by notification. To this end, the chairman may choose not to participate in a specific discussion. However, he/she should have the opportunity to do so.

In addition, the project review team chairman is also responsible for chairing and scheduling all project review team meetings associated with a project, and managing and coordinating the review and approval process. The chairman will also be responsible for elevating issues, which require discussion, to the division chiefs for resolution, following unsuccessful resolution attempts by the project review team members, consulting with various other divisions and departments, writing and issuing the consolidated summary review letters, and recommending a plan for approval. The chairman also reviews the plan for conformity with the Zoning Ordinance, compliance with proffered and SUP conditions, and the consolidation of all nontechnical review agency comments.

(3) The Department of Public Works' Transportation and Watershed Management engineers are responsible for the engineering review of the plan. This includes a review for conformity with DCSM technical standards, other County and state technical regulations, and other generally accepted engineering and safe design standards. In addition, they are responsible for consolidating all technical review agency comments and transmitting one consolidated engineering review letter to the Division of Development Services.

(4) The Department of Public Works' site inspectors provide construction expertise to the review process on an as-needed basis. This input is designed to help avoid plan-related construction problems from occurring.

4.02. Waivers. When compliance with a particular site development plan requirement contained in either the DCSM or this document unduly burdens the applicant or causes harm to an adjacent property, the applicant may request a waiver of the requirement for consideration by the director of Planning, the director of Public Works or the Planning Commission, depending on the nature of the request and the stage of the application process. The applicant shall examine alternative methods to attempt to comply with the intent of that ordinance unless otherwise specified. Waivers of requirements of the subdivision ordinance are considered by the Planning Commission, while waivers of site development plan requirements are considered by either the director of Planning or Public Works. Generally, the director of Planning acts on process and time extension waivers, while the director of Public Works acts on engineering waivers.

A. All requests for waivers are made by the applicant to the director of Planning, accompanied by a nonrefundable fee. The request shall be in writing and state the regulation involved, the relief requested, and the reasons the request should be granted. Four (4) sets of any supportive plans, profiles, or drawings necessary to review the request must accompany the submission. Generally, waiver requests must be made and acted upon prior to the submittal or resubmittal of any subdivision or site plan, unless concurrent processing has been granted by the reviewing authority. The County has two (2) days within which to accept or reject a waiver application. If rejected, the application will be returned to the applicant with the reasons for the rejection outlined in writing. Upon acceptance, the waiver application will be transmitted to the appropriate agency(ies) for review. Action on a waiver request will be made within thirty (30) calendar days of acceptance. Any decision on waivers by the director of Planning or the Planning Commission is final.

B. In acting on a request where another agency has authority in the specific area of the request, the director of Planning and the director of Public Works shall consult with such agency (i.e., VDOT, Service Authority, etc.).

4.03. Required Plan Types.

4.03.1 Sketch Plan. These are the initial plan type submissions required for all nonresidential projects where the total site acreage is in excess of five (5) acres (2.02 hectares). Sketch plans may also be utilized for residential projects where no more than one hundred (100) lots or units are proposed for the overall project. A waiver of the sketch plan requirement for residential projects may be considered when the property is subject of a rezoning case with a substantially proffered general development plan. Residential projects in excess of one hundred (100) lots or

units will require a preliminary plan as per Section 4.03.2 of this manual. Sketch plans are used in a single macro review process, not requiring engineering detail, designed to produce general agreement and consensus on the design, size, access, layout, extent, and location and degree of improvements necessary or proposed in conjunction with a proposed development. The developer may also have the option of utilizing this process for nonresidential projects less than five (5) acres (2.02 hectares).

4.03.2 Preliminary Residential Site and Subdivision Plans. These plan types are required for all residential projects resulting in the creation of five (5) or more lots, unless the applicant has chosen to submit a sketch plan, in accordance with Section 4.03.1 of this manual. If a sketch plan has been submitted, the preliminary residential plan process may be eliminated.

Preliminary residential site and subdivision plans (preliminary plans) are meant to show the general design of a residential site or subdivision project and its public improvements, so the County, and when appropriate, the Planning Commission, can indicate its approval or disapproval of the project, prior to the time the final plans and plats are designed detailing the public improvements, utilities, etc. The County shall review the practicability of the preliminary plan and its general design. Attention shall be given to the arrangement, location, and width of streets and travelways, arrangement, placement, and size of structures, their general relationship to the topography of the land, feasibility of water supply and sewage disposal, general handling of site drainage, lot sizes and arrangement, the future development of adjoining lands as yet undeveloped, the relationship of adjoining developed lands, and the requirements/guidelines of the comprehensive plan, Zoning Ordinance, and subdivision ordinance. Preliminary plans are not meant to either depict, or be reviewed for, final engineering design and details.

4.03.3 Final Site and Subdivision Plans and Plats. These plan types and any necessary supporting documents for a proposed project constitute the complete application for construction approval. They shall include complete and detailed engineering and layout drawings for all the public and private improvements and utilities, in addition to any necessary ancillary calculations required for review. Upon approval, the final plans and plats form the basis for the construction of the project and the inspection services of the Department of Public Works and the state. The plats shall be recorded with the Clerk of the Circuit Court. An unrecorded plat is not a valid basis for site improvements or other commitments which depend on its characteristics.

A. A final subdivision plan shall be required for all residential land subdivisions resulting in the creation of five or more lots, or for any residential subdivision where public improvements are proposed.

B. A final site plan shall be required for all projects and/or land disturbing activities not involving a residential subdivision, which propose construction, reconstruction, alteration, or change of use where the project will cumulatively disturb more than two thousand five hundred (2,500) square feet (232.26 square meters) of land. Any revisions to a valid approved final site plan shall be processed and approved in accordance with Section 4.04.6.

C. Final plats will be required for all subdivisions, resubdivisions, and consolidations of parcels, delineation of vacation of easements, or right-of-way dedications where a legal description is required. All required plats shall be submitted as part of the first cycle review submission along with the final site or subdivision plans.

When the owner of several undersized existing nonconforming lots wants to consolidate those parcels into one parcel for the construction of, or addition to an owner-occupied single-family residence or accessory structure, a final plat will not be required. The consolidation will only require the review and approval of a deed of consolidation.

4.03.4 Minor Site Plans. This plan type may be submitted when the proposed improvements are being requested to a site on which the County either has not previously approved a site plan, or on which there is an existing approved plan that has been closed. In addition, the improvements must be minor in nature and generally (1) not change either the internal or external traffic flow patterns; (2) not increase the number of dwelling units; (3) not increase the nonresidential building size by more than five thousand (5,000) square feet (464.52 square meters), or seventy-five percent (75%) of the gross building area, whichever is less; (4) not encroach into a resource protection area; and (5) generally, the proposed disturbed area should not exceed five thousand (5,000) square feet (464.62 square meters). This plan type includes one (1) waiver request without additional fees. Any additional waiver requests will require the appropriate waiver fee.

4.03.5 Administrative Review Plans. This plan type may be submitted, following approval of such a request by the Office of Planning, when the proposed improvements are to a previously approved unclosed plan and/or constitute minor development such as temporary activities, parking lot alterations, landscaping changes, storage tank replacement, etc., which doesn't necessitate the formal submission of a full site plan.

Administrative reviews shall not generally include (1) redesign of infrastructure that requires the certification of computations by registered professionals; (2) significant revisions to the internal or external traffic patterns; (3) changes to the number of buildings, units and/or lots; or (4) increases to the amount of impervious area.

4.03.6. Erosion and Sediment Control Plan (separate). This plan type is required for all land disturbing activities, cumulatively exceeding two thousand five hundred (2,500) square feet (232.26 square meters), which would not otherwise necessitate submission of either a final subdivision or site plan. See Section 750.05 of the Design and Construction Standards Manual for exemptions.

4.03.7 Comprehensive Review. For any of the above-cited major plan types, every effort should be made to incorporate all additional studies and analyses required by the DCSM (i.e., preservation area site assessment, floodplain study, water quality impact assessment, etc.) into the major plan application. This will permit a comprehensive review of the facts and approval of the application.

This incorporation of multiple plan types is not meant to alter or reduce review fees. The overall review fee will still be made up of its individual parts.

4.03.8. Nonresidential Preconstruction Plan. Upon application to and subsequent initiation by the director of Planning and the director of Economic Development, this plan type may be submitted for the purpose of creating pad-ready sites in areas specifically zoned and intended for office and/or targeted industry uses. In recommending this plan type, the director of Planning may require landscaping, buffering and/or other improvements, as deemed appropriate. Upon approval, the plan will remain valid for a period of six (6) months, unless a longer validity period has been established by the director of Planning.

4.04. Application Review Process.

4.04.1. Sketch Plan Process.

STEP #1

SKETCH PLAN PRESUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to OIT/Information Resources Management Division; application name approval, GPIN identification, project number	N/A	N/A	Applicant; OIT/Information Resources Management Division

NOTES:

With the advent of the land information system (LIS), all first-time application submissions must be processed by the OIT/Information Resources Management Division prior to submittal to the Division of Development Services. The purpose is to identify the existing parcel GPIN(s) associated with the application, assign a project number, and approve the project name.

STEP #2

SKETCH PLAN SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to Development Services	1 day	1 day	Applicant; Development Services

NOTES:

(1) The applicant should submit a complete application package, available at the Development Services counter, including one copy of the sketch plan, appropriate quality control checklist(s) development control form, fee calculation sheet, and fee check. Failure to do so will result in rejection for acceptance and subsequent delay.

(2) If applicable, the applicant should include any requests for concurrent processing in the application package.

(3) All process times (days) shown are calendar days.

STEP #3

SKETCH PLAN QUALITY CONTROL REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review, create file/assign number; assign project review team	3 days	4 days	Development Services

NOTES:

(1) The submission is checked for completeness based upon the minimum submission requirements cited on the appropriate quality control checklist(s) obtainable at the Development Services counter. The applicant's fee calculation is checked for accuracy, and the approved amount established. If the submitted fee is less than the approved fee by twenty percent (20%) or more, the application is rejected. The submission is either accepted for processing or rejected. If the application is accepted, a file is established with the preassignment project tracking number. The applicant is so notified and told to submit the appropriate number of plans. The site/project is also researched for prior applications/approvals/submittals (rezoning, SUP, site plan, etc.) and those file numbers are noted on the new file. Review agencies are selected as appropriate, depending on the type of application. In general, the selection is based upon the type of plan, project size, and the type of improvements proposed. For sketch plans, this will usually only include the Department of Public Works.

(2) If rejected, the submission is returned to the applicant, along with a list of deficiencies.

(3) A case manager and plan review team is assigned to coordinate the review and processing of the application.

STEP #4

SKETCH PLAN DISTRIBUTION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to review agencies; application data entered into LIS	2 days	2 days	Development Services

NOTES:

The application is distributed to the review agencies selected during the quality control review. All the necessary project/submission data is entered into LIS, the computerized project tracking system.

STEP #5

SKETCH PLAN REVIEW AND COMMENT

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services; project review team meeting held to consolidate all review comments	6 days	12 days	Development Services and Public Works
Consolidation of comments by Public Works	2 days	14 days	Public Works
Summary letter issued	5 days	19 days	Development Services case manager

NOTES:

(1) The plan analysis by the review agencies will have three separate but interrelated objectives. Objective one is to provide an analysis and comment on the application's consistency with the comprehensive plan and with any approved proffers and/or SUP conditions. Objective two is to conduct the technical review for compliance with the Zoning Ordinance and DCSM. Objective three is to identify and list potential issues that must be addressed at subsequent levels of plan submittal and review.

(2) All engineering-related comments prepared by the Department of Public Works, and any additional agencies that have reviewed the plan, will be forwarded directly to Public Works, Watershed Management Division. Subsequently, one consolidated and internally consistent engineering review letter will be forwarded to the Division of Development Services within the time frame established for the completion of this step.

Review agency letters should be divided into engineering and nonengineering sections. Although the original is sent to Public Works, a copy is also sent to Development Services for the official file.

(3) Development Services will, during this step, perform the Zoning Ordinance review and administrative and nonengineering review of the DCSM.

(4) The Watershed Management Division of the Department of Public Works will consolidate all the technical engineering comments and transmit one consolidated review to Development Services.

(5) If necessary, a project review team meeting will be held to discuss and consolidate all review comments into one internally consistent summary letter. The summary letter will be written and issued by the Development Services project review team chairman.

(6) The sketch plan summary letter conference date will be established by the project review team chairman, and it will be cited in the summary letter. The date will be within fourteen (14) calendar days of the issuance of the summary letter.

STEP #6

SKETCH PLAN SUMMARY LETTER CONFERENCE

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Schedule and hold conference	14 days	33 days	Development Services (appropriate project review team chairman); Public Works; OIT/Information Resources Management Division; applicant

NOTES:

(1) The applicant shall submit a response letter to the case manager addressing all comments contained in the summary letter three (3) days prior to the sketch plan summary letter conference.

(2) This meeting is held to discuss the salient aspects of the project, including the design concept, size, access, layout, extent, location and degree of the improvements necessary or proposed, etc.

(a) If agreement and consensus is reached by all parties, the attendees shall mark any agreed upon revisions and resolutions on a copy of the sketch plan and response letter and sign and date the revised plan. This will form the general basis for the design of the final plans.

(b) If consensus is not reached, the file will be so noted with the unresolved items and the applicant and design professional will proceed with the final plan with the understanding that the unresolved issues may delay the subsequent approval process.

(c) The sketch plan summary letter conference shall be attended by the members of the project review team, any additional appropriate review agencies, the design professional, and/or the applicant.

(3) The results of the sketch plan summary letter conference shall remain in effect for twelve (12) months from the date of the meeting. If, during that period, no final plans are accepted for review and being diligently pursued to approval, or if final plans were approved and diligent pursuit is not demonstrated by bonding the plans and recording the plats within the necessary time frames, the sketch plan shall be void. In such instances, no final plans shall be accepted for review until a new sketch plan has been submitted and reviewed, or the previous sketch plan has been revalidated for an additional twelve- (12) month period by the director of Planning, upon demonstration by the applicant that such sketch plan meets all current standards.

(a) Additionally, major changes, corrections or adjustments to the sketch plan affecting project size, intensity, density, or internal or external traffic flow shall require submission of a new sketch plan.

(b) Consensus on a sketch plan does not constitute an approval of the final plans and plats, nor should the approval be considered a valid basis for the construction of site improvements.

4.04.2 Preliminary Residential Site Plan Process.

STEP #1

PRESUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to OIT/Information Resources Management Division; application name approval, GPIN identification, project number	N/A	N/A	Applicant; OIT/Information Resources Management Division

NOTES:

With the advent of the land information system (LIS), all first-time application submissions must be processed by the OIT/Information Resources Management Division, prior to submittal to Development Services. The purpose is to identify the existing parcel GPIN(s) associated with the application, assign a project number, and approve the project name.

STEP #2

PRELIMINARY RESIDENTIAL SITE PLAN SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to Development Services	1 day	1 day	Applicant; Development Services

NOTES:

(1) The applicant should submit a complete application package, the requirements of which are available at the Development Services counter, including one copy of the preliminary site plan, appropriate quality control checklist(s) development control form, fee calculation sheet, and fee check. Failure to do so will result in a rejection of the application and subsequent delays.

(2) If applicable, the applicant shall include any requests for waiver or concurrent processing of the submission with a rezoning or special use permit.

(3) All process times (days) shown are calendar days.

STEP #3

PRELIMINARY RESIDENTIAL SITE PLAN QUALITY CONTROL REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review, create file; assign project review team	3 days	4 days	Development Services

NOTES:

(1) The submission is checked for completeness based upon the minimum submission requirements cited on the appropriate quality control checklist(s) obtainable at the Development Services counter. The applicant's fee calculation is checked for accuracy, and the approved amount established. If the submitted fee is less than the approved fee by twenty percent (20%), the application is rejected. The submission is either accepted for processing or rejected. If the application is accepted, a file is established with the preassigned project tracking number. The applicant is so notified and told to submit the appropriate number of plans. The site/project is also researched for prior applications/approvals/submittals (rezoning, SUP, site plan, etc.) and those file numbers are noted on the new file. Review agencies are selected as appropriate, depending on the type of application. In general, the selection is based upon the type of plan, project size, and the type of improvements proposed. For preliminary site plans, this will usually only include the Department of Public Works, PWC Service Authority, VDOT, Health Department, and the OIT/Information Resources Management Division.

(2) If rejected, the submission is returned to the applicant, along with a list of deficiencies.

(3) A case manager and plan review team is assigned to coordinate the review and processing of the application.

STEP #4

PRELIMINARY RESIDENTIAL SITE PLAN DISTRIBUTION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to review agencies; application data entered into LIS	2 days	6 days	Development Services

NOTES:

The application is distributed to the review agencies selected during the quality control review. All the necessary project/submission data is entered into LIS, the computerized project tracking system.

STEP #5

**PRELIMINARY RESIDENTIAL SITE PLAN REVIEW AND COMMENT
First Review Cycle**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services; project review team meeting held to consolidate all review comments	9 days	15 days	Development Services; Public Works; OIT/Information Resources Management Division; Health, and PWC Service Authority
Consolidation of engineering comments by Public Works	3 days	18 days	Public Works
Summary letter issued	4 days	22 days	Development Services

NOTES:

(1) The County shall review the practicality of the preliminary site plan and its general design. Attention shall be given to the following: location and width of streets and travelways, orientation, coordination, compatibility, and size of structures, the general relationship of the project to the topography of the land, feasibility of water supply and sewage disposal, general handling of site drainage, density and lot/unit arrangement, the future development of adjoining lands as yet undeveloped, the relationship of adjoining developed lands, as well as potential impacts to existing and future land uses in the area, and the requirements/guidelines of the comprehensive plan, Zoning Ordinance, and subdivision ordinance.

Approval of a preliminary site plan does not constitute an approval of the final plan and plats, nor should the approval be considered a valid basis for the construction of site improvements.

(2) The case manager/project review team chairman, in order to coordinate the overall review and processing of an application, shall be the focal point for all scheduling and shall be apprised of all meetings between the applicant and review agency representatives designed to discuss major issues. While the chairman may choose not to participate in a specific discussion, he/she should have the opportunity to do so.

(3) The plan analysis by the review agencies will have three separate but interrelated objectives. Objective one is to provide an analysis and comment on the application's consistency with the comprehensive plan and with any approved proffers and/or SUP conditions. Objective two is to conduct the technical review for compliance with the Zoning Ordinance and DCSM. Objective three is to identify and list potential issues that must be addressed at subsequent levels of plan submittal and review.

(4) All engineering-related comments prepared by all commenting agencies (VDOT, PWC Service Authority, OIT/Information Resources Management Division, Health Department) will be forwarded directly to Public Works, Watershed Management Division. Subsequently, one consolidated and internally consistent engineering review letter will be forwarded to Development Services within the time frame established for the completion of this step. Simultaneously, Public Works will refer nonengineering-related comments to Development Services for resolution.

Review agency letters should be divided into engineering and nonengineering sections. Although the original is sent to Public Works, a copy is also sent to Development Services for the official file.

(5) Development Services will during this step perform the Zoning Ordinance review and the administrative and nonengineering review of the DCSM.

(6) The Watershed Management Division of the Department of Public Works will consolidate all the technical engineering comments into one consolidated review and transmit it to Development Services.

(7) The internally consistent first cycle summary letter will be issued by the Development Services case manager. This letter will outline the plan deficiencies that must be addressed and any additional comments, concerns and issues raised by the various review agencies.

(a) The date and time of the post summary letter conference will be cited in the summary letter.

(b) The application resubmission date and the required number of plans to be resubmitted will also be cited.

STEP #6

**PRELIMINARY RESIDENTIAL SITE PLAN
POST SUMMARY LETTER CONFERENCE**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Schedule and hold conference	20 days	42 days	Development Services (appropriate project review team chairman; Public Works; OIT/Information Resources Management Division; VDOT; PWC Service Authority; Health Department; applicant)

NOTES:

(1) This meeting is held to discuss all relevant aspects of the project and attempt to resolve all issues that were identified in the summary letter.

The conference is scheduled, coordinated and chaired by the project review team chairman.

(2) The applicant shall submit a response letter, addressing all comments contained in the summary letter, to the project review team chairman (case manager) three (3) days prior to the post summary letter conference date.

(3) If all the comments raised in the summary letter are adequately addressed during the conference, the case manager may immediately recommend the application for signature. A signature summary letter will then be issued within four (4) business days of the conference.

(4) If all comments are not adequately addressed, the applicant will be instructed to make revisions to the plan and resubmit the plans for a second review cycle.

STEP #2.1
(If Necessary)

PRELIMINARY RESIDENTIAL SITE PLAN RESUBMISSION
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise initial application submission; resubmit	45 days	87 days	Applicant

NOTES:

(1) Based upon Step #6, the applicant will revise the application in conformance with the summary letter and/or agreements reached during the post submission summary letter conference. The revised application will be submitted to Development Services no later than the deadline cited in the summary letter (i.e., 45 days from the issuance of the summary letter).

(2) All review comments contained in the first review cycle summary letter must either be addressed via an application revision, or signed off by the approving authority (i.e., VDOT, Service Authority, etc.) before the revised submission can be accepted for the second review cycle.

STEP #3.1
(If Necessary)

PRELIMINARY RESIDENTIAL SITE PLAN QUALITY CONTROL REVIEW
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review	3 days	90 days	Development Services

NOTES:

(1) The resubmission, and the responses provided by the applicant, are checked for completeness by the project's case manager, based upon the results of the first review cycle post summary letter conference.

(a) If all comments and issues have been adequately addressed and/or approved by their approving authority, the application will be immediately recommended for signature. The case manager will issue a signature summary letter.

(b) If all comments have not been adequately addressed, the application will be distributed to the various review agencies for the second review cycle.

(2) If major revisions have occurred to the plans as a result of either the prior review comments, or a project redesign, the application shall revert to a new first review cycle time frame (see Step #5).

STEP #4.1
(If Necessary)

PRELIMINARY RESIDENTIAL SITE PLAN DISTRIBUTION

Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to review agencies	1 day	91 days	Development Services

NOTES:

The application is distributed to the review agencies that did not approve the first cycle plan, as appropriate (Department of Public Works, PWC Service Authority, VDOT, Health Department, and the OIT/Information Resources Management Division).

STEP #5.1
(If Necessary)

PRELIMINARY RESIDENTIAL SITE PLAN REVIEW AND COMMENT
Second Review

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services	6 days	97 days	Development Services Case Manager; Public Works; VDOT; OIT/Information Resources Management Division; Health Department; Service Authority; as appropriate
Consolidation of engineering comments by Public Works	2 days	99 days	Public Works
Summary letter issued	5 days	104 days	case manager

NOTES:

All review comments will be consolidated into one internally consistent second cycle summary letter. The letter will be written and issued by the Development Services case manager.

(a) If the application is not approved, following the receipt of the review agency comments, the summary letter will cite the date and time of the post summary letter conference.

(b) If the application is approved, a signature summary letter will be issued, rather than a standard second cycle summary letter. It will outline the necessary minor application revisions required.

STEP #6.1
(If Necessary)

**PRELIMINARY RESIDENTIAL SITE PLAN
POST SUMMARY LETTER CONFERENCE**

Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Schedule and hold conference	14 days	118 days	Development Services (appropriate project review team chairman); appropriate review agencies; applicant

NOTES:

(1) The meeting is held to discuss all relevant aspects of the project and attempt to resolve all issues that were identified in the second cycle summary letter.

(2) The applicant shall submit a response letter, addressing all comments contained in the second cycle summary letter to the project review team chairman (case manager) three (3) days prior to the conference.

(3) If all the comments raised in the second cycle summary letter are adequately addressed during the conference, and the application is approved, the case manager will immediately recommend the application for signature. A signature summary letter is issued within four (4) days of the conference.

(4) If all the comments raised are not adequately addressed, or if solutions cannot be agreed upon, the application shall be forwarded to the project resolution committee by the case manager to resolve the remaining issues. The project resolution committee is a management level committee composed of the chief of Development Services and the chiefs of the Department of Public Works Transportation and Watershed Management divisions. The committee shall hold a meeting with the applicant and the project review team to discuss the remaining issues and determine the final recommendation to either approve or deny the application.

(a) If the committee recommends approval, the case manager shall issue a signature summary letter.

(b) If the committee cannot resolve all the outstanding issues, they shall recommend denial of the application to the director of Planning.

(c) The committee shall schedule its meeting to discuss the project within fourteen (14) business days of the date of the second cycle post summary letter conference.

STEP #7

PRELIMINARY RESIDENTIAL SITE PLAN CURSORY SIGNATURE SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review application and submit for cursory signature review	30 days	148 days	Applicant

NOTES:

Based upon either Step #6 or Step #6.1, the applicant will revise the application in conformance with the signature summary letter. Five (5) copies of the revised application shall be submitted to Development Services no later than the deadline cited in the signature summary letter.

STEP #8

PRELIMINARY RESIDENTIAL SITE PLAN CURSORY SIGNATURE REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Conduct cursory review; write and issue cursory review letter	4 days	152 days	Development Services; Public Works; Service Authority; OIT/Information Resources Management Division

NOTES:

The application will undergo a cursory review by the project review team, OIT/Information Resources Management Division, and the Service Authority. A cursory review letter is issued by the case manager, citing any minor revisions necessary to be made to the application prior to the plans being signed.

STEP #9

PRELIMINARY RESIDENTIAL SITE PLAN SIGNATURE SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise application; submit for approval and signature	30 days	182 days	Applicant

NOTES:

The application is revised based upon the cursory review letter and the proper number of copies are submitted for approval and signature to Development Services.

STEP #10

PRELIMINARY RESIDENTIAL SITE PLAN APPROVAL AND SIGNATURE

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Sign application	4 days	186 days	Development Services

NOTES:

Upon submittal, the application (preliminary site plan) will be reviewed by the Development Services case manager for completeness as outlined in the cursory review letter. If the application is complete, the application will be stamped and signed by the chief of Development Services.

4.04.3. Preliminary Residential Subdivision Plan Process.

STEP #1

PRESUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to the OIT/Information Resources Management Division; application name approval, GPIN identification, project number	N/A	N/A	Applicant; OIT/Information Resources Management Division

NOTES:

With the advent of the land information system (LIS), all first-time application submissions must be processed by the OIT/Information Resources Management Division prior to submittal to Development Services. The purpose is to identify the existing parcel GPIN(s) associated with the application, assign a project number, and approve the project name.

STEP #2

PRELIMINARY RESIDENTIAL SUBDIVISION PLAN SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to Development Services	1 day	1 day	Applicant; Development Services

NOTES:

(1) The applicant should submit a complete application package, the requirements of which are available at the Development Services counter, including one (1) copy of the preliminary subdivision plan, appropriate quality control checklist(s), development control form, fee calculation sheet, and fee check. Failure to do so will result in a rejection of the application and subsequent delays.

(2) If applicable, the applicant should include any requests for waivers or concurrent processing of the submission with a rezoning or special use permit.

(3) All process times (days) shown are calendar days.

STEP #3

PRELIMINARY RESIDENTIAL SUBDIVISION QUALITY CONTROL REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review; create file/ assign number; assign project review team	3 days	4 days	Development Services

NOTES:

(1) The submission is checked for completeness based upon the minimum submission requirements cited on the appropriate quality control checklist(s) obtainable at the Development Services counter. The applicant's fee calculation is checked for accuracy and the approved amount established. If the submitted fee is less than the approved fee by twenty percent (20%) or more, the application is rejected. The submission is either accepted for processing or rejected. If the application is accepted, a file is established with the preassigned project tracking number. The applicant is so notified and told to submit the appropriate number of plans. The site/project is also researched for prior applications/approvals/submittals (rezoning, SUP, site plan, etc.), and those file numbers are noted on the new file. Review agencies are selected, as appropriate, depending on the type of application. In general, the selection is based upon the type of plan, project size, and the type of improvements proposed. For preliminary subdivisions, this will usually only include the Department of Public Works, OIT/Information Resources Management Division, PWC Service Authority, VDOT, and the Health Department.

(2) If rejected, the submission is returned to the applicant, along with a list of deficiencies.

(3) A case manager and plan review team is assigned to coordinate the review and processing of the application.

STEP #4

PRELIMINARY RESIDENTIAL SUBDIVISION PLAN DISTRIBUTION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to review agencies; application data entered into LIS	2 days	6 days	Development Services

NOTES:

The application is distributed to the review agencies selected during the quality control review. All the necessary project/submission data is entered into LIS, the computerized project tracking system.

STEP #5

**PRELIMINARY RESIDENTIAL SUBDIVISION REVIEW AND COMMENT
First Review Cycle**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services; project review team meeting held to consolidate all review comments	9 days	15 days	Development Services; Public Works; OIT/Information Resources Management Division; Health Department and Service Authority
Consolidation of engineering comments by Public Works	3 days	18 days	Public Works
Summary letter issued	4 days	22 days	Development Services case manager

NOTES:

(1) The County shall review the practicality of the preliminary subdivision plan and its general design. Attention shall be given to the following: location and width of streets and travelways, orientation, coordination, compatibility, and size of structures, the general relationship of the project to the topography of the land, feasibility of water supply and sewage disposal, general handling of site drainage, lot sizes and arrangement, the future development of adjoining lands as yet undeveloped, the relationship adjoining developed lands, as well as potential impacts to existing and future land uses in the area, and the requirements/guidelines of the comprehensive plan, Zoning Ordinance, and subdivision ordinance.

Approval of a preliminary subdivision plan does not constitute an approval of the final plan and plats, nor should the approval be considered a valid basis for the construction of site improvements.

(2) The case manager/project review team chairman, in order to coordinate the overall review and processing of an application, shall be the focal point for all scheduling and shall be apprised of all meetings between the applicant and review agency representatives designed to discuss major issues. While the chairman may choose not to participate in a specific discussion, he/she should have the opportunity to do so.

(3) The plan analysis by the review agencies will have three separate but interrelated objectives. Objective one is to provide an analysis and comment on the application's consistency with the comprehensive plan and with any approved proffers and/or SUP conditions. Objective two is to conduct the technical review for compliance with the Zoning Ordinance and DCSM. Objective three is to identify and list potential issues that must be addressed at subsequent levels of plan submittal and review.

(4) All engineering-related comments prepared by all commenting agencies (VDOT, PWC Service Authority, OIT/Information Resources Management Division, Health Department) will be forwarded directly to Public Works, Watershed Management Division. Subsequently, one consolidated and internally consistent engineering review letter will be forwarded to Development Services within the time frame established for the completion of this step. Simultaneously, Public Works will refer all nonengineering-related comments to Development Services for resolution.

Review agency letters shall be divided into engineering and nonengineering sections. Although the original is sent to Public Works, a copy is also sent to Development Services for the official file.

(5) Development Services will, during this step, perform the Zoning Ordinance review, the administrative and nonengineering review of the DCSM.

(6) The Watershed Management Division of the Department of Public Works will consolidate all the technical engineering comments into one consolidated review and transmit it to Development Services.

(7) The internally consistent first cycle summary letter will be issued by the Development Services case manager. This summary letter will outline the plan deficiencies that must be addressed and any additional comments, concerns and issues raised by the various review agencies.

(a) The date and time of the post summary letter conference will be cited in the summary letter.

(b) The application resubmission date, and the required number of plans to be resubmitted will also be cited.

STEP #6

**PRELIMINARY RESIDENTIAL SUBDIVISION
POST SUMMARY LETTER CONFERENCE**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Schedule and hold conference	20 days	42 days	Development Services (appropriate project review team chairman); Public Works; OIT/Information Resources Management Division; VDOT; Service Authority; Health Department; applicant

NOTES:

(1) This meeting is held to discuss all relevant aspects of the project and attempt to resolve all issues that were identified in the summary letter. The conference is scheduled, coordinated and chaired by the project review team chairman.

(2) The applicant shall submit a response letter addressing all comments contained in the summary letter to the project review team chairman (case manager) three (3) days prior to the post summary letter conference date.

(3) If all the comments raised in the summary letter are adequately addressed during the conference, the case manager may immediately recommend the application for signature. A signature summary letter will then be issued within five (5) days of the conference.

(4) If all comments are adequately addressed, the applicant will be instructed to make revisions to the plan and resubmit the plans for a second review cycle.

STEP #2.1

**PRELIMINARY RESIDENTIAL SUBDIVISION PLAN RESUBMISSION
Second Review Cycle**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review initial application submission; resubmit	45 days	87 days	Applicant

NOTES:

(1) Based upon Step #6, the applicant will review the application in conformance with the summary letter and/or agreements reached during the post submission summary letter conference. The revised application will be submitted to Development Services no later than the deadline cited in the summary letter (i.e., forty-five [45] days from the issuance of the summary letter).

(2) All review comments contained in the first review cycle summary letter must either be addressed via an application revision, or signed off by the approving authority (i.e., VDOT, Service Authority, etc.) before the revised submission can be accepted for second review cycle.

STEP #3.1
(If Necessary)

PRELIMINARY RESIDENTIAL SUBDIVISION QUALITY CONTROL REVIEW
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review	3 days	90 days	Development Services

NOTES:

(1) The resubmission and the responses provided by the applicant are checked for completeness based upon the results of the first review cycle post summary letter conference.

(a) If all comments and issues have been adequately addressed and/or approved by their approving authority, the application will be immediately recommended for signature. The case manager will issue a signature summary letter.

(b) If all comments have not been adequately addressed, the application will be distributed to the various review agencies for second review cycle.

(2) If major revisions have occurred to the plans as a result of either the prior review comments or a project redesign, the application shall revert to a new first review cycle time frame (see Step #5).

STEP #4.1
(If Necessary)

PRELIMINARY RESIDENTIAL SUBDIVISION PLAN DISTRIBUTION
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to review agencies	1 day	91 days	Development Services

NOTES:

The application is distributed to the review agencies that did not approve the first cycle plan, as appropriate (Department of Public Works, the Service Authority, VDOT, Health Department, and the OIT/Information Resources Management Division).

STEP #5.1
(If Necessary)

PRELIMINARY RESIDENTIAL SUBDIVISION PLAN REVIEW AND COMMENT
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services	6 days	97 days	Development Services case manager, Public Works; VDOT; Health Department; Service Authority, as appropriate
Consolidation of engineering comments by Public Works	2 days	99 days	Public Works
Summary letter issued	5 days	104 days	Case Manager

NOTES:

All review comments will be consolidated into one internally consistent second cycle summary letter. The summary letter will be written and issued by the Development Services case manager.

(a) If the application is not approved in its present form, following the receipt of the review agency comments, the summary letter will cite the date and time of the post summary letter conference.

(b) If the application is approved, a signature summary letter will be issued, rather than a standard second cycle summary letter. It will outline the necessary minor application revisions required.

STEP #6.1
(If Necessary)

**PRELIMINARY RESIDENTIAL SUBDIVISION
POST SUMMARY LETTER CONFERENCE
Second Review Cycle**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Schedule and hold conference	14 days	118 days	Development Services (appropriate project review team chairman) appropriate review agencies; applicant

NOTES:

(1) The meeting is held to discuss all relevant aspects of the project and attempt to resolve all issues that were identified in the second cycle summary letter.

(2) The applicant shall submit a response letter, addressing all comments contained in the second cycle summary letter, to the project review team chairman (case manager) three (3) days prior to the conference.

(3) If all the comments raised in the second cycle summary letter are adequately addressed during the conference, and the application is approved, the case manager will immediately recommend the application for signature. A signature summary letter is issued within four (4) days of the conference.

(4) If all the comments raised are not adequately addressed, or if solutions cannot be agreed upon, the application shall be forwarded to the project resolution committee by the case manager to resolve the remaining issues. The project resolution committee is a management level committee composed of the chief of Development Services and the chiefs of the Department of Public Works Transportation and Watershed Management divisions. The committee shall hold a meeting with the applicant and the project review team to discuss the remaining issues and determine the final recommendation to the Planning Commission to either approve or deny the application.

(a) If the committee recommends approval, the case manager shall issue a signature summary letter.

(b) If the committee cannot resolve all the outstanding issues, they shall recommend denial of the application to the Planning Commission.

(c) The committee shall schedule its meeting to discuss the project within fourteen (14) business days of the date of the second cycle post summary letter conference.

STEP #7

**PRELIMINARY RESIDENTIAL SUBDIVISION
CURSORY SIGNATURE SUBMISSION**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review application and submit for cursory signature review	30 days	148 days	Applicant

NOTES:

(1) Based upon either Step #6 or Step #6.1, the applicant shall revise the application in conformance with the signature summary letter. Five (5) copies of the revised application shall be submitted to Development Services no later than the deadline cited in the signature summary letter.

STEP #8

PRELIMINARY RESIDENTIAL SUBDIVISION CURSORY SIGNATURE REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Conduct cursory review; write and issue cursory review letter	4 days	152 days	Development Services; Public Works; Service Authority; OIT/Information Resources Management Division

NOTES:

The application will undergo a cursory review by the project review team, OIT/Information Resources Management Division and the Service Authority. A cursory review letter is issued by the case manager, citing any minor revisions necessary to be made to the application prior to the plans being sent to the Planning Commission for action.

STEP #9

**PRELIMINARY RESIDENTIAL SUBDIVISION
PLANNING COMMISSION SUBMISSION**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise application; submit for action; schedule Planning Commission meeting; write and issue staff report	30 days	182 days	Applicant

NOTES:

(1) The application is revised, based upon the cursory review letter, and the proper number of copies are resubmitted for Planning Commission action to Development Services.

(2) A Planning Commission meeting date is scheduled for the first available date at this time. The applicant will be notified of this date. The date is determined by the Planning Commission chairman.

(3) A staff report will be written by the case manager. It must be transmitted to the Planning Commission, along with corrected copies of the preliminary residential subdivision plans, at least fourteen (14) days prior to the meeting date.

(a) The staff report shall recommend either approval or denial of the application.

STEP #10

PRELIMINARY RESIDENTIAL SUBDIVISION PLANNING COMMISSION MEETING

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Application is approved/denied	N/A	N/A	Development Services case manager; Planning Commission

NOTES:

(1) If the application is approved by the Planning Commission, the plans are stamped and signed by the chief of Development Services. If the application is denied by the Planning Commission, the decision is final and the application file is closed.

4.04.3.1. Term of Validity: Preliminary Residential Subdivision and Site Plans.

A. Preliminary Residential Subdivision and Site Plans. All preliminary residential plan approvals are valid for two and one-half (2 1/2) years from their date of approval. If, during that period, either (1) no final plans are approved, (2) no final plans are submitted for review and being diligently pursued to approval, or (3) if final plans were approved and continued diligent pursuit is not demonstrated by bonding the plans and recording the plats, the preliminary residential plans shall become void after its approval period expires. If a preliminary residential plan approval expires, no additional action shall be taken on the plan without the submission of new plans and payment of all applicable fees. If, during the term of validity, a final plan for either the entire project, or one or more phases of a multiphased project, is approved and recorded, the preliminary plan will then be valid for five (5) years from the date of recordation of the plat(s) associated with the approved final plan.

B. Preliminary Residential Plan Revisions. Any revisions to a valid, approved, preliminary residential plan, or any remaining portion of a valid preliminary residential plan, which (a) increases the density (units or lots of the project), (b) effects the approved land use(s), or (c) effects zoning issues, shall be processed and approved in accordance with either Section 4.04.2 or Section 4.04.3 above, whichever is applicable. In instances where the revisions do not effect the above-stated items, the director of Planning, or the designee, shall have the authority to approve the revisions administratively.

C. Revalidation of Approved Preliminary Residential Plans. Following the end of the initial two and one-half (2 1/2) year validity period or the subsequent five- (5) year validity period of a preliminary residential plan, for those phases of the project that have either not been completed, are under construction, or have been accepted for final approval, the County will require that the remaining phase(s) undergo a cursory review to reestablish conformity with all current regulations.

(1) If the cursory review indicates the preliminary residential plan remains in conformity, its approval will be revalidated for an additional two and one-half (2 1/2) year period.

(2) If the cursory review indicates the preliminary residential plan is not in conformity with various regulations, those areas of nonconformity shall be enumerated in written form to the applicant and design professional. In such instances, no additional final plans will be accepted for review until the preliminary residential plan is brought into conformance. Any revisions necessary to the preliminary residential plan shall be processed and approved in accordance with either Section 4.04.2 or Section 4.04.3 above, whichever is applicable.

4.04.4 Final Site and Subdivision Plan and Plat Process.

STEP #1

PRESUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to OIT/Information Resources Management Division; application name approval, GPIN identification, project number	N/A	N/A	Applicant; OIT/Information Resources Management Division

NOTES:

With the advent of the land information system (LIS), all first-time application submissions must be processed by the OIT/Information Resources Management Division prior to submittal to Development Services. The purpose is to identify the existing parcel GPIN(s) associated with the application, assign a project number, and approve the project name.

STEP #2

FINAL PLAN AND PLAT SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to Development Services	1 day	1 day	Applicant; Development Services

NOTES:

(1) The applicant should submit a complete application package, available at the Development Services counter, including one copy of the site plan, easement and/or subdivision plat(s) as appropriate, appropriate quality control checklists(s), development control form, fee calculation sheet, fee check, and unit price list. Failure to do so will result in rejection for acceptance and subsequent delays. All necessary plats must be submitted at this time or the application will be rejected.

(2) If applicable, the applicant should include any requests for concurrent processing of the submission with a rezoning or special use permit request.

(3) If applicable, any necessary or desired waiver requests should have previously been submitted and acted upon prior to the application submittal.

(4) All process times (days) shown are calendar days.

STEP #3

FINAL PLAN AND PLAT QUALITY CONTROL REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review; create file/assign number, assign project review team	3 days 2 days* 2 days**	4 days 3 days* 3 days**	Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The submission is checked for completeness, based upon the minimum submission requirements cited on the appropriate quality control checklist(s) obtainable at the Development Services counter. County staff will also review the applicant's fee calculation for accuracy and establishment of an approved amount. If the submitted fee is less than the approved fee by twenty percent (20%) or more, the application is rejected. As a result of this quality control review, the submission is either accepted for processing or rejected. If the application is accepted, a file is established with the preassigned project tracking number. If accepted, the site/project is researched for prior applications/ approvals/submittals (rezoning, SUP, site plan, etc.) and those file numbers are noted on the new file. Review agencies are selected, as appropriate, depending on the type of application. In general, the selection has traditionally been based upon the type of plan, project size, and the type of improvements proposed. For final plans, this could include the Department of Public Works, PWC Service Authority, VDOT, Health Department, Fire and Rescue, PWC Park Authority, PWC School Administration, Dale Service Corporation, Virginia American Water Company, Virginia State Health Department, and the OIT/Information Resources Management Division.

(2) If rejected, the submission is returned to the applicant, along with a list of deficiencies.

(3) A case manager and plan review team is assigned to coordinate the review and processing of the application.

(4) In instances where either a preliminary residential plan or sketch plan was required, final plans and plats shall not be accepted for review until the preliminary residential or sketch plan has been approved.

(5) All final plans and plats shall be designed in conformance with the current standards and regulations in effect at the time of their first cycle submission, except as otherwise provided under duly adopted vesting guidelines.

STEP #4

FINAL PLAN AND PLAT DISTRIBUTION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to review agencies; application data entered into LIS	1 day 1 day* 1 day**	5 days 4 days* 4 days**	Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

The application is distributed to the review agencies selected during the quality control review. All the necessary projects/submission data is entered into LIS, the computerized project tracking system.

STEP #5

**FINAL PLAN AND PLAT REVIEW AND COMMENT
First Review Cycle**

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to the Development Services; project review team meeting held to consolidate all review comments	23 days 10 days* 14 days**	28 days 14 days* 18 days**	Development Services; Public Works; VDOT; OIT/Information Resources Management Division; Health Department; Service Authority; School Administration; Fire & Rescue; Dale Service Corp.; Virginia American Water Co.; Park Authority; and Virginia State Health Department
Consolidation of engineering comments by Public Works	4 days 3 days* 3 days**	32 days 17 days* 21 days**	Public Works
Summary letter issued	5 days 4 days* 4 days**	37 days 21 days* 25 days**	Development Services case manager

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The case manager/project review team chairman, in order to coordinate the overall review and processing of an application, shall be the focal point for all scheduling and shall be apprised of all meetings between the applicant and review agency representatives, to discuss major issues. While the chairman may choose not to participate in a specific discussion, he/she shall have the opportunity to do so.

(2) The plan analysis by the review agencies will have two separate but interrelated objectives. Objective one is to provide an analysis and comment on the application's consistency with any approved proffers and/or SUP conditions or provisional use permit (PUP) conditions. Objective two is to conduct the technical review for compliance with the Zoning Ordinance and DCSM.

(3) All engineering-related comments prepared by all agencies commenting on this subject (VDOT, Service Authority, OIT/Information Resources Management Division, Health Department, Fire and Rescue, Dale Service Corp., Virginia American Water Co., and Virginia State Health Department) will be forwarded directly to Public Works, Watershed Management Division. Subsequently, one consolidated and internally consistent engineering review letter will be forwarded to Development Services within the time frame established for the completion of this step.

Review agency letters shall be divided into engineering and nonengineering sections. Although the original is sent to Public Works, a copy is also sent to Development Services for the official file.

(4) Development Services will perform the Zoning Ordinance, administrative and nonengineering reviews of the DCSM.

(5) The Watershed Management Division of the Department of Public Works will consolidate all the technical engineering comments into one consolidated review and transmit it to Development Services.

(6) A project review team meeting will be held to discuss and consolidate all review comments into one internally consistent first review cycle summary letter. The summary letter will be written and issued by the Development Services chief within five (5) days of the receipt of the Department of Public Works consolidated review letter. The summary letter will outline the plan deficiencies that must be addressed and any additional comments, concerns and issues raised by the various review agencies.

(a) The date and time of the post summary letter conference will be cited in the summary letter.

(b) The application resubmission date and the required number of plans and plats to be resubmitted are also cited.

STEP #6

FINAL PLAN AND PLAT POST SUMMARY LETTER CONFERENCE

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Schedule and hold conference; discuss findings with applicant	20 days 15 days* 15 days**	57 days 36 days* 40 days**	Development Services (appropriate project review team); Public Works; OIT/Information Resources Management Division; VDOT; Service Authority; Health Department; School Administration; Park Authority; Fire & Rescue as appropriate; applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The meeting is held to discuss all relevant aspects of the project and attempt to resolve all issues that were identified in the summary letter. It is scheduled, coordinated and chaired by the project review team chairman.

Prior to the meeting, the applicant should attempt to resolve any issues possible. Any subsequent approvals by agencies shall be documented prior to or at the conference. All issues will be considered unresolved until documented.

(2) The applicant shall submit a response letter, addressing all comments contained in the summary letter, to the project review team chairman (case manager) three (3) days prior to the post summary letter conference date.

(3) If all the comments raised in the summary letter are adequately addressed during the conference, the case manager will immediately recommend the application for signature. A signature summary letter is issued within four (4) days of the conference.

(4) If all the comments raised are not adequately addressed, the applicant will be instructed to make revisions to the plan and resubmit the plans for a second review cycle.

STEP #7

FINAL PLAN AND PLAT APPLICATION REVISED

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise initial application submission	60 days 30 days* 30 days**	117 days 66 days* 70 days**	Applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) Based upon Step #6, the applicant shall revise the application in conformance with the first review cycle summary letter and the decisions rendered at the post summary letter conference.

(a) All review comments must either be addressed, resolved in the post summary letter conference, or waived before the application can be accepted for second cycle review. This must be detailed in a written itemized report submitted as part of the application.

(b) All plan revisions must be highlighted in green.

(2) If major revisions occur to the plans, the plan shall revert to first review cycle review time frames (Step #5).

(3) If the applicant fails to resubmit appropriately revised plans within the prescribed time frames, and a time extension has not been requested and approved, the application will be administratively denied and the file closed. Any further review of the application will require a new first review cycle submission, with applicable fees, and compliance with current regulations.

STEP #2.1
(If Necessary)

FINAL PLAN AND PLAT RESUBMISSION
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Resubmit revised application; case manager analysis	3 day 2 days* 2 days**	120 days 68 days 72 days**	Applicant; Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The revised application will be resubmitted to Development Services no later than the deadline cited in the summary letter (i.e., sixty [60] days from the issuance of the first cycle summary letter).

(2) All review comments contained in the first review cycle summary letter must either be addressed via an application revision, or waived by the approving authority (i.e., VDOT, Service Authority, etc.) before the revised submission can be accepted for the second review cycle.

(3) Upon resubmission of the revised application, it will be forwarded to the case manager for analysis to determine the validity of the revisions. If the application is found to be acceptable and to have satisfactorily addressed all issues in the first review cycle summary letter, it will be immediately recommended for signature review.

(a) If the application is recommended for signature review by the case manager, the applicant will be notified, and the submission will undergo a cursory review by the project review team and a signature summary letter will be issued.

or

(b) If the application is not recommended for signature review, the submission will be distributed to the nonapproving first review cycle agencies for the second review cycle. Additional agencies may be included in the review, even though they approved the application during the first review cycle, if revisions to the plans have resulted in significant alterations of those agencies' concerns.

STEP #4.1
(If Necessary)

PLAN AND PLAT DISTRIBUTION
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to nonapproving review agencies	1 day 1 day* 1 day**	121 days 69 days* 73 days**	Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

The application is distributed to the review agencies that did not approve the first cycle plan (Department of Public Works, Service Authority, VDOT, Health Department, Virginia Health Department, Park Authority, School Administration, Dale Service Corporation, Virginia American Water Company, Fire and Rescue, and the OIT/Information Resources Management Division).

STEP #5.1
(If Necessary)

FINAL PLAN AND PLAT REVIEW AND COMMENT
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services	14 days 6 days* 9 days**	135 days 75 days* 82 days**	Development Services case manager; Public Works; VDOT; OIT/Information Resources Management Division; Health Department; Service Authority; Fire and Rescue; School Administration; Park Authority; Virginia American Water Co.; and Virginia Health Department (as appropriate)
Consolidation of engineering comments by Public Works	3 days 3 days* 3 days**	138 days 78 days* 85 days**	Public Works
Summary letter issued	5 days 4 days* 4 days**	143 days 82 days* 89 days**	Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The revised application will be reviewed by the nonapproving first review cycle agencies similarly as outlined in Step #5. Following the receipt of the consolidated engineering review letter from the Department of Public Works, the Development Services project review team chairman will author and issue a consolidated second review cycle summary letter.

(2) The internally consistent summary letter will be issued by the Development Services case manager, within four (4) days of receipt of the Department of Public Works consolidated review letter.

STEP #6.1
(If Necessary)

FINAL PLAN AND PLAT POST SUMMARY LETTER CONFERENCE
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Hold conference; discuss findings with applicant	20 days 15 days* 15 days**	163 days 97 days* 104 days**	Development Services (appropriate project review team chairman); Public Works; OIT/Information Resources Management Division; VDOT; Service Authority; Health Department; School Administration; Park Authority; Fire and Rescue as appropriate; applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

A post summary letter conference meeting, similar to the one outlined in Step #6, is held to discuss all relevant aspects of the project in an attempt to resolve all issues.

STEP #7.1
(If Necessary)

FINAL PLAN AND PLAT REVISED

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise initial application submission	60 days 30 days* 30 days**	223 days 127 days* 134 days**	Applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

Based upon Step #6.1, the applicant shall revise the application in conformance with the summary letter and the decisions rendered at the post summary letter conference.

STEP #2.2
(If Necessary)

FINAL PLAN AND PLAT RESUBMISSION
Third Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Resubmit revised application; case manager analysis	3 days 3 days* 3 days**	226 days 130 days* 137 days**	Applicant; Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The revised application will be resubmitted to Development Services no later than the deadline cited in the summary letter (i.e., 60 days from the issuance of the second review cycle summary letter).

(2) All review comments contained in the second cycle summary letter must either be addressed via an application revision, or waived by the approving authority (i.e., VDOT, Service Authority, etc.) before the revised submission can be accepted for third review cycle.

(3) Upon resubmission of the revised application, it shall be forwarded to the case manager for analysis to determine the validity of the revisions. If the application is found to be acceptable and to have satisfactorily addressed all issues in the second review cycle summary letter, it shall be immediately recommended for signature review.

(a) If the application is recommended for signature review by the case manager, the applicant shall be notified, and the submission shall undergo a cursory review by the project review team and a signature summary letter shall be used.

or

(b) If the application is not recommended for signature review, the submission will be distributed to the nonapproving second review cycle agencies for the third review cycle. Additional agencies may be included in the review, even though they approved the application during the first and second review cycles, if revisions to the plans have resulted in significant alterations of those agencies' concerns.

STEP #4.2
(If Necessary)

FINAL PLAN AND PLAT DISTRIBUTION
Third Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes plan to nonapproving review agencies	1 day 1 day* 1 day**	227 days 131 days* 138 days**	Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

The application is distributed to the review agencies that did not approve the second cycle plan (Department of Public Works, Service Authority, VDOT, Health Department, Virginia Health Department, Park Authority, School Administration, Dale Service Corporation, Virginia American Water Company, Fire and Rescue, and the OIT/Information Resources Management Division) as appropriate.

STEP #5.2
(If Necessary)

FINAL PLAN AND PLAT REVIEW AND COMMENT
Third Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services	6 days 5 days* 6 days**	233 days 136 days* 144 days**	Development Services case manager; Public Works; VDOT; OIT/Information Resources Management Division; Health Department; Service Authority; Fire and Rescue; School Administration; Park Authority; Virginia American Water Co.; Dale Service Corp.; and Virginia Health Department (as appropriate)
Consolidation of engineering comments by Public Works	2 days 2 days* 2 days**	235 days 138 days* 146 days**	Public Works
Summary letter issued	4 days 3 days* 3 days**	239 days 141 days* 149 days**	Development Services

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The revised application will be reviewed by the nonapproving second review cycle agencies similarly as outlined in Step #5.

(2) Following the receipt of the consolidated engineering review letter from the Department of Public Works, the Development Services project review team chairman will author and issue a consolidated third review cycle summary letter, within four (4) days of receipt of the Development Services consolidated review letter.

STEP #6.2
(If Necessary)

FINAL PLAN AND PLAT POST SUMMARY LETTER CONFERENCE
Third Review Cycle

		Maximum	Total
Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Hold conference; discuss findings with applicant	10 days 10 days* 15 days**	249 days 151 days* 164 days**	Development Services (appropriate project review team chairman); OIT/Information Resources Management Division; VDOT; Service Authority; Health Department; School Administration; Park Authority; Fire and Rescue as appropriate; applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) A post summary letter conference meeting, similar to the one outlined in Step #6, is held to discuss all relevant aspects of the project and attempt to resolve all issues.

(2) If all outstanding issues are not resolved, the application will be forwarded to the project resolution committee by the case manager to resolve the remaining issues. The project review committee is a management level committee composed of the chief of Development Services and the chiefs of the Department of Public Works Transportation and Watershed Management divisions. They shall hold a meeting with the applicant and the project review team to discuss the remaining issues and determine a final recommendation to either approve or deny the application.

The project review committee shall schedule its meeting to discuss the project within fourteen (14) business days of the date of the third review cycle post summary letter conference.

(3) If all issues are resolved by the project review committee, the application is returned to the project review team chairman in order to issue a signature summary letter.

or

If unresolved issues still remain, the project review team shall recommend to the director of Planning to deny the application and administratively close the file. No additional action shall be taken on the application without a new application submittal.

STEP #8

FINAL PLAN AND PLAT CURSORY SIGNATURE SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise application and submit for cursory signature review	30 days 25 days* 25 days**	279 days 176 days* 189 days**	Applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) Based upon either Step #6, Step #6.1, or Step #6.2, the applicant shall revise the application in conformance with the signature summary letter. Five (5) copies of the revised application shall be submitted to Development Services no later than the deadline cited in the signature summary letter.

(2) All necessary easement and dedication deeds shall be executed and submitted for review no later than this stage of the process, although they may be submitted for review at any earlier stage of the process.

STEP #9

FINAL PLAN AND PLAT CURSORY SIGNATURE REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Conduct cursory review; write and issue cursory review letter	5 days 3 days* 3 days**	284 days 179 days* 192 days**	Development Services; Public Works; Service Authority; OIT/Information Resources Management Division

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The application shall undergo a cursory review by the project review team, OIT/Information Resources Management Division and the Service Authority. A cursory review letter is issued by the case manager citing any minor revisions necessary to be made to the application prior to the plans being signed.

(2) All submitted deeds shall be forwarded to the county attorney for review and approval at this time. Their review will utilize independent time frames.

STEP #10

FINAL PLAN AND PLAT SIGNATURE SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise application; submit for approval	30 days 15 days* 15 days**	314 days 194 days* 207 days**	Applicant

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) The application is revised based upon the cursory review letter and submitted for approval and signature to Development Services.

(2) The submittal shall consist of:

- (a) The specific number of plans and plats cited in the cursory review letter.
- (b) Signed site development fee calculation sheet.
- (c) Storm water management computations (if applicable).
- (d) Storm water management maintenance agreement (if applicable).
- (e) Executed deeds.

STEP #11

FINAL PLAN AND PLAT APPROVAL AND SIGNATURE

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Sign application; issue plan approval letter	5 days 5 days* 5 days**	319 days 199 days* 212 days**	Development Services case manager (as appropriate); Development Services division chief

*These time frames note the priority processing times for the various steps.

**These time frames note the expedited processing times for applications submitted by designated plans examiners for the various steps.

NOTES:

(1) Upon submittal, the application shall be checked by the Development Services case manager for completeness as outlined in the signature summary letter. If the application is complete, a plan approval letter shall be issued and the Development Services division chief shall sign the plans, on behalf of the director of Planning.

(2) All final plan approvals are valid for five (5) years from the date of signature.

4.04.5. Review and Approval Process for Simple Subdivisions, Resubdivisions, Consolidations and Family Land Transfers.

STEP #1

PRESUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to the OIT/Information Resources Management Division; application name approval, GPIN identification, project number	N/A	N/A	Applicant; OIT/Information Resources Management Division

NOTES:

All first-time application submissions must be processed by the OIT/Information Resources Management Division prior to submittal to Development Services. The purpose is to identify the existing parcel GPIN(s) associated with the application, assign a project number, and approve the project name.

STEP #2

APPLICATION SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Applicant submits plan to Development Services	1 day	1 day	Applicant; Development Services

NOTES:

(1) The applicant shall submit a complete application package, the requirements of which vary, depending on the type of submission, and are available at the Development Services counter which, at a minimum, shall include site plan, easement and/or subdivision plat as appropriate, quality control checklist, development control form, fee calculation sheet, and fee check. Failure to do so will result in their rejection for acceptance and, subsequently, delays.

(2) If applicable, any necessary or desired waiver requests should have previously been submitted and acted upon prior to the application submittal.

(3) All County process times (days) shown are business days. All other times under the control of the applicant are calendar days.

STEP #3

QUALITY CONTROL REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Quality control review; create file; assign case manager	3 days	4 days	Development Services

NOTES:

(1) The submission is checked for completeness based upon the minimum submission requirements cited on the appropriate quality control checklist. County staff will also review the applicant's fee calculation for accuracy. If the submitted fee is less than the approved fee by twenty percent (20%) or more, the application is rejected. As a result of this quality control review, the submission is either accepted for processing or rejected. If accepted, a file is established and the applicant is so notified and told to submit the appropriate number of plans. Review agencies are selected, as appropriate, depending on the type of application.

(2) If the application is rejected, it is returned to the applicant, along with a list of deficiencies.

(3) A case manager is assigned to coordinate the review and processing of the application.

(4) All plans shall be designed in conformance with the current standards and regulations in effect at the time of their first cycle submission.

STEP #4

APPLICATION DISTRIBUTION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes application to review agencies; application data entered into LIS	1 day	5 days	Development Services

NOTES:

The application is distributed to the appropriate review agencies selected during the quality control review. All the necessary application submission data is entered into LIS.

STEP #5

APPLICATION REVIEW AND COMMENT
First Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services	12 days	17 days	Development Services and, as appropriate, OIT/Information Resources Management Division; Health Department; County Attorney
Consolidation of comments and summary letter issued	5 days	22 days	Development Services case manager

NOTES:

(1) The case manager is the focal point of the overall review process. As such, he/she should be apprised of all meetings between the applicant and review agencies to discuss major issues. While the case manager may choose not to participate in a specific meeting, he/she should be afforded the opportunity.

(2) The application analysis by the various review agencies is meant to conduct a technical and administrative review for compliance with the Zoning Ordinance, DCSM, and any related regulations administered by the various agencies.

(3) All review comments prepared by the various review agencies for these simple type applications shall be forwarded to the Office of Planning case manager.

(4) The case manager will issue the first review cycle summary letter within four (4) days of the receipt of all the agencies' review letters. It will outline the plan deficiencies that must be addressed and any additional comments, concerns, and issues raised by the various review agencies.

(a) The date and time of the post summary letter conference will be cited in the summary letter, and

(b) The application resubmission date and the required number of plans and/or plats to be resubmitted will also be cited.

STEP #6

POST SUMMARY LETTER CONFERENCE

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Hold conference; discuss findings with applicant	15 days	37 days	Development Services and review agencies, as appropriate; applicant

NOTES:

(1) The meeting is held to discuss all relevant aspects of the application and attempt to resolve all issues identified in the summary letter. The meeting is scheduled, coordinated and chaired by the Development Services case manager.

Prior to the meeting, the applicant shall attempt to resolve all issues possible. Any subsequent approvals by agencies shall be documented prior to or at the meeting. All issues will be considered unresolved until documented.

(2) The applicant shall submit a response letter, addressing all comments contained in the summary letter, to the case manager three (3) days prior to the post summary letter conference date.

(3) If all the comments raised in the summary letter are adequately addressed during the meeting, the case manager may immediately recommend the application for signature. A signature summary letter will be issued within four (4) days of the meeting.

(4) If all comments are not adequately addressed, the applicant will be instructed to make revisions to the plan and resubmit them for a second review cycle.

STEP #7

APPLICATION REVISED

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise initial application submission	45 days	82 days	Applicant

NOTES:

(1) Based upon Step #6, the applicant will revise the application in conformance with the first review cycle summary letter and the decisions rendered at the post summary letter conference.

(a) All review comments must either be addressed, resolved in the post summary letter conference, or waived before the application can be accepted for the second review cycle. This must be detailed in a written itemized report submitted as part of the application.

(b) All plan revisions must be highlighted in green.

(2) If the applicant fails to resubmit an appropriately revised application within the prescribed time frames, and a time extension has not been requested and approved, the application will be administratively denied and the file closed. Any further review of the application will require a new first review cycle submission, with applicable fees, and compliance with current regulations.

STEP #2.1
(If Necessary)

APPLICATION SUBMISSION
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Submit revised application; case manager analysis	3 days	85 days	Applicant; Development Services

NOTES:

(1) The revised application shall be resubmitted to Development Services no later than the deadline cited in the first review cycle summary letter.

(2) All review comments contained in the first review cycle summary letter must either be addressed via a revision or waived by the approving authority (i.e., VDOT, Service Authority, etc.) before the revised submission can be accepted for the second review cycle.

(3) Upon resubmission of revised application, it shall be forwarded to the case manager for analysis to determine the validity of the revisions. If the application is found to be acceptable and to have satisfactorily addressed all issues in the first cycle summary letter, it shall be immediately recommended for signature review.

(a) If the application is recommended for signature review by the case manager, the applicant shall be notified and the application shall undergo a cursory review and a signature summary letter shall be issued.

or

(b) If the application is not recommended for signature review, it shall be distributed to the nonapproving first review cycle agencies for second review cycle.

STEP #4.1
(If Necessary)

APPLICATION DISTRIBUTION
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Development Services distributes application to nonapproving review agencies	1 day	86 days	Development Services

NOTES:

The application is distributed to the review agencies that did not approve the first review cycle submission.

STEP #5.1
(If Necessary)

APPLICATION REVIEW AND COMMENT
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Review agency analysis is undertaken and results delivered to Development Services	8 days	94 days	Development Services and Review Agencies, as appropriate
Summary letter issued	5 days	99 days	Development Services case manager

NOTES:

(1) The revised application shall be reviewed by the nonapproving first cycle review agencies in similar fashion as outlined in Step #5.

(2) The case manager shall issue the second review cycle summary letter within four (4) days of the receipt of all the agencies' review letters.

(a) If necessary, the date and time of the post summary letter conference will be cited in the summary letter.

(b) If all review agencies recommend approval, the case manager shall issue a signature summary letter.

STEP #6.1
(If Necessary)

POST SUMMARY LETTER CONFERENCE
Second Review Cycle

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Hold conference; discuss findings with applicant	10 days	109 days	Development Services and review agencies, as appropriate; applicant

NOTES:

(1) The second review cycle post summary letter conference, similar to the one outlined in Step #6, is held to discuss all relevant aspects of the revised application and resolve all issues.

(2) No more than two (2) review cycles will be allowed for these types of applications.

(3) If all issues are resolved, the case manager shall recommend the application for signature review and shall issue a signature summary letter.

or

(4) If all issues are not resolved, the application shall be forwarded to the project resolution committee to resolve the remaining issues and determine a final recommendation to either approve or deny the application.

The project review committee shall schedule its meeting within fourteen (14) days of the date of the second review cycle post summary letter conference.

STEP #7

CURSORY SIGNATURE SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise application and submit for cursory signature review	30 days	139 days	Applicant

NOTES:

(1) Based on either Step #6 or Step #6.1, the applicant shall revise the application in accordance with the signature summary letter. The specified number of copies of the revised application shall be submitted to Development Services no later than the date specified in the summary letter.

(2) All necessary easement and dedication deeds shall be executed and submitted for review no later than this stage of the process, although they may be submitted for review at any earlier time.

STEP #8

CURSORY SIGNATURE REVIEW

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Conduct cursory review; write and issue cursory review letter	5 days	144 days	Development Services; Public Works; Service Authority; OIT/Information Resources Management Division (as appropriate)

NOTES:

(1) The application undergoes a cursory review by the case manager and other appropriate review agencies as necessary. A cursory review letter is issued by the case manager citing any minor revisions necessary to be made to the application prior to the plans being signed.

(2) All submitted deeds shall be forwarded to the county attorney for review and approval at this time. Their review will utilize independent time frames.

STEP #9

SIGNATURE SUBMISSION

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Revise application; submit for approval and signature	30 days	174 days	Applicant

NOTES:

The application is revised based upon the cursory review letter and submitted for approval and signature to Development Services.

STEP #10

APPLICATION APPROVAL AND SIGNATURE

Subtasks	Maximum Time for Completion	Total Elapsed Time	Responsible Party/Agency
Sign application	3 days	177 days	Development Services

NOTES:

(1) Upon submittal, the application shall be checked for completeness by the case manager. If complete, the application will be stamped and signed by the chief of Development Services and a plan approval letter shall be issued.

(2) All final approvals are valid for five (5) years from the date of signature. Within the period of validity, all plats and deeds associated with the application must be recorded.

4.04.6. Review and Approval Process for Revisions to Approved Plans.

All applications for revisions to approved sketch, preliminary residential, and final plans and plats shall be submitted to Development Services. Following their formal intake, the application shall be routed to quality control for conformance with the appropriate required checklist(s), review fee verification, and determination of the appropriate review time frames. These time frames will be determined based on the complexity of the proposed revision.

A. If quality control determines the revision is major in nature, the following time frames will be assigned:

(1) Sketch plans shall be processed as outlined in Section 4.04.1.

(2) Preliminary residential site plans shall be processed as outlined in Section 4.04.2, except the review times shall be ten (10) days for the first review cycle and five (5) days for the second review cycle.

(3) Preliminary residential subdivision plans shall be processed as outlined in Section 4.04.3, except the review times shall be ten (10) days for the first cycle and five (5) days for the second cycle, and the need for a new Planning Commission approval will also be determined at this time.

(4) Final site and subdivision plans and plats shall be processed as outlined in Section 4.04.4, except the review times shall be fifteen (15) days for the first cycle, ten (10) days for the second cycle and seven (7) days for the third cycle.

B. If quality control determines the revision is minor in nature, they will establish a tailored, abbreviated review process for the application, based on the plan type.

C. As part of the review process for revisions to final plans and plats, a cost estimate will be established for any additional improvements shown on the plan. If a sufficient bond has previously been posted with the Office of Planning, no additional bond shall be required. If Development Services determines, based on the new bond estimate approved by the Department of Public Works, that the previously posted bond is not sufficient to cover the cost of additional improvements, an additional amount shall be posted in accordance with Section 4.07.

4.04.7. Minor Site Plan Process.

Minor site plans depict proposed improvements to a site/parcel for which there was either never a previously approved site plan, or if there was an approved site plan, it has been closed. (See Section 4.03.4 for additional details.)

A. A complete submission shall be made to the Office of Planning Development Services Division and shall include a development control form, minor site plan checklist, fee calculation sheet, review fee, and waiver request(s), if applicable. Minor site plans that include required plats shall be sealed by a design professional.

B. Processing. Prior to the formal submission of a minor site plan application, a presubmission meeting shall be requested and held. The applicant is responsible for arranging the meeting with either the chief or assistant chief of Development Services. This meeting shall establish if the proposed improvements meet the guidelines cited in Section 4.03.4 above.

(1) If the application is found acceptable, it will be distributed for review to a Development Services case manager, and the Department of Public Works, Fire Marshal, OIT/Information Resources Management Division, Service Authority, and Health Department, as necessary.

(2) A maximum of two (2) review cycles shall be allowed for each application. The first cycle shall be fourteen (14) days and, if necessary, the second cycle shall be ten (10) days. At the end of each review cycle, a summary letter shall be issued citing all necessary application revisions. When a resubmission is required, it must be made within two (2) weeks of the issuance of the summary letter.

C. Approval of Validity. All minor site plan approvals shall be valid for one (1) year from their date of approval. Within that period of validity, the following items must be completed:

- (1) Record all plats and deeds (if applicable).
- (2) Post an erosion control escrow (if applicable).
- (3) Complete any additional special items, agreements and post any other escrows enumerated in the plan approval letter.
- (4) Obtain a site development permit (if applicable).

Failure to complete all the items enumerated above during the approval validity period shall cause the approval to expire and void the plan.

4.04.8. Administrative Plan Process.

Administrative reviews are reviews by the Office of Planning of minor revisions to previously approved plan or minor development (as cited in Section 4.03.5) that do not necessitate the formal submission of complete site plans, as determined by the chief or assistant chief of the Division of Development Services. Where necessary, a cursory review by other review agencies may be requested by staff.

A. A complete submission shall include one copy of a plan, which may be a nonengineered sketch, and a written request for the administrative review. If the proposed improvement is a revision to a previously approved plan, then the plan will require a seal of a licensed design professional.

B. Processing. The review shall occur within the Office of Planning. The assigned case manager may choose to consult with additional agencies in certain instances.

Within two (2) weeks of submittal, a summary letter shall be issued. It will provide the applicant with the results of the review (approval, rejection or revision). Upon approval of the request, the summary letter shall request the necessary review fee and specify the number of plans to be submitted for signature.

C. Validity. All administrative review approvals shall be valid for one (1) year from their date of approval. Within that period of validity, the following items must be completed:

- (1) Record all plats and deeds (if applicable).
- (2) Post an erosion control escrow (if applicable).
- (3) Complete any additional special items, agreements and post any other escrows enumerated in the plan approval letter.
- (4) Obtain a site development permit or zoning certificate (if applicable).

Failure to complete all the items enumerated above during the approval validity period shall cause the approval to expire and void the plan.

4.04.9. Time Extensions for Application Resubmissions.

The director of Planning, or the designee may, upon written request, accompanied by the appropriate fee, extend the resubmission date of an application. No such extension may exceed an additional sixty (60) day time period for final plans and forty-five (45) days for preliminary residential plans.

The following guidelines shall be utilized to govern the approval of such requests. Their use is meant to assure that applications proceed through the review and approval process as expeditiously as possible to assure that unnecessary delays are not created by either the public or private sector, and that similar project requests are acted upon in a similar manner. In each instance, the reasons enumerated below shall be considered the only valid reasons for approval of resubmission time extensions.

A. No more than four (4) standard extension requests shall be granted during the complete review and approval process (first cycle submission thru signature) of an application. The following shall be considered valid reasons for approval of the extensions:

- (1) Problems/difficulties with off-site easement/right-of-way acquisition.
- (2) Vacation/abandonment/condemnation of easements or right-of-way.
- (3) Approval required from a state and/or federal agency prior to County approval.
- (4) The inability of an applicant to obtain a decision (not a submission review) from a state agency (State Health Department, State Water Control Board, VDOT, etc.) which is necessary for plan approval/project construction.

(5) Revisions in state/federal regulations which are effective immediately and of which the applicant was not aware.

(6) The necessity to conduct a study, integral to the plan approval, such as for soils, wetlands, traffic, etc., which becomes evident while the plans are under review.

(7) Plan revisions necessitated by review comments.

(8) Bank/lending institution renegotiation of project financing, which requires major plan revisions to be made (evidence of same must be provided).

(9) Other specific reasons as deemed valid by the director of Planning.

B. Additional extension requests may be granted by the director of Planning upon approval of a waiver. For such requests, only the following reasons shall be considered valid for their approval:

(1) Problems/difficulties with off-site easement/right-of-way acquisition.

(2) Vacation/abandonment/condemnation of easements or rights-of-way.

(3) Approval required from a state and/or federal agency prior to County approval.

4.04.10. Final Site Development Plan Validity.

All final site and subdivision plans and plats shall be valid for five (5) years from their date of approval.

A. Requirements to be Completed Immediately Following Receipt of Final Approval. The applicant shall complete the items listed below, subsequent to the receipt of final approval:

(1) For site plans, record all related plats immediately following final approval (within thirty [30] days) without posting a performance bond and agreement.

(2) For subdivisions, record all related off-site plats immediately following approval (within thirty [30] days) without posting a performance bond and agreement. All remaining related plats (on-site plats) shall not be recorded until a performance bond and agreement has been posted.

(3) Site preparation permits may be issued subsequent to recording the appropriate plats prior to the posting of a performance bond and agreement, once the following items have been completed:

(a) Payment of any monetary and/or proffered contributions and/or obligations referenced in the plan approval letter.

(b) Post a conservation escrow and agreement in an amount sufficient to defray the cost of restoring the project site to a safe condition, if the developer fails to diligently pursue construction of the permitted improvements in the period of time specified in the agreement. This escrow shall include costs for items such as erosion and sediment control, grading of dangerous slopes, reforestation, seeding and stabilizing denuded areas, completing and/or covering partially completed structures, etc. This escrow will be released upon the posting of an erosion control escrow and performance bond and agreement.

(c) The amount of the conservation escrow shall be equal to ten (10) percent of the project's approved unit price list amount (approved bond amount less the inflation factor and the administrative costs). The conservation escrow shall be a cash escrow or letter of credit in accordance with Section 4.07.2.C. of this manual.

(d) Signing of a comprehensive inspection agreement, by either the developer or contractor, if the project includes streets to be dedicated for public use and maintenance.

(e) Complete any additional special items, agreements, and/or post any additional escrows enumerated in the plan approval letter.

(4) A performance bond and agreement shall be posted, in an amount sufficient to defray the cost of installation for any uncompleted remaining improvements, as enumerated in Section 4.07 within twelve (12) months of the issuance of site preparation permits. Once this occurs, the site preparation permit shall be replaced, at no additional cost, by the issuance of a site development permit.

B. Requirements to be Completed During the Final Plan Validity Period: During the final plan validity period, the applicant shall complete the following items or cause the approval to expire:

(1) Post a construction performance bond and agreement in accordance with Section 130.00 of the DCSM, if applicable. This is a prerequisite to the release of certain plats and deeds for recordation, issuance of site development permits for uses that are neither targeted industries nor basic businesses, building permits, occupancy permits, etc.

(2) Payment of any monetary and/or proffered contributions and/or obligations, as established during the plan approval process, and referenced in the plan approval letter. This is a prerequisite to the release of the plats for recordation, or the issuance of site preparation permits, site development permits, building permits, and/or occupancy permits.

(3) Recordation of all plats, along with their associated deeds. Following recordation of each plat and deed, a copy of the recording receipt, a reproducible mylar copy of the plat, and a copy of the accompanying deed will be returned to the Office of Planning. Recordation of all plats related to site plans and off-site plats related to subdivisions, is a prerequisite to the issuance of site preparations permits. Recordation of all plats for site plans and subdivisions is a prerequisite to the issuance of site development permits, building permits, and/or occupancy permits.

For subdivisions, all recording information (deed book and page number citations) shall be shown on all approved, but unsigned, internal project phase plats.

(4) Post an erosion control escrow in accordance with Section 760.00 of the DCSM. This is a prerequisite to the issuance of either site preparation permits or site development permits.

(5) Signing of a comprehensive inspection agreement by the developer, if the project includes any streets to be dedicated for public use and maintenance. This is a prerequisite to the issuance of either site preparation permits or site development permits.

(6) Post a landscaping escrow in accordance with Section 800.00 of the DCSM, if applicable. This is a prerequisite to the issuance of occupancy permits.

(7) Complete any other special items, agreements and/or post any other escrows enumerated in the plan approval letter. This is a prerequisite to the issuance of site development permits, building permits, and/or occupancy permits.

(8) Obtain a site development permit, the fee for which is enumerated in the plan approval letter. This is a prerequisite to the issuance of building permits.

C. Following the completion of the above-enumerated items, the Office of Planning will issue a building permit release letter. This letter will indicate that all regulatory requirements have been satisfied and will recommend the issuance of building permits. The letter will also enumerate any additional specific items and/or requirements that must be completed prior to the issuance of building or occupancy permits, if applicable.

D. Failure to complete all items enumerated in Section 4.04.10(B) above during the final plan validity period shall cause the approval to expire and void the final site development plans. If the final approval is voided, further consideration of the final site development plans will require a new application submission, payment of applicable fees, and compliance with all regulations in effect at the time of application acceptance.

E. Once the performance agreement and bond have been posted, in accordance with Section 4.07, the plan approval shall remain valid and be coincident with the expiration of the performance agreement. The plan approval shall only be extended if, when, and for the length of time the performance agreement is extended.

4.05. Minimum Plan and Plat Submission Requirements.

4.05.1. General Requirements.

A. Fees. The application and review fees for subdivision plans and plats and site plans are established by resolution of the BOCS. As such, no fees can be waived by the director of Planning. All application submissions shall be accompanied by the applicable fees. A complete and certified Prince William County review fee calculation sheet shall be submitted as part of each site development plan submission.

(1) Partial payment of review fees may be acceptable to the director of Planning, or the designee, under certain circumstances. Such fees may be accepted in two (2) installments, with the first installment, which must equal at least fifty percent (50%) of the total fee, to be paid at the time the application is submitted for review. The second installment shall be paid upon approval of the application, or within one (1) year from the date of initial application submission, whichever is earlier.

(2) In order to qualify for approval of a request for partial payments, the applicant shall meet all the following criteria:

(a) The applicant shall not be delinquent in tax payments to the County, or has made an arrangement for the payment of taxes satisfactory to the director of Finance.

(b) The project must add economic value to the County by providing either a significant number of new jobs, a major planned transportation element which benefits the County at large, a regional storm water management facility planned by the County, or substantially increased real estate taxes.

(c) The project will provide affordable housing units recognized by the Department of Housing and Community Development.

(d) A properly rated (see Section 4.07) financial institution has committed in writing to finance the construction of the project.

(e) Review fees must total at least twenty-five thousand dollars (\$25,000).

(f) The applicant enters into a binding agreement with the County for final payment.

B. Number of Plans to be Submitted:

(1) Sketch Plan Review, First Cycle Preliminary Residential and Final Plan Reviews. The design professional shall initially submit one (1) complete set of plans. If the plan is accepted through quality control, the applicant shall be so notified and told the number of plan sets to be submitted. This number will be based on the number of review agencies that have been established. Following the notification, the additional plan sets must be submitted within two (2) business days, or the application will be rejected and returned by quality control to the applicant.

(a) All initial submissions shall be accompanied by all appropriate quality control checklists, signed by the design professional who prepared the plans.

(b) The ultimate submission shall be accompanied by a certification that the additional plan sets have not been revised since the initial submission, except for the enumerated minor revisions requested by quality control.

(2) Second and Subsequent Cycle Preliminary Residential and Final Plan Reviews - The applicant shall submit the number of plan sets cited in the previous review cycle summary letter.

(3) Signature Submission. The applicant shall submit the number and type of plan sets cited in the signature summary letter.

(4) Copyright notes will not be allowed on plans during any submission.

4.05.2. Sketch Plan Minimum Submission Requirements.

The following items shall be included with all sketch plan application submissions in order to have them accepted for review:

A. Administrative Items:

A Prince William County development control form completed in its entirety. If the form is not signed by the property owner, a power of attorney must accompany the form.

B. Plan Details:

(1) The sheet size shall not exceed 36" x 48" (900 millimeters x 1,219 millimeters). Plans consisting of more than two (2) sheets shall be indexed and indicate match lines for lots of five (5) acres (2.02 hectares) or less in size. The match lines shall follow property lines.

(2) A scale of no less than 1" = 200' (metric ratio 1:2000); this shall be displayed on all plan sheets.

(3) Topographic contours with intervals no greater than five (5) feet (1.52 meters), referred to USGS datum.

(4) Date of plan, north arrow, match lines, and sheet numbers.

(5) A vicinity map, preferably at a scale of 1" = 2000' (25 millimeters equals 609.76 meters), but no smaller than 1" = 3,000' (25 millimeters equals 914.64 meters).

(6) The present zoning of the project parcel(s), and all adjacent parcels, along with their present use. The project name and Prince William County project number shall be noted for all adjoining parcels, if applicable.

(7) The project(s) GPIN, and all adjacent parcels' GPINs.

(8) Total project site acreage.

(9) The proposed generalized pattern of lots and/or buildings (including the number and size), street and/or travelway layout, off-street parking layout, recreation areas, open space, and improvements to existing streets and rights-of-way, buffer, traffic counts (vehicles per day) and storm water management facilities.

(10) All existing restrictions on the use of the land, including easements and covenants.

(11) Existing drainage facilities, including major culverts, ponds, and streams.

(12) Location of all existing situations and buildings on the site.

(13) Note on plan stating the following: "This plan has not been reviewed for conformance with rezoning proffers and/or special use permit conditions, if applicable. These will be reviewed with the final plan submission."

4.05.3. Preliminary Residential Site and Subdivision Plan Minimum Submission Requirements.

The following items shall be included with all preliminary residential plan application submissions, in order to have them accepted for review:

A. Administrative Items:

(1) A Prince William County development control form completed in its entirety. If the form is not signed by the property owner, a power of attorney must accompany the form.

(2) A separately bound and indexed booklet of project information which shall include.

(a) A copy of the stamped, approved proffer statement and analysis, if applicable.

(b) A copy of the stamped, approved special use permit conditions and analysis, if applicable.

(c) A concurrent processing form, if the application is the subject of a rezoning, proffer amendment and/or special use permit application at the time of submittal.

(d) A copy of either the Planning Commission resolution, or the director of Planning's determination of conformity, if the application required a 456 public facilities review.

(3) Standard Prince William County cover sheet with the current revision date.

B. Plan Details:

(1) The sheet size shall not exceed 36" x 48" (900 millimeters x 1,219 millimeters). Plans consisting of more than two (2) sheets shall be indexed and indicate match lines for lots of five (5) acres (2.02 hectares) or less in size. The match lines shall follow property lines.

(2) A scale of no less than 1" = 100' (metric ratio 1:1,000); this shall be displayed on all plan sheets.

(3) Topographic contours with intervals no greater than five (5) feet (1.52 meters), referred to USGS datum, extending fifty (50) feet (15.24 meters) beyond the parcel's property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(4) Date of plan, north arrow, and sheet numbers.

(5) A vicinity map, preferably at a scale of 1" = 2,000' (metric ratio 1:25,000), but no smaller than 1" = 3,000' (metric ratio 1:50,000).

(6) The present zoning of the project parcel(s) and present zoning and use of all adjacent parcels. The Prince William County project and plan names and numbers shall be noted for all adjoining parcels, if applicable.

(7) The project parcel(s) GPIN and all adjacent parcels' GPINs or GSINs. Residue use parent GPIN or GSIN.

(8) Total project site acreage (hectares).

(9) Street rights-of-way, including name, number, and widths.

(10) All existing easements, including type, width, and use restrictions, if any.

(11) Existing storm drainage structures on the project parcel(s) and within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, including type of pipe, sizes, and direction of flow.

(12) Storm water management and BMP facilities on the project parcel(s) and within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(13) Streams, ponds, marshes, approximate boundaries of wetland areas, including names, if applicable, on the project parcel(s), and within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(14) Preliminary resource protection area (RPA) boundary, as identified by the preservation area site assessment, in accordance with Section 712.03 of the DCSM, or a note indicating there are no mapped RPAs on the site.

(15) Preliminary resource management area (RMA) boundary, as identified by the RMA limits study, if applicable, in accordance with Section 740.00 of the DCSM.

(16) The approximate one hundred (100) year flood area boundary and the source of the information.

(17) Buffers, parks, and recreation areas and the acreage (hectares) of all permanent open spaces.

(18) Municipal or other publicly owned land within fifty (50) feet (15.24 meters) of the property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, including the distance to the nearest school or site.

(19) Existing utility lines and structures, such as water, sewer, gas, electric, telephone, wells, and drainfields on the project parcel(s), including size or capacity, and within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(20) Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site.

(21) Density tabulation, provided by section and overall total number of proposed lots and/or dwelling units, and lot/unit numbers.

(22) Streets, roads, travelways, improvements to existing streets and other rights-of-way, including widths, street classification, and preliminary anticipated traffic counts (vehicles per day).

(23) Pedestrian systems and bike trails.

(24) Lot layout, if applicable.

(25) Off-street parking layout, if applicable, including typical size, number of spaces by location, and a tabulation.

(26) Proposed buildings, including use, height and, for site plans only, distance to property lines, building restriction lines (if applicable), and any existing buildings or structures on the property and within fifty (50) feet (15.24 meters) of the property line, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(27) Schematic storm drainage systems and water and sewer systems, or drainfield and well locations.

(28) Parcels to be dedicated to public use, including size and purpose.

(29) Tree canopy and tree save areas, if appropriate, including approximate acreages (hectares), average size and dominant species.

(30) Comprehensive landscape plan in accordance with Section 800 of the DCSM, if applicable.

4.05.4 Final Site and Subdivision Plan Minimum Submission Requirements.

The following items shall be included with all final site and subdivision plan application submissions in order to have them accepted for review:

A. Administrative Items:

(1) A Prince William County development control form completed in its entirety. If the form is not signed by the property owner, a power of attorney must accompany the form.

(2) A completed standard Prince William County cover sheet with the current revision date.

(3) A separately bound, sealed and indexed booklet of project information which shall include:

(a) A copy of the stamped, approved proffer statement and analysis, if applicable.

(b) A copy of the stamped, approved special use permit conditions and analysis, if applicable.

(c) A concurrent processing form if the application is the subject of a waiver request, rezoning, proffer amendment and/or special use permit application at the time of submittal.

(d) A copy of either the Planning Commission, or the director of Planning's determination of conformity, if the application required a 456 public facilities review.

(e) Copies of any approved variances, waivers or letters of agreement concerning the application.

(f) Copy of the approved general development plan (GDP).

(g) A copy of the unit price list, if not shown on the plans.

(h) Traffic impact analysis (Appendix A), if applicable, in accordance with Section 600.00 of the DCSM.

(i) Triparty maintenance agreements for sidewalks and/or landscaping, if applicable.

B. Plan Details:

(1) The sheet size shall not exceed 24" x 36" (600 millimeters x 900 millimeters). Plans consisting of more than two (2) sheets shall be indexed and indicate match lines for lots of five (5) acres (2.02 hectares) or less in size. The match lines shall follow property lines.

(2) A scale of no less than 1" = 50' (metric ratio 1:500) for subdivisions, and 1" = 30' (metric ratio 1:250) for site plans; this shall be displayed on all plan sheets.

(3) Topographic contours with intervals no greater than two (2) feet (0.50 meters), referred to USGS datum, extending fifty (50) feet (15.24 meters) beyond the parcel's property lines or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(4) Date of plan, north arrow with designation, and sheet numbers annotated in consonance with any required subdivision plats, or meridian of record, if subdivision plats are not required.

(5) A vicinity map preferably at a scale of 1" = 2,000' (metric ratio 1:25,000), but no smaller than 1" = 3,000' (metric ratio 1:50,000).

(6) The seal and signature of the design professional engineer or land surveyor shall be on each plan sheet. Architects may sign and seal site plans.

(7) The present zoning of the project parcel(s), and all adjacent parcels, along with their present use. The project name and Prince William County project number shall be noted for all adjoining parcels, if applicable.

(8) The project parcel(s) GPIN, and all adjacent parcels' GPINs or GSIN.

(9) Total project site acreage.

(10) Prince William County project and plan names and numbers for the subject property and adjacent properties.

(11) Revisions to an approved plan shall have a completed revision block on each sheet identifying the revisions. All revisions shall be circled in red on the initial submission. The project and plan number(s) for any previously approved plan shall also be referenced on the revision.

(12) Boundary of record with 1:10,000 closure ratio, including area tabulation.

(13) Street rights-of-way, including names, recordation deed book and page references, or route numbers and widths.

(14) All existing and proposed easements, including type, width, deed book and page reference, and use restrictions, if any. If any proposed improvements are located within the easements of these utilities, documentation shall be provided from the appropriate companies acknowledging permission to make the improvements, prior to final plan approval. For ingress/egress easements, a note shall be provided certifying that the applicant has been granted the right to use, and make improvements, within the easements. For subdivisions, deed book and page references for existing internal project easements do not need to be shown for plan approval (see Section 4.04.10(B)(3)(a) of this manual).

(15) Streams, ponds, marshes, wetland areas on the project parcel(s), and within one hundred (100) feet (30.48 meters) of the property lines, including names, if applicable.

(16) Final resource protection area (RPA) boundary, as identified by the preservation area site assessment, in accordance with Section 742.03 of the DCSM, or a note indicating there are no mapped RPAs on the site.

(17) Final resource management area (RMA) boundary, as identified by the RMA Limits Study, if applicable, in accordance with Section 742.09 of the DCSM.

(18) The one hundred (100) year flood area boundary and the source of the information.

(19) Permanent open spaces, tabulation in acreage (hectares), buffers, parks, and recreation areas, including ownership and size of the facility.

(20) Municipal or other publicly owned land within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, including the distance to the nearest school or school site.

(21) Utility lines and structures, such as water, sewer, gas, electric, telephone, wells, and drainfields on the project parcel(s), including size and/or capacity, and within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(22) Buildings and other structures on the project parcel(s) and within fifty (50) feet (15.24 meters) of the property lines, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project.

(23) Traffic counts (vehicles per day).

(24) All entrances labeled to proper VDOT or Prince William County standards.

(25) Percent of grade noted at all commercial entrances.

(26) Location of all cemeteries and other historic sites on the parcel, or a statement that no such facilities are known to exist on the site.

(27) Any project which has within its limits one or more geodetic control monuments shall show those moments with the following note:

"The geodetic control monument(s), list all pertinent monuments, located on or in proximity to the site will not be disturbed. The developer assumes the responsibility for replacement of the monument(s) should it/they be disturbed during any development related to this project."

(28) A subdivision, easement, and/or dedication plat(s), if applicable, in accordance with Section 4.05.5. Subdivision and easement plats shall be included with the first cycle review submission.

(29) Floodplain study, if applicable.

(30) Lot layout, including lot numbers, area of each lot, and street dedication area. All resultant areas of recorded parcels, less than ten (10) acres (4.05 hectares) in size, shall be shown on the plans and indicated in the area tabulation. All resultant areas of recorded parcels, ten (10) acres (4.05 hectares) or greater in size, are considered as residue and shall be indicated in the area tabulation but not shown on the plans.

(31) Density tabulation (provided by section and overall), total number of proposed lots and/or dwelling units.

(32) Streets, roads, travelways, and other rights-of-way, including deed book and page number, street classification, widths, rates of roadway superelevation, when applicable, vertical curves with the sight distance noted, vertical and horizontal sight distances verified at all intersections, and improvements within the state right-of-way. Guardrail and paved ditches shall be shown as required. Handicapped access curb ramps shall be provided at all street intersections on urban design roadways.

(33) Off-street parking (including handicap) and loading layout, if applicable, including typical size, number of spaces by location, and a tabulation by use type.

(34) Existing and proposed buildings and structures, including use, height, square footage (square meters), distance to property lines and between buildings, and any applicable building restriction lines (site plan only).

(35) Utility lines and structures, including sewer, water, gas, wells, and drainfields with sizes, types of pipe, plan and profile views, location of fire hydrants, control valves, pump stations, and anticipated flows and calculations (three [3] copies of fire flow calculations submitted separately). Proposed drainfields shall include the following note, if applicable: "The proposed drainfields shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site."

(36) Utility easements, including gas, electric, telephone and cable television, with the width and type indicated.

(37) Storm drainage system, including all required computations on the project parcel and within fifty (50) feet (15.24 meters) of the property line, or additional distance, as may be necessary, in order to show major features or conditions that may affect the project, with sizes, type of pipe, gradients, invert elevations, direction of flow, drainage divides and areas for each structure.

(38) Storm water management and BMP facilities, including ten (10) and one hundred (100) year water surface elevations and all required computations, access and maintenance easements, and a storm water management fact sheet (if SWM/BMP has been approved with a previous section, note the PWC plan number).

(39) Final grading plan.

(40) Limits of clearing and grading, marked and clearly labeled.

(41) Erosion and sediment control devices, their design and locations.

(42) Location of street name signs, traffic control signs, street lights, stubouts, and their easements, if applicable.

(43) Buffer areas, screening, landscaping and tree canopy requirements, in accordance with Section 800.00 of the DCSM.

(44) Tree save areas indicating dominant species and average size, area tabulations for substantiating area size compliance, and proposed new tree plantings and landscaping, in accordance with Section 800.00 of the DCSM.

4.05.5. Subdivision and Easement Plat Minimum Submission Requirements.

The following items shall be included with all required plats, including those for simple subdivisions, family land transfers, resubdivisions, consolidations, right-of-way dedications, easements, abandonments, vacations, and revisions to approved plats, in order to be accepted for review:

A. Administrative Items:

A Prince William County development control form completed in its entirety. If the form is not signed by the property owner, a power of attorney shall accompany the form.

B. Plat Details:

(1) The sheet size shall not exceed 18" x 24" (450 millimeters x 600 millimeters), nor be smaller than 8 1/2" x 11" (215 millimeters x 275 millimeters). All copies shall be reproduced on black or blue line paper, and conform to the Virginia State Library Board standards for plats. Plats consisting of two (2) or more sheets shall be indexed and indicate match lines. For lots of five (5) acres (2.02 hectares) in size or less, any necessary match lines shall follow property lines.

(2) A graphic scale of not less than 1" = 100' (metric ratio 1:1,000), which shall be displayed on all plat sheets. Also, all plats shall use only one uniform scale.

(3) Each sheet shall contain a title block which shall include: subdivision name, or owner's name, in accordance with the instruments of record, name and address of the engineering or surveying firm that prepared the plats, magisterial district name, date of preparation, description of plat's purpose, and the Prince William County project and plan numbers and names, and geographic subdivision identification number, once assigned. (The project number is assigned by OIT/Information Resources Management Division prior to submission.)

(4) All plats shall contain a north arrow annotated with, and be referenced to:

(a) VCS 1983 north, as represented by the Prince William County geodetic monument network; for subdivisions or resubdivisions, they shall comply with Section 120.00 of the DCSM; or

(b) True north for subdivisions or resubdivisions not subject to Section 120.00 of the DCSM; or

(c) North of record may be used for minor resubdivisions, consolidations, off-site easements and off-site right-of-way dedications.

(5) Plats referenced to VCS 1983 shall annotate two property corners on each sheet with complete VCS 1983 coordinate pairs (in international feet/meters). Each plat so referenced shall be annotated in accordance with Section 120.00 of the DCSM. Assumed coordinate values or grid tics shall not be shown on any plat.

(6) A vicinity map, preferably at a scale of 1' = 2,000' (metric ratio 1:25,000).

(7) Seal and signature of the land surveyor or professional engineer that prepared the plat shall be on each plat sheet. Seals are not required to be signed until approval submission, provided the following note is added: "This plat is for review purposes only and not for recordation."

(8) A surveyor's certificate containing the following elements:

(a) The name of the current owner and the recordation reference of the most recent instrument in the chain of title.

(b) For subdivisions and consolidations, the recordation reference of the previous plat of subdivision or resubdivision, whichever is the case.

(c) A statement that the boundary of this subdivision, or resubdivision, is based on a current field survey (in this case, it is expected and understood that the seal and signature of the land surveyor evidences that the boundary shown complies with the minimum field practices for such surveys in an urban area, as set forth in the rules and regulations of the State Board of Architects, Professional Engineers, Land Surveyors, and Landscape Architects), or that the boundary shown is the result of compilation from deeds and/or plats of record and, if a closed boundary is shown, that the errors of closure ratio is greater than or equal to 1:10,000.

(d) The meridian which the bearings are referenced to, and the method of establishment.

(e) A statement that the iron pipes will be set in accordance with the Subdivision Ordinance and Section 120.00F of the DCSM. This is not required for easement plats.

(9) A notarized owner's consent and dedication in substantially the following form: This language is meant to be comprehensive in nature and is provided in this form in an attempt to address all the various types of plats submitted for review and approval. Therefore, the submitting land surveyor should extract and use from the language only those items relative to the particular plat being prepared.

This statement shall be signed and dated prior to signature approval by the person(s) with authority to bind the owner of the property so platted (title and name shall be reproduced under the signature space), and shall be duly acknowledged before an officer authorized to take the acknowledgment of deeds. Final plats shall be recorded in the land records of Prince William County and a copy of the recordation receipt with the deed book and page numbers shall be returned to the Office of Planning for inclusion in the project records. The statement shall generally read as follows:

"The platting of dedication of the land shown hereon, and as described in the surveyor's certificate, is with the free consent and in accordance with the desire of the undersigned owner, proprietors, and trustees, if any. The undersigned hereby expressly consent(s) to the dedication of the Board of County Supervisors, in fee simple absolute, of all areas shown on this plat for roads, streets, alleys, schools, parks and such other public uses as may be identified by specific use of name or by the general designation 'for public use,' and further consent(s) to the dedication of any easement indicated on such plat for public rights or passage, storm drainage, or expressly identified for the installation of sewer, water, or other utility lines, or for access thereto, or for construction easements, temporary or permanent, ultimately to be owned, operated, or maintained by any public authority."

(10) All resultant areas of recorded parcels, less than ten (10) acres (4.05 hectares) in size, shall be platted and shown on the plats, and indicated in the area tabulation. All resultant areas of recorded parcels, ten (10) acres (4.05 hectares) or greater in size, are considered as residue and shall be indicated in the area tabulation, but need not be platted.

(11) Area tabulation indicating (where applicable) the total site area, number of new lots and/or parcels, number of recorded lots and/or parcels, residue of each recorded parcel, resulting from the subdivision, new right-of-way dedications, and vacated rights-of-way.

(12) Individual lots, each identified by a separate and sequential number, in accordance with Section 603.24 of the DCSM.

(13) The existing and all adjoining parcel(s) GPIN(s) or GSIN.

(14) Subdivision, parcel, and lot boundaries with bearings and distances and/or complete curve data. Internal lots shall be geometrically related to the boundary of the subdivision, or section thereof. Curve data shall be shown on the same sheet as the curve it describes.

(15) All existing structures shown on the plat or an exhibit attached to the plat for resubdivisions, consolidations, and family subdivisions.

(16) All applicable notes.

(17) Street addresses (assigned during the review process as necessary), in accordance with Section 603.24 of the DCSM.

(18) The one hundred (100) year flood area boundary, when applicable, including ties to property lines and corners, with bearings and distances and/or curve data, and labeled flood hazard area.

(19) The RPA boundary, when applicable, including ties to property lines and corners, with bearings and distances and/or curve data, labeled as such.

(20) The RMA boundary, when applicable, including ties to property lines and corners, with bearings and distances and/or curve data, labeled as such.

(21) Proposed and existing easements annotated with the following: type, purpose, and width, bearings and distances and/or curve data for centerlines, or limits, with ties to property lines and corners (new easements only), deed book and page references for existing easements and appropriate maintenance notes for all proposed easements, such as sight distance, utility, buffer, storm drainage, water, sanitary sewer, etc.

Deed book and page references for existing internal project easements do not need to be shown for plat approval (see Section 4.04.10(B)(3) of this manual.

(22) Proposed and existing streets within and/or adjacent to the subdivision, and provided with the following: name, designator, route number or deed book and page references, if not state maintained (existing streets only), centerlines, bearings and distances and curve data for the rights-of-way, and each new right-of-way dedication annotated with the area and the phrase, Hereby dedicated for public street purposes.

(23) Vacated streets and parcels with the area vacated and those areas reverting to appropriate adjacent parcel(s).

(24) Existing and proposed drainfield locations shown on the plat or an exhibit and the following note, if applicable, added to the plat:

The proposed drainfield(s) shall provide a reserve drainfield area at least equal to that of the primary sewage disposal site.

(25) Existing and proposed well locations shown on the plat or an exhibit.

(26) Application for a family subdivision, including the deed by which the owner obtained the property, deed transferring the property and proof of relationship.

(27) All existing easements with deed book and page number or a note stating: All underlying easements may not be indicated on this plat.

(28) The following note shall be included on the plat for all site or subdivision plats that include a landscape plan: The owner of fee title to any property on which plant material has been established in accordance with an approved landscape/planting plan shall be responsible for the maintenance, repair and replacement of the approved plant material as required by the ordinance.

If a plat is not required, the note required above shall be shown on the landscape or grading plan.

(29) Every use requiring establishment of a bufferyard shall note the following restriction regarding the use of such buffer on a plat or other instrument recorded among the land records: Land designated as bufferyard shall be landscaped and may only be used for structures, uses, or facilities in accordance with the requirements of the Zoning Ordinance and the Design and Construction Standards Manual.

4.06 Regulations and Procedures Governing the Conveyance of Real Property and Easements to Prince William County.

4.06.1 General Requirements. Whenever an applicant proposes, or is legally required, to convey interests in real property to the County, the following requirement shall govern:

A. If any such conveyances are made subject to any easements, rights-of-way, or other restrictions, a title report shall be provided to and approved by the County. Such report shall be prepared at the applicant's expense by an attorney or title issuance company approved by the County. Such title report shall identify the nature and extend of such easements, rights-of-way, and other conveyances of title subject to any conditions, restrictions, and encumbrances which the County determines adversely affect the use for which the interest in land is to be dedicated. No such conveyance may be subject to any restrictive covenants applicable to other properties of the applicant, or to the project within which the subject property may lie, unless express prior agreement by the BOCS has been made to the contrary. The county attorney shall review such title report when provided, and shall indicate to the grantor in writing the County's acceptance or rejection of the restrictions and encumbrances in the chain of title.

B. When the BOCS agrees to accept a dedication of property, in compliance with a proffered condition of a rezoning, with an express limit on the use of the property, a reverter clause in substantially the following form may be contained in the deed:

The property is hereby conveyed expressly for public use by agencies of Prince William County, the Commonwealth of Virginia, or the United States of America. In the event that the property is conveyed to other users for private purposes, it shall be lawful for the dedicator, or his heirs or assigns, to reenter and repossess the property herein dedicated, in accordance with the rules of common law of Virginia.

C. All deeds and title reports required hereby shall be submitted to the Office of Planning for review no later than when the final plans and plats are submitted for signature approval. In addition, a copy of every instrument mentioned in deed or title report as affecting the estate which is to be conveyed to Prince William County shall also be submitted. They shall be forwarded to the county attorney who shall note approval or disapproval, specifically noting reasons for disapproval, if any, of any portion of the assembly.

4.07 Performance Bonds, Agreements and Guarantees.

The following regulations shall be utilized to govern the acceptance, processing and close-out of all forms of guarantees, when required by Section 130.00 of the DCSM.

4.07.1 Performance Agreement. A performance agreement, supported by a form of guarantee, shall be required on all projects. This agreement and guarantee shall obligate the applicant to construct all the legally required improvements on approved projects in a timely manner and in accordance with applicable standards. Public agencies of Prince William County seeking site development plan approval may supply a letter of intent to comply with this requirement, provided that a completion bond is secured from the contractor performing the construction, guaranteeing the construction will be completed in accordance with the approved site development plans and County requirements.

A. The initial agreement, which shall be between the applicant and the BOCS, may be for a maximum period of eighteen (18) months. Thereafter, time extensions may be permitted in accordance with Section 4.07.3 below.

B. The aggregate of all forms of surety posted on a project should not exceed the total of the estimated cost of construction, based on the County's unit price list, with additional reasonable allowances for administrative costs, inflation and potential damage to existing roads and utilities.

4.07.2 Corporate Surety Bonds. Corporate surety bonds, cash, letters of credit and set-aside agreements are the only forms of guarantees acceptable to the County.

A. Corporate surety bonds shall be furnished by an insurance company, licensed to transact fidelity and surety insurance in Virginia, which will guarantee the full amount of the bond. The surety shall be satisfactory to the County and have a best key rating of AXV or higher. Alternatively, it may hold a certificate of authority as an acceptable surety for federal bonds. Such bonds shall obligate the surety, when notified of the principal's default, to elect either to perform in its principal's stead or to pay the face amount of the bond, or any lesser appropriate amount determined by the director of Planning. Should the rating of the surety fall below Prince William County's minimum acceptable rating, the applicant will be so notified, and shall provide an acceptable substitute surety. This action shall be completed within sixty (60) days of notification, or default proceedings shall be initiated.

B. Cash may also be furnished to the County as a project's bond. When this option is utilized, the funds will be deposited in interest-bearing accounts by the director of Finance. In the event of default by the developer, interest that accrues on such funds shall be available to Prince William County for application to the cost of completing required improvements. In the event of no default by the developer, such interest shall accrue for the benefit of the developer and shall be returned upon release.

C. Letters of credit will be accepted as bonds, if they meet the following criteria:

(1) The issuing institution must meet the County's standards for providing satisfactory performance guarantees.

(a) One aspect of this assessment shall be that issuers must possess a rating of 20(c) or better in the latest edition of Sheshunoff's Quarterly Ratings for Banks and Savings and Loan Associates (Sheshunoff's). This rating must also be met by issuers of standby letters of credit in support of extension requests for agreements that have expired.

(b) The County may accept a letter of credit issued by a nonqualifying bank, when such bank has issued to the County as beneficiary an additional letter of credit of equal value from a qualifying bank.

(c) Letters of credit may be accepted from a foreign bank, provided they are issued by a branch located in the United States, subject to a revision of the uniform commercial code, and the bank's stability can be satisfactorily determined by the Office of Planning.

(2) The performance agreement must expire a minimum of six (6) months prior to expiration of the letter of credit. The letter of credit must be irrevocable during that time period.

(3) A minimum ninety (90) day notification period of the lending institution's election not to extend the validity of the letter of credit is required and must be sent by certified mail to the director of Planning. Failure to give notice as required shall automatically extend the letter of credit for successive additional six (6) month periods. (Such provision must be included in the letter of credit.) Should the developer not provide a substitute letter of credit at least sixty (60) days prior to the expiration, or complete all requirements to effect release, the funds shall be drawn immediately thereafter, and a default action shall be initiated.

D. A set-aside agreement is an agreement among the developer, a lending institution, which is making the development or construction loan to the developer for the project, and Prince William County. The agreement must commit the bond funds to payment of the required bonded improvements and no other purposes.

(1) The director of Planning shall have twenty-one (21) days in which to approve or disapprove any expenditure, upon written request, for approval identifying the project and agreement and nature of proposed expenditure, and balance of the completion fund.

(2) The County shall not approve more than one (1) partial reduction per month, except as authorized by the director of Planning. Each quarterly reduction request shall require an inspection by the County prior to its approval. Any interim reduction requests shall be accompanied by a certificate of inspection from a professional engineer or land surveyor. Said certificate shall identify the work completed since the last request, an approved reduction amount since the last request, and a statement that the work described has been performed in strict conformity with the approved plans and meets all applicable standards.

No interim partial reduction request shall be approved for more than fifteen percent (15%) of the remaining amount of the set-aside.

E. Forms: The director of Planning shall approve, and may amend from time to time, all standard forms to be used for performance agreements and bonds. No deviations shall be accepted, unless approved by the county attorney for conformity with this policy and all applicable requirements.

F. Upon request, and following approval, any of the acceptable four (4) forms of guarantees described above may be substituted for a correlative form.

4.07.3 Extensions and Rebonding of Agreements.

A. When a developer enters into an agreement with Prince William County, it is understood that all the necessary physical improvements must be completed in the specified period of time. If all the noted improvements are not completed within this time period, and no extension has been obtained, or a replacement agreement and bond have not been submitted and approved with a new expiration date, the agreement shall be deemed in default.

B. Approximately sixty (60) days prior to the expiration of the agreement, Prince William County shall notify the developer in writing of the expiration date. The notification is meant to caution the developer that he will be in default unless the work is either completed in accordance with the agreement and approved plans, or an extension of time is obtained in accordance with the requirements of the policy.

C. The developer shall make a written request to the director of Planning for an extension of the performance agreement's expiration date.

(1) The first request may be for a period not to exceed three (3) years. In order to receive the maximum extension, the developer must demonstrate that the extension would be in the best interest of Prince William County.

(2) If subsequent extensions are required, they will be for maximum periods of one (1) year each. All requests shall be made fourteen (14) calendar days prior to the expiration date.

(3) The developer must indicate the reasons and conditions which have precluded him from completing the required physical improvements. The developer must also present written consent to the request from all sureties involved, including corporate surety companies. In addition, the request shall contain a detailed cost estimate of the work remaining, together with a projected timetable for completion. The current County unit price list data shall be utilized in compiling this information.

(4) The director of Planning may grant extensions of less than one (1) year due to conditions outlined in D. below.

(5) A fee to cover any necessary inspection and administrative costs shall be paid in accordance with the fee schedule for such inspections.

D. If the developer has requested an extension or a substitute agreement and surety, the Office of Planning will review the project particulars and the request submitted by the developer. The factors considered by the Office of Planning shall include the following:

(1) Percentage of the project that has been completed. This shall be viewed as the percentage (based on the unit price list [UPL] dollar value) of the bonded improvements completed (adjusted for inflation). Generally, this should be at least fifty percent (50%) for the first extension request and eighty-five percent (85%) for the second request.

(2) Number of homes/units completed, occupied, and served by public facilities, if applicable. Generally, this should be at least ten percent (10%) of the project for each year (or prorated portion thereof) the project has been under construction.

(3) Developer's performance history on prior projects in Prince William County. This shall be based on the developer's previous number of defaults.

(4) The collective number, type, and validity of complaints lodged against the developer.

(5) If the project provides access and/or infrastructure necessary for other projects which are either under construction or approved and no site development permits have been issued.

(6) If the project provides for the construction of connector/arterial roads, or regional storm water management facilities.

E. In the event the developer does not respond to the letter sent by Prince William County cautioning him of impending default, and the project is not completed by the expiration date, the matter shall be reviewed by the director of Planning for appropriate action, including referral to the Board of County Supervisors for its actions.

F. Following the initial extension, if no substantial construction has been initiated, any further extension shall be governed by the following criteria:

(1) For approved final plans which have been bonded, have recorded plats and that have not initiated substantial construction and are not proceeding:

(a) For all such plans not qualifying for the five (5) year plan validity law, although their approval will be valid as long as their performance bond and agreement are valid, the director of Planning may extend the bond and agreement for a maximum of one (1) additional year beyond the initial (present) period. Construction must have been initiated and be diligently pursued within that additional year or the approval shall be automatically void.

(b) For all such plans that qualify for the five (5) year plan approval law, although their approval will remain valid for five (5) years from their date of approval, even though their performance bond and agreement may not be valid, the director of Planning may extend the bond and agreement for a maximum of one (1) additional year, or the remaining plan validity time, whichever is less.

(2) For approved final plans which have been bonded, have recorded plats, and although construction has been initiated, it is proceeding slower than necessary:

(a) For all such plans not qualifying for the five (5) year plan validity law (although their approval will be valid as long as their performance bond and agreement are valid), the director of Planning may extend their bond and agreement for lengths of time in accordance with Section 4.07.3.C. above.

(b) For all such plans that qualify for the five (5) year plan approval law (although their approval will remain valid for five (5) years from their date of approval, even though their performance agreement and bond may not be valid), the director of Planning may extend their bond and agreement for lengths of time in accordance with Section 4.07.3.C. above.

4.07.4 Performance Bond Reductions.

A. Any form of guarantee may be partially released periodically (i.e., reduced) to an amount not less than either ten percent (10%) of the project's highest bond value or not less than the actual cost of completion, whichever is higher, plus permitted allowances in accordance with the provisions of this section.

(1) All reduction requests shall be submitted in writing to the director of Planning. No request shall be deemed officially received unless submitted in accordance with the following requirements:

(a) If an extension of the performance agreement is sought, every requirement for an extension request must be met, including but not limited to, submission of written consent by the surety to any such request;

(b) The request shall identify the project, performance agreement, bond, and completion date and must specify the amount of reduction sought. It shall also contain a detailed cost estimate, using the current County unit price list, of the remaining work and a projected timetable for completion.

(c) A fee, covering any necessary inspection and administrative costs, shall be paid in accordance with the fee schedule.

(2) Periodic partial bond reductions shall not occur before at least thirty percent (30%) of the bonded improvements, including any cost adjustments necessary for pavement redesign in accordance with Section 600.00 of the DCSM, if applicable, have been satisfactorily completed.

(3) The County shall not be required to execute more than three (3) reductions in any twelve (12) month period, except as authorized by the director of Planning.

(4) No reduction shall be approved if the performance agreement is in default. However, reduction requests may be considered concurrently with extension requests.

B. In such instances as the director of Planning deems appropriate, the developer shall furnish a certificate of completion from a professional engineer or land surveyor, stating the work described has been performed in strict conformity with either the approved final plans or as-built plans submitted therewith, and that the work meets all applicable standards.

C. The director of Planning or the designee shall act upon any reduction request within thirty (30) days of its official receipt. If the request is disapproved, the developer shall be notified in writing of the specific reasons for disapproval. If no action is taken within the time specified, the request shall be deemed approved and a partial release granted.

4.07.5 Performance Bond and Agreement Final Release Procedures.

A. All final performance bond release requests shall be authorized within thirty (30) days of their official receipt, in writing, by the director of Planning, provided the following criteria have been met:

(1) Acceptance of all public facilities by the state agency, local government department or agency, or other public authority, which is responsible for maintaining or operating such facility, and the completion and approval of any other bonded site-related improvements.

(2) Acceptance of as-built plans by the Department of Public Works.

(3) Payment by the developer of all required fees, proffers and contributions.

B. If a final bond release is not authorized within the thirty (30) day period, the developer may send an additional request, by certified mail, to the director of Planning. Within ten (10) business days of the receipt of the request, the director of Planning shall either release the bond, or notify the developer of the specific agency approval not received. If no action is taken, the request shall be deemed approved and final release granted.

C. In the event any dedicated road cannot be taken into the state highway system for reasons other than quality of construction, the developer may nevertheless seek release in accordance with the provisions of this section, provided there is compliance with the requirements of Section 4.07.6 below.

D. In appropriate circumstances, the obligations of a performance agreement may be suspended and the project's performance bond released, in accordance with the provisions of Section 4.07.7 below.

4.07.6 Maintenance Bonds.

A. Whenever Prince William County has accepted the dedication of a road for public use and such road, for reasons other than quality of construction, is not eligible for acceptance into the state highway system, the developer may still (1) request release of the performance agreement and bond, or (2) in the case of a successor developer, that successor developer may request to be excused from entry into a substitute performance agreement and posting a construction performance bond. In such instances, the developer shall post a maintenance and indemnifying bond in lieu of the performance bond, provided that all other requirements for release are otherwise met.

B. Such maintenance and indemnifying bonds shall meet the following requirements:

(1) The maintenance bond shall be in an amount approved by the director of Public Works.

(2) It shall also be sufficient to indemnify Prince William County for:

(a) The expense of any maintenance of the streets, curb, gutter, appurtenant drainage facilities, utilities, including correction of defects or damages and for the removal of snow, water or debris, so as to keep such road reasonably open for public use, pending state acceptance; and

(b) The expense of repairing or reconstructing such road to approved standards at such time as the impediment to acceptance when first constructed is removed.

C. The maintenance bond shall be annually reviewed by the County for sufficiency of its amount, status of roads, and the road maintenance being provided by the developer.

4.07.7 Bond Deferral Option.

A. As noted at the outset, the obligation of the developer is to construct all public improvements in a timely manner and obtain their acceptance by the appropriate public body after construction. Similarly, it is the assumption and intention of Prince William County that the scheme approved be realized within a reasonable period of time, inasmuch as over time the Board of County Supervisors may amend ordinances and standards, and developments approved under one ordinance may become outdated or substandard under later ordinances or regulations. Nevertheless, the Board of County Supervisors is sensitive to the need for any option lying between the extremes of:

(1) Requiring completion of all required improvements and their ongoing maintenance under a maintenance bond until all standards for acceptance are met.

(2) Requiring, as a condition, the release of a performance bond and agreement that the plat be vacated for those portions of the development in which improvements are not installed.

These provisions provide such an option. It is not an option intended to extend the validity of approved plans without the initiation of construction.

B. The bond deferral option is available only upon written request by all owners of the property affected, which must include the trustees on any deeds of trust and the beneficiaries for whom they act.

C. Portions of the development which are constructed and occupied must be completed and public improvements therein accepted by the appropriate public bodies. In appropriate circumstances, partially occupied sections may be placed under security of a maintenance bond, pending acceptance.

D. The owners of property for which the developer requests release of the performance agreement and bond, under this section, shall execute an agreement, approved in form by the director of Planning, which shall provide that:

(1) The owners agree not to convey or otherwise alienate the property, except in its entirety, until such time as the bond deferral agreement has been discharged in accordance with its terms.

(2) Breach of the agreement, or conveyance of any portion thereof, voluntary or involuntary, shall be deemed an application by the owners, under Virginia Code sections 15.1-480, 481 and 482, for vacation of the plat pertaining thereto.

(3) No construction upon or improvement of the property may be made until the developer has executed the standard performance agreement and tendered surety for performance in the amount and form authorized under this policy.

(4) The validity period of such bond deferral agreement shall not exceed the validity period of the final plans for the project in question.

(5) Unless the developer has commenced construction, or entered into the customary performance agreement, with performance bond required under this policy, under the approved plat within the validity period of the bond deferral agreement, Prince William County may initiate vacation of the plat under Virginia Code sections 15.1-480,481, and 482.

(6) The agreement shall be recorded among the land records, by the County, at the developer's expense.

E. At the determination of the director of Planning, the developer shall execute a maintenance bond, with approved surety, for public improvements partially or fully constructed within the property, subject to an agreement under this section.

4.07.8 Default and Evaluation Procedures.

A. If the developer fails to complete the required site improvements in the period of time specified in the agreement, or any approved extension, the developer is deemed in default.

B. The Office of Planning shall forward a report on the project to the Board of County Supervisors, with the director of Planning's recommendation to formally declare the project to be in default. Such recommendation shall also enumerate a recommended course of action in response to default. Such recommendation may include the following, in any combination:

(1) That the county attorney be authorized to institute such actions as deemed appropriate to enforce the provisions of this policy, the performance agreement and bond, and applicable code provisions.

(2) That demand be made of the surety on the developer's bond for payment of the funds secured thereby, for application to completion of the project, or for performance of its principal's obligations.

(3) That the County contract for completion of the project.

(4) That all or any portion of the project be vacated.

(5) That any successor in interest to the defaulted developer be required to post an adequate replacement performance agreement.

(6) That no additional building permits be issued for the project, subject to the bond, until an adequate right of entry permit bond is posted with the County. Such a bond shall bind and hold the applicant responsible for any and all damages to any public improvements already in place, caused by work covered by the resulting right of entry permit and building permit. Such bond shall be governed by the provisions of sections 4.07.2 and 4.07.5 of the procedures.

C. The developer and surety will be mailed copies of the Office of Planning's report and recommendation. They also will be advised of their opportunity to be heard on the matter at the scheduled meeting of the Board of County Supervisors. Either the developer or the surety, or both, may offer proposals for completion as alternatives to that of the recommendation of the director of Planning. Any such proposal must be submitted in written form and signed by someone with the appropriate authority to issue a binding proposal.

D. All defaulted projects shall be scheduled for completion in chronological order of their declaration of default. Exceptions to a policy of first-in, first-out shall be made when the funds associated with a bond or letter of credit are collected by Prince William County and cover the cost to complete the bondable items, and the project is eligible for acceptance into the state system. In such cases, the project shall be inserted into the existing project completion schedule as the next project to be handled by Prince William County and/or its contractor.

4.07.9 Debarment of Surety.

A. Any person otherwise qualified in accordance with the requirements of this policy to act as surety for any performance bond may nevertheless be disqualified from acting in such capacity on any agreement to which the BOCS is a party, in accordance with the provisions of this section.

B. Whenever the director of Planning shall recommend to the Board that any person be disqualified from acting as surety on any bond, the Board shall proceed as follows:

(1) Notice of such recommendation shall be served by certified mail on such person. Such notice shall apprise such person of the grounds upon which such recommendation is made and of the time and place the matter will be taken up by the Board of County Supervisors.

(2) Such person may appear and be heard on the matter.

(3) Following a hearing, the Board of County Supervisors may declare such person ineligible from acting as surety satisfactory to the Board for such period of time not to exceed five (5) years as it may specify, may defer its findings on such terms and conditions as it deems appropriate, or may dismiss the recommendation of the director of Planning.

C. Any matter tending to establish that the surety will not perform in accordance with the terms of the surety's contract commitment shall be grounds for disqualification. Specific reasons for disqualification shall include but not be limited to:

(1) The surety commits an act of bankruptcy, reorganization, becomes insolvent, bankrupt, makes an assignment for the benefit of creditors, consents to the appointment of a trustee or receiver, or either a trustee or receiver is appointed for the surety or for a substantial part of its property without its consent.

(2) The surety is presently in default of one or more bond contracts in which Prince William County is obligated, or having breached a bond contract in the past, has failed to provide reasonable assurances that it will discharge its obligations under the performance bond.

(3) The surety is in default of one or more identical or substantially similar bond agreements with any other political subdivision of the state.

(4) Any managing or policy-making officer of the surety, acting in the course of employment or on behalf of the surety, is convicted under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, fraud, or any offense indicating a lack of business integrity or business honesty which substantially affects the surety's responsibility/reliability as a surety for performance of duties on behalf of the owner to the County.

(5) Any other cause the Board of County Supervisors determines to be so serious and compelling as to affect responsibility as a surety, including debarment by another governmental entity.

4.08 Land Development Permit Procedures for Final Site Development Plans.

Following the approval of final site development plans, permits must be obtained, and applicable fees paid, prior to commencement of any land disturbance activities and/or construction of site improvements.

4.08.1. General Requirements. Based upon the specifics of the project, the County requires various land development permits, or a combination thereof, to be issued. They are:

A. Flood Hazard Use Permit (if applicable). This permit shall be obtained prior to any other land development permits, and authorizes land disturbances in flood hazard areas.

B. A-1, Residential/Agricultural and Erosion Control Grading Permit. This permit will be issued for instances where a site development permit is not required and the area of disturbance exceeds five thousand (5,000) square feet (464.52 square meters), the maximum threshold for a land disturbance permit. It shall cover the inspection of all items involved, including the installation and maintenance of erosion and sediment control devices. All erosion control devices must be inspected and approved by the Department of Public Works, prior to the initiation of any land disturbing activity.

C. Site Preparation Permit: This permit shall cover the inspection of all construction items, including erosion and sediment control devices, but excluding building and trades permits, which are initiated in accordance with Section 4.04.10 above, prior to the posting of performance bonds and agreements. The installation of the erosion and sediment control devices by the developer shall be inspected and approved by the director of Public Works prior to the initiation of any other land disturbing (construction) activities. This permit shall be replaced, at no cost to the developer, when a performance bond and agreement has been posted by the developer.

D. Site Development Permit. This permit shall cover the inspection of all land construction items, including erosion and sediment control devices, but excluding building and trades permits. The installation of the erosion and sediment control devices shall be inspected and approved by the Department of Public Works, prior to the initiation of any other land disturbing activities. This permit is valid as long as there is a valid performance agreement and bond posted in accordance with Section 4.07 above.

E. Water and Sewer Installation Permit. This permit shall be obtained from the appropriate utility for performance of inspections during installation of water and sewer facilities and appurtenances, following the issuance of a site development permit or grading infrastructure permit.

F. VDOT Land Use Permit. This permit shall be obtained from VDOT for both temporary construction and permanent entrances prior to connecting to any highway in the state system.

G. Underground Utility Line Permit. This permit is obtained to allow the installation of all underground conduits and their related facilities (gas, electric, cable television, telephone). Prior to the issuance of this permit, the developer shall have obtained an approved set of construction and/or early grading plans and a site development permit or a grading/grading infrastructure permit. The underground utility line permit is valid for twelve (12) months. Extensions of the validity period may be requested in writing to the Office of Planning.

H. Right of Entry Permit. This permit shall be obtained to allow construction on or passage over County-owned property, including rights-of-way not in the state system and public easements in which the County has an ownership interest. The applicant shall secure a permit prior to commencement of construction. The director of Planning may require submission of such engineering plans or profiles as deemed appropriate to allow proper review of the application. The permit shall be issued only if the review indicates that the activity proposed is consistent with the purposes for which the County holds the property and that there will be no adverse impact upon the County's interest therein. Any activities permitted by the director of Planning, without review and approval by the Board of County Supervisors, shall be temporary in nature and shall not include permanent fixtures or improvements, with the exception of required and approved improvements (e.g., driveways). Only those activities described in the permit are authorized.

I. Grading/Grading Infrastructure Permit. Once the initial review process has been completed for nonresidential final site development plans, and the plans demonstrate substantial compliance with development requirements, and no significant comments are outstanding, the applicant may request a grading/grading infrastructure permit with the second submission of the site development plan. Requests for grading/grading infrastructure permit shall be made in writing to the director of Planning. The director of Planning or the designee shall, by letter, authorize the submission of grading/grading infrastructure plans for signature approval before the initiation of the grading/grading infrastructure permit issuance process.

(1) Once the plans are approved, a grading or grading infrastructure permit approval letter will be prepared.

(2) Upon approval of the grading/grading infrastructure permit, actual construction of the development must be commenced and diligently pursued within a six (6) month period. Failure to begin actual construction within this six (6) month period will void the permit. If within this six (6) month period, the site development plan has not been approved, and the site development permit issued, the grading/grading infrastructure permit will also be void. Upon the voiding of such a permit, the developer shall commence the revegetation of the property in accordance with the standards contained in Section 800.00 of the DCSM. Such revegetation shall commence immediately upon notification by the Office of Planning of the voided grading/grading infrastructure permit. The revegetation of the site shall be completed within thirty (30) days of such notification, weather permitting. Failure to complete the revegetation within this time period shall cause the director of Planning to use such escrow funds available to Prince William County to complete such work. Actual construction is hereby defined to include the placing of construction material in permanent position and fastened in a permanent manner.

J. Land Disturbance Permit. This permit shall be obtained to insure compliance with Section 32-201.00 and 32-504.00 of the Zoning Ordinance and all other sections of the DCSM when no other permits are required. It is required for any land disturbing activity exceeding two thousand five hundred (2,500) square feet (232.26 square meters), but less than five thousand (5,000) square feet (464.52 square meters). The applicant must submit a plan outlining proposed disturbances and erosion and control practices.

(1) A house location survey, record plat, County topography map with a parcel overlay, or a nonengineered outline of the lot, correctly drawn to scale, may be used as a basis for this plan. The plan shall locate the disturbed area by offset distances to the property lines and shall contain a signed statement, by the owner, that appropriate erosion devices will be provided.

K. Nonresidential Preconstruction Permit. Upon approval of a nonresidential preconstruction plan, this permit shall be obtained prior to commencing any land disturbance activities. The permit shall specify a validity period during which all grading and/or improvements shown on the plan must be completed and the site must be stabilized. Failure to stabilize the site may cause the director of Planning to use any escrow funds available to Prince William County to complete such work.

4.09 Violation and Shutdown Notices and Procedures.

Construction activity on any site shall be conducted in strict accordance with the limits of clearing and grading and shall be shown on plans approved by the director of Planning. Construction activity shall also be conducted only on those items for which a permit has been obtained. Failure to obtain required permits, or develop the site in accordance with approved plans, will necessitate the County taking any and all necessary actions required to correct the situation.

4.09.1 General Requirements. Such actions may include, but shall not be limited to the following:

A. Posting of a stop work (construction) notice. Such notice shall be posted in a conspicuous place on the site in violation by a representative of the agency responsible for the inspection of the improvements being made, and also forwarded, by certified mail, to the developer.

B. Issuing a written notice to the owner or responsible agent, from the agency responsible for the inspection of the improvements, outlining the nature of the violation and requiring on-site activity to cease and desist immediately. A copy of the notice shall be sent to all other agencies responsible for inspections on that site.

(1) This notice will instruct all other agencies to revoke all permits which may have been issued, cease making any further inspections on that site, and cease processing any plans for that site, if the director of Public Works deems the violation to be of such a serious nature.

(2) If cooperation is not received from the owner or responsible agent and work is not stopped immediately upon notice, a court injunction to stop work (construction) will be sought.

C. The director of Public Works may, if necessary or appropriate, seek criminal process against any person who violates any provisions of the DCSM, and the issuance of a violation notice and correction order shall not be deemed a precondition to the issuance of a warrant or summons for such violation. In addition, the director of Public Works may seek immediate civil relief, regardless of what other action has been or will be taken.

4.10 Priority Plan Processing.

4.10.1 Priority Site Development Plans. The processing of priority site development plans shall be conducted in accordance with the time frames and requirements outlined in Section 4.04.4 above.

4.10.2 Priority Building Construction Plans. The processing of priority building construction plans shall be conducted in the following manner:

A. Four (4) sets of construction plans, specifications, documents and trade permit applications may be submitted to the Department of Public Works, Building Development Division, simultaneously with the final site development plans. One additional set of construction plans and specifications is required for any application involving food preparation and/or food processing for foods intended for human consumption. Construction plans shall include all architectural, structural, electrical, mechanical, plumbing, and gas drawings, as well as a site plan. Upon receipt, they will be processed for review as follows:

(1) The application, plans and specifications will be transmitted to the appropriate county and state agencies for review within two (2) days of their receipt.

(2) Staff specified by the agencies shall respond with comments back to Public Works, generally within twenty (20) business days.

(3) On the twenty-first (21st) day, or the next closest day convenient to the applicant, a meeting shall be held with the applicant and those agencies requiring revisions to the plans in order to reach a mutual understanding of code requirements.

(4) The architect or engineer shall submit revised plans back to the Department of Public Works, Building Development Division. If the revised submission is not submitted within thirty (30) days of the date of the meeting, the priority processing status is terminated and normal processing will take effect. This period may be extended by the director of Public Works, upon written request, if unusual circumstances warrant.

(5) If no further changes are required, plans will be approved as noted.

(6) Tenant layout plans will also be priority reviewed if received within six (6) months after the review of the shell plan.

4.11 Expedited Plan Processing.

4.11.1 General Requirements. The processing of expedited site development plans shall be conducted in accordance with the time frames and requirements outlined in Section 4.04.4 above, Section 118.00 of the DCSM and the following:

A. All plans, including those prepared by designated plans examiners (certified in Prince William County) will be submitted to quality control in the Planning Office.

B. Final plans prepared by a designated plans examiner (DPE) will automatically be processed for expedited review.

C. During the first review of final plans, the comments generated and received in the Department of Public Works will be reviewed and consolidated by a County designated plans examiner.

D. DPE-prepared plans requiring a full review during second submission will automatically lose their expedited review status and revert to a regular process plan.

E. The Planning Office will keep track of the number of plans submitted by DPEs that are rejected by quality control or required more than one review prior to signature review. The reason for quality control rejection will be indicated.

F. This information will be transmitted periodically to the Advisory Plans Examiner Board for their information and use.

4.12 As-built Plans.

As-built plans shall be required on all currently valid final site development plans. The acceptance of as-built plans shall be a prerequisite to final construction acceptance, bond release, and the issuance of a final certificate of use and occupancy. Copies of the as-built plans, prepared and certified by a registered land surveyor or professional engineer, shall be submitted to the Department of Public Works and the Service Authority at the time final inspections are conducted. Final inspections will not be made unless the as-built plans are available.

4.12.1 General Requirements. The following information shall be included on the plans:

- A. Horizontal locations of all sanitary sewers, storm sewers and waterlines, which include:
 - (1) Two (2) ties to all water valves or blow-offs. In cases where a group of valves may be located at an intersection, two (2) ties may be provided to one (1) valve and the remaining valves tied to each other;
 - (2) One (1) tie to all sanitary sewer manholes and storm sewer structure;
 - (3) Two (2) ties to all sanitary sewer cleanouts on laterals which are located within the state road right-of-way, and the two (2) ties to the first clean out on a lateral connected to a main within the state right-of-way.
 - (4) Location of all water meters, detector checks, fire-flow meters, fire hydrants, air release valves, grease traps and any other water or sewer system appurtenances. The size of all meters larger than three-fourths (3/4) inch (20 millimeters) is to be noted. All ties shall be affixed to be easily located permanent objects (i.e., building corners).
- B. Invert elevations on storm sewers and sanitary sewers.
- C. Length, size, and type of material used for all storm sewer and storm water management systems.
- D. Top of structure elevations on all sanitary manholes and storm sewer structures.
- E. As-built topography on storm water detention basins and verification of storage volumes.
- F. Detailed as-built information for special design drainage and storm water management structures.
- G. Spot elevations showing inverts of improved channels and swales located in dedicated drainage easements.
- H. All dedicated easements. The cover sheet shall show the deed book and page number(s), in which the water and sewer easements and/or subdivision plats are recorded.
- I. A graphic scale.

J. Any changes from the approved construction plans must be indicated by circling the change in red.

K. A note certifying compliance of the site to approved plans and conformance of any revisions to all applicable standards. The following certification shall be used:

This physical survey has been reviewed and, in my professional opinion, based upon my knowledge, information, and belief, the design elements measured by the physical survey comply with the approved plans. This review does not imply in any way that (i) inspections were made during the construction, (ii) to the quality of the work, or (iii) to any element or structure not visible or depicted on the physical survey.

4.12.2 Impervious Area Measure. In addition to the as-built, the professional engineer or land surveyor shall provide the County with a measure of the impervious area of the site. This information shall be shown on a standard form available from the Department of Public Works.

4.12.3 Compliance. The as-built plans and the impervious area information will be reviewed for compliance with the requirements of this section during the final inspections. Any deficiencies with the as-builts or the impervious area information must be corrected before final construction acceptance is granted.

4.13 Appeal of Director of Planning's Decision.

All decisions by either the director of Planning or the director of Public Works are final. If the director of Planning or the director of Public Works disapprove any plan submitted pursuant to all processing requirements identified in this document or the DCSM, and the applicant of such plan contends that such disapproval was not properly based on applicable state and local ordinances and policies, he/she may appeal directly to the circuit court having jurisdiction over Prince William County. Such appeal must be filed with the circuit court within sixty (60) days of the date of the written disapproval by the director of Planning.

5.0 Certificate of Use and Occupancy

Certificates of use and occupancy shall be issued in accordance with Section 116 of the DCSM. No occupancy permits shall be issued until all sidewalks and/or pedestrian systems, in the general area of the units scheduled for occupancy, have been constructed, inspected, and approved. Upon specific request, and due to weather or other conditions, this requirement may be modified by the director of Public Works.