CITY OF FAIRFAX, VIRGINIA

APPLICATION PACKAGE

PLANNED DEVELOPMENTS
CONTENTS

Checklist – Page 3
Application – Page 5
Affidavit Form – Page 7
Equitable Ownership Disclosure Statement – Page 9

PHONE NUMBERS

Planning Director 703-385-7930
Public Works Director 703-385-7810
Zoning Administrator 703-385-7820
Fire Marshal 703-385-7830
Architectural Review 703-385-7930
Commissioner of Revenue 703-385-7884
Treasurer 703-385-7900
CITY OF FAIRFAX
PLANNED DEVELOPMENT
APPLICATION

A pre-application meeting with the Director of Community Development and Planning or an approved representative is required for all Planned Development Applications. Application and all legal documents must be complete and filed in duplicate. All applications for rezoning are required to submit the following information. If the application and forms are not complete at the time of filing, the application will not be considered filed and therefore will be not be processed further.

Please submit two (2) copies of all material except as follows:

- Complete original application and original signatures by all necessary parties. The applicant and owner’s signatures on the application must be witnessed by a notary.

- Required filing fees: $20,075 plus $1,050 per acre or fraction thereof over the minimum required acreage and up to 4 acres; plus $2,100 per acre or fraction thereof for over 4 acres up to 8 acres; plus $3,150 per acre or fraction thereof for over 8 acres [City revenue account # 313323]

- Certified plat of the property bearing certification date within six months of the filing date of the application.

- Metes and bounds description certified by a certified land surveyor prepared within six months of the filing date of the application.

- Master Development Plan set as defined in Section 3.8.2.C of the Zoning Ordinance.

- Existing Conditions Plan, including a Tree Survey indicating the location and species of each tree five inches or greater in caliper, measured 6” above the ground.

- Statement of Support, including the following:
  - Proposal narrative with development tabulations.
  - Indication of compliance with each of the approval considerations listed in
Section 6.6.8 of the Zoning Ordinance.

- List of proposed layout and design standards as described in Section 3.8.2.F of the Zoning Ordinance.

☐ List of additional land use requests, waiver and modifications.

☐ Traffic Study: Contact the City Traffic Engineer at 703-385-6261 for information on requirements for traffic studies or to set up a scoping meeting.

☐ Fiscal Impact Analysis.

☐ Legal and equitable ownership disclosure statement.

☐ If proffers are proposed with the rezoning, they must be signed by all property owners and the applicant.
Application No. ______________________

CITY OF FAIRFAX
PLANNED DEVELOPMENT APPLICATION

I/We ____________________________ by ____________________________
(Name of applicant) (Authorized agent's name and relationship to applicant)
a corporation / general partnership / limited partnership / sole proprietorship/individual (circle one) which is the
property owner / contract purchaser / lessee (circle one)
of Lots ________________________, Block ________________, Section ___________ of the
_________________________ Subdivision containing __________ (Sq. Ft.) on the premises known as
_________________________ requests that the property currently zoned __________ be
rezoned to ________________. This property is recorded in the land records of Fairfax County in the name of
_________________________ in Deed Book ____________, Page ____________.
(Name and address of subject property)

I certify that I have read and understand my application to comply with Zoning Ordinance Section 6.2.3.C Application Requirements, which states:

1. An application shall be sufficient for processing when it contains all of the information necessary to decide whether or not the development as proposed will comply with the applicable requirements of this chapter.
2. The burden of demonstrating that an application complies with applicable review and approval criteria is on the applicant. The burden is not on the city or other parties to show that the standards or criteria have not been met.
3. Each application is unique and, therefore, more or less information may be required according to the needs of the particular case. Information needs tend to vary substantially from application to application and to change over time as result of code amendments and review procedure changes. Staff has the flexibility to specify submission requirements for each application and to waive requirements that are irrelevant to specific situations. The applicant shall rely on the review official as to whether more or less information should be submitted.”

__________________________ (Signature of applicant or authorized agent)  ____________________________ (Title or relationship)
Address ____________________________ Phone ____________________________
Email ____________________________

STATE OF VIRGINIA to-wit:

I, the undersigned, a Notary Public in and for the State aforesaid, whose commission as such will expire on the __________ day of __________, 2 __________, do hereby certify that this day personally appeared before me in the State aforesaid ____________________________ (Name) ____________________________ (Title)
whose name(s) is (are) signed to the foregoing and hereunto annexed agreement bearing date of the _______ day of ____________, 2 __________, and acknowledged the same before me.

GIVEN under my hand and seal this _______ day of ____________________________, 2 __________.

/ ____________________________
Notary Public  Registration #
THE FOLLOWING MUST BE COMPLETED BY THE PROPERTY OWNER

I/We_________________________ by____________________________ hereby certify that the applicant named above has the authority vested by me to make this application.

________________________________________________________________________
(Signature of owner or authorized agent) (Title or relationship)
Address__________________________________________________ Phone: __________________

STATE OF VIRGINIA to-wit:

I, the undersigned, a Notary Public in and for the State aforesaid, whose commission as such will expire on the__________day of__________, 2______, do hereby certify that this day personally appeared before me in the State aforesaid ______________________________

(Name) (Title)
whose name(s) is (are) signed to the foregoing and hereunto annexed agreement bearing date of the______ day of______________, 2______, and acknowledged the same before me.

GIVEN under my hand and seal this_______day of______________________________, 2______.

/____________________________________________________________
Notary Public Registration #

FOR OFFICE USE ONLY

Proposal filed: ___________________________ Received by: ___________________________
Fee Paid: ___________________________ Receipt No: ___________________________
Previous Cases: ___________________________
Current status of business license and fees:
Treasurer: ___________________________
Commissioner of Revenue: ___________________________
AFFIDAVIT
CITY OF FAIRFAX

I, __________________________, by __________________________ do hereby make oath or affirmation that
(Name of applicant or agent)
I am an applicant in Application Number _____________ and that to the best of my knowledge and belief, the following information is true:

1. (a) That the following is a list of names and addresses of all applicants, title owners, contract purchasers, and lessees of the property described in the application, and if any of the foregoing is a trustee, each beneficiary having an interest in such land, and all attorneys, real estate brokers, architects, engineers, planners, surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to the application (attach additional pages if necessary):

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<th>Name</th>
<th>Address</th>
<th>Relationship</th>
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(b) That the following is a list of the stockholders of all corporations of the foregoing who own ten (10) percent or more of any class of stock issued by said corporation, and where such corporation has ten (10) or less stockholders, a listing of all the stockholders (attach additional pages if necessary):

Corporation Name: __________________________

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<th>Relationship</th>
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(c) That the following is a list of all partners, both general and limited, in any partnership of the foregoing (attach additional pages if necessary):

Partnership Name: __________________________

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2. That neither the Mayor nor any member of the City Council, Planning Commission, BZA, or BAR has any interest in the outcome of the decision. EXCEPT AS FOLLOWS: (If none, so state).


3. That within five (5) years prior to the filing of this application, neither the Mayor nor any member of the City Council, Mayor, Planning Commission, BZA, or BAR or any member of his or her immediate household and family, either directly or by way of a corporation or a partnership in which anyone of them is an officer, director, employee, agent, attorney, or investor has received any gift or political contribution in excess of $100 from any person or entity listed in paragraph one. EXCEPT AS FOLLOWS: (If none, so state).


WITNESS the following signature: ________________________________

Applicant or Agent

ALL APPLICANTS MUST SIGN AND HAVE THEIR SIGNATURES NOTARIZED.

The above affidavit was subscribed and confirmed by oath or affirmation before me on this _____ day of ________________, 20______, in the State of _________________________

My commission expires:

_________________________ /_________________________
Notary Public Registration #
EQUITABLE OWNERSHIP DISCLOSURE STATEMENT

I. GENERAL DISCLOSURE REQUIREMENTS

In accordance with § 6.2.3.B of the Zoning Ordinance, any application for a change in zoning shall include as part of the application a statement on a form provided by the zoning administrator providing complete disclosure of the legal and equitable ownership in any real estate to be affected by the requested change in zoning.

In the case of corporate ownership of real estate, the disclosure shall include the names of stockholders, officers and directors and in any case the names and addresses of all the real parties in interest; provided, however, that the requirement of listing the names of stockholders, officers and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders. Such disclosure shall be sworn to under oath before a notary public or other official before whom oaths may be taken.

II. IDENTIFICATION OF REAL PROPERTY AFFECTED

<table>
<thead>
<tr>
<th>Map Number</th>
<th>Parcel Number</th>
<th>Street Address</th>
<th>Current Owner of Record</th>
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III. DESCRIPTION OF CHANGE IN ZONING REQUESTED

Completely describe the action being requested, attach narrative if desired.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

IV. SPECIFIC EQUITABLE OWNERSHIP DISCLOSURE

The following individuals have legal and equitable ownership in the real estate to be affected by the requested change in zoning. (Include name, address and telephone number)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

THE DISCLOSURE MADE ON THIS FORM IS IN ACCORDANCE WITH § 110-5 (D) OF THE CODE OF THE CITY OF FAIRFAX MUST BE SWORN UNDER OATH BEFORE A NOTARY PUBLIC OR OTHER OFFICER BEFORE WHOM OATHS MAY BE TAKEN. ALL APPLICANTS MUST SIGN AND HAVE THEIR SIGNATURE NOTARIZED. ATTACH A SEPARATE SHEET IF NECESSARY.

I hereby swear to the best of my knowledge that the information provided in this statement is true and complete.

__________________________
Signature

Subscribed and sworn before me this _____ day of _____________, 20__.

My commission expires: ______________________

__________________________
Notary Public
Registration #