



# - CITY OF MANASSAS PARK

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## Reference Manual

For

Rezoning, Conditional Use Permits, and Proffer Amendment  
Applications

### Contents

Introduction	2
Submission Requirements	3-4
Guidelines	6
Section A - Written narrative	6-7
Section B – Plans	8-9
Section C – Proffered Conditions	10-11

## Introduction

This manual describes the process for submitting rezoning, conditional use permits and proffer amendment applications. The application review process generally takes three to six months to complete. Many factors influence the actual review time, including complexity of the case, Planning Commission or Governing Body caseload, the applicant's response to information requests, and staff availability and case load.

All forms, reports, and additional information are available in the Planning Office at One Park Center Court in City Hall, (703) 335-8820, or via the Internet at: [www.cityofmanassaspark.us](http://www.cityofmanassaspark.us)

Generally, the applicant is expected to:

**Attend a pre-application meeting** to identify issues that should be addressed in the application. A brief description of the proposal, including the address of the property being discussed is necessary. At the meeting, any information relating to the proposal, including drawings, is helpful and will enable staff to give better feedback on the proposal.

**Complete pre-submission tasks** for inclusion with the application.

**Submit all mandatory application items** (see page 4) and any additional items identified on the minimum submission requirements checklist discussed at the pre-application meeting.

**Attend public hearings** before the Planning Commission and the Governing Body.

**Actively participate** in the application process by having awareness of the status of the application, responding to requests for information in a timely manner, and providing feedback to the planner about the application process.

## SUBMISSION REQUIREMENTS

Please see Section 31-52 of the City Code for additional information on submission requirements.

**MANDATORY ITEMS – Must be submitted with the application. Unless otherwise indicated at the pre-application meeting, the number of copies shown in parentheses after each item is required to be submitted with the application.**

1. **Application Form (one copy)** - The application form must be signed by the property owner or duly authorized agent with power of attorney.
2. **Fees** - Fees in accordance with the fee schedule attached to the application must be enclosed with the submission. Checks should be made payable to “City of Manassas Park”.
3. **Deed (one copy)** - For all properties included in the application is required.
4. **Interest Disclosure Affidavit** - This form must be signed by the owner(s) and notarized.
5. **Power of Attorney Affidavit** - This form is required if someone other than the owner(s) is signing the application.
6. **Plat and Boundary description** - A separate plat is preferred for submission. However, the plat information may be incorporated into the conditional use permit plan (CUP) or general development plan (GDP).
7. **Written Narrative (one copy)** - Each application is reviewed, in part, for its consistency with the relevant chapters of the Comprehensive Plan. The written narrative is a description of how the proposal relates to these chapters. Please see the guidelines portion of this manual for typical information that should be addressed in the written narrative.
8. **Environmental Constraints Analysis (ECA) - (3 copies)**  
The ECA must show for the property that is the subject of certain rezoning and conditional use permit applications mapped information as follows:
  - a) 15% and greater slopes shaded
  - b) highly erodible and highly permeable soils
  - c) Approximate delineation of all wetland areas
  - d) Areas that will remain in a natural or undisturbed state upon completion of a project (including woodland conservation areas)
  - e) Proposed pervious and impervious surfaces
  - f) Existing natural ground surfaces and drainage patterns that will be preserved including non-tidal wetlands
  - g) 100 year floodplain boundary

The ECA shall provide a description and generalized mapping of natural site conditions, with an emphasis on those significant environmental features that could be affected by the proposed development, and those that will be retained upon completion. A quantification of the acreage and percentage of the environmental features should also be included. The analysis shall also describe avoidance efforts and/or mitigation techniques to minimize the environmental impacts of the proposal.

9. **Plans (9 copies)** - Based on the type of application being submitted, one of the following types of plans must be submitted for review. Please see the guidelines portion of this manual for typical information that should be shown on the required plans. All plans must be folded.

- a) **General Development Plan (GDP) (mandatory for rezoning applications)**

The GDP shall identify the existing features of the property such as existing structures, vegetation, and watercourses, and provide a schematic presentation of its intended use in a graphic, visual, and written format. The GDP shall include specific site plan features of the proposed development, including layout of internal roads, lots, and open space.

b) **Conditional Use Permit (CUP) (mandatory for conditional use permits)**

The CUP plan may not exceed 36" x 48,

- a) show scale of no less than 1" = 200',
- b) contour intervals no greater than 5',
- c) present zoning of the parcel and all adjacent parcels with the present use,
- d) existing easements, covenants, and any other restrictions shown,
- e) existing drainage facilities, including major culverts, ponds and streams,
- f) date of plan, north arrow,
- g) a generalized proposed pattern of lots and/or buildings (including number and size, street layout off-street parking recreation areas, open space, improvements to existing streets and rights-of-ways, buffers, vehicles per day (VPD), and storm water management facilities).

c) **Traffic Impact Analysis (TIA) (two copies)** - A TIA must be submitted with an application, if the Planning Office has not deferred it (pre-submission requirement).

d) **Proffered Condition Statement (mandatory for proffer amendment application) (one copy)** - A proffer statement with proposed amendments to existing proffered conditions shall declare in the first paragraph that it supercedes any statement previously submitted for proffered conditions and shall denote the revisions by strike-through (deleted text) and/or underlining (new text). An accurate proffer analysis (e.g., in which proffered conditions have been satisfied), as well as a narrative description of the changes shall accompany the revised proffer statement. Please see Guidelines section of this Manual relating to proffer statements.

**OPTIONAL ITEMS** - Additional information that is helpful to City staff in reviewing applications.

1. **Draft Proffered Conditions (for rezoning applications)** - Offered by the applicant to resolve development issues. Submission of proposed proffered conditions facilitates the rezoning application review process; review time of the case may likely be extended if proffered conditions are not submitted with the application. Recommended for all rezoning applications; **required** for proffer amendment applications. Please see Guidelines section of this manual relating to proffer statements.

2. **Draft Proposed Conditions of Approval (Conditional Use Permits)** - The applicant may choose to offer conditions of approval to serve as a guide in establishing the final conditions of approval.

3. **Architectural Information** - Recommended for all conditional use permits and for all non-residential rezoning applications.
4. **Site Lighting Information** - Recommended for all conditional use permits and for all non-residential rezoning applications.
5. **Sign Programs** - Recommended for all conditional use permits and for all non-residential rezoning applications.

## GUIDELINES

### **Section A – Written Narrative**

The written narrative is a description of how the proposal relates to the relevant chapters of the Comprehensive Plan and should address the following elements at a minimum, as applicable:

**Land Use** - Whether the proposed zoning and/or land uses are consistent with the long-range land use designation, as well as,

- ❑ Proposed uses and impacts on public facilities.
- ❑ Proposed maximum number of dwelling units, and floor area ratio (FAR), for non-residential uses.
- ❑ Maximum height of all proposed structures.
- ❑ Mitigation of impacts on neighboring properties, including vehicular access plan, landscaping and screening, peripheral setback and yard requirements, and transitioning of density/intensity of land use.
- ❑ Proposed special amenities including a commitment to landscaping with indigenous, drought tolerant species.
- ❑ Proposed phases of development and their relationship to supportive utilities, facilities, transportation, and service components to accommodate the impacts of the development.

**Community Design** - How the proposal will address the principles and standards of community design.

- ❑ Providing pedestrian links between residential and commercial properties and community facilities.
- ❑ Providing wide sidewalks in commercial areas.
- ❑ Incorporating crime prevention principles into site and building designs. Providing parking at the rear of commercial buildings.
- ❑ Locating new structures close to the street edge (non-residential).
- ❑ Eliminating or limiting large parking lots between public streets and buildings entrances (non-residential).
- ❑ Designing of natural storm water management designs as wet ponds and as architectural features of new developments.
- ❑ Protecting and restoring the natural terrain, drainage and vegetation.
- ❑ Aligning new roads to the natural contours of the land.
- ❑ Building architecture, signs, landscaping, lighting, and retention of natural vegetation along roadways and property boundaries.
- ❑ Preserving and/or providing open space.

**Environment** - Address the following:

- ❑ Identify how the proposal will preserve, protect, enhance environmental resources in the City, and what mitigation measures are proposed to minimize the environmental impacts of the proposal.

**Fire and Rescue** - Discuss how fire safety will be addressed:

- ❑ Impacts of the proposal on level of service (LOS) standards.
- ❑ Additional mitigation measures such as sprinklers and fire-related construction if outside travel time.
- ❑ Proposed improvements, including possible transportation improvements to achieve a satisfactory LOS.
- ❑ For residential projects, additional fire protection with reduced setbacks and zero lot lines.

**Parks and Open Space** - For residential proposals, examine needs or mitigation measures:

- ❑ Impacts of the proposal on level of service (LOS) standards.
- ❑ Improvement proposed.

**Potable Water** - Describe how water will be provided to the site:

- ❑ Relationship of the proposed development to supportive public utilities.
- ❑ Improvements proposed.

**Schools** - For residential proposals, identify methods to reduce impacts on the public school system:

- ❑ LOS impacts from the proposal and improvements proposed.

**Sewer** - Describe how sewer service will be provided to the site:

- ❑ Relationship of the proposed development to supportive public utilities, where consistent with the Comprehensive Plan.
- ❑ Improvements proposed.

**Transportation** - Describe measures to achieve level of service “D” or better:

- ❑ LOS impacts of the proposal on existing road network.
- ❑ Improvement proposed.
- ❑ Address connectivity of trails and sidewalks within a community and to adjacent properties.



## **Section B – Plans**

**Scale of Plans** - All graphic plans shall be prepared with a scale of 1" = 100' or less and on a sheet size not to exceed 24" x 36". If prepared on more than one sheet, matchlines shall be clearly indicated where the sheets join.

An 8-1/2" x 11" reduced copy of all graphic plans shall also be submitted.

**Plat** - The plat must be prepared by a certified land surveyor or licensed civil engineer and contain the following: A separate plat is preferred for submission. The boundary description should conform with the information shown on the plat. Plat information may be incorporated into the conditional use permit or rezoning general development plan:

- Bearings and distances with a scale of 1" = 100' or less, for all property lines and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale and north point.
- Names of boundary roads or streets and width of existing rights-of-way.
- Tax Map number

**General Development Plan (GDP)** - GDPs are generally prepared by a certified land surveyor or licensed civil engineer and contain the following:

- Vicinity map at 1" = 2,000'.
- Owner and project name.
- Tax map numbers, name, present zoning and zoning and use of all abutting or contiguous parcels.
- Property lines with bearings and distances, and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale and north point.
- Names of boundary roads or streets and width of existing rights-of-way.
- Any easements and encumbrances.
- Topography, indicated by contour lines with an interval of not more than 5 feet.
- Proposed roads, with right-of-way width, including those identified in the Comprehensive Plan that will connect with or pass through the subject property.
- General locations of proposed major access points to existing and planned curb cuts shown.
- Both sides of existing rights-of-way, with all existing and planned curb cuts shown.
- List of the proposed density for each dwelling unit type, and/or intensity of each nonresidential use.
- Location of any open space and buffer areas, storm water management facilities, and community and public facilities.

- Location of existing and proposed utilities.
- Vehicular and pedestrian circulation plan, including traffic counts and typical street sections, right-of-way improvements, access points, travel ways, parking, loading, stacking, sidewalks, and trails.
- Layout and orientation of buildings and/or improvements, building use, height, setbacks, and restriction lines.
- Location and design of screening and landscaping.

**Conditional Use Permit (CUP) Plan** - CUPs are generally prepared by a certified land surveyor or licensed civil engineer and contain the following:

- Vicinity map at 1" = 2,000'.
- Owner and project name.
- Tax map numbers, name, present zoning, with zoning and use of all abutting or contiguous parcels.
- Property lines with bearings and distances, and existing and proposed zoning district lines.
- Area of land proposed for consideration, in square feet or acres.
- Scale (no less than 1" = 200') and north point.
- Any easements and encumbrances.
- Topography, indicated by contour lines with an interval of not more than 5 feet.
- Existing drainage facilities, including major culverts, ponds or streams.
- The generalized proposed pattern of lots and/or buildings (including number and size, street layout, off-street parking, recreation areas, open space, improvements to existing streets and rights-of-ways, buffers, vehicles per day, and storm water management facilities).

## Section C – Proffered Conditions

The following guidelines describe recommendations for proffer statements:

Paper size - 8-1/2” x 11”

Introductory Sentence - States that the use and the development of the property shall be in substantial accordance with the proffered conditions.

Page Headings - The first page should include a heading consisting of the following:

- PROFFER STATEMENT (centered at top).
- Applicant’s name and project name.
- Date of original proffered conditions, and date(s) of all revisions.
- Rezoning file number. A proffer statement superseding a previous statement accepted under a different rezoning shall include the old case number in the heading after the new application number, clearly identifying the new proffer statement as replacing the old.
- Tax Map number(s).

Each successive page should include a heading consisting of the following:

- PROFFER STATEMENT (centered at the top).
- Applicant’s name and project name.
- Date of original proffered conditioned, and dates of all revisions.
- Rezoning file number.

Page Numbers - Each page should be numbered and related to the total number of pages.

Headings - Proffered conditions should be numbered and grouped under headings corresponding to the chapter elements of the Comprehensive Plan. Proffered conditions, which do not specifically address a policy or action strategy of the Comprehensive Plan, may be grouped under a heading MATERIALLY RELEVANT.

Proffered conditions offering mitigation of the impact of the proposed development on adjacent and nearby uses relate to the Land Use element of the Comprehensive Plan and should be grouped in subheadings under the Land Use heading. Examples are limitations on land use, screening and buffering, or design performance standards for architecture, signage, lighting, and landscaping.

Revisions - Revised proffer statements shall declare, in the first paragraph, that they supercede any statement previously submitted and shall denote the revision by strike-through (deleted text) and/or underlining (new text). A narrative description of the changes shall accompany the revised proffered statement.

A “clean copy” of the proffer statement shall be submitted along with the copy showing the revisions.

Signature - All proffer statements must be signed by the owner of the subject property or an agent authorized by power of attorney. Signatures must appear on all copies submitted. The application can not be heard by Governing Body unless the proffer statement is signed.

Language in General - The responsibility for fulfillment of a proffered condition lies with the applicant and/or property owner. A proffer statement that applies to land that has several owners or various zoning categories may stipulate specific responsibilities and define specific locations for the fulfillment of the proffered conditions.

- A proffer must clearly and concisely describe its objective. The clarity of the meaning of a proffered condition is critical to avoid difficulty in future interpretation.
- A proffer specifying monetary contributions and/or land dedications shall state the purpose of the contribution and that the contribution is to the Governing Body.
- A proffer must state the circumstances of its performance, especially the time frame in which it will be performed. The timing must relate to easily understood, discrete events (e.g. issuance of building permits (lump sum or per lot/unit), approval of site plans, etc.).
- Style of wording should be consistent.
- The City Attorney will assist the Planning Office in review of proffer language. Applicants seeking assistance with drafting specific language are encouraged to contact the Planning Office.