



CITY OF MANASSAS, VIRGINIA

Community Development • 9800 Godwin Drive, Manassas, VA 20110 • 703-257-8223

SPECIAL USE PERMIT REVIEW PROCESS

This document describes the process for requesting a Special Use Permit (SUP) or SUP amendment. These requests may be approved at the discretion of City Council following careful review for compliance with the Comprehensive Plan, conformance with City policies, and incorporation of site-specific design measures and conditions to mitigate negative impacts associated with the use. The process is further detailed in the flow chart provided below.

The City Zoning Ordinance, forms, and additional information are available in the Department of Community Development office or online: www.manassasva.gov/planning. The City Design and Construction Standards Manual is available at: www.manassasva.gov/dcsm.

Pre-Application Meeting

Before applying, a formal pre-application meeting is required to review the proposed SUP and identify issues to address in the application. A description of the proposal and the address of the property being discussed are required to schedule the meeting. At the meeting, information and preliminary plans must be provided to enable staff to provide feedback and minimum submission requirements for the proposal.

Application Package Submission/Acceptance

Completed application packages may be submitted to the Department of Community Development. Applications will not be accepted for review without all mandatory items identified on the application checklist, included in Attachment 1, and any additional items identified during the pre-application meeting. Staff will review the application for completeness and send a formal letter of acceptance to the applicant identified on the application form.

Application Review

Following acceptance, the application will be forwarded for review by all impacted City agencies. Comments are compiled by the project's case manager and forwarded to the applicant approximately four weeks after acceptance.

Post-Submission Meeting

Post-submission meetings are typically required to review comments and outstanding issues and are scheduled approximately five to seven weeks after acceptance of the application. Depending upon the extent of the issues, a revised plan to address agency comments may be requested and/or the Planning Commission hearing date may be scheduled. Staff will also prepare draft SUP conditions that may be reviewed at the post-submission meeting or prior to the Planning Commission public meeting.

Community Meeting

Prior to scheduling the Planning Commission public hearing, a community meeting with the public is required. The meeting shall be held at the subject property or in a publicly accessible location within the City. At least 10 days prior to the meeting, a written notice for the meeting shall be provided to property owners within 200 feet of the property. Tenants of residential units

being displaced by the proposal shall also receive the notice. More information concerning the community meeting requirement can be found in City Code 130-563.

Public Hearings

After staff and agency comments have been satisfied, SUP proposals are reviewed at public hearings before the Planning Commission and City Council. During each public hearing, staff reviews the project and provides recommendations to the Planning Commission and City Council. The applicant also typically makes a separate presentation.

Prior to each hearing, the applicant will be notified in writing to obtain signs from the Department of Community Development to post on the property. The property must be posted for a 15-day period prior to the public hearing and a notarized affidavit of sign posting must be returned to the Department of Community Development within three days of the posting. Staff will mail the notices of public hearing to surrounding property owners and will advertise the hearing in the newspaper. Please note that the applicant will be separately billed for the cost of Planning Commission and City Council advertising requirements.

The Planning Commission's recommendation to the City Council generally occurs at the same meeting, after the public hearing; however, the Commission may defer their recommendation if there are questions to resolve. Code allows the Planning Commission a 100-day review period following its first meeting to make a recommendation.

Approximately one month after Planning Commission action, the City Council will hold a separate public hearing. City Council will not take action at the public hearing, but may request additional information based on comments received at the hearing. At the next regular City Council meeting following the public hearing, City Council will consider the issues raised during the public hearing and will either approve or deny the request as proposed or modified. An approval resolution will stipulate the SUP conditions of approval.

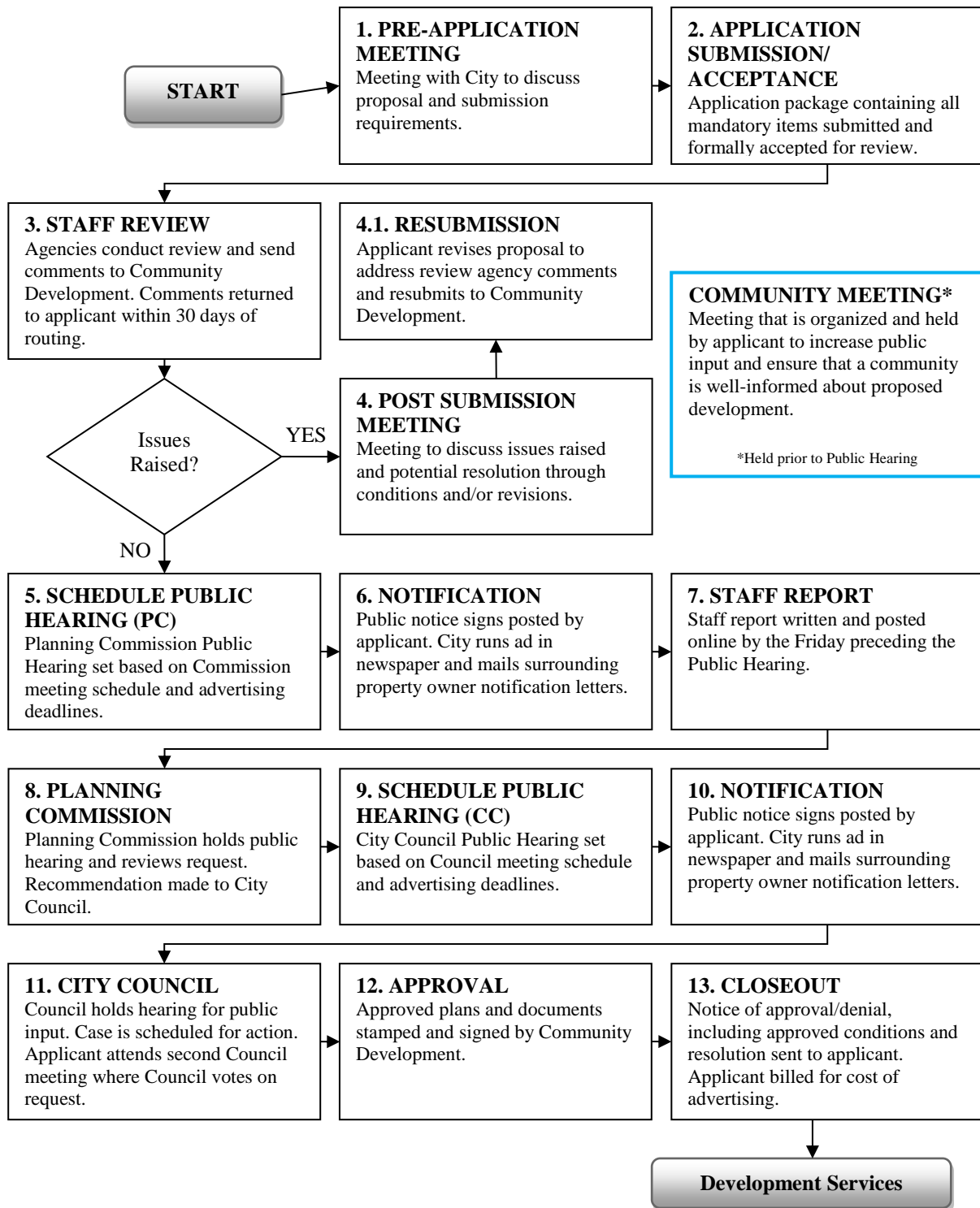
Notification of City Council Action and SUP Closeout

Staff will notify the applicant of City Council's action and provide a copy of the approved resolution and conditions. Upon completion of the SUP process, the applicant must take additional steps to implement the approved SUP, including application for site plan approval, building permits and inspections, and/or a Certificate of Use or Occupancy. The Development Services Division (703) 257-8278 is the City's one-stop shop to help complete the SUP process.

Attachments:

1. Application and Checklist
2. Conflict of Interest Affidavit
3. Special/Limited Power of Attorney Form
4. Fee Schedule

SPECIAL USE PERMIT REVIEW PROCESS



Disclaimer: Process may vary based on the nature of the request or action taken by the Planning Commission or City Council.



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SUP #: _____

DATE: _____
(Completed by City Staff)

SPECIAL USE PERMIT APPLICATION

Site Address: _____ Manassas, VA 20110
Street

Tax Map No(s): _____

Site Acreage: _____ Zoning District: _____

Comprehensive Plan Designation: _____

Proposed Use: _____

This is an amendment to existing SUP #: _____

APPLICANT

OWNER

(Leave Blank if Same as Applicant)

Name (Please Print)

Name

Signature

Company

Address

Address

City State Zip Code

City State Zip Code

Phone # Fax #

Phone # Fax #

E-mail Address

E-mail Address



CITY OF MANASSAS
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 PLANNING & DEVELOPMENT
 9800 Godwin Drive
 Manassas, VA 20110
 Phone: 703-257-8278 Fax: 703-257-5831
www.manassasva.gov/Development
 Email: PermitStatus@ci.manassas.va.us

FOR STAFF USE ONLY

SPECIAL USE PERMIT #: _____

QC PERFORMED BY: _____

DATE PERFORMED: _____

SPECIAL USE PERMIT CHECKLIST

REQUIRED ACTIVITIES AND DOCUMENTS	
Prior to formal application submittal, the following pre-application meetings have been held:	
Pre-application meeting with staff	<div style="float: right; text-align: right;"> <i>Pre-application meeting date</i> _____ </div> <input type="checkbox"/> YES <input type="checkbox"/> NO
Completed traffic scoping meeting	<div style="float: right; text-align: right;"> <i>Meeting date</i> _____ </div> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Note: If transportation impact analysis is required, provide date and documentation of TIA waiver</i> _____
Entire application submitted in PDF format and THREE printed copies (unless otherwise noted) (Z.O. 130-502):	
Complete application (Z.O. 130-502.e)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Required affidavits (<i>Conflict of Interest and Power of Attorney</i>) (Z.O. 130-502.b)	<input type="checkbox"/> YES <input type="checkbox"/> NO
GDP plan (two 24" x 36" and one 11" x 17") (Z.O. 130-502.d)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Written Narrative (Z.O. 130-502.c)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Architectural renderings (<i>if a new structure or addition proposed</i>) (Z.O. 130-502.e)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Comprehensive Sign Plan (<i>if sign ordinance waivers requested</i>) (Z.O. 130-123.f)	<input type="checkbox"/> YES <input type="checkbox"/> NO
DCSM Waivers (<i>if requested</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Trip generation report or transportation impact analysis (<i>if required at the pre-application meeting or documentation of TIA waiver</i>) (Z.O.130-502.g)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Stormwater management documents (DCSM Article 4)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Fees:	
Application fee paid (Z.O. 130-502.i)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Any delinquent taxes and fees have been paid (Z.O. 130-502.j)	<input type="checkbox"/> YES <input type="checkbox"/> NO

APPLICATION REQUIREMENT DETAILS:

Application materials shall meet the following minimum standards to be accepted. Modification may be granted for required application materials during the pre-application meeting.

GDP Plan (Z.O. 130-503& DCSM):

Scale (no less than 1 inch to 50 feet) and north point	<input type="checkbox"/> YES <input type="checkbox"/> NO
General vicinity map providing information on existing street and cross street locations within one-quarter mile	<input type="checkbox"/> YES <input type="checkbox"/> NO
Delineation of area subject to the SUP	<input type="checkbox"/> YES <input type="checkbox"/> NO
Parcel identification numbers, name, present zoning and use of abutting or contiguous parcels	<input type="checkbox"/> YES <input type="checkbox"/> NO
Existing easements and encumbrances (with date, book, and page number)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed easements and encumbrances	<input type="checkbox"/> YES <input type="checkbox"/> NO
Existing and proposed utilities (electric, water, sewer and storm sewer)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Names of boundary roads or streets and width of existing rights-of-way	<input type="checkbox"/> YES <input type="checkbox"/> NO
Typical street sections, right-of-way improvements, access points, travel ways, and vehicle counts	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed sidewalks, and trails including connections of sidewalks and pedestrian pathways within a ¼ mile of the project	<input type="checkbox"/> YES <input type="checkbox"/> NO
Tabulation of vehicle trip counts	<input type="checkbox"/> YES <input type="checkbox"/> NO
Layout, orientation, and/or details of buildings and/or improvements, including:	
Fencing	<input type="checkbox"/> YES <input type="checkbox"/> NO
Signs	<input type="checkbox"/> YES <input type="checkbox"/> NO
Trash enclosures or note if internal trash storage provided	<input type="checkbox"/> YES <input type="checkbox"/> NO
Height (<i>must show both actual height of building and building height</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Setbacks and restriction lines	<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior lighting, including wall fixtures, (<i>downshielded to prevent glare</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO
If outdoor storage proposed, depicted activities, material, and location	<input type="checkbox"/> YES <input type="checkbox"/> NO
Parking:	
Include parking tabulation with number of required and proposed spaces	<input type="checkbox"/> YES <input type="checkbox"/> NO
Location of spaces (<i>full size, compact and ADA</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Space dimensions	<input type="checkbox"/> YES <input type="checkbox"/> NO
Loading areas	<input type="checkbox"/> YES <input type="checkbox"/> NO
Location and number of bicycle racks or bicycle storage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Landscaping:	
Landscaping calculations, including location and amount of tree canopy, parking lot landscaping, and landscape buffers	<input type="checkbox"/> YES <input type="checkbox"/> NO
Provide location and dimensions of any vegetated buffer areas along waterways and flood plains	<input type="checkbox"/> YES <input type="checkbox"/> NO
Overall tree canopy meets or exceeds City Code minimum requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
Parking lot tree canopy meets or exceeds City Code minimum requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO

Written Narrative (Z.O. 130-502.c):	
A description of the proposed use, including scope and scale of the project	<input type="checkbox"/> YES <input type="checkbox"/> NO
A statement on how the project complies with the Comprehensive Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
An impact analysis listing potential impacts to adjacent and surrounding properties and how those impacts will be mitigated	<input type="checkbox"/> YES <input type="checkbox"/> NO
A list of recommended conditions of approval	<input type="checkbox"/> YES <input type="checkbox"/> NO
Architectural Renderings (Z.O. 130-502.e):	
Renderings must be a minimum of 24" x 36"	<input type="checkbox"/> YES <input type="checkbox"/> NO
Four-sided, full color, and fully dimensioned drawings drawn to scale	<input type="checkbox"/> YES <input type="checkbox"/> NO
Exterior finishes and colors and materials list. Architecture of proposed side elevations should be consistent with front elevation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Comprehensive Sign Plan (Z.O. 130-502):	
Full color, fully dimensioned and scaled renderings of proposed signage	<input type="checkbox"/> YES <input type="checkbox"/> NO
Lighting information (<i>exterior vs. interior illumination</i>)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Wall signage must be shown on the prospective wall elevation and labeled with what direction the sign is facing	<input type="checkbox"/> YES <input type="checkbox"/> NO
Freestanding signage location must be shown on the GDP	<input type="checkbox"/> YES <input type="checkbox"/> NO
List of specific code waivers and reasoning behind each waiver	<input type="checkbox"/> YES <input type="checkbox"/> NO
DCSM Waivers:	
List of each specific DCSM waiver must be listed and the reasoning behind each waiver	<input type="checkbox"/> YES <input type="checkbox"/> NO
Trip Generation Report or Transportation Impact Analysis (DCSM 9-510):	
The document shall meet the minimum requirements laid out in the traffic scoping meeting	<input type="checkbox"/> YES <input type="checkbox"/> NO
Stormwater Management (DCSM Article 4):	
A graphic depicting the stormwater management facilities and approximate size along with limits of clearing and grading accommodate the stormwater management facilities, storm drainage pipe systems and outlet protection, pond spillways, access roads, site outfalls, energy dissipation devices, and stream stabilization measures.	<input type="checkbox"/> YES <input type="checkbox"/> NO
If infiltration is proposed, the soils should be tested for suitability prior to submission of the application and the results of the infiltration test must be provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Stormwater Management/BMP narrative including Virginia Runoff Reduction Spreadsheet and descriptions of how water quantity and water quality management practices requirements will be met.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Optional Items

Recommended to Improve Quality of Application, Consistent with the Goals of the Comprehensive Plan.

Vegetation & Green Infrastructure:

Propose preservation of wetlands, flood plains, stream buffers, and slopes through conservation easements and similar methods integrating trails and passive recreation opportunities	<input type="checkbox"/> YES <input type="checkbox"/> NO
Drip irrigation system proposed for more than 50% of landscaping	<input type="checkbox"/> YES <input type="checkbox"/> NO
Native vegetation and plantings that support bee pollination proposed within the project	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose to preserve from all development and construction activity minimum of 40% of the greenfield area on the site (if such areas exist) and use native or adapted vegetation to restore 25% (including the building footprint) of all portions of the site identified as previously disturbed	<input type="checkbox"/> YES <input type="checkbox"/> NO
Proposed to protect, restore, and connect natural areas and enhance access to natural open space	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose green infrastructure to bridge green infrastructure gap identified on Map 8.1 of Chapter 8 of the Comprehensive Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose location, material, and configuration of sustainable stormwater drainage areas, such as pervious pavers, green rooftops, rainwater harvesting, and passive rainwater management (rain garden; dry pond, bioswale)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Air Quality and Energy

Propose location and specifications of any EV (electric vehicle) capable, EV ready, and EV supply equipment installed parking spaces	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose location and specifications of any rooftop solar panels, inverted wind turbines, or any other renewable energy systems installed on the project	<input type="checkbox"/> YES <input type="checkbox"/> NO
Provide list of any proposed green building practices and standards	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose any reusing of building materials	<input type="checkbox"/> YES <input type="checkbox"/> NO

Noise and Light Pollution

Describe use of any motion sensors and timers to prevent light pollution	<input type="checkbox"/> YES <input type="checkbox"/> NO
For a drive-thru only: Screening is provided to prevent headlight glare onto adjacent properties	<input type="checkbox"/> YES <input type="checkbox"/> NO
Assessment of noise impact from airport and provide noise mitigation measures on residential projects (if within ½ mile of Manassas Regional Airport)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Assessment of noise impact and provide noise mitigation measures Within ½ mile of railroad, PW Parkway, commercial corridors, and collector/connectors.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Mobility

Propose pedestrian amenities such as trees, shade, benches, water fountains, garbage and recycling cans.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose ADA parking spaces that exceeds the minimum Federal requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
Provide location and number of any bicycle racks or bicycle storage within the project for bikes that exceed minimum code requirements. Provide number of any proposed shower rooms for employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Provide minimum parking required and look for opportunities for pooled (shared) parking spaces with other building.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose 5% of all parking spaces used by the project as preferred parking for green vehicles (hybrid, electric, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Propose preferred parking for carpools for 5% of the total parking spaces	<input type="checkbox"/> YES <input type="checkbox"/> NO
Propose EV capable, EV ready or EV supply equipment in at least 2% of total parking spaces	<input type="checkbox"/> YES <input type="checkbox"/> NO
Public Health	
Propose outdoor space greater than City Code minimum requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
Provide list of local and regional parks (within and adjacent to the City) within ¼ mile of the project	<input type="checkbox"/> YES <input type="checkbox"/> NO
Show location of any proposed onsite exercise facilities such as outdoor recreation equipment and onsite indoor storage of recreational equipment such as bicycles and kayaks (this includes additional space, besides the garage and bedrooms, within a residential unit)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Provide list of grocery stores, food markets, and farmer's markets located within a ¼ mile of the project	<input type="checkbox"/> YES <input type="checkbox"/> NO
Assessment of noise impact and provide noise mitigation measures Within ½ mile of railroad, PW Parkway, commercial corridors, and collector/connectors.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant Signature _____ Date _____



CITY OF MANASSAS, VIRGINIA

Community Development · 9800 Godwin Drive, Manassas, VA 20110 · 703-257-8223

CASE # _____
(Completed by City Staff)

CONFLICT OF INTEREST AFFIDAVIT

STATE OF _____

_____ of _____, to wit:

Tax Map No. _____

Property Address: _____

I hereby certify that no member of the City Council or the Planning Commission of the City of Manassas, Virginia, has any interest in the above property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as a holder of ten percent (10%) or more of the outstanding shares of stock in or as a director or officer of any corporation, owning such land, directly or indirectly by such member or members of his immediate household.

Name of Representative

Company Name

Telephone

Address

Signature of Representative

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20____.

Notary Public

My Commission expires: _____

ID: _____



CITY OF MANASSAS, VIRGINIA

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CASE # _____
(Completed by City Staff)

SPECIAL/LIMITED POWER OF ATTORNEY

THIS _____ day of _____, 20____, I, _____, the owner of Tax Map Number _____, make, constitute and appoint _____, my true and lawful attorney-in-fact, and in my name, place and stead giving unto said

_____ full power and authority to do and perform all acts and make all representation necessary, without any limitation whatsoever, to make application for **(circle one) (Special Use Permit), (Rezoning), (Architectural Review Board), (Board of Zoning Appeals)** in connection with the above described real property.

The right, powers and authority of said attorney-in-fact herein granted shall commence and be in full force and effect on _____, 20_, and shall remain in full force and effect thereafter until actual notice, by certified mail, return receipt requested is received by the Office of Community Development of the City of Manassas stating that the terms of this power have been revoked or modified.

Owner's Name (Please Print)

Owner's Signature

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public in and for the State and County aforesaid, do hereby certify that _____ whose name is signed to the foregoing, this day personally appeared before me in my State and County aforesaid and acknowledged the same.

Given under my hand this _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

ID: _____

City of Manassas
FEE SCHEDULE FOR LAND USE APPLICATIONS
Effective: July 1, 2022

REZONING*

<u>Type</u>	<u>Zone</u>	<u>Fee</u>
AGRICULTURAL & RESIDENTIAL	A-1, R-1 THROUGH R-5	\$1,000 + \$100 PER ACRE
COMMERCIAL & INDUSTRIAL	B-1, B-2, B-4, I-1, I-2, AND I-A	\$2,000 + \$100 PER ACRE
PLANNED & CITY CENTER DISTRICTS	R-6, R-7, B-3, B-3.5, PMD	\$3,000 + \$100 PER ACRE

PROFFER AMENDMENT*: 50% of initial application fee

SPECIAL USE PERMIT*

<u>Use</u>	<u>Fee</u>
ANY PROPOSED SPECIAL USE IN THE A-1 AND R-1 THROUGH R-5 ZONES EXCEPT AS LISTED BELOW:	\$1,000
ANY PROPOSED SPECIAL USE IN THE B-1, B-2, B-4, I-1, I-2, AND I-A ZONES EXCEPT AS LISTED BELOW:	\$2,000
ANY PROPOSED SPECIAL USE IN THE R-6, R-7, B-3, B-3.5, AND PMD ZONES EXCEPT AS LISTED BELOW:	\$3,000
HOME BUSINESS	\$200

SPECIAL USE PERMIT CONDITION AMENDMENT*: 50% of initial application fee

ARCHITECTURAL REVIEW BOARD REVIEW**

<u>Type</u>	<u>Fee</u>
NON-RESIDENTIAL AND MIXED-USE (R-6, R-7, B, I, AND P DISTRICTS) NEW BUILDINGS, ADDITIONS, DEMOLITIONS, AND APPEALS	\$1,000
RESIDENTIAL (A-1 and R-1 through R-5) NEW BUILDINGS, ADDITIONS, DEMOLITIONS, AND APPEALS	\$500
NON-RESIDENTIAL AND MIXED-USE ALTERATIONS AND ACCESSORY STRUCTURES	\$250
RESIDENTIAL ALTERATIONS & ACCESSORY STRUCTURES	\$100
SIGNS AND PAINTING	\$50

* Applicant will be billed for the cost of the newspaper advertising for the Planning Commission and City Council public hearings.

**** Applicant will be billed for the cost of the newspaper advertising for the public hearing(s).**

OTHER ZONING FEES

<i>Type</i>	<i>Fee</i>
BZA APPEAL AND VARIANCE**	\$500
PUBLIC DANCEHALL PERMIT**	\$50
PUBLIC DANCEHALL LICENSE	\$500
HOME OCCUPATION	\$25
PLANNING COMMISSION COMPREHENSIVE PLAN CONSISTENCY REVIEW**	\$1000
TEMPORARY SIGN PERMIT	\$50
TEMPORARY SALES OR FOOD TRUCK PERMIT	\$50
TEMPORARY OUTDOOR EVENT PERMIT	\$50
ZONING ADMINISTRATOR INTERPRETATION OR VERIFICATION	\$150
ZONING CERTIFICATION	\$50

* Applicant will be billed for the cost of the newspaper advertising for the Planning Commission and City Council public hearings.

** Applicant will be billed for the cost of the newspaper advertising for the public hearing(s).