



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

ZONING ORDINANCE TEXT AMENDMENT APPLICATION

The undersigned, being all of the owner(s), contract purchasers or the respective duly authorized agents thereof, do hereby petition to amend the Zoning Ordinance of the Town of Dumfries as described below: (Attach additional pages if necessary).

Section #	Description of Change
_____	_____
_____	_____
_____	_____
_____	_____

Property Location: (Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets.)

The name(s), mailing address(es), and telephone number(s) of owner(s) and contract purchaser, lessee, and/or authorized agent(s), as applicable are: (Attach additional pages if necessary)

OWNER OF PROPERTY:

Name: _____ Phone #: _____

Mailing Address: _____

CONTRACT PURCHASER/LESSEE:

Name: _____ Phone #: _____

Mailing Address: _____

AUTHORIZED AGENT(S):

Name: _____ Phone #: _____

Mailing Address: _____

Signed this _____ day of _____ 20____.

Signature of Contract Purchaser/Lessee

Signature of Owner/Agent

Respond to the following and attach as a separate document with the 1st Submission.

- 1. Describe briefly the type of use and improvements proposed. State whether new buildings are to be constructed, existing structures are to be used or removed, or additions made to existing buildings.**
- 2. Why does applicant believe the location of the use in question on the particular property is essential or desirable for the public convenience or welfare and will not be detrimental to the immediate neighborhood?**
- 3. Describe how the proposed use and improvements are to be designed and arranged to fit into the development of adjacent property and the neighborhood:**
- 4. Furnish plat showing boundaries and dimensions of property, width of boundary streets, location and size of buildings on the site, roadways, walks, off-street parking and loading space, landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete plans are also desirable and if available should be filed with the application:**
- 5. Is the request consistent with the relevant components of the Comprehensive Plan?**

The following are all of the individuals, firms, or corporations owning property adjacent to both sides and rear, and the property in front of (across the street from) the property to be used in conjunction with the amendment: (Attach additional pages if necessary)

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Name: _____ Property Address: _____

Mailing Address: _____

GPIN #: _____

Other comments or information: _____

INTEREST DISCLOSURE AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20_____,

I, _____ (Owner), hereby make oath that no member of the Town Council of the Town of Dumfries, Virginia, nor the Planning Commission of the Town of Dumfries, Virginia, has interest in such property, either individually, by ownership of stock in a corporation owning such land, or partnership, or as holder of ten (10) percent 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, except as follows:

Owner/Contract Purchaser/Authorized Agent
(circle one)

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20_____, in my County and State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

CONCURRENT PROCESSING AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20 _____,

I, _____ (Owner) hereby notify the Town of Dumfries that my application requesting a Zoning Ordinance Text Amendment will be processed concurrently with the site development plan. I understand that the site development plan cannot be approved by the Town Council of the Town of Dumfries until final action has been taken on my text amendment application. Furthermore, I understand that the review of the site development plan may need to be revised to meet the conditions associated with the text amendment application. I also understand that approval of the site plan will not grant development rights if the uses shown thereon are not approved by the Town Council when it takes action on the text amendment application.

I hereby knowingly waive any claim that the expenditure of funds used in preparation of the site development plan will provide me and my successors or assigns any rights to the approval of said text amendment application. If the text amendment application is denied by the Town Council, I understand that the site development plan will become null and void, the site development plan file closed, and no review fees refunded.

Owner/Contract Purchaser/Authorized Agent
(circle one)

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20 _____ in my
County an State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

SPECIAL POWER OF ATTORNEY AFFIDAVIT

**STATE OF VIRGINIA,
COUNTY OF PRINCE WILLIAM**

This _____ day of _____, 20_____,
I, _____ (Owner/contract purchaser) of
_____ (geographical parcel identification number) hereby 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
said Zoning Ordinance Text Amendment.

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 Zoning office of the Town of
Dumfries stating that the terms of this power have been revoked or modified.

Owner/Contract Purchaser

**COMMONWEALTH OF VIRGINIA:
County of Prince William**

Subscribed and sworn to before me this _____ day of _____, 20____ in my
County an State aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

TOWN OF DUMFRIES



FEE SCHEDULE EFFECTIVE JULY 1, 2023

PLANLAND USE APPLICATION REVIEW FEES

Non-Residential Site Plan, Multi-Family Site Plan, Subdivision creating more than 3 lots (base fee) and major revisions to an approved Site Plan.	\$1,000
Residential Site Plan (1 and 2 Family), Minor Non-Residential Site Plans,	\$500
Plat Review Minor Subdivision (creation of less than 3 lots), Easement, Consolidation, or Vacation of:	\$350
Waiver Request	\$300
Pre-Submission Meetings – per hour per discipline	\$100
Subsequent Reviews and Minor Revisions to an approved Plan	\$100 per sheet
Review Fee per sheet for Major Site Plan and Subdivision Applications	\$100 per sheet

Bond

Bond Administration Fee (due at surety posting)	\$300
Bond Release Fee (due prior to bond release)	\$200

LAND DISTURBANCE /STORM WATER MANAGEMENT PERMIT FEES

See Code of Virginia Administrative Code

<u>Land Disturbing</u>	
Single family attached/detached, two-family & residential additions (in Chesapeake Bay) < 1 ac	\$209
Single family attached/detached, two-family & residential additions (in Chesapeake Bay) =/> 2,500 sf but <1 ac.	\$290
Non-residential, multi-family and industrial =/> 2,500 sf but <1 ac.	\$1,000
Residential or commercial development within a common plan of development (3 or more structures)	\$290
<u>VSMP Permit Coverage Fees</u>	
Small construction activity 1 ac but < 5 ac	\$2,700
Large Construction Activity = or > 5 acres but < 10 acres	\$3,400
Large Construction Activity = or > 10 acres but < 50 acres	\$4,500
Large Construction Activity = or > 50 acres but < 100 acres	\$6,100

Large Construction Activity	> 100 acres	\$9,600
Revision/transfer		
Small construction Act	< 1ac	\$20
Small construction Act	> 1 ac - < 5 acres	\$200
Large Construction Act	= or > 5 ac but < 10 acres	\$250
Large Construction Act	= or > 10 ac but < 50 acres	\$300
Large Construction Act	= or > 50 but < 100 acres	\$450
Large Construction Act	= or > 100 acres	\$700
Individual Permits		\$5,000
Annual fee for permit maintenance		
Chesapeake Bay development	> 2,500 sf but < 1 acre	\$50
Small Construction Activity	< acre	\$50
Small Construction Activity	or > 1 ac but < 5 acres	\$400
Large Construction Activity	or > 5 ac but < 10 acres	\$500
Large Construction Activity	or > 10 ac but < 50 acres	\$650
Large Construction Activity	or > 50 ac but < 100 acres	\$900
Large Construction Activity	or > 100 acres	\$1,400
The fees include the 28% paid to VA DEQ		

OTHER MISCELLANEOUS CHARGES

Vendors on Public Property {Section 18-877 (d)}	\$30
Temporary Roadside Food Vendor {Section 42-34-19 (a)}	\$250

LABOR AND EQUIPMENT RATES

For circumstances requiring immediate attention – Rates will be based upon “On Call” Contractor’s Fees for Service.	
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BUILDINGS, OCCUPANCIES, AND ACCESSORY STRUCTURES

Zoning Approval for Certificate of Occupancy (Commercial Tenant Occupancy)	\$100
Zoning Approval Fee for accessory residential structures. (Sheds)	\$25

PLANNING APPLICATIONS

Application for Rezoning		
a.	Fee Per Acre	\$3,000
	i. Fee per every additional acre thereof	\$1,000
	ii. Fee for 6 or more acres – base fees plus	\$6,250
	iii. Amendment	\$3,125
b.	Plus, additional fee per acre based upon desired zoning district	
	i. PMUD and Residential/Amendment	\$175
	ii. B-1	\$150
	iii. B-2	\$125
	iv. FB/O-1	\$175
	v. SP-1 and M-1	\$200
Zoning Text Amendment (per text amendment)		\$2,500

CONDITIONAL USE PERMITS (CUP)

Conditional Use Permit (Residential Household Uses)		\$500
Conditional Use Permit - non-residential (see chart attached for use category)		
	i. Category "A"	\$1,000
	ii. Category "B"	\$1,400
	iii. Category "C"	\$2,000
	iv. Category "D"	\$6,000

APPEALS/BZA APPLICATIONS

Appeal to Maintenance Code Board of Appeals	\$1000
Appeal to the Board of Zoning Appeals (residential and non-residential)	\$1000
Appeal to the Town Council	\$1000
Request for Exception	\$1000

ARCHITECTURAL REVIEW BOARD

Certificate of Appropriateness	\$75
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ZONING DETERMINATIONS AND CERTIFICATIONS

Certificate of Non-Conforming Use (residential)	\$250
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$250
Zoning Interpretations/Proffer/SUP Determinations	\$350
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	\$200
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$100

HOME BUSINESSES

Home Occupation Permit Fee	\$100
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SIGN PERMITS

Sign Permit (new) – also requires Building Permit	\$120 + \$1 per square foot
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$75 whichever is less.
30 Day Temporary Sign Banner	\$25, **, **, ***
*- Fee is waived for a single “Grand Opening” Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non-Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
*, ** & *** In these instances, a permit is still required, and sign still must conform to the Zoning Ordinance.	
Temporary Sign Deposit Fee	\$50

Traffic Impact Studies

Traffic Impact Studies		
i.	First Submission	\$1,000
ii.	Third & subsequent submissions	\$500
iii.	VDOT 870 Review Please note that if a VDOT 870 review is required, a separate fee must be submitted directly to VDOT. <i>*VDOT 870 Fees must be submitted directly to VDOT</i>	Contact VDOT for fee

TEMPORARY USES

Temporary Use Permit		
i.	Minimum fee for small events	\$100
ii.	Fee for Medium-impact events	\$300
iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$600
Temporary Use Deposit		
i.	Minimum fee for small events	\$100
ii.	Fee for Medium-impact events	\$500
iii.	Fee for Large events such as Carnivals or Circuses – subject to increase by Zoning Administrator if previous approvals were violated in any way.	\$5000

FAILURE TO OBTAIN ZONING PERMIT

Failure to obtain a Zoning Permit	\$500 plus permit costs
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NOTICE

The Town of Dumfries does not discriminate-against religions or on the basis of sex, age, race, national origin, or a disability- in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes.

Under RLUIPA, no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on less than equal terms that a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

The Town of Dumfries does not discriminate against religions in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.