



# NOMINATOR GUIDE TO THE 2022-2023 FAIRFAX COUNTY SITE-SPECIFIC PLAN AMENDMENT PROCESS



## Introduction

The nomination submission period for the 2022-2023 Site-Specific Plan Amendment Process begins on October 3, 2022 and closes on October 28, 2022. Nominations must be submitted electronically or hand delivered to the Fairfax County Department of Planning & Development by 4:00 p.m. on October 28, 2022. The nomination form can be completed online or can be downloaded and submitted by email using the icon link provided below. If you require a paper version of the nomination form, have questions, or need assistance, please call (703)324-1380, email [dpdsspa@fairfaxcounty.gov](mailto:dpdsspa@fairfaxcounty.gov) (*select link below*), or visit our office at 12055 Government Center Parkway, Herrity Bldg., Suite 730, Monday - Friday 8:00 a.m. to 4:00 p.m.

The SSPA Nominator Guide provides instructions for submitting a nomination form and additional details about the process for screening nominations. To ensure efficient processing of your nomination, please verify and ensure that all requested information is submitted. Early submission is encouraged to allow additional time to verify that submission requirements are met. For general information on the SSPA process and other ways to get involved, please visit the SSPA webpage using the icon link provided below.



◇ ----- PHASING | TIMELINE ----- ◇

## NOMINATION PHASE

OCTOBER 2022

Proposals for land use changes to the Comprehensive Plan can be submitted to the Department of Planning & Development during the Nomination Phase. Planning staff may contact nominators during this phase to ensure all required materials have been submitted and clearly describe the nomination. Incomplete nominations will not be accepted. Nominations deemed complete will be forwarded to the Board of Supervisors (Board). An Action Item will be included on the December 6, 2022 Board meeting agenda which will confirm the nominations that will move forward to the Screening Phase. The Board action to accept or reject the nominations into the Screening Phase will conclude the Nomination Phase.

## SCREENING PHASE

DECEMBER 2022 - MARCH 2023

Following Board acceptance, the nominations will be reviewed for consistency with County policy and priorities relative to other long-range planning activities. The review will determine which nominations should advance for further review. Community engagement during the Screening Phase will consist of community meetings, involving staff and nominator presentations and community discussion. Community meetings are anticipated to take place between January - February 2023. The Planning Commission will hold a public workshop on the nominations, during which staff and the nominators will share presentations, and the public may provide comments. The Planning Commission will offer a recommendation to the Board on a revised Work Program, which may include some of the nominations. The Board will take action on the revised Comprehensive Plan Amendment Work Program (or Work Program), concluding the Screening Phase.

## 2023 WORK PROGRAM

BEGINS MARCH 2023

Nominations added to the Work Program by the Board will be evaluated in greater detail as Plan Amendments. The community engagement model and timeline for each Plan Amendment will vary based on the unique circumstances of each amendment, including its level of complexity, the intended development timeline, prioritization with other Plan Amendments currently on the Work Program, and the availability of staff and community resources.





◊ ————— SSPA AT A GLANCE ————— ◊

The County SSPA process provides an opportunity for the public to propose a land use change (or *nomination*) to the Comprehensive Plan for a single site or collection of parcels. The Comprehensive Plan guides land use and development decisions in Fairfax County and sets forth the community's future vision. The goal of SSPA is to provide the community with an active role in shaping the long-term vision of Fairfax County.

The nomination period for the 2022-2023 SSPA process will be open from October 3 - 28, 2022 for nominations within all nine Supervisor Districts in the County.

In addition to the countywide focus, the 2022-2023 SSPA process includes several other process updates, including new submission criteria to help stakeholders understand and prioritize the nominations (such as an illustrative concept plan, property owner's consent, and development timeline as known), enhanced forums for community engagement, and a workshop with Planning Commission members during the Screening Phase. A detailed schedule for the 2022-2023 SSPA process is provided on page 11 of this guide.

Each section of the guide is linked below. Nominations must include all listed submission items in order to be considered complete and proceed for review. The following sections will provide additional information regarding the screening process and criteria for submission.

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CONTINUE SCROLLING DOWN OR **SELECT A SECTION ABOVE**



# NOMINATION ELIGIBILITY

The Countywide focus of the 2022-2023 SSPA process allows for the nomination of sites in most areas of the County. Properties are eligible for the 2022-2023 SSPA process unless one or more of the following apply:

- A. The proposed site is part of a land area currently subject to an authorized Comprehensive Plan amendment considering land use changes.
- B. The proposed site was included in a Plan amendment adopted after October 28, 2020.
- C. The nomination proposes to directly change a countywide policy or system, such as the countywide transportation network, trail and bicycle plans, parks, or public facilities.



*Only one nomination may be submitted for a site by the same nominator.*

# NOMINATOR & PROPERTY OWNER INFORMATION



A nomination may be submitted by the owner(s) of the subject property, a designated agent/attorney, or any interested party with the written consent of the property owner. The person designated as the nominator becomes the point of contact for all questions, requests for information, or mailings related to the nomination. Nominators will be expected to participate in community outreach throughout the SSPA process. Additional information may be required to be completed by the nominator if the nomination is added to the Comprehensive Plan Amendment Work Program. Depending on the scope of the amendment, additional information may include a transportation analysis, detailed land use plans, environmental and/or economic analyses, or other studies.

This section of the Nomination Form will require the following information for both the Nominator and Property Owner(s):

## NOMINATOR NAME

Name of the nominator. Groups (ex. civic associations) should designate an individual as the nominator, noting the representative's role (ex. President of the Civic Association). Designated agents for property owners should identify themselves as such.

## NOMINATOR CONTACT INFORMATION

Daytime telephone number, email address, and mailing address of the nominator.

## PROPERTY OWNER NAME(S)

Name of the property owner(s) of each nominated property.

## PROPERTY OWNER CONTACT INFORMATION

Daytime telephone number, email address, and mailing address of each property owner.

# PROPERTY INFORMATION



This section of the Nomination Form will require information about the property or properties subject to the nomination. The following information should be provided:

## TAX MAP PARCEL NUMBERS

Provide the complete Tax Map Parcel number for each parcel of land included in the nomination. This number is the unique identifier for each parcel in the County and can be found using the JADE GIS web application (*linked below*).

## STREET ADDRESS

Provide the physical address of each nominated property. If no street address is assigned, indicate N/A.

## SUPERVISOR DISTRICT

List the Supervisor District(s) for the proposed subject area. This information can be found by using the JADE webtool.

## NEIGHBORHOOD CONSOLIDATION

Certain proposals involving multiple, existing residential uses may be considered a Neighborhood Consolidation, which can have additional submission requirements. Check the box provided on the form to indicate whether the nomination is a proposal for Neighborhood Consolidation. To determine whether the nomination meets the criteria for and requires a Neighborhood Consolidation petition, please see pg. 22 of the *Land Use Element of the Policy Plan*.

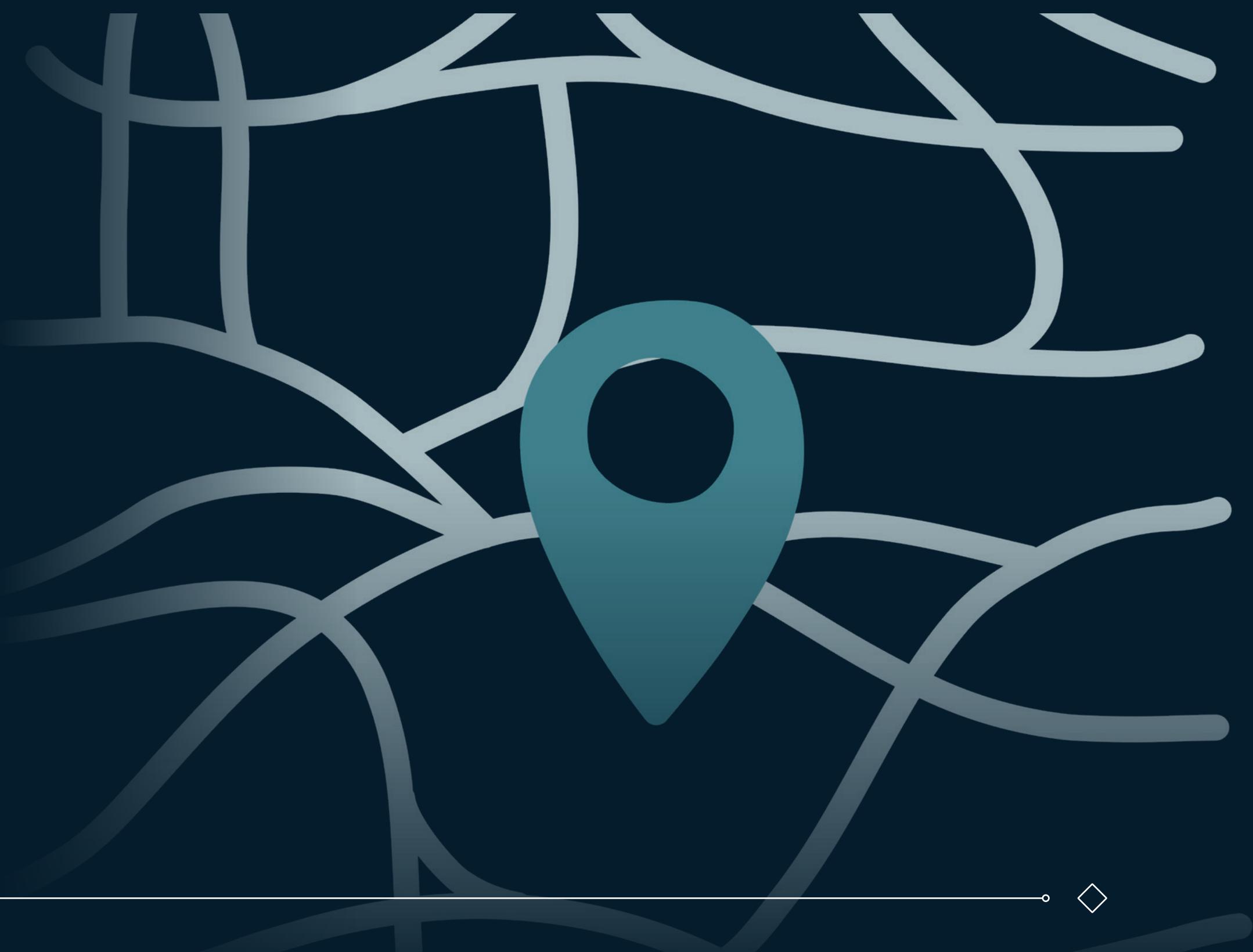
## PROPERTY OWNER CONSENT

The owner (or an authorized representative) of each nominated property must provide a letter indicating their consent to the submission of a nomination on their property. Letters must be uploaded as an attachment in the nomination form. Authorized representatives should note their role along with their letter/signature. If the nominator is the property owner, a letter of consent is not required.

*Additional guidance for retrieving property information using the Jade webtool can be found under the Property Map Section on pg. 7.*

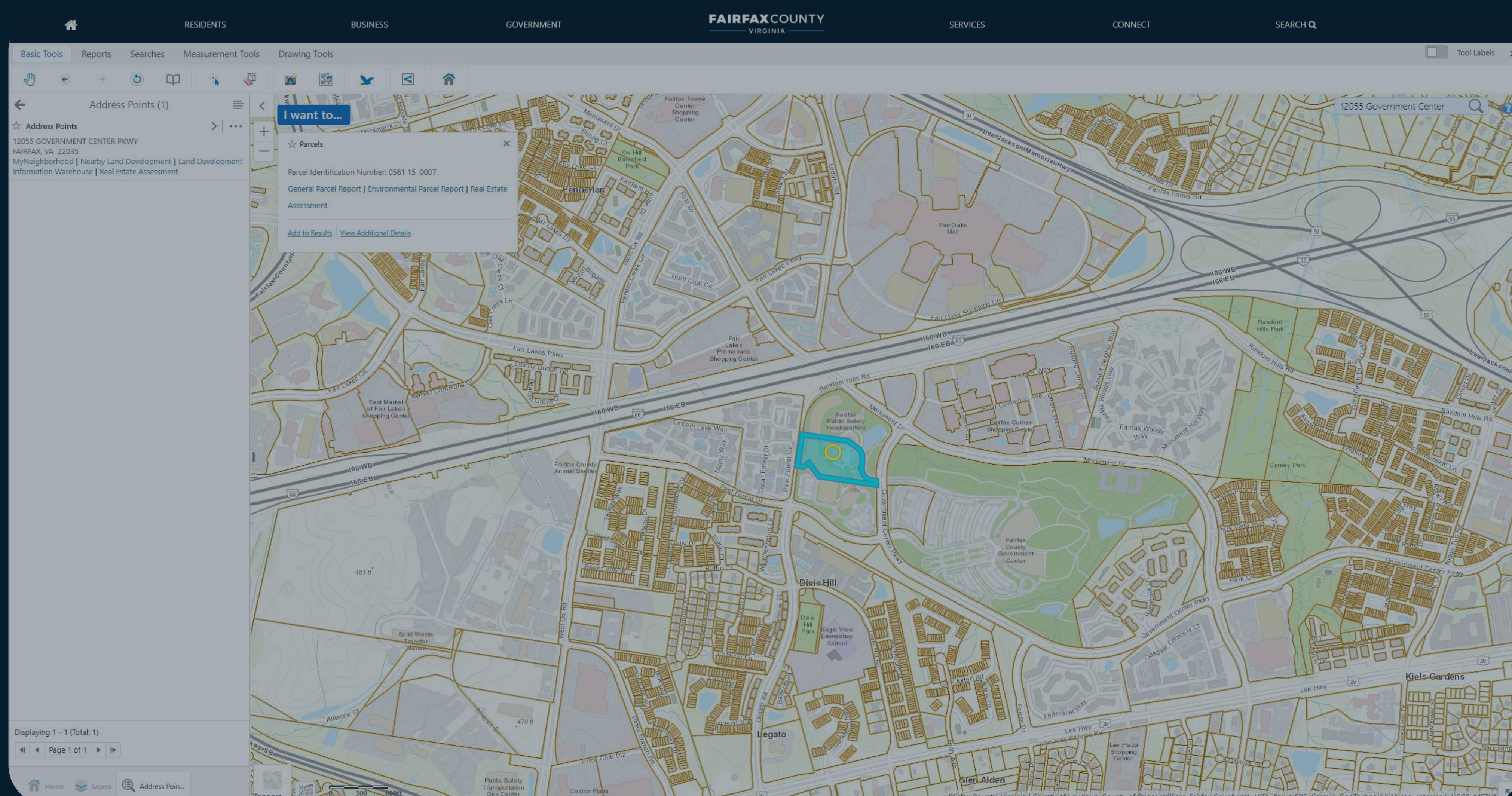


# PROPERTY MAP



A map outlining the nominated property or properties will be required with the submission of the Nomination Form. A map of the nominated area can be generated via the JADE GIS Web Application, using the "Drawing Tools" tab, which is available on the County's website (linked below). JADE is an interactive mapping tool that allows easy access to information such as property descriptions, zoning district, and ownership data. The tool can also provide pertinent information on each property being submitted, including the Comprehensive Plan map designation, zoning, parcel size, environmental data, and other information.

## Steps for Retrieving Property Information and Creating a Property Map:



# 4 EXISTING PLAN & PROPOSED CHANGE



This section will require the nominator to provide the existing Comprehensive Plan recommendations relevant to their proposed subject area, as well as the proposed change.

## CURRENT COMPREHENSIVE PLAN

Existing land use recommendations can be found in the Fairfax County Comprehensive Plan, Area Plans section (if applicable). If additional pages are required, they should be provided as a separate attachment. A link to the Comprehensive Plan is provided below.

## CURRENT PLAN MAP DESIGNATION

The Comprehensive Land Use Plan Map indicates the baseline land use recommendations for property within the County. Use the General Parcel Report in JADE to identify the current Plan designation for your property.

## PROPOSED

A description of the proposed change to the Comprehensive Plan should include the proposed land use type (e.g., residential, non-residential, or mixed uses) and building types (e.g., townhouses, mid-rise multifamily). Mixed use proposals should specify land uses. If known, additional information should be provided (e.g., requested maximum density/intensity (Floor Area Ratio - FAR), density (dwelling units per acre - du/ac), average unit size, structured or surface parking, building heights, as applicable).

*Additional information may be requested if the nomination is added to the Work Program.*



# 5 STATEMENT OF JUSTIFICATION



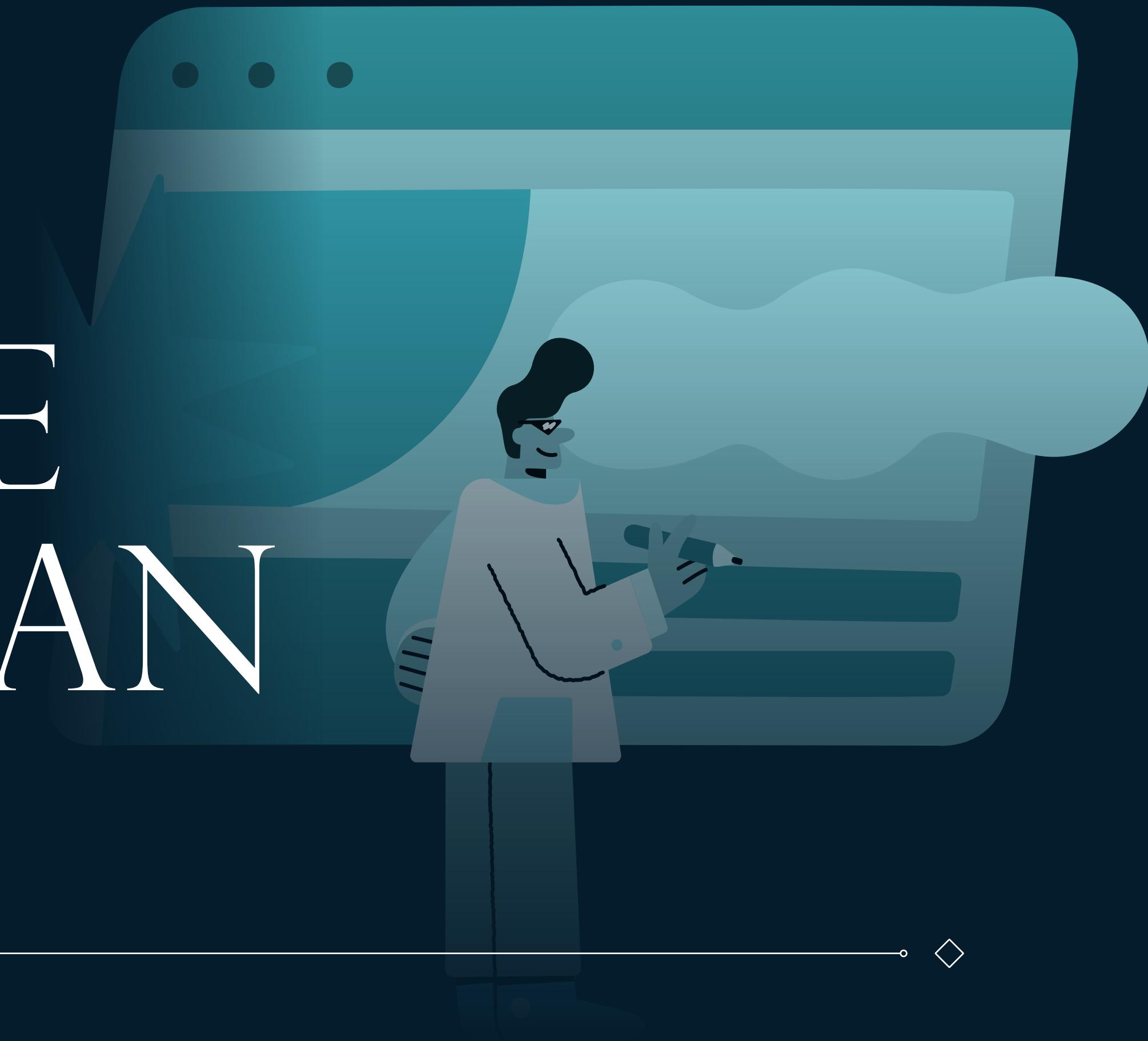
A Statement of Justification (generally 1-2 pages) must be uploaded with the nomination and include a description of the proposal, explaining how the proposed change would meet the following criteria:

- 1 *Address emerging community interests or changes in circumstance.* Additionally, if a proposal is being resubmitted from a previous SSPA cycle, it should describe in detail why a change in circumstances (emerging trends, further community outreach, etc.) warrants additional review.
- 2 *Advance objectives* of the County's Policy Plan, Area Plans, and/or Concept for Future Development (see Comprehensive Plan linked below), and not contradict adopted Comprehensive Plan policy.
- 3 *Align with the goals* of the County's Strategic Plan, One Fairfax Policy, Community-wide Housing Strategic Plan, Economic Success Plan, or other Board adopted policies.

Additionally, the Statement of Justification should include a summary of next steps for implementation (i.e. submission of a development application for rezoning and additional steps leading to construction). The statement should note any community stakeholders who have been or are anticipated to be engaged in the review of the nomination.



# 6 ILLUSTRATIVE CONCEPT PLAN



An illustrative conceptual plan that visually depicts how the proposed land use change could be physically arranged on the subject site is a requirement and must be uploaded with the nomination. Fully designed or professional drawings are not required; however, the concept should generally show and label the features listed below (where applicable):

- A. Property Lines and Dimensions
- B. Streets, Walkways, Parking Areas, and Site Access Points
- C. On-site Structures and their Proposed Uses
- D. Off-site Adjacent Properties and Structures
- E. Natural and Environmentally Sensitive Areas (i.e. Wooded Areas, Resource Protection Areas, Waterways, and/or Areas of Steep Slopes)
- F. Arrangement of On-site Open Space, Parks or Recreation Areas



*If you have questions or require additional guidance related to preparing an illustrative concept drawing, email us using the icon linked below or call (703)324-1380.*

CONTACT US

## TIMELINE

### NOMINATION PHASE

Submission Period ————— **October 3, 2022 - October 28, 2022**  
*(All nomination criteria are required, unless special circumstances warrant their exemption by the Board)*

Board of Supervisors Action Item to Accept Nominations ————— **December 6, 2022**

### SCREENING PHASE

Publication of Staff Summary ————— **January 2023**

Community Meetings ————— **January - February 2023**

Publication of Staff Proposed Plan Amendment Work Program ————— **February 2023**

Planning Commission Workshop on  
Nominations & Recommendation on the Work Program ————— **February 2023**

Board of Supervisors Action Item on the Work Program ————— **March 2023**



*Before submitting the nomination form electronically, please ensure that all materials are included and **print a copy of the application** for your record.*

Contact the Planning Division for more information:  
Fairfax County Department of Planning & Development



Phone | 703-324-1380 | Monday - Friday | 8a - 4p



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