



Development Review Guide

City of Falls Church

Development Application Types and Approving Body:

Approval by the **City Council** with mandatory recommendation by the *Planning Commission*:

- Comprehensive Plan Amendment
- Zoning Map Amendment (1st/2nd Reading)
- Special Exceptions
- Zoning Ordinance Text Amendment

Approval by the **Planning Commission** or **Planning Director** depending on the scale and the nature of development:

- Subdivision
- Site Plan
- Site Plan Amendment

The Council May Take Any of the Following Actions:

Approval, Approval with Conditions, Denial, Continuance, or Deferment

Public Input:

Members of the public may send written comments to the City Council, Planning Commission, or any boards, commissions & city organizations regarding any development application during the public review process.

Please visit the City's website below for a complete list of boards, commissions and their contact info.

<http://www.fallschurchva.gov/130/Boards-Commissions>

Stage 8... CERTIFICATE OF OCCUPANCY

After the **construction is complete**, final **inspections** will be conducted.

As-built plans will be submitted for staff review and approval.

During this time, staff will also **track** the project's compliance with approved **Voluntary Concessions** and other conditions.

Upon satisfactory inspections, voluntary concessions, and as-built review, a final **certificate of occupancy** will be issued.

After the occupancy of the building, staff will continue to **track the project's compliance with Voluntary Concessions** prior to established deadlines.

GOAL: Building occupancy.

TIMING: As determined.

Stage 7 BUILDING PERMIT

After the approval of the site plan, applicant **submits building permit** plans for staff review and approval.

The applicant may submit **multiple revisions** of the building permit plans in response to staff review until final approvals are issued.

After **building permits are issued construction may begin.**

Applicant may submit one or more site plan amendments to accommodate minor deviations from the approved site plan for staff review and approval.

Major changes to the approved site plan may go to the Planning Commission for approval.

GOAL: Building permit issuance and construction commencement.

TIMING: 60 days or more.

Stage 6 SITE PLAN

After the approval of the Conceptual Development Plan, the Applicant **submits a site plan** for the Planning Commission's Approval.

Staff reviews the site plan transmits comments to the Applicant.

AAB may hold one or more meetings to review the site plan for a recommendation to the Planning Commission.

Applicant may submit one or more **revisions** in response to staff comments.

GOAL: Site plan approval.

TIMING: 60 days.

Stage 5 COUNCIL ACTION

Applicant may **submit revised plans** that responds to comments and recommendations from staff, public, boards and commissions.

City Council may hold one or more work sessions to discuss the application and to review comments from boards, commissions, community organizations and staff leading up to its public hearing for **final action.**

City Council may also have a **joint work session** with the Planning Commission during this time.

During the scheduled public hearing and Second Reading, the **City Council will consider the project for final approval.**

GOAL: Final determination by the City Council.

TIMING: 30 days.

Stage 4 PUBLIC REVIEW

City Council may hold one or more **work sessions** to provide preliminary comments. (see application types in far right column)

Once staff review is complete, the project may be scheduled for a City Council meeting.

During the public meeting the City Council will receive public comments and may refer the project for review by **boards, commissions & other community organizations.**

With First Reading granted, a **date for the Second Reading for final consideration** of the application will be established by the City Council at the recommendation of the staff.

Review by boards, Commissions and city organizations will commence.

Planning Commission will hold one or more work sessions followed by a public hearing to give their **mandatory recommendation.**

GOAL: Review & public input.

TIMING: 60 to 90 days.

Stage 3 STAFF REVIEW

Once the application is deemed complete, materials are distributed to various **City departments and to outside agencies for review.**

Once the review is complete, compiled **staff comments** are transmitted to the Applicant.

Meetings are held with the Applicant and with staff as needed during the review process to **discuss and resolve various issues.**

In response to staff comments, the Applicant may **submit revised plans** as needed.

GOAL: Formalized design and Conceptual Development Plan.

TIMING: 60 days per submission. Multiple reviews will require additional time.

Stage 2 APPLICATION

Applicant **submits application, plans and supporting documents.**

Staff reviews submission for completeness and notifies the applicant of any deficiencies.

Staff works with Applicant for a **complete submission.**

GOAL: Submit a complete application package.

TIMING: Up to two weeks to review for completeness.

Stage 1 PRE-APPLICATION

Applicant schedules a **pre-submission meeting** with staff.

Applicant meets with staff as needed to **discuss development proposal**, Code and submission requirements, etc.

Applicant may present their proposal to the City Council, Planning Commission, and/or the Economic Development Committee (EDC) during this time or after submission.

GOAL: Determine interest and feasibility of the development proposal.

TIMING: As determined by the Applicant.

*****Development Review Process Guide**

This is a general outline of the development review process for development applications involving Rezoning, Comprehensive Plan Map Amendment, and Special Exceptions.

