



PRINCE WILLIAM COUNTY
Department of Development Services – Land Development Division

MINIMUM ACCEPTANCE
PLAN/PLAT RETURNED

Date: _____

To: _____

Plan Name: _____

Plan Number: _____

Plans/Plats are being returned for the following reasons:

Quality Control

- _____ GPIN/Parcel ID Numbers on Plan Cover Sheet and Development Control Form must be active
- _____ Information on the Plan Cover Sheet & Development Control Form must match
- _____ Development Control Form/Checklist
- _____ Review Fee Calculation etc. missing/inaccurate
- _____ QC Review fee not attached
- _____ Proffer/Condition Analysis
- _____ All revisions shall be circled in red on the initial submission
- _____ Other:

Subsequent Submission

- _____ Response Letter
- _____ Subsequent submission should be circled in green for all plans
- _____ Total number of Plans, Plats, etc.
- _____ Proffer Contributions
- _____ Correct Submission Number to indicate change
- _____ Deeds/Agreements must be approved prior to Signature Submittal
- _____ Plan, Plat and/or Booklet **MUST** have original seal and signatures on cover sheet
- _____ Summary Letter/Revise Summary Letter
- _____ Submission past close-out date; extension fee required
- _____ Other:

Signature Submission

- _____ Proffer Contributions
- _____ Review Fee Calculation etc. missing/inaccurate
- _____ Submission past close-out date; extension fee required
- _____ Plan revisions must be circled in red
- _____ Total number of Plans, Plats, etc.
- _____ Plan and/or Plat **MUST** have original seal and signatures on cover sheet
- _____ Other:

Please resubmit by _____ (Close-Out date)

If you have any questions or concerns, please contact _____ or your case manager
_____ at (703) 792-6830 for assistance.

FAILURE TO SUBMIT A COMPLETE PLAN SUBMISSION MAY RESULT IN A **\$239.50 REJECTION FEE**. PLANS AND DOCUMENTS THAT ARE NOT SUBMITTED PRIOR TO THE REFERENCED DATE WILL RESULT IN FILE CLOSEOUT.