



**Westfields Business Owners Association (WBOA)**  
**Attn: Board of Directors**

P.O. Box 222005  
 Chantilly, VA 20153-2005 (703) 294-4912  
<https://www.westfieldscenter.com>

**APPLICATION #:** \_\_\_\_\_

(WBOA will assign)

**Print**

**PROPERTY CHANGE OF USE REVIEW APPLICATION (Part A)**

(This form as three parts: This application plus part B and part C)

**TO: THE WESTFIELDS BUSINESS OWNERS ASSOCIATION BOARD OF DIRECTORS (DECLARANT) FAIRFAX COUNTY, VIRGINIA**

I (We), \_\_\_\_\_ the applicant(s) respectfully request the WBOA Board to review and approve a change in property use, by reclassifying the below noted property from the \_\_\_\_\_ to the \_\_\_\_\_

(PCA) This application proposes to amend the proffers approved pursuant to \_\_\_\_\_ (case) in order to permit \_\_\_\_\_

Is this a partial PCA? \_\_\_\_\_ (Y/N) If Yes, please identify affected acreage: \_\_\_\_\_

**TAX MAP PARCEL(S):**

\_\_\_\_\_

**TOTAL ACREAGE:** \_\_\_\_\_ **CURRENT ZONING DISTRICT:** \_\_\_\_\_

**LEGAL DESCRIPTION:** Deed Book: \_\_\_\_\_ Page No.: \_\_\_\_\_

**POSTAL ADDRESS OF PROPERTY (INCLUDING ZIP CODE):**

\_\_\_\_\_

**ADVERTISING DESCRIPTION:** (Ex.:North side of Lee Highway approx. 1000 feet west of its intersection with Newgate Blvd.)

\_\_\_\_\_

<b>EXISTING USE:</b>		<b>PROPOSED USE:</b>	
<b>MAGISTERIAL DISTRICT:</b>	Select One	<b>OVERLAY DISTRICT(S):</b>	

**Waiver/Modification of Submission Requirements Requested:**

The name(s) and address(es) of owner(s) of record shall be provided on the affidavit form (Please use Fairfax County Form). The undersigned has the power to authorize and does hereby authorize WBOA staff and/or representative on official business to enter on the subject property as necessary to process the application.

<b>Applicant Contact Name:</b>			<b>Agent Name:</b>		
Address:			Address:		
Street:			Street:		
City:	State:	Zip:	City:	State:	Zip:
Phone Number:			Phone Number:		
(W):	(C):		(W):	(C):	
E-mail:			E-mail:		

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**

Date Application Accepted: \_\_\_\_\_

Application Fee Paid: \$ \_\_\_\_\_

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**Application Part B: Project Data Sheet / Questionnaire**

Please complete the data sheet with the appropriate information. This may be submitted and attached in PDF format to the application form along with part C.

1. Name of Property/ Project:
  - a. Proposed Unit Types and Counts
  - b. Mixed-Use?
  
2. Name of Property Owner(s)
  
3. Point of Contact for Property Owner(s)
  - a. Owner Name
  - b. Owner Address
  - c. Owner Telephone
  - d. Owner Email
  
4. Project Team: (If established at this time)
  - a. Attorney(s)
    - Name
    - Company
    - Mail Address
    - Telephone
    - Email
  - b. Civil Engineer(s)
    - Name
    - Company
    - Mailing Address
    - Telephone
    - Email
  - c. Architect(s)
    - Name
    - Company
    - Mailing Address
    - Telephone
    - Email
  
5. Please provide current zoning and use of the property.
  
6. FAR: Please provide current FAR and Projected FAR after change of use.
  
7. Existing Conditions: Any physical or other barriers to desired development?

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Parcel(s) #: \_\_\_\_\_

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8. Is the property located in an overflight zone or next to major roadways?
  9. Is the property located in one of the Westfields Village Centers? (Westone Village, The Fields at Commonwealth, West Village)
  10. Is the project anticipating using existing storm water management facilities?
  11. Is the property located next to a secure facility?
  12. What is the perceived impact of this project on the following? (if known at this time)
    - a. Roads and Transportation
    - b. Storm Water
    - c. Power Grid
    - d. Water System
    - e. Environmental Quality Corridors (EQC's) / Wetlands
    - f. Parks and Trails
    - g. Schools
    - h. Affordable housing
    - i. Commercial or retail properties
    - j. Hotels
    - k. Neighboring secure tenants (if any)
  13. Does the applicant contemplate any easement encroachments, variance requests or setback adjustments currently? (If known at this time)
  14. Have you engaged your neighboring properties for their feedback and/or concern? This will be required.
  15. Pictures of the existing property.
  16. Any other special circumstances or development concerns or benefits the applicants wishes to share currently?

Form Completed by: \_\_\_\_\_

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Parcel(s) #: \_\_\_\_\_

**Application Part C: Project Narrative**

As part of the application for a change of use at Westfields, applicants are requested to complete a narrative of your project to include information on the following. This may be submitted in PDF format an attached to the application form along with Part B.

- 1. Project Name:
- 2. Westfields Parcel # (s) / County Zoning Map #:
- 3. What does the applicant want to change on this property?
- 4. Why does the applicant want to change the use on this property?
- 5. General Conceptual Design narrative for this parcel?
  - a. What is envisioned?
  - b. How many square feet, units, etc.?
  - c. Any special structures or unique features?
  - d. Any conceptual drawings or renderings to share currently?
- 6. What community or public benefits is the applicant proposing for this site and its benefit to the Westfields Community?

Parcel(s) # : \_\_\_\_\_