



March 23, 2020

Dear Customer,

I want to advise that the County is 'Open for Business.' While all government buildings were closed to the public effective Friday, March 20, 2020, until further notice, staff are available for customer assistance, working in the Development Services Building and/or teleworking.

Please note the following:

For the **latest updates on COVID-19 Operational Guidelines for Development Services**, please visit www.pwcgov.org/DDSCCOVID-19Updates. Please save this link to your browser and check back regularly, Thursdays and Mondays, for possible updates. For general inquiries, please contact 703-792-6930 or DDS@pwcgov.org

Applications are being accepted via Drop-Off and other mail services. The Drop-Off container is located on the Plaza side entrance side of the Development Services Building. Full instructions are [here](#), and as below:

Development Services Drop-Off Service

- Plans, permit applications, Non-Conforming Use Determinations, Rezoning and Special Use Permit Case applications may be dropped off.
- An address validation, as required, should be submitted with the application.
- If you are dropping off a large volume package, please **email ahead** DDS@pwcgov.org, so we can promptly receive your applications.
- If possible, please place the packages in the sealed envelopes provided.
- The bins will be monitored regularly between 8am – 4pm each workday.
- **Payments can be made via check only.** Checks should be made out to: PWC. Please ensure checks are well secured with applications. **NO CASH ACCEPTED.**
- **Please allow 24 hours for your drop off to be processed into our system.**
- Standard mail delivery: Application submittals are also continuing to be received via US-mail, UPS, FED-EX.

Building inspections will continue; however, please note:

- For general inspection inquiries, please contact the Inspections Office 703-792-7006
- Inspections that require access through an **occupied dwelling** are being suspended for 30 days. (NOTE: Exceptions may be considered for emergencies only (i.e. Power Outages, Structure Fires etc.))
- **Outside inspections** are still being performed as normal.
- **Video Inspections (Facetime, Skype)** - Currently, we're not allowing video inspections.
- Please call 703-792-7006 if you have questions regarding your inspection.
- Site Inspections will continue.
- Applications will be accepted via drop-off and other mail services.

Separately, please note the following important industry announcements:

[The Virginia Dept of Environmental Quality](#)

Stormwater Construction General Permit Reissuance and Permit Expiration

The 2014 Construction General Permit (CGP) expired on June 30, 2019. Registration Statements for continuing coverage under the 2019 CGP were due no later than May 1, 2019. As of Friday, April 17, 2020, the ability to reissue coverage under the 2014 CGP will no longer be available. [More information](#) here or here <https://tinyurl.com/vrbdlov>. If you have questions regarding this notification, please contact constructiongp@deq.virginia.gov.

[Prince William County Service Authority](#)

Notice of Operations

Prince William County Service Authority facilities are closed to the public effective Friday, March 20, 2020, until further notice; however, services from the Engineering Development, Utility Services, and Inspections Departments remain fully operational.

- County plan review process for both rezoning and plan review will continue as normal.
- Plan resubmissions, **deeds, and plats** should be submitted electronically via engineeringdevelopment@pwcsa.org.
- **Deeds must be submitted in pdf format.** If a **hard** copy must be delivered, it must be addressed to the attention of PWCSA Engineering and delivered to 12610 Great Bridge Road, Woodbridge, VA 22192. Plans, deeds, and plats will not be accepted at the Security Desk or Utility Services located at 4 County Complex Court. [More information](#)

The County is working hard to partner with you during these difficult times. We greatly appreciate your patience and support of our need to take precautionary measures and modify business processes to minimize exposure to the Novel COVID-19 virus.

If you have any questions, please feel free to contact any of our staff members.

Sincerely,

A handwritten signature in black ink, appearing to read "Wade A. Hugh". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Wade A. Hugh
Director of Development Services