

# CONDITIONAL USE PERMIT

## APPLICATION



AUGUST 2019

### Stafford County Department of Planning & Zoning

1300 Courthouse Road  
P.O. Box 339  
Stafford, VA 22555-0339

Phone: 540-658-8668  
Fax: 540-658-6824

[www.staffordcountyva.gov](http://www.staffordcountyva.gov)

## Application Submittal Checklist

- 
- ☒ Completed **"Project Information & Primary Contacts"** form (Page 7)
  - ☒ Signed **"Statements of Understanding"** from the owner(s) and applicant (Page 8)
  - ☒ Signed and Notarized **Owner's Consent Statement** (if applicant/agent is not the owner)
  - ☒ Completed **"General Information"** sheet (Page 9)
  - ☒ Completed **"Review Fee Calculation"** sheet and appropriate **Fees** payable to "County of Stafford" (Page 10)
  - ☒ Completed **"List of Adjoining Property Owners"** (Pages 12 & 13)
  - ☒ Completed **"Application Affidavit"** (Pages 14 - 17)
  - ☒ Completed **"Checklist for Generalized Development Plans"** (Pages 18 & 19)
  - ☒ Completed **"Transportation Impact Analysis Determination Form"** (Page 20)
  - ☒ Proof that **Real Estate Taxes** have been paid
  - ☐ Complete **Legal Description** of the area to be reclassified (Acreage must match Boundary Survey Plat)
  - ☒ Completed **Impact Statement**
  - N/A ☐ Completed **Transportation Impact Analysis (TIA)**, if required (Five (5) paper copies with electronic copies or ftp site)
- 

### PLATS AND PLANS

- ☐ **Boundary Survey Plat** of area subject to rezoning (with 3 copies at 8½" x 11" size)
- ☒ **Generalized Development Plan** (12 full-size copies at 24" x 36" size)

\* See **"Checklist for Generalized Development Plans"** (Pages 18 & 19)

RECEIVED

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

OFFICIALLY SUBMITTED

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

### **Optional Application Materials**

Although not required, the following additional materials are requested to be included with the initial application submission, if available. These items are often requested during the review process. Providing the information in advance can assist in accelerating the review:

1. Site Illustrations or Building Elevations
2. Electronic Version of generalized development plans, boundary survey, and any illustrations (a pdf on a CD, DVD, sent via email, or through ftp site is acceptable)

## Project Information & Primary Contacts

<b>PROJECT INFORMATION</b>	<b>PROJECT #</b> _____
<u>Milestone Aquia Wastewater Treatment Plant</u>	
PROJECT NAME	SECTION
<u>71 Coal Landing Rd</u>	<u>55.1237 AC</u>
ADDRESS (IF AVAILABLE)	TOTAL SITE ACREAGE
<u>30 3B</u>	<u>M1</u>
TAX MAP / PARCEL(S)	ZONING DISTRICT
<u>71 Coal Landing Rd</u>	
LOCATION OF PROJECT	

<b>APPLICANT/AGENT</b> (Provide attachment if Applicant and Agent differ)	Primary Contact Person <input checked="" type="checkbox"/>
<u>Phil Stetler</u>	<u>Milestone Towers</u>
NAME	COMPANY
<u>3620 Commerce Dr, Suite 707, Baltimore, MD 21227</u>	
ADDRESS	STATE ZIP
<u>443-977-7561</u> <u>n/a</u>	<u>pstetler@site link wireless.com</u>
PHONE NUMBER	FAX NUMBER EMAIL ADDRESS

<b>OWNER</b> (Provide attachments if multiple owners)	Primary Contact Person <input type="checkbox"/>
<u>County of Stafford</u>	<u>n/a</u>
NAME	COMPANY
<u>P.O. Box 339, Stafford, VA 22555</u>	
ADDRESS	STATE ZIP
<u>n/a</u> <u>n/a</u>	<u>n/a</u>
PHONE NUMBER	FAX NUMBER EMAIL ADDRESS

<b>PROFESSIONAL</b> (Engineer, Surveyor, etc.)	Primary Contact Person <input type="checkbox"/>
<u>Jake Toroney</u>	<u>Morris + Ritchie Assoc, Inc</u>
NAME	COMPANY
<u>1220B East Joppa Rd, Towson, MD 21286</u>	
ADDRESS	STATE ZIP
<u>410-821-1690</u> <u>n/a</u>	<u>JToroney@mrakta.com</u>
PHONE NUMBER	FAX NUMBER EMAIL ADDRESS

### Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understand the requirements for the submission of a conditional use permit as provided under the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Stafford County Zoning Ordinance, Chapter 28 of the Stafford County Code.

Michael Morris  
Signature of Owner/Co Owner

MICHAEL MORRIS      4/21/22  
Printed Name      Date

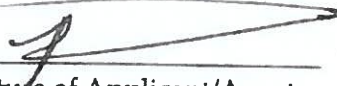
\_\_\_\_\_  
Signature of Owner/Co Owner

\_\_\_\_\_  
Printed Name      Date

\_\_\_\_\_  
Signature of Owner/Co Owner

\_\_\_\_\_  
Printed Name      Date

I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have read and understand the requirements for the submission of a conditional use permit as provided under the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Stafford County Zoning Ordinance, Chapter 28 of the Stafford County Code.

  
Signature of Applicant/Agent

Phil Stetler      4/7/22  
Printed Name      Date

\* Additional sheets may be used, if necessary.



March 25, 2022

Milestone Towers Limited Partnership, IV  
12110 Sunset Hills Road, #600  
Reston, VA 20190

**Subject:** Authorization to file a Conditional Use Permit application for telecommunications facility at 71 Coal Landing Road, Stafford, VA 22554

The County of Stafford as owner of the property identified at 71 Coal Landing Road, Stafford, VA 22554, authorizes Milestone Towers to file a Conditional Use Permit with Stafford County to construct a telecommunications facility at this property.

Signature: Michael Morris Date: 3/31/22

Name: MICHAEL MORRIS

Title: DEPUTY COUNTY ADMINISTRATOR

State of Virginia

County of Stafford

I hereby certify that on this 31 day of March 2022, before me, a Notary Public for the state and county aforesaid, personally appeared Michael Morris, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument, and acknowledge that they executed the foregoing instrument, acting in their capacity as Deputy County Administrator for the purposes therein set forth.

Notary Public Julia Elina Mariette Holmes  
My Commission Expires: 05-31-2022



## General Information

Clearly indicate all information that applies to this project:

### DETAILED DESCRIPTION OF PROJECT

\* see Statement of Justification

### INFORMATION FOR FEE CALCULATIONS

2460 sq. ft. # of Acres

Type of Conditional Use Permit:

- ☒ Standard Conditional Use Permit (including amendments)
- ☐ Minor Conditional Use Permit Amendment \*
- ☐ Minor Conditional Use Permit Amendment (submitted simultaneously with a Minor Proffer Amendment Application) \*

\* See Background Information on page 3 to determine if the request qualifies as a minor amendment.

### INFORMATIONAL

Previous Resolution # n/a

Zoning District M 1

Proposed Use(s) telecommunications facility

### Review Fee Calculations

The County review fee calculations are divided into two sections. Each section is based on a different type of application. Determine the application fee by filling out the one section that applies.

#### **Section I. Standard Conditional Use Permit:**

A. Base Fee: (Required) .....	\$ <u>9,750.00</u>
B. General Fee: (If greater than 5 acres)	
( <u>      </u> Acres – 5) X \$125 .....	\$ <u>N/A</u>
C. Fire & Rescue Review Fee (required).....	\$ <u>95.00</u>
D. Utilities Department Review Fee (required).....	\$ <u>95.00</u>
E. Public Works Review Fee (required).....	\$ <u>120.00</u>
F. Traffic Impact Analysis Review Fee: (If TIA required)	
Volume <1,000 VPD .....	\$200.00
Volume >1,000 VPD .....	\$ <u>N/A</u>
G. Adjacent Property Notification (required):	
( <u>12</u> Adjacent properties) X \$6.48 .....	\$ <u>77.76</u>
Sub-total (Add appropriate amounts from lines A thru G above).....	\$ <u>10,137.76</u>
H. Technology Fee (sub-total x 2.75% or 0.0275).....	\$ <u>278.79</u>
TOTAL (Sub-total + H. Technology Fee).....	\$ <u>10,416.55</u>

#### **Section II. Minor Conditional Use Permit Amendment:**

A. General Fee: .....	\$ <u>6,190.00</u>
B. Adjacent Property Notification (required):	
( <u>      </u> Adjacent properties) X \$6.48 .....	\$ <u>          </u>
Sub-total (Add lines A and B) .....	\$ <u>          </u>
C. Technology Fee (sub-total x 2.75% or 0.0275).....	\$ <u>          </u>
TOTAL (Sub-total + C. Technology Fee).....	\$ <u>          </u>



**Section III. Minor Conditional Use Permit Amendment (when submitted simultaneously with a Minor Proffer Amendment Application):**

A. General Fee: ..... \$ 3,095.00

B. Adjacent Property Notification (required):  
(\_\_\_\_\_ Adjacent properties) X \$6.48 ..... \$ \_\_\_\_\_

Sub-total (Add lines A and B) ..... \$ \_\_\_\_\_

C. Technology Fee (sub-total x 2.75% or 0.0275)..... \$ \_\_\_\_\_

TOTAL (Sub-total + C. Technology Fee)..... \$ \_\_\_\_\_

**MAKE CHECK PAYABLE TO "STAFFORD COUNTY"**

- If an application is withdrawn prior to the first public hearing, fifty (50) percent of the amount of the application fee may be refunded to the applicant.
- If an application is withdrawn after the first public hearing, the application fee is non-refundable.

### List of Adjoining Property Owners

The applicant is required to provide a list of the owners as shown on the current real estate tax assessment books of all abutting properties and properties immediately across the street or road from the property to be rezoned or issued a Conditional Use Permit. If the application requests a rezoning of only a portion of the parcel or a Conditional Use Permit on only a portion of the parcel, the entire parcel must be the basis for the below listing.

Provide additional pages if needed.

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
* please see separate/enclosed list		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
CITY	STATE	ZIP

TAX MAP / PARCEL	NAME	
MAILING ADDRESS		
CITY	STATE	ZIP

## Application Affidavit

This form to be filed with:


STAFFORD COUNTY  
BOARD OF SUPERVISORS  
  
1300 COURTHOUSE ROAD  
STAFFORD, VIRGINIA 22555

Internal Use Only	
Project Name:	_____
A/P #:	_____
Date:	_____

All applicants for a special exception, a special use permit, conditional use permit, amendment to the zoning ordinance or variance shall make complete disclosure of the equitable ownership of the real estate involved in the application, including in the case of corporate ownership, limited liability company ownership or similar business ownership, the name of stockholders, officers, managing partners, general partners, owners and members, and in any case the names and addresses of all of the real parties in interest. The requirement of listing names of stockholders, officers and directors shall not apply to a corporation whose stock is traded on a national or local stock exchange and having more than 500 shareholders. In the event the ownership of the involved real estate changes in any respect during the time the application is pending, the applicant shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein. If the applicant is a contract purchaser, the ownership information required herein shall be provided for the contract purchaser in addition to the owner of the real estate involved in the application. This section applies to applications before the board of supervisors, planning commission and board of zoning appeals.

See Section 15.2-2289 for State Enabling Authority

### 1. Applicant information

Name of Applicant Milestone Tower Limited Partnership IV, d/b/a Milestone Towers  
Name of Company Milestone Tower Limited Partnership IV, d/b/a Milestone Towers  
  
Applicant Address PO Box 3210  
Reston, VA 20190  
  
Applicant's Signature   
  
Name of Agent Phil Stetler  
  
Address of Agent 3620 Commerce Dr, Suite 707, Baltimore, MD 21227

### 2. Type of Application

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance          |
| <input type="checkbox"/> Rezoning                          | <input type="checkbox"/> Special Exception |

Application Affidavit

Page 2

Applicant: Milestone Towers

Project Name: \_\_\_\_\_

A/P #: \_\_\_\_\_

Date: \_\_\_\_\_

3. Property Information

Assessor's Parcel(s) 30 3B

Address 71 Coal Landing Rd  
Stafford, VA 22554

4. Unless the equitable ownership is a corporation, limited liability company or similar business ownership, list all equitable owners of the property.

Name of owners      Address

\* County - owned \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If the equitable ownership of the property is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, share holders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 shareholders.

Name of Members      Address

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Unless the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all individuals involved with the purchase of the property.

Name of Members      Address

N/A \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Affidavit**

Page 3

Applicant: Milestone Towers

Project Name: \_\_\_\_\_  
A/P #: \_\_\_\_\_  
Date: \_\_\_\_\_

7. If the applicant is a contract purchaser and is a corporation, limited liability company or similar business ownership, list all officers, managing partners, general partners, share holders, owners and members. This provision shall not apply if the corporation is listed on a national or local stock exchange and has more than 500 share holders

Name of Members

Milestone Communications PO Box 3210, Reston, VA 20190  
Management IV, Inc

Leonard NMI Forkas, Jr. PO Box 3210, Reston, VA 20190

8. Have all individuals listed on this affidavit been notified of the purpose of the application?



Yes



No

9. If #8 is No, list all individuals who have not been notified about this application plus submit the cost required for the Department of Planning and Zoning or Code Administration to send certified letters notifying those listed below of this application prior to the public hearing.

Name

Address, including zip code, no P.O. Box please

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of owners to be notified: \_\_\_\_\_ X

Cost for certified letters \$ \_\_\_\_\_ (cost as of the day of submittal)

Total due: \$ \_\_\_\_\_ (Make checks payable to County of Stafford)

Please submit a check in the amount due with this application to cover the cost of serving the individuals listed in this section.

Application Affidavit

Page 4

Applicant: Milestone Towers

Project Name: \_\_\_\_\_  
A/P #: \_\_\_\_\_  
Date: \_\_\_\_\_

10. Affirmation & Witness

I hereby make oath or affirmation that the contents of this affidavit are true and correct to the best of my knowledge, information and belief. In the event the ownership of the involved real estate changes during the time the application is pending, I shall make complete disclosure of the new equitable ownership of the real estate involved in the application as required herein.

Printed name of Signer Leonard Forkas Jr.

Corporate Office of Signer Leonard Forkas Jr. President MCM4 DBA "Milestone Towers Inc"

Signature \_\_\_\_\_

Date April 7, 2022

COMMONWEALTH OF VIRGINIA  
COUNTY OF ~~STAFFORD~~ to wit:  
FAIRFAX

The forgoing affidavit was acknowledged before me this 7 day of April, 2022 by

Leonard Forkas, Jr. owner/applicant.

My commission expires: 03.31.2023

Maureen  
Notary Public



## Checklist for Generalized Development Plans (GDP)

In accordance with Section 28-224 of the Stafford County Code, when a GDP involves engineering, architecture, urban land use planning or design, landscape architecture, or surveying, such work shall be performed by persons qualified and authorized to perform such professional work, in accordance with applicable provisions of the Code of Virginia.

N/A    COMPLETE

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Sec 28-225(1)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Date of drawing,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | true north arrow,  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | scale,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | legend for all symbols used,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | name of the applicant,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | name of the owner,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | name of the development,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | person preparing the drawing,  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | match lines if applicable;   |
|                                     |                                     | <b>Sec 28-225(2)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Boundaries of the area covered by the application,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | vicinity map showing the general location of the proposed development,   |
|                                     |                                     | major roads and existing subdivisions at a scale of one inch equals two thousand (2,000) feet;                 |
|                                     |                                     | <b>Sec 28-225(3)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Approximate locations and identification of any easements and rights-of-way on or abutting the site;           |
|                                     |                                     | <b>Sec 28-225(4)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Approximate location of each existing and proposed structure on the site                                       |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | the number of stories,   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | height,  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | roof line,   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | gross floor areas and  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | location of building entrances and exits;  |
|                                     |                                     | <b>Sec 28-225(5)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Identification and location of uses and structures on all abutting properties;                                 |
|                                     |                                     | <b>Sec 28-225(6)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Approximate location of all existing and proposed parking and loading areas,                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | outdoor trash storage,   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | lighting facilities, and   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | pedestrian walkways;   |
|                                     |                                     | <b>Sec 28-225(7)</b>   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Approximate location, height and type of each existing and proposed wall, fence, and other types of screening; |



**Checklist for Generalized Development Plans (continued)**

N/A    COMPLETE

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sec 28-225(8)</b><br>Approximate location and description of all proposed landscaping;  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sec 28-225(9)</b><br>Approximate location, height and dimensions of all proposed signage on site;   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sec 28-225(10)</b><br>Approximate location of all existing drainage ways, floodplains and wetlands on site;   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sec 28-225(11)</b><br>Approximate location of all common open space, recreational areas and bufferyards;  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sec 28-225(12)</b><br>Where the site abuts any tidal water body or impoundments, the approximate high water line, low water line, top of bank and toe of slope;   |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sec 28-225(13)</b><br>Approximate location and identification of all significant natural or noteworthy features including, but not limited to, historic and archeological sites, cemeteries, existing trees with a trunk diameter greater than six (6) inches DBH |

**Waiver of GDP Requirements**

In accordance with Section 28-223 of the Stafford County Code, the Director of Planning and Zoning may waive the requirement for the submission of a GDP if the application meets one of the following standards:

- (1) There will be less than two thousand five hundred (2,500) square feet of total land disturbance on lots or parcels of less than ten thousand (10,000) square feet.
- (2) For single-family dwellings intended for the occupancy of the applicant and where there will be less than five thousand (5,000) square feet of land disturbance.
- (3) For specific items of information when, in the opinion of the director of planning, their application to the subject property does not serve the purpose and intent of this article.

A request for a waiver shall be made in writing to the Director of Planning and Zoning identifying the sections in which you are requesting a waiver and the reason for the request.

**CONDITIONAL USE PERMIT  
TRANSPORTATION IMPACT  
ANALYSIS DETERMINATION**

Name of development Milestone Aqua Wastewater  
Type of development telecommunications facility  
Parcel # 30 3B

RECEIVED BUT NOT OFFICIALLY SUBMITTED  
DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

OFFICIALLY SUBMITTED

DATE: \_\_\_\_\_ INITIALS \_\_\_\_\_

**Traffic Volume Calculations**

This site generates:

\_\_\_\_\_ VPH (insert the highest VPH)

\_\_\_\_\_ VPD on state controlled highways (insert highest volume).

N/A Peak AM (VPH)

N/A Peak PM (VPH)

\_\_\_\_\_ Peak Saturday (VPH)

\_\_\_\_\_ VPD highest intensity\*

\* site may generate 1-2 service vehicle trips  
per month

\*\*\*Attach a page showing the calculations and the ITE trip generation codes to this form.\*\*\*

**Minimum Thresholds to submit a TIA**

Any proposal that generates 150 or more vehicle trips per day above the existing use, and the site meets the VDOT requirements for TIAs under 24 VAC 30-155 or Stafford County Rezoning TIA requirements. See "VDOT Traffic Impact Analysis Requirements" table on next page.

**Trip Generation Calculation Guidelines**

- Traffic volumes shall be based on the rates or equations published in the latest edition of the Institute of Transportation Engineers Trip Generation.
- If a site has multiple entrances to highways, volumes on all entrances shall be combined for the purposes of this determination.
- If the site does not have direct access to a state maintained road, the site's connection is where the site connects to the state highway system.
- Traffic volumes shall NOT be reduced through internal capture rates, pass by rates, or any other reduction methods.
- For redevelopment sites only: when the existing use is to be developed at a higher intensity, trips currently generated by the existing development that will be removed may be deducted from the total trips that will be generated by the proposed land use.
- When rezoning, use the highest possible traffic generating use unless development is limited by proffer to less than the possible highest traffic generation.

For development proposals that generate 1000 or more vehicle trips per peak hour the applicant shall request a scope of work meeting with VDOT and Stafford County Office of Transportation to discuss the required elements of a traffic impact analysis.

\*The highest intensity use is the highest possible use allowable under the zoning requirements for the entire property should it be developed to its fullest extent possible under the current building guidelines. The only exception is if proffers limit the area and type of uses.