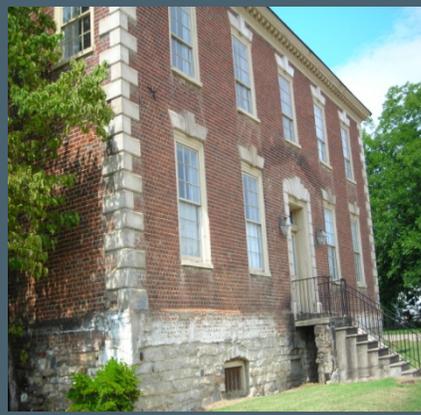


# Town of Dumfries

## Business Development Resource Guide



**August 10, 2017**

This “Business Development Resource Guide” is intended to serve as a comprehensive reference guide to business owners, developers, and site selectors who are opening a new business, operating or expanding an existing business, relocating a business, or developing a project in the Town of Dumfries, Virginia.

The guide summarizes the established standards that provide for the general health, safety, and welfare of our community. We hope this resource increases your understanding of the Town’s business-oriented services and regulations.

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# Town Council, Town Manager, and Town Boards & Commissions

## TOWN OF DUMFRIES COUNCIL, OFFICE OF THE TOWN MANAGER and TOWN BOARDS AND COMMISSIONS

### **The Town of Dumfries Council**

The seven-member Town Council is the governing body of the Town. The Council's responsibilities include establishing policies, managing growth and land use, adopting the annual budget, adopting local laws and ordinances, establishing priorities, and providing direction to the Town Manager.

### **Town Council Members:**

Mayor Gerald "Jerry" Foreman, II  
Vice Mayor Cliff Brewer  
Councilman Brian Fields  
Councilman Brenda Via  
Councilwoman Melva Willis  
Councilwoman Gwen Washington  
Councilman Derrick Wood

### **The Office of the Town Manager**

The Town of Dumfries is a Council/Manager form of government. The Town Manager is the executive officer for the Town who provides the leadership necessary to carry out the mission, goals, and policies established by the Town Council.

Robert G. Ritter Jr, Town Manager  
703-221-3400, ext. 113  
[rritter@dumfriesva.gov](mailto:rritter@dumfriesva.gov)

### **Town Boards & Commissions**

#### **Planning Commission (PC)**

The role of the PC is to maintain a comprehensive plan for the physical development of the community, develop and recommend zoning ordinances and land use designations and serve as the body to hear matters related to zoning regulations, rezoning requests, conditional use permits, ordinance amendments and final planned development submissions. Commissioners are appointed by the Town Council and serve a term of four years. The PC meets on the Monday following the regular meeting of Town Council. All meetings are open to the public and begin at 6 P.M. for a Work Session and at 7 P.M. for their regular meeting.

For further information on the PC Members visit our website at  
<http://www.dumfriesva.gov/government/boards-commissions>

### **Architectural Review Board (ARB)**

The ARB is responsible for overseeing the developmental changes and improvements within the historic district of the Town. The ARB reviews applications for Certificates of Appropriateness regarding improvements or changes within the historic district of the Town. The ARB is a five member Board that consists of three residents, one business, and one at-large member with expertise in the duties of the ARB. Members are appointed by the Town Council and serve a term of three years. The ARB meets at Town Hall on the 2nd Tuesday of each month. Meetings begin at 6:00 P.M. and are open to the public. Please consult Appendix A for a map of the historic district of the Town.

For Further Information on the ARB Members visit our website at

<http://www.dumfriesva.gov/government/boards-commissions>

### **Board of Zoning Appeals (BZA)**

The BZA hears and decides appeals from any order, requirement, decision, or determination made by the Zoning Administrator in the administration or enforcement of the Towns zoning code. Board members are appointed by the circuit court and serve a term of five years. The BZA meets on an as-needed basis.

For further information on the BZA Members visit our website at

<http://www.dumfriesva.gov/government/boards-commissions>

## Frequently Asked Questions

### **Where can I find information on expanding my business?**

If you are interested in expanding your current business facility or operations, you should contact the Town Planner/Zoning Administrator to discuss options for on-site expansion or relocation to a larger facility. For contact information, visit our website at <http://www.dumfriesva.gov/government/planningandzoning>

### **What should a business owner do before signing a lease or purchasing property?**

Prior to signing a lease or purchasing property, you should contact the Town Planner/Zoning Administrator to confirm your business use is permitted at that location and to discuss any site limitations, “Certificate of Occupancy,” and other related zoning regulations. You need to also obtain a business license through the Treasurer’s Office.

### **I found mold in my house, what can I do?**

Mold is the result of, or secondary to, a main problem. Typical causes of mold are plumbing failures, a roof leak, too much moisture in the basement, or fire damage improperly remediated. First, the source that caused the mold must be identified and corrective action taken. Once this has been done the mold can be cleaned from surfaces in the home by using a water and bleach solution. Unfortunately, State and Local Government Agencies are unable to require a property owner to remove mold, only to fix what has caused the mold. For more information, please go to <http://www.vdh.state.va.us/epidemiology/DEE/otherzoonosis/Mold.htm>.

### **How do I find out whether my business is a permitted use?**

The easiest way to determine whether your business is a permitted use at a particular location is to contact the Town Planner/Zoning Administrator. You can also find the Towns zoning codes in Chapter 70 at <http://library.municode.com/index.aspx?clientId=12130&stateId=46&stateName=Virginia>.

### **If I want to make changes to the interior of the building, what do I do?**

To construct *most* interior improvements, you will need to obtain a building permit from the Town. Prior to beginning any construction or renovation work, contact the Building Official to determine whether a building permit is required. If you are upgrading, professional drawings are required by state code.

### **How do I find out whether my existing building meets safety and fire code requirements?**

At your request, the Building Official will conduct an inspection of your building and provide you with a summary of what improvements may be necessary to bring your building into compliance with the local, state, and federal regulations. Hiring an Architect, Engineer, or qualified professional to make these assessments is always a good option.

Once buildings and businesses have a Certificate of Occupancy the Fire Marshal’s Office takes over jurisdiction of the building’s occupancy or occupancies for compliance. If the Fire Marshal or Building Official finds deficiencies within a facility, after it is occupied, they will require the facility to be brought into compliance with the Fire and/or Building Codes.

**When do I need to hire a contractor?**

You may be able to perform some construction work yourself. However, licensed contractors must complete all plumbing and electrical work. Contractors must be bonded and insured. Some subcontractors, such as plumbers, electricians, and roofers must be licensed and bonded with the Town of Dumfries. Contact the Building Official for more information.

**What types of improvements require a building permit?**

Any land disturbance equal to or greater than 2500 square feet requires a land disturbance permit. Contact the Public Works Department at 703- 221-3400.

Any changes where a professional or skilled tradesman is used will need a permit. Additionally, any structural changes to the building will require a permit. If you are unsure if you need a building permit, please contact the Town's Building Official at 703-221-3400. You will find the building permit application here: <http://www.dumfriesva.gov/wp-content/uploads/Building-Permit-application.pdf>

**How long does the building permit process take?**

The length of the review depends on the size and complexity of the project. Contact the Building Official at 703-221-3400.

**How can I make the building permit process move faster?**

By making sure the application information you submit is complete and has the necessary number of plans required for the review process and is submitted on time. The number of plans required may vary depending upon the number needed by Planning and Zoning, the Building Official, and/or the Public Works Department.

**How long is the building permit valid?**

Work authorized by a permit must begin within six months of the date of the permit. Permits are issued for a period of one year and may be extended beyond one year at the Building Officials discretion.

**What is a “Notice of Deficiency”?**

A Notice of Deficiency is issued when a noncomplying item related to the building code is found. If a Notice of Deficiency is issued, you will be given a chance to quickly rectify the situation before a “Stop Work” order is issued.

**What is a “Stop Work” order?**

A “Stop Work” order is issued for construction work that is not being completed in accordance with the approved plans or for work that was started without a permit. It is not our desire to shut down your project but to gain compliance with the building codes.

**What do I do if I want to make changes to my plans during construction?**

Prior to making any changes to your approved permit plans, consult with the Building Official.

**What do I do with the building permit placard I was given?**

The permit placard shall be displayed in a window of the business or property so it is clearly visible from the street. It must remain posted on the job site until a Certificate of Occupancy is issued.

**What inspections are required?**

The number of inspections varies due to the type of construction. Some projects are far more complex than others are. For more information on inspections, contact the Building Official.

**If I want to make changes to the site, what do I do?**

Many exterior improvements also require development review and approval. Prior to beginning any exterior construction work, you should contact the Town Planner/Zoning Administrator.

**How long does the development review process take?**

The length of the development review process depends on what approvals are required for your project and the complexity of the project. Some approvals may be granted at the staff level, while others may require consideration by the Planning Commission and approval by the Town Council.

Additionally, other factors such as consultant response time to staff comments, or required approval from outside agencies may increase the development review time. On average, the development review process takes 60 to 90 days. During your preliminary meeting, Staff will provide you with an estimate of the process length based on your project specifications.

**Where can I get copies of the Building Code, Virginia Maintenance Code, and Zoning Ordinance?**

The Town Zoning Ordinance, Chapter 70, is available free of charge at:

<http://library.municode.com/index.aspx?clientId=12130&stateId=46&stateName=Virginia>.

The Building Code is a State code and can be found here:

<http://www.dhcd.virginia.gov/index.php/va-building-codes/building-and-fire-codes/regulations/uniform-statewide-building-code-usbc.html#>.

The Virginia Maintenance Code can be found here:

<http://www.dhcd.virginia.gov/images/SBC/CodeBooks/2012%20Virginia%20Maintenance%20Code.pdf>

**What do I do if I want to dig or grade on my property?**

Before starting any land disturbance on your property, contact the Department of Public Works to determine if a Land Disturbing Permit is required, or if there are restrictions on land disturbance on your property.

Before starting any excavation work on your property, contact the Building Code Official to determine whether a building permit is required.

Also, contact Miss Utilities of Northern Virginia at 800-552-7001 so they can come out and make sure there are no utility lines where you will be digging on the property.

**If I am going to be selling/serving food, whom do I need to contact?**

The local county health department is responsible for monitoring food distribution. Contact the Prince William County Health Department at 703-792-4900 for more information on its policies and regulations.

**Where can I find economic and demographic data?**

There is a variety of economic and demographic data available, including demographic information for the Town of Dumfries and Prince William County. This information can also be found on the Town of Dumfries' website: <http://www.dumfriesva.gov/economic-development/demographics>

The Comprehensive Plan contains additional demographic and economic data and can be found online here: <http://www.dumfriesva.gov/plan>. More information may be found online at [www.factfinder.census.gov/servlet/SAFFacts](http://www.factfinder.census.gov/servlet/SAFFacts).

**Whom do I contact to connect my telephone, gas, electric and water service?**

Electric – Dominion Virginia Power: 888-667-3000 or 1-866-366-4357

Gas – Columbia Gas : 1800-543-8911

Water/Sewer – Prince William County Service Authority: 703-335-7950

Miss Utilities of Northern Virginia – 800-552-7001

Telephone – Verizon 800-837-4966 and Comcast – 800-266-2278

Waste Removal/Recycling – American Disposal – 703-368-0500

**Whom do I contact if there is a power outage?**

All power outages should be reported to Dominion Virginia Power at 888-667-3000 Regardless of the duration, frequency or the cause, the outage must be reported to Dominion immediately so they can assess the problem and respond appropriately

**Who can help me promote my business?**

The Prince William Chamber of Commerce serves as the voice of the business community. The Chamber provides various events and opportunities for business promotion. In addition, the Dumfries Business Association might provide information and assistance as well.

Prince William County Chamber of Commerce – [www.pwchamber.org](http://www.pwchamber.org) or call 703-368-6600

Dumfries Business Association - [www.facebook.com/DumfriesBusinessassociation](http://www.facebook.com/DumfriesBusinessassociation)

**What are various ways I can advertise my business in the community?**

There are a variety of ways for you to advertise and promote your business locally. In addition to mainstream media, you can advertise in the local newspaper; utilize Chamber of Commerce trade shows and publications; or consider participating in various community events. For more information on these various advertising venues, contact the specific provider. For more information on participating in Town events, contact the Director of Community Services at 703- 221-3400 or visit our website at <http://www.dumfriesva.gov/residents/community-services>.

**I would like additional signage to promote my business. How do I find out what type of signage is permitted?**

The size, number, and type of signage permitted varies by zoning district and individual developments. For general information on signage, contact the Town Planner/Zoning Administrator. You may also find the Towns Zoning ordinances, Chapter 70-14 at <http://library.municode.com/index.aspx?clientId=12130&stateId=46&stateName=Virginia>

**Am I allowed to hold outdoor promotional events and activities?**

You may be permitted to hold outdoor promotional events or activities depending on the location of the event and the location of your business. Contact the Town Planner/Zoning Administrator for more information on conducting outdoor events and activities to see what type of permit you may need to host your event.

## Planning & Zoning Information for Site Selectors and Developers

The Town of Dumfries offers a variety of commercial, office, flex/warehouse, light industrial and traditional shopping districts.

### Important Things to Consider When Selecting a Site:

#### Zoning & Rezoning

Prior to purchasing or leasing a site, you should contact the Town Planner/Zoning Administrator to inquire about the zoning designation for the site to ensure your use is permitted in that location. If the site you are considering does not have the proper zoning designation for your use, you may want to explore whether rezoning is an option, or see if a Conditional Use Permit is allowed at the site of interest.

#### Infrastructure/Utility Access

To determine whether the site you are considering is able to meet your infrastructure and utility needs, contact the respective service provider or the Public Works Department at 703-221-3400 for assistance.

#### Zoning Districts

A zoning district is a specifically delineated area within which uniform regulations and requirements govern the use, placement, spacing, and size of land, buildings, and structures.

- Residential, Limited District R-1
- Residential, General District R-2
- Residential, Condominium District R-3
- Residential, Multiple-Family District R-4
- Business, General District B-1
- Business, Neighborhood District B-2
- Industrial, Limited District M-1
- Floodplain Districts FP-1
- Historic Overlay District H-1
- Chesapeake Bay Preservation Area Overlay District CBPA-OD
- Flex Business/Office District FB/O-1

The descriptions of uses allowed under each Zoning District can be found on the Town website at

<http://www.dumfriesva.gov/businesses/zoning-districts> or for more details at

[https://www.municode.com/library/va/dumfries/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH70Z\\_O\\_ARTIIDI](https://www.municode.com/library/va/dumfries/codes/code_of_ordinances?nodeId=PTIICOOR_CH70Z_O_ARTIIDI)

#### Pre-Development Review Meeting

After selecting your business site or deciding to alter your existing structure or site, but prior to entering into a lease, purchasing the site, or starting construction, contact the Town Planner/Zoning Administrator to schedule a pre-application meeting. In this meeting Staff will:

- Discuss your proposed use
- Discuss any development or use constraints related to the selected site
- Tell you what approvals your use/site modifications may require
- Explain the development review process

### **Application Requirements**

Each application form provides a detailed description of the materials that must be submitted with the application. Application forms are available on the Town website at <http://www.dumfriesva.gov/government/document-center> or a hard copy can be obtained at Town Hall. The following types of applications/approvals are required:

- Site Plan Review
- Rezoning
- Conditional Use Permit
- Text Amendment
- Variance
- Temporary Use Permit

### **Conditional Use Permits (CUP)**

A CUP is required when you wish to seek approval of a use that is designated as a conditional use within a zoning district. A CUP requires submitting an application to the Planning Commission for review and a recommendation is made to the Town Council to either approve or deny the application. Town Council then reviews and makes the final decision on whether to approve or deny.

### **Temporary Use Permit**

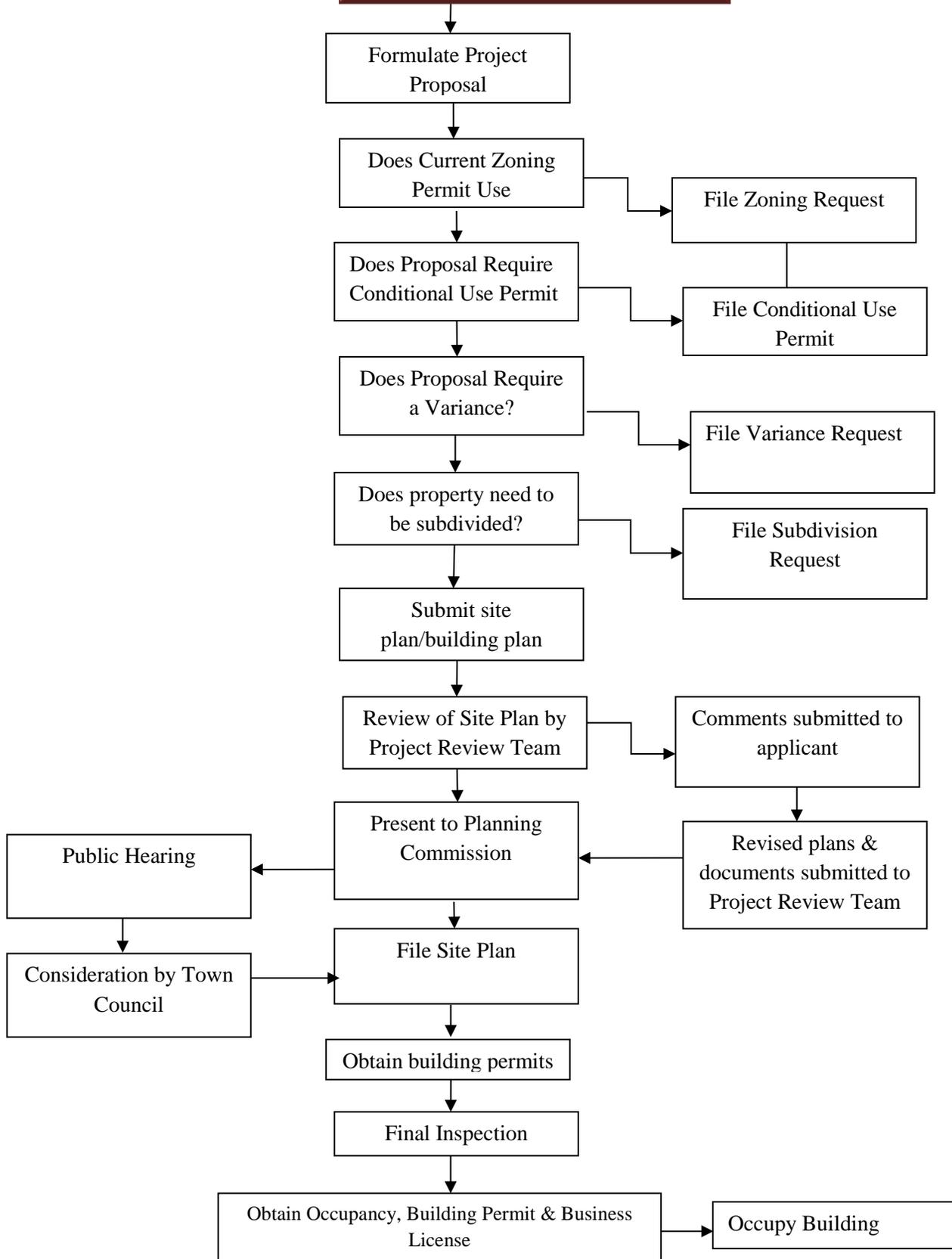
A Temporary Use Permit is issued for a fixed period of time with the intent to discontinue use upon the expiration of such time and the use does not involve the construction or alteration of any permanent structure.

### **Application Meeting**

To expedite the development process, the Town Planner/Zoning Administrator has created a Project Review Team to meet with the applicant and address any potential issues or constraints ahead of time instead of during the process. The Project Team is comprised of:

- Town Planner/Zoning Administrator
- Public Works
- Building Code Official (depending on the project)
- Fire & Safety (depending on the use)

# Development Process



# Public Hearings

## Public Hearings

Public Hearings are any meeting announced and advertised according to the Code of Virginia. These meetings are advertised in advance and are open to the public for comments. Public hearings are often required before the adoption or approval of projects that will impact the community.

Requests That Require a Public Hearing by the Town Council, Planning Commission, or Board of Zoning Appeals Include:

- Conditional Use Permit
- Zoning Map Amendment/Rezoning
- Text Amendment to the Zoning Ordinance
- Variance
- Appeal of a Notice of Violation or Determination made by the Zoning Administrator

## Public Notice Requirements

The Town of Dumfries requires three forms of notice be given for public hearings. These notices must be provided 15-30 days before the hearing date and include:

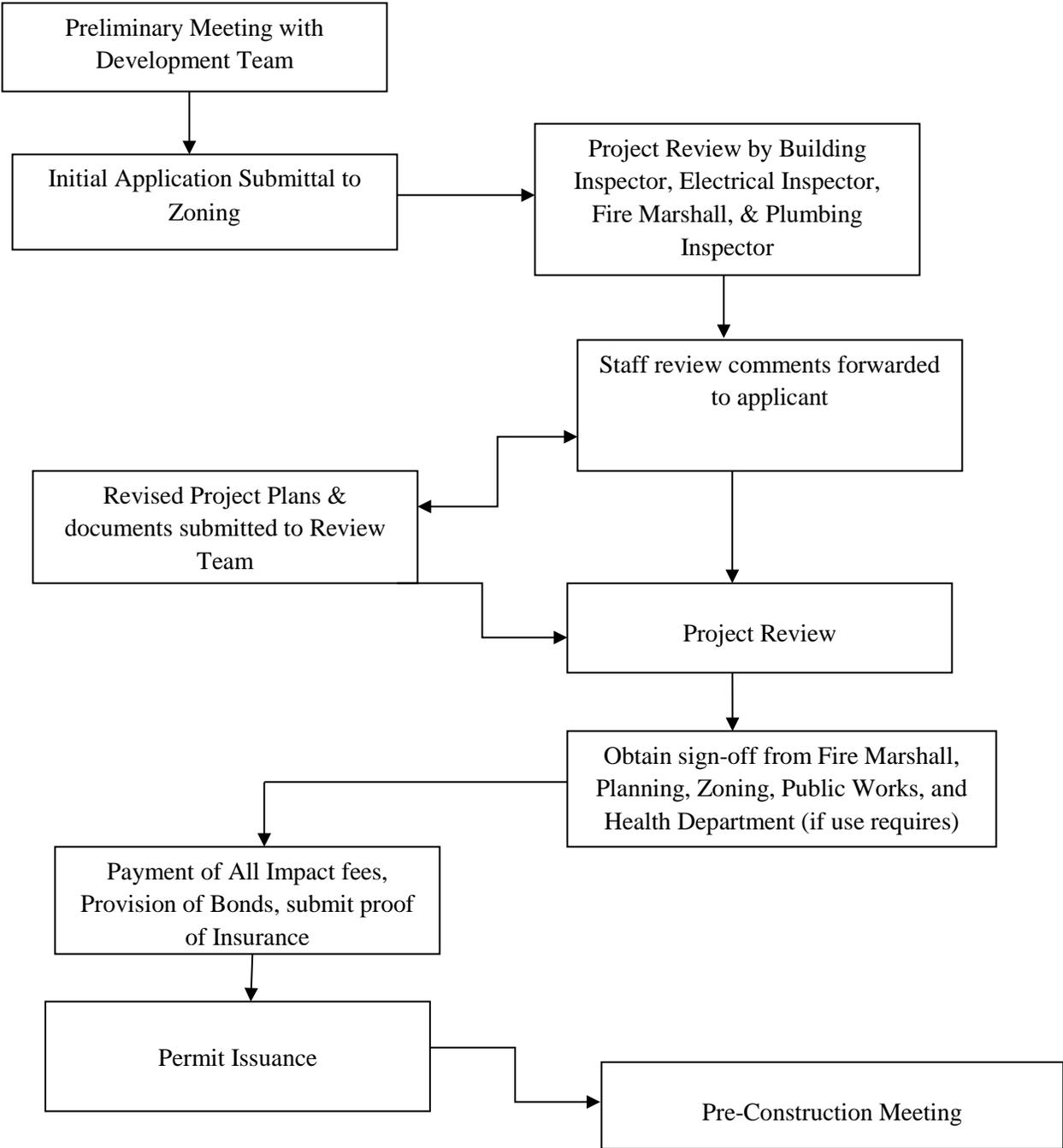
1. Publication of a legal notice in a local newspaper. The Town will draft this notice and forward it to the newspaper, however the applicant is responsible for bearing the publication cost of the legal notice.
2. Written notice to adjacent property owners. As part of the application, you will be required to submit a list of all property owners within 200 feet of the property in question, excluding public right-of-way. Staff will provide you with a copy of the written notice and will send out the notifications to surrounding property owners via certified letter. The applicant is responsible for bearing the costs of the mailing.
3. A sign notifying the public of the hearing must be placed at the site. The Town will provide the sign to the applicant to post on the site; the applicant is responsible for bearing the costs of the sign.

## Consideration of Development Proposals

1. Staff will present the development proposal to the Planning Commission.
2. Applicants are expected to attend the Planning Commission meeting to respond to any questions the Commissioners have regarding the application.
3. The Planning Commission will discuss the project and vote to recommend to the Town Council either approval or denial of the request or application.
4. In order for the Planning Commission to make a favorable recommendation, there must be a simple majority in favor of the application.
5. Following a recommendation by the Planning Commission, the application will be forwarded to the Town Council for consideration.

# Construction and Renovation

The staff review process will begin once the application has been submitted. This process may be performed concurrently with the development review process if identified as a priority project by the Town Planner/Zoning Administrator. The building permit review process typically takes several weeks and involves the following:



# Building Inspections, Building and Occupancy Permits

## Building Inspections

The Town's Building Code Official or Building Inspector conducts building inspections. The purpose of inspections is to review construction work completed by business owners and contractors to ensure safety, quality construction, and compliance with Town Code requirements.

General Information about Inspections:

- Inspections of new construction are mandatory while work is in progress to ensure construction complies with approved plans and code regulations.
- Inspections cannot be scheduled for a specific time; however, they can be scheduled for the "morning" or "afternoon" as available.
- All work must be ready before you call for an inspection—you will be charged for failed inspections.
- Refundable bonds will not be returned until all final inspections have been approved.
- Before an occupancy permit is issued, a final inspection is required, and all taxes and fees must be correct and paid.

Required Inspections Include:

- Footings
- Foundation walls
- Sanitary sewer and domestic water service
- Under slab plumbing, electrical and HVAC
- Damp proofing/drain tile/backfill
- Electrical service
- All pre-pour concrete basements, garages, all slabs on grade, etc.
- Rough plumbing, framing, HVAC, electrical and insulation
- Topographic survey inspection
- Final inspection (occupancy permit)
- Fire suppression and alarm systems
- Parking lot improvements
- Other exterior site improvements

## Building Permits

A building permit is written authorization for the construction, repair, alteration, or addition to a structure.

A Building Permit is required for:

- Demolition of a structure
- Mechanical work
- Electrical work
- New construction
- Excavation work

- Plumbing work
- Interconnected fire alarm systems
- Remodeling
- Fire suppression & sprinkler systems
- Re-roofing, depending on the extent
- Structural changes
- Installation of central air system
- Installation/replacement of some signs

#### General Information about Building Permits:

- Applications for permits must be submitted with the authority of the property owner or his or her authorized agent.
- Most permits are issued within three to six weeks.

An application for a building permit may be obtained from the Building Code Official or from the Town website at <http://www.dumfriesva.gov/government/document-center>.

*Don't forget to call Miss Utility at 800-552-7001 or simply call 811 before you undertake any digging.*

#### **Occupancy Permits**

All businesses must obtain an occupancy permit. An occupancy permit indicates the business space has passed its final inspection and is ready to be occupied. This permit is required before the business can physically occupy the building and is not transferable to another location. The Building Official issues two types of occupancy permits. They are “permanent occupancy” and “temporary occupancy” permits.

#### An Occupancy Permit is Required When a Business Enters a New Commercial Site to Occupy:

- Newly constructed buildings
- Newly constructed additions to existing buildings
- Buildings that have been remodeled
- Buildings that have been relocated
- An existing building

#### **Permanent Occupancy Permit**

A permanent occupancy permit is issued once all work is completed and the Building Official has inspected and approved the premises. If a building passes final inspection, a permanent occupancy permit is issued. If the building does not pass inspection, the Building Official will notify the owner in writing of the incomplete items.

#### **Temporary Occupancy Permit**

Pending the issuance of a permanent occupancy permit, and at the discretion of the Building Official, a temporary occupancy permit may be issued for a period not to exceed 6 months.

# Home Occupancy Permits

## Home Occupations

Home occupations include any occupation, profession, enterprise or activity conducted on-premises used principally for dwelling purposes.

### General Home Occupation Information:

- No person other than a member of the family residing on the premises is employed.
- Not more than 25% of the floor area of the dwelling unit is used.
- There is no group instruction or assembly and no products are sold on the premises.
- There is no sign, display, or change in the exterior appearance of the building, other than a nameplate not exceeding one square foot in area attached to the building.
- No mechanical equipment is used or maintained other than that normally used for domestic or household purposes.
- There is no outside storage of supplies, equipment, etc.
- There are no trucks weighing over 6,000 pounds GVW parked on the property
- The occupation must be conducted completely within the home.
- No home occupation may be operated so as to cause a nuisance.

## Business License Information

A business license is authorization stating you may operate your business in the Town of Dumfries. All businesses are required to obtain a business license from the Town before operating a business and failure to do so is a criminal misdemeanor offense punishable by up to 1 year in jail and a fine, not to exceed \$2,500.00. Business licenses are administered through the Treasurer's Office.

A New Business License is Required When:

- Starting a new business
- Relocating an existing business
- Expanding an existing business
- A change in ownership occurs with an existing business

General Facts about Business Licenses:

- An inspection of your business premises will be required prior to obtaining a business license.
- Your business license is valid from January 1st each year until December 31st of each year and must be renewed annually.
- You are required to post your business license at your business—it must be visible at all times.
- In addition to your primary business license, you may need additional business licenses based on the specific use of your business.

### **Business License Applications**

Contact the Treasurer's Office for an application for a business license or to see if there are any other uses that will require a business license at 703-221-3400 or download the application at <http://www.dumfriesva.gov/government/document-center>. It is your responsibility to contact Prince William County at 703-792-6710 or at <http://www.pwcgov.org> to determine if any other licenses or fees are required for your business.

### **Liquor License**

**A retail liquor license is required to sell or give away liquor.**

General Information about Liquor Licenses:

- There are six classifications of licenses based on how you wish to distribute liquor (e.g. daily, restaurant, retail, etc.).
- The establishment must first apply for a license through the state to obtain the Commonwealth's License number needed for a license through the Town.
- Town applications for liquor licenses may be obtained from the Treasurer's Office.
- The application fee ranges from \$25—\$500 depending on the classification of license issued.
- All liquor licenses, except daily licenses, are valid for a period of one calendar year.
- If the holder of a liquor license relocates the business, the owner must obtain approval from the state to transfer the license to the new address.
- The Treasurer's Office must be notified prior to changing the type of distribution.
- Criminal background checks are conducted on all applicants.

- A waiter/waitress who is at least eighteen years old is authorized to serve beer and alcohol to patrons in a restaurant setting. However, an individual must be at least twenty one years old in order to act as a bartender in terms of preparing alcoholic beverages and mixed drinks.

## Business Attraction and Retention

The Town of Dumfries offers an integrated approach to support the creation of new businesses, the expansion and retention of existing businesses, and redevelopment of under-utilized areas of the Town.

Our Economic Development efforts focus on three core areas:

- Business attraction
- Business retention and expansion
- Redevelopment

The goal of each core area is to focus on generating new job opportunities, increase the amount of new income coming into the community from outside its market area and create greater capital investment in the community.

The Town of Dumfries is home to over 230 businesses ranging in size from home-based to small to large. We pride ourselves on providing an environment that will encourage a healthier and more prosperous future for our businesses and residents. In an effort to be competitive in both Northern Virginia and Prince William County, the Town is committed to encouraging entrepreneurship, attracting new businesses, and supporting existing businesses of all sizes.

### **Business Retention & Expansion (BR&E)**

The Town of Dumfries recognizes and values the contribution our existing businesses bring to our community. To help facilitate future growth of our existing businesses, our Economic Development Program focuses on providing assistance through:

- An existing business outreach program – our Town Manager and staff is available to visit existing businesses to establish collaborative partnerships between the business community and the Town.
- Serving as a liaison or point of contact between any and all government entities.
- Facilitating communication between the business and Town departments.
- Assisting with expediting regulatory and permit process/development review process.
- Providing site selection assistance for businesses needing to expand or relocate.
- Promoting the businesses success.
- Responding to any general business retention and expansion request.
- Providing ongoing assistance as needed.
- Assisting in identifying and matching businesses with the appropriate business resource agency that can help them address their needs.

## Business Resources

### **Prince William Chamber of Commerce (<http://pwchamber.org>)**

The Prince William Chamber of Commerce is the largest chamber in Northern Virginia, connecting more than 1,800 member businesses with resources for success in a dynamic marketplace. The Chamber provides members with business building programs, increased visibility, and an advocate for their business needs and opportunities to affect positive change in the Prince William area and beyond. A champion for the community, the Prince William Chamber also promotes Prince William County and the Town of Dumfries as a place to live, work, play, and do business.

### **Virginia Department of Business Assistance ([www.dba.state.va.us](http://www.dba.state.va.us))**

The mission of the Virginia Department of Business Assistance (VDBA) is to deliver economic development programs and services that help create new jobs, retain existing jobs, spur new investment, and encourage new business formation.

### **Virginia Economic Development Partnership ([www.yesvirginia.org](http://www.yesvirginia.org))**

The mission of the Virginia Economic Development Partnership is to enhance the quality of life and raise the standard of living for all Virginians, in collaboration with Virginia communities, through aggressive business recruitment, expansion assistance, and trade development, thereby expanding the tax base and creating higher-income employment opportunities.

### **Mason Enterprise Center ([www.masonenterprisecenter.org](http://www.masonenterprisecenter.org))**

The MECPW offers support services to enable sustained growth and success for participating companies. The Mason Enterprise Center specializes in small business services such as:

- Government Contracting
- Technology Commercialization
- Mentor-protégé program
- Telework initiatives
- Entrepreneurship

### **Small Business Administration ([www.sba.gov](http://www.sba.gov))**

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist, and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.

### **Virginia Department of Commerce (<https://commerce.virginia.gov>)**

The Virginia Department of Commerce is a resource for helping start-up businesses and existing small businesses. Whether you are just starting to think about the possibility of starting your own business or have decided to “take the plunge” with your business idea, check out the Virginia Commerce helpful resources guide.

## Town Departments and Contact Information

### **The Department of Community Development**

The Department of Community Development is responsible for overseeing the Town's Economic Development, Planning and Zoning, and enforcement of the Virginia Maintenance Code.

The Town's Economic Development effort is focused on attracting, retaining and growing businesses and creating job opportunities in the Town of Dumfries. In addition, staff is responsible for working closely with developers, investors, business owners, and private property owners to assist them in developing quality projects to attract new investment and improve the quality of life for our residents.

Contact:

Town Planner/Zoning Administrator  
703-221-3400 ext. 146

### **Planning and Zoning is responsible for**

Conditional Use Permits, Re-zonings, Variances, Appeals, Site Plan Process, Subdivision Plans, Zoning and Maintenance Code Complaints.

Contact:

Town Planner/Zoning Administrator  
703-221-3400 ext. 146

### **Building Official is responsible for**

Building Permits, Home Occupation Permits, Certificates of Occupancy, Temporary Occupancy Permit, Sign Permits (signs in the Historic District are reviewed by the ARB), Inspections of buildings under construction, renovation, and alterations, Violations of Town Code, Property Maintenance.

Contact:

Building Official  
703 221-3400 ext. 117

### **Business License/Treasurer**

Each business in the Town of Dumfries is required to obtain a business license to operate within Town limits. The Town Treasurer is the authorized agent to issue a business license and provide information on the Town's tax structure.

Contact:

Treasurer  
703-221-3400, ext. 110

## **Police Department**

The Dumfries Police Department is committed to providing professional, effective, and courteous public service by working in partnership with the community under the rule of the law to create a safe environment and improve the quality of life for all of our citizens in an atmosphere of mutual understanding, cooperation, respect, and integrity. Our Officers strive for excellence in all they do and make every effort possible to earn and maintain the confidence and trust of the community they proudly serve.

To request police response in an **emergency situation dial 911**. All police dispatching is handled by the Prince William County Public Safety Communication Center.

To request police response in a **non-emergency situation**, calls should be made to **(703) 792-6500**.

To contact members of the **Dumfries Police Department**, please call **(703) 221-1111**.

## Definitions

**Bonds:** A surety issued by a recognized financial institution, an unrestricted letter of credit issued by a bank or other financial institution, compliance, and any of which is acceptable to the town.

**Building Code Official:** A designated official of the Town responsible for enforcing the provisions of the Building Code and Zoning Ordinance.

**Building Permit:** A written authorization for the construction, repair, alteration, or addition to a building and/or structure.

**Comprehensive Plan:** A master long-range plan intended to guide the growth and development of a community or region for a set period of time and which typically includes inventory and analytic sections leading to recommendations for the community's land use, economic development, housing, recreation and open space, transportation, community facilities, and community design, all related to the community's goals and objectives for these elements.

**Floor Area, Gross:** The sum of the horizontal areas of each floor of a building, measured from the exterior walls or from the centerline of walls separating two buildings. The gross floor area measurement includes elevator shafts and stairwells, interior balconies and mezzanines, enclosed porches, accessory buildings, floor space used for mechanical equipment, attic floor space, and basement space.

**Floor Area:** The sum of the gross horizontal areas of the several floors of the building or buildings on a lot, measured from the exterior faces of exterior walls or from the centerline of the party walls separating two buildings.

**Home Occupation:** An occupation carried on by a resident of a dwelling as a secondary use in which there is no display, and no one employed other than the members of the family residing on the premises.

**Permitted Use:** Those uses allowed as a matter of right within certain zoning districts, provided that such use is in accordance with requirements of the particular district and general conditions stated elsewhere in the Zoning Chapter.

**Planning Commission:** A commission comprised of Town residents that are responsible for reviewing land use cases, zoning applications, and making recommendations to the Town Council on issues related to development and land use in the Town.

**Public Hearing:** A meeting announced and advertised according to the Code of Virginia. These meetings are advertised in advance and are open to the public, with the public given an opportunity to participate.

**Rezoning:** Is the change in the zoning classification of a particular lot(s) or parcel(s) of land.

**Right-of-Way:** A strip of land occupied or intended to be occupied by a public or private street, crosswalk, railroad, or other similar use.

**Sign(age):** Any object, device, display, or structure, or part thereof, situated outdoors or indoors, that is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images.

**Conditional Use Permit:** A permit granted by the Council for a use allowed as a conditional use in a designated district after evaluation of the impact and compatibility of such use. In granting any such use, the Council may impose conditions before approval of any requests.

**Temporary Use Permit:** A use established for a fixed period of time with the intent to discontinue such use upon the expiration of such time, and that does not involve the construction or alteration of any permanent structure.

**Subdivide:** To divide any tract, parcel, or lot of land into two or more parts for the purpose of transferring ownership of any part or for the purpose of building development of any sort. The term “subdivide” includes the term “re-subdivide”.

**Zoning District:** A geographic area which corresponds to a comprehensive plan designation and which specifies allowable, conditional uses and applicable standards for development within the district.

# APPENDIX A

