



# INFILL LOT GRADING PLAN MINIMUM SUBMISSION REQUIREMENTS CHECKLIST



Site Application Center  
Fairfax County Land Development Services  
12055 Government Center Parkway, Suite 230, Fairfax, VA 22035  
Phone: 703-222-0801, TTY 711  
[www.fairfaxcounty.gov/landdevelopment](http://www.fairfaxcounty.gov/landdevelopment)

Plan Name: \_\_\_\_\_ Plan Number: \_\_\_\_\_ Magisterial District: \_\_\_\_\_  
Submitting Firm: \_\_\_\_\_ Project Coordinator Name: \_\_\_\_\_  
Project Coordinator Phone Number: \_\_\_\_\_ Project Coordinator Email: \_\_\_\_\_  
  
Property Owner(s) Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Agent (if applicable): \_\_\_\_\_ Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

The submitting engineer must provide sheet number information (or note "Attached") and must check the appropriate column for OK, NO, or N/A. If indicating a NO or N/A, a written explanation on this checklist or separately must be provided by the applicant at the time of submission. Every line must be addressed by the applicant for the checklist to be deemed complete.

## Part 1

(Checked by Site Application Center (SAC) Technician)

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				SAC
			SHEET	OK	NO	N/A	
GENERAL							
1	LDS Policy	Current and complete <a href="#">Infill Lot Grading Plan (INF) Minimum Submission Review (MSR) Checklist</a> (initial submission only)					
2	LDS Policy	Signed, sealed, and dated <a href="#">Erosion and Sediment Control Checklist</a>					
3	124-2-7B LDS Policy	Signed, sealed, and dated <a href="#">Stormwater Management Plan Completeness Checklist</a> . Checklist demonstrates compliance with Chapter 124, Stormwater Management Ordinance.					
4	LDS Policy	Resubmittals of NON-ACCEPTABLE plans: • INF MSR checklist (if needed per Notice) included <u>and</u> • Applicant responses to MSR changemarks must be completed					
COVER SHEET							
5	LDS Policy	Plan uses the current <a href="#">Infill Lot Grading Plan Cover Sheet</a>					
6	PFM 2-0208.5 18VAC10-20-760 LDS Policy	<b>Seal</b> - All sheets must be signed, sealed, and dated by a PE, LS, or LSA licensed in Virginia with a verifiable digital signature. Each seal included within plan set shall also be provided on the Cover Sheet. Submitting firms must be registered.					
7	PFM 2-0101.3	<b>Title Block</b> - Project Name is the Legal Description per land records.					
8	LDS Policy	<b>Title Block</b> - Correct Fairfax County Magisterial District shown					
9	LDS Policy	<b>Title Block</b> - Design Engineer/Surveyor information is complete					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				SAC
			SHEET	OK	NO	N/A	
10	LDS Policy	<b>Plan Approval Information</b> - All items listed must be addressed as either <i>Required</i> or <i>Not Required</i> . If required, the associated County Plan Number must be provided under the "County ID Number" column and Sheet number must be provided under the "Approval on Sheet #" column.					
11	LDS Policy 107-1-3	<b>Plan Approval Information</b> - Line 8: If Class III or IVA Soils exist on-site, a full Geotechnical Report (SR) is required and the County ID Number must be filled in. If INF and SR are submitted concurrently, this must be stated in the "Comments" column. The assigned SR number must be filled in in the "County ID Number" column if available at the time of 1 <sup>st</sup> submission. (ID number must be filled in at the time of 2 <sup>nd</sup> submission.) The SR Approval Letter must be included in the plan by 2 <sup>nd</sup> submission.					
12	PFM 2-0101.1 PFM 2-0101.2	<b>Plan Approval Information</b> - Lines 11, 12 and 20: All waivers, modifications, BZA variances, special permits, special exceptions and/or zoning approvals, including any related proffered or development plan conditions associated with the proposed construction must be incorporated in the plan and application numbers filled in in the "County ID Number" column.					
13	LDS Policy	<b>Required Information</b> - All fields are complete and correct.					
14	118-3-2	<b>Wetlands Permits Certification</b> – Must be signed with all fields completed.					
15	LDS Policy	<b>Proposed Construction in the RPA</b> –All lines must be completed if applicable.					
16	LDS Policy	<b>Tree Preservation</b> – Yes or No must be indicated					
17	LDS Policy	<b>Notice of Violation</b> – Yes or No must be indicated. If Yes, sheet number is filled in where a copy of the violation is included in the plan.					
18	LDS Policy	<b>Pro Rata Share Assessment</b> – Must be completed.					
19	LDS Policy	<b>Stormwater Requirement Determination</b> – Must be completed					
20	LDS Policy	<b>All other Stormwater Information</b> – Must be completed					
21	107-1-3, LDS Policy	<b>Soils Map Data</b> – Scale must be at least 1"= 500'. Must provide north arrow, and map must be legible, with site location shown.					
22	LDS Policy	<b>Soils Map Data</b> - Must provide soils information for all soils located on the site.					
23	LDS Policy	<b>Soils Map Data</b> - Must mark presence of asbestos soils as either Yes or No.					
24	LDS Policy	<b>Owner Information</b> – List all owners.					
25	LDS Policy	<b>Vicinity Map</b> – Must provide scale and north arrow. Map, including street names, must be legible.					
26	LDS Policy	<b>Sheet Index</b> – Must be complete and accurate.					
<b>MISCELLANEOUS</b>							
27	112-17-106.2, LDS Policy	Plan scale shall be shown and plan must be to scale. Plan must be legible.					
28	DPD (ZAD) Policy	If proposing more than 1 dwelling unit on the site at any time during the construction process and/or as an ultimate condition, the plan must include an Approval Letter from the Zoning Administrator.					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				SAC
			SHEET	OK	NO	N/A	
29	PFM 2-0208.22, 118-3-2(j)	Buildable area allowed on each lot must be labeled, delineated, or otherwise noted.					
30	18VAC10-20-382.B.10	Topographic Survey Statement required by the VAC must appear on at least 1 sheet depicting the topographic survey, as defined by 18VAC10-20-382.					

### Submitting Engineer's Explanations

Line #: Note:

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### SAC Review Information

SAC Technician Contact Information: [LDSSAC@FairfaxCounty.gov](mailto:LDSSAC@FairfaxCounty.gov)

**Note: SAC Technician Review Comments for any non-acceptable plans will be e-mailed via a notice of non-acceptance**

## Part 2

(Checked by Minimum Submission Requirements (MSR) Reviewer)

The plan is deemed Non-Acceptable if any box with a star (\*) is marked "NO" without an explanation or an alternate solution noted.

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
31	LDS Policy PFM 2-0101.1	Waivers shall be valid (not expired) and a waiver condition narrative for how conditions will be addressed must be included in the plan.					
32	112-18-603.1, Technical Bulletin 17-02	Land subject to approved variances, special permits, special exceptions, or other zoning approvals requires submission of a proffer and development condition matrix per Technical Bulletin 17-02.			*		
33	LDS Policy	<b>Legality of Lot Certification</b> on Cover sheet – Must be completed and must reference lot creation deed (not the deed for last conveyance) or provide reference to approved lot validation.			*		
34	18VAC10-20-382	Show north arrow referenced to a source of meridian used for the survey (VCS 83, Deed North with DB and PG number, or True North). Observation and correlation data are required for all VCS83 and True North references.			*		
35	LDS Policy	Provide street name(s). For public ROW, provide Route Number and Right of Way width. For private or Chapter 2 Road, provide DB & PG numbers demonstrating access rights.					
36	LDS Policy	Show lot boundary lines with bearings and distances, arcs and radii based on Legal Description to ensure accurate setbacks and yard requirements.			*		

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
37	LDS Policy 18VAC10-20-382	State vertical datum reference: If the property is within 500' from a floodplain, topography must be correlated to NGVD 1929. If property is more than 500' away from a floodplain, provide a certification to state so. An assumed datum may be used in that case. Provide benchmarks relative to the vertical datum used.			*		
38	PFM 6-1701.3 & 4, LDS Technical Bulletin 08-12	Show Resource Protection Area (RPA) limits if there is an RPA on or adjacent to the site.  RPA delineation and delineation certification or the source of RPA boundary must be provided if RPA is shown.			*		
39	LDS Technical Bulletin 05-19, LDS Policy	Show existing and proposed contours at a minimum of 2' intervals with spot elevations.					
40	112-2-414-1.A & 2 PFM 2-0208.22	Provide dimension to show that the principal building meets minimum 200' setback from an interstate highway, Dulles Toll Road and/or railroad tracks if any part of the lot is within 200' of one of these. The area within the 200' setback must be excluded from the buildable area.					
41	112-11-102.8	Show Surface Area Calculation for front yards for lots $\leq$ 36,000 SF, in R-1, R-2, R-3 and R-4 zoning districts.					
42	112-18-602 LDS Policy	Show all known existing on-site easements and any off-site easements necessary to review the plans with correct DB and PG numbers. Easements must include outlet roads, Chapter 2 roads, water, storm, sanitary sewer easements, etc.					
43	LDS Technical Bulletin 19-01	Show Building Height Calculations including existing and proposed average grade computation and plan view detail with elevation points					
44	112-2-412, 112-10-103.4, 112-10-104, 112-18-602.2C	Height and type of all accessory structures, fences and decks shall be shown					
45	112-2-307. 4	All minimum required yards shall be shown on a Grading Plan sheet. Provide dimensions for all tiebacks to property lines					
46	112-2-416	On pipestem lots, the front yard shall be a minimum of twenty-five (25) feet. The 25 feet shall be measured from the lot line formed by the pipestem or the edge of the pipestem driveway pavement, whichever is the greater distance.					
47	LDS Technical Bulletin 05-19	Show existing topography and existing structures on adjacent lots to support adequate drainage and outfall analysis.					
48	PFM 6-0202.2	Natural drainage divides shall be honored for stormwater runoff leaving the site. If natural drainage divides cannot be honored, include a written justification for the proposed diversion and a detailed analysis of both concentrated and non-concentrated runoff leaving a site for each affected downstream drainage system.					
49	PFM 6-0204 LDS Technical Bulletin 05-19	Provide an adequate Outfall Analysis and narrative.			*		

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
50	PFM 6-0201.3	Proposed lot grading shall not divert drainage flow path outside of recorded easements.					
51	112-18-602.2.E	Show proposed elevations of first floor level and lowest floor level on Grading Plan.					
52	VRC R401.3	Lots shall be graded to drain surface water away from foundation walls. A minimum of 6" drop within the first 10' (5%) is required on pervious and 2% on impervious surfaces.					
53	LDS Policy	For yard drainage to storm structures, either on-site or immediately off-site, provide structure type, invert of throat, and top elevation with the size and location of associated storm sewer pipe.					
54	PFM 2-0208.7B	Show and identify centerline profiles for all proposed storm sewers.					
55	LDS Policy	Swimming pool, foundation drain and/or sump pump discharge locations shall be shown and labeled on Grading Plan. Downspout locations, including all extensions, must be shown on the grading plan. Roof drain systems piped to BMPs must be shown including invert information.					
56	112-2-902 PFM 6-0704 Technical Bulletin 12-03	Show and label 100-year floodplain limits on the lot and immediately adjacent to the property. Provide 100-year floodplain elevations with source referenced.					
57	112-2-905.2 PFM 6-0704.2	The lowest floor, including basement, must be at least 18" above 100-year floodplain elevation.					
58	112-2-415 PFM 6-0704.2	The dwelling, or any portion thereof, must be located a minimum of 15' horizontally to the edge of a floodplain.					
59	124-4-3.A	DEQ VRRM spreadsheet shall be included unless exempt per 124-1-7.3.			*		
60	124-2-7.B 124-4-5.A.3 LDS Policy	If BMP/SWM facility is proposed, plan shall show design calculations and details. If purchasing nutrient credits, letter of availability must be included.			*		
UTILITIES							
61	PFM 2-0202.5A(3)	Show well location (existing or proposed) if the lot is not served by a public water system.					
62	PFM 10-0201	Provide septic tank, drain field and test holes if not served by public sewer.					
63	PFM 10-0104.2B	Provide location of sanitary sewer trunk lines, their size, slope, direction of flow, and inverts.					
64	PFM 10-104.5A PFM 10-104.5B	Proposed sanitary lateral must be extended to a minimum of 20' beyond the property line or within 5' of the minimum yard requirement, whichever distance is less. Provide note if utilizing the existing sanitary lateral connection.					
65	PFM 10-0102.5C	Sanitary sewers should not be located closer than 15 feet from existing or proposed buildings. Proposed sanitary sewers may not be located under retaining walls.			*		
66	24VAC30-151-300	Sanitary laterals within rights of way shall be perpendicular to roadway alignment.					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
GEOTECHNICAL							
67	PFM 4-0401 PFM 4-0206.2 PFM 4-0206.4 PFM 4-0206.6	For construction in soil classes III and IVA, include Geotechnical Requirements and details, Geotechnical Engineer’s statement, & Geotechnical Report approval letter.  For in-ground swimming pools with Class III or IVA soils, the certification referenced in § 4-0206.6 may be incorporated instead of submitting a separate report.  For construction in class I and II soils, distance between building and/or in-ground swimming pool and limits of class III and IV problem soils must be shown on Grading Plan if stating greater than 25’ from problem soils.			*		
68	PFM 4-0206.5A PFM 4-0206.5B	For construction in soil class IVB, a Limited Geotechnical Letter Report or a IVB Certification is <i>required to be incorporated into the first submission plan</i> .			*		
69	PFM 4-0206.3	Show foundation drain details for proposed walls below grade. Address yard and overlot drainage, fill placement, excavation safety and impact on adjoining property.			*		
70	PFM 4-0206.3A	For Class II soils, foundation drains and backfill must appropriately address potential groundwater problems.			*		
EROSION AND SEDIMENT CONTROL							
71	LDS Technical Bulletin 11-08	Include a Fairfax County Priority Rating Form.					
72	LDS Technical Bulletin 03-05	SW-10: Provide a certification on the plan that indicates if a water impoundment is or is not located within the potential influence area of the proposed land disturbing activity (disturbed areas less than one acre are exempt).					
73	PFM 11-0104.2 VESCH Appendix 7A-2	Include a site-specific Erosion and Sediment Control narrative that has all elements listed in the checklist in VESCH Appendix 7A-2.					
74	PFM 11-0102.1 PFM 11-0105.1 VESCH Uniform Coding System PFM 11-0106.2	Provide adequate measures for Erosion & Sediment control in the E&S Plan. Identify type of measures with a graphic key. Provide standard details (VESCH/ PFM) for each E&S measure.					
75	PFM 11-0106.2D	Show a construction entrance (CE) on plan with extent clearly delineated and include a detail of the CE. Provide note if existing driveway is to remain.					
URBAN FORESTRY							
76	PFM 12-0301.1A	Tree Conservation Plan must show all relevant proposed engineering and layout information.  Minor land development like pools and additions need not include an EVM, preservation target calculations and narrative, 10-year canopy calculations, tree condition analysis, or tree preservation plan and narrative. See PFM 12-303.1 for requirements for minor projects.					
77	PFM 12-0301.1B	Existing Vegetation Map (EVM) must be provided					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
78	PFM 12-0301.1C PFM 12-0308.4A	Provide Tree Preservation Target Calculations and Narrative. If the site cannot meet the tree preservation target, a written Tree Preservation Target Deviation Request must be incorporated in the first submission of the plan. Check this request on Cover Sheet under Tree Preservation.			*		
79	PFM 12-0301.1D	Provide 10-year Tree Canopy Cover requirements and calculations.					
80	PFM 12-0302.1A	Provide a Tree Inventory & Condition Analysis.					
81	PFM 12-0302.1B	Provide Tree Preservation Plan and Narrative.					
82	PFM 12-0302.1F	Provide a Landscape Plan (if planting required to meet 10-year Tree Canopy requirements).					
83	PFM 12-0304.1A	Existing tree line including groups of trees and individual trees standing apart must be clearly shown and labeled.					
84	PFM 12-0304.1B PFM 12-0305.1	Show and label proposed limits of clearing on Grading Plan, E&S Plan, and Tree Preservation Plan.					
85	PFM 12-0305.1A PFM 12-0305.1B PFM 12-0309.2E	Show location and type of tree protection devices on the Tree Preservation Plan, Demolition Plan and E&S plan.					
86	PFM 12-0307.1	Plan must show all trees with trunks 12 inches or greater located within 25' of the undisturbed area beyond the limits of clearing (LOC) and within 10 feet of the LOC in the disturbed area.					
ROADWAYS							
87	Road Design Manual Ch 2D-22 & Table 2D-2 Road and Bridge Standards PFM 7-0403.1 PFM Plate 20-7	For a private entrance onto a public road, show detail for VDOT Std. PE-1 for shoulder/ditch section and VDOT Std. CG-9D for curb and gutter section. (CG-9B only allowed if CG-9D is not feasible.) If PE-1 is not feasible, show detail for PFM Std. DE-5. Entrance must be drawn to scale to ensure radii are not encroaching the adjacent property frontage. Second private entrance requires a Stopping Sight Distance plan and profile for each entrance to verify adequacy.			*		
88	PFM 7-0303.1	For entrances onto private roads, provide driveway entrance details for the appropriate road section, i.e. pipestem, C&G, ditch section, etc.					
89	PFM 7-0103.4	Curb cuts on public streets may not be located less than 30' from the point of curvature of the curb line/edge of pavement return of intersecting street.					
90	PFM 6-0203. PFM Plate 20-7 Drainage Manual	Provide entrance/driveway culvert computations. For culverts in a VDOT maintained right of way, the culvert computations shall be in VDOT LD-269 format. If no culvert is proposed under an entrance/driveway on a ditch section street, provide sufficient spot shots to ensure positive drainage across the entrance.			*		

### **Submitting Engineer's Explanations**

Line #: Note:


### **MSR Review Information**

Email: [LDSSAC@fairfaxcounty.gov](mailto:LDSSAC@fairfaxcounty.gov)

**Note:** MSR Review comments will be made as changemarks on drawings in the ProjectDox platform. Receive and respond to changemarks in ProjectDox.

### **References**

Fairfax County, Virginia – Code of Ordinances:

<a href="#">Chapter 112</a>	Zoning Ordinance
<a href="#">Chapter 118</a>	Chesapeake Bay Preservation Ordinance
<a href="#">Chapter 124</a>	Stormwater Management Ordinance

Other Codes/Regulations/Policies:

<a href="#">PFM</a>	Fairfax County Public Facilities Manual
<a href="#">LDS Notice</a>	Land Development Notice
<a href="#">Tech Bulletin</a>	Land Development Technical Bulletin
<a href="#">VAC</a>	Virginia Administrative Code
<a href="#">VESCH</a>	Virginia Erosion and Sediment Control Handbook
<a href="#">Road Design Manual</a>	Virginia Department of Transportation (VDOT) Road Design Manual
<a href="#">Drainage Manual</a>	Virginia Department of Transportation Drainage Manual
<a href="#">Road and Bridge Standards</a>	VDOT Road and Bridge Standards
LDS Policy	Current practice or policy established by this document