SITE RELATED PLANS CHECKLISTS

Site Application Center
Land Development Services
12055 Government Center Parkway, Suite 230, Fairfax, VA 22035
Phone: 703-222-0801, TTY 711
www.fairfaxcounty.gov/landdevelopment
ePlans: https://www.fairfaxcounty.gov/plan2build/eplans

Plans accepted via ePlans (https://www.fairfaxcounty.gov/plan2build/eplans)

SITE PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ Site Plan Cover Sheet (county standard)
- ☐ DPE signature; if submitted as a DPE plan for expedited processing
- ☐ ESI Checklist; if ESI member firm
- ☐ Wetlands Permit Certification signed by either Owner/Developer/Engineer
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ Stormwater Management Plan Completeness Checklist; signed and sealed by engineer
- ☐ Erosion and Sediment Control Priority Rating Form; incorporated within plan
- ☐ Applicable review fee; see Appendix Q
- ☐ If Applicable: All Zoning Applications (RZ, PCA, SE, SEA, SP) must be incorporated into the plan set and the Zoning Application must be included in the Plan Approval Information block on the cover sheet
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Changemark report in ProjectDox must be completed
- ☐ DPE signature; if submitted as a DPE plan for expedited processing
- ☐ ESI Resubmission Checklist; if ESI member firm
- ☐ Surety Value Estimate
- ☐ Site Inspection Fee Worksheet
- ☐ Pro Rata Share Assessment Form
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Bond Block
  - If increasing, the Surety Value Estimate Sheet needs to be resubmitted
- ☐ Applicable review fee; see Appendix Q

PUBLIC IMPROVEMENT PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ DPE signature; if submitted as a DPE plan for expedited processing
- ☐ ESI Checklist; if ESI member firm
- ☐ Wetlands Permit Certification signed by either Owner/Developer/Engineer
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ Stormwater Management Plan Completeness Checklist; signed and sealed by engineer
- ☐ Erosion and Sediment Control Priority Rating Form; incorporated within plan
- ☐ Surety Value Estimate
- ☐ Pro Rata Share Assessment Form
- ☐ Site Inspection Fee Estimate Worksheet
- ☐ Applicable review fee; see Appendix Q

- ☐ If Applicable: All Zoning Applications (RZ, PCA, SE, SEA, SP) must be incorporated into the plan set and the Zoning Application must be included in the Plan Approval Information block on the cover sheet
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ DPE signature; if submitted as a DPE plan for expedited processing
- ☐ ESI Resubmission Checklist; if ESI member firm
- ☐ Changemark report in ProjectDox must be completed
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Bond Block
    - If increasing, the Surety Value Estimate Sheet needs to be resubmitted
- ☐ Applicable review fee; see Appendix Q

SUBDIVISION PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ DPE signature; if submitted as a DPE plan for expedited processing
- ☐ ESI Checklist; if ESI member firm
- ☐ Wetlands Permit Certification signed by either Owner/Developer/Engineer
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ Stormwater Management Plan Completeness Checklist; signed and sealed by engineer
- ☐ Erosion and Sediment Control Priority Rating Form; incorporated within plan
- ☐ Applicable review fee; see Appendix Q
- ☐ If Applicable: All Zoning Applications (RZ, PCA, SE, SEA, SP) must be incorporated into the plan set and the Zoning Application must be included in the Plan Approval Information block on the cover sheet
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ DPE signature; if submitted as a DPE plan for expedited processing
- ☐ ESI Resubmission Checklist; if ESI member firm
- ☐ Changemark report in ProjectDox must be completed
- ☐ Surety Value Estimate
- ☐ Pro Rata Share Assessment Form
- ☐ Site Inspection Fee Estimate Worksheet
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Applicable review fee; see Appendix Q
- ☐ Bond Block
    - If increasing, the Surety Value Estimate Sheet needs to be resubmitted

MINOR SITE PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ Minor Site Plan Application
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ Stormwater Management Plan Completeness Checklist; signed and sealed by engineer
- ☐ Surety Value Estimate Sheet (pg 5) if proposing more than 2500sf of land disturbance
- ☐ Pro Rata Share Assessment Form; if proposing new impervious area
- ☐ Tax Map
- ☐ If under violation, Notice of Violation must be incorporated within the plan
- ☐ Applicable review fee; see Appendix Q

- ☐ If Applicable: All Zoning Applications (RZ, PCA, SE, SEA, SP) must be incorporated into the plan set and the Zoning Application must be included in the Plan Approval Information block on the cover sheet
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Changemark report in ProjectDox must be completed
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Applicable review fee; see Appendix Q

INFILL LOT GRADING PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ INF Coversheet (county standard)
- ☐ INF Minimum Submission Requirements Checklist
- ☐ Stormwater Management Plan Completeness Checklist; signed and sealed by engineer
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ Priority Rating Form – incorporated within plan
- ☐ If under violation, Notice of Violation must be incorporated within the plan
- ☐ Applicable review fee; see Appendix Q
- ☐ If Applicable: All Zoning Applications (RZ, PCA, SE, SEA, SP) must be included in the Plan Approval Information block on the cover sheet
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Changemark report in ProjectDox must be completed
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Applicable review fee; see Appendix Q

ROUGH GRADING PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ Rough Grading Plan Checklist; if related to a major plan
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ Stormwater Management Plan Completeness Checklist; signed and sealed by engineer
- ☐ Pro Rata Share Assessment Form; if increasing impervious area
- ☐ Surety Value Estimate Sheet (pg 5); not required for Residential
- ☐ Priority Rating Form – incorporated into plan
- ☐ Applicable review fee; see Appendix Q
- ☐ If under violation, Notice of Violation must be incorporated within the plan
- ☐ If Applicable: All Zoning Applications (RZ, PCA, SE, SEA, SP) must be incorporated into the plan set and the Zoning Application must be included in the Plan Approval Information block on the cover sheet
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Changemark report in ProjectDox must be completed
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Applicable review fee; see Appendix Q

CONSERVATION PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ Erosion and Sediment Control Checklist; signed and sealed by engineer
- ☐ If under violation, Notice of Violation must be incorporated within the plan
- ☐ Applicable review fee; see Appendix Q
- ☐ If related to an approved Zoning case, email Proffer Matrix to LDSFAC@fairfaxcounty.gov

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Changemark report in ProjectDox must be completed
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Changes circled in red
- ☐ Applicable review fee; see Appendix Q

SUBDIVISION GRADING PLAN & SITE PLAN GRADING PLAN

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ Lot number
- ☐ Applicable review fee; see Appendix Q

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Changemark report in ProjectDox must be completed
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Revision narrative
- ☐ Applicable review fee; see Appendix Q

Plans accepted via ShareFile (ShareFile Request Form)

Site As-Built, Subdivision As-Built, & Sanitary As-Built

1st submission

- ☐ Verifiable digital signature of engineer or surveyor
- ☐ As-Built Certification stamp
- ☐ Included Notes:
  - Easements and R-O-W are recorded with DB and Page numbers
  - All as-built information is noted on the plan and profile sheets and is outlined with a box
- ☐ Related plan number
- ☐ Applicable review fee; see Appendix Q

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer or surveyor
- ☐ Comment response letter
- ☐ Applicable review fee; see Appendix Q

EASEMENT PLAT

1st submission

- ☐ Verifiable digital signature of engineer or surveyor
- ☐ Easement Plat Checklist
- ☐ Surveyors Certificate
- ☐ Applicable review fee; see Appendix Q
- ☐ Any associated plan number and zoning action (RZ, SE, SP, etc.) shall be noted on the plat; if no associated plan/zoning action engineer to note N/A.

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer or surveyor
- ☐ Comment response letter
- ☐ Applicable review fee; see Appendix Q

RECORD PLAT

1st submission

- ☐ Verifiable digital signature of engineer or surveyor
- ☐ Applicable checklist; see Related Links below
- ☐ Wetlands Certificate
- ☐ Surveyors Certificate
- ☐ Deed book and page number of all existing easements
- ☐ Applicable review fee; see Appendix Q
- ☐ Any associated plan number and zoning action (RZ, SE, SP, etc.) shall be noted on the plat; if no associated plan/zoning action engineer to note N/A.

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer or surveyor
- ☐ Comment response letter
- ☐ Applicable review fee; see Appendix Q

SOILS REPORT

1st submission

- ☐ Verifiable digital signature of engineer
- ☐ Associated plan for reference
- ☐ Applicable review fee; see Appendix Q

2nd submission & subsequent

- ☐ Verifiable digital signature of engineer
- ☐ Associated plan for reference
- ☐ Comment response letter
- ☐ Applicable review fee; see Appendix Q

Revisions

- ☐ Verifiable digital signature of engineer
- ☐ Associated plan for reference
- ☐ Revision narrative
- ☐ Applicable review fee; see Appendix Q

SITE RELATED PLANS CHECKLISTS

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

Related Links and Documents

Erosion and Sediment Control Checklist

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/03-11attachment_0.pdf

Site Plan Coversheet

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/pdf/forms/sp_cover.pdf

Site Review Fee Calculation Worksheet

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/site-review-fee-calculation.pdf

Erosion and Sediment Control Priority Rating Form

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/priority_rating.pdf

Surety Value Estimate Sheet

https://www.fairfaxcounty.gov/results?q=surety%20value%20estimate

Pro Rata Share Assessment Form

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/pro-rata-share-assessment.pdf

Minor Site Plan Application

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/msp_app.pdf

Infill Lot Grading Plan Cover sheet

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/pdf/forms/inf_cover.pdf

Infill Lot Grading Plan Minimum Submission Requirements Checklist

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/infill-lot-grading-plan-checklist.pdf

Stormwater Management Plan Completeness Checklist

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/swm-plan-completeness-checklist.pdf

Appendix Q

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/fee-schedule_0.pdf

Rough Grading Plan Checklist

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/rgp-approval-checklist.pdf

Priority Rating Form for E&S Control

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/03-01_attachment_0.pdf

Easement Plat Checklist

https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/plat-checklist-easement.pdf

Record Plat Checklists

https://www.fairfaxcounty.gov/plan2build/forms-publications-library

- ☐ Final Subdivision Plat
- ☐ Master Checklist for All Plat Types
- ☐ Flood Plain and Storm Drainage Easement
- ☐ Right-of-Way Dedication
- ☐ Simple Subdivision
- ☐ Simple Subdivision Eligibility Checklist