



**City of Fairfax, Virginia**  
10455 Armstrong Street • Fairfax, VA 22030-3630

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## Memorandum

**DATE:** October 6, 2025

**TO:** Design Professionals, Developers, Development Consultants, Builders, Contractors, and any others seeking permits in the City of Fairfax

**FROM:** Development Review Ombudsman, City Manager's Office

**SUBJECT:** Notification to Industry – Plan Markups and Comment Letters for Site Plan and House Grading Plan Applications

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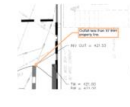

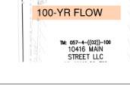


This notice is to inform you that site plan and house grading plan applications filed on or after October 24, 2025 will be reviewed using a new integration of plan review software and the city's permit tracking system. While the application submission process will generally remain unchanged, applicants will note the following enhancements:

- A marked-up plan set with comments and notes color-differentiated by discipline will be provided following each round of review.
- The accompanying comment letter will be generated directly from the plan markup, allowing customers to easily locate markups in the plan set and cross reference them with the comment letter.
- A sample of the comment letter can be seen on the following page.

Another notification to industry will be issued on the release date. For questions, please contact the Development Review Ombudsman: [Tommy.Scibilia@fairfaxva.gov](mailto:Tommy.Scibilia@fairfaxva.gov) 571-546-5115

*Continued on next page*

Sample excerpts from comment letter:

	<p><b>Subject:</b> Architectural Review <b>Page Label:</b> C-02 <b>Comment Number:</b> 002 <b>Author:</b> <b>Date:</b> 7/29/2025 9:17:03 AM</p> <p>List what material this is</p>
	<p><b>Subject:</b> Architectural Review <b>Page Label:</b> C-04 <b>Comment Number:</b> 003 <b>Author:</b> <b>Date:</b> 7/29/2025 9:17:06 AM</p> <p>Add manufacturing information</p>
	<p><b>Subject:</b> Public Works <b>Page Label:</b> C-02 <b>Comment Number:</b> 004 <b>Author:</b> <b>Date:</b> 7/29/2025 11:46:45 AM</p> <p>Outfall less than 10' from property line.</p>
	<p><b>Subject:</b> Public Works <b>Page Label:</b> C-02 <b>Comment Number:</b> 005 <b>Author:</b> <b>Date:</b> 7/29/2025 11:46:49 AM</p> <p>Provide calculations demonstrating that sheet flow to neighboring properties has not increase with proposed grading.</p>
	<p><b>Subject:</b> Public Works <b>Page Label:</b> C-02 <b>Comment Number:</b> 006 <b>Author:</b> <b>Date:</b> 7/29/2025 11:46:54 AM</p> <p>Show that the proposed grading can convey the 100-year overland relief without impact to surrounding structures, including providing a map showing 100-yr flow with directional arrows.</p>
	<p><b>Subject:</b> Zoning <b>Page Label:</b> C-02 <b>Comment Number:</b> 005 <b>Author:</b> <b>Date:</b> 7/31/2025 3:28:20 PM</p> <p>Indicate set back to the property lines.</p>
	<p><b>Subject:</b> Zoning <b>Page Label:</b> C-02 <b>Comment Number:</b> 006 <b>Author:</b> <b>Date:</b> 7/31/2025 3:28:17 PM</p> <p>Indicate dimensions of the construction.</p>