

CITY OF FAIRFAX - HOUSE GRADING (ESM) PLAN INTAKE CHECKLIST				
✓	Submittal	Quantity	Format	Notes
THE FOLLOWING ITEMS ARE REQUIRED AT INITIAL SUBMISSION				
	ESM Application & Fee Calculations	1	PDF	All required information must be completed and accurate. Note, all fees based on 'acreage or fraction thereof' must be correct (i.e. 1.4 acres = 1 acre + 1 fraction or an acre = 2 "acres or fraction thereof").
	<i>ESM Application Fee(s)</i>			Must include: fees calculated on the ESM Fee Calc. Sheet, WQIA Fee, VESMP fees. Where applicable, fees must include RPA and Floodplain Fees.
	Agent Authorization Statement (1 per contract purchaser & designer professional)	1	PDF	All required information must be completed and accurate.
	ESM Plan (each submission)	1	PDF	Must include all sheets in a single PDF.
	Site Plan Checklist	1	PDF	All items must be acknowledged by the engineer. Any items that do not apply must be explained in the notes section.
	WQIA Application	1	PDF	All required information must be completed and accurate.
	Water Quality Impact Assessment	1	PDF	Unless applicant is pursuing a waiver. Must comply with §4.18.8.
	WQIA Waiver Request	1	PDF	Where an applicant qualifies. Must comply with §4.18.11.
	<i>WQIA Application Fee</i>			(see <i>ESM Application Fee(s)</i>)
	RPA Study Application (if the location of RPA will be altered or challenged)	1	PDF	All required information must be completed and accurate.
	RPA Study (if location of RPA will be altered or challenged)	1	PDF	Must comply with §4.18.6 and §6.13.2.B
	<i>RPA Study Application Fee (if location of RPA will be altered)</i>			(see <i>ESM Application Fee(s)</i>)
	Floodplain Permit Application (if property includes floodplain)	1	PDF	All required information must be completed and accurate.
	Floodplain Study (if property includes work in the floodplain)	1	PDF	Must comply with §6.11.5
	<i>Floodplain Application Fee (if Floodplain exists on property)</i>			(see <i>ESM Application Fee(s)</i>)
	BFE Certificate (if location of floodplain or base flood elevation will change)	1	PDF & Paper	As required by FEMA (https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr).
	VSMP Application	1	PDF	All required information must be completed and accurate.
	VSMP Checklist	1	PDF	All items must be acknowledged by the engineer.
	SWPPP (for non-single-family development)	1	PDF	Consistent with DEQ standards
	BMP Agreement	1	PDF & Paper	Initial submission may be accepted in draft PDF. An original paper with original signatures is required for execution and recordation in the land records, prior to plan release.
	<i>VSMP Application Fee</i>			(see <i>ESM Application Fee(s)</i>)
THE FOLLOWING ITEMS ARE NOT REQUIRED AT INITIAL SUBMISSION, BUT <u>MUST</u> BE SUBMITTED UPON REQUEST BY STAFF				
	Plat Application (where applicable)	1	PDF	All required information must be completed and accurate.
	<i>Plat Application Fee</i>			Invoiced separately, unless submitted with initial submission.
	Plat of Easement/Dedication/etc.	1	PDF	A draft (PDF) may be submitted for initial review of content and form. A PDF copy of the final is also required.
	Plat of Easement/Dedication/etc. (Signature submission)	2	Paper	One of the final versions must have original signatures. The others may be copies of the original. Once executed a copy with be returned to applicant for their records.
	Deed of Easement/Dedication/etc.	1	PDF	A draft (PDF) may be submitted for initial review of content and form. A PDF copy of the final is also required.
	Deed of Easement/Dedication/etc. (Signature submission)	2	Paper	One of the final versions must have original signatures. The others may be copies of the original. Once executed a copy with be returned to applicant for their records.
	Responsible Land Disturber Certificate	1	PDF	Per DEQ standards
	Grading, Filling of Excavating Permit Application	1	PDF	All required information must be completed and accurate.
	Surety Value Estimate	1	PDF	Available for download as a spreadsheet (*.xls). All required items must be listed under "Conservation Deposit" See Bonding Information Package (https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000)
	Siltation Agreement	1	Paper	See Bonding Information Package (https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000). Original documents with all signatures required.
	Siltation Bond Instrument (Letter of Credit or cash escrow only)	1	Paper	See Bonding Information Package (https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000). Original documents with all signatures required.
	<i>Surety Review Fees (per bond)</i>			Based on bond amount. Due with submission of each bond.
	GIS File of signature plan & list of layers	1	DXF + Text File	GIS file may be submitted at initial submission if subdivision is proposed, for addressing purposes. A final GIS will be required prior to plan approval.

Visit the Community Development and Planning website for formatting standards (<https://www.fairfaxva.gov/government/community-development-planning/notifications-to-industry>).