



# SITE PLAN PACKAGE

## TO THE APPLICANT:

Except for individual single-family home construction, a site plan is required for all site construction, including new buildings, additions, remodeling, and site renovations. The entire process, from initial submission to final approval (including bond approval) takes approximately six months. Some applications will be processed in a shorter time period, some longer, depending on the complexity of the project.

The site plan review process is initiated by the applicant's pre-submission meeting with staff, followed by submission of a complete site plan and review fee. The submitted site plan is reviewed for Code compliance and then returned to the applicant for corrections. After reviewing the site plan, the applicant will be advised of any additional approvals that may be needed to support the project (Special Exceptions, Variances, Special Use Permits, or Subdivision actions). All architectural and landscape features, and in certain instances signage, must be approved by the Board of Architectural Review, prior to completing the plan review process. Subsequent to first submission, the applicant shall work directly with Fairfax Water to obtain their approval.

When all additionally required approvals have been obtained, the site plan can be submitted for final review. Bond and site agreements, clearing and grading permit applications, erosion and siltation agreements, and all other improvement bonds, agreements, and fees must be submitted with the final plan. The site plan will be approved by the Zoning Administrator and released to the applicant when it is technically correct and all bonding and fee requirements are met. Building permits can be released once bonding is complete.

Upon satisfactory completion of construction, a Residential Use & Occupancy or Commercial Use & Occupancy Permit may be obtained. Bonds will be released after an as-built plan and a warranty bond are submitted, reviewed, and approved. The warranty bond will be released after passing final site inspection pending completion of the bond release process including the final site inspection of all warranty improvements.

The attached explanatory materials regarding the site plan review process will assist in preparation of your plan. If you have questions pertaining to the process, please contact the Department of Community Development and Planning – Zoning Division at 703-385-7820.

### **PLEASE BE AWARE:**

Pursuant to §6.8.1 & §8.2.1, failure to obtain required City approvals for changes to a site or failure to install improvements according to the City approved plan **can result in civil penalty fines and other legal remedies** available to the City.

**The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)**

# CONTENTS

---

- Guide to Site Plan Review Process
- Site Plan Application Form
- Fee Calculation Sheet
- Water Quality Impact Assessment & Waiver Application
- Grading Permit Application
- Agent Authorization Form
- Site Plan Checklist
- Site Plan Signature Block Standards
- Standard City Notes
- Fire Marshal Information
- Urban Forestry Standards details and forms
- Digital Data Submission Requirements for GIS
- Surety Value Estimate: (See <https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications>)
- VSMP Fee Sheet & Checklist: (See <https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications>)
- LEED Scorecard: (See <https://build.usgbc.org/bdc41scorecard>)

## IMPORTANT PHONE NUMBERS

<b>Fairfax Water</b>	<b>703-289-6363</b>
<b>Site Plan Coordinator</b>	<b>703-385-7820</b>
<b>Zoning Administrator</b>	<b>703-385-7820</b>
<b>Community Development &amp; Planning Director</b>	<b>703-385-7847</b>
<b>Fire Marshal/Building Official</b>	<b>703-385-7830</b>
<b>Public Works Facilities Inspector</b>	<b>703-385-7828</b>
<b>Street Superintendent</b>	<b>703-385-7893</b>
<b>Public Works Director</b>	<b>703-385-7810</b>
<b>Board of Architectural Review</b>	<b>703-385-7892</b>
<b>Urban Forester</b>	<b>703-385-7920</b>
<b>Health Department</b>	<b>703-246-2541</b>

# APPLICANT'S GUIDE FOR SITE PLAN REVIEW AND DEVELOPMENT

---

For up-to-date instructions on the plan submission process, visit the City's website or from Zoning Division staff.

## STAGE I - PRE-SUBMISSION

- All applicants must contact the Deputy Zoning Administrator at 703-385-7820 prior to submission of the Site Plan Package to discuss the proposed scope and filing requirements. **Projects are not accepted for review without the pre-submission contact.**
- Where applicable, any Special Exception, Variance and Special Use Permit approvals by City Council or the Board of Zoning Appeals must be obtained prior to Site Plan submission. The specific application requirements, forms, and fees for these approvals are available from the City's website or from Zoning Division staff.

## STAGE II - APPLICATION SUBMISSION

- Applications for ESM Plan review must contain the following items before they processed for review:
  - A. Site Plan (Single-file PDF)
  - B. Site Application (PDF)
  - C. Submission Fee Worksheet
  - D. Site Plan Checklist (PDF)
  - E. Agent Authorization Statement (unless applicant is homeowner) (PDF)
  - F. LEED Checklist or Green Building Policy
  - G. Water Quality Impact Assessment Application
  - H. Written WQIA or Waiver Request Report (PDF)
  - I. VESMP Application (PDF)
  - J. VESMP Checklist (PDF)
  - K. BMP Agreement w/ location diagram (PDF, with physical submittals at final submission)

All physical (non-electronic) document must be submitted to: *City of Fairfax - CDP, 10455 Armstrong St, Room 207, Fairfax, VA 22030.*

## STAGE III - SITE PLAN REVIEW

- Applications and documents submitted for formal review will be circulated by appropriate staff only when the submission is deemed complete. Incomplete submissions may be rejected within 5 days of submission. In such case the applicant is required to address deficiencies

within 60 days of such rejection or application may be deemed withdrawn. In the event that the applicant fails to take action to progress an open application within 12 months, the Zoning Administrator may deem the application void.

- Site Plans are circulated to the plan review staff in the following City departments: Community Development and Planning, Public Works, Building Code Administration, Real Estate, Board of Architectural Review, and any other department that may need to provide staff review comments. Only initial submission is routed to Fairfax Water by City staff. The engineer is required to address Fairfax Water comment directly with the reviewer, and obtain their approval prior to signature of site plans.
- Review comments are compiled by the Site Plan Coordinator and sent to the applicant and design professional for resolution. The applicant's response (in letter format) to staff's comments must accompany all plan revisions.
- A Site Plan may only be approved and signed by the Zoning Administrator after there are no outstanding staff comments, and the required siltation agreement has been fully executed. However, an approved Site Plan will not be released until all required submittals and plan review tasks have been completed.
- All other required permits, approvals, and/or agreements (i.e., Grading Permit, Floodplain Permit, and Best Management Practice Agreement) and any associated fees may be accepted through the resubmission process.
- The applicant will need to record the approved Best Management Practice Agreement and any legal plats and deeds in the County Land Records prior to the release of an approved Site Plan.
- The developer, or their agent, is required to apply for a Building & Zoning Permit through the City's Permit Portal for proposed building and permanent structures. Building Plans are reviewed by the Office of Building Code Administration for compliance with state building codes, as well as the Zoning Division, for compliance with the zoning ordinance and the final Site Plan. **No proposed structure may be erected until a Building and Zoning Permit are issued.** The Building Permit inspection process will result in a Certificate of Occupancy upon acceptably completing work. The Zoning Permit will result in a Residential Use Permit upon acceptably completing work. More information about these permits can be found on our website.

#### **STAGE IV - CONSTRUCTION**

- A pre-construction meeting is required before ANY activity takes place on-site. It is recommended that a preconstruction meeting be scheduled at least one (1) week in advance of planned start of any site activity.
- Staff will provide the applicant with a pre-construction meeting, which they can accept or reschedule. In the event that an associated building permit has been issued, the developer or their agent may schedule a common pre-construction meeting through the City's Permit Portal, using the building permit number.
- Written notices providing information to residents in the affected area (in most cases, one block from the construction activity) must be delivered one week before the beginning of construction activity and three days prior to any disturbance of utilities. The Facilities Inspector must be copied on all notices and a list of addresses that received notices must be provided.

- Following a preconstruction meeting, limited clearing is allowed for the installation of erosion and sediment controls.
- Inspection of installed erosion and sediment controls and construction entrance is required before approval is given to begin land-clearing activities.
- Construction noise is allowed only between the hours of 7:00 AM and 6:00 PM on weekdays and 8:30 AM and 5:00 PM on Saturdays ONLY. No construction noise is allowed during Sunday, evening/night hours, and public holidays.
- Work hours in the Right-of-Way are from 9:00 AM to 3:00 PM on weekdays or as outlined in the approved ROW/Easement Permit.
- Right-of-Way and On-Site Construction Inspection Fees are billed at the beginning of the project. A Right-of- Way/Easement Permit is required prior to starting work in any City Right-of-Way or Easement. Each road cut requires a separate traffic control plan for the particular work zone. Payment must be received for Right-of-Way and On-Site Construction Inspection Fees before a ROW/Easement Permit will be issued.
- All site construction is monitored for adherence to requirements by the Facilities Inspector until the project is complete. Building construction is monitored by the Building Inspector from Code Administration. **If the applicant has received a yellow *Height Alert Card*, a height certification for the top of the foundation wall is required on a wall check from the builder, which must be approved by the City prior to construction beyond the first-floor elevation.**
- Upon satisfactory inspection by the Public Works Inspector, Zoning staff, and the Urban Forester the original warranty bond will then be returned to the applicant.
- Upon completion of construction, an As-Built Plan must be submitted and inspections must be scheduled through the permit portal.
- For residential lots, when the final inspections are complete and all comments have been satisfactorily addressed, the Residential Use & Occupancy Permit will be issued. RUPs are only issued in connection with Zoning Permits.

## STAGE V - DEVELOPMENT BOND OVERVIEW

- To assist in completion of the remainder of this process, the Bonding Information and the Bonding Release package may be found on the City website ([www.fairfaxva.gov](http://www.fairfaxva.gov)).
- Bond reductions may be requested as the project progresses up to 80% maximum reduction of the original site bond amount. A written request for bond reduction must be submitted on company letterhead, accompanied by completed amounts as certified on the City of Fairfax Surety Value Estimate form, and associated fees paid. No more than three (3) bond reduction requests shall be processed within one year.
- At completion of site improvements an as-built plan and a formal written request (on company letterhead) for release of the site and siltation bonds and associated fees must be submitted to the City Development Bond Administrator for agency review.
- After approval of the as-built plan, a two-year warranty bond must be submitted for approval with the associated surety review fee. The original site and siltation bonds will then be returned to the applicant.

- A Residential Use & Occupancy or Commercial Use & Occupancy Permit will be issued upon satisfactory compliance with all required improvements to provide safe public and emergency access.
- Approximately three (3) months prior to warranty bond expiration, a letter from the City Development Bond Administrator will be mailed to the applicant; however this may be initiated by the bonding agent for the developer no sooner than three (3) months prior to warranty bond expiration.
- The applicant will then be instructed to submit a formal request in writing (on company letterhead) for release of the warranty bond and pay the associated bond release fee. This request must be made prior to the expiration of the warranty bond.
- Once the Residential Use & Occupancy Permit has been issued, staff will start the release process for the Conservation Deposit. It generally takes around another week for the Conservation Deposit to be returned.

## **STAGE VI - CHANGES TO APPROVED SITE PLANS**

- Revisions to an approved site plan still under bond will be processed as a Site Plan Revision. In such case, the applicant must file:
  1. A Site Plan (Revision) Application
  2. Revised site plan, with all changes clouded or circled in red, and including all sheets of the original site plan.
  3. A written narrative identifying all proposed changes.
- Final Design plans by Virginia Power for electric service must have Public Works authorization prior to installation.
- Failure to obtain City approval of any changes or to install improvements and facilities according to the City approved plan may result in civil penalty fines and other legal remedies available to the City.



## City of Fairfax Electronic File Submission Standards

This document includes file preparation standards for electronic drawings and documents submitted to the City of Fairfax as part of any application for building or land development. Please read the standards below carefully as improperly formatted plans will delay review and may be rejected. For questions on compliance with these standards, such as for small home improvement projects, please contact staff (703-385-7830 for building and trade permits or 703-385-7820 for site plans and zoning permits).

**All documents submitted electronically must be Portable Document Format (PDF) in accordance with the following:**

- Exporting files from other software directly to PDF is preferred (as opposed to printing and scanning)
- 400MB file size or smaller
- No ZIP files
- No PDF packages, binders, or portfolios (instead “combine files” as a single PDF)
- True Type fonts preferred (standard format fonts for MacOS and Microsoft Windows, such as Times New Roman or Arial - scalable to any size and can be printed at any resolution)
- Files must be unlocked or unprotected

**Additionally, for plans and drawings:**

- Vector format preferred (typical format for PDFs - lines adjust in size without losing resolution)
- No multiple layers (layers and mark-ups must be merged or flattened)
- Linework must be black and white (colors may be used for photos, renderings, or mark-up purposes only)
- Orientation (landscape or portrait) must remain the same throughout a document
- Scale must be accurate (any images not to scale must be labeled as such)
- Sheet size must remain the same throughout a document (standard ANSI or Arch sizes preferred)
  - Plats must have a sheet size between 8.5 inches by 11 inches (minimum) and 18 inches by 24 inches (maximum), such as standard letter size (8.5” x 11”), legal size (8.5” x 14”), or tabloid (11” x 17”)
- Sheets must be clearly labeled by content and PDFs should be bookmarked to distinguish sections of the document
- Electronic signatures and seals accepted, but do not “certify” (certifying locks the document)
  - Electronic signatures and seals must be in accordance requirements of the Virginia Department of Professional and Occupational Regulation (DPOR)
- (1) PDF plan set may include multiple disciplines (e.g. Architectural, Plumbing, Electrical, etc.)
  - Supporting documents should be submitted in separate PDFs from plans
- Files names should be concise and describe the contents of the file document by Address, abbreviated Plan Type (Bld or Site), and Submission (Sub) Number - Permit Number should be added as applicable following the initial submission
  - Example: 10455 Armstrong St Bld Sub1
  - Example: 10455 Armstrong St Bld Sub2 BLD23-00123

*\*\*Please be advised that CAD/dwg and dxf files will be required to accompany a site plan signature submission\*\**

# **APPLICATION FORMS**

## CITY OF FAIRFAX - SITE PLAN INTAKE CHECKLIST

✓	Submittal	Quantity	Format	Notes
<b>THE FOLLOWING ITEMS ARE REQUIRED AT INITIAL SUBMISSION</b>				
	Site Plan Application	1	PDF	All required information must be completed and accurate.
	Site Plan Fee Calc Sheet	1	PDF	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>Site Plan Application Fee(s)</i>			Must include fees calculated on the Site Plan Fee Calc. Sheet, WQIA Fee, VESMP fees; and RPA and Floodplain Fees (where applicable).
	Agent Authorization Statement (1 per contract purchaser & designer professional)	1	PDF	All required information must be completed and accurate.
	Site Plan (PDF)	1	PDF	Must include all sheets, including the MDP (where one exists).
	Site Plan Checklist & Certification	1	PDF	All items must be acknowledged by the engineer. Any items that do not apply must be explained in the notes section.
	LEED Checklist (where a new building is proposed)	1	PDF	Per USGBC v4. Pursuit of LEED credits is not required for by-right development.
	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.
	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
	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>Site Plan Application Fee(s)</i> )
	CLOMR (if location of floodplain or base elevation will change)	1	PDF & Paper	As required by FEMA ( <a href="https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr">https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr</a> ).
	VESMP Application	1	PDF	All required information must be completed and accurate.
	VESMP 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, provided it is complete, other than signatures. An original paper with original signatures is required for execution and recordation in the land records, prior to plan release.
	<i>VESMP Application Fee</i>			(see <i>Site Plan Application Fee(s)</i> )
<b>THE FOLLOWING ITEMS ARE NOT REQUIRED AT INITIAL SUBMISSION, BUT MUST BE SUBMITTED UPON REQUEST BY STAFF</b>				
	Plat Application	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). See Bonding Information Package ( <a href="https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications">https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications</a> )
	Site Agreement	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications">https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications</a> ). Original signed (paper) documents required.
	Site Bond Instrument	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications">https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications</a> ). Original signed (paper) documents required.
	Siltation Agreement	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications">https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications</a> ). Original signed (paper) documents required.
	Siltation Bond Instrument (Letter of Credit or cash escrow only)	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications">https://www.fairfaxva.gov/Property-Business/Permit-License-Hub/Permit-Applications</a> ). Original signed (paper) documents 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/Departments/Community-Development-and-Planning>).

# AGENT AUTHORIZATION LETTER

TO WHOM IT MAY CONCERN:

I/We, \_\_\_\_\_, the undersigned title owner(s) of the property  
identified below do hereby authorize \_\_\_\_\_  
of \_\_\_\_\_,  
to act as my/our agent(s) in the furtherance of an application for a \_\_\_\_\_  
\_\_\_\_\_,  
on my/our property located at: \_\_\_\_\_  
Tax Map No: \_\_\_\_\_,

Thank you in advance for your cooperation.

Date: \_\_\_\_\_ By: \_\_\_\_\_

COMMONWEALTH/STATE OF: \_\_\_\_\_

CITY/COUNTY: \_\_\_\_\_, TO WIT: \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,  
by \_\_\_\_\_.



\_\_\_\_\_  
Notary Public (Signature)

Notary Registration No: \_\_\_\_\_

*All title owners must sign in presence of notary. If there is more than one owner, provide one letter per owner.*



Application #: \_\_\_\_\_

**SITE PLAN APPLICATION**

- Major       Minor       Amendment
- Revision to Bonded Site Plan       Plan of Development

**1. JOB LOCATION INFORMATION:**

Job Location Address \_\_\_\_\_

Project Name \_\_\_\_\_

Tax Map # \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**3. PROPERTY OWNER INFORMATION: (Same as Applicant )**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**4. ENGINEER, SURVEYOR or LANDSCAPE ARCHITECT: (Same as Applicant )**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**THE SITE PLAN CHECKLIST MUST BE COMPLETED AND CERTIFIED BY THE APPLICANT'S ENGINEER**

**\*\*\*OFFICE USE ONLY\*\*\***

Receipt # \_\_\_\_\_

Fee Paid: \_\_\_\_\_

*The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)*



Application #: \_\_\_\_\_

## SITE PLAN FEE CALCULATION SHEET

- ALL FEES ARE NONREFUNDABLE -

Project Name \_\_\_\_\_ Address: \_\_\_\_\_

Total Area of Land Disturbance (0.0 Acre): \_\_\_\_\_ Final Number of Lots: \_\_\_\_\_

Category	Rate	Measurements	Fee
Base Fee	\$9,000.00 (Major Site Plan)		\$
	\$4,000.00 (Minor Site Plan)		
	\$700 (Plan of Development)		
	\$1,600.00 (Site Plan Amendment)		
Bituminous Surface	\$0.46/sq.yd.		\$
Sidewalk	\$0.81/lin.ft.		\$
Curb & Gutter	\$0.81/lin.ft.		\$
Header Curb	\$0.81/lin.ft.		\$
Storm Drainage	\$4.05/lin.ft.		\$
Sanitary Sewer	\$2.10/lin.ft.		\$
Water	\$2.10/lin.ft.		\$
Required Screening	\$2.10/lin.ft.		\$
Overlot Grading	\$230 per division of land or disturbed acre or fraction thereof (whichever is greater)		\$
Tree Management	\$115 per division of land or disturbed acre or fraction thereof (whichever is greater)		\$
WQIA	\$470 or \$155.00 per residential lot (whichever is greater)		\$
RPA delineation / determination	\$390 per request (where RPA exists)		\$
Erosion & Sediment Control	\$575.00 up to 1/2 acre of land disturbance, OR \$575.00, plus \$105.00 per acre or fraction thereof		\$

Review Fees Total (Due at initial submission)	\$
---	----

### RESUBMISSION FEES

Category	Rate	Due
1st Site Plan Resubmission Fee	\$775.00 Each	2 <sup>nd</sup> Submission
2nd Site Plan Resubmission Fee	\$775.00 Each	3 <sup>rd</sup> Submission
3rd and Subsequent Resubmission Fee	\$1,550.00 Each	4 <sup>th</sup> + Submission

ADDITIONAL FEES (Please review City fee schedule for additional fees that may apply to your project)

Surety Review Fee	See Bonding Information Package	Upon approval of Surety Value Estimate
Bond Reduction Request	\$290.00 each bond	Subject to developer request
Bond Replacement / Release Request	\$290.00 each bond	
E&S Inspection (each)	\$150.00	Assessed during construction
E&S Violation Reinspection	\$250.00, or \$350.00 for stop-work order	
E&S After-Hours Inspection	\$260.00/hour + \$65/ each additional hour	
E&S Inspection Overtime	\$150.00/hour	
E&S Inspections Reschedule	\$50.00	

Fee computed by: \_\_\_\_\_

Name and Title

\_\_\_\_\_

Date



Application #: \_\_\_\_\_

**WATER QUALITY IMPACT ASSESSMENT (WQIA) APPLICATION**

ALL REQUIRED FEES MUST BE PAID BEFORE THE APPLICATION CAN BE DEEMED COMPLETE

**1. PROJECT LOCATION INFORMATION:**

Job Location Address \_\_\_\_\_

Project Name \_\_\_\_\_ Land Disturbance Area (0.00 Acre): \_\_\_\_\_

Tax Map # \_\_\_\_\_ Parcel/Lot Area (0.00 Acre): \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_

**3. PROPERTY OWNER INFORMATION: (Same as Applicant  )**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**4. ENGINEER or SURVEYOR: (Same as Applicant  )**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**5. WETLANDS EXPERT: (Same as Applicant  ) (Same as Design Professional  )**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

-continued on next page-

The Water Quality Impact Assessment is conducted to identify the impacts of proposed development on water quality and lands within resource protection and resource management areas; to ensure that where development does take place it is located on those portions of a site and in a manner that is least disruptive to the natural functions of the land and to specify mitigation measures to address water quality protection.

The applicant shall submit a WQIA in accordance with §110-4.18.8.B for:

1. Any proposed land disturbance, development, or redevelopment within a resource protection area, including any buffer area modification or reduction as provided for in §110-4.18.7; or
2. Any proposed development or redevelopment in the resource management area that may significantly impact water quality due to the unique characteristics of the site or intensity of the proposed use or development, as determined by the Zoning Administrator in accordance with §110-4.18 and §110-4.18.4.D.

## **I. DEVELOPMENT CHARACTERISTICS**

*You must submit either a minor or major WQIA for your project unless you receive a waiver (see section II). The below conditions will determine whether you submit a major or minor WQIA.*

Submit a **Minor WQIA** if you answer “Yes” to either of these development characteristics (§110- 4.18.8.C)

5,000 square feet of disturbance or less

Encroachment onto the landward 50 feet of the 100-foot buffer area (**Go to section III - Minor WQIA Requirements**)

Submit a **Major WQIA** if you answer “Yes” to any of these development characteristics (§110- 4.18.8.D)

Over 5,000 square feet of disturbance

Encroachment onto the seaward 50 feet of the 100-foot RPA buffer area

Location in the resource management area and is deemed necessary by the Zoning Administrator. (**Go to section IV - Major WQIA Requirements**)

## **II. WQIA WAIVERS**

Check here if you plan to submit a WQIA waiver request.

To submit a WQIA waiver request, attach a report detailing how the proposed development or redevelopment does not significantly impact water quality.

## **III. MINOR WQIA REQUIREMENTS (§110-4.18.8.C)**

The minor WQIA calculations will demonstrate that the remaining buffer area and best management practices will result in removal of no less than 75 percent of sediments and 40 percent of nutrients from post development stormwater runoff.

Requirements for a minor WQIA scaled site drawing include:

- 1) Location of the components of any RPA, including the 100 foot buffer area;
- 2) Location and nature of proposed improvements, including:
  - a. Type of paving material;
  - b. Areas of clearing or grading;
  - c. Location of any structures, drives, or other impervious cover; and
  - d. Sewage disposal systems or reserve drain field sites;

- 3) Type and location of proposed best management practices to meet the required general performance standards specified in §110-4.18.7;
- 4) Location, size, and condition of all existing trees five inches or greater in diameter measured at standard height to be impacted to meet the requirement of §6.10 and in accordance with §4.5.9.D.1. Existing trees to be preserved shall be indicated on the plan, including any necessary tree protection measures. Mature trees shall be protected during development and may only be removed where necessary, including to provide for the proposed use or development, subject to approval by the Zoning Administrator as required by §6.10.
- 5) Location, type, and number of replacement vegetation to restore the existing buffer in a manner that provides for mitigation of removed mature trees and maximizes buffer function.
- 6) Certification of all required information as complete and accurate by a Class IIIB certified land surveyor and professional wetlands delineator.

#### **IV. Major WQIA Requirements (§110-4.18.8.D)**

Requirements for a major WQIA include:

- 1) All of the information required in a minor WQIA (Section III above);
- 2) A hydrogeological element that describes existing topography, estimates of soils characteristics and potential for erosion, hydrology of the area, impacts on wetlands and streams, proposed mitigation measures, and a listing of requisite permits with permit or application status;
- 3) A tree conservation plan that identifies existing trees to be preserved or removed to meet the requirements of §6.10 and in accordance with §4.5.9.D.1; limits of clearing and grading; and tree protection measures for existing trees to remain;
- 4) A landscape plan that includes canopy trees, understory trees, shrubs, and groundcover plant types, using native species and in accordance with §4.5.9, to restore the existing buffer in a manner that provides for mitigation of removed mature trees and maximizes buffer function;
- 5) Such other measures as deemed necessary by the Zoning Administrator to ensure the impact to water quality can be accurately predicted;
- 6) Certification of all required information as complete and accurate by a Class IIIB certified land surveyor and professional wetlands delineator.

#### **V. CLIMATE CHANGE AND SEA LEVEL RISE ASSESSMENT (§110-4.18.9)**

- 1) Requirements include an impact assessment for any proposed land development in the Resource Protection Area that shall
  - a. Be based upon a potential impact range of 30 years or the lifespan of the project if less than 30 years;
  - b. Utilize a model or forecast developed by or on behalf of the Commonwealth;
  - c. Identify potential impacts:
    - (1) From projected sea level rise using the 2017 National Oceanic and Atmospheric Administration (NOAA) Intermediate-High scenario projection curve, or any subsequently updated version thereof, on the project site;
    - (2) From storm surge based upon the most updated NOAA hydrodynamic Sea, Lake, and Overland Surges from Hurricanes model on the project site; and
    - (3) From flooding based upon the most updated Special Flood Hazard Area and the Limit of Moderate Wave Action on the project site. Such assessment of flooding should be in conjunction with the requirements and application of floodplain management requirements and programs.
  - d. Assess the potential impacts in light of the proposed land development on buffer function including loss of riparian buffer vegetation and vegetation migration; water migration; as well as the potential impacts resulting in additional future land disturbance or development in the Resource Protection Area connected to the proposed land development.
  - e. Identify conditions, alterations, or adaptation measures for the proposed land development to address these potential impacts as necessary and appropriate based upon site conditions; nature, type, and size of proposed land development, including whether such proposed land development is in an Intensely Developed Area overlay; extent of

- potential impacts, and the necessity to minimize future land disturbance.
- 2) Based on the results of the assessment, the plan shall include adaptation measures that are
    - a. Nature-based solution adaptation measure that uses environmental processes, natural systems, or natural features, is appropriate for site conditions, and is:
      - (1) Best Management Practice approved by the Chesapeake Bay Program Partnership;
      - (2) An approved Virginia Stormwater Best Management Practice listed in the Virginia Stormwater Best Management Practice Clearinghouse;
      - (3) An approved Shoreline Protection Strategy in accordance with the Tidal Wetlands Guidelines as determined by the Virginia Marine Resources Commission; or
      - (4) A project that is an eligible activity for funding by the Virginia Community Flood Preparedness Fund as determined by the Virginia Department of Conservation and Recreation.
    - b. Be designed, installed, and maintained in accordance with the applicable adaptation measure specifications in accordance with the type of adaptation measure identified.
    - c. Allow for the use of fill only under the following conditions:
      - (1) The grading and slope created by the use of fill shall be no greater than necessary based upon the project specifications and implemented in a manner that minimizes the impact of runoff;
      - (2) The fill must have the necessary biogeochemical characteristics, including sufficient organic content, to support the growth of vegetation and adequate permeability to allow infiltration consistent with the project specifications;
      - (3) The use of fill shall not enhance stormwater runoff from the Resource Protection Area, and any lateral flow onto adjacent properties shall be controlled;
      - (4) Any impacts on the management of stormwater upland of the Resource Protection Area created by the use of fill shall be mitigated as necessary;
      - (5) The use of fill shall not negatively impact septic systems and drain fields; and
      - (6) The use of fill shall be consistent with any applicable federal or state law, including floodplain management requirements in 44 CFR 60.
    - d. Maximize preservation of existing natural vegetation including mature trees and minimize land disturbance consistent with the adaptation measure specifications.
    - e. Comply with all federal, state, and local requirements, including any required permits and conditions.
    - f. Nothing in this article shall be construed to authorize approval or allowance of an adaptation measure in contravention of floodplain management requirements, including the National Flood Insurance Program and established floodplain ordinances, or construed to require an adaptation measure in contravention of participation in the National Flood Insurance Program Community Rating System.
  - 3) Any activity in the Resource Protection Area impacting wetlands shall be consistent with Chapter 13 Title 28.2, Code of Virginia, and the accompanying Tidal Wetlands Guidelines which provide for “minimum standards for the protection and conservation of wetlands,” and “ensure protection of shorelines and sensitive coastal habitat from sea level rise and coastal hazard.” Shoreline management and alteration projects should be coordinated to address the requirements of the most updated Tidal Wetlands Guidelines in conjunction with the requirements of this section.
  - 4) The Zoning Administrator may exempt a living shoreline activity from additional performance criteria requirements, including a Water Quality Impact Assessment if the project minimizes land disturbance, maintains, or establishes a vegetative buffer inland of the living shoreline, complies with the fill conditions, and receives approval from the Virginia Marine Resources Commission or the local wetlands board.
  - 5) No exception shall be granted if the assessment of climate change and sea level rise has not occurred or the proposed adaptation measure allows for the use of fill in a Resource Protection Area in contravention of the requirements of §4.18.9.B.3(c).

-continued on next page-

**VI. EVALUATION PROCEDURE (§110-4.18.8.F)**

**Minor WQIA**

The Zoning Administrator shall determine if any proposed modification or reduction to the buffer area is consistent with the provisions of this division and make a finding based upon the following criteria:

4.18.8.F.1	Minor WQIA Criteria	Satisfied (Y/N)
a.	The proposed encroachment is necessary and there is no other location on site to place improvements without disturbing the buffer area.	
b.	The impervious surface is minimized.	
c.	The proposed best management practices, where required, achieve the requisite reductions in pollutant loadings.	
d.	The development, as proposed, meets the purpose and intent of §110-4.18	
e.	The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, will not result in a significant degradation of water quality.	
f.	Any other information deemed necessary by the Zoning Administrator.	

**Major WQIA**

The Zoning Administrator shall determine if the proposed development is consistent with the purpose and intent of this division and make a finding based upon the following criteria:

4.18.8.F.2	Major Water Quality Criteria	Satisfied (Y/N)
a.	The disturbance of any wetlands is minimized.	
b.	The development will not result in significant disruption of the hydrology of the site.	
c.	The development will not result in significant degradation to aquatic life.	
d.	The development will not result in unnecessary destruction of plant materials on site and will prioritize the protection of mature trees in the RPA.	
e.	Proposed erosion and sediment control concepts are adequate to achieve the reductions in runoff and prevent off site sedimentation.	
f.	Proposed stormwater-management measures are adequate to control the stormwater runoff to achieve the required performance standard for pollutant control.	
g.	Proposed revegetation of disturbed areas will provide optimum erosion and sediment control benefits.	
h.	The design and location of any proposed drain field will be in accordance with the general performance standards outlined in §110-4.18.7.	
i.	The development, as proposed, is consistent with the purpose and intent of §110-4.16.	
j.	The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, will not result in a significant degradation of water quality.	

**- FOR CITY USE ONLY -**

Receipt # \_\_\_\_\_  Fee Paid

This Application is Approved By \_\_\_\_\_ Date \_\_\_\_\_

Approval type:  WQIA Review  WQIA Waiver



Application #: \_\_\_\_\_

**GRADING, FILLING OR EXCAVATING PERMIT APPLICATION**

**- NON REFUNDABLE FEE -**

Project Name/Location: \_\_\_\_\_

Area of Disturbance: \_\_\_\_\_

**----- AUTHORIZATION STATEMENT -----**

Pursuant to City Code §110-6.12.2 and insofar as the Zoning Administrator has the right and power, PERMISSION is hereby given to (add name of land disturber) \_\_\_\_\_ Tel. No. \_\_\_\_\_

(o) \_\_\_\_\_ (c) \_\_\_\_\_ to grade, fill, excavate, remove or destruct a portion of the natural topsoil or trees or other vegetative cover as shown on the approved (check one) \_\_\_ Erosion and Sediment Control Plan, \_\_\_ Site Plan, \_\_\_ Subdivision Construction Plan.

Said grading, filling and excavating work to be completed in a manner satisfactory to the Administrator as inspected by the City's Site/Facilities Inspector, and if not so completed the Administrator may, at its discretion, complete the major work at the expense of the applicant. The Administrator may, at its discretion, issue civil penalty fines for work not completed according to the approved plan. The City of Fairfax reserves full municipal control over the subject matter of this permit.

Receipt acknowledges payment to the Treasurer, City of Fairfax, in the amount of \$ \_\_\_\_\_ (Inspection and Review fee) and \$ \_\_\_\_\_ (Performance Bond) to guarantee the faithful performance of the major work referred to herein.

**----- ACKNOWLEDGEMENT STATEMENT -----**

This permit is accepted and understood to be limited to work as shown on the approved plan and as attested to by the following signatures:

Property Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*\*OFFICE USE ONLY\*\*\***

Associated Plan # \_\_\_\_\_

**\*\*\*ZONING OFFICE APPROVAL SIGNATURE\*\*\***

This Application is Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Official

Time Limit Expiration \_\_\_\_\_

*The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)*

## City of Fairfax Digital Data Submission Requirements for GIS

### **Background:**

The City of Fairfax has developed a Geographic Information System (GIS) to store, manage, and maintain geographic data. The local land development, engineering, and surveying communities have also embraced digital technologies in their own fields. Because development plans are now created using computer aided design and drafting (CAD) software, it is the goal of the City of Fairfax to utilize these techniques to enhance and expedite the design and plan review process within the City and help maintain a digital database of geographic information. For this, requirements have been implemented to allow CAD and other GIS data to be integrated into the City's GIS while preserving the referential and positional accuracy of the original measurements.

### **Requirements:**

1. **Data *must* be in DXF format if from AutoCAD, Microstation or another Cad software program, or ESRI Shapefile if from a GIS software program. (DWG and DGN files will *not* be accepted)**
2. Data *must* be projected in Virginia State Plane North, NAD 83 Harn. Data *must* fit in seamlessly with City's GIS data layers.
3. Data *must* be separated into *individual* thematic layers and labeled accordingly.

### **Layers Required** (project dependant)

Building footprints

Parking configuration (including islands, no parking stripes) (Commercial)

Driveways (Residential)

Street Centerlines

Parcel / Property boundaries

Utility Lines (sewer, water, electric, gas, fiber optic cable, phone lines, etc.)

Sidewalks

Easements

Landscaping/tree cover (post development)

Topography (to include vertical datum reference in National Geodetic Vertical Datum of 1929 (NGVD29)).

Minimum of four (4) digital grid tics in NAD 83 Virginia State Plane Coordinate System.

Right-of-way

Stormwater lines, structures, outlets

Best Management Practice (BMP) (include polygon showing drainage area to each BMP)

4. A text file or word document *must* accompany the digital data with a description of each layer. POCs for electronic plat submission requirements are with Maurice Rioux, GIS Manager with the Dept. of Information Technology at [maurice.rioux@fairfaxva.gov](mailto:maurice.rioux@fairfaxva.gov)

This information is also available on the City's website [www.fairfaxva.gov/it/gis.asp](http://www.fairfaxva.gov/it/gis.asp)

Department of Community Development and Planning  
City of Fairfax, Virginia

# **SITE PLAN CHECK-LIST**



The following affidavit and checklist must be signed by a certified engineer, architect, or land surveyor.

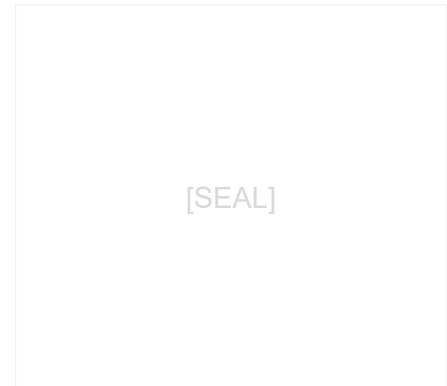
**Certification for Completeness and Accuracy**

I hereby certify that this site plan checklist is complete and accurate for use in staff's evaluation of the attached site plan that is required pursuant to Section 110-6.8 in the Code of the City of Fairfax.

\_\_\_\_\_ name

\_\_\_\_\_ signature

\_\_\_\_\_ date



**Site Plan Checklist**

All site plans must contain the following checklist information IN THE ORDER PRESCRIBED HEREIN. If a checklist item does not apply, please indicate "N/A" and explain in "Remarks" column. If an item is located on a different page than expected, note the page under "Remarks".

COVER PAGE:			Description	Engineer's Remarks
Yes	No	N/A		
			Engineer's name, address, and phone number	
			Location map at a scale not less than 1" = 2000', indicating scaled coordinates and landmark information such as names of roads and water bodies.	
			Tax Map Number, Property Address, Project Name and Sheet Index	
			Seal and Signature of a professional engineer or other certified professional	
			Name and address of owner, developer and contract purchaser (if any).	
			Proposed floor area ratio and maximum permitted.	
			Area of parcel in square feet and acres	
			Deed book and page numbers	
			Disturbed area in square feet or acres	
			Number and type of dwelling units and allowed density (if applicable)	
			Number of parking and loading spaces required and proposed	
			Land use actions granted or requested for.	
			North arrow on all plan drawings and maps	
			Scale of each drawing, map or plan	
			Date and preparation and revisions.	
			Proposed gross floor area and the area of the above grade horizontal surface of any parking structure.	
			Landscaped open space required and proposed, zoning classification, use group classification and type of construction(Uniform Statewide Building Code).	
			Certificate signed by the surveyor or engineer setting forth the source of title of the Owner of the parcel(s) and the place of record of the last instrument in the chain of Title.	
			Agent Authorization Statement (printed on plan cover sheet with signature)	
			Reserve an unobstructed area of at least 4.2"x5.2" on the cover sheet, for placement of approval stamp(s) by city staff.	

<b>NOTES AND DOCUMENTATION PAGE:</b>				
Yes	No	N/A	Description	Engineer's Remarks
			Documentation of approvals granted by City Council, Planning Commission, Board of Zoning Appeals, Board of Architectural Review or any other agency.	

<b>EXISTING CONDITIONS PAGE:</b>				
Yes	No	N/A	Description	Engineer's Remarks
			Boundary of the entire property or properties.	
			Horizontal dimensions in feet and decimal fractions of a foot to the closest .00-foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.	
			Proof of easements required for the development.	
			Certified topographic map of the property at a two-foot contour interval, showing existing contours and delineating the 100-year floodplain elevation.	
			USGS datum used for all deviations with location and elevation benchmarks. (Should be NAD 83 for horizontal and NGVD29 for vertical).	
			Locations and sizes of existing:	
			Fire lanes, "no parking", reserved parking and ADA parking.	
			Structures and their distance to property lines and center lines of adjacent streets.	
			Public streets, sidewalks, bike trails and easements on and adjacent to the site with rights-of-way, width of pavement, curbs, gutters, medians indicated, profiles, typical sections, and pavement design.	
			Driveways and curb cuts on the site and adjacent properties (indicate sight distances for driveways entering public streets).	
			Parking and loading spaces, related driveways, walkways, drive-aisles and pavement types.	
			Recreation areas.	
			Fences, retaining walls and other similar structures with height.	
			Guardrails, posts and other edge delineators.	
			Street and site lighting indicating all fixture styles, overall height, type of luminaire and footcandle and uniformity values.	
			Traffic controls.	
			Provisions for refuse disposal and recycling and required screening.	
			Stormwater management facilities including all structures (pipes, inlets, drains, grates, etc) elevations, profiles, connections to existing facilities, ground clearance, detailed design of non-standard structures, calculations for pipe capacity, detention, retention facilities and BMP's.	
			Water and sanitary sewer facilities, including all structures (fire hydrants, meters, manholes, etc.), sizes and types of pipes, elevations, profiles, ground clearance and connections to public utility systems. (Indicate water pressure and flow capability, static pressure, residual pressure and flow in gallons per minute)	
			Underground and overhead electric, telephone, cable, computer, gas lines and equipment.	
			Angles of bulk plane where minimum angles of bulk plane are controlled by Zoning regulations.	
			Existing vegetation including tree line and inventory	

**CITY OF FAIRFAX**  
**Site Plan Checklist and Certification Statement**

<b>SITE PLAN PAGE:</b>				
Yes	No	N/A	Description	Engineer's Remarks
			* Boundary of the entire property or properties.	
			Horizontal dimensions in feet and decimal fractions of a foot to the closest 0.00 foot and all bearings in degrees, minutes, and seconds to the nearest 10 seconds.	
			Delineation of buildable area on each lot (show RPA boundaries, minimum required yard setbacks, floodplain limits and easements).	
			Proof of easements required for the development.	
			Certified topographic map of the property at a two-foot contour interval, showing existing and proposed contours and delineating the 100-year floodplain elevation.	
			USGS datum used for all deviations with location and elevation of benchmarks.	
			Proposed elevations at control points necessary to evaluate plan.	
			Locations and sizes of proposed:	
			Fire lanes, "no parking", reserved parking and ADA parking.	
			* Structures and their distance to property lines and center lines of adjacent streets.	
			* Public streets, sidewalks, bike trails and easements on and adjacent to the site with rights-of-way, width of pavement, curbs, gutters, medians indicated. Profiles, typical sections and pavement design.	
			* Driveways and curb cuts on the site and adjacent property (indicate sight distances for driveways entering public streets).	
			* Parking and loading spaces, related driveways, truck turning radius, walkways, drive aisles and pavement types.	
			Recreation areas.	
			Fences, retaining walls and other similar structures, including an elevation drawing.	
			Guardrails, posts and other edge delineators.	
			Street and site lighting indicating all fixture styles, overall height, type of luminaire, and foot-candle and uniformity values.	
			Traffic controls and truck routes.	
			Provisions for refuse disposal and recycling, and required screening.	
			Storm water management facilities including all structures (pipes, inlets, drains, grates, etc.) elevations, profiles, connections to existing facilities, ground clearance, detailed design of non-standard structures, calculations for pipe capacity, and detention facilities and/or BMPs must be shown on the Storm Water Management and Water Quality Plan pages.	
			* Water and sanitary sewer facilities, including all structures (fire hydrants, meters, manholes, etc.), sizes and types of pipes, elevations, profiles, ground clearance, and connections to public utility systems. Indicate water pressure and flow capability, static pressure, residual pressure, and flow in gallons per minute must be shown on the Utilities Plan Page (s).	
			* Underground and overhead electric, telephone, television, computer gas lines and equipment	
			Angles of bulk plane where minimum angles of bulk plane are controlled by zoning regulation.	
			Vertical cross-sectional view showing height of proposed structures, number of stories, location and access to underground parking, and proposed elevation of each floor, including basements.	
			Landscape materials, including a tree conservation proposal, showing existing and proposed vegetation with each tree's size labeled.	
{*Denotes items that are required in digital format "dxf" for purpose of updating the City's GIS data.}				

<b>STORM WATER MANAGEMENT PLAN PAGE(S):</b>				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
Narrative:				
			Contact information including the name, address, and telephone number of the owner and the tax reference number and parcel number of the property or properties affected	
			Description of current site conditions and final site conditions	
			Information on type and location of stormwater discharges	
			Information on the features to which stormwater is being discharged, including water bodies classified as impaired on the Virginia DEQ 303(d) list	
			Information on any additional control measures to be implemented to address a local TMDL	
			A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete	
Site Information:				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			Existing drainage facilities and creeks and channels, including all streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains	
			Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas	
			Current land use including existing structures, roads, and locations of known utilities and easements	
			Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels	
			The limits of clearing and grading, and the proposed drainage patterns on the site	
			Proposed buildings, roads, parking areas, utilities, and stormwater management facilities	
			Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements	
Hydrologic Analysis:				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			*Pre-development and post-development contributing drainage areas	
			Pre-development and post-development runoff rates, volumes, and velocities, and methodologies used	
			Pollution load and reduction requirements and calculations	
Hydraulic Analysis:				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			Sizing calculations for stormwater control measures	
			Existing and proposed structural elevations (pipe inverts, manholes, etc.)	
			Stage-storage or outlet rating curves and inflow and outflow hydrographs for storage facilities	
			Design water surface elevations	
			Analysis of potential downstream impacts/effects of the project	
			Location and elevation of the lowest floor in all proposed and existing buildings adjacent to the floodplain	
			Dam safety and breach analysis	
Best Management Practices (BMPs):				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			Type of facilities proposed (use BMP Clearinghouse names)	
			Location, including geographic coordinates (Lat/Long)	
			Total acres treated	
			Acres impervious treated	
			Acres pervious treated	

**CITY OF FAIRFAX**  
**Site Plan Checklist and Certification Statement**

			Documentation and calculations verifying compliance with water quality and quantity requirements	
			Applicable supporting documents and studies (e.g., infiltration tests, geotechnical investigations)	
			Landscaping plan for any BMPs or site reforestation	

{\*Denotes items that are required in digital format "dxf" for purpose of updating the City's GIS data.}

**Piped Systems:**

Yes	No	N/A	Description	Engineer's Remarks
			Analyzed and designed for 2/10-yr/25-yr/100-yr Storm Primary road crossings designed for 25-yr flows and 10-yr under secondary roads and other locations	
			Culverts checked for the effects of 100-yr storm. No flooding of building structures shall result from 100-yr design flow	
			Energy dissipater calculations	
			Capacity of receiving channel downstream of channel or pipe system	
			Gutter spread limited to 10ft from the face of the curb	
			Hydraulic grade lines show 1ft below inlets	

**Open Channel Systems:**

Yes	No	N/A	Description	Engineer's Remarks
			Proposed channel capacity analyzed and designed for pre 10-yr storm	
			Channel designed for 2-yr Storm without erosion and 10-yr for bank fill (liner design)	
			Velocity Check (liners provided, if needed) Provide channel velocities.	
			Overlot grading plan.	
			Provide 100-yr overland relief assuming pipe system failure.	

**CHESAPEAKE BAY REGULATIONS PLAN PAGE:**

Yes	No	N/A	Description	Engineer's Remarks
			For any property depicted on the city's Chesapeake Bay preservation area map as a resource protection area, applicant shall determine and show on the plan the site-specific boundaries of the RPA components per code section 110-6.13.2.B.2 The applicant shall also submit a RPA site-specific study application available at the Zoning Division or at: <a href="http://www.fairfaxva.gov/cdp/docs/RPASiteSpecificStudyApplication.pdf">http://www.fairfaxva.gov/cdp/docs/RPASiteSpecificStudyApplication.pdf</a>	
			USACE jurisdictional determination or verification letter for RPA boundaries	
			Water quality impact assessment is required for any proposed development or redevelopment unless the requirement is waived by the Zoning Administrator. Application/waiver form is available at the Planning counter or at: <a href="http://www.fairfaxva.gov/cdp/docs/WQIAApplication.pdf">http://www.fairfaxva.gov/cdp/docs/WQIAApplication.pdf</a>	
			Tree conservation plan per code section 110-6.13.2.A	
			Stormwater Management Plan	
			BMP maintenance plan, including inspection schedule	
			BMP maintenance agreement (available at Planning counter)	
			Copies of any required wetland permits.	

**Performance Standards of Chesapeake Bay Regulations:**

Yes	No	N/A	Description	Engineer's Remarks
			Maximize rainwater infiltration.	
			Reduce the land application of nutrients and toxics.	
			Minimize erosion and sedimentation potential.	
			Limit land disturbance and preserve indigenous vegetation to the maximum extent practicable, consistent with the use or development proposed	

<b>EROSION AND SEDIMENT CONTROL PLAN PAGE:</b>				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
An erosion and sediment control plan including:				
			Limits of clearing and grading.	
			Existing drainage patterns.	
			Critical erosion areas.	
			Locations of erosion and sediment controls and stormwater management practices to be used including tree protection measures consistent with the Tree Conservation Plan	
			Any off-site land-disturbing activities.	
			Detail drawings of structures to be used.	
			A schedule of regular inspections and maintenance.	
Erosion and sediment control narrative including descriptions of:				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			Project.	
			Existing topography, vegetation and drainage	
			Show all off-site drainage areas that flow to or from the site.	
			Neighboring areas such as streams, lakes, residential areas, roads, and the like that might be affected by the land disturbance.	
			Any off-site land-disturbing activities.	
			Soils, including names, mapping unit, erodibility, permeability, depth, texture and soil structure.	
			Areas on the site that have potentially serious erosion problems.	
			Methods which will be used to control erosion and sedimentation.	
			Specifics regarding permanent stabilization of the site.	
			Increases in stormwater runoff and strategies to control runoff.	
			Design of temporary sediment basins, permanent stormwater detention basins, diversions, channels, and the like, including calculations supporting proposed design and for pre- and post-development runoff.	
			Maintenance plan for E&S control.	
			List minimum E&S standards 1 through 19 and how they are met.	

<b>TREE CONSERVATION PLAN PAGE(S):</b>				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			Existing vegetation summary table by forest cover type, primary species, condition, and pre-existing canopy area by percentage and square feet.	
			Location of existing tree canopy line and areas denoted by forest cover types.	
			Pre- and post-development conditions including structures, utilities, easements, paved surfaces, fences, resource protection areas, property lines, topography, tree line.	
			Location of existing trees with tree numbers, critical root zones, denote trees to be removed, saved, offsite, shared, and ROW.	
			Location of limits of clearing and grading, construction entrance, stockpile areas, cut/fill lines for applicable linear projects, and E&S controls including tree protection measures.	
			Tree inventory table with scientific and common name, diameter at standard height, condition, proposed tree conservation measure, note for offsite/shared/ROW trees, and date collected.	
			Proof of notification and authorization signature by all tree owners for any offsite or shared trees proposed for removal per code section 6.10.	
			Invasive species control narrative with primary species, control methods, timing, and frequency.	
			Tabulation of required and proposed onsite 10-year percent tree canopy coverage by preservation.	
			Tree protection details and preservation narrative.	
			Name and signature of ISA Certified Arborist or equivalent qualified professional certifying tree conservation plan per code section 4.5.4.B.	

**CITY OF FAIRFAX**  
**Site Plan Checklist and Certification Statement**

<b>LANDSCAPING PLAN PAGE:</b>				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
			Post-development location of structures, utilities, easements, fences, retaining walls, paved surfaces, signs and signals, transit features, any features in the landscape buffer, and site topography.	
			Location of landscape materials to remain by tree number and tree line, proposed plants by species and 10-year maturity size, and denoting ground cover types or seed mixes.	
			Planting schedule by scientific and common name with caliper at planting, count, canopy credit per tree.	
			Required number of landscaped parking islands.	
			Screening requirements including fence detail and dumpster screening.	
			Construction and design details and planting narrative from PFM.	
The following data in tabular form:				
			10-year percent tree canopy required calculation with canopy provided by preservation, planting, and total in square feet and percentage.	
			RPA vegetation replacement per acre disturbed, including planting density by forest layer and nursery stock size, scientific and common names, spacing, and totals.	
			Street trees required and total provided by linear feet with each street name.	
			Transitional yard required and provided with minimum fence or wall by width and length, and vegetation by canopy, understory, and shrub.	

<b>FIRE LANE PLAN PAGE:</b>				
<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Description</b>	<b>Engineer's Remarks</b>
A fire protection plan including:				
			Location, width and radius of all existing and proposed fire lanes.	
			Location of all fire lane signage.	
			Location of all structures, denoting area, height, use group, construction type and sprinkler system if present.	
			Location of alarm annunciator, if present, and key repository.	
			Location of all existing and proposed fire hydrants, including connection to water mains.	
			Location of all existing and proposed fire lanes and fire department connections including identification.	
			Fire flow data, showing flow available at 20 PSI residual.	

# **REQUIRED NOTES & DETAILS**

## **CITY OF FAIRFAX**

### **NOTES TO BE INCLUDED ON THE SITE PLAN**

#### **PERMITS**

1. A street opening permit is required for any work in a City right-of-way or easement. The permit can be obtained from the Public Works Department. For information, call 703-385-7980 or 703-385-7810.
2. All sidewalks, curbs, gutters, driveways, streets, storm pipes, sanitary sewer, endwalls and rip-raps must be inspected by the City. All work in the City streets will be performed Monday-Friday between the hours of 9:00 a.m. and 3:00 p.m. No work is to be performed on weekends or holidays unless pre-approved by the Director of Public Works.
3. Inspections performed by the Facilities Inspector will require a four-hour notice prior to inspections.

#### **GENERAL STANDARDS**

1. The Public Works Director must be notified one week prior to pre-construction conference, one week prior to commencement of land disturbing activity and one week prior to final inspection. The Site Plan Coordinator in Zoning (703-385-7820) must be notified one week prior to the pre-construction conference.
2. A preconstruction meeting will be required three days prior to any construction. Contractors will notify the Public Works Department or Facilities Inspector for all work done on site and off site one day prior to starting.
3. The contractor shall provide adequate means for parking construction equipment and provide employee parking on site.
4. All construction shall conform to the latest City of Fairfax standards, Virginia Department of Transportation and the Virginia Sediment & Erosion Control current specifications, except as shown or altered by these plans.
5. Traffic signs found to be in the way at construction sites shall be removed or relocated only by personnel in the Sign & Signal Crew of the Public Works Department at the contractor's request. Any contractor found responsible for moving City property without permission will receive a summons.
6. All building construction shall be in accordance with the current edition of the Virginia Uniform Statewide Building Code. Permits and inspections for building, electrical, plumbing, mechanical and fire protection work are obtained from the Office of Code Administration, 703-385-7830.

7. Private fire mains require a permit from the Office of Code Administration. Permit application must include details of installation as specified in NFPA-24. An approved site plan is not a permit to install fire mains.
8. No portion of any building shall be occupied until a certificate of occupancy has been issued by the Building Official and a use permit by the Office of Community Development & Planning.
9. No building, except additions or accessories to existing dwellings, shall proceed beyond first floor level until the location of the footing and walls as shown on a plat certified by a land surveyor has been approved by the Zoning Administrator.
10. An as-built plan must be submitted within 30 days after completion of all construction.
11. Temporary structures, construction trailers and demolition require permits from the Office of Code Administration prior to start of work or installation.
12. Adequate emergency vehicle access shall be maintained at all times. A hard surfaced, all-weather roadway shall be provided to within 50 feet of all structures and any location where combustible materials are stored.
13. City ordinance permits construction noise, including excavation, between the hours of 7:00 am and 6:00 pm on weekdays and 8:30 am and 5:00 pm on Saturdays ONLY. It shall be the responsibility of the developer to ensure that all contractors and subcontractors comply with this ordinance.
14. The Developer shall be responsible for ensuring compliance with City Code sections limiting growth of grass and weeds to six inches in height.

## CONSTRUCTION

1. All subgrade and sub-base material shall be compacted to 95% of theoretical maximum density as determined by A.A.S.H.O. T-99 method A within plus or minus 20% of optimum moisture for the full width of any dedicated right-of-way and all townhouse, apartment, condominium, commercial and industrial parking lots (including storm sewer and sanitary sewer).
2. Compaction test shall be performed by the contractor. Subgrade for curb, gutter and sidewalk shall be every 50 feet; sub-base will be alternated every 25 feet. Driveways require two tests on subgrade and sub-base. Copy of results is required prior to placing any type of material. VTM-1 correction also must be used. All structures require two tests on subgrade and sub-base.
3. Compaction tests for roadways shall be performed by the City only, unless approved by the Public Works Director. Compaction tests for all building pads must be submitted to the office of Code Administration for review and approval.

4. All underground utilities within the street right-of-way shall be installed to the required distance beyond the right-of-way.
5. Storm sewer and culvert pipe shall be reinforced concrete pipe to conform to the current A.A.S.H.T.O. designation M170, unless otherwise designated on the plans. Class II pipe is permitted beyond the limits of street rights-of-way. Class III pipe is required within the limits of the rights-of way.
6. All curb and gutter shown on plans and not in profiles shall be on straight tangent grades. The contractor shall round all vertical breaks with smooth spline curbs.
7. All pavement placed on City right-of-way shall have a mix design approved prior to placing material and a density test performed during placement.
8. Street signs and markings shall be installed by the developer at all street intersections in a location to be determined by the Director of Public Works. Private access ways and alleys shall be clearly designated as such by a sign at every entrance from a public street, stating "private street, privately owned and privately maintained". All street markings and signage will conform to City of Fairfax standards and the Manual of Uniform Traffic Control, per the Street Superintendent.
9. C.B.R. test is required for actual determination of required sub-base thickness prior to construction. Depth of sub-base is based on subgrade C.B.R. value of 10. Where C.B.R. value is less than 10, one-inch of sub-base or base material shall be added for each point below 10 for on-site and off-site and shall be reviewed by the City of Fairfax for special design.
10. All construction must comply to the Code of Virginia 36-98 and 36-99 by reference as part of the Uniform Statewide Building Code of Virginia, the final fair housing accessibility guidelines (24 CFR Chapter I) and the Americans with Disabilities Act accessibility guidelines (28 CFR, part 36) as per site and right-of-way work compliance.
11. Provide proper distance from back of sidewalk to building for stoops and steps, and the like.
12. All roofs, paved areas, yards, courts and courtyards shall be drained into a separate storm sewer or a combined sewer system.

## ENVIRONMENTAL

1. All erosion siltation control to be installed prior to starting project to conform to the current Virginia Erosion and Sediment Control Manual.
2. The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering the City of Fairfax rights-of-way. It is the contractor's responsibility to clean streets and allay dust and to take whatever measures necessary to ensure that the road is maintained in a clean and dust-free condition at all times.
3. It shall be the contractor's responsibility to perform the work in such a manner to prevent the washing of any topsoil, silt, or debris onto adjacent properties.
4. If the presence of asbestos is suspected in the soil, the contractor must contact the Air Pollution Control Division of the Fairfax County Health Department at 703-246-2300.
5. Onsite storage of fuel shall be limited to diesel fuel tanks not over 660 gallons capacity. Tanks shall be of a listed type and shall be provided with approved secondary containment, impact protection and placarding. A minimum 2A-40BC fire extinguisher shall be provided in the vicinity of the refueling area. A permit for combustible liquid storage shall be obtained from the Office of Code Administration, 703-385-7830. Fuel shall not be placed in onsite storage tanks until the installation has been inspected and approved.
6. Onsite repair of vehicles and equipment shall be limited to replacement of damaged belts, hoses and tires. Any spill of fuel, oil, hydraulic fluid or anti-freeze greater than one gallon must be reported to the Office of Code Administration at 703-385-7830. All spills must be cleaned up promptly and in an approved manner.
7. The Owner shall be responsible for ensuring compliance with City Code sections regarding health and safety menaces, including accumulations of water, storage of material, construction debris and security of the site.
8. The link to the asbestos information and map on the Fairfax County website <http://www.fairfaxcounty.gov/hd/asb/>
- 9. Prior to the start of any site grading work, the developer or owner shall obtain a Virginia Stormwater Management Program (VSMP) permit from the City of Fairfax. The VSMP permit requires that a Stormwater Pollution Prevention Plan (SWPPP) be kept at the construction site at all times.**

## LANDSCAPE

1. The area surrounding all trees, shrubs and groundcover shall be topped with two inches of shredded hardwood bark mulch.
2. No changes shall be permitted to the plant list unless approved by the City of Fairfax.

3. Trees shall be classified as per "American Standard for Nursery Stock" as adopted by the American Association of Nurserymen. Plant material below this standard shall not be considered.
  - a) All plants must conform to requirements per plant list;
  - b) All plant materials must be nursery grown stock;
  - c) All trees must be well branched, full crown.
4. At least 5 days before being planted, the Site Plan Coordinator shall be notified that plants are available for inspection.
5. No person shall remove or destroy any tree which is five (5) inches or greater in caliper, measured six (6) inches above ground level, on any lot greater than one-half (1/2) acre without first obtaining a tree removal permit from the Zoning Administrator. Any tree removed, damaged or destroyed will be replaced at the discretion of the Zoning Administrator.

DEPARTMENT OF PUBLIC WORKS SANITARY SEWER STANDARD NOTES  
GENERAL

1. All sanitary sewers shall be constructed in accordance with the current City of Fairfax Standards and Specifications.
2. Easements for all sanitary shall be 10' unless otherwise noted.
3. Sanitary sewers and water mains shall maintain a minimum of 15' horizontal separation from proposed or existing buildings.
4. No landscaping or other utilities (i.e. gas, phone, cable, etc.) are permitted in the sewer easements, except at crossings.
5. Contractor shall request pre-construction meeting and inspection by the Department of Public Works (703-385-7810) three days prior to commencing construction of any sewer mains.
6. A permit for installation of sanitary sewers and fire hydrants shall be obtained from the Department of Public Works.
7. Sewer laterals not within an easement require plumbing permits and inspections from the Office of Code Administration. The inclusion of these items does not constitute a permit.

**SANITARY SEWER:**

1. Sanitary sewers shall be PVC DR-25 per AWWA C-900, unless otherwise noted.
2. Sanitary sewer laterals shall be 4" PVC DR-25 between the main and the property line and shall enter the main at 90 degrees. A cleanout shall be installed at the property line.
3. A 2" detectable metal marking tape shall be placed 3-feet above all sanitary sewers.
4. The Department of Public Works shall inspect sanitary sewers by a camera after the lines are put in service.
5. Finish grade shall drain away from manholes located outside of pavement areas.
6. Top of manholes located outside of pavement areas shall be 3" above final grade, except in established lawns where it shall match the final grade.
7. Manholes shall have bituminous coating on the outside walls.
8. All sanitary manhole lids shall be heavy duty and shall have the words "Fairfax City Sewer" cast in them.
9. Drop manholes shall have an 8" inside drop pipe.
10. Manholes in 100 yr. Flood plain shall have watertight lids.
11. All testing is provided by the contractor, as directed by the city inspector.

**CITY OF FAIRFAX**  
**NOTES TO BE INCLUDED ON THE SITE PLAN**

**NOTES TO BE INCLUDED ON RESIDENTIAL PLANS**

No building shall proceed beyond the first floor level until the horizontal location and elevation of the top of each foundation wall as shown by certified surveyor's plat thereof, has been approved by the Zoning Administrator.

It shall be the developers and/or owners responsibility to perform the work in such a manner to prevent the washing of topsoil, silt, or debris onto adjacent properties.

It shall be unlawful for any person to engage in land disturbing activities of two thousand five hundred (2,500) square feet or more for any purpose until a permit is issued by the plan-approving authority.

All Erosion Control to be installed prior to starting project to conform to the current Virginia Erosion Control Manual.

A street opening permit is required for any work in the City right-of-way or easement. The permit can be obtained from the Public Works Department. For information call 703-385-7983 or 703-385-7828.

All on-site utilities shall be installed underground in accordance with city and applicable utility company standards.

No portion of the building shall be occupied until a Residential Use & Occupancy has been issued by the Zoning Administrator.

The developer shall provide adequate means of cleaning mud from trucks and/or equipment prior to entering the City of Fairfax rights-of-way. It is the developer's responsibility to clean streets and to take measures necessary to ensure that the road is maintained in clean and dust-free condition at all times.

The developer shall provide for adequate storm drainage so that the proposed improvement of the property does not direct concentrated flow to adjoining properties. The drainage shall be approved by the City Building Inspector and Facilities Inspector prior to issuing the occupancy permit.

Each development shall provide for the planting or retention of trees on the site to the extent that, at a maturity of ten years, the minimum tree canopy shall be twenty-five (25) percent for a site zoned RL and shall be twenty (20) percent for a site zoned RM, RH or PD-R.

Any application proposing to remove or destroy existing trees in conjunction with any land development activity shall submit a tree management plan containing such information as deemed necessary by the zoning administrator (Sec. 110-4.5.9.D.1)



# City of Fairfax Fire Marshal's Office Fire Lane Marking Requirements



## DEFINITIONS

**Fire Apparatus Access Road:** A road that provides fire apparatus access from a fire station to a facility, building or portion thereof. This is a general term inclusive of all other terms such as *fire lane*, public street, private street, parking lot lane and access roadway. (SFPC)

**Fire Lane:** A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus. (SFPC)

SFPC, Virginia Statewide Fire Prevention Code

## APPLICABILITY

These requirements apply to new and identified existing roadways. This includes but is not limited to private roadways, driveways, and public streets.

## MINIMUM SPECIFICATIONS

Fire lanes shall have a minimum unobstructed width of 20 feet.

Fire lanes shall have a minimum unobstructed vertical clearance of 13 feet 6 inches.

Fire Lane proving access for Aerial Fire Department Apparatus (i.e., ladder truck)

- Shall have a minimum unobstructed width of 26 feet.
- Shall be located a minimum of 15 feet from the building and positioned along one entire side of the building – as approved by the Fire Marshal.
- Overhead utility lines shall not be located over an Aerial Fire Apparatus Fire Lane or between the lane and the building.

Fire lanes shall be compacted/treated to support emergency vehicles. Compacted/treated to support emergency vehicles shall mean capable of supporting H-20 loading in all weather conditions.

## SIGNS

Metal construction, dimensions 12 inches by 18 inches. Red lettering on a reflective white background with three-eighth's inch red trim strip around the entire outer edge of the sign. Signs shall be mounted with the top of the sign 7 feet above grade. Signs placed every 50 feet.

Lettering size:

- “NO PARKING”: 2 inches
- “OR”: 1 inch
- “STANDING”: 2 inches
- “FIRE LANE”: 2 ½ inches
- Arrows: 1-inch solid red.

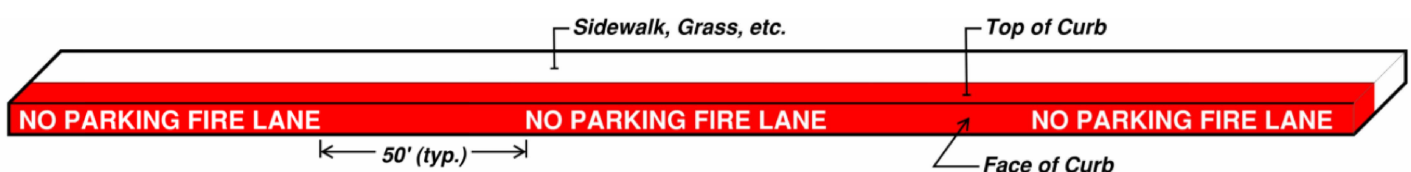
Spacing between words to be uniform.



## CURB and SURFACE STRIPING

Fire Lanes width shall be designated with striping on both sides utilizing curbs or road surfaces.

- 6-inch red traffic paint stripe
- 4-inch white lettering/wording with 3/4-inch stroke stating “NO PARKING FIRE LANE”
- Lettering/wording spaced every 50 feet



# **URBAN FORESTRY FORMS**

*This is a sample form to be used by landscape contractors for landscape certification. Copy and paste onto contractor's letterhead using "paste as text." It must be filled out by the property owner/representative and landscape contractor no more than 30 days before COF Urban Forester's final inspection. release inspection.*

PROJECT ADDRESS: \_\_\_\_\_

This letter certifies all plant material for \_\_\_\_\_ Plan Name/Plan Number \_\_\_\_\_ is installed per the approved site plan and a professional landscape contractor examined and assessed all plantings on \_\_\_\_\_ Today's Date \_\_\_\_\_ to ensure they still conform to the approved site plan. (DATE MUST BE WITHIN 30 DAYS OF INSPECTION DATE TO ENSURE PLANT CONDITION AT TIME OF CITY OF FFX URBAN FORESTER'S FINAL LANDSCAPE INSPECTION).

---

**PLEASE NOTE: IF THE BELOW ITEMS ARE NOT COMPLETED, THE LANDSCAPE INSPECTION WILL BE CANCELED IMMEDIATELY.**

*Please initial completed items.*

- \_\_\_\_\_ Mulch bed is 2-4 inches deep. Near, but not touching, the trunk (see Figures 1 & 2) per ANSI A300.
- \_\_\_\_\_ Plantings are established at the correct depth and width—root flare is exposed (Figures 1 & 2) per ANSI A300.
- \_\_\_\_\_ Burlap and at least 1/2 of the wire basket are removed (if used) per ANSI A300.6 (see Figure 1).
- \_\_\_\_\_ All plantings are ALIVE and in good condition per ANSI Z60.1. Replace any dead or dying.
- \_\_\_\_\_ All plantings are the same SPECIES and SIZE (per ANSI Z60.1) as noted on the approved site plan. If applicable, a landscape substitution form has been approved by City of Fairfax's Urban Forester prior to installation.
- \_\_\_\_\_ Staking (per ANSI A300), if necessary, is completed with ArborTie® or equivalent. Hose & Wire will not be accepted.
- \_\_\_\_\_ Pruning cuts follow ANSI A300.1.
- \_\_\_\_\_ Plantings are not in easements and are the prescribed distances from all site features set by the City of Fairfax's Public Facilities Manual. At the time of installation, if conflicts between plantings and site utilities arise, minor shifts in planting location may be acceptable upon notice to City of Fairfax's Urban Forester.

---

**IF APPLICABLE**

**Soil Remediation (Fill out if applies & attach soil test)**

Organic Material Used (Quantity & Type) \_\_\_\_\_

Brief Description of Methods and Procedure (include tilling depth) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**REQUIRED**

LANDSCAPE CONTRACTOR/FOREMAN: Print \_\_\_\_\_ /Sign \_\_\_\_\_

PROPERTY OWNER/OWNER REPRESENTATIVE: Print \_\_\_\_\_ /Sign \_\_\_\_\_

---

Please email completed form to the Urban Forester.

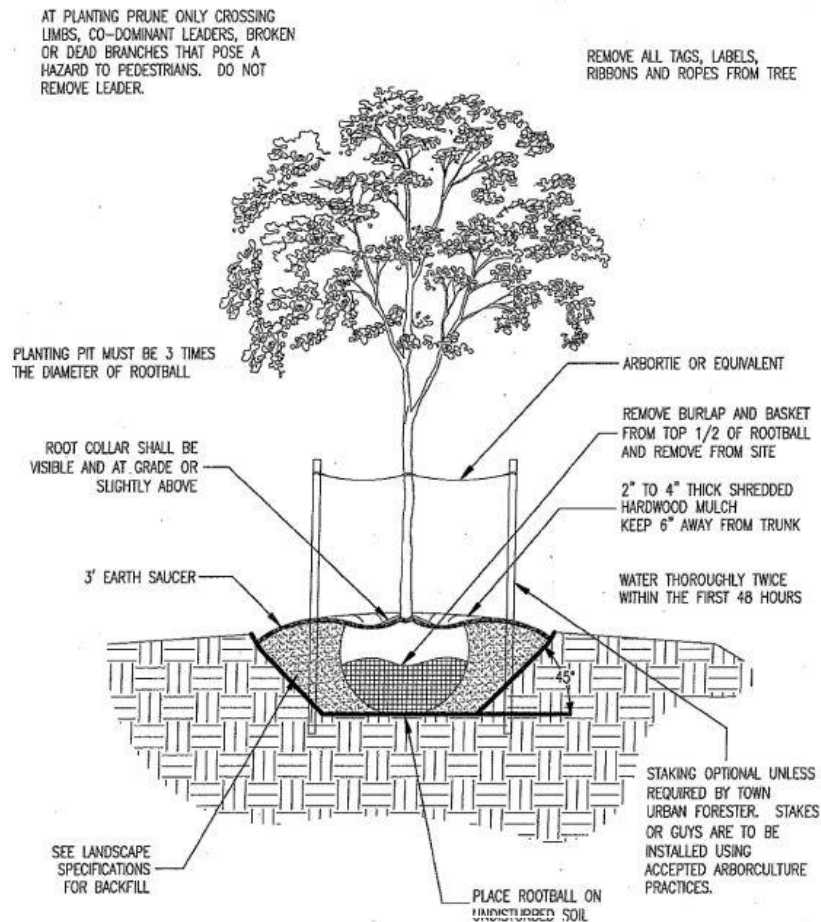


Figure 1. Proper plant installation procedure.

Not To Scale

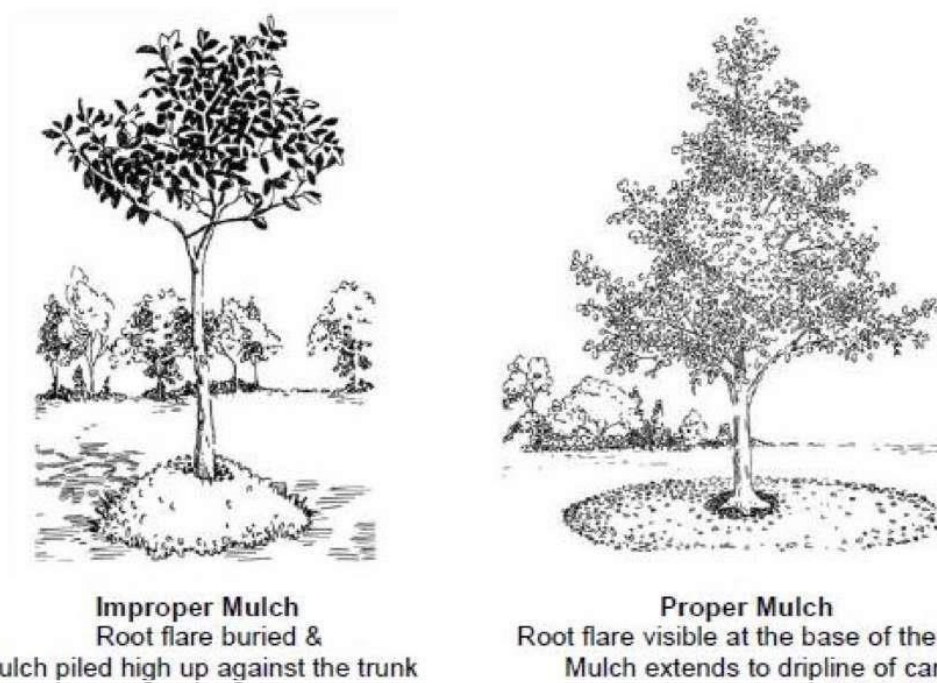


Figure 2. Graphic demonstrating correct and incorrect mulching techniques. Copyright © 2016 Treefolks.org

**PLEASE REFER TO THE APPROVED SITE PLAN FOR ADDITIONAL LANDSCAPE REQUIREMENTS.**

**Tree and Shrub Substitution Request Form**  
 DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING  
 ATTN: URBAN FORESTER  
 10455 ARMSTRONG STREET, ROOM 207  
 Fairfax, Virginia 22030-3630  
 703-385-7930

Landscape substitution requests may be submitted by the Owner/Developer to the City of Fairfax's Urban Forester when a species is unavailable or unsuitable for planting on a site. Use this form and the approved landscape plan to verify species, size, quantity, and to ensure substantial compliance with any approved plan governing the site. If more than **four** tree species, quantities, and/or sizes are requested then this request must be supported with a mark-up of the approved landscape plan, showing the subject trees. This form is to be submitted and approved prior to plant installation.

**This area is to be filled out by City of Fairfax CD&P.**

Project Name:	Urban Forester:
Plan Number:	Date:

**SUBSTITUTIONS:**

Attach approved landscape schedule with canopy coverage calculation. Provide an updated calculation if applicable to substitution requests.

Quantity	Approved Tree Species	Substitution Species	Proposed Caliper	Canopy Credit

**Submitter Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Landscape inspection is required prior to release of the development bond(s).