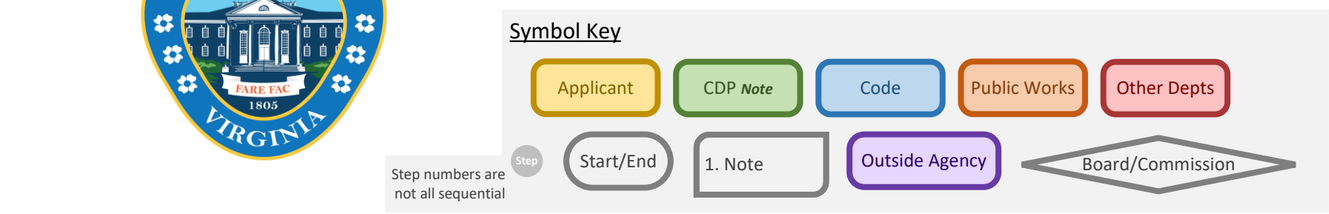
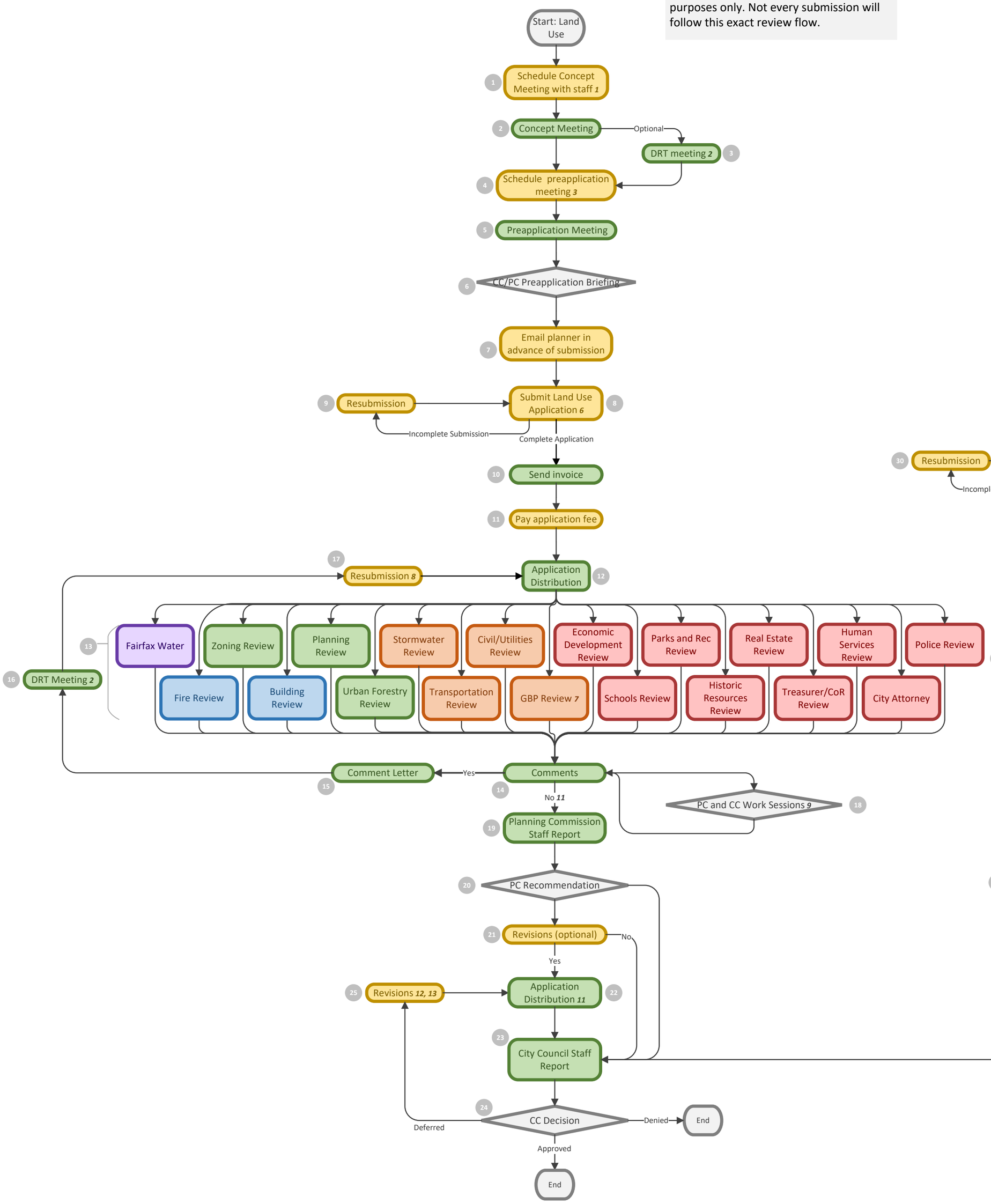
Land Use Case Flowchart (Special Exceptions, Special Use Permit, Planned Development, Rezoning)
Updated 7/8/26



NOTE: This flowchart is for illustrative purposes only. Not every submission will follow this exact review flow.



1. Optional: If you would liike to meet with planning staff to discuss a concept for development and to learn more about the process, you can schedule a virtual meeting with staff by contacting **Jason.Sutphin@fairfaxva.gov**.

2. Optional: Schedule meeting with various City staff at a Develoment Review Team biweekly meeting by contacting **Jason.Sutphin@fairfaxva.gov** and requesting a spot on an upcoming agenda and sending application materials in advance.

3. Required: Schedule a formal preapplication meeting with planning staff by contacting **Jason.Sutphin@fairfaxva.gov** to discuss specific submission requirements. A staff planner will be assigned to the case.

4. BAR review is required for improvements visible from the public realm (roads, parks, plazas, etc.). See **BAR application package**.

5. See instructions for **submitting a BAR application**.

6. Staff is available following the preapplication briefing(s) to answer any questions about submission items. See **land use application package**.

7. Coming soon: **Green Building Policy** compliance is generally required for new development with 5000 SF gross floor area or major renovations as defined in the policy.

8. A financial impact analysis is expected to be submitted with the second land use submission. For questions you can email **Eric.Forman@fairfaxva.gov**.

9. At least one work session each with the Planning Commission and City Council is required. This is typically done after the second or later submission.

10. At least one work session with the Board of Architectural Review is required. This is typically done after the second or later submission.

11. All comments related to Code compliance must be addressed prior to hearing.

12. Revisions will only be routed to applicable staff.

13. Deferrals will not always result in the need to revise the submission.