



SINGLE LOT HOUSE GRADING PLAN (EROSION & SEDIMENT CONTROL) **PACKAGE**

TO THE APPLICANT:

An Erosion and Sediment Control (E&S) Plan is required for land disturbing activities exceeding 2,500 square feet in the City of Fairfax. Land disturbing activity means any land change which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the Commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land. A stand-alone E&S plan is most typically needed when building a new house on a single lot and for some house additions. The E&S plan review process described below, therefore, is based on this situation.

House grading plans should be prepared by a licensed professional and demonstrate compliance with the City's environmental and zoning regulations. As of July 1, 2014 in response to State Code changes, applicants are required to provide stormwater quality improvements per the Virginia Runoff Reduction Method (VRRM). The City does not accept off-site nutrient credits.

The E&S plan review process is initiated after the applicant and/or his engineer has attended a pre-submission meeting with City staff and by the applicant's submission of the application package, plans and review fee. Ten (10) copies of the plan and a "pdf" version are required for City review. The submitted E&S plan is reviewed by City staff for Code compliance. Staff will provide a written comment letter for corrections by the applicant and/or engineer within 60 days.

For resubmission of the plan, a comment response letter must be stapled to each copy of the corrected plan and ten (10) copies of the plan and a "pdf" version provided to the City for second review. If the plan meets Code compliance, the E&S Plan will be approved by signature of the Zoning Administrator. This second and any subsequent review cycles can take up to 45 additional days. There are currently no resubmission fees for subsequent reviews.

The grading permit application, tree removal permit application, Best Management Practices (BMP) agreement, erosion and siltation agreement, and all other improvement bonds, agreements, and fees must be submitted by the time of the final plan. In lieu of submitting both a performance bond and a conservation deposit, the City allows the applicant to include performance items (typically BMP improvements and tree planting) along with the erosion control items on the Conservation Estimate portion of the surety estimate form along with a completed City of Fairfax Siltation Agreement. The E&S plan will be approved by the Zoning Administrator and released to the applicant along with a Grading Permit when the plan is technically correct, all bonding and fee requirements are met and the BMP agreement and associated location sketch recorded in the County Land Records. Building permits can be released once bonding is complete.

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)

Upon completion of construction, a final house location survey should be made and a Residential Use & Occupancy Permit applied for. Once these are received, final site inspections will be made. When the final inspections are complete and all comments have been satisfactorily addressed, the Residential Use & Occupancy Permit will be issued and the Conservation Deposit released.

The attached explanatory materials regarding the E&S Plan review process will assist in preparation of your plan. If you have questions pertaining to the process, please contact the Community Development & Planning Office - Zoning Division, 703-385-7820.

CONTENTS

Applicant's Guide for E&S Review Process
E&S Application
Agent Authorization Form
E&S Plan Checklist
Standard Notes
Water Quality Impact Assessment & Waiver Application
VSMP Fee Sheet & Checklist
see <http://fairfaxva.gov/government/public-works/stormwater-and-floodplain-management/virginia-stormwater-management-program-vsmp->
Tree Removal Permit Application
Grading Permit Application
Responsible Land Disturber Certification
Digital Data Submission Requirements for GIS
Surety Value Estimate See <http://fairfaxva.gov/home/showdocument?id=4353>

IMPORTANT PHONE NUMBERS

Facilities Inspector	703-385-7828
Code Administration	703-385-7830
Health Department	703-246-2541
Planning Director	703-385-7930
Public Works Director	703-385-7810
Street Superintendent	703-385-7893
Zoning Administrator	703-385-7820
Board of Architectural Review	703-385-7930

PLEASE NOTE: Failure to obtain City approval for changes to an approved E&S Plan or to install improvements and facilities according to the City approved plan **could result in civil penalty fines and other legal remedies** available to the City.

**APPLICANT'S GUIDE
FOR
EROSION AND SEDIMENT CONTROL REVIEW PROCESS AND CONSTRUCTION**

Submit all applications and bonding documents to:
City of Fairfax
City Hall Annex, Room 207
Department of Community Development and Planning
Zoning Division
10455 Armstrong Street
Fairfax, VA 22030

STAGE I PRE-SUBMISSION CONTACT

* All applicants must contact the Deputy Zoning Administrator-Plans at 703-385-7820 prior to submission of the E&S application and plans to discuss the proposed scope and filing requirements. **Projects are not accepted for review without the pre-submission contact.**

STAGE II APPLICATION SUBMISSION

* Applications for E&S review that contain the following items are acceptable for Intake Processing:

- A. E&S Application
- B. If applicant is not the property owner, an Agent Letter
- C. E&S Checklist (10 copies)
- D. Water Quality Impact Assessment & Waiver Application
- E. Tree Removal Application
- F. VSMP Application
- G. Plans (every submission 10 paper copies **and** “pdf” electronic format)
- H. GIS “dxf” electronic format at final submission

* 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 E&S plan submission. The specific application requirements, forms and fees for these approvals are available from the City’s website www.fairfaxva.gov or Zoning Division staff.

STAGE III EROSION AND SEDIMENT REVIEW

* E&S plans are circulated to the plan review staff in the following City departments: Community Development and Planning, Public Works, Code Administration, Real Estate and any other department that may need to provide staff review comments.

* Review comments are compiled by the Project Planner and sent to the applicant’s representative for consideration. The applicant’s response (in letter format to the Project Planner) to staff’s comments must accompany all plan revisions.

* Board of Architectural review and approval is needed for single-family residences in any historic overlay district and the Old Town Fairfax Transition Overlay District.

- * Building construction plans may be **submitted** to the Office of Code Administration for review and consultation with the Plan Review prior to plan approval. **Applications for building permits will not receive Zoning compliance review and endorsement until the final E&S plan approval is obtained and bonding completed.**
- * E&S plans (*residential w/o site plan*) will receive an approval signature by the Zoning Administrator after the required *siltation agreement and conservation deposit* has been accepted, reviewed and approved. All other required permits, approvals and/or agreements (i.e. grading permit, tree removal permit, floodplain permit and best management practice agreement) and any associated fees will be accepted for processing after submission of the final response to staff comments and upon satisfying the Bond Submission package requirements.
- * Documents (i.e. bond and site agreements, grading permit, tree removal permit, best management practice agreement, siltation agreements and conservation bond and all associated fees) will be circulated for review and approval by appropriate authorities when all requirements are met.
- * The applicant will need to record the approved best management practice agreement (to include a plat showing the location of the best management practices facilities) in the County Land Records prior to release of the approved E&S plan.
- * The approved E&S plan will be released to the applicant once the plan has been submitted in a “dxf” format for the City’s GIS update. (Additional information regarding “dxf” format is available from the City’s GIS Analyst, 703-246-6331 and is the last page of this document.)
- * Building permits may be **issued** by the Office of Code Administration and street opening permits may be issued by the Department of Public Works **after the final E&S plan is approved and bonding complete.**

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. To schedule a preconstruction meeting, contact the Facilities Inspectors at 703.385.7828. **Failure to schedule a pre-construction meeting prior to site activity will result in a Stop Work Order by the Facilities Inspector and/or Building Code Inspector.**
- * 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 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 Saturday **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 of the first floor. ,

STAGE V BOND RELEASE

- * Upon completion of construction, a final house location survey should be made and submitted along with an application for Residential Use & Occupancy Permit - New House <http://www.fairfaxva.gov/home/showdocument?id=7905>.
- * Once the complete package for the application for Residential Use & Occupancy Permit - New House has been received, final site inspections will be made. When the final inspections are complete and all comments have been satisfactorily addressed, the Residential Use & Occupancy Permit will be issued.
- * 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 E&S PLANS

- * Substantial changes to an approved E&S plan may require filing of a new E&S Plan.
- * **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.**

PAGE IS INTENTIONALLY LEFT BLANK



Application #: _____

EROSION & SEDIMENT CONTROL APPLICATION

- NON REFUNDABLE FEE -

1. JOB LOCATION INFORMATION:

Job Location Address _____

Project Name _____

Tax Map # _____

2. APPLICANT INFORMATION:

Name _____

Address _____

Phone _____ Email _____

Signature (**REQUIRED**) _____ Date _____

3. PROPERTY OWNER INFORMATION: (Same as Applicant)

Name _____

Address _____

Phone _____ Email _____

Signature (**REQUIRED**) _____ Date _____

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

Name _____

Address _____

Phone _____ Email _____

Signature (**REQUIRED**) _____ Date _____

-Continued on Next Page-

FEES:

Erosion & Sediment Plan Review (#313310)

Base fee of \$575.00 up to ½ acre of disturbed land, Acre: _____ Fee: \$ _____

Each inspection is \$150.00

Base fee of \$575.00 plus \$105.00 per acre or fraction thereof, Acres: _____ Fee: \$ _____

Each inspection is \$150.00

Reinspection following violation @ \$250.00; \$350. if a stop work order has been issued (per inspection)

After-Hours Inspection fee @\$260.00/hour + \$65/ each additional hour

Overtime Related to Inspections @ 150.00/hour

Rescheduling fee for site inspection \$50.00

RPA delineation/determination \$290.00

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)

AFFIX NOTARY SEAL/STAMP

Notary Registration No: _____

My Commission Expires: _____

ALL TITLE OWNERS MUST SIGN IN PRESENCE OF NOTARY. IF THERE IS MORE THAN ON OWNER, FILL OUT
MULTIPLE APPLICATIONS

PAGE IS INTENTIONALLY LEFT BLANK

CITY OF FAIRFAX

Site Plan Checklist and Certification Statement

The following affidavit and checklist must be printed on the cover page and signed by a certified engineer, architect or land surveyor.

Certification for Completeness and Accuracy

I _____ do 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.

(signature) _____ (date) _____

(SEAL)

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:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's name, address and phone number	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map at a scale not less than 1"=2000', indicating scaled coordinates and landmark information such as names of roads and water bodies.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tax Map Number, Property Address, Project Name and Sheet Index	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seal and Signature of a professional engineer or other certified professional	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of owner, developer and contract purchaser (if any).	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed floor area ratio and maximum permitted.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area of parcel in square feet and acres	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed book and page numbers	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disturbed area in square feet or acres	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number and type of dwelling units and allowed density (if applicable)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number of parking and loading spaces required and proposed	_____

Department of Community Development and Planning
City of Fairfax, Virginia

Revised: October 1, 2016

- Land use actions granted or requested for. _____
- North arrow on all plan drawings and maps _____
- Scale of each drawing, map or plan _____

{*Denotes items that are required in digital format “dxf” for purpose of updating the City’s GIS data.}

COVER PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date and preparation and revisions.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed gross floor area and the area of the above grade horizontal surface of any parking structure.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscaped open space required and proposed, zoning classification, use group classification and type of construction(Uniform Statewide Building Code).	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization Statement (printed on plan cover sheet with signature)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City Signature Block	_____

NOTES AND DOCUMENTATION PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation of approvals granted by City Council, Planning Commission, Board of Zoning Appeals, Board of Architectural Review or any other agency.	_____

EXISTING CONDITIONS PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boundary of the entire property or properties.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of easements required for the development.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified topographic map of the property at a two-foot contour interval, showing existing contours and delineating the 100-year floodplain elevation.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USGS datum used for all deviations with location and elevation benchmarks. (Should be NAD 83 for horizontal and NGVD29 for vertical).	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and sizes of existing:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire lanes, "no parking", reserved parking and ADA parking.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structures and their distance to property lines and center lines of adjacent streets.	_____

EXISTING CONDITIONS PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveways and curb cuts on the site and adjacent properties (indicate sight distances for driveways entering public streets).	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking and loading spaces, related driveways, walkways, drive-aisles and pavement types.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recreation areas.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fences, retaining walls and other similar structures with height.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guardrails, posts and other edge delineators.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. _____
- Landscaping including a tree inventory with each tree's caliper size labeled. _____

SITE PLAN PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* Boundary of the entire property or properties.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineation of buildable area on each lot (show RPA boundaries, minimum required yard setbacks, floodplain limits and easements).	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of easements required for the development.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified topographic map of the property at a two-foot contour interval, showing existing and proposed contours and delineating the 100-year floodplain elevation.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. _____

{*Denotes items that are required in digital format “dxf” for purpose of updating the City’s GIS data.}

SITE PLAN PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* 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 management proposal, showing existing and proposed vegetation with each tree's caliper size labeled.

{*Denotes items that are required in digital format “dxf” for purpose of updating the City’s GIS data.}

STORM WATER MANAGEMENT PLAN PAGE(S):

Yes	No	N/A	Description	Remarks
Narrative:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of current site conditions and final site conditions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information on type and location of stormwater discharges	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information on the features to which stormwater is being discharged, including water bodies classified as impaired on the Virginia DEQ 303(d) list	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information on any additional control measures to be implemented to address a local TMDL	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing drainage facilities and creeks and channels, including all streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current land use including existing structures, roads, and locations of known utilities and easements	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The limits of clearing and grading, and the proposed drainage patterns on the site	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed buildings, roads, parking areas, utilities, and stormwater management facilities	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Pre-development and post-development contributing drainage areas	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-development and post-development runoff rates, volumes, and velocities, and methodologies used	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pollution load and reduction requirements and calculations	_____

Hydraulic Analysis:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sizing calculations for stormwater control measures	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed structural elevations (pipe inverts, manholes, etc.)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stage-storage or outlet rating curves and inflow and outflow hydrographs for storage facilities	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design water surface elevations	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Analysis of potential downstream impacts/effects of the project	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and elevation of the lowest floor in all proposed and existing buildings adjacent to the floodplain	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dam safety and breach analysis	_____

Best Management Practices (BMPs):

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type of facilities proposed (use BMP Clearinghouse names)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, including geographic coordinates (Lat/Long)	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total acres treated	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acres impervious treated	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acres pervious treated	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation and calculations verifying compliance with water quality and quantity requirements	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Culverts checked for the effects of 100-yr storm. No flooding of building structures shall result from 100-yr design flow	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy dissipater calculations	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Capacity of receiving channel downstream of channel or pipe system	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gutter spread limited to 10ft from the face of the curb	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic grade lines show 1ft below inlets	<hr/>

Open Channel Systems:

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

CHESAPEAKE BAY REGULATIONS PLAN PAGE:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: http://www.fairfaxva.gov/cdp/docs/RPASiteSpecificStudyApplication.pdf	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USACE jurisdictional determination or verification letter for RPA boundaries	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: http://www.fairfaxva.gov/cdp/docs/WQIAApplication.pdf	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tree management plan per code section 110-6.13.2.A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BMP maintenance plan, including inspection schedule	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BMP maintenance agreement (available at Planning counter)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of any required wetland permits.	

Performance Standards of Chesapeake Bay Regulations:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximize rainwater infiltration.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reduce the land application of nutrients and toxics.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimize erosion and sedimentation potential.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limit land disturbance and preserve indigenous vegetation to the maximum extent practicable, consistent with the use or development proposed	

EROSION AND SEDIMENT CONTROL PLAN PAGE:

Yes	No	N/A	Description	Remarks
An erosion and sediment control plan including:				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limits of clearing and grading.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing drainage patterns.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical erosion areas.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations of erosion and sediment controls and stormwater management practices to be used.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any off-site land-disturbing activities.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail drawings of structures to be used.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A schedule of regular inspections and maintenance.	_____

Erosion and sediment control narrative including descriptions of:

Yes	No	N/A	Description	Remarks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography, vegetation and drainage	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all off-site drainage areas that flow to or from the site.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neighboring areas such as streams, lakes, residential areas, roads, and the like that might be affected by the land disturbance.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any off-site land-disturbing activities.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils, including names, mapping unit, erodibility, permeability, depth, texture and soil structure.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas on the site that have potentially serious erosion problems.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Methods which will be used to control erosion and sedimentation.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specifics regarding permanent stabilization of the site.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increases in stormwater runoff and strategies to control runoff.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. _____

LANDSCAPING PLAN PAGE:

Yes	No	N/A	Description	Remarks
			The following data in tabular form:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tabulation of tree canopy on the site at 10-year maturity and minimum required.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required number of landscaped parking islands.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buffer requirements- include fence detail and dumpster screening.	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planting plan with City details from PFM.	_____

FIRE LANE PLAN PAGE:

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

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)

PAGE IS INTENTIONALLY LEFT BLANK



Application #: _____

TREE REMOVAL PERMIT APPLICATION

- Individual Single Family Dwelling Lot: \$ 20.00 / Other: \$ 75.00
- NON REFUNDABLE FEE -

1. JOB LOCATION INFORMATION:

Job Location Address: _____

2. APPLICANT INFORMATION:

Name: _____

Address: _____

Phone: _____ Email: _____

I hereby certify that I have authority of the owner to make this application, that the information is complete, and that if a permit is issued, the construction and/or use will conform to the zoning ordinance, the building code, applicable laws and regulations including private building restrictions, if any, which relate to the property. I further certify that if I am acting as an agent for the owner of the property, I have his/her authority to apply for this application.

Applicant Signature: **(REQUIRED)** _____ Date: _____

3. PROPERTY OWNER INFORMATION: (Same as Applicant)

Name: _____

Address: _____

Phone: _____ Email: _____

4. TREE REMOVAL INFORMATION:

Person or Firm Removing Tree: _____

Number of Trees to be removed: _____

Reason for Removal: _____

Plan # (if applicable): _____

OFFICE USE ONLY

Receipt # _____ \$20.00 \$75.00

FP YES NO RPA YES NO Tax Map # _____

Zone (Check One): RL RM RH RT-6 RT RMF CL CO CR CU CG
 IL IH PDM PD-R PD-M PD-C PD-I

HOA Approval: YES NO

Special Approval: (CIRCLE ONE) **BAR Review**

Case # _____ Date of approval _____ Reviewed by _____ Date _____

ZONING OFFICE APPROVAL SIGNATURE

This Application is Approved By _____ Date _____
Zoning Official

Conditions/Remarks:



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)

PAGE IS INTENTIONALLY LEFT BLANK

RESPONSIBLE LAND DISTURBER CERTIFICATION

Effective July 1, 2001

Amendments to the Virginia Erosion and Sediment Control Law, §§ 10.1-563 and §§ 10.1-566 of the Code of Virginia

Revisions to the Virginia Erosion and Sediment Control Law require, as a prerequisite to the approval of an erosion and sediment control plan, that the person responsible for carrying out the plan (owner/developer/permittee) shall provide to the plan approving authority the name of an individual holding a certificate of competence (Virginia Professional Engineer, Virginia Land Surveyor, Virginia Landscape Architect, Virginia Architect, Combined Erosion and Sediment Control Administrator, Erosion and Sediment Control Administrator, Erosion and Sediment Control Plan Reviewer, Erosion and Sediment Control Inspector, Erosion and Sediment Control Contractor, Responsible Land Disturber) issued by the Department of Conservation and Recreation (DCR) who will be responsible for carrying out the land disturbing activity. Please note that a contractor’s business license issued by the State or City does not satisfy the requirement for certification from DCR; a special exam on the principles and practices of erosion and sediment control is required to obtain this certification (www.dcr.state.va.us/sw/es_rld.htm). This information must be kept current for the life of the plan. Plans approved prior to July 1, 2001 are not subject to this requirement. The requirement is applicable to the following plan types:

Use this form to provide the responsible land disturber to the City of Fairfax prior to permit approval and whenever the individual responsible for carrying out the land disturbing activity changes during the life of the approved plan.

OWNER /DEVELOPER/PERMITTEE INFORMATION

PROJECT NAME _____ E&S PLAN # _____

PROJECT ADDRESS _____

TAX MAP AND PARCEL # _____

OWNER/ DEVELOPER/PERMITTEE _____

RESPONSIBLE LAND DISTURBER INFORMATION

NAME _____

ADDRESS _____

PHONE # _____ CERTIFICATE/LICENSE # _____

SIGNATURE /DATE _____

PAGE IS INTENTIONALLY LEFT BLANK



Application #: _____

WATER QUALITY IMPACT ASSESSMENT (WOIA) APPLICATION

Single Family Residential \$ 115.00 / Other: \$ 350.00

- NON REFUNDABLE FEE -

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. LAND SURVEYOR: (Same as Applicant)

Name _____

Address _____

Phone _____ Email _____

5. WETLANDS EXPERT: (Same as Applicant)

Name _____

Address _____

Phone _____ Email _____

-Continued on Next Page-

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)

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. 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 (**Skip 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.

(Skip 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 of existing vegetation on site, including the number and type of trees and other vegetation to be removed to accommodate the encroachment or modification; and
- 5) A revegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal, erosion and runoff control.
- 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) Hydrological element that describes:
 - a. Existing topography;
 - b. Estimates of soil characteristics and potential for erosion;
 - c. Hydrology of the area;
 - d. Impacts on wetlands and streams;
 - e. Proposed mitigation measures; and
 - f. A listing of requisite permits with permit or application status.

- 3) Landscape element that fully describes:
 - a. Existing trees required to be identified as part of a Tree Management Plan in accordance with subsection §110-4.5.9.D.1;
 - b. Limits of clearing and grading;
 - c. Trees and indigenous vegetation that are to be preserved within the disturbed area;
 - d. Measures to be taken to protect vegetation, proposed plantings and other vegetative measures used to enhance water quality; and
 - e. A proposed construction schedule that includes all activities related to clearing, grading and proposed plantings.
- 4) Such other measures as deemed necessary by the Zoning Administrator to ensure the impact to water quality can be accurately predicted; and
- 5) Certification of all required information as complete and accurate by a Class IIIB certified land surveyor and professional wetlands delineator.

V. 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.	

PAGE IS INTENTIONALLY LEFT BLANK

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

This information is also available on the City's website www.fairfaxva.gov/it/gis.asp

Department of Community Development and Planning
City of Fairfax, Virginia