



Land Development Services

Technical Bulletin

Subject: Proffer Compliance Narrative Standards

Date: June 26, 2017

No.: 17-02 Revised

Summary: This bulletin describes how to submit proffer and development condition compliance narrative matrices with plans associated with approved zoning applications.

Effective Date: June 27, 2017.

Background: Technical Bulletin #06-15 addressed proffer compliance narratives submitted with applicable plans that lack detail, specificity and consistency, using phrases like “acknowledged” or “understood” in their responses. Narratives not addressing the who, what, when, where and how of proffer compliance led to delays at plan approval, permit issuance and/or bond release. This bulletin updates and supersedes Technical Bulletins #06-15 and #02-20 by providing a digital submission format and requiring a consistent, tabular format.

Policy (Requirement or Guidelines): This Technical Bulletin applies to initial plan submissions after June 27, 2017. You do not need to resubmit a compliance narrative matrix with subsequent submissions or revisions. You will be required to update the matrix with each bond action and prior to final bond release. This Technical Bulletin does not apply to plan submissions before June 27, 2017, or resubmission or revisions to plans submitted prior to June 27, 2017.

Prior to, or concurrent with, the first submission of a site plan, applicants will complete a [Proffer/Development Condition Contact Information Sheet](#) to provide basic contact and project information. After completing the contact information sheet, applicants then email a completed [Proffer/Development Condition Matrix](#) to the Facilitation and Addressing Center at LDSFAC@fairfaxcounty.gov, and additional pertinent information such as archeological survey, noise study, etc. However, submission of the clerk’s letter is not required. Applicants will need to recreate the matrix title, headers and columns, as provided in the attachment, and fill-out relevant information similar to the example rows shown. Please note which columns are required to be completed by applicants versus staff. Applicants may also request a template matrix, in spreadsheet format, by emailing LDSFAC@fairfaxcounty.gov.

No fees are associated with the submission of the contact information sheet or matrix.

Ongoing updates: Submitted matrices will become living documents: staff and customers will update them as plans are reviewed, approved, constructed, occupied, and seen through bond release. Updated matrices will be available to monitor proffer compliance in real time for applicants via a weblink that will be emailed to applicants. PDF versions of matrices will be provided to the public upon request. Staff will provide necessary training.

[Industry Proffer Matrix Frequently Asked Questions \(FAQs\)](#) are available online.

If you have any questions, please contact the Facilitation and Addressing Center in the Customer and Technical Support Center, at **703-222-0801, TTY 711.**

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