



Land Development Services

Technical Bulletin

Subject: Submission and Processing Requirements for Site Plans, Subdivision Plans and Public Improvement Plans

Date: 11/09/23

No.: 23-06

Summary: This technical bulletin supersedes Technical Bulletins 02-16 and 23-03, issued on September 6, 2002, and June 6, 2023, to clarify Fairfax County policy on the submission requirements for Site Plans, Subdivision Plans and Public Improvement Plans.

Effective Date: January 9, 2024

Background: Plan submission requirements have changed since the issuance of Technical Bulletin 02-16. This technical bulletin provides updated information to assist in the submission process for “major” plans. Major plans are Site (SP) Plans, Subdivision (SD) Plans and Public Improvement (PI) Plans. Following the guidelines below creates the best opportunity for success in the plan review process. This bulletin differs from TB 23-03 where it now provides clarity on requirements for off-site permission requirements and a new definitions attachment.

Policy: Before initial submission of a major plan to Fairfax County, applicants must obtain any Department of Planning and Development (DPD), Board of Supervisors, Planning Commission, or Board of Zoning Appeals approvals required for the proposed use. These include any rezoning, special exception, special permit, or variances, and related amendments. The plan must incorporate a copy of the “Clerk’s Letter” the applicant receives following such approvals and list any related conditions. Full copies of Conceptual Development Plans and Final Development Plans (CDP/FDP) or similar plans are not required to be incorporated into the major plan submission. However, all approved interpretations to such approvals must be incorporated into plan sets when applicable. The above items must be addressed before the first submission unless the Board of Supervisors has granted concurrent processing of the plan associated with rezoning, special exception, or special permit. In cases where concurrent processing is given automatically (within Commercial Revitalization Districts (CRDs), Tysons, or Reston urban centers), and the applicant requests processing as a Designated Plans Examiner (DPE) certified plan, the above submittal requirements must be included in the second submission. In cases where DPD interpretations are required, those approvals, including all exhibits and interpretation letters, must be incorporated into plan submissions to LDS.

Please see attached definitions for the terms *technical approval*, *pre-approval condition* and *plan issuance* used for the purpose of this technical bulletin.

Before the second submission of any major plan (DPE or non-DPE), the following must be approved if applicable to attain *technical approval*:

- Floodplain Studies (FP)
- Resource Protection Area Designation Plans (RPA)
- Drainage Studies (DS)
- Water Quality Impact Assessments (WQIA), unless qualified to be submitted with the plan per County Code §118-4-4.
- Soils Reports (SR)
- Environmental Site Assessments (ESA)
- Noise Study

- Bathymetric Survey (BATH)
- All Waivers (waivers in PLUS include all waivers, modifications, and exceptions)
- Proof of permission for any off-site work on private property, like letters of permission or construction easements. However, site reviewers will create *pre-approval conditions* for letters of permission or off-site easements in lieu of providing these with second submission, at the applicant's request.

Prior to *plan issuance*, the following *pre-approval conditions* must be met if applicable:

- Adjoining Property Owner Notices, required by the Zoning Ordinance or Subdivision Ordinance. *Plan issuance* may not occur until 30 days after notices have been sent. (101-2-1(B), 112.1-8100.7.G)
- Onsite/Offsite Easement recorded for Site Plans (Multi-family/Commercial)
- Offsite Easement recorded for Site Plans (Single Family Attached)
- Offsite Easement recorded for Subdivision Plans
- Development Agreement (Multi-family/Commercial)
- Stormwater Management Agreement (not applicable to subdivisions with PFM modifications allowing stormwater management on individual lots)
- Proof of purchase of any offsite water quality compliance (nutrient credits)
- Pro-rata Share Agreement
- Conservation Agreement
- Land Disturbance Permit Application
- Sanitary Sewer Agreement
- Proof of VDOT Land Use Permit
- Waste and Recycling Worksheet

If you have any questions, please contact Site Development and Inspections Division at LDSSDIDAdmin@fairfaxcounty.gov or 703-324-1720, TTY 711

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Attachment: Definitions

Technical approval is the approval granted by all review staff, which leads to the plan being in Pending Approval Conditions status, and at which time applicants satisfy any outstanding pre-approval conditions. A review cycle will end in comments being issued or *technical approval*. *Technical approval* may be granted despite outstanding *pre-approval conditions*.

Pre-approval conditions are conditions that must be satisfied before *plan issuance*. Satisfying these conditions is not necessary before *technical approval*.

Plan issuance is synonymous with land disturbance permit issuance and only occurs after all pre-approval conditions are satisfied and plan receives final approval. Plans receive final approval only after any applicable bonds are posted and all pre-approval conditions are satisfied.