

# APPLICATION FOR SEASONAL LANDSCAPE DEFERRAL

## PART 1: INSTRUCTION SHEET

Note: Please be sure to read ALL instructions carefully.

Copies of this form are available from the project Site Inspector (703-324-1950), the Urban Forest Management Branch (703-324-1770) and Plan and Document Control (703-324-1730).

1. This application consists of three parts:

- Part 1 - The Instruction Sheet
- Part 2 - The Application Form
- Part 3 - The Performance Agreement\*

***\*The Seasonal Landscape Deferral Performance Agreement (Part 3) should be detached from the application and retained by the applicant for future use in the process.***

2. Applicant fills out Part A of the Application Form and submits it to Bond Intake Desk in Plan & Document Control (12055 Government Center Parkway, Suite 555) with the following information attached:
- a. One copy of a list of the plant material and barrier(s) that is required and not installed. The plant material list shall include size, species and number of plants. Barrier requirements shall include barrier type and linear feet of barrier not installed.
  - b. One complete set of approved plans including all revisions. The plan set will be returned to the applicant after the completion of Part B.

**NOTE: If the application does not contain all of the required information it cannot be accepted for review.**

3. The application is reviewed by the Urban Forest Management Branch within *three working days* of submission. When complete, the Urban Forest Management Branch notifies the Applicant's contact by telephone of the deposit amount, completion date and that the application is ready to be picked up.
4. The applicant types all the required information above the dotted line on the Seasonal Landscape Deferral Performance Agreement (Part 3).
5. The applicant retrieves the completed application form (Part 2) from the Urban Forest Management Branch, attaches the completed Performance Agreement (Part 3) and submits the package to Plan & Document Control - Bond Intake Desk (12055 Government Center Parkway, 5<sup>th</sup> floor) along with the deposit amount (if required). Please make checks payable to "Fairfax County."

# APPLICATION FOR SEASONAL LANDSCAPE DEFERRAL

## PART 2: APPLICATION FORM

Note: Please be sure to read ALL instructions carefully. Application must contain all required information.

### PART A – TO BE FILLED OUT BY APPLICANT

Project Name: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_ Lot(s)/Bldg. or Area to be incl.: \_\_\_\_\_  
Name of Applicant's Contact: \_\_\_\_\_ Contact's Telephone #: \_\_\_\_\_  
Name of LDS Site Inspector: \_\_\_\_\_ Inspector's Telephone #: \_\_\_\_\_

I, \_\_\_\_\_, do hereby request that the Director of the Department of Public Works and Environmental Services grant a deferral of the requirements of Section 112-18-704, Item 3 of the Zoning Ordinance to defer installation of the required landscaping, screening and barriers. The attached agreement and deposit are executed to assure that all required landscaping and screening will be completed no later than the date specified by the County on the Seasonal Landscape Deferral Performance Agreement.

**Required Attachments:** (Please check that all required attachments have been provided)

\_\_\_\_\_ plant/barrier list \_\_\_\_\_ copy of approved plans

**Use of Existing Conservation Deposit:** Please indicate if it is your intent to request that all or part of the existing conservation deposit be utilized to meet the requirement for deferral deposit.

I request that \_\_\_\_\_ all OR \_\_\_\_\_ part of the existing conservation deposit of \$ \_\_\_\_\_ be utilized to meet the deferral deposit requirement. (Applicants can only request use of conservation deposit funds posted by the Applicant.)

### PART B – TO BE FILLED OUT BY THE URBAN FOREST MANAGEMENT BRANCH

Deposit Amount: \$ \_\_\_\_\_ (this amount is used on the Performance Agreement)

Calculated by: \_\_\_\_\_ Date: \_\_\_\_\_

Use of Conservation Deposit: \_\_\_\_\_ APPROVED OR \_\_\_\_\_ NOT APPROVED

Work to be completed by: \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) Signed: \_\_\_\_\_

Comments: \_\_\_\_\_

### PART C – TO BE FILLED OUT BY PLAN AND DOCUMENT CONTROL

Conservation Deposit to be used to meet \_\_\_\_\_ NONE or \_\_\_\_\_ ALL or \_\_\_\_\_ PART of the deferral deposit amount.

Conservation Deposit DE# \_\_\_\_\_ Deferral Deposit DE# \_\_\_\_\_

Amount of deposit required: \$ \_\_\_\_\_

Amount to be provided by existing conservation deposit: \$ \_\_\_\_\_

Amount posted with this application: \$ \_\_\_\_\_