

**Instructions for Completing the
Public Facilities Manual (PFM) Amendment Form
(PFM Amendment Form is Attached)**

The following instructions will assist in completing the form properly, which in turn will assist in the prompt processing of the proposed amendment.

- The information provided on the form shall be typed.
- The submittal shall indicate proper and complete current PFM references.
- If a document is referred to (other than PFM or *The Code of the County of Fairfax, Virginia*), a copy of that document shall be forwarded with the request.
- Amendments proposed by County staff shall be endorsed by the submitter's division director.

The numbered entries below refer to the items on the form and shall be completed as indicated.

1. Text (current language to remain, strike over language to be deleted, underline new language):

The current text shall be copied within the space provided or referred to on an attached sheet.

Any parts that would be deleted as a result of the proposed amendment shall be cross-hatched or with strikeouts.

The proposed text shall be presented precisely as it would appear in the updated PFM. All new entries, such as words, numbers and punctuation, shall be underlined as indicated in the example below.

Example:

10-0201 Plat Scale

The preliminary plat scale ~~shall be of not less than one inch equals~~ as follows:

~~100 feet when~~ When the lots are two acres or larger, the scale shall be a minimum of 1" = 100'. ~~or not less than one inch equals 50 feet when~~ When the lots are less smaller than two acres, ~~and are proposed to be sewer private septic systems.~~ the scale shall be a minimum of 1" = 50".

If the amendment involves an existing plate, then a copy of the "clean" drawing with all proposed additions and deletions shall be submitted along with a copy of the existing drawing in which the proposed change areas are indicated in red (encircle or crosshatch). If the amendment introduces an entirely new plate, then a finished original shall be submitted having a maximum size of 7 inches by 9 inches. AutoCAD drawing files would be appreciated, if available.

2. Rationale:

This section will provide an explanation of the need for the amendment. The proposed amendment shall be justified in a concise and accurate way.

3. Submitted by Name, Date, Address, Representing, Telephone Number:

The requested information shall be completed so the submitter may be contacted for further information. Also, the submitter will be invited to attend the Engineering Standards Review Committee (ESRC) meeting where the proposed amendments are presented.

4. Signature of Division Director:

This entry shall be completed only for proposals submitted by county staff.

5. Submit to:

The proposal can be mailed, faxed, emailed or hand-carried to the Site Code Research & Development Branch of DPWES's Land Development Services.

6. Name of Amendment, Date Presented, Serial Number:

The receiving office will complete this section upon receipt of the proposed amendment.

It should be noted that editorial changes to the proposed text may be necessary in order to make the amendments consistent with the format of the existing PFM. Substantive changes may be made by staff or may be recommended by the Engineering Standards Review Committee. The final language may be approved by the Board of Supervisors if the Board deems such action to be in the best interests of Fairfax County.



PROPOSED AMENDMENT TO THE PUBLIC FACILITIES MANUAL

Please consider the following amendment to the PFM:

1. Text (provide current language with strikeout of language to be deleted and new language underlined):

2. Rationale:

3. Submitted by: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Representing: _____

4. Signature of Division Director (for county staff submittals only): _____

Submitter's Printed Name: _____

Submitter's Signature: _____

5. Submit to: Site Code Research & Development Branch, DPWES
Beth Forbes, ESRC Technical Advisor/Administrator
12055 Government Center Parkway, Suite 334
Fairfax, VA 22035-5503
Phone: 703-324-1780, TTY 711 Fax: 703-324-5365
Email: DPWES_Code_Analysis@FairfaxCounty.gov

6. Date Presented to the ESRC: _____ Serial Number: _____