

**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 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 drawing, then a copy of the proposed "clean" drawing shall be submitted with all changes shown and parts no longer needed removed, 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 drawing, then a finished original shall be submitted having a maximum size of 7" x 9." AutoCAD disks would be appreciated if available.

2. Rationale:

This tells why the amendment is needed and what it does. The proposed amendment shall be supported in a concise and accurate way.

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

The requested information shall be completed so the author may be contacted for questions and for making presentations to the Engineering Standards Review Committee, if requested.

4. Signature of Division Director:

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

5. Submit to:

The proposal shall be mailed, faxed or hand-carried to the address indicated.

6. Name of Amendment, Date Received, 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

Section:

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

2. Rationale:

3. Submitted by: _____ Date: _____
Address: _____ Zip: _____
Representing: _____ Phone: _____

4. Signature of Division Director (County staff submittals):

Printed Name

Signature

5. Submit to: Code Analysis Division, DPWES
Bijan Sistani, ESRC Technical Advisor/Administrator
12055 Government Center Parkway, Suite 608
Fairfax, VA 22035-5503
Phone: 703-324-1780, Fax: 703-324-5365

6. Date Approved by ESRC: _____ Serial Number _____