



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods, and diverse communities of Fairfax County

DATE: July 31, 2008

TO: All Architects, Attorneys, Builders, Developers, Engineers, and
Permit Services Practicing in Fairfax County

SUBJECT: Standardized Waiver Template for Site and Subdivision Plans

In order to aid those who submit waiver requests of specific code provisions required for subdivision or site plan submission, a standardized waiver template has been created and is now available on the County's website for use at:

www.fairfaxcounty.gov/dpwes/forms/waiverrequestform.pdf. There is no additional charge beyond normal waiver submission fees for use of the template. Use of the template is optional but highly recommended to ensure that sufficient information and justification is addressed and included in the submittal to enable staff to more accurately and expeditiously review and take action on the request.

The standard waiver template is provided in an Adobe pdf format and offers the submitter a variety of completion and submission options. The format is designed to allow the user to enter the required information within the format on the user's computer. The form may then either be submitted electronically via email, or printed for submission to the county. If desired, the format can be printed and later completed by typing. Other than needed for detailed mathematical entries and justifications, hand written submissions are discouraged in order to ensure legibility. If the form is filled in and submitted electronically, submitters are advised to retain a copy of the completed pdf form for their records. A separate form is required for each waiver submission.

Once the waiver application has been submitted, applicants should visit Plan and Document Control on the 5th floor of the Herrity Building to obtain a payment receipt and then make payment of required processing fees for the waiver(s) to the Cashier's office on the 2nd floor of the Herrity Building. Staff is continuing to look into the feasibility of electronic payments and will notify industry if and when that option becomes available.

Please contact staff of the Plan and Document Control Branch at 703-324-1730 if you have questions or need assistance with submission of the electronic waiver template.

Sincerely,

James W. Patteson, PE
Director

Department of Public Works and Environmental Services
Land Development Services

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www.fairfaxcounty.gov/dpwes

