

Street Acceptance Guidelines



Fairfax County

Guidelines
Flowcharts and Examples

October 1, 2009

Fairfax County Street Acceptance Process

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Fairfax County Street Acceptance Process

Overall Procedure

1. Record Deeds and Plats at Fairfax County Courthouse
2. Area Sketch & Memo from Fairfax County GIS & Mapping (Page 12-14)
3. Submit Initial Street Acceptance Package (Page 3-4)
4. Complete Roadway Construction
5. Submit As-Built Utility Package (Page 5)
6. Submit Post Construction Package (Page 6-7)
7. Pre-VDOT Inspection
8. Joint VDOT/Fairfax County Inspection
9. Acceptance Letter & Maintenance Fee Schedule
10. Submit Final Street Acceptance Package (Page 8)
11. Fairfax County Board of Supervisors Resolution
12. VDOT Final Acceptance (Central Office)

Contact Information

Fairfax County GIS & Mapping: (703) 324-2000

Fairfax County Circuit Court: (703) 691-7320; www.fairfaxcounty.gov/courts/circuit/cpan.htm

Fairfax County Home Page: www.fairfaxcounty.gov

Fairfax County Department of Public Work & Environmental Services:

<http://www.fairfaxcounty.gov/dpwes/>

Land Development Services: (703) 324-1780

Environmental and Facilities Inspection Division: (703) 324-1950

Bonds & Agreements Branch

12055 Government Center Parkway, Suite 334

Fairfax, VA 22035

Color Legend

	Fairfax County
	Developer
	VDOT

Fairfax County Street Acceptance Process

Initial Street Acceptance Package

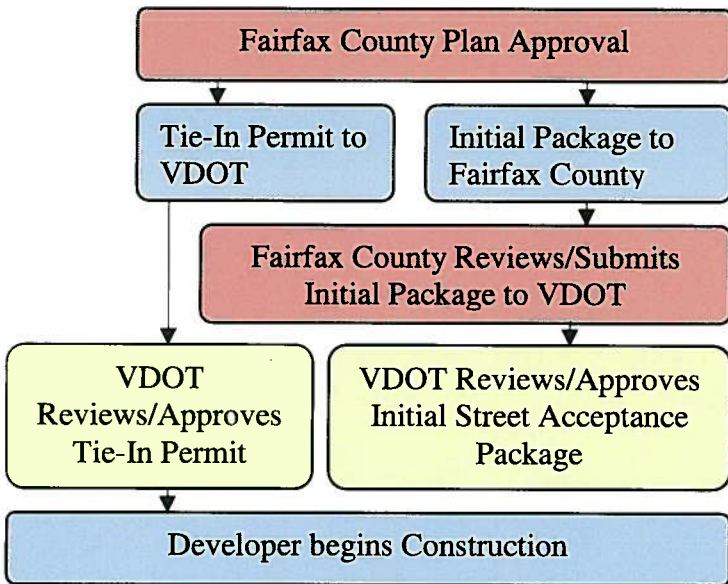
From: Developer's Engineer

To: Fairfax County

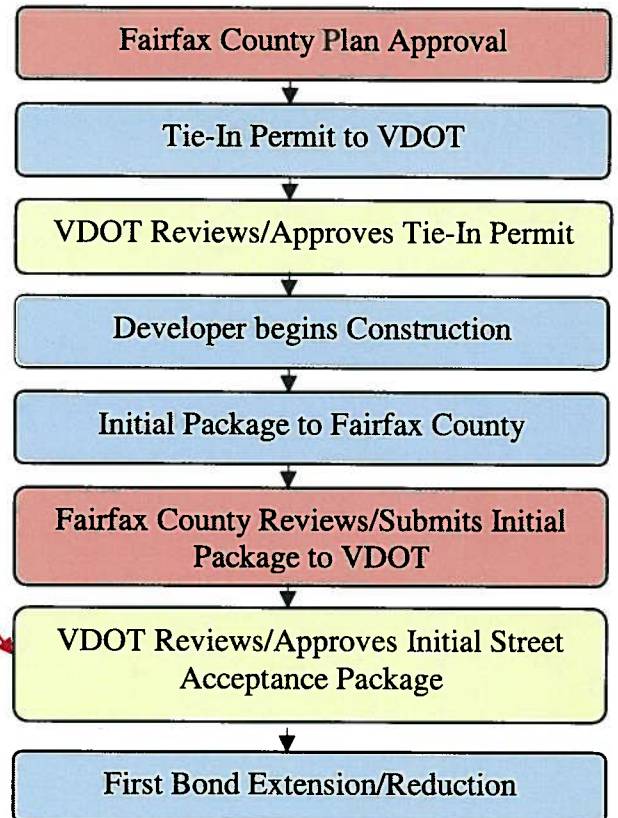
When: [Site Plans]: With VDOT Permit Application Package

[Subdivision Plans]: Before First Bond Extension/Reduction at Fairfax County

Site Plans



Subdivision Plans



Fairfax County Street Acceptance Process

Initial Street Acceptance Package (Continued)

Place All listed items below in a letter sized pocket folder, then into a sealed 12"x15½" mail envelope (see page 10) with a Completed "Initial Submittal Checklist" taped to the front (page 11):

- CD labeled with project name, plan number, engineering firm name and contact information (see example on page 10) containing the following documents in PDF format:
 - ◆ Memo from Fairfax County GIS & Mapping (page 13).
 - ◆ Colored "Area Sketch" (page 14).
 - ◆ Completed "Street Acceptance Form for BOS Resolution" (page 15).
 - ◆ Completed "Project & Road Segment Data Sheets" (page 16&17).
 - ◆ Recorded Deed(s) of Dedication (page 18).
 - ◆ Redlined Recorded Plat (page 19).
 - ◆ Composite redlined plat if recorded plat has more than 3 drawing sheets or in case of multiple recorded plats.
 - ◆ Folder on the CD Named "Plans" with project plan sheets in Group 4 TIFF format:
 - Complete plan set is required.
 - Each file must be named: plan number_sheet number (i.e. 5124-SP-02-3_01.tif).
 - Cover Sheet must have all Approval Signatures.
- Paper copies of all documents listed above except plan sheets.

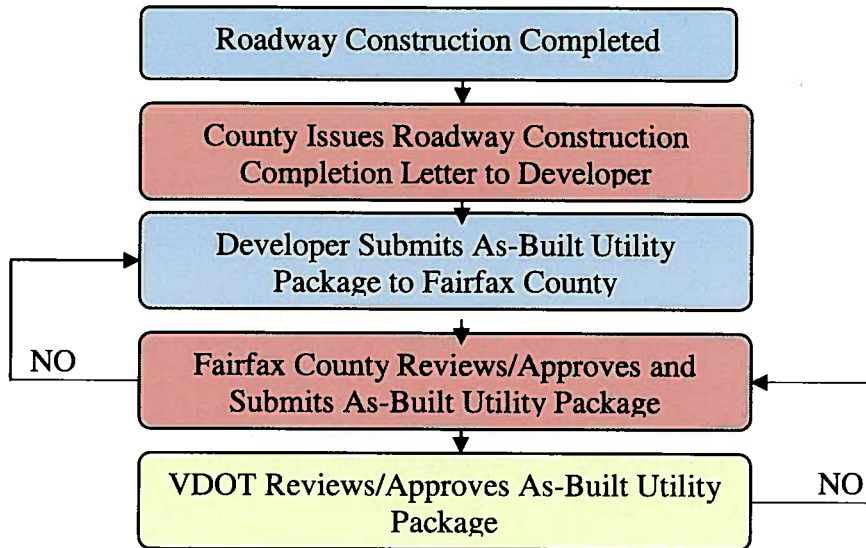
Fairfax County Street Acceptance Process

As-Built Utility Package

From: Developer

To: Fairfax County

When: Upon Receipt of "Roadway Construction Complete" Letter from Fairfax County



Place all listed items below in a letter sized pocket folder, then into a sealed 12"x15½" mail envelope with a completed "As-Built Submittal Checklist" taped to the front (page 20):

- Completed "As-Built Utility Verification Checklist" (page 21).
- Fairfax County "Roadway Construction Complete" Letter (page 22).
- For each utility (Gas, Communications and Electric) submit one of the two items listed below. The Item submitted must reference the project name and street names that are affected.
 - ◆ An original letter from the utility company verifying that there are "No Facilities" in the dedicated right-of-way.

OR

- ◆ In-Place Permit Application signed by the utility company and one (1) plan set/sketch showing the facilities within the dedicated right-of-way; a legend/description of the facilities must be provided as well.
- If landscape/planting/special features within the dedicated right-of-way; Permit Application and recorded maintenance agreement signed by responsible entity; subject to VDOT Fairfax Permits approval.
- Paper copies of recorded quitclaims; in case of easements within the dedicated right-of-way.

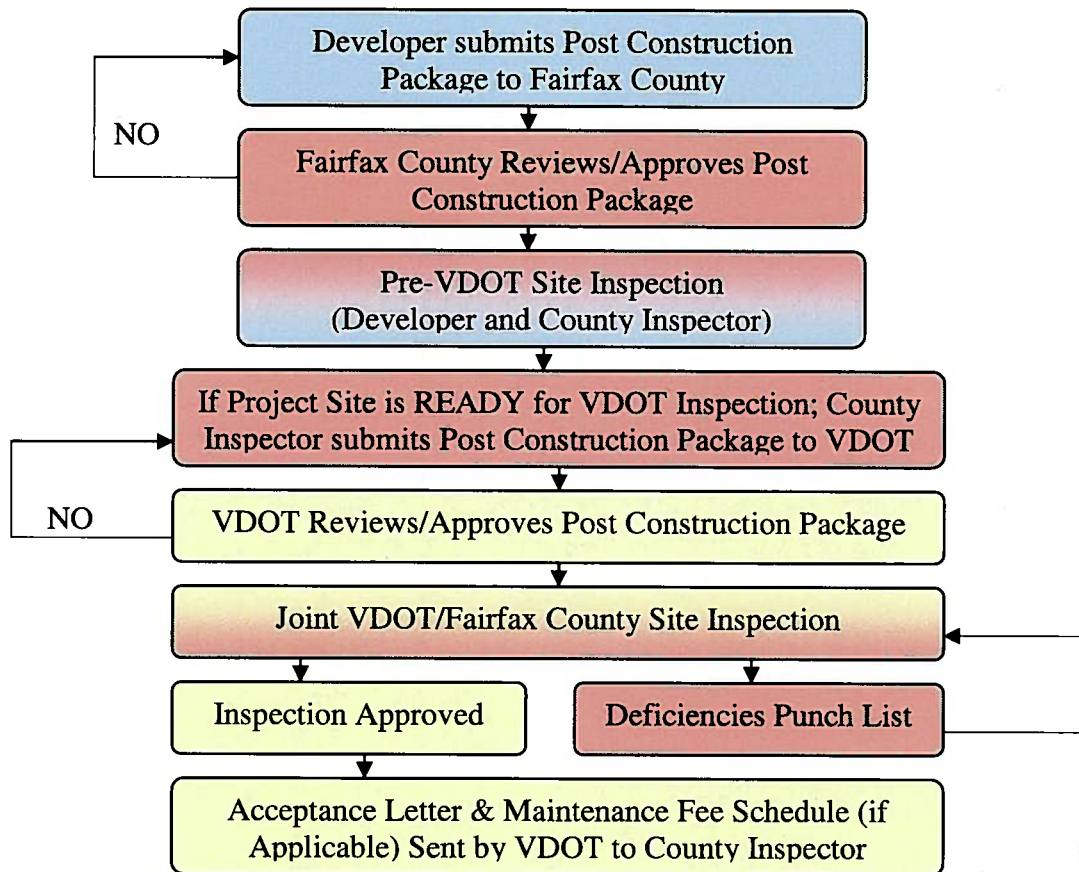
Fairfax County Street Acceptance Process

Post Construction Package

From: Developer

To: Fairfax County Inspector

When: After VDOT Approval of As-Built Utility Checklist Package



Fairfax County Street Acceptance Process

Post Construction Package (Continued)

Place all listed items below in a letter sized pocket folder, then into a sealed 12"x15½" mail envelope with a completed "Post Construction Submittal Checklist" taped to the front (page 23):

- Geotechnical reports (CBR, asphalt compaction & concrete strength) covering work in the dedicated right-of-way only (if applicable).
- All geotechnical reports must be sealed, signed & dated by professional engineer.
- "Final Report of Roadway Construction Inspections"; sealed, signed and dated by professional engineer.
- Fairfax County "Inspection Request" letter; signed & dated by county inspector. (page 24).
- CD to include following plan sheets in Group 4 TIFF format (if applicable).
 - Revised pavement design
 - Plan revisions that affect the dedicated right-of-way
 - Pavement Marking/Striping Plan
- DVD of all storm structures and pipe runs within the dedicated right-of-way. DVD must show recording date and structure numbers; a 360° view of each joint is required.

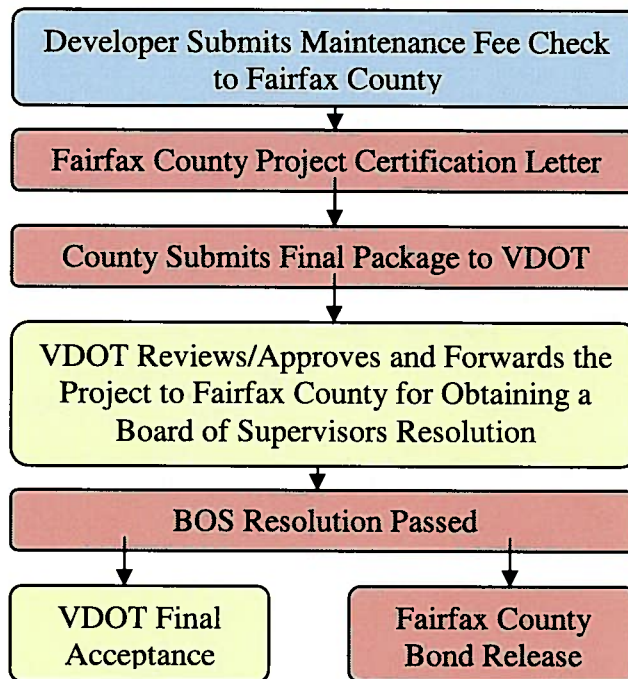
Fairfax County Street Acceptance Process

Final Street Acceptance Package

From: Developer

To: Fairfax County

When: After VDOT Acceptance Letter & Maintenance Fee Schedule



Place all listed items below in a letter sized pocket folder, then into a sealed 12"x15½" mail envelope with a completed "Final Street Acceptance Submittal Checklist" taped to the front (page 26):

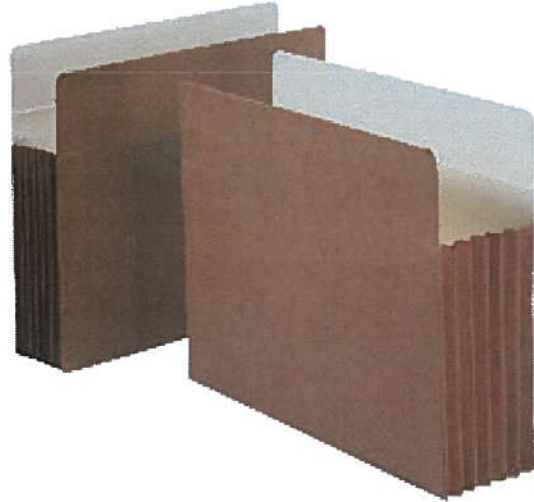
- Fairfax County "Project Certification" letter (page 27).
- Maintenance fee check must be cashiers or certified check, payable to "Treasure of Virginia".

Submittal Folders Examples

12"x15½" Envelope

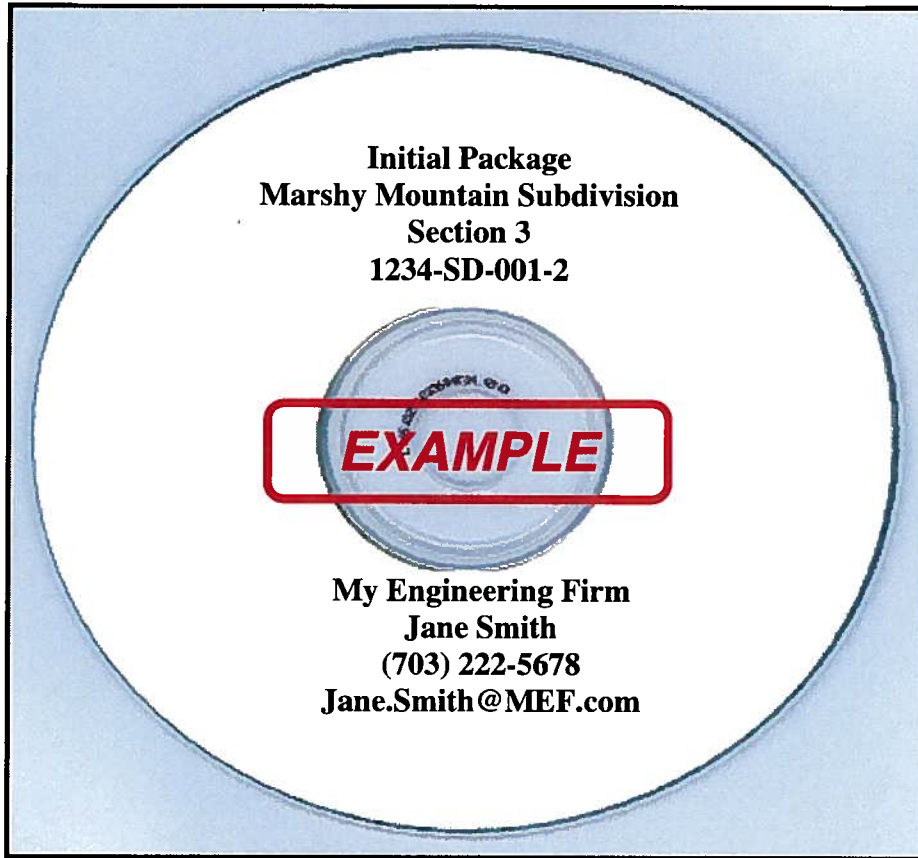


Letter Sized Expandable Pocket

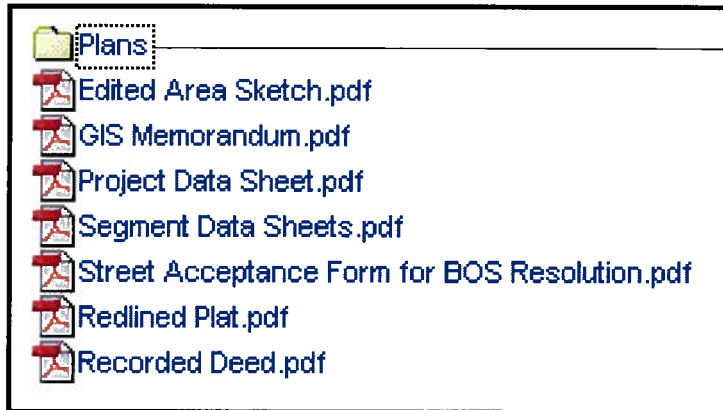


Data CD Example

Example of Correctly Labeled Data CD



Screenshot of Example Data CD Contents



“Plans” Folder



Fairfax County Street Acceptance Process

Initial Street Acceptance Submittal Checklist Example

October 2009

Initial Street Acceptance Package - Submittal Checklist

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist, tape to the front of the sealed envelope and deliver to Fairfax County.

Date 10/01/2009

Subdivision Name Marshy Mellow Subdivision Section 4

Developer Make Believe Developing LLC

Federal Tax ID # 54-1234567

Developer Contact Name Sandy Box

Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032

Phone 703-503-2222

Engineer Contact Name Design Dude

Email ddude@fantasticeng.com

Print this form and complete the section below by hand. Check all items included.

CD labeled with Project Name, Plan Number, Engineering Firm and Contact information, containing the following:

- Memo from Fairfax County GIS & Mapping in Adobe PDF format.
- Edited (Colored) Area Sketch from Fairfax County GIS & Mapping in Adobe PDF format.
- Completed "Street Acceptance Form for Board of Supervisors Resolution" in Adobe PDF format.
- Completed "Road Data Information" Sheets in Adobe PDF format.
- Recorded Deed(s) in Adobe PDF format.
- Recorded and Redlined Plat in Adobe PDF format.
- Composite Redlined Plat in Adobe PDF format; in case of dedications shown on 3 sheets or more of the recored plat or having multiple recorded plats.
- Folder on the CD named (Plans) with each site plan sheet in Group 4 TIFF format.
 - Each file must be named: plan number_sheet number (i.e. 5124-SP-02-3_01.tif).
 - Cover sheet must have all Approval Signatures.

Paper Copies of the Following:

- Memo from Fairfax County GIS & Mapping.
- Edited (Colored) Area Sketch from Fairfax County GIS & Mapping.
- Completed "Street Acceptance Form for Fairfax County Board of Supervisors Resolution".
- Completed "Road Data Information" worksheets.
- Recorded Deed(s).
- Recorded and Redlined Plat with deed book and page number.
- Composite Redlined Plat, if applicable.

Fairfax County Street Acceptance Process

Memorandum & Sketch Request from Fairfax County GIS & Mapping Example

Fairfax County GIS and Mapping
12000 Government Center Pkwy. Suite 117
Fairfax, Virginia 22035
(703) 324-3880



SKETCH and MEMORANDUM PROCEDURES

To obtain a sketch and memorandum from the Fairfax County GIS and Mapping Office for your VDOT Acceptance Package, you will need to submit the following:

1. One Copy of the Recorded Deed Of Dedication
2. One Red-line copy of the Dedicated Plat that shows the street dedication

Both items will be returned along with the sketch and memorandum. No appointment is necessary, there is a 3 to 4-day turn around, and you will receive a call when everything is ready.

Any questions please call the number above.

Fairfax County Street Acceptance Process

Memo from Fairfax County GIS & Mapping Example

FAIRFAX COUNTY, VIRGINIA
MEMORANDUM

TO: Dorothy Purvis, Engineering Manager
Virginia Department of Transportation

DATE: 1/16/05

FROM: Robert A. Farrimond
Supervising Manager

The Right of Way of streets shown on Plan Name MARSHY MELLOW SUBDIVISION,
County Plan Number B2167-SD-002-3 Have been SECTION 4
dedicated to Public use to the with and distance indicated and recorded in the following
Deed Book and Pages of the records of Fairfax County, Virginia.

DEED BOOK 51125 PAGE NUMBER 44-94 (12/15/02)
11688 155-417 (04/22/02)

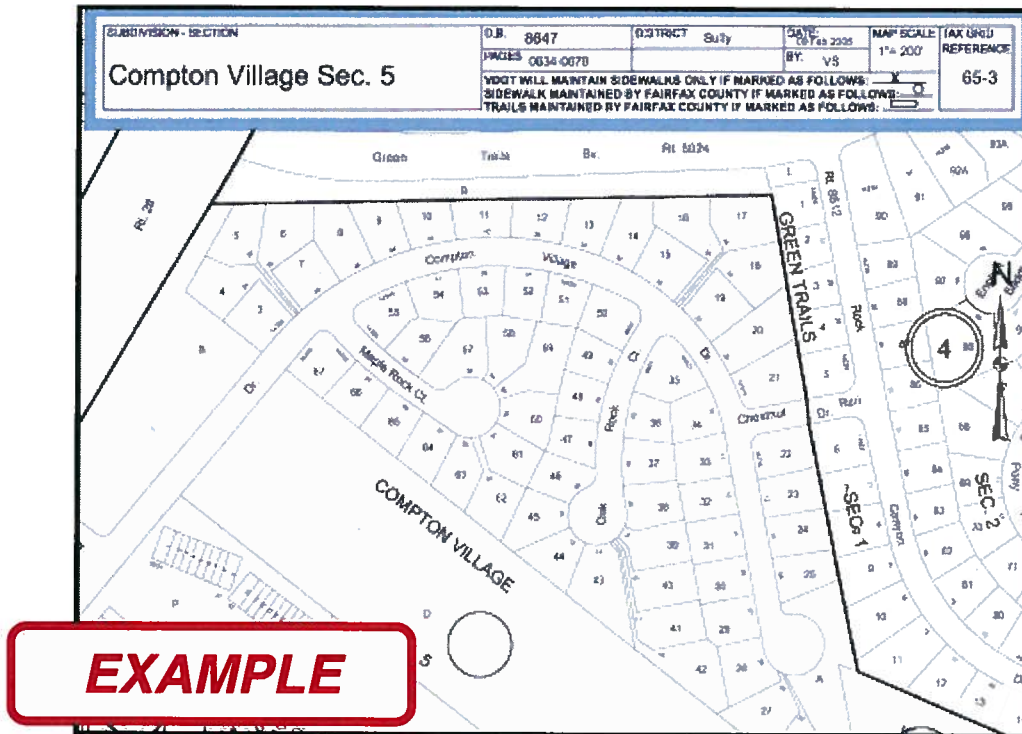
EXAMPLE

H:\EFid\VDOT\form 1 memo.lsj.doc

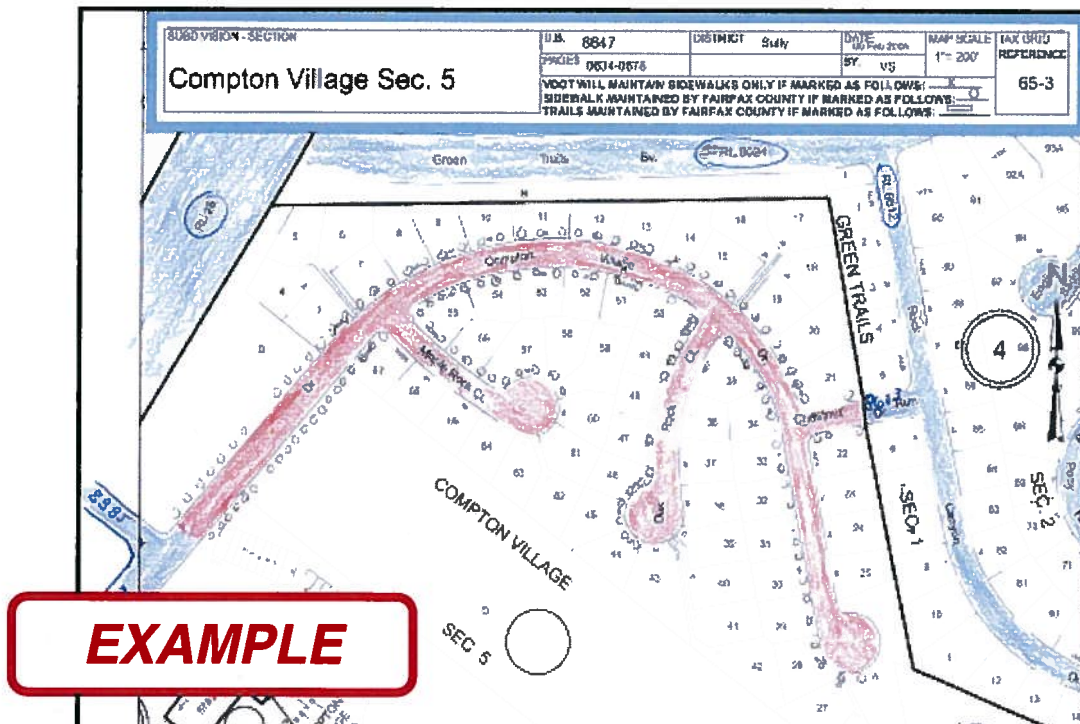
Fairfax County Street Acceptance Process

Area Sketch from Fairfax County GIS & Mapping Example

Obtain the Blank Sketch from Fairfax County GIS & Mapping (Directions on page 12):



Color the Dedication in **Red** with **PENCIL**, color the Existing State Roads in **Blue** with **PENCIL**, and mark the Appropriate Sidewalk/Trail Maintenance Symbols along the Dedication in **Black PENCIL**.



Fairfax County Street Acceptance Process

Street Acceptance Form for Board of Supervisors Resolution Example

- “Subdivision Plat Name” must match the Name on the Recorded Plat.
- Shaded Areas are for VDOT Use Only.
- The Reference Distance in “FROM” Field should be measured to the Nearest State Intersection.
- For Sidewalks and/or Trails: the Length, Type and Maintenance Responsibility of the Walkway must be listed in the “Notes” Section.
- Mileage must be in hundredths.
- For Dedications of “Additional Right-of-Way Only”; the Mileage should be “0.0”.

Print Form

Street Acceptance Form For Board Of Supervisors Resolution - June 2005

FAIRFAX COUNTY BOARD OF SUPERVISORS FAIRFAX, VA Pursuant to the request to inspect certain streets in the subdivisions as described, the Virginia Department of Transportation has made inspections, and recommends that same be included in the secondary system.		VIRGINIA DEPARTMENT OF TRANSPORTATION - OFFICE OF THE ENGINEERING MANAGER, FAIRFAX, VIRGINIA REQUEST TO THE ENGINEERING MANAGER, FOR INCLUSION OF CERTAIN SUBDIVISION STREETS INTO THE STATE OF VIRGINIA SECONDARY ROAD SYSTEM.	
		PLAN NUMBER: 9163-SD-01	
		SUBDIVISION PLAT NAME: Highgrove Estates Section 1	
		COUNTY MAGISTERIAL DISTRICT: Lee	
ENGINEERING MANAGER: D.A. Purvis BY: _____		FOR OFFICIAL USE ONLY DATE OF VDOT INSPECTION APPROVAL: _____	
STREET NAME	LOCATION		LENGTH MILE
	FROM	TO	
Willowfield Way	CL Franconia Road (Route 644) - 322' SW CL Rosa Street (Route 1320)	645' N to Section Line (Beginning Dedication of Highgrove Estates Section 2)	0.12
Franconia Road (Route 644) (Additional Right-of-Way Only)	162' SW CL Rosa Street (Route 1320)	230' SW to Section Line	0.0
<div style="border: 2px solid red; padding: 10px; display: inline-block;"> EXAMPLE </div>			
NOTES: Willowfield Way: 952' of 4' Concrete Sidewalk on Both Sides to be maintained by VDOT.			TOTALS: 0.12

Fairfax County Street Acceptance Process

Road Data Information – Project Data Sheet Example

- Complete “Project Data Sheet” once for Each Project.

01/05

**Virginia Department of Transportation
Street Acceptance - Fairfax County
Road Data Information
Project Data Sheet**

The engineer shall complete this form once for each street acceptance project and complete one "Segment Data Sheet" for each segment of road to be dedicated (segments are divided by intersecting streets). This sheet must be attached to the "Segment Data" sheets for this project, then submitted as part of the "Initial Street Acceptance Package."

EXAMPLE

Project Data

Subdivision Name Marshy Mellow Subdivision, Section 4

Maintenance Area Headquarters (to be completed by VDOT)

Developer Name Make Believe Developing, LLC Phone # 703-503-2222

Developer Address 12345 Silly Street, Fairfax, Virginia 22032

Engineer Name Fantastic Engineers Inc Phone # 703-266-4444

Engineer Address 9876 Laughable Lane, Suite 330, Chantilly, Virginia 20151

County Inspector Name Inspector Gadget

Recorded Plat(s):	Deed Book Number	Page Number	Plat Recordation Date
	<u>51125</u>	<u>44-94</u>	<u>12/15/02</u>
	<u>11688</u>	<u>155-417</u>	<u>04/22/02</u>

Tax Map # 44-2

Number of Segment Data Sheets Attached 3 **Print Form**

Segment Data Sheets Online: <http://www.virginiadot.org/business/fairfax-permits-FormsInfo.asp>

Fairfax County Street Acceptance Process

Road Data Information – Segment Data Sheet Example

- Complete one “Segment Data Sheet” for Each Segment of Road (Segments are Divided by Intersecting Streets).
- Instructions for completing the “Segment Data Sheet” are at the Bottom of the Form.

01/05

**Virginia Department of Transportation
Street Acceptance - Fairfax County
Road Data Information
Segment Data Sheet**

The engineer shall complete this form once for each segment of road to be dedicated (segments are divided by intersecting streets). All segment sheets must be combined and attached to a "Project Data Sheet", then submitted as part of the "Initial Street Acceptance Package." This form is available online at www.virginiadot.org/business/fairfax-permits-main.asp

Road Data - Segment

Subdivision Name <u>Marshy Mellow Subdivision, Section 4</u>	
Existing Route # ⁽¹⁾ _____	Street Name <u>Graham Cracker Court</u>
From ⁽²⁾ <u>CL of Ox Road, Rt 123 - 1, 123' E CL King Cole Court, Rt 5267</u>	
To ⁽³⁾ <u>255' N to CL of Stay Fresh Lane, Rt 6569</u>	
Segment Mileage ⁽⁴⁾ <u>0.05</u>	Public Service ⁽⁵⁾ <u>12 Houses</u>
Revised Pavement Surface Type (inches) ⁽⁶⁾ <u>N/A</u>	<div style="border: 2px solid red; padding: 10px; font-size: 24px; color: red; font-weight: bold;">EXAMPLE</div>
Revised Pavement Intermediate Type ⁽⁶⁾ <u>N/A</u>	
Revised Pavement Base & Subbase Type ⁽⁶⁾ <u>N/A</u>	
ROW Width (ft) <u>52</u>	Walkway Description ⁽⁷⁾ <u>255' 5" sidewalk on the right side to be maintained by VDOT</u>
Travel Surface Width (ft) ⁽⁸⁾ <u>34</u>	
Total Pavement Width (ft) <u>30</u>	
Shoulder Width (ft) (left) <u>N/A</u>	(right) <u>N/A</u> Number of Lanes <u>2</u>
Curb & Gutter Info ⁽⁹⁾ <u>Left and Right</u>	Sidewalk/Trail Info ⁽¹⁰⁾ <u>Right</u>
Median Width (ft) <u>N/A</u>	Median Type <u>None</u>

(1) If there is no route number assigned to the road, leave blank.
(2) Starting point of this segment, referenced to the nearest intersecting street
 (i.e. "CL of Ox Road, Rt 123 - 1, 123' S of CL Lee Jackson Memorial Hy, Rt 50")
 (i.e. "Existing Point Place, Rt 10993 - 128' W of CL Braddock Rd, Rt 620")
(3) Ending point of this segment, referenced to the nearest intersecting street
 (i.e. "400' N to cul-de-sac" or "233' S to CL Sutter Street, Rt 5567")
(4) Mileage of this segment, including cul-de-sac radius and inset.
(5) Number and type of facility this segment services (i.e. 8 houses, 1 school, etc.)
(6) Revised pavement design only, do not include original pavement design
(7) Linear footage, type of walkway, maintenance responsibility, and side of road
 (i.e. "267' of 5' sidewalk on N side to be maintained by VDOT")
(8) Width of travelable portion of roadway measured to the face of curb, excluding median and paved or gravel shoulder
(9) Side(s) of the road with curb and gutter: "Left", "Right", "Left and Right", "Median", etc.
(10) Side(s) of the road with sidewalk or trail: "Left", "Right", "Left and Right", "Median", etc.

Fairfax County Street Acceptance Process

Recorded Deeds of Dedication Example

- Obtain Recorded Deeds from Fairfax County Land Records. For more Information; visit www.fairfaxcounty.gov/courts/circuit/cpan.htm
- Deeds must be Complete; all Pages Including the Recorded Plat.

2001025111.002 BK 12140 1912 08/09/2001 12:52:28

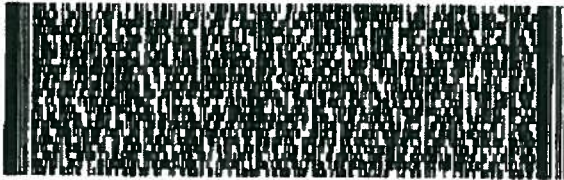
Standalone Cover Sheet Version 1.0 Page 1 of 1

**Fairfax County Land Records
Cover Sheet - STANLEY MARTIN**

EXAMPLE

Instrument(s)
DEDICATION
Grantor(s)
STANLEY MARTIN HOMEBUILDING LLC _F_N
Grantee(s)
FAIRFAX COUNTY BOARD OF SUPERVISORS _F_N; FAIRFAX COUNTY WATER AUTHORITY _F_N; MANORS OF FOX MILL HOA _F_N

Consideration	0.0	Consideration %	100
Tax Exemption	Name	Amount Not Taxed	
DEED Number		File Map Number	035-2-00001735
Original Book		Original Page	
Title Company	WALKER TITLE	File Case	H9900049
Property Descr.	MANOR OF FOX MILL		
Certified	No	Copies	2
		Page Range	1-46



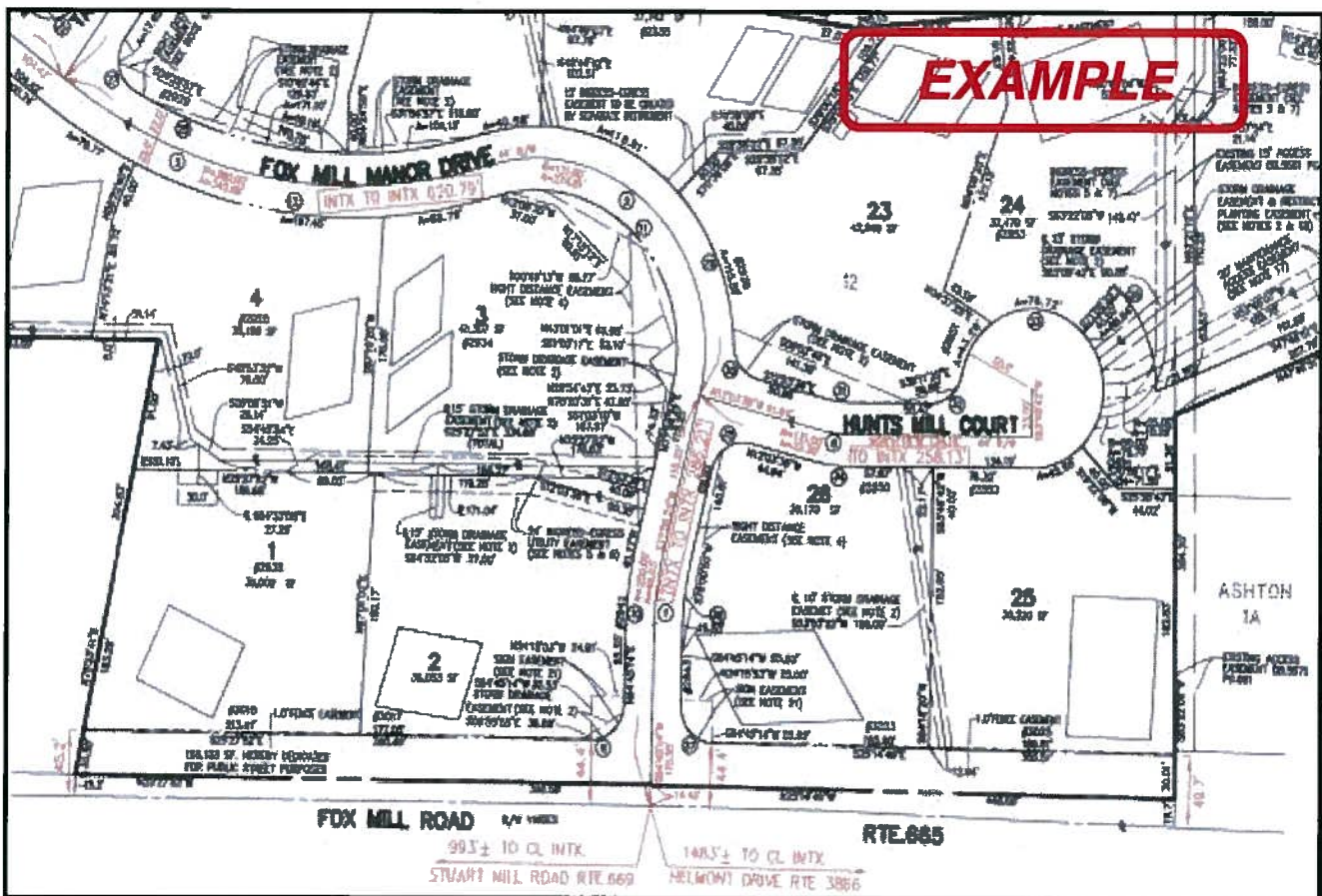
[Stamp]

file://C:\FXCover\DHHTMLProject_BARCODE_FORM.htm 8/8/2001

Fairfax County Street Acceptance Process

Redlined Recorded Plats Example

- Redline Distances of Centerline from Intersection to Intersection – Each Segment is a Separate Distance.
- For all Cul-de-Sacs include Offset (if applicable) and Radius to the End of Cul-de-Sac.
- Professional Engineer Certification must be shown in Red.
- For New Roads; include Reference Distance in Both Directions from Centerline of Intersection to the Nearest State Intersections.
- Show Right-of-Way Width for all Street Segments and Each Distance from Centerline.
- Show each Line Length, Radius and Arc Length on a Street Segment and show Total Distance to Intersection.
- For Additional Right-of-Way Dedications; show Reference Distance to the Nearest State Intersection, Total Length and Variable Width.



Fairfax County Street Acceptance Process

As-Built Submittal Checklist Example

- Complete the Top Section entirely.
- Check Each Item Included in the Envelope or write "N/A" if an Item does not apply.

October 2009

EXAMPLE

Asbuilt Utility Package - Submittal Checklist

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to Fairfax County.

Date: 10/01/2009

Subdivision Name	<u>Marshy Mellow Subdivision Section 4</u>	
Developer	<u>Make Believe Developing LLC</u>	Federal Tax ID # <u>64-1234567</u>
Developer Contact Name	<u>Sandy Box</u>	Email <u>sandy.box@mbd.com</u>
Developer Address	<u>12345 Silly Street</u>	
Developer City/State/Zip	<u>Fairfax, Virginia 22032</u>	Phone <u>703-503-2222</u>
Fairfax County Inspector	<u>Inspector Gadget</u>	

Print this form and complete the section below by hand.

Check all items that are included. Write "N/A" for items that do not apply.


- Completed "Asbuilt Utility Verification Checklist" Form.
- Roadway Construction Complete Letter from Fairfax County Inspector.
- Permit Application for Gas Lines within the Dedicated Right-of-Way and one (1) Plan (highlighted) defining the facilities locations, or a Letter from the Gas Company if there are "No Facilities".
- Permit Application from each company with Communications Lines within the Dedicated Right-of-Way and one (1) plan (highlighted) defining the facilities locations, or a Letter from Each Communications Company if there are "No Facilities".
- Permit Application for Electric Lines within the Dedicated Right-of-Way and one (1) plan (highlighted) defining the facilities locations, or a letter from the Electric Company if there are "No Facilities".
- N/A Permit Application for Landscaping shown on the Site Plan within the Dedicated Right-of-Way and one copy of Perpetual Maintenance Agreement Recorded in Fairfax County Land Records.
- Copies of Recorded Quitclaims for Easements within the Dedicated Right-of-Way.

Fairfax County Street Acceptance Process

As-Built Utility Verification Checklist Example

- Complete the Top Section entirely and List Each Street Name that has Dedication.
- If applicable, write “Additional Right-of-way Only” Underneath the Street Name.

October 2009



Virginia Department of Transportation
NOVA District (Fairfax) Permits
14685 Avion Parkway, Suite 120
Chantilly, Virginia 20151-1104

EXAMPLE

Asbuilt Utility Verification Checklist

Complete the Top Section and list the Names of the Streets within the Dedicated Right-of-Way.
Shaded boxes are to be completed by VDOT.

Date 10/01/2009

Subdivision Name Marshy Mellow Subdivision Section 4

Developer Make Believe Developing LLC Federal Tax ID # 54-1234567

Developer Contact Name Sandy Box Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032 Phone 703-503-2222

Fairfax County Inspector Inspector Gadget

ROUTE NUMBERS	STREET NAMES	GAS	COMMUNICATIONS					ELECTRICITY	LANDSCAPING	QUITCLAIMS
			NAME	NAME	NAME	NAME	NAME			
	Graham Cracker Court									
	Stay Fresh Lane									
	Ox Road (Additional Right-of-Way Only)									

VDOT Signature _____
Date _____
Print

Fairfax County Street Acceptance Process

Fairfax County "Roadway Construction Complete" Letter Example



**FAIRFAX
COUNTY**

**Office of Site Development Services
Environmental and Facilities Inspections Division
12055 Government Center Parkway
Fairfax, Virginia 22035-5503
(703) 324-1950**

V I R G I N I A

Joyce Perrott
NOVA Fairfax Permits
Virginia Department of Transportation

EXAMPLE

Project Name: *SHAKER GROVE*

Project Number: *9260-SD-01*

Dear Ms. Perrott:

The construction of the roadways in the subject project is complete and ready for acceptance into the Virginia Department of Transportation's secondary roadway system for maintenance. The utility checklist may be submitted.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc Kemp".

Senior Engineering Inspector

cc:

Fairfax County Street Acceptance Process

Post Construction Submittal Checklist Example

October 2009

Post Construction Package Submittal Checklist

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to Fairfax County.

Date 10/01/2009

EXAMPLE

Subdivision Name Marshy Mellow Subdivision Section 4

Developer Make Believe Developing LLC

Federal Tax ID# 54-1234567

Developer Contact Name Sandy Box

Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032

Phone 703-503-2222

VDOT Tie-in Permit # 947-12345

Completion Date 06/01/2008

Fairfax County Inspector Name Inspector Gadget

Print Form

Print this form and complete the section below by hand.

Check all items that are included. Write "N/A" for items that do not apply.

- CD labeled with project name, plan number, engineering firm and contact information containing:
 - Plan Sheets only for revised pavement design in Group 4 TIFF format.
 - Plan Sheets and/or Revisions that affect the **dedicated right-of-way** in Group 4 TIFF format, including Pavement Marking, Striping and/or Signage Plans.
- Copy of Fairfax County letter requesting a VDOT Street Acceptance Inspection.
- Copy of all compaction tests (earthwork, aggregate base, asphalt) certified by a Professional Engineer for the **dedicated right-of-way**.
- Video recording of all storm structures and pipes within the **dedicated right-of-way**. Video must include date of actual recording and structure number being recorded.
- Copy of all CBR tests.
- Copy of all concrete tests (including compression breaks) for the **dedicated right-of-way**.
- Geotechnical Engineer's "Final Report of Roadway Construction Inspections".
- N/A** Copy of Geotechnical Engineer's testing of foundations for signal poles and sound walls.

Inspector Gadget

10/01/2009

Signature of Fairfax County Inspector

Date

Fairfax County Street Acceptance Process

Fairfax County "Inspection Request" Letter Example



FAIRFAX COUNTY

Department of Public Works and Environmental Services
Office of Site Development Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5503

VIRGINIA

Telephone (703) 324-1950

1-28-2005
Date

EXAMPLE

TO: Virginia Department of Transportation

FROM: Site Inspections Branch

SUBJECT: Request for Final Subdivision Inspection of Streets to be Accepted for State Maintenance

Inspection by the Virginia Department of Transportation of the following street(s) is hereby requested for acceptance in the State system:

SUBDIVISION NAME: Woodland Meadows SECTION:

STREET NAMES: Meadow wood Forest CT

TAX MAP NO: 80-1

STATE TIE-IN PERMIT NUMBER: 947 51954

UTILITY PERMIT CHECK LIST RECEIPT: YES

DATE VDOT PERMIT RELEASED: 4-11-2003

FAIRFAX COUNTY INSPECTOR: Kirk Phillips

AREA OFFICE AND LOCATION: Herity Bldg / Govt CTR

FOR CONFIRMATION CALL: 703-324-1923

SIGNED

15-L

Fairfax County Street Acceptance Process

Maintenance Fee Schedule Example

The Applicable Fees will be Calculated by VDOT and Emailed with the Acceptance Letter to the County Inspector after the Field Inspection Approval.

SURETY ADDENDUM

Surety and Fees Data for the Street Inventory Listed Below			
Surety Expiration	Amount of Surety	Maintenance Fee	Admin Cost Recovery Fee
	\$0.00	\$450.00	\$400.00
Total Lane Miles for Fees		0.24	1/10 mile Factor
			3

The dollar amounts shown in the table titled "Fees and Surety for the Street Additions Listed Below" were calculated in accordance with §24 VAC 30-91-140 of VDOT's Subdivision Street Requirements (SSRs). The amounts are based on the following described inspection approach and the listed inventory of streets proposed for acceptance in the captioned subdivision. The fee amounts reported here govern over the amounts reported in the Subdivision Street Requirements, which is illustrative and presumes standard VDOT inspection. The Surety Expiration date, if shown, is (a) the earliest surety expiration date acceptable to VDOT, (b) based on the date of the Local Government's resolution requesting VDOT to open the streets, and (c) may include a processing period for VDOT's final acceptance.

EXAMPLE

Surety and the Administrative Cost Recovery Fee is based on the following:
 Standard VDOT inspection procedures were used. Costs associated with intermittent VDOT inspections are recovered under the standard fee structure for the Administrative Cost Recovery Fee.

Inventory of Streets Proposed for VDOT Acceptance

Project or Subdivision:		Locality and Anticipated Resolution Date				
Highgrove Estates Section 1		County of Fairfax				
		April 26, 2009				
Route Number	Street Name	Termini Description and Length	Lanes:	Median Type:	Fee Lanes	Lane Miles
8446	Willowfield Way	From: CL Franconia Rd (Rte 644) - 322' SW CL Roso St (Rte 1320) To: 646' N to Section Line (Highgrove Estates Section 2), Length (mi): 0.12	2	1	2	0.24

ACR Fees = \$400.00
Maintenance Fees = \$450.00

TOTAL = \$850.00

Certified or Cashier's Check ONLY
Payable to "The Treasurer of Virginia"

Certification of Institution Issuing Surety

This 'Surety Addendum' is hereby incorporated as part of our Surety Instrument _____, Issued _____.

 Name of Institution issuing surety

 Signature of Authorized Institution Officer and Date

Fairfax County Street Acceptance Process

Final Street Acceptance Package Submittal Checklist Example

October 2008

**Final Street Acceptance Package
Submittal Checklist**

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope. Complete this checklist and tape to the front of the sealed envelope. Deliver to Fairfax County.

EXAMPLE

Date 10/01/2009

Subdivision Name Marshy Mellow Subdivision Section 4

Developer Make Believe Developing LLC

Federal Tax ID # 54-1234567

Developer Contact Name Sandy Box

Email sandy.box@mbd.com

Developer Address 12345 Silly Street

Developer City/State/Zip Fairfax, Virginia 22032

Phone 703-503-2222

Print this form and complete the section below by hand.

Check all items included. *All accounts receivable charges must be paid in full prior to package submittal.*



Signed copy of Fairfax County "Project Certification" Letter.



Certified or Cashier's Check for the amount shown on the Maintenance Fee Schedule from VDOT.

Inspector Gadget

10/01/2009

Signature of Fairfax County Inspector

Date

Fairfax County Street Acceptance Process

Fairfax County "Project Certification" Letter Example



**FAIRFAX
COUNTY**

Department of Public Works and Environmental Services
Environmental and Facilities Inspections Division
12055 Government Center Parkway
Fairfax, Virginia 22035-5503
Telephone: (703) 324-1950

V I R G I N I A

Telephone (703) 324-1950

1-25-05

Date

TO: District Administrator
Virginia Department of Transportation
14685 Avion Parkway
Chantilly, VA 20151-1104

RE: Chapel Ridge 9245-50-03
Subdivision Name and Section

We certify that the streets on the attached Form I have been inspected by the Department of Public Works and Environmental Services. They have been completed to our satisfaction and conform with the approved subdivision plans and requirements of Fairfax County and the Virginia Department of Transportation.

Sincerely,

Handwritten signature of Bill Schell in black ink.

Bill Schell, General Superintendent,
Environmental and Facilities Inspections Division

EXAMPLE

By: Kick Phillips
Environmental and Facilities Inspections Inspector