



Application and Information
For
Easements on Parkland

Planning and Development Division
Real Estate Services
12055 Government Center Parkway, Suite 406
Fairfax, VA 22035

Revised October 2015



FAIRFAX COUNTY PARK AUTHORITY



12055 Government Center Parkway, Suite 927 • Fairfax, VA 22035-1118
703-324-8700 • Fax: 703-324-3974 • www.fairfaxcounty.gov/parks

APPLYING FOR EASEMENTS ON PARKLAND

For All Applicants:

Enclosed you will find documents to assist you in applying for an easement on land of Fairfax County Park Authority. All easement requests are processed in accordance with Park Authority Policy 211-Easements, and where applicable, Policy 212-Stormwater Projects on Parkland.

The Park Authority is guided by these policies to protect the natural and cultural resources on county parkland by ensuring that all possible steps are taken to prevent any unnecessary adverse impacts to our land, streams, and historic resources. To this end all application for easements go through a thorough and often lengthy review process. Applications are evaluated on a case by case basis and acceptance of an application for review does not guarantee approval.

There are various fees involved in the easement acquisition process including fees for permanent and temporary easements, review fees, costs for loss of trees as well as construction permit and site inspection fees. Our fee structure is reviewed periodically and approved by the Park Authority Board. We also require specific site restoration efforts on the part of the applicant which entail the planting of naïve plants, trees, and grasses as well as warranty guarantees on the restoration of the worksite. The Park authority requires the posting of cash monetary assurances on each easement granted to ensure that all restoration work is done according to permit conditions and to the satisfaction of the agency. All monetary assurances will be returned to the applicant upon successful completion of the project. All fees, compensation, and monetary assurance paid to the Park authority are in addition to any Fairfax County permit, plan review and/or site inspection fees paid to the department of Public works and Environmental services for the construction project associated with the easement.

To apply for an easement the following items must be submitted to begin the review process:

- A completed easement application form
- Site and/or project plan
- Review fee (Payable to Fairfax County Park Authority)

For Telecommunications/Wireless Carrier Applicants:

If your telecommunications compound or wireless facility requires electric, phone, cable or communication services for operation you will be required to apply for a utility easement on parkland in addition to the License Agreement for your facility. The utility easement will cover the land usage from the utility source to your Licensed compound or facility.

As a telecommunications or wireless carrier applicant your easement application will be processed concurrently with License Agreement negotiations when possible so that both will be ready for execution together. It is imperative that you submit adequate plan and/or plat



If accommodations and/or alternative formats are needed, please call (703) 324-8563, at least 10 working days in advance of the registration deadline or event. TTY (703) 803-3354.

information necessary for a proper review and evaluation for the utility easement and the telecommunications site. Plan information shall include a scaled drawing of all existing park features, historic overlays, and Resource Protected Areas, etc. in relation to the proposed telecommunications features.

The Park Authority has created two brochures to help answer any question that you may have concerning easements on parkland. They may be found online, along with a complete application package at <http://www.fairfaxcounty.gov/parks/plandev/easements.htm>, or you may contact the Fairfax County Park Authority Easement Coordinator at 703-324-8511.

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FAIRFAX COUNTY PARK AUTHORITY
APPLICATION FOR EASEMENT

Applicant Information

Applicant Name _____	Application Date _____
Applicant Representative _____	Contact Number _____
Address _____ _____	E-Mail _____

Site Information

Address: _____ _____	Tax Map #: _____ (Example: 078 3 001 0023B)
Easement Type: _____	

Description of Proposed Easement and Associated Construction
(Include approximate dimensions or overall square footage of easement)

_____ _____ _____ _____ _____

- 1) Have you read FCPA Policy 211 Easements and FCPA Policy 212 Stormwater Projects on Parkland and understand the requirements of each as they apply to your request? _____ (Y/N)
- 2) Have you explored options other than an easement on parkland? _____ (Y/N)
Please explain: * _____.
- 3) Have you explored environmental, historical, or visitor use impacts that may occur as the result of performing construction activity on parkland? _____ (Y/N)
Please explain: * _____.
- 4) Please explain any circumstance, justification, or provide other information in support of your application which you believe may help guide the review of your application. *

* Use additional paper as necessary.

I hereby agree to abide to all conditions, expressed or implied, in FCPA Policy 211 Easements and FCPA Policy Stormwater Projects on Parkland. I furthermore agree that prior to any construction or maintenance activity on FCPA land I will obtain a Temporary Construction Easement and/or Construction or Maintenance Permit from FCPA. I understand all necessary fees and charges must be paid and all required monetary assurances must be posted before any permits or easements will be issued or granted.

Applicant Signature _____	Date _____
Printed Name _____	
Title _____	

Interoffice Use Only	
Park Name _____	Park District _____
Area Number _____	Supervisor _____
Phone _____	Fax _____

REVIEW FEES

Line	Applicant	Category	Fee Schedule	Comments
1	Residential Homeowner, Civic Association, Homeowners Association	Minor Review	\$500	
2	Residential Homeowner, Civic Association, Homeowners Association	Major Review	\$2,000	
3	All Other Applicants	Minor Review	\$600	
4	All Other Applicants	Major Review	\$3,500	
5	All Applicants	Professional Services Review	\$65 / staff hour ¹	¹ Number of hours to be estimated on a Project Basis
6	Fairfax County Agencies ²	Minor Review	\$200	² Fees to be Invoiced and Remitted per IDT on Annual Basis, Fees not applicable when part of FCPA Capital Development Program
7	Fairfax County Agencies ²	Notice of Work Review	\$2,000	² Fees to be Invoiced and Remitted per IDT on Annual Basis, Fees not applicable when part of FCPA Capital Development Program, Fee per project
8	Fairfax County Agencies ²	Professional Services Review	\$65 / staff hour ¹	¹ Number of hours to be estimated on a Project Basis; ² Fees to be Invoiced and Remitted per IDT on Annual Basis, Fees not applicable when part of FCPA Capital Development Program

LAND RIGHTS FEES

Line	Applicant	Category	Fee Schedule	Comments
9	Homeowner	Right of Entry License	\$75	
10	All Other Applicants	Right of Entry License	\$250	
11	Residential Homeowner, Civic Association, Homeowner's Association	Construction Permit	\$2,500	
12	All Other Applicants	Construction Permit	\$3,300	
13	All Applicants	Agreements	\$500 - \$2,500	
14	Government Agencies, Utility Companies, Other	Maintenance Work Permit	\$250	
15	Government Agencies, Utility Companies, Other	Utility Work Permit	\$500	
16	Government Agencies, Utility Companies, Other	Land Use Permit	determined by formula, \$200 min	
17	All Applicants (Excluding Fairfax County Agencies in certain cases)	Permanent Easement	determined by formula, \$1.50 / SF min	
18	All Applicants (Excluding Fairfax County Agencies in certain cases)	Temporary Easement	from Temporary Easement Fee Table, \$0.50 / SF min	

16 Temporary Material Storage / Lay Down Lease Space on construction projects: Lease Rate = SF of space x \$0.10 x duration of lease (in months), minimum duration of 1 month

17 Permanent Easement Fee = (Assessed Value / SF) x (Total Area of Easement) = Cost / SF

18 Temporary Easement Fee Table

Assessed Value Ranges (per SF)	Average Value within Range (per SF)	Percentage Multiplier	Temporary Easement Cost (per SF)
Up to \$ 1.50	N/A	N/A	\$0.50
\$ 1.51 - \$ 2.50	\$2.00	\$0.40	\$0.80
\$ 2.51 - \$ 3.50	\$3.00	\$0.40	\$1.20
\$ 3.51 - \$4.50	\$4.00	\$0.40	\$1.60
\$ 4.51 - \$ 5.00	\$4.75	\$0.40	\$1.90
\$ 5.01 - \$ 7.00	\$6.00	\$0.40	\$2.40
\$7.01 and above	\$9.00 maximum	\$0.40	\$3.60 maximum

OTHER EASEMENT PROGRAM FEES

Line	Applicant	Category	Fee Schedule	Comments
19	All Applicants	Cash Monetary Assurance	\$5,000 Minimum	
20	All Applicants	Failure to Obtain Permit	\$2,500 (plus \$100/day of violation)	
21	All Applicants	Failure to Record Easement or Failure to Provide Recordation Information	\$500	
22	All Applicants	Failure to Plat in NAD83 Format	\$1,000	
23	All Applicants	Failure to Provide Electronic Files	\$1,000	CADD, GIS or PDF
24	All Applicants	Reseeding	\$5.00 / SY	
25	All Applicants	Mulching	\$5.00 / SY	
26	All Applicants	Sod	\$10.00 / SY	
27	All Applicants	Unauthorized Clearing	\$7.50 / SF	