



Land Development Services

Technical Bulletin

Subject: Required Infill Lot Grading Plan Cover Sheet and Minimum Submission Review Checklist Updated

Date: 04/08/21

No.: 21-05

Policy:

Infill Lot Grading (INF) plans must be submitted using the standard INF cover sheet and accompanied by a Minimum Submission Review (MSR) checklist. Land Development Services (LDS) has updated the INF cover sheet and INF MSR checklist. You may use the revised cover sheet and checklist immediately. After **May 17, 2021**, you must use the revised cover sheet and checklist for all initial submissions.

The revised INF cover sheet ([.PDF](#) & [.DWG](#)) and [INF MSR checklist](#) are available at the [LDS Forms and Publications Library](#).

Effective Date:

Applicants must use the revised INF cover sheet and INF MSR checklist with all initial Infill Lot Grading Plan submissions after **May 17, 2021**. For second and subsequent submissions made after May 17, 2021, applicants do not need to include an updated cover sheet. If you previously saved an older version of the INF cover sheet or the INF MSR checklist to your computer, please make sure that you replace it with the updated version or save the appropriate forms hyperlink, above.

Background:

INF cover sheet revisions reflect current requirements and county policies. The information on the cover sheet has been rearranged and redesigned. The INF MSR checklist has been updated to align with the updated INF cover sheet. Changes on the INF cover sheet include the following:

1. **Format/Layout:** The cover sheet has been redesigned to have consistent font, line spacing and text size. Information including the stormwater information table, the Resource Protection Area (RPA) table and the Engineer/Surveyor information has been re-grouped and rearranged.
2. **Deletions:**
 - Plan Approval Information table: Vegetated roof note removed. "Overlay district information" moved to "Required Information" table.
 - Required Information table: Responsible Land Disturber info and Water Quality Waiver info removed.
 - Stormwater Management (SWM) Facilities table: deleted "No. of Buildings Served" and "Maintenance Agreement" columns. (Maintenance agreements are required for all SWM facilities in this table.)

- Resource Protection Area note: This note has been moved to “Notes” section.
- Health Department approval block deleted.
- Approval Block for hand-written signatures is removed. A blank space has been added to the upper right corner of the cover sheet for electronic approval stamps.

3. **Revisions:**

- Plan Approval Information table: Expanded Water Quality Impact Assessment and Soils Report options, lines for Architectural Review Board review, letter of permission, and Bathymetric survey added.
- Required Information table: Setback requirements and Water Supply and Sewage information expanded; lines for Type of Construction, current and proposed address, and freeboard requirements added.
- Proposed Construction in the RPA: Proposed utility improvements, notes and references added.
- Stormwater Information has been revised and rearranged. Notes and sheet references have been added.
- SWM Ordinance Water Quality Requirement Determination has been revised and moved to Stormwater Information block.
- SWM Facilities table: Design Level, Department of Environmental Quality Specification Number, and notes added.
- Pro Rata Assessment: language updated to match with the Virginia Runoff Reduction Method spreadsheet, notes added.
- Legality of Lot Certification: Lot Validation and Simple Subdivision checkboxes added.
- Soils Map Data: Note and Hydrologic Soils Group added.
- Owner Information: Truncated to only owner name. Owner contact information has moved to the MSR Checklist.
- Title Block: “Lot Legal Description (Project Name): ___” added to Plan Name. Contact information added to Engineer/Surveyor information.
- Plan Number: Now reserved for county use only. The plan number will appear in the county approval stamp in the Approval Block and be added by county staff in the title block.

4. Additional Notes, Certifications and Tabulations

- Notes added or changed: Letter of permission, litter, dumpster, retaining wall, building setback certification, and RPA limit stakeout. New Virginia Department of Transportation (VDOT) note replaces a current stamp.
- Certificate of No Change added for use when content subject to Health Department, VDOT and Urban Forestry Management Division approval is unchanged, and plans will not be re-reviewed by those agencies.
- Requirements for Open Swales and Streams added.
Newly allowed polypropylene pipe added to the high-density polyethylene (HDPE) pipe checkbox.

If you have any questions, please contact the LDS Site Development and Inspections Division (SDID) at **703-324-1720, TTY 711** or LDSSiteQuery@fairfaxcounty.gov.

Approved by: Bijan Sistani, P.E., Acting Director LDS-SDID
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Attachment[s]: INF MSR Checklist
INF Cover Sheet