



## Land Development Services

# Technical Bulletin

**Subject:** Submission Requirements for Site Plans,  
Subdivision Plans and Public Improvement Plans

**Date:** 6/6/2023

**No.:** 23-03

**Summary:** This technical bulletin supersedes Technical Bulletin 02-16, issued on September 6, 2002, to clarify Fairfax County policy on the submission requirements for Site Plans, Subdivision Plans and Public Improvement Plans.

**Effective Date:** Immediately

**Background:** Plan submission requirements have changed since the issuance of Technical Bulletin 02-16. This technical bulletin provides updated information to assist in the submission process for “major” plans. Land Development Services (LDS) considers major plans as Site (SP) Plans, Subdivision (SD) Plans and Public Improvement (PI) Plans. Following the guidelines below creates the best opportunity for success in the plan review process.

**Policy:** Before the initial submission of a major plan to Fairfax County, applicants must obtain approval for any plan-associated rezoning, special exception, special permit and/or variance. The plan must incorporate a copy of the letter the applicant receives from the Clerk to the Board of Supervisors and/or resolution of the Board of Zoning Appeals and/or Planning Commission documenting the approval and any related conditions. Full copies of Conceptual Development Plans and Final Development Plans (CDP/FDP) or similar plans are not required to be incorporated into the major plan submission. However, all approved interpretations to such approvals, along with all exhibits and interpretation letters, must be incorporated into the plan set. The above items must be addressed before the first submission unless the Board of Supervisors has granted concurrent processing of the plan-associated rezoning, special exception, and/or special permit. In cases where concurrent processing is given automatically (e.g., within Commercial Revitalization Districts (CRDs) or Tysons or Reston urban centers) and the applicant requests processing as a Designated Plans Examiner (DPE) certified plan, the above submittal requirements must be included in the second submission.

In addition, before the second submission of any major plan (DPE or non-DPE), the following must be approved if applicable:

- Floodplain Studies (FP)
- Resource Protection Area Designation Plans (RPA)
- Drainage Studies (DS)
- Water Quality Impact Assessments (WQIA), unless qualified to be submitted with the plan per County Code §118-4-4.
- Soils Reports (SR)
- Environmental Site Assessments (ESA)
- All Waivers

- Proof of permission for any off-site work on private property
- Prior to plan approval, and optionally before second submission, submit the following: Adjoining Property Owner Notices, required by the Zoning Ordinance or Subdivision Ordinance
- Offsite easements when necessary

If you have any questions, please contact Site Development and Inspections Division at [LDSSDIDAdmin@fairfaxcounty.gov](mailto:LDSSDIDAdmin@fairfaxcounty.gov) or **703-324-1720, TTY 711**

Approved by: Matthew Hansen, P.E., CFM, Director,  
Site Development and Inspections Division  
Department of Land Development Services  
12055 Government Center Parkway, Suite 535  
**703-324-1720, TTY 711**