



## Land Development Services

# Technical Bulletin

**Subject: Site Plan or Public Improvement Plan,  
Subdivision Plan and Infill Lot Grading Plan  
Cover Sheets Revised**

**Date: 09/04/24**

**No.: 24-09**

**Summary:** This technical bulletin provides revisions to the Site Plan (SP) or Public Improvement Plan (PI), Subdivision Plan (SD) and Infill Lot Grading Plan (INF) cover sheets.

**Effective date:** October 4, 2024. Revised cover sheets dated August 2024 must be used on all first submission SP, PI, SD, and INF plans. Rough Grading Plans (RGP) associated with major plans should also use the revised cover sheets. Plans submitted prior to October 4, 2024, may continue to use the cover sheet the plan originally submitted. The revised cover sheets can be found online at [Forms & Publications Library | Planning, Permitting and Construction \(fairfaxcounty.gov\)](https://www.fairfaxcounty.gov/forms-publications-library/planning-permitting-and-construction) under the following names: Site Plan Cover Sheet, Subdivision Plan Cover Sheet, and Infill Lot Grading Plan Cover Sheet. PI plans should use the cover sheet named Site Plan Cover Sheet in the Library. All the cover sheets are available in .PDF as well as in .DWG format.

**Background:** Fairfax County template cover sheets are required to be incorporated into the front of a plan set before submission. Standard cover sheets facilitate consistent, efficient reviews by staff and ensure that required information is uniformly provided by all applicants. Cover sheet templates change periodically to reflect the latest regulations and requirements.

**Summary of Changes:** The cover sheets were recently updated to align with current county requirements and policies. Below is a summary of the changes.

### Infill Lot Grading Plan Cover Sheet

- Stormwater Information block:
  - Removed Article 5 option based on newly adopted Erosion and Stormwater Management Ordinance, Chapter 124.1.
  - Removed Stormwater Management Ordinance Exemptions section.
  - Clarified Stormwater Permit Requirements.
  - Removed reference to Technical Bulletin 14-10.
- Renamed “Requirements for Open Swales and Streams” to “Floodplain and Storm Drainage Easement”.
- Introduced an approval block for county use and moved a note from the "Notes" section to the bottom of the block.
- Added "Hydrologic Soil Group" column to Soils data table.
- Reformatted the title block.
- Updated the revision date.

**Site Plan Cover Sheet**

- Plan Approval Information Table:
  - Added a column "Approved on sheet #".
  - Removed Rows: 17, 18, 25, 31, 35 (see previous version).
  - Added Rows: 11, 27 (see updated version).
  - Reformatted Water Quality Impact Assessment, Geotechnical Report and Offsite Utility Work Notice.
  - Combined Tree Fund and Tree Banking.
- Made minor editorial changes to the Solid waste and recycling section.
- Adjusted Proposed Construction in Resource Protection Area (RPA) section to match Planning and Land Use System (PLUS) inputs.
- Added new notes 3A, 3B, 3D, and 7. Made editorial changes to a few other notes.
- Made minor editorial changes to the following blocks:
  - Professional Seals and Signatures.
  - Designated Plans Examiner (DPE) Certificates.
  - Vicinity Map.
  - County Soils Map Data: Added Hydrologic Soil Group column.
  - Owner Information.
  - Developer Information.
  - Wetlands Permit Certification.
  - Title Block.
- Revised Approval Block.
- Removed Urban Forestry Management Division from Certificate of No Change block.
- Zoning Requirements Block:
  - Re-formatted the table.
  - Added line items "Source of Zoning Requirements" and "Historic Site".
  - Minor editorial changes.
- Site Plan Tabulation block:
  - Added line items.
    - Proposed Number of Units.
    - Existing Building to Remain Gross Floor Area (GFA).
    - Total Proposed GFA.
    - Bicycle Parking Required/Proposed.
    - Number of Proposed Electric Vehicle Charging Spaces (if provided).
  - Combined the following into one line item.
    - Total Number of Parking Spaces Required/Proposed.
    - Total Van Accessible Handicap Parking Spaces Required/Proposed.
    - Loading Spaces Required/Proposed.
  - Made editorial changes on a few other line items.
- Fire Marshal Notes:
  - Added the line item "Test Hydrant Number/Location".
  - Removed the line item "Building Height".
- Stormwater Information Block:
  - Removed the line item "County Stormwater Permit Required?".
  - Removed Technical Criteria 5 and added Legacy Projects.

- o Re formatted the Stormwater Management (SWM) Facilities table to make it consistent with INF Cover Sheet.
- Updated the revision date.

### **Subdivision Plan Cover Sheet**

All changes on the subdivision plan cover sheets are the same as on-site plan cover sheet except for the following:

- Subdivision Plan Information:
  - o Removed line item "Median Lot area".
  - o Combined Area of Parcel/Outlot (three lines) into one line.
  - o Made a few other minor editorial changes.
- Stormwater Information Block:
  - o Removed Technical Criteria 5.

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

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