



Land Development Services

Technical Bulletin

Subject: Submission and Processing of Rough Grading Plans

Date: 3/20/2025

No.: 25-1

Summary: This technical bulletin reflects the current practice regarding the Rough Grading Plan (RGP) submission and approval process.

Effective Date: Immediately

Background: An RGP is required, unless exempt per [§124.1-1-7](#), when land disturbance will exceed 2,500 square feet and the proposed clearing and grading will not be depicted on a site plan, minor site plan, subdivision plan, public improvement plan, infill lot grading plan, or conservation plan. Additionally, the Director of Land Development Services (Director) may approve an RGP to allow limited work in advance of site plan or subdivision plan approval for projects that qualify under modified processing or where unusual circumstances or hardship prevail, as permitted by [PFM 2-0203.4](#).

Policy:

Standalone RGP: The use of an RGP is generally limited to clearing and grading activities, such as demolition of existing structures and minor overlot grading. No structures that require a building permit are allowed on an RGP, except for retaining walls. Public utilities may not be proposed with an RGP. RGP submissions should comply with all erosion and sediment control, stormwater management and tree preservation requirements. The RGP must clearly identify the corresponding zoning case or preliminary plat. A proffer and development conditions compliance narrative in the form of a Proffer Matrix should be emailed to the [LDS Proffer Coordination Branch](#), if applicable. See [Rough Grading Plan Minimum Submission Requirements Checklist](#) for all required information and see [Technical Bulletin 23-04](#) for RGPs submitted to address Notice of Violations.

RGP in Advance of Site Plan or Subdivision Plan Approval: When RGP is submitted per [PFM 2-0203.4A](#) for projects qualified for “[modified processing](#)” in accordance with adopted criteria by the Board or where unusual circumstances or hardship prevails, the submission must follow the process outlined below:

1. The associated site plan must have been submitted, reviewed by all review agencies (e.g. Wastewater, Water Authority, VDOT etc.) and have official first-submission comments issued.
2. The submitting engineer shall contact the site reviewer and schedule a post-submission

meeting to agree on how the first-submission comments will be resolved. The submitting engineer shall discuss scope of the RGP with the site reviewer and reach agreement. Typical scope includes clearing and grading, demolition, installation of underground utilities, and footing and foundation. No improvements in the VDOT Right-of-Way should be proposed with the RGP.

3. After the post-submission meeting, the submitting engineer must share the meeting minutes with agreed-upon scope of RGP with the plan reviewer. This serves as the request letter required by [PFM 2-0203.4B\(1\)](#).
4. The stormwater management plan for the RGP could either be based on the limited RGP scope or the site plan scope. For RGPs submitted after “Technical Approval” of the associated site plan, no stormwater management plan is required.
5. Modified processing is required for RGPs proposing footing and foundation. Please visit [Modified Processing](#) on our website for review criteria and submission form.
6. Complete the “[Rough Grading Plan In Advance of Site Plan Approval](#)” checklist and submit it with the RGP.

More information on RGP can be found online in the [Rough Grading Plan \(RGP\)](#) section of the Permit Library.

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

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