



Land Development Services

# Technical Bulletin

**Subject:** Site-related Plan Review Times and First Submission Policy

**Date:** June 20, 2025

**No.:** 25-06

**Summary:**

With the adoption of [House bill 2660](#) (HB 2660), the commonwealth of Virginia amended and reenacted §§ 15.2-2259 and 15.2-2260 of the Code of Virginia to mandate specific plan review times at various stages of submittal. Beginning July 1, the county will adjust various review time targets to comply with this new state mandate. Land Development Services' (LDS) Site Development and Inspections Division (SDID) has taken this opportunity to also comprehensively assess all review deadlines assigned for various site record types and make updates for consistency and simplification. In addition, this technical bulletin establishes a First Submission Policy to clarify when review timelines begin, and when a resubmission may be handled as a first submission due to various factors.

**Effective Date:**

July 1, 2025

**Background:**

In an effort to streamline plan review timelines across the Commonwealth, the state amended and reenacted §§ 15.2-2259 and 15.2-2260 of the Code of Virginia as proposed in HB 2660, which shortens review deadlines for all site plans and subdivision plats. SDID has incorporated these new mandated review deadlines into our business processes.

To further improve transparency and clarify review time expectations for staff and customers, SDID has developed a matrix that clearly identifies plan review times for each review cycle of each record type. Site-related records are now categorized into four tiers, each of which are subject to the same review timelines.

Additionally, to ensure that submissions receive complete and fair reviews, LDS has established a First Submission Policy. Review times and fees are set commensurate with the level of effort required to complete the review. In cases where a resubmission includes a significant change in scope, the level of effort to review may equate to a first submission, because the review must start over from the beginning. The First Submission policy clarifies the point in the process that review timelines begin. It also identifies types of projects that may require handling as a first submission due to the extent of scope changes, or length of time that has lapsed since the previous review.

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**Review Time Policies:**

Below is a summary of the review times that will apply to new applications submitted on or after July 1, 2025. All days are calendar days unless noted otherwise.

<b>Target Review Time<sup>(9)(10)</sup></b>				
<b>Review cycle</b>	<b>Tier 1<sup>(1)(6)</sup></b>	<b>Tier 2<sup>(2)(7)</sup></b>	<b>Tier 3<sup>(3)(8)</sup></b>	<b>Tier 4<sup>(4)</sup></b>
	SP, SD, PI, MSP	RPA, RGP, DS, SFP, RP, PKS, WAIV, WQIA, SWOD, FDOT, SR, Revisions to Tier 1 plans	INF, CON, RGP, BATH, FPUD, EP, SAB, SAN, SIP, SR, Revisions to Tier 2 plans	SDGP, SPGP, Revisions to Tier 3 plans
<b>1st Review Cycle</b>	40	30	21	14
<b>1st and 2nd resubmissions (2nd and 3rd review cycles)</b>	30 <sup>(5)(9)</sup>	21	14	14
<b>3rd resubmission (4th review cycle) and beyond</b>	14	14	14	14

- (1) Tier 1 plan includes: Site Plans (SP), Subdivision Plans (SD), Public Improvement Plans (PI), and Minor Site Plan (MSP).
- (2) Tier 2 plan includes: Resource Protection Area Plans (RPA), Rough Grading Plans (RGP major), Drainage Study (DS), Floodplain Study (SFP), Record Plat (RP), Parking Studies (PKS), Waivers (WAIV), Water Quality Impact Assessment (WQIA), Stormwater Management Determination (SWOD), Fairfax County Department of Transportation Plans (FDOT), Soils Report (SR) associated with Site Plan, Subdivision Plan, and Public Improvement Plan.
- (3) Tier 3 Plan includes: Infill Lot Grading Plans (INF), Conservation Plans (CON), Rough Grading Plans (RGP minor), Bathymetrical Survey (BATH), Floodplain Use Determination (FPUD), Easement Plat (EP), Site As Built (SAB), Site Sanitary As Built (SAN), Sports Illumination Plans (SIP), Soils Report (SR) associated with INF plans.
- (4) Tier 4 Plan includes: Subdivision Grading Plan (SDGP), Site Grading Plan (SPGP)
- (5) For DPE plans, the review time for the 2<sup>nd</sup> review cycle remains either 28 or 14 days, as determined during the Post Submission Conference.
- (6) Review time for revisions to Tier 1 plans will align with review time of Tier 2 plans.
- (7) Review time for revisions to Tier 2 plans will align with review time of Tier 3 plans.
- (8) Review time for revisions to Tier 3 plans will align with review time of Tier 4 plans.
- (9) When VDOT is distributed, the review time for SDID will be manually adjusted to 35 days to include 30 days for VDOT review and 5 days for coordination.
- (10) Signature submissions will continue to be reviewed within 5 business days.

**First Submission Policy**

First submissions are considered “officially submitted” when a minimum submission review (MSR), Gateway Review, or ESI Review has been accepted (when required), and the plan has passed pre-screen review via the Application Submittal task in PLUS.

On subsequent submissions, if there are substantive changes to the project scope, or significant alterations to the design concepts, the resubmission may be treated as a first submission, subject to SDID Director approval. Examples of such changes include substantial increases to the limits of disturbance, the addition of new development phases, major revisions to stormwater management strategies, or a complete redesign of the site layout and road network. This policy also applies to plan revisions. In addition, if more than two years have lapsed since a previous review was completed, the resubmission may be considered a first submission

The determination will be based on the level of staff effort to review the submission, whether prior review comments are rendered obsolete, and the extent of documentation changes. Additional considerations include impacts on other review agencies and regulatory implications. Each case will be evaluated individually to determine the appropriate processing path.

If a project has been substantially redesigned, the applicant is urged to schedule a meeting with the site reviewer to discuss whether the project will need to be processed as a first submission due to the extent of changes. If this discussion has not occurred prior to the resubmission, the SDID Director will determine whether the project must be processed as a first submission within seven (7) days of acceptance for review. The decision may be appealed by the applicant to the LDS Director within seven (7) days of the decision. If the LDS Director overturns the decision, the review timeline will restart on the date of the new decision.

First submissions will be subject to a new application, first submission fees, and first submission review times.

This policy aims to ensure that significant project changes receive a thorough and consistent review. We will reevaluate its effectiveness and fairness after 12 months.

For additional assistance, please contact Kirsten Munz, at [Kirsten.Munz@fairfaxcounty.gov](mailto:Kirsten.Munz@fairfaxcounty.gov) or 703-324-7523, TTY 711.

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