



Land Development Services

# Technical Bulletin

**Subject: Revised Procedures for Entrance Permits Associated with Site Plans and Subdivision Plans**      **Date: September 25, 2025**      **No.: 25-09**

**Summary:** Most major plan submissions to Land Development Services (LDS) also require approval from the Virginia Department of Transportation (VDOT). Under certain circumstances, these submittals can be processed concurrently. However, a request for a VDOT entrance-permit for site and subdivision plans should not occur until after the plan has been distributed to bonding.

**Effective Date:** Immediately.

**Background:** This memorandum supersedes Letter to Industry #13-03.

**Requirement:** When the only outstanding pre-approval conditions for a *site plan* or a *subdivision plan* are for bonds, escrows and agreements, an applicant may request a copy of the plan to be stamped as “Entrance Correct” to include with their VDOT entrance permit submittal. The request must be in writing in either a letter or email ([LDSSAC@fairfaxcounty.gov](mailto:LDSSAC@fairfaxcounty.gov)) to the Site Application Center (SAC) of LDS. Once the plan has been stamped as “Entrance Correct”, SAC will email the stamped coversheet to the requestor.

Once all outstanding pre-approval conditions are met, SAC will issue the land disturbance permit. VDOT’s review of the permit may occur concurrently with LDS’ plan approval process. After VDOT approves the entrance permit, the applicant has 30 days to start construction. During this period, outstanding pre-approval conditions (e.g., bonds, escrows, etc.) must be satisfied to obtain land disturbance permits from LDS. If the applicant initiates the VDOT entrance permit process too early and the permit expires before the land disturbance permit is issued, they will be required to restart the VDOT entrance permit process from the beginning and pay all applicable fees.

All other site-related plans must have an approved VDOT entrance permit prior to the county’s site pre-construction meeting. For more information on VDOT entrance permits, see the [VDOT website](#) for permits within Fairfax County.

If you have any questions, please contact the Site Application Center in the Permitting and Code Administration Division at **703-222-0801, TTY 711 or by email at [LDSSAC@fairfaxcounty.gov](mailto:LDSSAC@fairfaxcounty.gov)**.

Approved by: Brandy Mueller, Director, Permitting and Code Administration Division  
Bin Zhang, Assistant Director, Site Development and Inspections Division  
Department of Land Development Services