



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

DEVELOPER'S PROJECT COMPLETION CHECKLIST

PLAN NAME: _____ PLAN NUMBER: _____

Item	Checklist Item:	Yes	No	N/A
1.	Is this project constructed to the satisfaction of the site inspector and in accordance with the approved plans and applicable regulatory standards?			
2.	Is all work shown on the approved plan, such as, storm sewer, sanitary sewer, grading, and stabilization of all disturbed areas completed?			
3.	a. Did this project have the proper amount of geotechnical testing and concrete cylinder tests performed in accordance with the Public Facilities Manual (PFM) and the approved plans? b. Have the results of the geotechnical and concrete tests been compiled and provided to the site inspector in the order of construction? c. Has a Geotechnical Engineer's final certification been provided to the site inspector?			
4.	a. Has the Board of Supervisors approved the resolution accepting the new publicly maintained streets? b. Has VDOT issued the acceptance memo for Supplemental ROW (right-of-way)?			
5.	a. Has notification been received by SDID Site Inspector from the developer, builder or landscape contractor verifying that all landscaping has been installed per the approved plan and is in good condition? b. Has the UFMD and SDID Site Inspector verified there are no tree preservation or landscape issues and the site is ready for final bond release?			
6.	Has the final approval and release letter from the appropriate water authority agency been provided to the site inspector? The following agencies provide water service to Fairfax County: <ul style="list-style-type: none"> • Fairfax Water, 703-289-6325 • Town of Vienna Department of Public Works, 703-255-6383 			
7.	Has a letter from the engineer/surveyor certifying that all property corners and ROW monuments are installed properly (if applicable) been provided to the site inspector?			
8.	Has a final acceptance letter from Fairfax County Wastewater Collection (WWC) accepting the sanitary sewer into the county system been provided to the site inspector? The sanitary sewer system must be completed, Sanitary As-Built plan approved, and As-Built inspection made before the system will be accepted by WWC.			

Department of Public Works and Environmental Services
Land Development Services, Site Development and Inspections Division

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**DEVELOPER'S PROJECT COMPLETION CHECKLIST
(CONTINUED)**

Item	Checklist Item:	Yes	No	N/A
9.	Are there any outstanding or unresolved complaints on this project? Check with the site inspector.			
10.	Has the site As-Built Plan been submitted and approved by the county?			
11.	<p>Are there any permanent stormwater management (SWM) or water quality (BMP) facilities on this project? If yes:</p> <p>a. Has access been provided to the SWM or BMP facility?</p> <p>b. Have all easements shown on the site plan that allow for access and ability to maintain the facility been recorded?</p> <p>c. Have the associated proffers or waiver/modifications conditions been complied with?</p> <p>d. Have all the necessary geotechnical data, compaction tests, and certifications for this facility been provided and accepted by the site inspector?</p> <p>e. For private facilities, has a key to the locks been provided to the Home Owners Association (HOA)? An additional key should be provided to the Fairfax County's Maintenance and Stormwater Management Division.</p> <p>f. Has a copy of the following documents for private SWM facilities been provided to the site inspector?</p> <ul style="list-style-type: none"> • All plan and profile sheets of the approved plan associated with the facility • Recorded private maintenance agreement <p>g. Is the trash rack and access gate locked (use Masterlock Key A473) and has a key been provided to the site inspector?</p> <p>h. Are the access roads, gates, signs, embankments, and structures complete and installed per the approved plan and PFM standards?</p> <p>i. Is the facility fine graded and stabilized?</p> <p>j. The MS-4 Form has been completed and delivered to Plan and Document Control. An MS-4 Form is required for all sites with an existing or new stormwater management facility.</p> <p>k. Notice of Termination of VSMP/VPDES permit submitted to Site & Addressing.</p>			
12.	Have all outstanding violations on this project been released?			
13.	<p>Has the meeting with the site inspector and HOA or their designated representative been held?</p> <p>It is a Fairfax County policy that the site inspector offers the HOA an opportunity to walk the site and/or review issues of concern with them and the developer's representative prior to bond release.</p>			
14.	All proffered, special exception, special permit, and/or variance conditions met?			
15.	Have all trails been properly installed according to the approved plans and county regulations?			

**DEVELOPER'S PROJECT COMPLETION CHECKLIST
(CONTINUED)**

Item	Checklist Item:	Yes	No	N/A
16.	<p>Has the Fire Marshal completed and approved the final inspection for the fire lanes?</p> <p>The Fire Marshal's Office shall approve all fire lanes. After approval, they will place their sticker on the parking signs. When the Fire Marshal approval occurs early in the project, it is necessary to obtain a re-inspection prior to bond release, particularly in townhouse projects. The Fire Marshal approval is good for ninety days or until the bond is released.</p>			
17.	<p>Did this plan require street lights?</p> <p>If yes: Are the street lights installed per the approved plan or do you have payment verification?</p> <p>If street lights are required but not installed, it is the developer's responsibility to request that Fairfax County, Streetlight & Developer Default Section, located in the Government Center, obtain a formal cost estimate from Dominion Virginia Power Company for their installation and proof of payment has been made to Fairfax County, Site and Addressing Center.</p>			
18.	<p>Have all the parking spaces been completed in accordance with the approved plans?</p> <p>All parking spaces must be constructed according to the approved plans. This includes the inside of parking structures and apartment buildings.</p>			
19.	<p>Have all conditions of the approved waivers or PFM modifications been met?</p>			
20.	<p>Is there anything that was installed onsite or affected by the construction that may require other agencies' involvement?</p> <p>A simple example of this is a retaining wall over four feet in height. This retaining wall requires a building permit prior to release of the bond.</p>			
21.	<p>Have all pre-approval and post-approval conditions on the county's Land Development System been met?</p>			
22.	<p>Has the site inspector confirmed that the stormwater outfalls are adequate?</p>			
23.	<p>Has overland relief of drainage structures been provided? (No structure will flood in a 100 year storm event if storm sewers are blocked.)</p>			