



FAIRFAX COUNTY

Department of Public Works and Environmental Services
Office of Site Development Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5503

V I R G I N I A

June 16, 2000

00-01

TO: All Architects, Builders, Developers, Engineers, and Surveyors Practicing in Fairfax County

SUBJECT: Revised Procedures for Entrance Permits Associated with Site Plans and Subdivision Plans

Effective this date, the Virginia Department of Transportation (VDOT) will accept applications for entrance only permits prior to receipt of the entrance correct plan set from the Office of Site Development Services (OSDS) if the permit application is accompanied by the following:

- a completed VDOT entrance permit checklist
- the applicable permit fees
- the applicable bond estimate and surety
- documentation from OSDS verifying that the associated site construction plan has been forwarded to the Bonds and Agreements Section, OSDS

VDOT currently requires the entrance correct plan set from OSDS to be submitted with an application for an entrance permit. In an effort to facilitate the processing of permit requests, VDOT is revising its submittal requirements to allow a portion of the permit process to coincide with the final stages of the site plan review process. VDOT will continue to process and hold the permit application, pending receipt of the entrance correct plan set from OSDS, for up to forty-five (45) days from the initial submittal date of the permit application. If the entrance correct plan set is not submitted to VDOT within the forty-five (45) day timeframe, the permit application will be returned disapproved to the applicant. The application fee will be held to cover administrative costs. Extensions will be considered by VDOT if the associated site plan has been bonded with Fairfax County.

VDOT will consider entrance permit applications for rough grading plans (RGP) when the RGP has been submitted to OSDS; however, the permit application must be accompanied by the requisite checklist, fee, and bond. The bond posted for the RGP will be returned after the permanent site plan entrance has been issued by VDOT. If a permit application for the permanent site plan entrance(s) associated with the related site plan is submitted at the same time as the temporary entrance permit application, VDOT will

not process the 30-day construction entrance application, but will process the application for the permanent site plan entrance.

If you have any questions relating to these revised procedures please contact OSDS at 703-324-1590.

SIGNATURE ON ORIGINAL

Michelle Brickner
Director

MB:jcm

cc: Dorothy Purvis, Virginia Department of Transportation