



# FAIRFAX COUNTY

DEPARTMENT OF PUBLIC WORKS  
AND ENVIRONMENTAL SERVICES

Office of Site Development Services  
12055 Government Center Parkway, Suite 535  
Fairfax, Virginia 22035-5503

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V I R G I N I A

September 6, 2002

02-16

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

SUBJECT: Submission Requirements for Site Plans, Subdivision Plans and Public Improvement Plans

On April 20, 1990, a Letter to Industry (9-90) was issued to explain the various items that must be submitted either prior to or concurrently with the submission of site, subdivision and public improvement plans (major plans). Since that time, plan submission requirements have changed somewhat, and this letter is to provide updated information to assist you in the submission process. In order to minimize plan submissions, facilitate plan distribution, and to assist in the overall review and approval process, your cooperation in adhering to the following submission sequencing is requested.

Prior to the submission of a major plan, any associated rezoning, special exception, special permit and/or variance must be approved. A copy of the letter from the Clerk to the Board of Supervisors and/or resolution of the Board of Zoning Appeals and/or Planning Commission documenting the approval and related conditions must be incorporated into the major plan. Approved development plans and special exception, special permit and/or variance plans, when applicable, must also be incorporated. The above items must be addressed prior to the first submission unless simultaneous processing of a rezoning, special exception, and/or special permit, with the associated major plan has been granted by the Board of Supervisors. In the case of simultaneous processing, if the applicant is requesting review as a Designated Plans Examiner (DPE) certified plan, the above requirements need to be met prior to second submission.

In addition, prior to the second submission of any major plan (DPE or non-DPE), the following must be approved:

Flood Plain Studies (FP)

Resource Protection Area Designation Plans (RPA)

Drainage Studies (DS)

Water Quality Impact Assessments (WQ)

Soils Reports (SR)

Environmental Site Assessments (ESA)

All Waivers

Letters of Permission

Adjoining Property Owner Notices (either with or prior to Second Submission)

On/Offsite Easements (either with or prior to Second Submission)

If you have any questions regarding the plan submission requirements, please contact Ken Williams, Chief, Plan and Document Control at 703-324-1730.

Sincerely,

***SIGNATURE ON ORIGINAL***

Michelle Brickner, Director

MB/dah

cc: Ken Williams, Chief, Plan and Document Control, DPWES