



INFILL LOT GRADING PLAN MINIMUM SUBMISSION REQUIREMENTS CHECKLIST



Site Application Center
Fairfax County Land Development Services
12055 Government Center Parkway, Suite 230, Fairfax, VA 22035
Phone: 703-222-0801, TTY 711
www.fairfaxcounty.gov/landdevelopment

Plan Name: _____ Record Number: _____ Magisterial District: _____
Submitting Firm: _____ Project Coordinator Name: _____
Project Coordinator Phone Number: _____ Project Coordinator Email: _____
Property Owner(s) Name: _____ Address: _____
Phone Number: _____ Email: _____

**Owner address will not be accepted if: P.O. Box is provided.
Site address is provided when a new single-family dwelling is proposed.*

Agent (if applicable): _____ Address: _____
Phone Number: _____ Email: _____

The submitting engineer must provide sheet number information (or note "Attached") and must check the appropriate column for OK, NO, or N/A. If indicating a NO or N/A, a written explanation on this checklist or separately must be provided by the applicant at the time of submission. Every line must be addressed by the applicant for the checklist to be deemed complete.

Part 1

(Checked by Site Application Center (SAC) Technician)

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				SAC
			SHEET	OK	NO	N/A	
GENERAL							
1	Tech Bulletin 22-09	Current and complete Infill Lot Grading Plan (INF) Minimum Submission Review (MSR) Checklist (initial submission only)					
2	LDS Policy	Signed, sealed, & dated Erosion and Sediment Control Checklist					
3	124.1-3-2.C LDS Policy	Signed, sealed, and dated Stormwater Management Plan Completeness Checklist . Checklist demonstrates compliance with Chapter 124, Stormwater Management Ordinance.					
4	Tech Bulletin 22-09	Resubmittals of NON-ACCEPTABLE plans: INF MSR checklist (if needed per Notice) included and Applicant responses to MSR Issues must be completed					
COVER SHEET							
5	Tech Bulletin 24-09 LDS Policy	Plan uses the current Infill Lot Grading Plan Cover Sheet					
6	PFM 2-0208.5 18VAC10-20-760 LDS Policy	Seal - All sheets must be signed, sealed, and dated by a PE, LS, or LSA licensed in Virginia with a verifiable digital signature. Each seal included within plan set shall also be provided on the Cover Sheet. Submitting firms must be registered.					
7	PFM 2-0101.3	Title Block - Project Name is the Legal Description per land records					
8	LDS Policy	Title Block - Correct Fairfax County Magisterial District shown					
9	LDS Policy	Title Block - Design Engineer/Surveyor information is complete					
10	LTI 21-05 LDS Policy	Plan Approval Information All items listed must be addressed as either <i>Required</i> or <i>Not Required</i> . If required, the associated County Plan Number must be provided under the “County ID Number” column and Sheet number must be provided under the “Approval on Sheet #” column.					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				SAC
			SHEET	OK	NO	N/A	
11	FM 4-0204 FM 4-205.2 LDS Policy 107-1-3	Plan Approval Information - Line 8: If Class III or IVA Soils exist on-site, a full Geotechnical Report (SR) is required and the County ID Number must be filled in. If INF and SR are submitted concurrently, this must be stated in the "Comments" column. The assigned SR number must be filled in in the "County ID Number" column if available at the time of 1 st submission. (ID number must be filled in at the time of 2 nd submission.) The SR Approval Letter must be included in the plan by 2 nd submission.					
12	PFM 2-0101.1 PFM 2-0101.2	Plan Approval Information - Lines 11, 12 and 20: All waivers, modifications, BZA variances, special permits, special exceptions and/or zoning approvals, including any related proffered or development plan conditions associated with the proposed construction must be incorporated in the plan and application numbers filled in in the "County ID Number" column.					
13	LDS Policy	Required Information - All fields are complete and correct.					
14	118-3-2(f)	Wetlands Permits Certification – Must be signed with all fields completed.					
15	LDS Policy	Proposed Construction in the RPA –All lines must be completed if applicable.					
16	LDS Policy	Tree Preservation – Yes or No must be indicated					
17	LDS Policy	Notice of Violation – Yes or No must be indicated. If Yes, sheet number filled in where a copy of the violation is included in the plan.					
18	LDS Policy	Pro Rata Share Assessment – Must be completed.					
19	LDS Policy	Stormwater Requirement Determination – Must be completed					
20	LDS Policy	All other Stormwater Information – Must be completed					
21	107-1-3, LDS Policy	Soils Map Data – Scale must be at least 1"= 500'. Must provide north arrow, and map must be legible, with site location shown.					
22	LDS Policy	Soils Map Data - Must provide soils information for all soils located on the site.					
23	LDS Policy	Soils Map Data - Must mark presence of asbestos soils as either Yes or No.					
24	LDS Policy	Owner Information – List all owners.					
25	LDS Policy	Vicinity Map – Must provide scale and north arrow. Map, including street names, must be legible.					
26	LDS Policy	Sheet Index – Must be complete and accurate.					

Submitting Engineer's Explanations

Line #: Note:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SAC Review Information

SAC Technician Contact Information: LDSSAC@FairfaxCounty.gov

Note: SAC Technician Review Comments for any non-acceptable plans will be e-mailed via a notice of non-acceptance

Part 2

(Checked by Minimum Submission Requirements (MSR) Reviewer)

The plan is deemed Non-Acceptable if any box with a star (*) is marked "NO" without an explanation or an alternate solution noted.

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
27	112.1-8101.4.B(3) LDS Policy	Plan scale shall be shown and plan must be to scale. Plan must be legible.					
28	DPD (ZAD) Policy	If proposing more than 1 dwelling unit on the site at any time during the construction process and/or as an ultimate condition, the plan must include an Approval Letter from the Zoning Administrator.					
29	PFM 2-0208.22, 118-3-2(j)	Buildable area allowed on each lot must be labeled, delineated, or otherwise noted.					
30	18VAC10-20-382.B.10	Topographic Survey Statement required by the VAC must appear on at least 1 sheet depicting the topographic survey, as defined by 18VAC10-20-382.					
31	LDS Policy PFM 2-0101.1	Waivers shall be valid (not expired) and a waiver condition narrative for how conditions will be addressed must be included in the plan.					
32	112.1-8100.8.B Technical Bulletin 17-02	Land subject to approved variances, special permits, special exceptions, or other zoning approvals requires submission of a proffer and development condition matrix.			*		
33	Tech Bulletin 02-10 LDS Policy	Legality of Lot Certification on Cover sheet – Must be completed and must reference lot creation deed (not the deed for last conveyance) or provide reference to approved lot validation.			*		
34	18VAC10-20-382.B.8	Show north arrow referenced to a source of meridian used for the survey (VCS 83, Deed North with DB and PG number, or True North). Observation and correlation data are required for all VCS83 and True North references.			*		
35	LDS Policy	Provide street name(s). For public ROW, provide Route Number and Right of Way width. For private or Chapter 2 Road, provide DB & PG numbers demonstrating access rights.					
36	18VAC10-20-380.C.1	Show lot boundary lines with bearings and distances, arcs and radii based on Legal Description to ensure accurate setbacks and yard requirements.			*		
37	PFM 2-0106.1.B LDS Policy 18VAC10-20-382	State vertical datum reference: If the property is within 500' from a floodplain, topography must be correlated to NGVD 1929. If property is more than 500' away from a floodplain, provide a certification to state so. An assumed datum may be used in that case. Provide benchmarks relative to the vertical datum used.			*		
38	PFM 6-1701.3 & 4, Tech Bulletin 22-01	Show Resource Protection Area (RPA) limits if there is an RPA on or adjacent to the site. RPA delineation and delineation certification or the source of RPA boundary must be provided if RPA is shown.			*		
39	Tech Bulletin 05-19, 18VAC10-20-382.C.1. LDS Policy	Show existing and proposed contours at a minimum of 2' intervals with spot elevations.					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
40	112.1-5100.2.D(8)(a)1. PFM 2-0208.22	Provide dimension to show that the principal building meets minimum 200' setback from an interstate highway, Dulles Toll Road and/or railroad tracks if any part of the lot is within 200' of one of these. The area within the 200' setback must be excluded from the buildable area.					
41	112.1-6100.2.B(1)	Show Surface Area Calculation for front yards for lots ≤ 36,000 SF, in R-1, R-2, R-3 and R-4 zoning districts.					
42	112.1-8101.5.A(3)(b) LDS Policy	Show all known existing on-site easements and any off-site easements necessary to review the plans with correct DB and PG numbers. Easements must include outlet roads, Chapter 2 roads, water, storm, sanitary sewer easements, etc.					
43	Tech Bulletin 19-01	Show Building Height Calculations including existing and proposed average grade computation and plan view detail with elevation points					
44	112.1-8101.5.A(3)(c)	Height and type of all accessory structures, fences and decks shall be shown					
45	112.1-8101.5.A(3)(d)	All minimum required yards shall be shown on a Grading Plan sheet. Provide dimensions for all tiebacks to property lines					
46	112.1-5100.2.L(2)	On pipestem lots, the front yard shall be a minimum of twenty-five (25) feet. The 25 feet shall be measured from the lot line formed by the pipestem or the edge of the pipestem driveway pavement, whichever is the greater distance.					
47	Tech Bulletin 05-19	Show existing topography and existing structures on adjacent lots to support adequate drainage and outfall analysis.					
48	PFM 6-0202.2 PFM 6-0201.3	Natural drainage divides shall be honored for stormwater runoff leaving the site. If natural drainage divides cannot be honored, include a written justification for the proposed diversion and a detailed analysis of both concentrated and non- concentrated runoff leaving a site for each affected downstream drainage system.					
49	PFM 6-0204 Tech Bulletin 05-19	Provide an adequate Outfall Analysis and narrative.			*		
50	PFM 6-0201.3	Proposed lot grading shall not divert drainage flow path outside of recorded easements.					
51	112.1-8101.5.A(3)(e)	Show proposed elevations of first floor level and lowest floor level on Grading Plan.					
52	VRC R401.3	Lots shall be graded to drain surface water away from foundation walls. A minimum of 6" drop within the first 10' (5%) is required on pervious and 2% on impervious surfaces.					
53	PFM 6-1108 LDS Policy	For yard drainage to storm structures, either on-site or immediately off-site, provide structure type, invert of throat, and top elevation with the size and location of associated storm sewer pipe.					
54	PFM 2-0208.7B	Show and identify centerline profiles for all proposed storm sewers.					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
55	Tech Bulletin 20-07	Swimming pool, foundation drain and/or sump pump discharge locations shall be shown and labeled on Grading Plan. Downspout locations, including all extensions, must be shown on the grading plan. Roof drain systems piped to BMPs must be shown including invert information.					
56	Tech Bulletin 20-07 LDS Policy	Sump Pump Note provided within TB 20-07 must appear on at least 1 sheet as shown in Technical Bulletin 0-07; Section: Policy when a new sump pump is proposed with the proposed land disturbance activity.					
57	112.1-8101.5.A(3)(j) PFM 6-0704.1 Tech Bulletin 12-03	Show and label 100-year floodplain limits on the lot and immediately adjacent to the property. Provide 100-year floodplain elevations with source referenced.					
58	112.1-5105.5.A PFM 6-0704.2	The lowest floor, including basement, must be at least 18" above 100-year floodplain elevation.					
59	112.1-5105.5.A PFM 6-0704.2	The dwelling, or any portion thereof, must be located a minimum of 15' horizontally to the edge of a floodplain.					
60	124.1-4-2, 124.1-4-3	DEQ VRRM spreadsheet shall be included to demonstrate compliance with water quality design criteria.			*		
61	124.1-3-2.C 124.1-4-5.A.3 LDS Policy	If BMP/SWM facility is proposed, plan shall show design calculations and details. If purchasing nutrient credits, letter of availability must be included.			*		
UTILITIES							
62	PFM 2-0202.5A(3)	Show well location (existing or proposed) if the lot is not served by a public water system.					
63	PFM 10-0201	Provide septic tank, drain field and test holes if not served by public sewer.					
64	PFM 10-0104.2B	Provide location of sanitary sewer trunk lines, their size, slope, direction of flow, and inverts.					
65	PFM 10-0102.5C	Sanitary sewers should not be located closer than 15 feet from existing or proposed buildings. Proposed sanitary sewers may not be located under retaining walls.			*		
66	Note:	Lots requiring pumping for sanitary sewage service must comply with PFM 10-0102.9 after consulting with the Wastewater Planning and Monitoring Division at 703-324-5015.					
GEOTECHNICAL							
67	PFM 4-0401 PFM 4-0206.2 PFM 4-0206.4 PFM 4-0206.6	-For construction in soil classes III and IVA, include Geotechnical Requirements and details, Geotechnical Engineer's statement, & Geotechnical Report approval letter. For in-ground swimming pools with Class III or IVA soils, the certification referenced in § 4-0206.6 may be incorporated instead of submitting a separate report. -For construction in class I and II soils, distance between building and/or in-ground swimming pool and limits of class III and IV problem soils must be shown on Grading Plan if stating greater than 25' from problem soils.			*		
68	PFM 4-0206.5A PFM 4-0206.5B	For construction in soil class IVB, a Limited Geotechnical Letter Report or a IVB Certification is <i>required to be incorporated into the first submission plan</i> .			*		

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
69	PFM 4-0206.3	Show foundation drain details for proposed walls below grade. Address yard and overlot drainage, fill placement, excavation safety and impact on adjoining property.			*		
70	PFM 4-0206.3A	For Class II soils, foundation drains and backfill must appropriately address potential groundwater problems.			*		
71	<u>PFM 6-1307.4L</u>	SWM facilities that are designed as infiltration practice must incorporate soils analysis and testing results into the plan.					
EROSION AND SEDIMENT CONTROL							
72	Tech Bulletin 11-08	Include a Fairfax County Priority Rating Form.					
73	Tech Bulletin 03-05	SW-10: Provide a certification on the plan that indicates if a water impoundment is or is not located within the potential influence area of the proposed land disturbing activity (disturbed areas less than one acre are exempt).					
74	PFM 11-0104.2 VSMH 4.3.2.6.1	Include a site-specific Erosion and Sediment Control narrative that has all elements listed in the checklist in VSMH 4.3.2.6.1.					
75	PFM 11-0102.1 PFM 11-0105.1 VSMH Uniform Coding System PFM 11-0106.2	Provide adequate measures for Erosion & Sediment control in the E&S Plan. Identify type of measures with a graphic key. Provide standard details (VSMH/ PFM) for each E&S measure.					
76	PFM 11-0106.2D	Show a construction entrance (CE) on plan with extent clearly delineated and include a detail of the CE. Provide note if existing driveway is to remain.					
77	9VAC25-875-560 (MS-2)	When excavation is required as part of the land disturbance activity a stockpile location must be shown on the grading plan with adequate protection provided.					
URBAN FORESTRY							
78	PFM 12-0301.1A	Tree Conservation Plan must show all relevant proposed engineering and layout information. Minor land development like pools and additions need not include an EVM, preservation target calculations and narrative, 10-year canopy calculations, tree condition analysis, or tree preservation plan and narrative. See PFM 12-303.1 for requirements for minor projects.					
79	PFM 12-0301.1B	Existing Vegetation Map (EVM) must be provided					
80	PFM 12-0301.1C PFM 12-0308.4A	Provide Tree Preservation Target Calculations and Narrative. If the site cannot meet the tree preservation target, a written Tree Preservation Target Deviation Request must be incorporated in the first submission of the plan. Check this request on Cover Sheet under Tree Preservation.			*		
81	PFM 12-0301.1D	Provide 10-year Tree Canopy Cover requirements and calculations.					
82	PFM 12-0302.1A	Provide a Tree Inventory & Condition Analysis.					
83	PFM 12-0302.1B	Provide Tree Preservation Plan and Narrative.					
84	PFM 12-0302.1F	Provide a Landscape Plan (if planting required to meet 10-year Tree Canopy requirements).					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
85	PFM 12-0304.1A	Existing tree line including groups of trees and individual trees standing apart must be clearly shown and labeled.					
86	PFM 12-0304.1B PFM 12-0305.1	Show and label proposed limits of clearing on Grading Plan, E&S Plan, and Tree Preservation Plan.					
87	PFM 12-0305.1A PFM 12-0305.1B PFM 12-0309.2E	Show location and type of tree protection devices on the Tree Preservation Plan, Demolition Plan and E&S plan.					
88	PFM 12-0307.1	Plan must show all trees with trunks 12 inches or greater located within 25' of the undisturbed area beyond the limits of clearing (LOC) & within 10 feet of the LOC in the disturbed area.					
89	LDS Policy	Tree Conservation Plan is signed and sealed by an International Society of Arboriculture Certified Arborist or by a Registered Consulting Arborist as designated by the American Society of Consulting Arborists .					
ROADWAYS							
90	Road Design Manual Ch 2D-22 & Table 2D-2 Road and Bridge Standards PFM 7-0403.1 PFM Plate 20-7	For a private entrance onto a public road, type of VDOT apron must be called out on the Grading Plan, VDOT Std. PE-1 for shoulder/ditch section and VDOT Std. CG-9D for curb and gutter section. (CG-9B only allowed if CG-9D is not feasible.) If PE-1 is not feasible, show detail for PFM Std. DE-5. Entrance must be drawn to scale to ensure radii are not encroaching the adjacent property frontage.			*		
91	Road Design Manual Ch 2D-22 & Table 2D-2 Road and Bridge Standards PFM 7-0403.1 PFM Plate 20-7	Second private entrance on a public road requires a Stopping Sight Distance plan and profile for each entrance to verify adequacy.					
92	PFM 7-0303.1	For entrances onto private roads, provide driveway entrance details for the appropriate road section, i.e. pipestem, C&G, ditch section, etc.					
93	PFM 7-0103.4	Curb cuts on public streets may not be located less than 30' from the point of curvature of the curb line/edge of pavement return of intersecting street.					
94	PFM 6-0203. PFM Plate 20-7 Drainage Manual	Provide entrance/driveway culvert computations. For culverts in a VDOT maintained right of way, the culvert computations shall be in VDOT LD-269 format. If no culvert is proposed under an entrance/driveway on a ditch section street, provide sufficient spot shots to ensure positive drainage across the entrance.			*		
	REFERENCE	PLANS SUBMITTED TO RESOLVE VIOLATIONS	SHEET	YES	NO	N/A	
95	Tech Bulletin 23-04	Pre-violation conditions plan					
96	Tech Bulletin 23-04	Current site conditions plan (showing the changes after unpermitted disturbance)					
97	Tech Bulletin 23-04	Proposed improvements plan, when different from the current site condition					
98	Tech Bulletin 23-04	Tree Conservation Plan, where applicable					

LINE	CODE SECTION	REQUIREMENT	Completed by Applicant				MSR Staff
			SHEET	OK	NO	N/A	
99	Tech Bulletin 23-04	County NOV case number and issuance date. If no PLUS case number exists, then a full copy of the NOV must be uploaded into the Documents folder during plan submission.					
100	Tech Bulletin 23-04	A compliance narrative clearly stating the need for any modifications, exceptions, or variances. Such deviations from standard requirements could include modification of Public Facility Manual (PFM) requirements; exception for encroachment in the Resource Protection Area (RPA) (Chapter 118); Floodplain Use Determination Requests (Chapter 112.1); departures or exceptions to the Erosion & Stormwater Management (Chapter 124.1) regulations. These requests should be submitted following requirements for those separate applications, and approval letters should be provided with the plan.					

Submitting Engineer's Explanations

Line #: **Note:**

MSR Review Information

Email: LDSSAC@fairfaxcounty.gov

Note: MSR Review comments will be made as Issues on drawings in the PLUS platform. Receive and respond to Issues in PLUS.

References

Fairfax County, Virginia – Code of Ordinances:

Chapter 112.1	Zoning Ordinance
Chapter 118	Chesapeake Bay Preservation Ordinance
Chapter 124.1	Erosion & Stormwater Management Ordinance

Other Codes/Regulations/Policies:

PFM	Fairfax County Public Facilities Manual
LDS Notice	Land Development Notice
Tech Bulletin	Land Development Services Technical Bulletin
VAC	Virginia Administrative Code
VSMH	Virginia Stormwater Management Handbook
VRC	Virginia Residential Code
Road Design Manual	Virginia Department of Transportation (VDOT) Road Design Manual
Drainage Manual	VDOT Drainage Manual
Road and Bridge Standards	VDOT Road and Bridge Standards
LDS Policy	Current practice or policy established by this document