



INFILL LOT GRADING PLAN (INF)

Minimum Submission Requirements (MSR) Checklist

Customer and Technical Support Center, Land Development Services
 12055 Government Center Parkway, Suite 230, Fairfax, VA 22035
 Phone: 703-222-0801, TTY 711, www.fairfaxcounty.gov/landdevelopment

Plan Name: _____ Plan #: _____ Magisterial District: _____

Submitting Firm: _____ Project Coordinator Name: _____

Project Coordinator Phone #: _____ Project Coordinator E-mail: _____

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

Part 1
Checked by Fairfax County Customer and Technical Support Center (CTSC)

| LINE | CODE SECTION | REQUIREMENT | Completed by Applicant | | | | by CTSC |
|--------------------|--|--|------------------------|----|----|-----|---------|
| | | | SHEET | OK | NO | N/A | |
| 1 | LDS Notice 10/24/14 | 9 plan sets submitted | | | | | |
| 2 | LDS Notice 10/24/14 | Current and complete INF MSR Checklist (initial submission only) | | | | | |
| 3 | LDS Technical Bulletin 03-11 | Signed, sealed, and dated Erosion and Sediment Control Checklist | | | | | |
| 4 | LDS Notice 7/24/14 | Signed, sealed, and dated Stormwater Management Plan Completeness Checklist . Checklist demonstrates compliance with Chapter 124, Stormwater Management Ordinance. | | | | | |
| 5 | LDS Notice 10/24/14 | Resubmittals of NON-ACCEPTABLE plans must include: <ul style="list-style-type: none"> • Original stamped INF checklist and • Comment Response Letter attached to each plan set addressing all comments provided by CTSC and ESI, as applicable. Comments can be found in the Non-Acceptance Letter issued to the engineer via e-mail (resubmissions only) | | | | | |
| COVER SHEET | | | | | | | |
| 6 | LDS Notice 2/24/16 | Plan uses the current Infill Lot Grading Plan Cover Sheet | | | | | |
| 7 | 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. Each seal included within plan set shall also be provided on the Cover Sheet. Seals must be valid (not expired). At least one Cover Sheet must have an original signature(s), seal(s) and date(s). Submitting firm must be registered. | | | | | |
| 8 | PFM 2-0101.3 | Title Block - Project Name is the Legal Description | | | | | |
| 9 | LDS Notice 10/24/14 | Title Block - Magisterial District shown is correct | | | | | |
| 10 | LDS Notice 10/24/14 | Title Block - Design Engineer/Surveyor information is complete | | | | | |
| 11 | LDS Notice 2/24/16 | Plan Approval Information - All items listed must be addressed as either <u>Required</u> or <u>Not Required</u> . If required, the associated County Plan Number must be provided under the County ID Number column <u>and</u> approval date and Sheet number must be provided under the Comments column | | | | | |

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| | | | SHEET | OK | NO | N/A | |
| 12 | LDS Notice 10/27/15 | Plan Approval Information - Line 7: If Class III or IVA Soils are present on site, a full Soils Report (SR) is required to be submitted and the County SR Number must be included in the County ID Number column. If INF and SR are submitted concurrently, this must be stated in Comments column and the assigned SR number hand-written at the time of submission. If INF and SR are submitted separately, the SR Approval Letter must be included in the plan. | | | | | |
| 13 | PFM 2-0101.1 & 2-0101.2 | Plan Approval Information - Lines 8, 9 and 16: All waivers, 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. | | | | | |
| 14 | PFM 0208.4 | Required Information – Provide complete description of Proposed Work that matches work shown on Grading Plan sheet (demolition, construction of residential improvements, sewer, water, pool, etc.) | | | | | |
| 15 | LDS Notice 2/24/16 | Required Information - All fields are complete and correct. Overlay district shall be listed besides the zoning district. RLD may be left blank. Mark non-applicable items as N/A. | | | | | |
| 17 | 118-3-2 | Wetlands Permits Certification – Must be signed with all fields completed | | | | | |
| 18 | LDS Notice 2/24/16 | Information Regarding Activities in the RPA – First line must be completed with a Y/N. All other lines must be completed if applicable. | | | | | |
| 19 | LDS Technical Bulletin 13-06 | Tree Preservation – Yes or No must be indicated | | | | | |
| 20 | LDS Notice 2/24/16 | Notice of Violation – Yes or No must be indicated. If Yes, a copy of the violation must be included in the plan. | | | | | |
| 21 | LDS Notice 2/24/16 | Pro Rata Share Assessment Form – Must be completed. | | | | | |
| 22 | LDS Notice 2/24/16 | SWMO Water Quality Requirement Determination – Must be completed | | | | | |
| 23 | LDS Notice 2/24/16 | Stormwater Information – Must be completed | | | | | |
| 24 | 107-1-3 LDS Policy | Soils Map Data – Scale must be at least 1":500'. Must provide north arrow, and map must be legible. | | | | | |
| 25 | LDS Notice 2/24/16 | Soils Map Data - Must provide soils information for all soils located on the site | | | | | |
| 26 | LDS Notice 2/24/26 | Soils Map Data - Must mark presence of asbestos soils as either Yes or No | | | | | |
| 27 | LDS Notice 2/24/16 | Owner Information – List all owners. All fields must be completed and information provided must match Real Estate Assessment Tax Records. | | | | | |
| 28 | LDS Policy | Vicinity Map –Must provide scale and north arrow. Map, including street names, must be legible. | | | | | |
| 29 | LDS Policy | Sheet Index – Must be complete and accurate. Sheet Index and sheet titles must match. | | | | | |
| MISCELLANEOUS | | | | | | | |
| 30 | 112-17-106.2 LDS Policy | Plan scale shall be shown and plan must be to scale. Plan must be legible. | | | | | |
| 31 | DPZ (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. | | | | | |

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|------|---------------------------------|--|------------------------|----|----|-----|---------|
| | | | SHEET | OK | NO | N/A | |
| 32 | LDS Policy | The street address must be shown on the Grading Plan Sheet | | | | | |
| 33 | PFM 2-0208.22 & CBPO 118-3-2(j) | Buildable area allowed on each lot must be delineated in accordance with PFM | | | | | |

CTSC MSR Determination (check one): _____ ACCEPTABLE _____ NON-ACCEPTABLE

CTSC Review Date: _____

Required Plan Distribution (ACCEPTABLE plans only – check all that apply)

- Address Review (corner lot, vacant lot, driveway change – 1 copy)
- Health Department (well/septic only - 1 copy)
- Urban Forestry (Dranesville, Mount Vernon, Providence only - 1 copy)
- Site Application Center (for permit package preparation - 1 copy)
 - o Required for all 1st submissions
 - o Required for any subsequent submissions changing, adding and/or removing SWM/BMP facilities and/or credits
- North Branch, Site Development and Inspections Division (remaining copies)
- South Branch, Site Development and Inspections Division (remaining copies)
- Central Branch, Site Development and Inspections Division (remaining copies)

CTSC Technician Contact Information:

Name: _____

Email: _____@fairfaxcounty.gov Phone Number: 703-324-_____

CTSC Review Comments:

Part 2
Checked by Fairfax County MSR Review Team

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 | | | | by MSR Team |
|------|--|---|------------------------|----|----|-----|-------------|
| | | | SHEET | OK | NO | N/A | |
| 1 | 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. | | | | | |
| 2 | 112-18-603.1 | If lot/site is subject to previous BZA variances, special permits, special exceptions and/or zoning approvals, a narrative describing how all proffered or development conditions are addressed, must be included in the plan. | | | * | | |
| 3 | LDS Technical Bulletin 02-10 | Legality of Lot Certification – Must be completed and must reference lot creation deed and not last conveyance, or provide reference to approved lot validation. | | | * | | |
| 4 | 18VAC10-20-382 | 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). | | | * | | |
| 5 | 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 number in order to determine access rights. | | | | | |
| 6 | LDS Policy | Show lot boundary lines with bearings and distances, arcs and radii based on Legal Description to ensure accurate setbacks and yard requirements | | | * | | |
| 7 | LDS Policy | 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. | | | * | | |
| 8 | PFM 6-1701.3 & 4 LDS Technical Bulletin 08-12 | If there is a Resource Protection Area (RPA) on the lot, the source of RPA delineation must be listed and a RPA delineation certification must be provided. | | | * | | |
| 9 | LDS Technical Bulletin 05-19 LDS Policy | Show existing and proposed contours at a minimum of 2’ intervals with spot elevations. | | | | | |
| 10 | 112-2-414-1.A & 2 | Provide dimension to show that the principal building meets minimum 200’ setback from an interstate highway, Dulles Toll Road and/or railroad tracks. Only applies when in close proximity to applicable right of way/rail. | | | | | |
| 11 | 112-11-102.8 | For lots ≤ 36,000 SF, in R-1, R-2, R-3 and R-4 zoning districts, show Surface Area calculation for front yard | | | | | |
| 12 | 112-18-602 | Show existing easements, including (outlet or Chapter 2 roads, water, storm, sanitary sewer easements, easements dedicated to Fairfax County, State of Virginia and VDOT) with correct DB and PG numbers. | | | | | |
| 13 | LDS Technical Bulletins 06-13 & 09-12 | Show Building Height Calculations and Avg. Grade computation with plan view detail | | | | | |
| 14 | 112-2-412, 112-10-103.4, 112-10-104, 112-18-602.2C | Height of all accessory structures, fences and decks shall be shown | | | | | |
| 15 | 112-2-307. 4 | All minimum required yards shall be shown as Building Restriction Lines (BRL) on Grading Plan sheet. Provide dimensions for all tiebacks to property lines | | | | | |

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|------------------|--|--|------------------------|----|----|-----|-------------|
| | | | SHEET | OK | NO | N/A | |
| 16 | 112-2-416 | On a pipestem lot, 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. | | | | | |
| 17 | LDS Technical Bulletin 05-19 | Show existing topography, existing structures with estimated floor elevations on adjacent lots to demonstrate adequate drainage | | | | | |
| 18 | PFM 6-0202.2 | Natural drainage divides shall be honored for both concentrated and non-concentrated 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. | | | | | |
| 19 | PFM 6-0204, LDS Technical Bulletin 05-19 | Provide an adequate Outfall Analysis and narrative | | | * | | |
| 20 | PFM 6-0201.3 | Proposed lot grading shall not divert drainage flow path outside of recorded easements | | | | | |
| 21 | 112-18-602.2.E | Show proposed elevations of first floor level and lowest floor level on Grading Plan | | | | | |
| 22 | IRC 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. | | | | | |
| 23 | PFM 6-1108 | 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 | | | | | |
| 24 | PFM 2-0208.7B | Show and identify centerline profiles on all proposed storm sewers | | | | | |
| 25 | LDS Policy | Swimming pool, foundation drain and/or sump pump and downspout discharge locations shall be shown on Grading Plan | | | | | |
| 26 | 112-2-902 PFM 6-0704 PFM 6-1401.1 PFM 6-1402.1 | Show and label 100-year floodplain limits on the lot and immediately adjacent to the property. Provide 100-year floodplain elevations with source referenced. | | | | | |
| 27 | 112-2-905.2 PFM 6-0704.2 | The lowest floor, including basement, must be at least 18" above 100-year floodplain elevation | | | | | |
| 28 | 112-2-415 PFM 6-0704.2 | The dwelling, or portion thereof, must be located minimum 15' in horizontal distance to the edge of a floodplain | | | | | |
| 29 | 124-4-3.A | DEQ VRRM spreadsheet shall be included unless exempt per 124-1-7.3 | | | * | | |
| 30 | 124-2-7.B 124-4-5.A.3 LDS Technical Bulletin 14-13 | If BMP/SWM facility is proposed, plan shall show design calculations and details. If purchasing nutrient credits, letter of availability must be included. | | | * | | |
| UTILITIES | | | | | | | |
| 31 | PFM 2-0202.5A(3) | Show well location (existing or proposed) if the lot is not served by a public water system | | | | | |
| 32 | PFM 10-0201 | Provide septic tank, drain field and test holes if not served by public sewer | | | | | |
| 33 | PFM 10-0104.2B | Provide location of sanitary sewer trunk lines, their size, slope direction of flow and inverts | | | | | |

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| 34 | PFM 10-104.5A PFM 10-104.5B | Proposed sanitary lateral must be extended to a minimum of 20' beyond the property line or within 5' of the minimum yard requirement, whichever distance is less. Provide note if utilizing the existing sanitary lateral connection. | | | | | |
| 35 | 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. | | | * | | |
| 36 | 24VAC30-151-300 | Sanitary lateral within right of way shall be perpendicular to pavement | | | | | |
| GEOTECHNICAL | | | | | | | |
| 37 | PFM 4-0401 PFM 4-0206.2 PFM 4-0206.4 | For construction in soil classes III and IVA, include Geotechnical requirements and details, Geotech Engineer's statement, & Soil Report approval letter. For construction in class I and II soils, distance between building and/or in-ground swimming pool and class III and IV problem soils must be shown on Grading Plan if stating greater than 25' from problem soils) | | | * | | |
| 38 | PFM 4-0206.5 PFM 4-0206.5B | A Limited Geotechnical Letter Report or a IVB Certification for problem Class IVB projects is required to be incorporated into the <u>first</u> submission plan. | | | * | | |
| 39 | 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. | | | * | | |
| 40 | PFM 4-0206.3A | For Class II soils, foundation drains and backfill must appropriately address potential groundwater problems. | | | * | | |
| EROSION AND SEDIMENT CONTROL | | | | | | | |
| 41 | LDS Technical Bulletins 03-01 & 11-08 | Include a Fairfax County Priority Rating Form | | | | | |
| 42 | LDS Technical 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) | | | | | |
| 43 | PFM 11-0104.2 | Include an Erosion and Sediment Control narrative | | | | | |
| 44 | PFM 11-0102.1 PFM 11-0105.1 VESCH 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 (VESCH/ PFM) for each E&S measure. | | | | | |
| 45 | 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. | | | | | |
| URBAN FORESTRY | | | | | | | |
| 46 | LDS Technical Bulletin 13-06 | Provide certification that plan meets both tree preservation target and tree conservation plan requirements | | | | | |
| 47 | PFM 12-0301.1A | Tree Conservation Plan must show all relevant proposed engineering and layout information | | | | | |
| 48 | PFM 12-0301.1B | Existing Vegetation Map (EVM) must be provided | | | | | |
| 49 | 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 | | | * | | |
| 50 | PFM 12-0301.1D | Provide 10-year Tree Canopy Cover requirements and calculations | | | | | |

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|-----------------|--|---|------------------------|----|----|-----|-------------|
| | | | SHEET | OK | NO | N/A | |
| 51 | PFM 12-0302.1A | Provide a Tree Inventory & Condition Analysis | | | | | |
| 52 | PFM 12-0302.1B | Provide Tree Preservation Plan and Narrative | | | | | |
| 53 | PFM 12-0302.1F | Provide a Landscape Plan (if planting required to meet 10-year Tree Canopy requirements) | | | | | |
| 54 | PFM 12-0304.1A | Existing tree line including groups of trees and individual trees standing apart must be clearly shown and labeled | | | | | |
| 55 | PFM 12-0304.1B PFM 12-0305.1 | Show and label proposed limits of clearing and grading on Grading Plan, E&S Plan, and Tree Preservation Plan | | | | | |
| 56 | 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 | | | | | |
| 57 | 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) and within 10 feet of the LOC in the disturbed area | | | | | |
| ROADWAYS | | | | | | | |
| 58 | VDOT Road Design Manual Ch 2D-22 & Table 2D-2 VDOT Road and Bridge Standards PFM 7-0403.1 PFM Plate 20-7 | For a private entrance onto a public road, show detail for VDOT Std. PE-1 for shoulder/ditch section and VDOT Std. CG-9D for curb and gutter section. (CG-9D is preferred, use CG-9B only if -9D is not feasible.) If PE-1 is not feasible, show detail for PFM Std. DE-5. Entrance drawn to scale to ensure radii are not encroaching the adjacent property frontage. Second private entrance requires Stopping Sight Distance plan and profile for each entrance to verify adequacy | | | * | | |
| 59 | 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. | | | | | |
| 60 | 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 | | | | | |
| 61 | PFM 6-0203. PFM Plate 20-7 | Provide Entrance/Driveway culvert computations. Culverts in a VDOT maintained right of way shall be in 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 | | | * | | |

MSR Team Determination (check one): ACCEPTABLE
 NON-ACCEPTABLE
 NON-ACCEPTABLE, CTSC to return resubmission plan to MSR team

MSR Team Review Date: _____

MSR Reviewer Contact Information:

Name: _____

Email: _____

Phone Number: 703-324-1941

For detailed comment letter, see notification sent by e-mail.