



MINOR SITE PLAN

Minimum Submission Checklist



Site Development and Inspections Division
 Fairfax County Land Development Services
 12055 Government Center Parkway, Suite 535, Fairfax, VA 22035
 Phone: 703-324-1720, TTY 711
www.fairfaxcounty.gov/landdevelopment

Plan Name: _____
 Project Description: _____
 Tax Map: _____ Supervisor (Magisterial) District: _____
 Site Street Address: _____

Notes:

1. A Minor Site plan may be submitted by the property owner or by an agent of the property owner. [112.1-8100.7.A\(2\)](#)
2. The submission of a minor site plan does not relieve the applicant from any other applicable requirements of any other County agencies, such as the Fire Marshall and the Water Authority. [112.1-8100.7.A\(3\)](#)
3. Provisions regarding road improvements, parking, traffic circulation and control, drainage, sewer, PFM requirements, erosion and sediment control, appeals of decisions, problem soils, etc. shall apply to Minor Site Plans.
4. For uses requiring a Site Plan or a Minor Site Plan, see Zoning Ordinance Subsection [8100.7.B](#).
5. For uses eligible for Minor Site plans, see Zoning Ordinance Subsection [8100.7.C](#) and Plan Type Verification section in the checklist below.
6. For uses exempt from Site plan or Minor Site Plan requirements, see Zoning Ordinance Subsection [8100.7.D](#).

Applicant:

Applicant's firm name: _____
 Applicant's name: _____
 Address: _____
 Phone number: _____
 Name of business proposing to occupy the site: _____

Applicant's relationship to landowner: (check each applicable box)

Same
 Tenant
 Attorney for: Owner or Tenant
 Engineer for: Owner or Tenant
 Other – specify: _____
 Name of landowner of record: _____
 Name of previous landowner of record: _____

Property for which the Minor Site Plan is submitted:

Name of previous occupant: _____
 Existing zoning of the site: _____ (If PRC zoning, then a PRC plan amendment may be required.)
 Has the site been rezoned? No Yes, Rezoning case # _____
 Existing use of property: _____
 Last previous use on this site: _____
 Describe the nature and extent of the proposed use: _____

The Zoning Ordinance permits this use: (check each applicable box)

By right By BZA Use Permit By BOS Special Exception By Variance

Floor Area Ratio (FAR): Existing: _____ Proposed: _____

Parking: Existing: _____ Required: _____ Proposed: _____
Building net floor area (sf): Existing: _____ Proposed: _____
Proposed number of employees: _____ Number of seats (if restaurant, theater, etc.) _____
Proposed number of company vehicles: _____

Landscaping and screening:

Transitional Screening required: No Yes, along: north east south west property line
Waiver of modification required: No Yes
Transitional screening width (feet): Existing: _____ Required: _____ Proposed: _____
Tree cover (sf): Existing: _____ Required: _____ Proposed: _____
Peripheral parking lot landscaping along: north east south west property line
Required number of trees provided in the required landscape strip: Yes No

Related waivers/modifications: (Use additional sheets as necessary)

Waiver/modification type: _____ Waiver/modification number: _____
Request date: _____ Approval date: _____ Expiration date: _____
Conditions: _____

Waiver/modification type: _____ Waiver/modification number: _____
Request date: _____ Approval date: _____ Expiration date: _____
Conditions: _____

Requested time period for this improvement to be in place: _____

Basis of this request: (may be submitted on a separate letter): _____

Wetlands permits certification:

I hereby certify that all wetland permits required by law will be obtained prior to commencing land disturbing activities.

Applicant's signature: _____
 Owner Developer Agent

REFERENCE	REQUIREMENT	Sheet	YES	NO	N/A	Line
Reference	Plan Type Verification	Sheet	YES	NO	N/A	1
112.1-8100.7.C(1)(a)	Additions are proposed that do not exceed 2,000 SF or 1/3 of gross floor area (GFA), whichever is greater.					2
112.1-8100.7.C(1)(b)	Temporary permitted use is proposed and is not to exceed 2 years.					3
112.1-8100.7.C(1)(b)	Temporary permitted use is proposed that is extended 2 years. (Submit a copy of prior approval documents.)					4
112.1-8100.7.C(1)(c)	Additions or alterations are proposed to provide an accessibility improvement for disabilities.					5
112.1-8100.7.C(1)(d)	Use is proposed without GFA increase , i.e., tennis courts, storage yards, walkways, parking lots, landscaping, private stormwater/best management facilities, synthetic turf fields, demolition of a commercial building or other non-residential structure, maintenance (such as replacement of private storm sewer, SWM/BMP facility), etc.					6
Reference	Improvements Required in 112.1-8100.7.E¹	Sheet	YES	NO	N/A	7
LDS Policy	Bondable items shall not be proposed on a Minor Site Plan.					8
112.1-8100.7.C(1)	The proposed use does not require the improvements set forth 112.1-8100.7.E.					9
112.1-8100.7.C(1)	The improvements set forth in 112.1-8100.7.E already exist.					10
112.1-8100.7.C(1)	The improvements set forth in 112.1-8100.7.E may be made without a formal site plan.					11
112.1-8100.7.C(1)	The improvements set forth in 112.1-8100.7.E are not required in accordance with the Commercial Revitalization District provisions.					12
112.1-8100.7.C(2)	For uses or modifications that are not in accordance with those listed above in lines 3 through 6, the Director determined that the approval will not adversely affect compliance with all other applicable requirements or the provision of any required improvements.					13
Reference	Submission Requirements	Sheet	YES	NO	N/A	14
112.1-8101.4.A(5)	Show existing improvements					15
112.1-8101.4.A(6)	Include all proffered conditions and all development conditions of an approved rezoning, special exception, special permit, or variance					16
112.1-8101.4.A(7) VCC Ch 11	Provide existing, proposed, and required parking. Also show required and provided standard and van accessible spaces based on Virginia Construction Code requirements (may be stricter than Federal ADA requirements)					17
112.1-8101.4.A(7)	Show existing, proposed, and required landscaping					18
112.1-8101.4.A(7)	Show existing, proposed, and required transitional screening					19
112.1-8101.4.A(8)	Include in the plan the type, number, date of approval, date of expiration of any requested and approved modifications or waivers of required improvements on the property. Include a narrative on how the approval conditions are addressed.					20
112.1-8101.4.A(9)	Show the location of streetlights, trails, walkways, service drives, or travel lanes on or adjacent to the property					21
112.1-8101.4.A(10) Technical Bulletin 22-01	Show delineation of Resource Protection Area based on approved RPA delineation study. Provide RPA delineation study reference number.					22
112.1-8101.4.A(10)	Show delineation of buildable areas on each lot.					23
112.1-8101.4.A(10)	Provide description of existing or proposed outfall system and how stormwater quality, quantity, and detention is proposed to be accommodated.					24
112.1-8101.4.A(11)	Show the location of all water, storm, and sanitary sewer easements and all conveyances and easements dedicated or to be dedicated to Fairfax County, the State of Virginia, and the Virginia Department of Transportation					25

REFERENCE	REQUIREMENT	Sheet	YES	NO	N/A	Line
112.1-8101.4.A(12)	Existing and proposed topography must be shown except where proposed improvements do not change existing topography, as determined by the Director. The maximum contour interval is two feet, except for sites where the ground has a slope of less than two percent, in which case either one-foot contour intervals must be used, or supplemental spot elevations must be provided with a maximum of 50 feet in any horizontal direction between elevations					26
112.1-8101.4.A(13)	The extent of any dam break inundation zone of a state-regulated impounding structure must be identified and labeled with the name of the impoundment and the date of the study that established the inundation zone. This requirement does not apply to any development proposed downstream of a dam for which a dam break inundation zone map is not on file with the County as of the time of submission of the plan					27
112.1-8101.4.A(14)	Minor site plans or any portion of such plan involving engineering, architecture, landscape architecture, or land surveying must be respectively certified by an engineer, architect, landscape architect, or land surveyor authorized by the State to practice as such					28
Reference	Erosion & Sediment Control	Sheet	YES	NO	N/A	29
LDS Technical Bulletin 11-08	Include a completed Fairfax County Priority Rating Form					30
LDS Technical Bulletin 03-05	Evaluation of Downstream Impoundment (SW-10): For the land disturbance of one acre or more 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.					31
PFM 11-0104.2	Include an Erosion and Sediment Control Narrative					32
PFM 11-0102.1 PFM 11-0105.1 VESCH Uniform Coding System PFM 11-0106.2	Provide adequate measures for Erosion & Sediment Control. Identify type of measures with a graphic key. Provide standard details (VESCH/PFM) for each E&S measure.					33
PFM 11-0106.2D	Show a construction entrance (CE) with extent clearly delineated and include a standard detail of the CE. Provide note if existing driveway is to remain.					34
112.1-8100.7.G(6)	For land disturbing activities within an off-site utility easement, a written notice must be sent to the owner of the property containing the easement.					35

Improvements required per 112.1-8100.7²

(Except as provided for Commercial Revitalization District provisions or if the Director has established that the requirement for the improvements may be modified or waived.)

REFERENCE	IMPROVEMENT	Existing	Waived	N/A	Proposed	Line
112.1-8100.7.E(1)	Pedestrian walkways must be constructed between buildings or stores within the site and to adjacent sites. Wherever possible, connection must be made to walkways in adjacent developments.					1
112.1-8100.7.E(2)	Trails or walkways must be constructed in accordance with the general location shown on the Comprehensive Plan. Fee title or easements must be conveyed to the Board, Fairfax County Park Authority, or Northern Virginia Regional Park Authority.					2
112.1-8100.7.E(3)	Vehicular travel lanes, service drives, driveways, or other access connections on the site and to and from adjacent properties, must be constructed.					3
112.1-8100.7.E(3)(a)	The service drive must be designed to be dedicated to the Virginia Department of Transportation and must be conveyed to the Board.					4
112.1-8100.7.E(3)(b)	A travel lane not less than 22 feet in width must be constructed adjacent to any minor arterial or collector street.					5
112.1-8100.7.E(4)	Dedication and construction of widening for existing roads, existing roads on new alignments, and proposed roads, per Comprehensive Plan or as may be required by the Director, except freeways or expressways do not need be constructed. Dedication and construction of sufficient vehicular and pedestrian access is required.					6
112.1-8100.7.E(5)	Curb and gutter must be constructed around all medians that separate travel lanes and service drives from existing streets and that separate off-street parking areas from streets, service drives, and travel lanes.					7
112.1-8100.7.E(6)	Easements or rights-of-way must be dedicated for all facilities to be publicly maintained. The easement or right-of-way must be clearly defined for the purposes intended.					8
112.1-8100.7.E(7)	"No Parking" signs along travel lanes or service drives must be installed to prohibit parking. Signs must be located on each curbed side, no more than 50 feet apart.					9
112.1-8100.7.E(8)	An adequate drainage system for the disposition of storm and natural water must be installed in accordance with Chapter 124 of the County Code and the Public Facilities Manual.					10
112.1-8100.7.E(9)	Adequate erosion and sedimentation control measures must be installed in accordance with Chapter 104 of the County Code and the Public Facilities Manual.					11
112.1-8100.7.E(10)	All utilities <u>provided by the developer</u> must be installed underground in accordance with County standards and Chapter 63 of the County Code. All <u>other utilities</u> must be installed underground in accordance with standards of utility practice for underground construction and in accordance with standards furnished to and regulations issued by the applicable regulatory authority, except equipment normally installed above ground, equipment normally attached to the outside wall, temporary overhead facilities for construction, or utilities that are not required to be shown on the plan (to be installed by others).					12
112.1-8100.7.E(11)	Vegetation must be removed and replaced in compliance with the requirements of subsection 8100.7.E(9) and the Public Facilities Manual.					13
112.1-8100.7.E(12)	All other improvements required by the Zoning Ordinance and proffered conditions, including, but not limited to, off-street parking and loading facilities, driveways, and private streets as required by Article 6, and landscaping and screening as required by Section 5108.					14
112.1-8100.7.E(13)	All other improvements must be proposed as are required by other ordinances of the County or as may be required by the Virginia Department of Transportation.					15
112.1-8100.7.E(14)	Streetlights must be installed in accordance with the Public Facilities Manual.					16

Footnotes

1. Provide explanation.
2. Requests for waivers and modifications of the required items shall be submitted separately with applicable forms and fees.

References

Chapter 112.1	Fairfax County Zoning Ordinance
LDS Policy	Current practice or new policy to be established by this document
Tech Bulletin	Land Development Technical Bulletin
VCC Ch 11	Virginia Construction Code Chapter 11 – Accessibility
VESCH	Virginia Erosion and Sediment Control Handbook

Notes/explanations *(list checklist line number with your note)*