



ROUGH GRADING PLAN

Minimum Submission Requirements 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: _____ Plan Number: _____
 By: _____ Date: _____
 Property Owner(s) Name: _____ Phone Number: _____
 Address: _____ Email: _____
 Agent (if applicable): _____ Phone Number: _____
 Address: _____ Email: _____

| REFERENCE | REQUIREMENT | Sheet | YES | NO | N/A | Line |
|--|---|--------------|------------|-----------|------------|-----------|
| Reference | General | Sheet | YES | NO | N/A | 1 |
| LDS Policy | Provide a signed, sealed, and dated Erosion and Sediment Control Checklist | | | | | 2 |
| LDS Policy | Unless exempt from Ch.124, provide signed, sealed, and dated Stormwater Management Plan Completeness Checklist | | | | | 3 |
| LDS Policy | Resubmittals of NON-ACCEPTABLE plans must include: RGP MSR checklist (if needed per Notice) <u>and</u> Applicant responses to MSR changemarks must be completed | | | | | 4 |
| LDS Policy | Provide the RGP Checklist if; the RGP is related, or will be related, to a major plan. | | | | | 5 |
| LDS Policy | If the plan has related Zoning Application(s): Proffer matric must be emailed to LDSFAC@Fairfaxcounty.gov All must be incorporated into at least one plan set Zoning Application number must be included in the Plan Approval Information block on the coversheet | | | | | 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 firm must be registered in Virginia. | | | | | 7 |
| LDS Policy | Provide Pro Rate Share Assessment Form, if increasing impervious area. Form and Agreement must be signed and notarized | | | | | |
| LDS Policy | Provide the Surety Value Estimate Sheet (not required for Residential) for all Commercial, Churches, and/or submissions related to a major plan. | | | | | 9 |
| Reference | Coversheet | Sheet | YES | NO | N/A | 10 |
| LDS Policy | All Zoning Applications (RZ, PCA, SE, SEA, SP) to include associated proffers, development conditions, and signed Clerk's letter must be incorporated into the plan set and the Zoning Application must be included in the Plan Approval Information block on the cover sheet | | | | | 11 |
| LDS Policy | Sheet Index – Must be complete and accurate. | | | | | 12 |
| PFM 2-0101.3 | Title Block - Project Name is the Legal Description per land records. | | | | | 13 |
| LDS Policy | Title Block – Current street address filled in | | | | | 14 |
| LDS Policy | Title Block – Correct Fairfax County Magisterial District shown | | | | | 15 |
| LDS Policy | Title Block - Design Engineer/Surveyor information is complete | | | | | 16 |
| 118-3-2 | Wetlands Permits Certification – Must be signed with all fields completed. | | | | | 17 |
| 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. | | | | | 18 |
| LDS Policy | Soils Map Data - Must mark presence of asbestos soils as either Yes or No. | | | | | 19 |

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|--|---|-------|-----|----|-----|------|
| LDS Technical Bulletin 13-06 | Tree Preservation – Yes or No must be indicated | | | | | 20 |
| LDS Policy | Vicinity Map – Must provide scale and north arrow. Map, including street names, must be legible. | | | | | 21 |
| LDS Policy | Owner Information – List all owners. All fields must be completed. | | | | | 22 |
| LDS Policy | Developer Information – List Developer. All fields must be completed. | | | | | 23 |
| LDS Policy | Stormwater Information – Must be completed. | | | | | 24 |
| LDS Policy | Plan must indicate if site is under violation. If yes, a copy of the notice of violation must be included in the plan. | | | | | 25 |
| Reference | Plan Requirements | Sheet | YES | NO | N/A | 26 |
| 112.1-8101.4.B LDS Policy | Plan scale shall be shown and plan must be to scale. Plan must be legible. | | | | | 27 |
| LDS Policy Notice to Industry 11/22/16 | RGP clearing limits match or do not exceed the associated site plans limits. | | | | | 28 |
| PFM 2-0208.22, 118-3-2(j) | Buildable area allowed on each lot must be labeled, delineated, or otherwise noted. | | | | | 29 |
| 18VAC10-20-382.B.10 | Topographic Survey Statement required by the VAC must appear on at least 1 sheet depicting the topography survey, as defined by 18VAC10-20-382. | | | | | 30 |
| 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). | | | | | 31 |
| 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. | | | | | 32 |
| LDS Policy | Show lot boundary lines with bearings and distances, arcs and radii based on Legal Description to ensure accurate setbacks and yard requirements | | | | | 33 |
| 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. | | | | | 34 |
| PFM 6-1701.3 & 4 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. | | | | | 35 |
| LDS Policy | Show existing and proposed contours at a minimum of 2' intervals with spot elevations. | | | | | 36 |
| 112.1-8101.5 | 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. | | | | | 37 |
| 112.1-5100.2.D(5), 112.1-4202.7, 112.1-4202.7, 112.1-8101.5 | Height and type of all accessory structures, fences and decks shall be shown. | | | | | 38 |
| 112.1-5100.2.B | All minimum required yards shall be shown on Grading Plan sheet. Provide dimensions for all tiebacks to property lines. | | | | | 39 |
| LDS Policy | Show existing topography and existing structures on adjacent lots to support adequate drainage and outfall analysis. | | | | | 40 |
| PFM 6-0204 | Provide an adequate Outfall Analysis and narrative. | | | | | 41 |
| PFM 6-0201.3 | Proposed lot grading shall not divert drainage flow path outside of recorded easements. | | | | | 42 |

| REFERENCE | REQUIREMENT | Sheet | YES | NO | N/A | Line |
|---|--|--------------|------------|-----------|------------|-----------|
| 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. | | | | | 43 |
| PFM 2-0208.7B | Show and identify centerline profiles on all proposed storm sewers. | | | | | 44 |
| 112.1-5105.1 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. | | | | | 45 |
| 124-4-3.A | DEQ VRRM spreadsheet shall be included unless exempt per 124-1-7.3. | | | | | 46 |
| 124-2-7.B 124-4-5.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. | | | | | 47 |
| LDS Policy | 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. | | | | | 48 |
| Reference | Erosion and Sediment Control (E&S) | Sheet | YES | NO | N/A | 49 |
| Technical Bulletins 03-01 & 11-08 | Include a completed Fairfax County Priority Rating Form | | | | | 50 |
| 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) | | | | | 51 |
| PFM 11-0104.2 | Include an Erosion and Sediment Control Narrative | | | | | 52 |
| 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. | | | | | 53 |
| 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. | | | | | 54 |
| Reference | Geotechnical | Sheet | YES | NO | N/A | 55 |
| 107-1-3 | If a soils report is required, then it must be approved prior to RGP submission. Provide an approval condition narrative. Geotechnical requirements must be included along with the geotechnical engineer certification. | | | | | 56 |
| Reference | Urban Forestry | Sheet | YES | NO | N/A | 57 |
| 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. | | | | | 58 |
| PFM 12-0301.1B | Existing Vegetation Map (EVM) must be provided | | | | | 59 |
| 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. | | | | | 60 |
| PFM 12-0301.1D | Provide 10-year Tree Canopy Cover requirements and calculations. | | | | | 61 |
| PFM 12-0302.1A | Provide a Tree Inventory & Condition Analysis. | | | | | 62 |

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|--|---|-------|-----|----|-----|------|
| PFM 12-0302.1B | Provide Tree Preservation Plan and Narrative. | | | | | 63 |
| PFM 12-0302.1F | Provide a Landscape Plan (if planting required to meet 10-year Tree Canopy requirements). | | | | | 64 |
| PFM 12-0304.1A | Existing tree line including groups of trees and individual trees standing apart must be clearly shown and labeled. | | | | | 65 |
| 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. | | | | | 66 |
| 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. | | | | | 67 |
| 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. | | | | | 68 |

References

Fairfax County, Virginia – Code of Ordinances:

- [Chapter 101](#) Subdivision Provisions
- [Chapter 104](#) Erosion and Sedimentation Control
- [Chapter 107](#) Problem Soils
- [Chapter 112.1](#) Zoning Ordinance
- [Chapter 118](#) Chesapeake Bay Preservation Ordinance
- [Chapter 122](#) Tree Conservation Ordinance
- [Chapter 124](#) Stormwater Management Ordinance

Other Codes/Regulations/Policies:

- [Notice](#) Land Development Notice
- [Technical Bulletin](#) Land Development Technical Bulletin
- [PFM](#) Fairfax County Public Facilities Manual
- SDID Policy Current practice or new policy to be established by this document
- [VESCH](#) Virginia Erosion and Sediment Control Handbook

Notes (list checklist line number with your note)