



# Adjoining Property Notices Sample Package



Site Application Center  
Fairfax County Land Development Services  
12055 Government Center Parkway, Suite 216, Fairfax, VA 22035  
Phone: 703-222-0801, TTY 711  
[www.fairfaxcounty.gov/landdevelopment](http://www.fairfaxcounty.gov/landdevelopment)

Complete the information below for the Adjoining Property Notice Sample Package to notify owners of a new development.

For the Generating Mailing List please visit:

<http://fairfaxcountygis.maps.arcgis.com/apps/webappviewer/index.html?id=0edf701702d94d0d878dc04ce0987837>

## PART A

Project Name \_\_\_\_\_

Plan Number \_\_\_\_\_ Tax Map Reference \_\_\_\_\_

Person Submitting Notices \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

## COUNTY USE ONLY

Received By \_\_\_\_\_

Date All Notices Received by the County \_\_\_\_\_

Approved By \_\_\_\_\_

Date Notices Approved by the County \_\_\_\_\_

Earliest Approval Date \_\_\_\_\_







## **PART B – NOTIFICATION SHALL BE SENT TO**

### **1. All Site Plans (including preliminaries): 8100.7.G.1 of the Zoning Ordinance**

All owners of property wholly or partially within 500 feet of the property and to at least one homeowners' or civic association within the immediate vicinity, as approved by the Director. The notice must include notice to owners of properties wholly or partially within 500 feet of the property that lie in an adjoining county or municipality. If there are fewer than 25 different owners of property wholly or partially within 500 feet of the property, then additional notices must be sent to other property owners in the immediate vicinity so that notices are sent to not less than 25 different property owners.

### **2. All Subdivisions: 101-2-1(1)(B) of the County Code**

All owners of property wholly or partially within 500 feet of the parcel to be subdivided and at least one homeowners' or civic association within the immediate area as approved by Land Development Services. Such notice shall include notice to owners of properties wholly or partially within 500 feet which lie in an adjoining county or municipality. This notification must be to a minimum of 25 property owners other than the owner of the parcel to be subdivided. If there are fewer than 25 different owners of property wholly or partially within 500 feet of the subject property, then additional notices shall be sent to other property owners in the immediate vicinity so that notices are sent to different owners of not less than 25 properties.

### **3. All Subdivision Ordinance Waivers: 101-2-2 (19)(A) of the County Code**

All owners of property abutting and immediately across the street from the parcels to be subdivided. This notification must be to a minimum of five property owners other than the owner of the parcel to be subdivided, one civic association within the immediate area as approved by Land Development Services (LDS) and to the appropriate district council as designated by LDS and will include adjacent property owners where there are fewer than five property owners abutting and across the street. Notice shall be sent to the last known address of the owner(s) as shown in the current Real Estate Assessment files. All written notice shall be sent by certified mail, return receipt requested.

## **TIMING OF APPROVAL**

No Site Plan shall be approved within thirty (30) days following the postmark date on the white receipts for the certified mailings, unless releases are executed by all property owners required to be notified. If releases are executed by all property owners required to be notified, the plan may be approved sooner than thirty (30) days after the postmark date on the white receipts for the certified mailings. The original executed releases shall be submitted to the Director on standard forms available from the Director.

No preliminary subdivision plat or final subdivision plat shall be approved within thirty (30) days following the postmark date on the white receipts for the certified mailings, unless releases are executed by all property owners required to be notified. If releases are executed by all property owners required to be notified, the plat may be approved sooner than thirty (30) days after the postmark date on the white receipts for the certified mailings. The original executed releases shall be submitted to the Director on standard forms available from the Director.

No Subdivision Ordinance Waivers or Variance shall be approved within thirty (30) days following the postmark date on the white receipts for the certified mailings, unless releases are executed by all property owners, the local civic association and the district council required to be notified. If releases are executed by all property owners, civic association and the district council required to be notified, the waiver or variance may be approved sooner than thirty (30) days after the postmark date on the white receipts for the certified mailings. The original executed releases shall be submitted to the Director on standard forms available from the Director.

**SAMPLE LETTER – NOTICE OF FILING OF SITE PLANS**

(Business Stationary)

(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

**(Recipient Name)**  
**(Recipient Street Address)**  
**(Recipient City, State, ZIP Code)**

RE: Site Plan for **(Legal Description of Property per Fairfax Tax Records/iCare)**

This is to notify you that a Site Plan entitled **(County Plan Name)** has been submitted to Fairfax County Land Development Services (LDS).

This site plan as described below, may be reviewed by Emailing [LDSFOIA@fairfaxcounty.gov](mailto:LDSFOIA@fairfaxcounty.gov). Please use Adjoining property notices and the plan number as the subject line. (Telephone: (703) 222-0801). Following consideration of any comments received, the plan may be approved after the expiration of thirty (30) days after the postmark date of the notice, unless releases are executed by all property owners required to be notified. If releases are executed by all property owners required to be notified, the site plan may be approved sooner than the thirty (30) days after the postmark date of the notice. The original executed releases shall be submitted to the Director on a standard form available from the Director.

1. Site Plan No.:
2. Tax Map Reference No and Street Address:
3. Description of the location of the proposed development including name of the nearest road, the side of the road on which the project is located, identification of the nearest existing road intersection and the estimated distance from that intersection:
4. Description of Proposed Development (include the type of use, number of dwelling units, gross floor area (GFA) and floor area ratio (FAR) for non-residential uses, area in acres, density for residential uses and the amount of open space provided):
5. Date Submitted:
6. Date Site Plan Subject to Approval:
7. Name, Address and Telephone # of Applicant Representative:
8. The proposed construction may alter storm drainage from the site.

Please note that changes and corrections to the Site plan may occur prior to approval. Persons wishing to be notified of the approval of the should email [LDSSAC@fairfaxcounty.gov](mailto:LDSSAC@fairfaxcounty.gov). Persons wishing to comment on the Site Plan should email [LDSSDIDadmin@fairfaxcounty.gov](mailto:LDSSDIDadmin@fairfaxcounty.gov).

Sincerely,

John Smith

Enclosure: **Include a reduced copy of plan of proposed development at a scale of one-inch equals five hundred feet (1" = 500'), or larger on 8½ x 11" sheet(s).**

**SAMPLE LETTER – NOTICE OF FILING OF SUBDIVISION PLANS/PLATS**

(Business Stationary)

(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

**(Recipient Name)**  
**(Recipient Street Address)**  
**(Recipient City, State, ZIP Code)**

RE: Construction Plan, Preliminary Plat or Final Subdivision plat for **(Legal Description of Property per Fairfax Tax Records/iCare)**

This is to notify you that a Construction Plan, Preliminary Plat or Final Subdivision plat (**indicate whether site or subdivision**) entitled **(County Plan Name)** has been submitted to Fairfax County Land Development Services (LDS).

This Construction Plan, Preliminary Plat or Final Subdivision plat as described below, may be reviewed by emailing [LDSSFOIA@fairfaxcounty.gov](mailto:LDSSFOIA@fairfaxcounty.gov). Please use Adjoining property notices and the plan number as the subject line. (Telephone (703) 222-0801). Following consideration of any comments received, the plan/plat may be approved after the expiration of thirty (30) days after the postmark date of the notice, unless releases are executed by all property owners required to be notified. If releases are executed by all property owners required to be notified, the Construction Plan, Preliminary Plat or Final Subdivision plat may be approved sooner than the thirty (30) days after the postmark date of the notice. The original executed releases shall be submitted to the Director on a standard form available from the Director.

1. Construction Plan, Preliminary Plat or Final Subdivision Plat No:
2. Tax Map Reference Number and Street Address:
3. Description of the location of the proposed development including name of nearest road, the side of the road on which the project is located, identification of the nearest existing road intersection and the estimated distance from that intersection:
4. Description of proposed development (include the number of units, area in acres and density):
5. Amount of Open Space provided for any proposed cluster development:
6. Name, address, and telephone number of a representative of the applicant:
7. Date Submitted:
8. Date Construction Plan, Preliminary Plat or Final Subdivision plat is Subject to approval:
9. The proposed construction may alter storm drainage from the site.

Please note that changes and corrections to the Construction Plan, Preliminary Plat or Final Subdivision plat may occur prior to approval. Persons wishing to be notified of the approval of the plan should email [LDSSDID@fairfaxcounty.gov](mailto:LDSSDID@fairfaxcounty.gov). Persons wishing to comment on the Construction Plan, Preliminary Plat or Final Subdivision plat should email [LDSSDID@fairfaxcounty.gov](mailto:LDSSDID@fairfaxcounty.gov).

Sincerely,

John Smith

Enclosure: **Include a reduced copy of plan of proposed development at a scale of one-inch equals five hundred feet (1" = 500'), or larger on 8½ x 11" sheet(s).**

**SAMPLE LETTER – SUBDIVISION WAIVER/VARIANCE**

(Business Stationary)

(Date)

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

**(Recipient Name)**  
**(Recipient Street Address)**  
**(Recipient City, State, ZIP Code)**

RE: Subdivision Variance/Waiver for **(Legal Description of Property per Fairfax Tax Records/iCare)**

This is to notify you that a request for a variance or waiver of the minimum requirements contained in Section 101-2-2 of the Subdivision Ordinance of Fairfax County has been submitted to Land Development Services (LDS). The nature of this variance or waiver request is as follows **(Summarize request for the variance or waiver, noting applicable sections of the code)**.

This variance or waiver request may be reviewed by Emailing [LDSFOIA@fairfaxcounty.gov](mailto:LDSFOIA@fairfaxcounty.gov). Please use Adjoining property notices and the plan number as the subject line. (Telephone (703) 222-0801). Following consideration of any comments received, the requested variance or waiver may be approved after the expiration of thirty (30) days after the postmark date of this notice unless releases are executed by all property owners, the local civic association, and the district council to be notified. If releases are executed by all property owners, the local civic association, and the district council required to be notified, the waiver or variance may be approved sooner than thirty (30) days after the postmark date on the white receipts for certified mailings. The original executed releases shall be submitted to the Director on a standard form available from the Director.

Variance/Waiver No.: \_\_\_\_\_  
Tax Map Reference No.: \_\_\_\_\_  
Street Address/Location: \_\_\_\_\_  
Type of Request: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

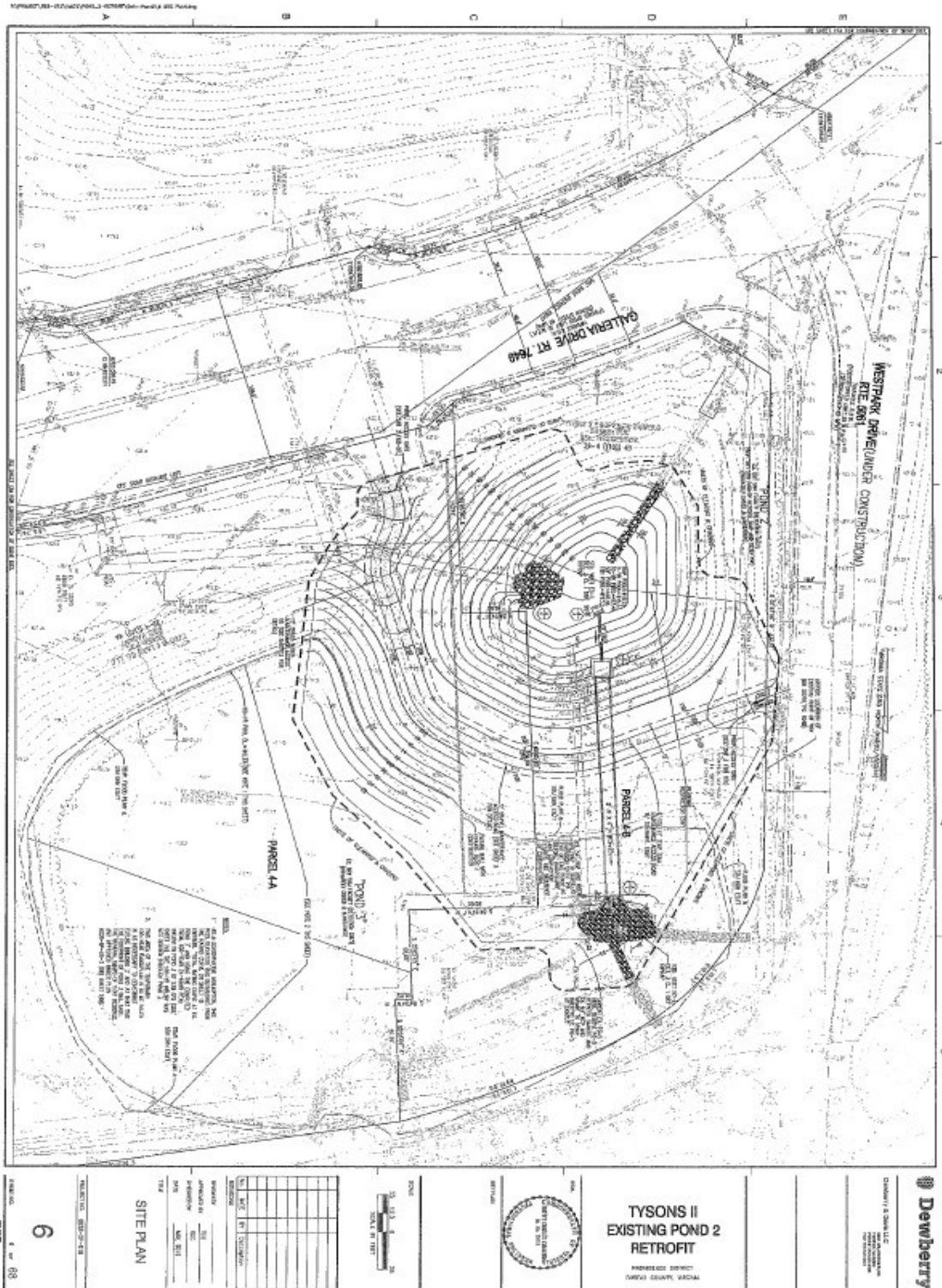
Please note that changes and corrections to the Variance/Waiver may occur prior to approval. Persons wishing to be notified of the approval of the Variance/Waiver should email [LDSSAC@fairfaxcounty.gov](mailto:LDSSAC@fairfaxcounty.gov).

Sincerely,

John Smith

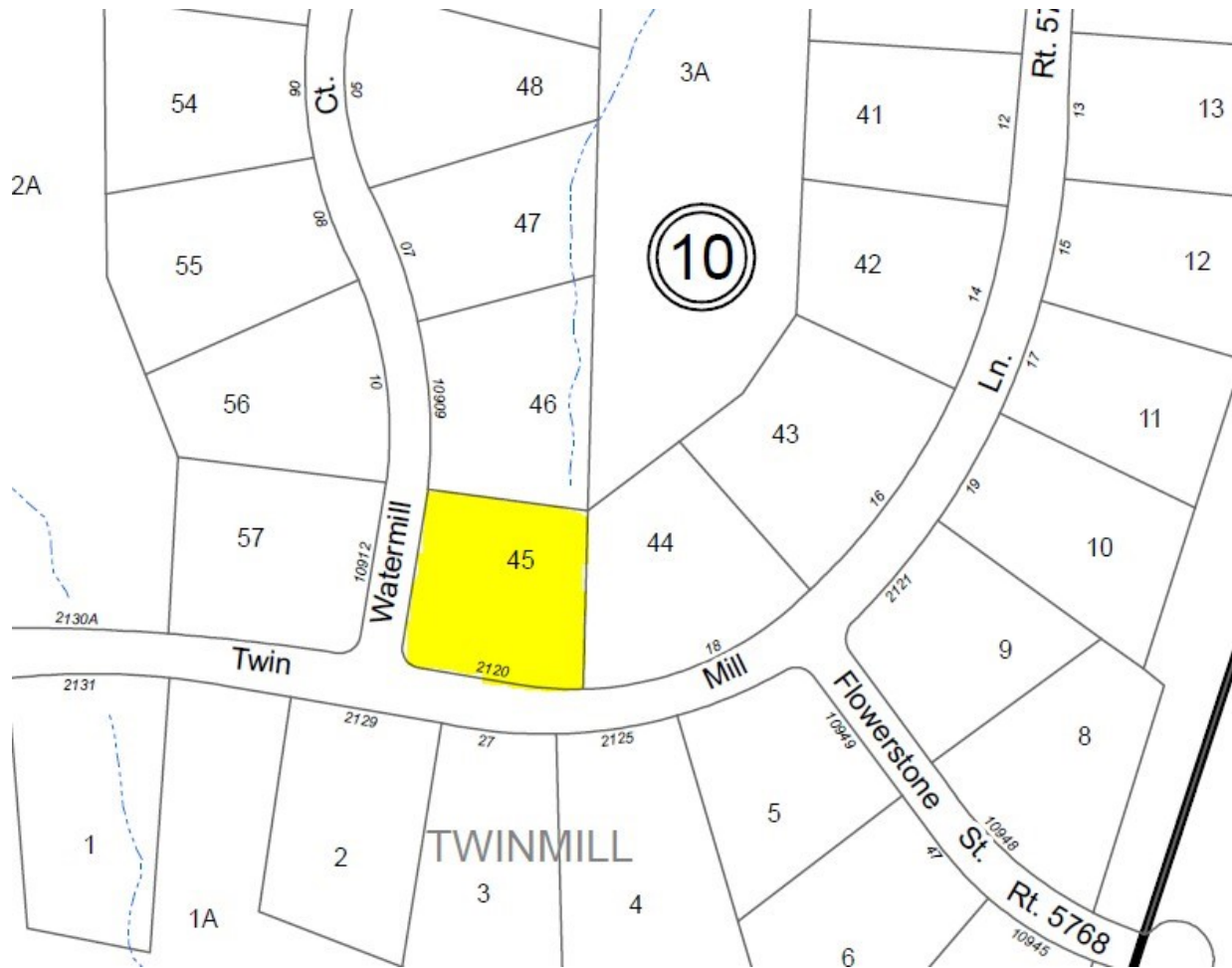


**SAMPLE OF SITE PLAN (TO BE SENT TO THE OWNER & SUBMITTED TO THE COUNTY)**



**SAMPLE OF ENLARGED SITE AREA PAGE (TO BE SUBMITTED TO THE COUNTY ONLY)**

<https://www.fairfaxcounty.gov/publicaffairs/meet-jade-fairfax-countys-comprehensive-mapping-application>



**SAMPLE OF CERTIFIED MAIL RETURN RECEIPTS (TO BE SUBMITTED TO THE COUNTY ONLY)**

7012 2210 0001 65 2486

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00<sup>0</sup>  
02 1W  
0001379631 NOV. 29, 2012

Certified Fee \_\_\_\_\_  
Return Receipt Fee (Endorsement Required) \_\_\_\_\_  
Restricted Delivery Fee (Endorsement Required) \_\_\_\_\_  
Total Postage & Fees \$ \_\_\_\_\_

Postmark Here

Sent To  
Street, or PO B  
City, St

WILHELMINE ENTERPRISES, LLC  
CARE ACCESS PROPERTY SERVICES  
1000 RAINCOURT DR SUITE 100  
SAN JUAN CAPT CA 92075

PS Form Instructions

7012 2210 0001 6513 3080

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00<sup>0</sup>  
02 1W  
0001379631 NOV. 29, 2012

Certified Fee \_\_\_\_\_  
Return Receipt Fee (Endorsement Required) \_\_\_\_\_  
Restricted Delivery Fee (Endorsement Required) \_\_\_\_\_  
Total Postage & Fees \$ \_\_\_\_\_

Postmark Here

Sent To  
Street, or PO B  
City, St

NEUMAN MARCUS GROUP INC  
ATTN: GEORGE A RAWLINGS  
1001 ELM ST SUITE 2600  
DALLAS TX 75270

PS Form Instructions

7012 2210 0001 6514 2495

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00<sup>0</sup>  
02 1W  
0001379631 NOV. 29, 2012

Certified Fee \_\_\_\_\_  
Return Receipt Fee (Endorsement Required) \_\_\_\_\_  
Restricted Delivery Fee (Endorsement Required) \_\_\_\_\_  
Total Postage & Fees \$ \_\_\_\_\_

Postmark Here

Sent To  
Street, or PO B  
City, St

EX-7821 WESTPARK LLC  
CENTRAL PARTNERS LLC (ERIC MARINO)  
1000 MEADOW RD SUITE 500  
DALLAS TX 75202

PS Form Instructions

7012 2210 0001 6513 3097

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00<sup>0</sup>  
02 1W  
0001379631 NOV. 29, 2012

Certified Fee \_\_\_\_\_  
Return Receipt Fee (Endorsement Required) \_\_\_\_\_  
Restricted Delivery Fee (Endorsement Required) \_\_\_\_\_  
Total Postage & Fees \$ \_\_\_\_\_

Postmark Here

Sent To  
Street, or PO B  
City, St

TOPART NEWCO ONE INC  
CARE GENERAL GROWTH GROUP  
1000 WACKER DR  
CHICAGO IL 60609

PS Form Instructions

7012 2210 0001 6514 2501

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00<sup>0</sup>  
02 1W  
0001379631 NOV. 29, 2012

Certified Fee \_\_\_\_\_  
Return Receipt Fee (Endorsement Required) \_\_\_\_\_  
Restricted Delivery Fee (Endorsement Required) \_\_\_\_\_  
Total Postage & Fees \$ \_\_\_\_\_

Postmark Here

Sent To  
Street, or PO B  
City, St

MAJORS EAST INC  
REGISTRATED DEPT STORE R E DEPT  
7 W 7TH ST  
CINCINNATI OH 45202

PS Form Instructions

7012 2210 0001 6513 3103

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00<sup>0</sup>  
02 1W  
0001379631 NOV. 29, 2012

Certified Fee \_\_\_\_\_  
Return Receipt Fee (Endorsement Required) \_\_\_\_\_  
Restricted Delivery Fee (Endorsement Required) \_\_\_\_\_  
Total Postage & Fees \$ \_\_\_\_\_

Postmark Here

Sent To  
Street, or PO B  
City, St

THE WIN INC  
REAL PROPERTY TAX DEPT  
PO BOX 26880 M1408 BARKS FIFTH AVE  
JACKSON MS 39289 0080

PS Form Instructions