



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



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 _____

NOTIFIED OWNERS

[illegible]

NOTIFIED OWNERS

[illegible]

NOTIFIED OWNERS

[illegible]

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 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 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. Persons wishing to comment on the Site Plan should email 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 LDSDFOIA@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 LDSSAC@fairfaxcounty.gov. Persons wishing to comment on the Construction Plan, Preliminary Plat or Final Subdivision plat should email 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 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 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.

Sincerely,

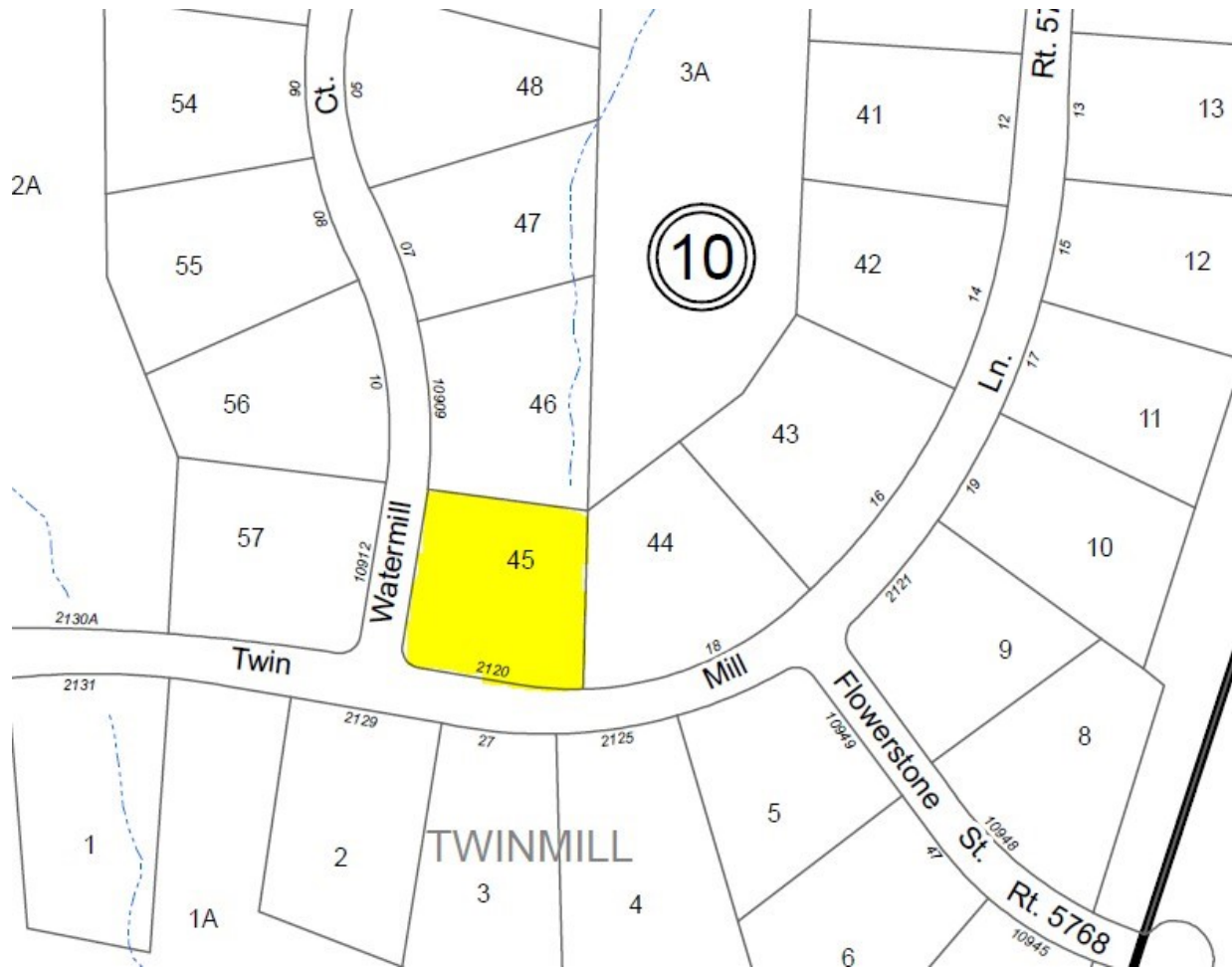
John Smith

5/2/2007, 10:33:25 AM C:\P0412-070807\del-P0412-070807



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 \$ 000.00⁰
02 1W
0001379631 NOV. 29, 2012

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Total Postage & Fees \$

Sent To

Street, or PO Box

City, St.

PS Form

Postmark Here

Instructions

WILFRED PEARL ENTERPRISES, LLC
CASE ACCESS PROPERTY SERVICES
10018 RAININGVIEW RD SUITE 100
SAN JUAN CAP, CA 92675

7012 2210 0001 6513 3080

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00⁰
02 1W
0001379631 NOV. 29, 2012

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Total Postage & Fees \$

Sent To

Street, or PO Box

City, St.

PS Form

Postmark Here

Instructions

NEUMAN MARCUS GROUP INC
ATTN: GEORGE A RAWLING
701 ELM ST SUITE 2000
DALLAS TX 75276

7012 2210 0001 6514 2495

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00⁰
02 1W
0001379631 NOV. 29, 2012

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Total Postage & Fees \$

Sent To

Street, or PO Box

City, St.

PS Form

Postmark Here

Instructions

EX-7821 WESTPARK LLC
CENTRE PARTNERS LLC (ERIC MAGGIO)
10018 RAININGVIEW RD SUITE 100
SAN JUAN CAP, CA 92675

7012 2210 0001 6513 3097

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00⁰
02 1W
0001379631 NOV. 29, 2012

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Total Postage & Fees \$

Sent To

Street, or PO Box

City, St.

PS Form

Postmark Here

Instructions

TOPART NEWCO ONE INC
KARE GENERAL GROWTH LLC
10018 RAININGVIEW RD SUITE 100
SAN JUAN CAP, CA 92675

7012 2210 0001 6514 2501

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00⁰
02 1W
0001379631 NOV. 29, 2012

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Total Postage & Fees \$

Sent To

Street, or PO Box

City, St.

PS Form

Postmark Here

Instructions

MAGG'S EAST INC
REGISTRATION DEPT STORE R E DEPT
2 W 7TH ST
CINCINNATI OH 45202

7012 2210 0001 6513 3103

U.S. POSTAGE PITNEY BOWES

ZIP 22031 \$ 000.00⁰
02 1W
0001379631 NOV. 29, 2012

Certified Fee

Return Receipt Fee (Endorsement Required)

Restricted Delivery Fee (Endorsement Required)

Total Postage & Fees \$

Sent To

Street, or PO Box

City, St.

PS Form

Postmark Here

Instructions

WIN INC
PROPERTY TAX DEPT
PO BOX 20000 M1408 SARKS FIFTH AVE
JACKSON MS 39289 0000