

This information is the most common for how to obtain the necessary site-related approvals for your project and is not representative of all the conditions you may encounter.



## Land Development Agencies

The Herrity Building  
12055 Government Center Pkwy  
Fairfax, VA 22035

- ▶ Site Application Center  
703-222-0801
- ▶ Bonds & Agreements  
703-222-0801
- ▶ Site Review & Inspections  
703-324-1720
- ▶ Permit Application Center  
703-222-0801
- ▶ Zoning Permit Branch  
703-222-1082
- ▶ Engineer of the Day  
703-324-2268

## Hours of Operation

Monday–Thursday: 8 a.m. - 4 p.m.  
Friday: 9:15 a.m. - 4 p.m.

## Health Department

10777 Main Street  
Fairfax, VA 22030  
703-246-2201

## V DOT

4975 Alliance Drive  
Fairfax, VA 22030  
703-259-1773

All telephone numbers are accessible in TTY by calling 711.

This document is available in alternative formats and languages. Please call 703-324-5033, TTY 711 for more information



A Fairfax County, Virginia Publication

## RESIDENTIAL SITE-RELATED PLANS

When building a new home or making exterior improvements to your existing home, you will disturb land. Site-related plans show new construction and improvements and ensure your land disturbance complies with the applicable laws and ordinances. Which type of plan you must submit depends on the area of land you disturb (see Page 2) and complexity of your project. See below for more information.

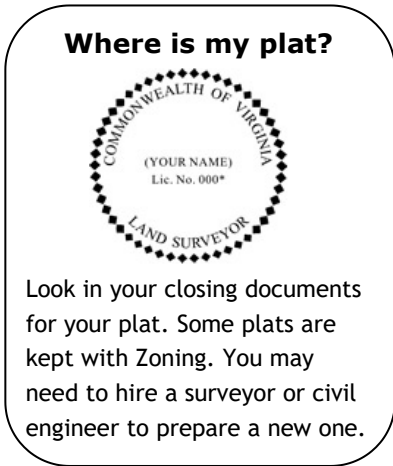
1. A [house location plat](#) is drawn from survey data of your property and prepared by a qualified licensed professional. An existing plat is typically part of your closing documents and may be used in limited circumstances, as follows:
  - ✓ Small home improvement projects such as decks and porches; hand drawn on the plat.
  - ✓ Construction disturbs no more than 2,500 square feet and does not alter grade more than 18 inches.
  - ✓ The original plat is legible and in its original scale.
  - ✓ Construction disturbs between 2,500 and 5,000 square feet.
  - ✓ Only when water quality (see page 3), detention (see [Technical Bulletin 22-06](#)) or other drainage improvements are not required.
2. A [conservation plan](#) is much like a house location plat except that it also shows erosion and sediment controls. It can be used as follows:
  - ✓ Small additions and accessory structures such as pools and detached garages (either for new construction or demolition).
3. An [infill lot grading plan](#) is a drawing of your property which shows existing and new construction, topography, and erosion and sediment controls. Use an infill lot grading plan for any of the following:
  - ✓ New homes, pools, large additions, or other large home projects.
  - ✓ Construction disturbs more than 2,500 square feet.
  - ✓ Construction blocks or alters existing drainage patterns.
  - ✓ Grade will be altered more than 18 inches (add or remove).
4. A [rough grading plan](#) is used for re-grading of land under an existing use in excess of 2,500 square feet.

Requirements, forms, fee schedule and other useful information found at  
[www.fairfaxcounty.gov/landdevelopment/permit-library](http://www.fairfaxcounty.gov/landdevelopment/permit-library)

## HOUSE LOCATION PLAT SUBMISSION REQUIREMENTS

Submit a [house location plat](#) during your [building permit](#) application process in [PLUS](#) for projects less than 2,500 square feet of land. Your plat must meet the requirements listed below and be uploaded in the plan room under the documents tab in PLUS. Fees associated with the review of the house location plat are included as part of your building permit fee. For more information regarding the submission process, including tips on how to navigate PLUS and properly upload documents, please visit our [what is plus?](#) webpage.

- A new plat showing the new project should be prepared by a qualified, licensed surveyor.



- Existing plats may be used under limited circumstances and in accordance with [Technical Bulletin No.18-02](#), and the following:
  - ✓ Plat must be in its original scale, meaning on the same sheet size as the original.
  - ✓ Plat must be clear, legible and show the entire parcel.
  - ✓ Plat must show existing and proposed structures.

- ✓ Drawn to scale of not less than 1-inch equals 50 feet.
- ✓ Be a minimum size of 8.5 x 14 inches (for smaller lots, 8.5 x 11 inches may be allowed).

- Delineate any mapped floodplain/floodplain easement and show the distance of any proposed structures to the floodplain.
  - ✓ Include proposed elevation of the lowest floor level (i.e., bottom of floor joists or top of concrete for slab on grade).
- Show distance from the new and existing structures (and any protrusions) to all property lines.
- Show dimensions and height (elevation) of all proposed structures, including existing accessory structures.
- Include disturbed area limits (see graphic to the right for more information).

- To learn more about plat requirements see [Technical Bulletin No.18-02](#) or contact the Zoning Permit Branch (see page 1).

### Calculating Disturbed Area:

Add the area of project footprint  
+  
10-foot work zone around all sides of project footprint  
+  
Area of stockpile footprint (when project includes excavation)  
+  
10-foot-wide access path from street/driveway to edge of project

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### TOTAL DISTURBED AREA

Need more information?

See our [Land Disturbance 101 page](#).

### Problem Soils:

Soil types with a high-water table, expansive or marine clay or other behavioral issues are considered problem soils. To learn more about soils in Fairfax County and to view county soils maps, go to our [website](#) and search for “soils.” To confirm whether you have problem soils, or for more information on soils types, contact the Engineer of the Day.

## CONSERVATION PLAN SUBMISSION REQUIREMENTS

If the size and complexity of your project permits the submission of a [conservation plan](#), it must meet the above house location plat requirements in addition to those listed below. See Page 6 for more information on the site-related plan approval process; see Page 5 for associated fee types.


- Minimum scale of 1-inch equals 50 feet.
- Minimum plan size is 24 x 36 inches.
- Seal of a land surveyor, architect, landscape architect or professional civil engineer licensed in the commonwealth of Virginia.
- Soil identification and/or soils map with soils certification.
- House location to include the following:
  - ✓ Address.
  - ✓ Tax map number.
  - ✓ State route number (for public streets).
  - ✓ Deed book and page number (for private streets and access easements).
- Magisterial district.

**Water Quality Controls**  
Water quality controls are required for land disturbing activities disturbing more than 2,500 square feet unless the activity qualifies for a residential infill lot exemption under Section 124-1-7.3

- Zoning district and any variance, special permit, special exception, or proffered rezoning approvals.
- Owner information.
- Siltation and erosion control measures including:
  - ✓ Erosion and sediment control narrative.
  - ✓ Erosion and sediment controls, i.e., silt fence, construction entrance.
  - ✓ Arrows showing the direction of surface water flow.
  - ✓ Limits of clearing and grading.
- Address outfall adequacy by evaluating impacts of increased runoff.
  - ✓ Include outfall narrative and certification.
  - ✓ Detention may be required if increased imperviousness contributes to erosion or flooding problems downstream.
- Lot information to include the following:
  - ✓ Lot/parcel dimensions.
  - ✓ Lot area.
  - ✓ Lot lines including bearings and distances.
- Easements for the following (include deed book and page number), if applicable:
  - ✓ Underground utility.
  - ✓ Water.
  - ✓ Storm sewer.
  - ✓ Sanitary sewer.
  - ✓ Easements dedicated to the county or state.
  - ✓ Access easements to contiguous properties.
- The location, dimensions, and height of existing and proposed structures.
  - ✓ For decks, height is measured from the finished grade to deck floor.

- ✓ For the purposes of determining accessory structure height, unless otherwise noted, height is measured from the highest point of the structure to the lowest point of finished ground level adjacent to the structure.
- The elevation of the first floor, basement and/or driveway profile.
  - ! Not required for additions unless the lowest floor is below that of the existing house or it is within

**Is your project in a floodplain?**



**Flood**

If you live along a stream with a drainage area over 70 acres, your property may be in a floodplain. Restrictions for construction and added requirements may apply.

Not all floodplains are located and mapped. Therefore, studies may be necessary in unmapped areas to demonstrate compliance with floodplain regulations.

For more information go to [www.fairfaxcounty.gov](http://www.fairfaxcounty.gov) and search for “[floodplain](#)” or contact the Site Development and Inspection Division at 703-324-1720, TTY 711.

- the floodplain.
- Location of any resource protection area (RPA). New RPA boundary delineation may not be submitted as part of a Conservation Plan. See Page 4 for more on RPAs.
- Mapped floodplain and floodplain easement with deed book and page number noted.
- Calculation or other documentation that the land disturbing activity is exempt from stormwater management requirements under

- Name of affected watershed and disturbed area within it.
- Distance from the new and existing construction (and any protrusions) to all lot lines, RPAs, and floodplain, if applicable.
- Percentage of total impervious area, if lot is in the R-1, R-2, R-3, or R-4 zoning districts. **Contact Zoning Permit Branch for more information.**
- Location of foundation drain outfall.
- Signed Wetlands Certification.
- Location of water and sewer lines if served by public utilities. Otherwise, location of septic system/well with associated lines.
- Sewer service area.
- Proposed construction entrance and access road.
- Note if the site is accessed from a “Chapter 2” road (dedicated public street never built to state standards).
- Other information, such as violation notices, that may be necessary to facilitate review.

## RESOURCE PROTECTION AREAS

[Resource protection areas \(RPA\)](#) are environmentally sensitive lands that lie alongside or near a stream or other water bodies which drains into the Potomac River and eventually the Chesapeake Bay. Below is information you should be aware of if you are in or near an RPA.



- ▶ In their natural condition, RPAs protect water quality, filter pollutants, reduce runoff, prevent erosion, and perform other important functions.
- ▶ RPAs are regulated under the [Chesapeake Bay Preservation Ordinance](#) (CBPO).
- ▶ Minor, attached home-improvement projects are regulated under [Section 118-5-5](#) of the CBPO.
- ▶ Typically, construction proposed in or near an RPA requires a [Water Quality Impact Assessment](#) (WQIA).
- ▶ If an RPA boundary delineation study has been performed for your property and approved by the county, it must be shown on your site-related plan.
- ▶ If a study has not been performed, you may use the boundary shown on the adopted [county map](#) and denote your plan with the following: “Approximate RPA boundary from Fairfax County Chesapeake Bay Preservation Area Map.”
- ▶ For more information on RPA delineation studies, see our [RPA FAQs webpage](#).
- ▶ Use the county’s [Watersheds and RPA Viewer](#) to determine whether there is an RPA on your property.
- ▶ If you are proposing a minor project in an RPA, you must submit the appropriate RPA request form and Water Quality Impact Assessment. See our RPA webpage for the [applicable form](#).
- ▶ RPA approval must be obtained prior to submission of a site-related plan, unless delineating RPA on an Infill Lot Grading Plan in compliance with [Letter to Industry 22-01](#).

To learn more about RPAs, go to our website and search on “RPA” or call the Site Development and Inspection Division at 703-324-1720, TTY 711.

## INFILL LOT GRADING PLAN SUBMISSION REQUIREMENTS

If your project does not meet the thresholds for either a house location plat or a conservation plan, then you must prepare an [infill lot grading plan](#) for the property. An infill lot grading plan must show the required items listed above for a conservation plan, plus those listed below. See Page 6 for more information on the site-related plan approval process; see Page 5 for associated fee types.

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed <a href="#">Fairfax County Infill Lot Grading Plan cover-sheet</a>.</li> <li><input type="checkbox"/> Completed <a href="#">Stormwater Management Plan Completeness Checklist</a>.</li> <li><input type="checkbox"/> Completed <a href="#">Infill Lot Grading Plan Checklist</a>.</li> <li><input type="checkbox"/> Completed <a href="#">Erosion and Sediment Control Checklist</a>.</li> <li><input type="checkbox"/> Completed <a href="#">Priority Rating form for Erosion and Sediment Control</a>.</li> <li><input type="checkbox"/> Vicinity map.</li> <li><input type="checkbox"/> Contours (topography) of the land in</li> </ul> | <ul style="list-style-type: none"> <li>maximum two-foot intervals to include:                             <ul style="list-style-type: none"> <li>✓ Existing conditions</li> <li>✓ Proposed conditions.</li> <li>✓ Spot elevations as needed.</li> </ul> </li> <li><input type="checkbox"/> Tree Cover Calculations.</li> <li><input type="checkbox"/> If there are problem soils (see Page 2) on the site, provide the following:                             <ul style="list-style-type: none"> <li>✓ Soils test report for all soils on the property.</li> <li>✓ Geotechnical report or approved soils waiver.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>✓ Foundation Detail.</li> <li><input type="checkbox"/> Location of foundation drain outfall.</li> <li><input type="checkbox"/> Outfall analysis and pre- and post-development conditions narrative.                             <ul style="list-style-type: none"> <li>✓ Evaluate impacts of increased runoff.</li> <li>✓ Detention measures may be required if adequate outfall does not exist.</li> </ul> </li> <li><input type="checkbox"/> Sump pump and roof drain/downspout discharge locations, when applicable.</li> </ul> |
|--|---|---|

## ROUGH GRADING PLAN SUBMISSION REQUIREMENTS

For projects that disturb land under an existing use and do not propose a structure, you may prepare a [rough grading plan](#). Rough grading plans must meet the below listed requirements. See Page 6 for more information on the site-related plan approval process; see bottom of this page for associated fees.

- Minimum scale of 1-inch equals 50 feet.
- Minimum plan size is 24 x 36 inches.
- Seal of a land surveyor, architect or professional civil engineer licensed in the commonwealth of Virginia.
- Soil identification and/or soils map.
- Completed [Erosion and Sediment Control Checklist](#).
- Completed [Priority Rating form for Erosion and Sediment Control](#).
- Vicinity Map.
- Contours (topography) of the land in maximum two-foot intervals to include:
  - ✓ Existing conditions
  - ✓ Proposed conditions.
  - ✓ Spot elevations as needed.
- Address and tax map number.
- Magisterial district.
  - Owner information.
  - Siltation and erosion control
- measures including:
  - ✓ Erosion and sediment control narrative.
  - ✓ Erosion and sediment controls, i.e., silt fence, construction entrance.
  - ✓ Limits of clearing and grading.
  - ✓ Outfall narrative and certification.
- Easements for the following (include deed book and page number), if applicable:
  - ✓ Underground utility.
  - ✓ Water.
  - ✓ Storm sewer.
  - ✓ Sanitary sewer.
  - ✓ Easements dedicated to the county or state.
  - ✓ Access easements to contiguous properties.
- Name of affected watershed and disturbed area within it.
- Lot information to include the following:
  - ✓ Lot/parcel dimensions.
  - ✓ Lot area.
  - ✓ Lot lines including bearings and distances.
- Proposed construction entrance and access road.
- Note if the site is accessed from a “Chapter 2” road (dedicated public street never built to state standards).
- Location of foundation drain outfall.
- Signed Wetlands Certification.
- Outfall analysis and predevelopment conditions narrative.
- Location of RPA, if present. See Page 4 for more information.
- Floodplain limits, if present. See Page 3 for more information.

## FEES & DEPOSITS

- ▶ **Building Permit Fee** for building plan and inspection services (Permit Application Center).
  - ▶ **Site Fee** for site-related plan review and inspection services ([Site Application Center](#)).
  - ▶ **Pro-Rata Share Assessment** with associated [agreement](#), for watershed improvements and maintenance, based on the increase of impervious area ([Site Application Center](#)).
  - ▶ **Conservation Deposit** with associated [conservation agreement](#), based on project scope and total disturbed area ([Site Application Center](#)).
  - ▶ **VDOT Permit and Bond** if you are proposing work within the state right-of-way.
  - ▶ **Stormwater Permit and Fee** if not otherwise exempt under Sec. [124-1-7.3 \(Site Application Center\)](#).
  - ▶ **Health Department** fees if your property is or will be served by a septic system or well.
- To submit these post-approval conditions, go to [Meeting Approval Conditions | Land Development Services \(fairfaxcounty.gov\)](#)
- For more information on fees, contact the above agencies or go to [www.fairfaxcounty.gov/plan2build](http://www.fairfaxcounty.gov/plan2build)

### Conservation Agreement

A [conservation agreement](#) and associated escrow deposit, required after approval of your site-related plan (excludes plats), ensures that erosion and sediment controls are installed and maintained, in accordance with the approved plan.

After construction is complete and the lot is properly stabilized, the full deposit will be returned unless funds have been used to correct deficiencies and/or violations.

For more information contact the Site Application Center.

## **SITE-RELATED PLAN APPROVAL PROCESS**

The approval process for your site-related plan is intertwined with the building permit application process. The process below is the most common and is not applicable for house location plats (see Page 2 for plat process).

### **STEP 1: SITE-RELATED PLAN SUBMISSION**

Submit your site-related plan electronically to the Site Application Center via [PLUS](#). Use the [Site-Related Plans Checklist](#) to review minimum submission requirements, and for processing details, visit the [Permit Library: Site Plans](#) webpage. **Note:** If proposing new, replacing, or relocating a septic system or water well, you must also apply for necessary permits with the [Health Department](#). Skip the [Health Department](#) permit if you are on public water and sewer.

### **STEP 2: SITE-RELATED PLAN REVIEW**

County staff will review your site-related plan submission for completeness and compliance with local ordinances. You or your representative will be notified of any deficiencies, required plan corrections, or additional required documents, as applicable. You can check the status of your site-related plan online using [PLUS](#).

### **STEP 3: BUILDING PERMIT APPLICATION**

Apply for your building record online using [PLUS](#). If new to the system, or for more information about the building process please visit the [PLUS Homepage](#).

### **STEP 4: VDOT PERMIT APPLICATION**

If you are constructing a new driveway entrance, replacing an existing entrance, or performing any work within the state right-of-way, you must apply for a permit with the [Virginia Department of Transportation](#). Skip this step if your lot is located on a private street, you are using an existing entrance without any proposed improvement or you are not otherwise proposing any work within the VDOT right-of-way.

### **STEP 5: SITE-RELATED PLAN APPROVAL**

Once your site-related plan is approved, post-approval conditions need to be satisfied prior to issuance of your plan and [land disturbance permit](#). Conditions specific to your plan can be verified via [Accela Citizen Access \(PLUS\)](#) and electronically submitted to the Site Application Center using the [Meeting Approval Conditions](#) form. Associated fees can be paid online in [Accela Citizen Access \(PLUS\)](#) portal. Notarized agreements and check payments may also be submitted via mail to the [Site Application Center](#).

### **STEP 6: BUILDING PERMIT APPROVAL**

The site-related record must be approved prior to approval of your building record. Customers are no longer required to upload the site-related plan as part of their building submission package. Customers will be asked to provide the submission ID number as part of their application. Once all reviews are approved, the permit will be issued if no additional fees are due or a fees notification will be sent asking for final payment. Once final payment has been received, the system will auto-issue the approved plans and permit card.

### **STEP 7: SITE INSPECTIONS**

Prior to beginning any land disturbing activity, contact Virginia 811 at [VA811.com](#) or by phone at 811 or 800-552-7001. Once utilities have been properly marked, contact the [Site Development & Inspections Division](#) at 703-324-1720 to schedule a pre-construction meeting with a site inspector.



**You must have an approved county land disturbance permit before you can start any land-disturbing activity.**