

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

VDOT

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.
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).
 - ✓ Construction disturbs between 2,500 and 5,000 square feet.
 - ✓ Drainage improvements and water quality controls (see Page 3) are not required.
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.

Publications, forms, fee schedule and other useful information found at


www.fairfaxcounty.gov/plan2build

HOUSE LOCATION PLAT SUBMISSION REQUIREMENTS

Submit a house location plat during the [building permit application process](#) for projects disturbing less than 2,500 square feet of land. Your plat must meet the requirements listed below and be uploaded to the site-related documents folder in the [ProjectDox](#) web application. Fees associated with the review of the house location plat are included as part of your building permit fee. **For more information regarding the electronic submission process, including tips on how to navigate ProjectDox and properly upload documents, see our [ePlans web page](#).**

- A new plat showing the new project should be prepared by a qualified, licensed surveyor.
- 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).
- To learn more about plat requirements see [Technical Bulletin No.18-02](#) or contact the Zoning Permit Branch (see page 1).

Where is my plat?



Look in your closing documents for your plat. Some plats are kept with Zoning. You may need to hire a surveyor or civil engineer to prepare a new one.

- 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).
- 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.

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

TOTAL DISTURBED AREA

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.
- 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 additions and other accessory structures, height is measured from average finished grade to the midpoint of the highest roof.

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 and search for “floodplain” or contact the Site Development and Inspection Division at 703-324-1720.

- 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 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 County Code Section [124-1-7.3](#).

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

- 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 08-12](#).

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.

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.

- Completed [Fairfax County Infill Lot Grading Plan cover-sheet](#).
- Completed [Stormwater Management Plan Completeness Checklist](#).
- Completed [Infill Lot Grading Plan Checklist](#).
- 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.
- Tree Cover Calculations.
- If there are problem soils (see Page 2) on the site, provide the following:
 - ✓ Soils test report for all soils on the property.
 - ✓ Geotechnical report or approved soils waiver.
 - ✓ Foundation Detail.
- Location of foundation drain outfall.
- Outfall analysis and pre- and post-development conditions narrative.
 - ✓ Evaluate impacts of increased runoff.
 - ✓ Detention measures may be required if adequate outfall does not exist.
- Sump pump and roof drain/downspout discharge locations, when applicable.

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. See Page **Error! Bookmark not defined.** for more information.
- 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.

For more information on fees, contact the above agencies or go to 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 [ProjectDox](#). Use the [Site-Related Plans Checklist](#) to ensure minimum submission requirements are satisfied. Prerequisite submissions such as waivers, geotechnical reports, and water quality impact assessments are submitted electronically via Sharefile, by completing the online [submission request form](#).

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 [ProjectDox](#) or [LDSNet](#).

STEP 3: BUILDING PERMIT APPLICATION

Apply for your building permit online using [FIDO](#), and follow prompts to create an account. Once you have paid all or part of your [permit fee](#), you will be invited by email to upload your building plans and related documents to [ProjectDox](#). For more information about the building permit process visit our [website](#).

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 [LDSNet](#) and electronically submitted to the Site Application Center using the [Grading Plan Issuance Request](#) form. Associated fees can be paid [online](#). Notarized agreements and check payments may also be submitted via the secure [drop box](#) to the right of the main entrance of the Herrity Building.

STEP 6: BUILDING PERMIT APPROVAL

Upload your approved site-related plan to the Site-Related Documents folder in [ProjectDox](#), under the associated building permit submission. Once all necessary building reviews are approved and fees paid, you can access your approved plans in [ProjectDox](#) and permit in [FIDO](#).

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.