



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

---

**DATE:** October 1, 2008

**TO:** All Architects, Attorneys, Builders, Developers, Engineers and Zoning Applicants

**SUBJECT:** Procedures for highlighting revisions to development plans and plats for pending zoning applications and requests for proffer interpretations submitted to the Department of Planning and Zoning

**ISSUE:** Proposed revisions to development plans and plats following the acceptance of a pending zoning application, and proposed minor modifications to approved development plans and plats associated with requests for proffer interpretations, submitted to the Zoning Evaluation Division, Department of Planning and Zoning, should be clearly delineated to expedite review.

**BACKGROUND:** Development plans and plats associated with zoning applications are routinely revised after acceptance and during their evaluation; numerous proffer interpretations are requested annually. Zoning applications include rezonings, proffered condition amendments, final development plan amendments, PRC plans, special exceptions, special permits, variances, and other applications. Proffer interpretations include proffer and development condition interpretation requests to allow minor modifications to approved zoning applications pursuant to the Zoning Ordinance. In these applications and requests, it is oftentimes difficult to readily identify the proposed changes on submitted development plans and plats. Thus a need is generated for clarification and discussion to ensure that all proposed changes are appropriately addressed in the staff evaluation, reviews by decision makers and in final approvals. Such discussion results in the expenditure of additional time and resources by staff and applicants and may result in delays in processing time. Lack of clear definition can result in omissions and can cause questions about the breadth and legal status of approved documents to be raised subsequent to their approval.

**PROCEDURES:** Effective November 1, 2008, the following format must be used when submitting revised development plans and plats for pending zoning applications or requests for proffer interpretations that involve changes to an approved development plan or plat.

1. At least two copies of the development plan or plat document submitted shall be highlighted in red, clearly circling or otherwise identifying the proposed changes.

2. For revised development plans and plats associated with zoning applications, the submitting engineer shall certify on the submitted development plan or plat that no other changes have been made on the document from that previously submitted or approved.
3. For revised development plans or plats associated with zoning applications, a revision block shall be incorporated as part of the plan or plat in which the revision is numbered and described.

The practice of highlighting changes on submitted plans has been required for many years with site plan and subdivision plan revisions submitted to DPWES. Further, this practice has been used informally for the review of proffer interpretations in DPZ for several years. It is anticipated that this simple change will yield a substantive improvement in the definition and clarity of proposed changes on development plans and plats submitted with revised zoning applications and proffer interpretations, allowing Zoning Evaluation Division staff to perform their evaluations more efficiently and avoiding unnecessary delays in processing time.

If you have any questions or need additional information, please contact the Zoning Evaluation Division, Department of Planning and Zoning at 703-324-1290, TTY 711.

Thank you for your cooperation.

Regina C. Coyle, Director  
Zoning Evaluation Division, DPZ