



Land Development Services

Technical Bulletin

Subject: Verification of Green Building Related Commitments

Date: May 15, 2019

No.: 19-06

Summary: This Technical Bulletin describes how to verify compliance with green building commitments made with zoning actions, to include, but not limited to, rezoning and special exception applications. A “commitment” in the bulletin applies to rezoning proffers and special exception or special permit development conditions.

Effective Date: Immediately

Background: The Department of Planning and Zoning, soon to be called Department of Planning and Development (DPD), has assisted Land Development Services (LDS), serving as the point of contact with industry to verify compliance with green building related commitments. LDS and DPD have updated the green building verification process, and LDS now serves as the industry point of contact. This bulletin outlines the process which will be implemented immediately for verifying compliance with green building commitments.

Policy: To prove compliance with green building commitments, the applicant must follow the procedure below:

1. The applicant will email the LDS Facilitation and Addressing Center (LDS-FAC) at LDSFAC@fairfaxcounty.gov to alert FAC to the request.

2. LDS-FAC will send the following smartsheet form to the applicant to complete. This will initiate the compliance verification process. The form's template is shown below:

smartsheet

Green Building Proffer Compliance

Please complete all entries unless they have not been assigned. Mandatory fields are rezoning case, proffer number, rating system, plan number and contact information.

Rezoning Case

Proffer Number

Construction Plan Name

Construction Plan Number

Green Building Project Name

Rating System

Building Permit Number

Applicant Contact Information

Send me a copy of my responses

Submit

Identify the rezoning case or special exception number, i.e., RZ 2006-PR-028

Title of construction plan corresponding to the construction plan number.

The project name used with the online, green building certification process like LEED.

Permit number as shown in county records, e.g., 190300001. If building plan has not been submitted yet, type "n/a."

Include all proffer or condition numbers addressing the green building commitment, as found in the clerk's report.

Plan number as shown in county records, typically a site plan, e.g., 5166-SP-001.

Drop-down list includes LEED, Earthcraft, NGBS, soft commitments, ECLC, other rating system.

At a minimum, include name, phone number, and email.

- The applicant must complete every field in this form in order for staff to accurately verify compliance with the green building commitment.
- The applicant will complete this form at the time of each inquiry, even if a form was completed earlier for the same project. For example, an applicant may fill out a form to verify conformance with a green building escrow. Later, a new form will be filled out when the applicant is seeking confirmation of compliance with a green building commitment prior to the building's occupancy.
- The applicant must submit the completed form. This is done by selecting the "submit" button shown in blue above. Upon receipt of the form, LDS FAC will assign a staff member (Verifier) from LDS or DPD to verify the form's content. The Verifier will respond to the applicant if more information is needed to confirm compliance.

6. Once the Verfier has confirmed compliance with the green building commitment, LDS-FAC will notify the applicant of the compliance finding and close out other project records and escrows accordingly. In addition LDS FAC will update the proffer or special exception condition status to “met” in the LDS-NET system of record.

Frequently, green building commitments must be verified before important project milestones like building or site plan approval, building occupancy, and bond release, or issuance of a RUP or non RUP (Occupancy). Since the verification process can take time, it is critical that applicants follow the process outlined herein, and be as proactive and timely with submittals associated with this verification process as possible to ensure it doesn't hold up the project. If you have any questions, please contact the Facilitation and Addressing Center at LDSFAC@fairfaxcounty.gov or 703-222-0801, TTY 711.

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