



COMMENT LIBRARY for SITE REVIEW

Site Development and Inspections Division



The content is very similar to published checklists, but the language has been rewritten to be in comment format. This list represents only the most frequently occurring comments and is not comprehensive of all regulations applicable to site-related plans and is intended as a resource to plan preparers.

	COMMENTS	Line
	Format	
Letter size	All lettering shall be not less than 1/10" in height. 112-17-106.2	1
Match lines	Match lines shall clearly indicate where the sheets join. 112-17-106.2	2
North arrow	A north direction arrow referenced to the Virginia Coordinate System of 1983 (VCS 83) shall be shown on applicable sheets. 112-17-106.4, 106.5	3
Scale	Site plans shall be prepared to a scale of one-inch equals fifty feet (1"=50') or larger. 112-17-106.2	4
		5
	Administrative	
Additional plan changes/revisions	In your issue response, identify what changes have been made in response to the issue. Also, list any other changes made to the plan. (LDS Policy)	6
Bearings and distances on p/l	Provide bearings and distances around site boundary. 112-17-106.5,	7
Cover sheet - Zoning Requirements table	If plan is associated with a zoning application, the Zoning Requirements tabulation shall show what was approved (provided) with the zoning application or any interpretation as requirement. 112-17-106.12, 106.26 and 112-2-307, 112-16-204	8
Geotech Report approval/reqmts	The geotechnical report must be approved and the construction plans must incorporate the recommendations of the geotechnical report as requirements prior to plan approval. (PFM 4-0301.2 & 4-0401.1)	9
Geotech Recommendations as Reqmts	The recommendations in the geotechnical report must be incorporated into the plans as requirements to be performed during construction. (PFM 4-0401.1)	10
Geotech Engr certification	The soils engineer must review the final construction plans and state their opinion as to whether the plans have been prepared in accordance with their recommendations and note deviations from those recommendations. Provide a signed and dated statement by the geotechnical engineer on the plan. (PFM 4-0401.2)	11
Geotech approval letter	The Soils Report approval letter must be incorporated in the plan. (LDS policy)	12
Limited Geotechnical Investigation (IVB)	A limited geotechnical investigation is required on the first submission plans for class IVB soils. (PFM 4-0206.5A)	13
Major utility notice - on-site	Land disturbing activities within a major underground utility easement (gas, oil) located on the property shall send a written notice and a copy of the plan to the owner of the major underground utility easement. 112-17-107	14

	COMMENTS	Line
Parking Tabulation	Provide a parking tabulation showing the number of parking spaces required by the provisions of the Zoning Ordinance for each use and the total number of spaces provided. 112-17-106.14	15
Plat - check sheet	Record plat check sheets, printed on 24"x36" sheets, may be included in the plan where there is a proposed division of real property. (PFM 2-0202.3)	16
Plat submission	Easement plats shall be submitted for separate review before plan approval. (PFM 2-0202.6)	17
Plat - easement approvals (SP)	For site plans, all easements, both on-site and off-site, must be recorded prior to approval. (PFM 2-0208.14)	18
Plat - easement approvals (SD)	For subdivision plans, all off-site easements must be recorded prior to plan approval. (PFM 2-0208.15)	19
Post submission conference (DPE plans)	For DPE plans, a post submission conference (PSC) is required prior to 2nd submission. Please follow the procedures described in the ESI Fairfax Expedited Review Technical Bulletin for Expedited Site Review Process. Make sure you include supporting documents such as sketches, narratives, etc. (ESI Technical Bulletin, LTI 22-02)	20
BOS letter on plan	A copy of the letter from the Clerk to the Board of Supervisors and/or resolution of the Board of Zoning Appeals and/or Planning Commission documenting the approval and related conditions must be incorporated into the plan. Provide date of approval and sheet reference in the Plan Approval Information table on the cover sheet. (LDS Technical Bulletin 02-16)	21
Development Conditions and interp on plan	Approved interpretations on GDP/FDP, SE, SP, VAR shall be incorporated in the plan. (LDS Technical Bulletin 02-16)	22
Seal	Please note that your seal does not meet current DPOR requirements. (18VAC10-20-760)	23
Second submission requirements	All letters of permission, temporary construction easements, required for the construction of the site or subdivision plan must be submitted with the second submission. (PFM 2-0202.7) Note to Reviewer: For SFD, SFA, and Mixed use w/SFA and/or SFD, offsite easements shall be recorded prior to final plan approval. For C, I and Mixed use, both on and offsite easements must be recorded prior to final plan approval.	24
Second submission requirements	Prior to 2nd submission of any major plan (DPE or non-DPE), the following must be approved: Flood plain Studies (FP), RPA Delineation Plans (RPA), Drainage Studies (DS), Water Quality Impact assessments (WQ), Soils reports (SR), Environmental Site Assessments (ESA), all waivers, letters of permissions, adjoining property notices, on/offsite easements. (LDS Technical Bulletin 02-16)	25
Plan Approval/Agreements	All maintenance agreements for stormwater retention/detention required for the construction of the site or subdivision plan shall be submitted before construction plan is approved. (PFM 6-0303.1, 0303.2) (Note to reviewer: Create Preapproval Condition if needed)	26
Proffer matrix	Effective 6/27/2017, proffer compliance narratives shall be submitted electronically. Remove proffer matrix from the plan. (LDS Technical Bulletin 17-02 revised)	27
Proffer narrative	Please provide more concise responses in the proffer conditions compliance narrative, by eliminating responses like "agreed". State how the conditions have been/will be met. Reference specific proffer numbers for which more information is required. (LTI 17-02 revised)	28
	Provide a response to every part of proffer. Restate proffer requirement for reference. (LTI 17-02 revised)	29

	COMMENTS	Line
	Drainage	
10-year ponding/storm drainage easement	Show 10-year ponding areas at yard inlets. Any area, which is inundated by water ponding at a yard inlet, must be within the storm drainage easement. (PFM 6-1103.3)	30
100-year drainage way < 70 Ac	Where open drainage swales exist and drainage improvements are not provided, a drainage study and storm drainage easement to cover the 100-year drainage way must be provided on watersheds less than 70 acres. (PFM 6-1401.2)	31
100-year Flood Plain > 70 Ac	In areas of streambeds subject to inundation with 70 acres or more of watershed, floodplain water surface elevations shall be computed in order that floodplain easements may be established. (PFM 6-1401.1)	32
Flood plain and drainage easement	The floodplain easements must be placed on the record plat, the site construction drawings and floodplain study. However, only the record plat is required to have the metes and bounds of the easements and the boundary tie information. (PFM 6-1405.3)	33
Adequate outfall past OP	Provide cross section and calculations downstream of the outlet protection to demonstrate that the lining of the existing channel is adequate for the velocity of the proposed flow into the channel. (PFM 6-0202.3)	34
Adequate outfall past OP	Extend the outfall pipe or propose a channel to the existing channel. Concentrated flow must be discharged into a receiving channel, culvert or storm sewer system. (PFM 6-0202.3)	35
Adequate outfall	Provide sufficient topography and information about existing structures (e.g. houses, sheds, and swimming pools) on downstream contiguous lots to show on and off-site surface drainage to the point where an adequate outfall is reached. (Note: field run or aerial topography is required; however, alternative sources may be accepted as determined by the Director if it is shown that access to adjoining properties has been denied.) (PFM 6-0203.1, 6-0204, LDS Technical Bulletin 05-19)	36
Adequate outfall cross sections, comps	Provide sufficient cross-section information and computations to support the assertion of adequacy. (PFM 6-0204.1B(2))	37
Adequate outfall - concentrated flow	Concentrated stormwater runoff leaving a development site must be discharged directly into an adequate natural or man-made receiving channel, pipe or storm sewer system or the developer must provide a drainage system satisfactory to the Director to preclude an adverse impact (e.g., soil erosion; sedimentation; yard flooding; duration of ponding water; inadequate overland relief) on downstream properties and receiving channels. (PFM 6-0202.3)	38
Adequate outfall during construction	Consideration must be given in the preparation of the plans to preclude adverse impacts due to higher rates and volumes of flow that will occur during construction. (PFM 6-0202.11)	39
Adequate outfall narrative - sheet flow	The outfall narrative must include discharges of non-concentrated surface waters from the development site. (PFM 6-0204.1A) The increase and decrease in discharge rates, volumes, and durations of concentrated and non-concentrated stormwater runoff leaving a development site due to the diverted flow may not have an adverse impact (e.g., soil erosion; sedimentation; yard, dwelling, building, or private structure flooding; duration of ponding water; inadequate overland relief) on adjacent or downstream properties. (PFM 6-0202.2A(1))	40

	COMMENTS	Line
Adequate outfall narrative written opinion	Your certified opinion shall state the following: (1) either the downstream drainage system(s) is adequate <u>or</u> there is no adverse impact condition and proportional improvement of pre-development conditions have been achieved. Also state that (2) the cross-sections of the natural watercourse are representative of stream reaches for the entire extent of review. Also state that (3) there will be no flooding of existing downstream dwellings, or buildings by the 100-year storm event, or that any existing flooding condition will not be aggravated by drainage from the development site. (PFM 6-0204.1B(5))	41
Channel calcs	Plans showing channels carrying flows no greater than 30 cfs shall show channel capacity calculations. (PFM 6-1007.2)	42
Curb inlet in easement	For sewer systems within a storm drain easement, the easement must include the entire curb inlet. (PFM 6-0902.2H)	43
DI-3 w/multiple connections	Recommendation: Verify that the base structures for the standard DI-3-s can accommodate the number of connecting pipes at the proposed pipe angles. The distance between the pipes shall not impact the integrity of the wall of the base structure. Specify modified base, if pipe layout requires it.	44
Easement for concentrated flow to adjacent property	Provide easement for storm sewers/ditches carrying offsite drainage. Concentrated surface waters may not be discharged on adjacent or downstream property, unless an easement expressly authorizing such discharge has been granted by the owner of the affected land or unless the discharge is into a natural watercourse, or other appropriate discharge point as set forth above. (PFM 6-0202.5)	45
Grate inlets in Ffx Co	Grate inlets are not acceptable for use on drainage structures to be maintained by Fairfax County or located in County drainage easements. (PFM 6-1105.2)	46
Horizontal clearance from sanitary	The minimum horizontal separation required for storm sewer and sanitary sewer lines and their respective structures must be 6 feet between the nearest exterior surface of each pipe. PFM 10-0102.5A(5)	47
Loading plane	No storm drainpipe may be installed within 5 ft. of the loading plane of a building foundation. (PFM 6-0902.2P)	48
Minimum cover	Minimum cover for storm sewer pipe must be 24 inches from finish grade to the outside top of pipe, except where approved structural correction is provided when cover requirements cannot be met. (PFM 6-0902.2G)	49
Pressure flow	Storm sewer systems may be designed for pressure flow; however, all proposed pressure flow systems should be coordinated with DPWES in the preliminary design stage. Please let us know if this has been done. (PFM 6-0904.4)	50
Pressure flow/HGL	The HGL for the design flows should be at least 1 foot below the established ground elevation and no more than 5 feet above the crown of the pipe. For curb opening inlets the gutter flow line is considered the established ground elevation.(PFM 6-0904.4)	51
Storm sewer - HDPE	Within county-maintained easements, concrete structures are required for HDPE and PP pipes. Nyloplast or other plastic structures are not allowed. PFM 6-01110.5	52

	COMMENTS	Line
Overland relief ORL	Indicate the location and approximate extent of the overland relief path and areas that may be affected by surface storage for a 100-year design storm. Overlaying arrows, shading or other suitable see-through graphics are suggested for this purpose. (PFM 6-1502.2) Provide any calculations that may have been necessary in order to arrive at the major system shall be submitted. (PFM 6-1502.3) Increased discharge/volume/duration of stormwater leaving the site shall not have an adverse impact on adjacent or downstream properties. (PFM 6-0202.2(A)(1))	53
Overland relief ORL	Provide a weir calculation at the high point upstream of the two prop str. Recommend approximating the existing surface with a rectangular weir to calculate the water surface elevation over the hp to demonstrate that the proposed building will not be flooded assuming the inlets are clogged. Provide a cross section showing the ex. grades and the approximated weir and weir calcs. (PFM 6-1502.3)	54
Offsite topo and structures	Provide sufficient existing condition information (i.e., topography, structures, etc.) beyond property boundaries, so impacts on adjacent properties can be evaluated. 112-17-106.18, 124-2.7.B.8.e	55
Offsite water/easement for	Provide sufficient easement extensions to property lines to permit future development reasonable access to drainageways or drainage facilities for connections. (PFM 6-0201.3)	56
Roof drain clean-outs	Roof drains - cleanouts or other approved openings shall be provided to permit access to all filters, flushes, pipes, and downspouts. (USBC 1303.6.3)	57
	Roof drains - Each horizontal drainage pipe shall be provided with a cleanout at its upper terminal, and each run of piping, that is more than one hundred (100) feet, shall be provided with a cleanout for each one hundred (100) feet or fraction thereof. An additional cleanout shall be provided in a drainage line for each aggregate horizontal change of direction exceeding 135 degrees. (UPC 707.4)	58
Roof drain c/o max 100' apart	Roof drain cleanouts shall be located not more than 100 feet apart, measured from the upstream entrance of the cleanout. (IPC 1101.8 and 708.1.2)	59
Roof drain c/o at change of direction	Cleanouts shall be installed at each change of direction greater than 45 degrees. (IPC 1101.8 and 708.1.4)	60
Roof drain >= 8" require a manhole	For building sewers (including roof drains) 8 inches or larger, manholes shall be provided and located not more than 200 feet from the junction of the building drain and building sewer and at each change in direction. (IPC 1101.8 and 708.3.2)	61
Sump inlet spread in private streets	Sump inlets located in streets must be designed so the spread into the street does not exceed 10 feet at the low point. (PFM 6-1102.7)	62
Sump inlet comps	The design flow to a sump inlet from each direction must be calculated. (PFM 6-1102.7A)	63
Vertical clearance w/san sew	When storm sewer lines are above sanitary sewer lines, there must be a minimum of 2 feet separation. When sanitary sewer lines are above storm sewer lines, there must be a minimum of 18 inches separation. (PFM 10-0102.5A(5))	64
WQIA	A Water Quality Impact Assessment shall be required for any proposed land disturbance, development, or redevelopment within and RPA that is not exempt (118-4-2, 118-3-3.a)	65
Yard inlet comps	Provide yard inlet calculations per PFM Plate 20-6. (PFM 6-1103.1, PFM Plate 20-6)	66

	COMMENTS	Line
Yard inlet placement	Yard inlets should be positioned in such a way that they intercept all the design flow approaching the inlet. This can generally be accomplished by depressing the inlet and/or with use of an earth berm. (PFM 6-1103.2)	67
	ESC and Tree Save	
breaking up drainage area	E&S measures shall be designed for the maximum drainage area that can drain to each measure during construction (Respective measures in VESCH Chapter 3)	68
CE - length, wash rack	The minimum length for the construction entrance must be 75'. A wash rack may also be proposed. Revise construction entrance detail accordingly. (The site inspector might allow omission of the wash rack at the time of construction.) (11-0106.2D, VESCH 3.02, 104-1-8(a)(8))	69
CE - wash water	In the Narrative, describe source of water for washing the mud off the tires before entering the public road. (VESCH 3.02)	70
CE - wash water treatment	Vehicle tire wash water must be carried away from the entrance to an approved settling area to remove sediment. (VESCH 3.02, 104-1-8(a)(8))	71
DD - outlet stabilization	The channel behind the diversion dike and the outlet of the diversion dike shall be stabilized if the channel slope is greater than 2%. (VESCH 3.09)	72
ESC Checklist	Submit a completed Erosion and Sediment Control Checklist. (LDS Policy)	73
ESC Narrative	Provide an erosion and sediment narrative. Describe the 2 phases in your narrative. (PFM 11-0104 and -0105, VESCH 7A-2)	74
IP	Any storm drain inlet protection measure which completely blocks the drain throat or entrance is not to be used. Plates 3.07-2, 3.07-6 and 3.07-7 are not allowed in Fairfax County. (104-1-8(a)(3))	75
IP	Remove detail for Gravel Curb Inlet Sediment Filter and replace it with Block & Gravel Curb Inlet Sediment Filter. Any storm drain inlet protection measure which completely blocks the drain throat or entrance is not to be used. Plates 3.07-2, 3.07-6 and 3.07-7 are not allowed in Fairfax County. (104-1-8(a)(3), VESCH Plate 3.07-8)	76
Open space used for BMP credit	Open space used for BMP credit (e.g., reforested areas, conserved open space, etc.) should be delineated on the plan sheets with the note "Water quality management area. BMP credit allowed for open space. No use or disturbance of this area is permitted without the express written permission of the Director of the Department of Land Development Services." (PFM 6-0402.8C)	77
Perimeter controls-adequate space	Adequate space must be provided between the proposed grading and the limits of clearing for installation of erosion and sediment control perimeter controls and/or tree protection. (Practical Consideration) (VESCH 3.05, 3.09, 3.38) (PFM 12-0305.1.B)	78
Phase I for initial clear for perimeter controls	Where two-phased plans are submitted, phase one plan will address the controls needed with minimal clearing and grading limits provided prior to clearing and rough grading the majority of the site. (PFM 11-0104.1)	79
Phase I: ST and perimeter controls - 1st step	Sediment traps, along with other perimeter controls intended to trap sediment, shall be constructed as a first step in any land-disturbing activity (VESCH 3.13)	80
Phase I/Tree save	The ultimate tree save areas must be depicted on the Erosion and Sediment Control Phase I plan. (PFM 11-0104.1)	81
PS - Seeding, permanent	Provide site and season-specific tabulation for permanent seeding based VESCH Tables 3.32-C, D or E depending on the physiographic region for this site. (VESCH 3.32, 7A-2 and E&S Checklist 1.8)	82
SAF	Provide safety fence (SAF) where no other perimeter controls are proposed. (VESCH 3.01)	83

	COMMENTS	Line
SAF/SB	Provide safety fence around the sediment basin. (VESCH 3.01)	84
SB - baffles	Revise baffle layout to meet length to effective width ratio to be at least 2:1 for both major inflows. (VESCH 3.14)	85
Sequence of construction	The plan must include a written summary of the measures to be used and the sequence of construction as it relates to the E&S control program. (PFM 11-0303.4A)	86
SF, SSF, TP, DD outside of graded areas	Perimeter controls must be outside of the graded area to accommodate grading operation. (Practical Consideration) (VESCH 3.05, 3.09, 3.38) (PFM 12-0305.1.B)	87
Soils description	Provide a brief description of soils. (VESCH 7A-2)	88
SSF as TP	Welded wire fence, chain link fence or super silt fence may be used as devices to protect trees and forested areas. The protective device must be placed within the disturbed area at the limits of clearing and erected at a minimum height of 4 feet, except for super silt fence where height may be 3.5 feet. The fencing material must be mounted on 6-foot tall steel posts driven 1.5 feet into the ground and placed a maximum of 6 feet apart, except for welded wire fence and chain link fence where steel posts may be placed a maximum of 10 feet apart (PFM 12-0503.1B and Plate 6-12).	89
SSF in RPA/FPL	Super silt fence is required along the downstream limits of disturbance within the RPA and floodplain. (LDS Policy)	90
Standard numbering	Recommendation: Use standard numbering and coding system as defined in the VA Erosion and Sediment Control Handbook. Clearly state the specific title and number of the erosion and sediment control practice on the plan. Using this coding system will result in increased uniformity of plans and thus increase their readability to plan reviewers, contractors, and inspectors. (VESCH Chapter 6, page VI-3)	91
Standard practices - modifications	The designer preparing the drawings must include in these construction plans adequate measures for control of E&S conforming to the guidelines, policies, standards and specifications contained in the PFM, the current "Virginia Erosion and Sediment Control Handbook," and Chapter 104 (Erosion and Sedimentation Control) of the Code. (PFM 11-0102.1)	92
Standard practices - modifications	The proposed modifications to state standard practices (or new innovative conservation practices) must be thoroughly described in detail to the satisfaction of the Director. (104-1-3(f))	93
Standard symbols	Using keys and symbols as shown on the Standard Uniform Coding System in Chapter 6 of VESCH is recommended. (VESCH Chapter 6, page VI-14)	94
ST - discharging to res area	For sediment traps which discharge into existing residential yards, in order to reduce concentrated flows and simulate existing sheet flow conditions, the 10-year peak discharge must be designed to be not greater than 0.5 cfs using a minimum runoff C factor of 0.6 for all areas to be disturbed. (PFM 6-0202.11)	95
TP	Tree protection fencing must be provided at the limits of clearing wherever other control devices are not shown (see Plate 6-12). (PFM 12-0305.1B)	96
TP on Demo	Tree protection measures for trees and vegetation to be retained must also be shown on the demolition plan sheet. (PFM 12-0305.1A)	97
TP and all E&S controls (including CE) within limits	All erosion and sediment controls and tree protection devices must be placed <u>within</u> the area to be disturbed and may not be located in areas shown to remain undisturbed. Tree protection fencing must be provided at the limits of clearing wherever other control devices are not shown. (PFM 12-0305.1B)	98
TS - Seeding, temporary	Provide site-specific tabulation for temporary seeding or refer to Table 3.31-C and specify the region for this site. (VESCH 3.31)	99

	COMMENTS	Line
TS	Provide site specific tabulation for temporary seeding based on VESCH Table 3.31-C. (This site is in the _____ Region).	100
Tree Conservation area label	Label conservation areas with the following note: "Conservation Area. No disturbance other than that necessary for forest management allowed." (PFM 6-1312.8D)	101
Tree pres area on demo, site and grad	Tree preservation and other areas to remain undisturbed must be determined and depicted on the demolition, site and grading plan. (PFM 11-0305.6E)	102
Tree save	Individual trees that will have 40 percent or more of the critical root zone disturbed by construction are not generally recommended for preservation. (PFM 12-0203.5A)	103
Ex. Tree line	The existing tree line must be accurately and clearly shown and labeled so that it is understood where the existing trees are located. This delineation must include groups of trees and individual trees standing apart from any forested areas. (PFM 12-0304.1A)	104
Tree Inventory	All plans requiring the submission of a Tree Preservation Plan and narrative as required by PFM 12-0309 must be required to show the accurate trunk location and common name of all trees with trunks 12 inches or greater in diameter located within 25 feet of the proposed limits of clearing, within the undisturbed area and within 10 feet of the limits of clearing in the disturbed area. (PFM 12-0307.1)	105
		106
	Layout	
Buildable area	Buildable area allowed on each lot must be delineated in accordance with PFM. PFM 2-0208.22, 112-17-106.33	107
Buildable area	Per PFM 2-0208.22, the buildable area allowed on each lot must be delineated on all site plans based on RPA, minimum required yards and any relevant easements and limitations (CDP/FDP). 1. Show buildable area based on minimum required yards for [<i>insert zoning district</i>] district and any relevant easements or limitations. 2. Add a note that in addition to the buildable area shown, substantial conformance with [<i>Insert zoning application number</i>] is required. (PFM 2-0208.22, 112-17-106.33)	108
Buildable Area Note	Where the BRL and buildable area are the same line, a clear a note is acceptable stating that the minimum yard lines shown on the plan encompass the buildable area for the site.	109
Easements - LS plan (should be UF comment)	All easements must be clearly shown on the landscape sheets. Trees may not be planted within 5 feet of a storm drainage easement that contain pipes. (PFM 12-315.5A & 12-315.5B)	110
Fence height	Label proposed fence height. 112-10-103.4	111
FH outside of curb return	Hydrants must be installed either 5 feet from the point of curvature of curb returns or on the property line in subdivisions. (PFM 9-0202.1D)	112
Horizontal clearance stm/san	The minimum horizontal separation required for storm sewer and sanitary sewer lines and their respective structures ("the sewer facilities") must be 6 feet between the nearest exterior surface of each pipe. (PFM 10-0102.5A(5))	113
No loading space in front yard	No loading space or berth shall be located in a required front yard. 112-11-202.5	114
Surfaced area in front yard	In the R-1 and R-2 Districts, no more than twenty-five (25) percent of any front yard and in the R-3 and R-4 Districts, no more than thirty (30) percent of any front yard shall be surfaced area for a driveway or vehicle/trailer parking area. 112-11-102.8	115

	COMMENTS	Line
SWMBMP maintenance access	The SWM/BMP access road must be minimum 12' wide and must be of all-weather surface (geosystems such as Geogrid, Grassings, Geoweb, or Grasscrete or may be made of asphalt, concrete, or gravel. (PFM 6-1306.3F)	116
SWMBMP maintenance access entrance from public road	Provide a standard VDOT entrance gutter (CG-9D, CG-9A Or CG-9B) for the SWM/BMP maintenance access road. (VDOT Road Design Manual F-89, private and low volume commercial entrances)	117
SWMBMP maintenance access easement	SWM maintenance access easement must be proposed which must preclude planting of shrubs, construction of fences and other structures within the easement. (Standard drainage easement agreements are not acceptable for access) (PFM 6-1306.3D)	118
		119
	Grading	
		120
Driveway max grade (pipestem)	The desirable maximum grade for all pipestem driveways is 15 percent. The Director may approve grades in excess thereof where an unusual environmental or topographic condition exists. (PFM 7-0701.1)	121
Driveway profile	Driveway profiles where steep grades prevail must be shown. Lot grading plans must provide for adequate vehicular clearance for driveway approaches, departures and breakover transitions. (PFM 7-0304.18)	122
Guardrails at end walls	A guardrail, fence or other protective device is required when the height of an end wall is 2 feet or greater and the structure is located near residence or pedestrian walkways. The protective device must be shown on the plan. Guardrails will be so placed so as to perform the function for which it is intended and the height of the guardrail must extend 36 inches above the surrounding area. (PFM 6-1110.13)	123
Handrails for 4+ steps	Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers. (<u>IRC R311.7.8</u>)	124
Height calc - townhouse	Provide townhouse height calculations and diagrams pursuant to Technical Bulletin 19-01.	125
Limits to include fill areas	Clearing limits to encompass grading for fill areas. (PFM 2-0203.1D)	126
Limits to include fill areas	Clearing and grading plans to include clearing and grading for borrow areas, fill areas and independent subsurface utility installations in easements. (PFM 2-0203.1D)	127
Limits to include all work to be done	The plan must show the limits of clearing for all work to be done, including off-site turnarounds, sewer and water extensions, outfalls and pipestem driveways. (PFM 2-0208.12)	128
Limits not to include unnecessary clearing	The limits must encompass only the proposed area of construction associated with the plan must be clearly labeled and may not include any unnecessary clearing. (PFM 12-0304.1B)	129
Limits - utility installation	When subsurface utility installations in easements are shown on plans, the engineer or surveyor preparing the plans must show the limits of clearing and grading necessary for the construction of the utility, taking into account the depth of installation, working room needed, size of pipe, type of soil and slopes encountered. Clearing limits must include room for trench wall sloping or benching, equipment access and deposition of soil. Generally, clearing limits should be equal to four times the depth of the trench. Wherever adequate space does not exist for utility clearing, the utility lines must be installed using trenchless methods, sheeting and shoring, trench boxes, or tunneling (see Plate 3-12). If such methods are to be used, a note on the plan must be provided indicating which sections of utilities are to be installed using these methods. (PFM 2-0208.16, 12-0202.1)	130

	COMMENTS	Line
Min slope at bldg.	The proposed grade shall fall a minimum of six inches within the first 10 feet near the building. Exception: Impervious surfaces within 10 feet of the building foundation shall be sloped a minimum of 2.0% away from the building. (IRC 2021 R401.3)	131
North arrow	A north direction arrow referenced to the Virginia Coordinate System of 1983 (VCS 83) must be shown on each sheet of the subdivision and site plans. (PFM 2-0208.3)	132
Offsite grading	A letter of permission or temporary construction easement is required for offsite disturbance.	133
Overlot grading: > 3:1 slope stabilization	In residential areas, on lots of 36,000 square feet or less, slopes 3:1 or steeper, with unbroken vertical heights of 4 feet or greater, must be stabilized with a ground cover. (PFM 6-1503.2)	134
Spot elevations	On small area grading plans, sufficient spot elevations and flow arrows must be provided to show adequately the disposition of surface water. (PFM 2-0107.6)	135
Retaining Wall type, height, location	Location, type, size and height of any fencing and retaining walls. 112-10-104 , 112-17-106.13.	136
Retaining wall permit requirement	Revise note xx : Retaining walls over 3' require a separate permit. (2015 Virginia Construction Code 108.2.7 (Part I of the VA USBC). A building permit is not required for a retaining wall supporting less than three feet of unbalanced fill that is not supporting a surcharge other than ordinary unbalanced fill. https://codes.iccsafe.org/content/VCC2015P2/chapter-1-administration	137
Riser height	Maximum riser height shall be 8-1/4 inches. (USBC R311.7.5.1) The riser height shall be not more than 73/4 inches. https://codes.iccsafe.org/content/IRC2021P2/chapter-3-building-planning#IRC2021P2_Pt03_Ch03_SecR311	138
	Road/Driveway/Sidewalk/Trail/Parking	139
Driveway entrance - private	Private driveway entrances on curb and gutter streets must conform to VDOT standards (CG-9B through CG-9D). Private driveway entrances on streets with no curb and gutter must conform to Plate 20-7. (PFM 7-0403.1 A)	140
Driveway - minimum slope	Impervious surfaces within 10 feet of the building foundation shall be sloped a minimum of 2.0% away from the building. (IRC 2021 R401.3)	141
Driveway - grade break	Driveway profiles where steep grades prevail must be shown. Lot grading plans must provide for adequate vehicular clearance for driveway approaches, departures and breakover transitions. (PFM 7-304.18)	142
Flow at driveway entrances	The amount of flow to the inlet must be checked to see that the flow is not directed at driveway entrances where it could "jump" the curb. Also, overland relief must be checked. (PFM 6-1102.7C)	143
Flow across entrance	No flows shall be allowed to cross streets if the projected traffic volume is greater than 1000 ADT. (PFM 6-1102.9)	144
Frontage (Subdivisions)	All lots for single family detached dwellings shall have frontage to public streets. (101-2-2(3)(c))	145
HC access - landing at CG-12 curb ramps	Landings shall be provided at the tops of curb ramps. The landing clear length shall be 36 inches (915 mm) minimum. The landing clear width shall be at least as wide as the curb ramp, excluding flared sides, leading to the landing. (2010 ADA Standards for Accessible Design 406.4)	146
Landings - ramps	Ramps shall have landings at the top and the bottom of each ramp run. Provide a landing for the change of direction between the two ramps. (2010 ADA Standards for Accessible Design 405.7)	147
Parking - HC spaces	Provide the required number of accessible parking spaces according to 2012 USBC 1106.1(1) and (2).	148

	COMMENTS	Line
HC parking area max slope	Slopes for the HC parking area, including parking spaces and aisles, shall not exceed 1:48 (2%) in any direction. (2010 ADA Standards for Accessible Design 502.4)	149
Parking overhang	No shrubs and/or trees may be proposed within 1.5' head-in parking overhang area. Groundcovers are acceptable. (PFM 7-0602.2, Table 7.4)	150
Parking overhang	No sidewalk proposed within 1.5' head-in overhang area (PFM 7-0602.2, Table 7.4)	151
Private street - i/e easement	Maintenance, Police and Emergency Access easements for public emergency and maintenance vehicles shall be granted to the County over all private streets within a development. 112-11-304	152
Private street length	No private street in a residential development that is to be owned and maintained by a nonprofit organization shall exceed 600 feet in length unless approved by the Director. 112-11-302.2	153
Private street note	Provide applicable "privately owned, privately maintained" statement according to 112-17-106.21	154
Sidewalk/ADA	Sidewalks shall be designed in accordance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). (PFM 8-0101.1) According to the ADA Standards for Accessible Design section 403.3, the cross slope of walking surfaces shall not be steeper than 1:48 (2.08%).	155
Sidewalk/street construction to p/l	If the design engineer is unable to obtain off-site easements necessary to construct streets to the property line, it may be permissible to stop the street construction a distance from the boundary of the development sufficient to allow the proper slope to the boundary line and provide a deposit for future completion of the street to the boundary line. (PFM 7-0105.2A)	156
Sight distance - intersection	Sight distance shall be measured along the travel path of the sighted vehicle and not along the line of sight. Revise sight distance plan and profile and labeling accordingly. VDOT Road Design Manual Appendix F Intersection Site Distance	157
Sight distance - stopping	Stopping sight distance shall be measured along the travel path of the sighted vehicle and not along the line of sight. Revise sight distance plan and profile and labeling accordingly. Required stopping sight distance depends on street slopes. VDOT Road Design Manual App F Table 2-6)	158
Trail clearance	A minimum of 2 feet is required between the trail edge and any vertical obstructions such as trees, utility poles, signs or other obstacles. (PFM 8-0202.3A)	159
Trail/guy wires	Relocate guy wires and show trail clearing detail per PFM Plate 4-8	160
Trail shoulder	Provide trail shoulder per trail detail shown on PFM Plate 3-8, revise proposed contours accordingly.	161
	Sanitary Sewer	162
Sewer relocation	The proposed sanitary sewer line should be constructed, tested and accepted by Fairfax County for maintenance prior to abandonment or removal of the existing sewer line. (PFM 10-0102.11A) The sanitary sewer easement serving the sewer line to be abandoned or removed must be vacated prior to bond release and after the sewer flow has been diverted to the new line and the easement associated with such new line has been duly recorded among the land records. (PFM 10-0102.11C).	163
Grease trap coordination	<i>Guidance to staff:</i> Coordinate the review of the proposed grease trap with Wastewater Planning and Monitoring Division pretreatment manager, John Botts at john.botts@fairfaxcounty.gov or 703-550-9740/429.	164

	COMMENTS	Line
	Survey	165
Benchmarks	All subdivisions and site plans must show the location, elevation, and description of two benchmarks which are properly correlated to the plan elevations. (PFM 2-0208.11)	166
Db Pg #s for existing easements	Provide deed book and page number for all existing easements. (LDS Policy)	167
Horiz and vert control, north arrow	If using a GPS Static, Virtual or Continuously Operating Reference System for deriving horizontal and/or vertical control, coordinates must be stated in VCS 83 (with appropriate reference frames and necessary velocities), North Zone, U.S. Survey Foot units, with NGVD 1929 vertical datum and so stated in above format 112-17-106.5, (101-2-5(c)(3))	168
Horiz control note	Provide horizontal control reference note with appropriate references. (101-2-5(c)(3) or 112-17-106.5 If <u>field run</u> survey: show number and name of monument and show combined grid and elevation factor) or NOAA/NGS Survey Monument (insert PID number and designation with the combined scale factor (Ffx Co Survey Monument) or PID number and designation with the combined scale factor (NOAA/NGS Survey Monument) (101-2-5(c)(3) or 112-17-106.5 If using <u>GPS Static or Virtual Reference System</u> : show appropriate reference frames and necessary velocities 112-17-106.5	169
Vertical datum	Datum reference for elevations used must be shown and correlated to NGVD 1929 datum. (PFM 2-0106.1B, 2-0208.11)	170
Topo - existing	Existing topography with a maximum contour interval of two (2) feet, except that, where existing ground is on a slope of less than two (2) percent, one (1) foot contour or spot elevations shall be provided where necessary, but not more than fifty (50) feet apart in both directions. 112-17-106.9	171
Topo - existing	The developer shall submit such topographic data as may be determined necessary for the reasonable development of the proposed subdivision or site plan. (101-2-3(c)(8), PFM 2-0106)	172
Trees, tree line	Show existing trees/tree line. (PFM 12-0304.1A)	173
		174
	SWM/BMP	
Access easement	Provide an access easement to the SWM/BMP facility. (PFM 6-0303.1 and 6-1306.3D)	175
Access easement	Access must be provided to all areas of an impoundment requiring observation or regular maintenance. These areas include the dam embankment, emergency spillway, lake shoreline, principal spillway outlet, stilling basin, toe drain, riser structure, extended drawdown device, and likely sediment accumulation areas. A 20-foot cleared access easement must be provided from the access entrance along the downstream side of the embankment toe to the outlet channel. (PFM 6-1606.2G)	176
Access road	Provide an all-weather vehicular access way with a minimum of 12' wide surface to the SWM facility. (PFM 6-1306.3F, Plat 54-6)	177
Access road	Access must be provided to all areas of an impoundment requiring observation or regular maintenance. These areas include the dam embankment, emergency spillway, lake shoreline, principal spillway outlet, stilling basin, toe drain, riser structure, extended drawdown device, and likely sediment accumulation areas. (PFM 6-1606.2G)	178

	COMMENTS	Line
BMP - Manufactured -letter from	Manufactured BMPs shall be designed in accordance with the manufacturer's specifications. Include a letter from the manufacturer stating that they have reviewed this revision of the plan and it meets the manufacturer's design and construction specifications. The letter shall also include the plan submission number, name of the project, date, impervious area and turf area being treated by the facility. (LDS Policy: Webpage: Manufactured Treatment Devices Approved for Use in Fairfax County)	179
BMP pre-treatment	Provide a pre-treatment system to exclude leaf litter, grass clippings, trash and other debris before the runoff enters into the water quality facility. Extended bottom manhole is acceptable. PFM 6-1.320.4D	180
Conservation area/open space	Open space used for BMP credit (e.g., reforested areas, conserved open space, etc.) must be delineated on the plan sheets with the note "Water quality management area. BMP credit allowed for open space. No use or disturbance of this area is permitted without the express written permission of the Director of the Land Development Services." (PFM 6-0402.8C)	181
Detention - StormTech Chambers or others not meeting PFM 6-0303.6B	A PFM Modification must be submitted separately and must be approved prior to 2nd submission. The modification request shall include full details and supporting data, including, but not limited to justification, design computations, material specifications, technical details, structural calculations, procedures for installation, inspection and acceptance testing, procedures for operation and maintenance, safety considerations, and estimated 20-year maintenance cost and 40% of the facility's replacement cost. PFM 6-0303.6B	182
Maintenance agreement - SWM/BMP	A private maintenance agreement for each detention and BMP facility must be executed before the construction plan is approved. (PFM 6-0303.2, 6-1307.3A (bioretention), 6-1319.3A (pond), 6-1320.3A (manufactured BMPs))	183
Maint resp - BMP	The maintenance responsibility for the BMP facilities must be clearly stated on the plans. (PFM 6-0402.8G)	184
No planting esmt on embankments	All plans containing an earth dam which intermittently or permanently impounds water must include a restrictive easement which covers the entire structural embankment and prohibits the planting of trees and all other landscaping, except grass and other ground covers approved by the Director. (PFM 6-1305.5)	185
Signs For BMP Facilities	Provide signs for the BMP facility, the water may pond after storm and the area is not to be disturbed except for required maintenance. (LDS Policy, PFM Plate 60-6)	186
	RPA/FPL	
FPL use determination	A Flood Plain Use Determination is required for any disturbance in the floodplain. 112-2-903	187
RPA delineation	LDS Tech Bulletin 22-01 requires RPA Delineation study for all	188
RPA - note 1 when LOC is at RPA	"Any land disturbing activity or any removal of vegetation in the Chesapeake Bay Protection area contrary to the approved site plan shall be deemed unlawful and subjected to violations per Section 118-9 of the County Code." (118-9-1 (a), PFM 6-1702)	189
RPA - note 2 when LOC is at RPA	The limits of the RPA shall be staked in the field by a professional before the pre-construction meeting. (LDS Policy)	190

References

Fairfax County, Virginia – Code of Ordinances:

- [Chapter 101](#) Subdivision Provisions
- [Chapter 112](#) Zoning Ordinance
- [Chapter 118](#) Chesapeake Bay Preservation Ordinance
- [Chapter 124](#) Stormwater Management Ordinance

Other Codes/Regulations/Policies:

- [Notice](#) Land Development Notice
- [PFM](#) Fairfax County Public Facilities Manual
- SDID Policy Current practice or new policy to be established by this document
- [Tech Bulletin](#) Land Development Technical Bulletin
- [VAC](#) Virginia Administrative Code