



**City of Fairfax, Virginia**  
10455 Armstrong Street • Fairfax, VA 22030-3630

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## Memorandum

**DATE:** June 30, 2025

**TO:** Design Professionals, Developers, Development Consultants, Builders, Contractors, and any others seeking permits in the City of Fairfax

**FROM:** Department of Community Development & Planning

**SUBJECT:** Notification to Industry – Site Plan, Subdivision Plan, and House Grading Plan Review Timeframes, Resubmission Fees, and Intake Checklists

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This notice is to inform you that, in accordance with [House Bill 2660](#), amendments to [§15.2-2259](#) and [§15.2-2260](#) of the Code of Virginia, the city is adjusting review timeframes for site plans, subdivision plans, and house grading plans. Additionally, the city's adopted [FY 2026 Budget](#) includes new fees for resubmissions of site plans and subdivision plans. The chart below summarizes the review timeframes and resubmission fees, both of which take effect July 1, 2025.

Submission	Review timeframe	Fee
1 (initial)	40 calendar days	See fee calculation sheet in site plan package
2	30 calendar days	\$575 (second revision fee)
3	30 calendar days	\$1,150 (third+ revision fee)
4+	14 calendar days	\$1,150 (third+ revision fee)

The city has created and published two new intake checklists that define what is needed for staff to deem a site plan or house grading plan (erosion and stormwater management plan) submission complete. See both checklists appended to this memo as attachments. Any updated versions of these checklists will be available on the city's [all permits & applications webpage](#).

For questions, please contact the Department of Community Development and Planning (703-385-7820).

CITY OF FAIRFAX - SITE PLAN INTAKE CHECKLIST				
✓	Submittal	Quantity	Format	Notes
THE FOLLOWING ITEMS ARE REQUIRED AT INITIAL SUBMISSION				
	Site Plan Application	1	PDF	All required information must be completed and accurate.
	Site Plan Fee Calc Sheet	1	PDF	Note, all fees based on ‘acreage or fraction thereof’ must be correct (i.e. 1.4 acres = 1 acre + 1 fraction or an acre = 2 “acres or fraction thereof”).
	Site Plan Application Fee(s)			Must include: fees calculated on the Site Plan Fee Calc. Sheet, WQIA Fee, VESMP fees; and RPA and Floodplain Fees (where applicable).
	Agent Authorization Statement (1 per contract purchaser & designer professional)	1	PDF	All required information must be completed and accurate.
	Site Plan (PDF)	1	PDF	Must include all sheets, including the MDP (where one exists).
	Site Plan (paper copies)	3	Paper	Must include all sheets, including the MDP (where one exists).
	Site Plan Checklist	1	PDF	All items must be acknowledged by the engineer. Any items that do not apply must be explained in the notes section.
	LEED Checklist (where a new building is proposed)	1	PDF	Per USGBC v4. Pursuit of LEED credits is not required for by-right development.
	WQIA Application	1	PDF	All required information must be completed and accurate.
	Water Quality Impact Assessment	1	PDF	Unless applicant is pursuing a waiver. Must comply with §4.18.8.
	WQIA Waiver Request	1	PDF	Where an applicant qualifies. Must comply with §4.18.11.
	WQIA Application Fee			(see Site Plan Application Fee(s))
	RPA Study Application (if the location of RPA will be altered or challenged)	1	PDF	All required information must be completed and accurate.
	RPA Study (if location of RPA will be altered or challenged)	1	PDF	Must comply with §4.18.6 and §6.13.2.B
	RPA Study Application Fee (if location of RPA will be altered)			(see Site Plan Application Fee(s))
	Floodplain Permit Application (if property includes floodplain)	1	PDF	All required information must be completed and accurate.
	Floodplain Study (if property includes work in the floodplain)	1	PDF	Must comply with §6.11.5
	Floodplain Application Fee (if Floodplain exists on property)			(see Site Plan Application Fee(s))
	CLOMR (if location of floodplain or base elevation will change)	1	PDF & Paper	As required by FEMA ( <a href="https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr">https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr</a> ).
	VESMP Application	1	PDF	All required information must be completed and accurate.
	VESMP Checklist	1	PDF	All items must be acknowledged by the engineer.
	SWPPP (for non-single-family development)	1	PDF	Consistent with DEQ standards
	BMP Agreement	1	PDF & Paper	Initial submission may be accepted in draft PDF, provided it is complete, other than signatures. An original paper with original signatures is required for execution and recordation in the land records, prior to plan release.
	VESMP Application Fee			(see Site Plan Application Fee(s))
THE FOLLOWING ITEMS ARE NOT REQUIRED AT INITIAL SUBMISSION, BUT <u>MUST</u> BE SUBMITTED UPON REQUEST BY STAFF				
	Plat Application	1	PDF	All required information must be completed and accurate.
	Plat Application Fee			Invoiced separately, unless submitted with initial submission.
	Plat of Easement/Dedication/etc.	1	PDF	A draft (PDF) may be submitted for initial review of content and form. A PDF copy of the final is also required.
	Plat of Easement/Dedication/etc. (Signature submission)	2	Paper	One of the final versions must have original signatures. The others may be copies of the original. Once executed a copy with be returned to applicant for their records.
	Deed of Easement/Dedication/etc.	1	PDF	A draft (PDF) may be submitted for initial review of content and form. A PDF copy of the final is also required.
	Deed of Easement/Dedication/etc. (Signature submission)	2	Paper	One of the final versions must have original signatures. The others may be copies of the original. Once executed a copy with be returned to applicant for their records.
	Responsible Land Disturber Certificate	1	PDF	Per DEQ standards
	Grading, Filling of Excavating Permit Application	1	PDF	All required information must be completed and accurate.
	Surety Value Estimate	1	PDF	Available for download as a spreadsheet (*.xls). All required items must be listed under “Conservation Deposit” See Bonding Information Package ( <a href="https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000">https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000</a> )
	Site Agreement	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000">https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000</a> ). Original documents with all signatures required.
	Site Bond Instrument	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000">https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000</a> ). Original documents with all signatures required.
	Siltation Agreement	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000">https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000</a> ). Original documents with all signatures required.
	Siltation Bond Instrument (Letter of Credit or cash escrow only)	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000">https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000</a> ). Original documents with all signatures required.
	Surety Review Fees (per bond)			Based on bond amount. Due with submission of each bond.
	GIS File of signature plan & list of layers	1	DXF + Text File	GIS file may be submitted at initial submission if subdivision is proposed, for addressing purposes. A final GIS will be required prior to plan approval.

Visit the Community Development and Planning website for formatting standards (<https://www.fairfaxva.gov/government/community-development-planning/notifications-to-industry>).

CITY OF FAIRFAX - HOUSE GRADING (ESM) PLAN INTAKE CHECKLIST				
✓	Submittal	Quantit y	Format	Notes
THE FOLLOWING ITEMS ARE REQUIRED AT INITIAL SUBMISSION				
	ESM Application & Fee Calculations	1	PDF	All required information must be completed and accurate. Note, all fees based on ‘acreage or fraction thereof’ must be correct (i.e. 1.4 acres = 1 acre + 1 fraction or an acre = 2 “acres or fraction thereof”).
	ESM Application Fee(s)			Must include: fees calculated on the ESM Fee Calc. Sheet, WQIA Fee, VESMP fees. Where applicable, fees must include RPA and Floodplain Fees.
	Agent Authorization Statement (1 per contract purchaser & designer professional)	1	PDF	All required information must be completed and accurate.
	ESM Plan (each submission)	1	PDF	Must include all sheets in a single PDF.
	Site Plan Checklist	1	PDF	All items must be acknowledged by the engineer. Any items that do not apply must be explained in the notes section.
	WQIA Application	1	PDF	All required information must be completed and accurate.
	Water Quality Impact Assessment	1	PDF	Unless applicant is pursuing a waiver. Must comply with §4.18.8.
	WQIA Waiver Request	1	PDF	Where an applicant qualifies. Must comply with §4.18.11.
	WQIA Application Fee			(see ESM Application Fee(s))
	RPA Study Application (if the location of RPA will be altered or challenged)	1	PDF	All required information must be completed and accurate.
	RPA Study (if location of RPA will be altered or challenged)	1	PDF	Must comply with §4.18.6 and §6.13.2.B
	RPA Study Application Fee (if location of RPA will be altered)			(see ESM Application Fee(s))
	Floodplain Permit Application (if property includes floodplain)	1	PDF	All required information must be completed and accurate.
	Floodplain Study (if property includes work in the floodplain)	1	PDF	Must comply with §6.11.5
	Floodplain Application Fee (if Floodplain exists on property)			(see ESM Application Fee(s))
	BFE Certificate (if location of floodplain or base flood elevation will change)	1	PDF & Paper	As required by FEMA ( <a href="https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr">https://www.fema.gov/flood-maps/change-your-flood-zone/lomr-clomr</a> ).
	VSMP Application	1	PDF	All required information must be completed and accurate.
	VSMP Checklist	1	PDF	All items must be acknowledged by the engineer.
	SWPPP (for non-single-family development)	1	PDF	Consistent with DEQ standards
	BMP Agreement	1	PDF & Paper	Initial submission may be accepted in draft PDF. An original paper with original signatures is required for execution and recordation in the land records, prior to plan release.
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	Siltation Agreement	1	Paper	See Bonding Information Package ( <a href="https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000">https://www.fairfaxva.gov/home/showpublisheddocument/7897/638483561849570000</a> ). Original documents with all signatures required.
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