



PUBLIC IMPROVEMENT PLAN FIRST SUBMISSION CHECKLIST



Engineers & Surveyors Institute
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Plan Name: _____ Record Number: _____
 District: _____ Review Date: _____
 Submitting Firm: _____ Contact Name: _____ Phone Number: _____
 DPE Number: _____ DPE Name: _____
 ESI Peer Reviewer Name: _____ Peer Reviewer's Firm: _____

Plan is non-acceptable if any * box is checked without explanation on plan or alternate solution noted.

LINE	CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	FFX
COVER SHEET							
1	LDS Policy	Aug 2024 edition of cover sheet used			*		
2	LDS Policy	Plan approval information completed (identification number, approval dates, and sheet number)					
3	LDS Tech Bulletin 23-06	All approved waivers/modifications and waiver/modification requests are listed, including the ones approved with the zoning application. Include approval date and provide approval letter on plan if applicable.					
4	PFM 9-0202.2C	Fire Marshal notes and data filled in					
5	PFM 10-104.1A	Sanitary sewer information filled in					
6	112.1-8101.4.B(4)	Vicinity map legible and to 1"=2,000' scale or greater					
7	112.1-8101.4.B(4)	Vicinity map shows street names and route numbers for adjoining streets					
8	112.1-8101.4.B(4) PFM 8-0201.6	Vicinity map shows maintenance responsibilities for existing and proposed sidewalk/trail (VDOT, County, or privately maintained)					
9	LDS Policy	Stormwater Information filled in					
10	LDS Policy	Tax map reference number(s) filled in correctly			*		
11	112.1-8101.4.B(5)	Name, contact information and address of the owner and developer filled in					
12	LDS Policy	Design engineer/surveyor's name, address, and phone number shown. Project manager name and email provided.					
13	LDS Policy	Magisterial district shown and is correct			*		
14	112.1-8101.4.B(7)	Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the site and the place of record of the last instrument in the chain of title					
15	112.1-8101.4.B(8)	Soils map shown, with site identified. Soils map is based on current County Soils Map .			*		
16	112.1-8101.4.B(8)	Soils data chart filled in per " Description & Interpretive Guide to Soils in Fairfax County "					
17	112.1-8101.4.B(27)	Owner/developer wetlands permits certification signed			*		
18	LDS Policy	Sheet index and sheet titles match			*		
PUBLIC STREETS							
19	112.1-8101.4.B(12)	Road name and route number shown for existing state-maintained streets shown.					
20	112.1-8101.4.B(12) LDS Policy	Street widths, pavement, curb type and right-of-way shown for existing and proposed streets			*		
21	VDOT Road Design Manual	Right of way, driveway entrances, intersections, medians, curb, or edge of pavement shown and labeled on both sides of existing roadways. Limited access labeled, if applicable.					

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22	112.1-8100.7.E(3)	Vehicular travel lanes, services drives, driveways, or other required access connections to adjoining properties are proposed or service drive/travel lane waiver is approved					
23	PFM 7-0101.2 VDOT Road Design Manual Appendix A-1	Curve data shown for new streets and conform with shown street category					
24	PFM 7-0107.5A & 5B	Stop or yield signs shown at all intersections					
25	PFM 7-0201.1C PFM 7-0304.13	All proposed street construction is within existing or dedicated street right-of-way					
26	PFM 7-0301.1A & 1B PFM 8-0101.8	Curb-cut ramps provided where required (at site entrance curb returns, along accessible routes, at major crosswalks, HC accessible parking spaces, etc.). Curb cut ramps are entirely within right of way if VDOT maintained.					
27	PFM 7-0303 VDOT Road Design Manual App. F Section 4	Type, width, percent grade, and throat length of entrance(s) shown. Curb radii labeled. Review for possible design waivers/design exceptions.					
28	PFM 7-0304	Profile shown for all proposed streets including widening and turning lanes on existing streets. Elevations, percent grade, culverts, storm/sanitary sewer and utility crossings shown on street profile. Existing centerline profiles is shown for 200 feet minimum distance to ensure a proper grade tie when a proposed street is an extension of or connects with an existing street.			*		
29	PFM 7-0304	Centerline stationing shown in plan view for existing and proposed streets					
30	PFM 7-0305 112.1- 5100.2.D(4)(c) VDOT Road Design Manual Appendix A(1)/B(1)/B(2)/F 24VAC30-73-80.A 24VAC30-73-90.A	Sight distance plan and profile shown. For intersection sight distance, sight triangle is clear of obstructions, including landscaping and parked vehicles, among others. Sight distance easement exists or proposed where the sight line leaves the right of way. Sight distance easement is shown on layout, grading, tree preservation and landscape plans.			*		
31	PFM 7-0306.6B VDOT Road Design Manual Appendix A-1	For proposed streets, typical section with dimensions, street category, and design speed are provided			*		
32		For existing streets posted speed is provided					
33	VDOT Road Design Manual Appendix F Section 3	Turn lanes are proposed where required and conform to standard or a Design Waiver has been approved					
34	VDOT Road Design Manual Appendix A	Super-elevation provided where required by category					
35	VDOT IIM-LD-55 PFM 7-0301	At least one curb ramp provided across from new intersections on existing curb and gutter roadways. One curb ramp provided in each direction of intersection crossings.					
36	ADA VDOT IIM-LD-55	Curb ramp width matches connecting sidewalk/trail					
37	VDOT IIM-LD-55	Curb ramp spot elevations provided to confirm ramp slopes, gutter pan transitions, etc.					
38	VDOT Policy	Latest version of VDOT general notes provided					
39	112.1-8101.4.B(4) 101-2-2(2) (Townhomes only) PFM 7-0107	Street names are shown for proposed streets					
40	PFM 7-0306.8 & 13D PFM 8-0100 101-2-2(10) VDOT SSAR	Sidewalks/shared use paths provided along the site's frontage as required unless a modification or waiver is approved. Sidewalks/shared use paths connect to adjacent sidewalks, shared use paths, and walkways.					

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41	VDOT Road Design Manual, Appendix A(1) LDS Policy	Typical sections for existing roads are provided where sidewalk or trail is proposed along the existing road. Sidewalk easement is proposed for sidewalks outside of ROW.			*		
42	VDOT Road Design Manual, Appendix A(1)	Sidewalk width, width of buffer strip between road and sidewalk/trail, and width of maintenance strip between sidewalk and ROW are dimensioned					
STREETLIGHTS & SITE LIGHTING							
43	PFM 7-0802.3	Existing and proposed utility poles and streetlights shown and labeled			*		
44	PFM 7-0802.3	Streetlights are proposed along all existing and/or proposed State roads providing frontage to the site					
45	PFM 7-0804, Plate 28-7, 29-7, 30-7	Proposed luminaire style, pole type, pole placement, bracket lengths and mounting heights are shown and labeled.			*		
46	PFM 7-0805.5B LDS Tech Bulletin 14-07	Lighting computations are provided and sealed by a lighting professional for proposed non-standard streetlights					
EROSION AND SEDIMENT CONTROL							
47	PFM 2-0203.1C PFM 2-0208.12	Limits of clearing and grading shown and includes all work to be done (offsite, utility extensions, outfalls, etc.) and matches between grading, erosion and sediment control, landscape plans			*		
48	LDS Tech Bulletin 11-08	Priority Rating Form for E&S control is shown, and physiographic province is correctly identified					
49	LDS Policy	Completed certified E&S Control Checklist provided					
50	PFM 12-0305.1 A VESCH Uniform Coding System	Erosion & sedimentation controls and tree protection measures identified			*		
51	PFM 11-0104.1 PFM 11-0303.4A	Two-phased E&S Plan provided for erosion and sedimentation control. The E&S narrative includes site specific sequence of construction in each phase.					
52	PFM 11-0104.1 9VAC25-875-560 (MS-4)	The Phase 1 E&S Plan proposes to install controls needed with minimal clearing. Sediment basins and traps, perimeter dikes, sediment barriers and other perimeter control measures intended to trap sediment are proposed in Phase 1.					
53	VESCH 3.13 PFM 11-0106.2D	Sediment trap computations provided (Pipe outlet required if drainage is greater than 1 acre)					
54	VESCH 3.14 PFM 11-0106.2C	Sediment basin calculations provided					
55	PFM 11-0104.3 Tech Bulletin 22-04	Region specific temporary and permanent seeding tables provided					
56	LDS Policy	Drainage divides are shown correctly, perpendicular to contours and enclosed. The outfall for each drainage area is labeled. Offsite contours are shown to justify drainage divides.			*		
57	PFM 11-0106.2D	The minimum length for a temporary gravel construction entrance is dimensioned 75 feet on the detail. If wash rack is proposed, the source of tire wash water is identified.					
58	VESCH	Positive drainage provided into all E&S control measures, including diversion dikes.			*		
59	VESCH 3.05 (SF) VESCH 3.07 (IP) VESCH 3.09 (DD) VESCH 3.13 (ST) PFM Table 11.1	Drainage divides shown for E&S measures that have drainage area limitations. Drainage areas do not exceed ¼ ac/100 ft for SF, 1 acre for IP, 5 acres for DD and 3 acres for ST. Drainage divides for SSF are only required when it needs to be demonstrated that concentrated flow to SSF does not exceed 5 cfs.			*		
60	LDS Policy	Perimeter controls are shown outside of the graded area to accommodate grading operation.			*		
61	PFM 12-0305.1B	All erosion and sediment controls and tree protection devices are placed within the area to be disturbed.					

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62	LDS Policy	Storm drain inlet protection measures shown on VESCH Plates 3.07-2, 3.07-6 and 3.07-7, which completely block the drain throat or entrance are not proposed.					
63	LDS Policy	SSF adjacent to Floodplains, RPA and steep slopes					
64	VESCH 3.01	Provide safety fence where no other perimeter controls are proposed.					
DRAINAGE							
65	PFM 6-0202.2	Drainage system honor natural divides for both concentrated and non-concentrated stormwater runoff leaving the site unless a written justification is provided and approved by the Director.					
66	PFM 6-0202.4	Concentrated runoff discharge leaving the site shall not aggravate or create a condition where an existing structure under an approved building permit floods. If such a structure exist, detention for the 100-year storm event is provided.			*		
67	PFM 6-0202.5 PFM 6-0204.1.B.5	No concentrated surface water discharged offsite without easements unless the discharge is into a natural watercourse, or other appropriate discharge point.					
68	PFM 6-0202.6	Sheet flow into lower lying properties: Pre- and post-development runoff computations provided to demonstrate that increase in peak flow runoff would not cause or aggravate drainage problem on the downstream properties. Description is included in the outfall narrative.			*		
69	PFM 6-0905.4 PFM 6-0902.2G PFM Plate 62-6	Storm sewer profile is provided showing existing and proposed grade, depth of cover and HGL.					
70	PFM 6-0902.2P	If storm sewer is close to any building, a loading plane diagram is provided.					
71	PFM 6-0905 PFM 6-1008 PFM 6-1200	Design computations provided for closed and open systems			*		
72	PFM 6-1501.2.E & F PFM 6-1502.2 PFM 6-1502.3	Location and approximate extent of the overland relief paths are shown. For the path, using overlaying arrows is suggested. Where the flow path is near buildings, shading or other suitable see-through graphics are suggested to show the extent, and to demonstrate that no building is flooded by the 100-year flow. Calculations are provided assuming complete failure of storm sewer system occurs.			*		
73	112.1-8101.4.B(40)	The extent of any dam break inundation zone of a state-regulated impounding structure is shown on the plan and labeled with the name of the impoundment and the date of the study that established the inundation zone.					
74	LDS Policy	Storm sewer or storm drainage easement is provided for all residential developments					
75	VDOT Drainage Manual Chapter 9 Section 4	Flow arrows provided for both existing and proposed storm pipe					
STORMWATER MANAGEMENT							
		Stormwater Management Narrative (if plan is subject to 124.1-4)					
76	124.1-3-2.C.4	A general description of the proposed stormwater management facilities (including both quality and quantity control).			*		
77	124.1-3-2.C.4	Description of the mechanism through which the facilities will be operated and maintained after construction is complete.					
78	124.1-4-4.D	Description of how detention requirements for the 2 and 10-year storms are met.			*		
79	124.1-4-1	Description of how water quality control requirements are met.			*		
80	124.1-4-5	Reference to the letter of nutrient credit availability, if applicable.					
81	PFM 6-0204	Description of downstream receiving system and extent of downstream review			*		

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82	124.1-4-4.A & B	Adequacy conclusion on channel and flood protection requirements for both natural and manmade conveyance systems.			*		
83	124.1-4-4.E	Evaluation of sheet flow and its impact on adjacent properties.			*		
Stormwater Management Narrative (if plan is subject to 124.1-5)							
84	124.1-2-2 or 124.1-2-3	Demonstrating compliance with the time limits provision is provided or a SWOD letter is included					
85	124.1-5-3	A general description of the proposed stormwater management facilities (including both quality and quantity control)			*		
86	124.1-3-2.C.4	Description of the mechanism through which the facilities will be operated and maintained after construction is complete					
87	124.1-5-6.B PFM 6-1301.5	Description of how detention requirement for the 2 and 10-year storms are met			*		
88	124.1-5-4.A & B	Description of how water quality control requirements based on the time limits provision are met.			*		
89	PFM 6-0204	Description of downstream receiving system and extent of downstream review.			*		
90	PFM 6-0202.6	Evaluation of sheet flow and its impact on adjacent properties.			*		
Stormwater Management Computations (For plans subject to Article 4 and Article 5)							
91	124.1-4-4.D, F, & G OR 124.1-5-3.F, 124.1-3-2.C.6, 124.1-4-6.A PFM 6-0802.1 PFM 6-0803.2 PFM 6-0803.4, PFM Table 6.12	Hydrologic analysis pre and post development conditions, such as all runoff computations (e.g. Tc, CN, C, etc.) using NOAA Atlas 14 Type C Distribution					
92	PFM 6-1300	Allowable release rate computations					
93	PFM 6-1301.5	Inflow and routed hydrographs for design storms					
94	PFM 6-1301.7	Outlet design computations including stage discharge curve and stage-storage curve					
95	PFM 6-0905 PFM 6-1109	Storm sewer computations, hydraulic grade line computations, storm inlet design computations. Storm systems should be designed for the 10-year storm event.					
96	PFM 6-1200	Culvert analysis computations to demonstrate capacity adequacy					
97	124.1-3-2.C.6 PFM 6-0204.1.B.5	Hydraulic computations for natural conveyance system with cross sections to verify capacity and non-erosive velocity					
98	124.1-4-2/124.1-5-4	Water quality computations based on VRRM (Article 4) or Occoquan methods (Article 5)					
Other Stormwater Management Requirements							
99	124.1-4-2.B 124.1-5-4.A.2 LDS Tech Bulletin 15-01	If subject plan is within Water Supply Overlay District (WSPOD) no offsite credit is allowed					
100	124.1-3-2.C.8 PFM 6-0402.8	Pre and post water quality control map showing areas served by each BMP facility and categorization of land use impervious, turf, and forested areas.					
101	124.1-3-2.C.8	Pre and post water quantity control map showing offsite drainage areas supporting topographic, land use and soil information, and areas served by each stormwater detention facility.					
102	PFM 4-0701.1 PFM 4-0702.3 PFM 4-0703	Depth between the bottom of the SWM/BMP facility and the seasonal high-water table (SHWT) or bedrock is shown. SHWT from June to October is determined by a certified professional using geomorphology.			*		
RESOURCE PROTECTION AREA (RPA)							
103	PFM 6-1701.3 112.1-8101.4.B(35)	Site specific RPA boundary shown. Label references approved RPA delineation study number and approval date			*		
104	118-4-2	WQIA with proper mitigation submitted or approved for water-dependent improvements (outfalls) or redevelopment within RPA					

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105	118-5-3	An RPA Exemption request is submitted or approved and provided for trails, sidewalk, site amenities, public utilities within RPA					
106	118-6-9 PFM 6-0303.3	An RPA Exception request is submitted or approved and provided for SWM facilities or other uses within RPA					
FLOODPLAIN (FP)							
107	PFM 6-0704.1	Proposed structures do not adversely affect the existing 100-year floodplain elevation.					
108	PFM 6-1401.1 PFM 6-1405	A floodplain study is submitted or approved. 100-year floodplain limits are shown. "Floodplain and drainage easement" exists or is proposed.					
109	112.1-5105.2.A	A Floodplain Use Determination (FPUD) request is submitted or approved and provided for public utilities, roadway crossing or outfall within floodplain					
110	112.1-5105.4	A Special Exception (SE) is submitted or approved for major fill or use that are not permitted within the floodplain					
SANITARY SEWER							
111	PFM 10-0102.5A(4) & (5)	Vertical and horizontal separation shown between sanitary sewer main and waterlines and storm sewer lines					
112	PFM 10-0102.5A(7) PFM 10-0102.5L.1 PFM 10-0102.5M	Sanitary sewer pipe deeper than 18' is proposed to be DIP or PVC DR 14. Sanitary sewer lines crossing streams are proposed to be DIP. Sanitary sewer lines in fill areas are proposed to be DIP.					
113	PFM 10-0102.5B	Sanitary sewer main is extended to the nearest property line of the last lot to be served and easements extended to a property line where adjoining areas must be served.			*		
114	PFM 10-0102.5C	Sanitary sewers are minimum 15' from all buildings and 5' from the loading plane of building foundations. Sanitary sewers are not located under retaining walls.					
115	PFM 10-0102.8D	Sanitary sewer grade not less than 1% to terminal manhole					
116	PFM 10-0104.2F	Sanitary sewer profiles are provided for all proposed sewers. Sanitary profiles are on same sheet as plan			*		
117	PFM 10-0104.2C	Bearings and distances on centerlines of sanitary sewers shown					
118	PFM 10-104.2G	Sewer sizes, manhole numbers and stationing shown on the plan and repeated on the profile.			*		
119	PFM 10-0104.2D	Location of existing structures, houses, utility crossings, curbs, property lines, railroad crossings, culverts and bridges shown on plan view					
120	WPMD Policy	Location of utility crossings shown on profile					
FAIRFAX WATER (FW)							
121	PFM 9-0102.2 PFM 9-0202.2C.3, 4, 5 112.1-8101.4.B(31)	Location, size and type of proposed and existing water mains and fire hydrants shown and labeled			*		
122	PFM 9-0102.3A	Proposed tie-ins to existing water system shown			*		
123	PFM 9-0102.3A FW Policy	Water main stationing on the plan and profile			*		
124	PFM 9-0102.3B FW Policy	Water mains have 4' of cover unless otherwise noted. Proposed cover is labeled.					
125	PFM 9-0102.3D FW Policy	Plan and profiles of all utility crossings of water mains within the easements are shown. Utility crossings labeled, including all sanitary laterals, Call outs for minimum clearances are shown. Water main crossings are shown on the storm and sanitary profiles.					
126	PFM 9-0102.3D	No permanent structures are shown within the public water supply easement			*		
127	PFM 9-0102.3S	Profile of all proposed public water mains included					
128	PFM 9-0102.3V	Test holes shown where required					

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129	Fire Marshal Policy	Profile of all private fire lines are shown with min. 4' cover					
130	PFM 9-0102.3J	All hydrant, water service, fire line and stub-out valves must be restrained					
FOREST CONSERVATION							
131	PFM 12-0204.3 PFM 12-0305.1A	Tree protection is shown on demolition plan					
132	PFM 12-0304.1A	Existing tree line for groups of trees are clearly shown with graphic key provided					
133	PFM 12-0309.2E	Tree protection devices and treatments are shown and identified					
134	PFM 12-504.1B PFM 2-0208.12	Proposed limits of clearing and grading is shown and labeled and clearing limits match among all site plan sheets					
MISCELLANEOUS							
135	112.1-8101.4.B(2)	All sheets have engineer's and/or surveyor's/landscape architect's seal and signature			*		
136	PFM 2-0101.1 County Policy	All approved waivers are valid and shown on the plan, with waiver condition compliance narrative					
137	PFM 2-0106.1	Proposed grading shown by contours and spot elevations			*		
138	112.1-8101.4.B(3)	Plan is drawn to a scale of not less than 1" = 50'. Match lines are shown where sheets join.			*		
139	LDS Policy	Plan is legible at the scale provided: Screening is not too light. Labels do not overlap Proposed improvements can be clearly differentiated from existing. (For more detailed directions see Note-2)			*		
140	LDS Policy	Adequate information is provided on each sheet: Storm sewer system, RPA, and FP limits, with labels are shown on all applicable sheets (Existing conditions, Site, Grading, E&S, and Landscape). Storm, sanitary sewer and water lines are shown on the same sheet with horizontal clearances clearly dimensioned.			*		
141	112.1-8101.4.B(6) 101-2-5(c)(6)	North arrow referenced to Virginia Coordinate System (VCS 83) and reference note is provided			*		
142	112.1-8101.4.B(6) 101-2-5(c)(6)	Two adjacent corners or two points with coordinate values are shown on existing conditions, layout, and grading plan sheets. Metes and bounds are provided around the site boundary.					
143	112.1-8101.4.B(6) 101-2-5(c)(6)(b)	Vertical datum reference note is provided, and it refers to NGVD 1929					
144	112.1-8101.4.B(10) 112.1-8101.4.B(11) LDS Policy	Contours are shown at maximum 2' intervals. Where existing slope is less than 2%, additional spots or 1-foot contours are provided. Sufficient number of elevation labels are shown on existing and proposed contour lines.					
145	112.1-8101.4.B(12)LDS Policy	Proposed easements are shown and identified as "proposed". All existing easements are shown and labeled with deed book and page numbers. Easements are shown on all applicable sheets including E&S sheets.			*		
146	112.1-8101.4.B(12)	Owners, zoning, and present use of all adjoining properties are shown					
147	112.1-8101.4.B(19) 124.1.3-2.C.8(e)	Sufficient existing condition information (i.e. topography, structures, etc.) is shown beyond property boundaries, so impacts on adjacent properties can be evaluated					

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148	112.1-8100.7.E(2) PFM 8-0202.1 PFM 8-0202.2D PFM 8-0202.4 PFM 7-0306 PFM Plate 1-8 to 14-8 VDOT RDM Appendix A(1) Section 1	Trails or walkways are provided in accordance with the Comprehensive Plan unless waiver request submitted or approved. Adequate right of way is provided for shared use paths within the right of way. Public access easements are proposed for owner-maintained trails. Trail easements are proposed for publicly maintained trails within private property. A profile of the proposed trail is included. Trail shoulders are shown and are within the easement. shared use path type and typical section is provided.					
149	112.1-8101.4.B(15) LDS Policy	Location, type, size, and height of any fencing and retaining walls are shown. Footing of wall is within construction limits. Adequate space is provided between wall footing and limits of construction for installation of perimeter controls.					
150	112.1-8101.4.B(17)	Horizontal location of all proposed trails and vertical location of any trail that is proposed to exceed an 8% grade are shown					
151	PFM 2-0208.11	The location, elevation, and description of two benchmarks which are properly correlated to the plan elevations are shown on the plan					
152	PFM 2-0304.2	Horizontal and vertical location of existing transmission lines and pipelines and associated easements shown					

NOTES:

1) Applicant's Response shown in "Compliance Method" Column in Proffer/Development Condition Compliance Matrix

- Describe how each proffer/development condition is addressed. All responses shall be specific to the project and demonstrate how each proffer/development condition is met (partially or completely).
- Do not fill in "Acknowledged". All acknowledgements happened at the time of proffer/development condition negotiations when the Applicant agreed with all proffers.
- Do not repeat the proffer in Compliance Method column. Instead, describe how the plan has addressed the requirements of the proffer/development condition partially or entirely. Please use specific plan references (i.e. MSP, SP, PI, etc.), as multiple plans may be used to achieve compliance.
- Provide separate compliance method for each subsection of each proffer/development condition.
- Do not use any "may" or "shall" in your compliance description. At this stage, all requirements should be either met, or non-applicable.
- Associated site plan # and sheet number should be listed in the correct column.

2) Readability

A readable plan is necessary for reviewers to conduct a thorough review and for site inspectors to enforce the approved plan during construction. Factors that diminish readability include, but are not limited to: overlapping lines, labels or information; insufficient distinction among line types or line weights; inaccurate or missing legend; heavy lines or shading that obscures underlying information; misplaced or missing leaders; lines or features without labels; scale too small to clearly depict all information; existing features indistinguishable from proposed work; and unreadable text (smaller than 0.1 inch, blurred, obscured by linework, overlapping text).

ESI Peer Reviewer: COMPLETE NEXT PAGE for timely distribution to agencies that are not involved in the normal review function.