



## SKETCH and MEMORANDUM PROCEDURES

To obtain a sketch and memorandum (Form 1) from the Fairfax County GIS and Mapping Office for your VDOT Acceptance Package, you will need to submit the following:

### A) **Projects with New Street(s) Dedication:**

Deliver/mail the package at Fairfax County GIS & Mapping Office:

1. One Copy of the Recorded Deed Of Dedication, all pages including plat attached with the deed ( 8.5" X 11")
2. One Red-line copy of the Dedicated Plat that shows the street dedication (18" X 24") with street centerline dimensions and surveyor signature and date
3. Company memo with contact information (Name, telephone no. and email address, County Plan Name and County Plan Number; example RP, SP or SD number)
4. All items will be returned along with the sketch and memorandum. No appointment is necessary, there is a 3 to 4 day turn around, and you will receive a call or email when everything is ready.

### B) **For Projects with Supplemental ROW Dedication Only:**

1. The sketch submittal to VDOT has been eliminated.
2. Submit an Electronic Copy of the Recorded Deed for ROW Dedication; on a CD delivered/mailed to VDOT Fairfax Permits Office (4975 Alliance Drive, Fairfax, VA 22030) or via Email to VDOT Inspector; please reference VDOT Permit #.
3. VDOT Permit will not be completed and the associated Bond will not be released until Item (B-2) has been fulfilled.