

Street Acceptance Guidelines



Fairfax County

Guidelines
Flowcharts and Examples

October 1, 2009

Fairfax County Street Acceptance Process

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Fairfax County Street Acceptance Process

Overall Procedure

1. Record Deeds and Plats at Fairfax County Courthouse
2. Area Sketch & Memo from Fairfax County GIS & Mapping (Page 12-14)
3. Submit Initial Street Acceptance Package (Page 3-4)
4. Complete Roadway Construction
5. Submit As-Built Utility Package (Page 5)
6. Submit Post Construction Package (Page 6-7)
7. Pre-VDOT Inspection
8. Joint VDOT/Fairfax County Inspection
9. Acceptance Letter & Maintenance Fee Schedule
10. Submit Final Street Acceptance Package (Page 8)
11. Fairfax County Board of Supervisors Resolution
12. VDOT Final Acceptance (Central Office)

Contact Information

Fairfax County: (703) 324-7329; www.fairfaxcounty.gov

Fairfax County Circuit Court: (703) 246-2366; www.fairfaxcounty.gov/courts/circuit/cpan.htm

Fairfax County GIS & Mapping: (703) 324-2712; <http://www.fairfaxcounty.gov/maps/>

Fairfax County Department of Public Work & Environmental Services: (703) 324-5033;
<http://www.fairfaxcounty.gov/dpwes/>

Land Development Services: (703) 324-1780; <http://www.fairfaxcounty.gov/living/landuse/>

Bonds & Agreements Branch: (703) 222-0801 <http://www.fairfaxcounty.gov/dpwes/construction/bonds/>

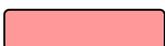
Street Acceptance Package Submittals:

Site Development and Inspections Division (SDID): (703) 324-1720

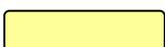
12055 Government Center Parkway, Suite 535

Fairfax, VA 22035-5503

Color Legend

 **Fairfax County**

 **Developer**

 **VDOT**

Fairfax County Street Acceptance Process

Initial Street Acceptance Package

From: Developer's Engineer

To: Fairfax County

When:

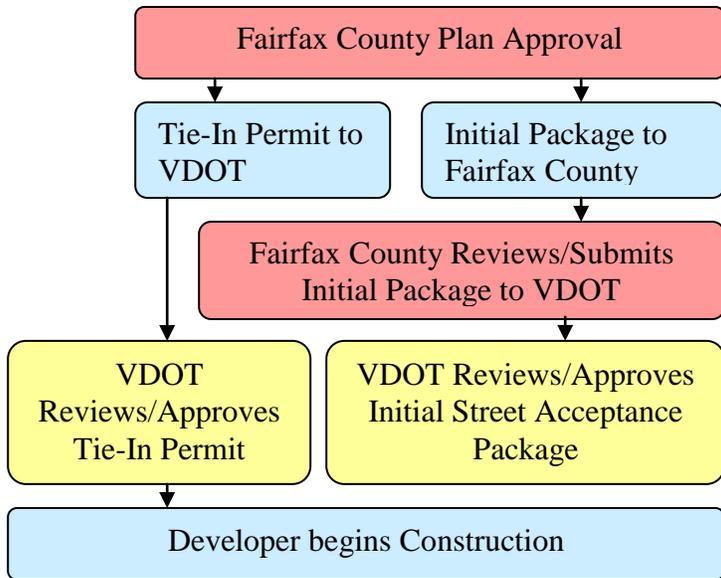
[Site Plans]:

Simultaneous with VDOT Permit Application Package Submittal to VDOT-Fairfax Permits Office

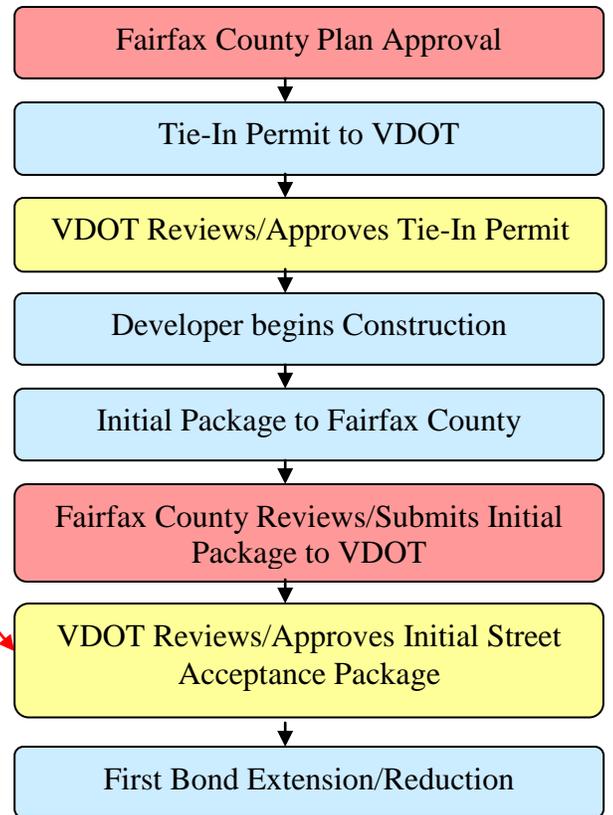
[Subdivision Plans]:

Before First Bond Extension/Reduction at Fairfax County

Site Plans



Subdivision Plans



Fairfax County Street Acceptance Process

Initial Street Acceptance Package (Continued)

Place All listed items below in a letter sized pocket folder, then into a sealed 12"x15½" mail envelope (see page 10) with a Completed "Initial Submittal Checklist" taped to the front (page 11):

- CD labeled with project name, plan number, engineering firm name and contact information (see example on page 10) containing the following documents in PDF format:
 - ◆ Memo from Fairfax County GIS & Mapping (page 13).
 - ◆ Colored "Area Sketch" (page 14).
 - ◆ Completed "Street Acceptance Form for BOS Resolution" (page 15).
 - ◆ Completed "Project & Road Segment Data Sheets" (page 16&17).
 - ◆ Recorded Deed(s) of Dedication (page 18).
 - ◆ Redlined Recorded Plat (page 19).
 - ◆ Composite redlined plat if recorded plat has more than 3 drawing sheets or in case of multiple recorded plats.
 - ◆ Folder on the CD Named "Plans" with project plan sheets in Group 4 TIFF format:
 - Complete plan set is required.
 - Each file must be named: plan number_sheet number (i.e. 5124-SP-02-3_01.tif).
 - Cover Sheet must have all Approval Signatures.
- Paper copies of all documents listed above except plan sheets.

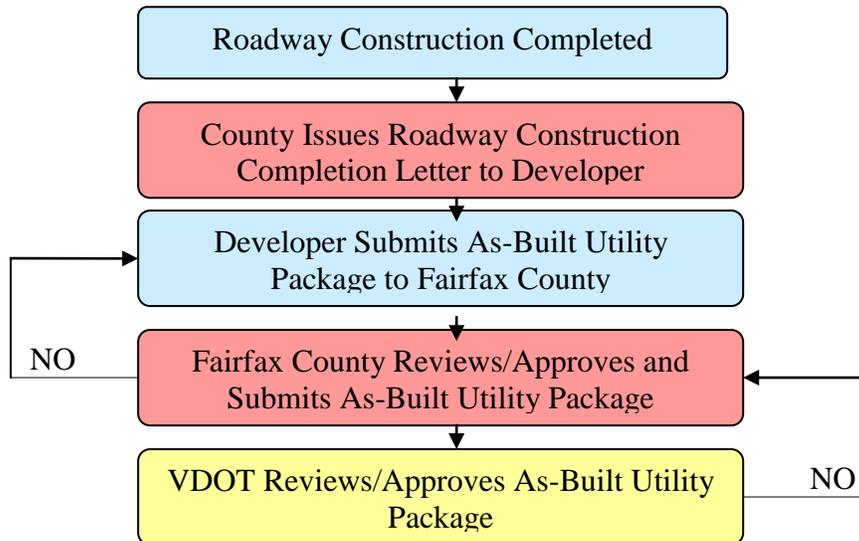
Fairfax County Street Acceptance Process

As-Built Utility Package

From: Developer

To: Fairfax County

When: Upon Receipt of “Roadway Construction Complete” Letter from Fairfax County



Place all listed items below in a letter sized pocket folder, then into a sealed 12”x15½” mail envelope with a completed “As-Built Submittal Checklist” taped to the front (page 20):

- Completed “As-Built Utility Verification Checklist” (page 21).
- Fairfax County “Roadway Construction Complete” Letter (page 22).
- For each utility (Gas, Communications and Electric) submit one of the two items listed below. The Item submitted must reference the project name and street names that are affected.
 - ◆ An original letter from the utility company verifying that there are “No Facilities” in the dedicated right-of-way.
- OR
- ◆ In-Place Permit Application signed by the utility company and one (1) plan set/sketch showing the facilities within the dedicated right-of-way; a legend/description of the facilities must be provided as well.
- If landscape/planting/special features within the dedicated right-of-way; Permit Application and recorded maintenance agreement signed by responsible entity; subject to VDOT Fairfax Permits approval.
- Paper copies of recorded quitclaims; in case of easements within the dedicated right-of-way.

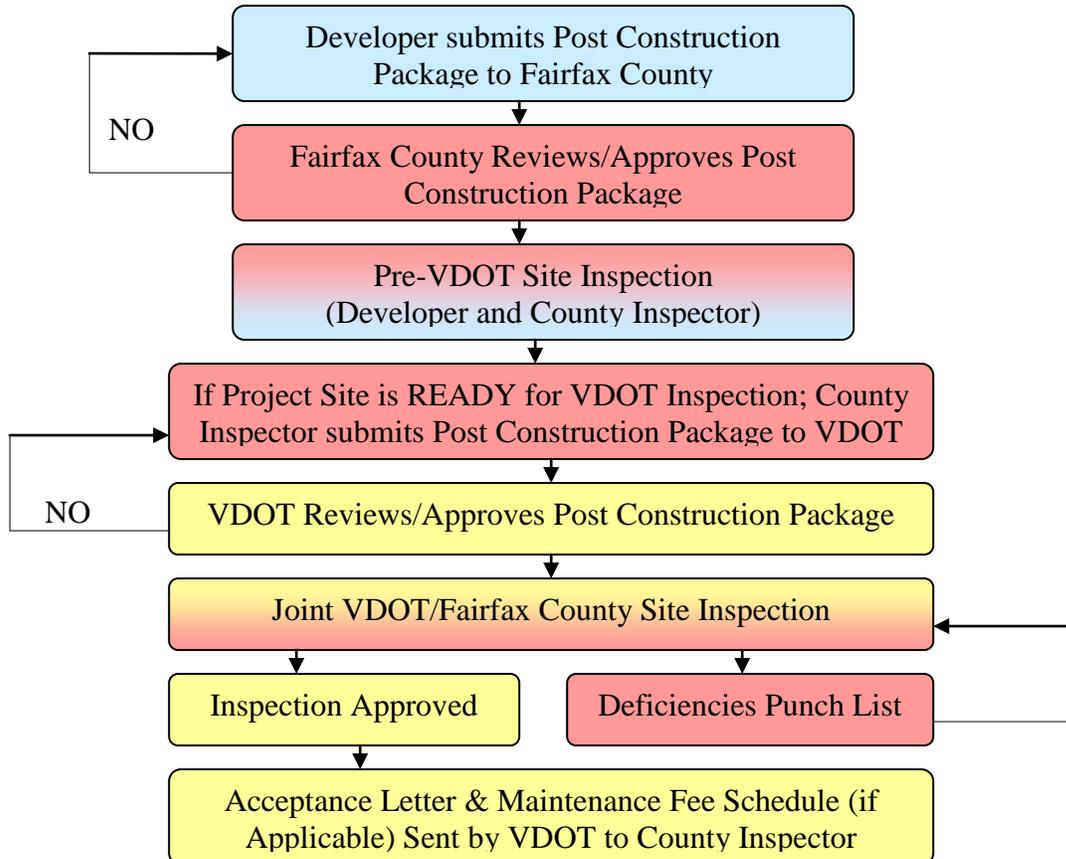
Fairfax County Street Acceptance Process

Post Construction Package

From: Developer

To: Fairfax County Inspector

When: After VDOT Approval of As-Built Utility Checklist Package



Fairfax County Street Acceptance Process

Post Construction Package (Continued)

Place all listed items below in a letter sized pocket folder, then into a sealed 12”x15½” mail envelope with a completed “Post Construction Submittal Checklist” taped to the front (page 23):

- All geotechnical reports must be sealed, signed & dated by professional engineer; including:
 - “Final Report of Roadway Construction Inspections”
 - Geotechnical reports (CBR, asphalt compaction & concrete compressive strength) covering work within VDOT right-of-way only (if applicable).
 - Summarized report for soils, sub-grade and sub-base compaction testing might be submitted in lieu of detailed reports.
 - For the asphalt layers (intermediate & surface); the roller pattern, control strip and test section Reports must be provided.
- Fairfax County “Inspection Request” letter; signed & dated by county inspector. (page 24).
- Water Authority Final Approval Letter, signed and dated.
- CD to include following plan sheets in Group 4 TIFF format (if applicable).
 - Revised pavement design
 - Plan revisions that affect VDOT right-of-way
 - Pavement Marking/Striping/Signage Plan approved by VDOT Traffic Engineering
- DVD of all storm structures and pipe runs within VDOT right-of-way. DVD must show recording date, location (street name), structure numbers and pipe sizes. A full view (360°) of each joint is required. Existing hairline cracks or any other deficiencies must be clearly shown/investigated by the camera. The recording date must be within maximum sixty (60) days from submittal to VDOT.

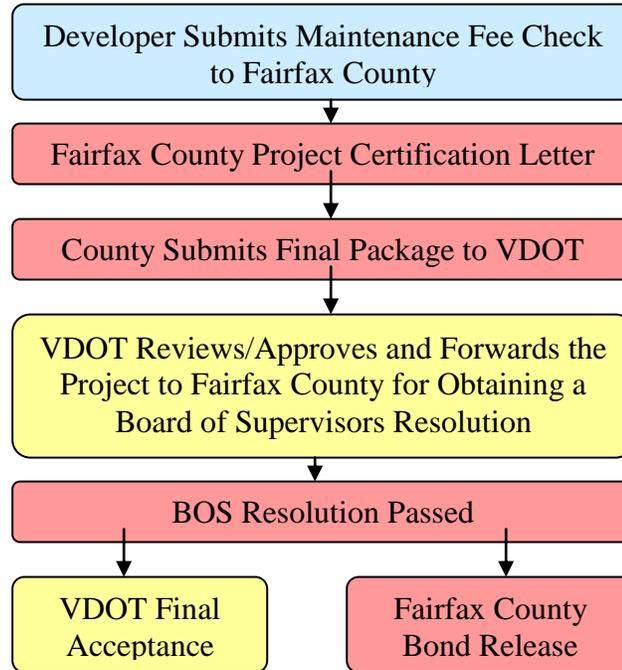
Fairfax County Street Acceptance Process

Final Street Acceptance Package

From: Developer

To: Fairfax County

When: After VDOT Acceptance Letter & Maintenance Fee Schedule



Place all listed items below in a letter sized pocket folder, then into a sealed 12”x15½” mail envelope with a completed “Final Street Acceptance Submittal Checklist” taped to the front (page 26):

- Fairfax County “Project Certification” letter (page 27).
- Applicable Fees Payment must be a Cashier’s or Certified Check, Payable to “Treasure of Virginia”.

Submittal Folders Examples

12"x15½" Envelope

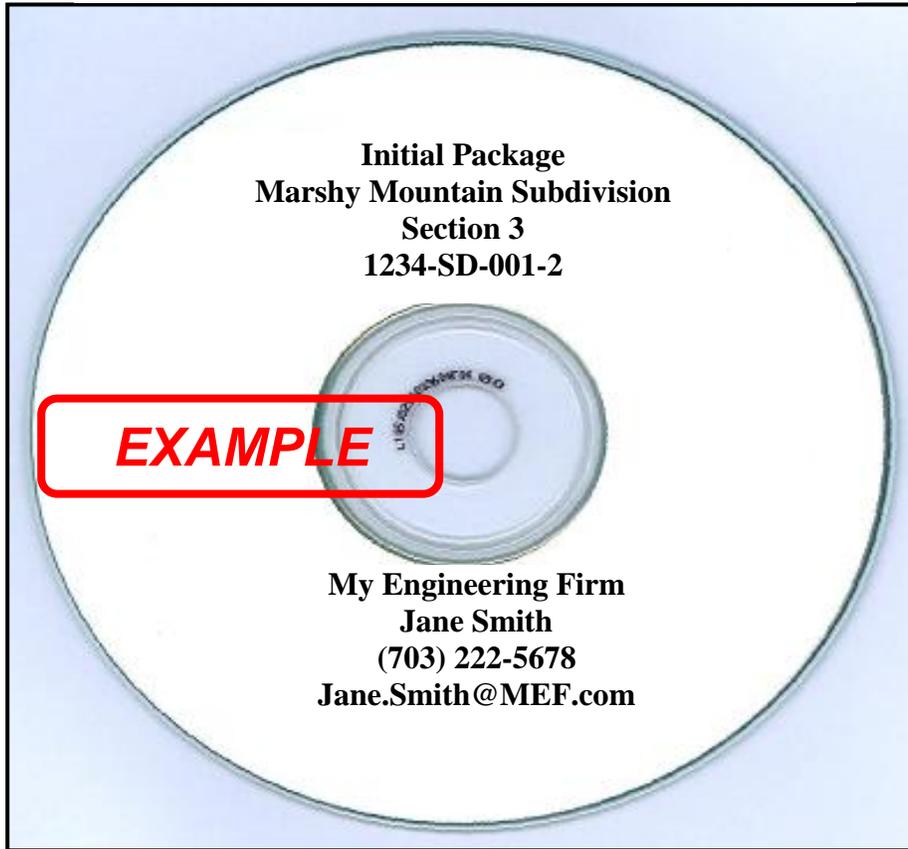


Letter Sized Expandable Pocket

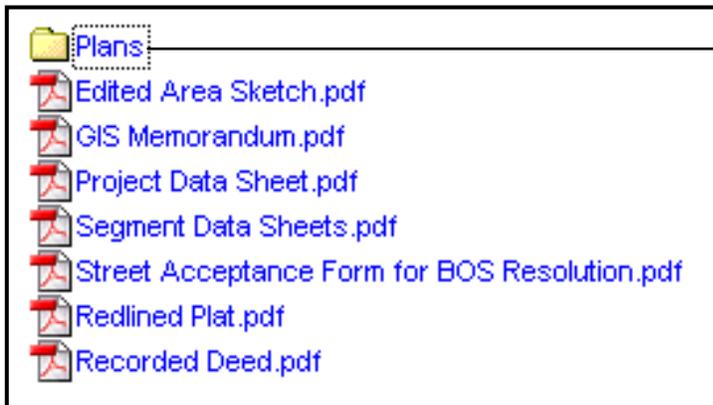


Data CD Example

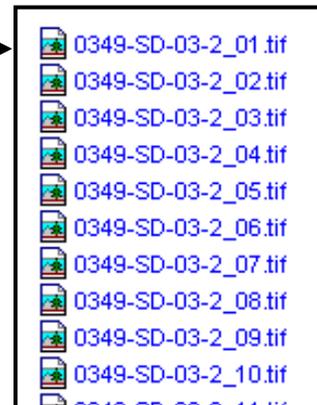
Example of Correctly Labeled Data CD



Screenshot of Example Data CD Contents



“Plans” Folder



Fairfax County Street Acceptance Process

Initial Street Acceptance Submittal Checklist Example

10/2009

Street Acceptance - Fairfax County Initial Package - Submittal Checklist

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope
Complete this checklist, tape to the front of the sealed envelope
Deliver to Fairfax County Environmental & Facilities Inspection Division (EFID)

Date _____
Subdivision Name _____
Developer _____ Fairfax County Plan# _____
Developer Contact Name _____ Email _____
Developer Address _____
Developer City/State/Zip _____ Phone _____
Engineer Contact Name _____ Email _____

**All Fields must be
completed**

Print Form

Print this form and complete the section below by hand. Check all items included.

- ___ CD labeled with Project Name, Plan Number, Engineering Firm and Contact information; containing the following in Adobe PDF Format:
 - ___ Memo from Fairfax County GIS & Mapping.
 - ___ Colored Area Sketch from Fairfax County GIS & Mapping.
 - ___ Completed "Street Acceptance Form for Board of Supervisors Resolution".
 - ___ Completed "Project Data Sheet".
 - ___ Completed "Road Segment Data Sheet".
 - ___ Recorded Deed(s).
 - ___ Recorded and Redlined Plat.
 - ___ Composite Redlined Plat; in case of dedications shown on 3 sheets or more of the recored plat or having multiple recorded plats.
 - ___ Folder on the CD named (Plans) with each site plan sheet in Group 4 TIFF Format.
 - Each file must be named: plan number_sheet number (i.e. 5124-SP-02-3_01.tif).
 - Coversheet must have all Approval Signatures.
- ___ Hardcopies of the following:
 - ___ Memo from Fairfax County GIS & Mapping.
 - ___ Colored Area Sketch from Fairfax County GIS & Mapping.
 - ___ Completed "Street Acceptance Form for Fairfax County Board of Supervisors Resolution".
 - ___ Completed "Project Data Sheet".
 - ___ Completed "Road Segment Data Sheet(s)".
 - ___ Recorded Deed(s).
 - ___ Recorded and Redlined Plat.
 - ___ Composite Redlined Plat; if applicable.

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Fairfax County Street Acceptance Process

Memorandum & Sketch Request from Fairfax County GIS & Mapping Example

Fairfax County GIS and Mapping
12000 Government Center Pkwy. Suite 117
Fairfax, Virginia 22035
(703) 324-3880



SKETCH and MEMORANDUM PROCEDURES

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

1. One Copy of the Recorded Deed Of Dedication
2. One Red-line copy of the Dedicated Plat that shows the street dedication

EXAMPLE

Both 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 when everything is ready.

Any questions please call the number above.

Fairfax County Street Acceptance Process

Memo from Fairfax County GIS & Mapping Example

FAIRFAX COUNTY, VIRGINIA
MEMORANDUM

TO: Dorothy Purvis, Engineering Manager
Virginia Department of Transportation

DATE: 11/16/05

FROM: Robert A. Farrimond
Supervising Manager

The Right of Way of streets shown on Plan Name MARSHY MEADOW SUBDIVISION
County Plan Number 8267-SD-002-3 Have been SECTION 4
dedicated to Public use to the with and distance indicated and recorded in the following
Deed Book and Pages of the records of Fairfax County, Virginia.

DEED BOOK 51125 PAGE NUMBER 44-94 (12/15/02)
11688 155-417 (04/22/02)

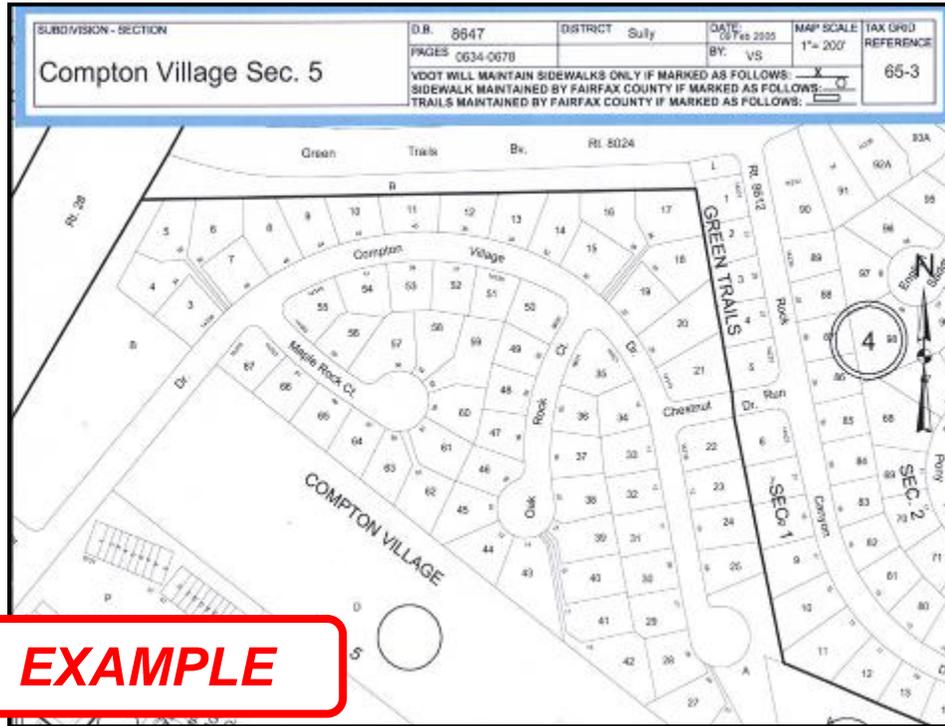
EXAMPLE

H:\EFid\VDOT\form 1 memo.lsj.doc

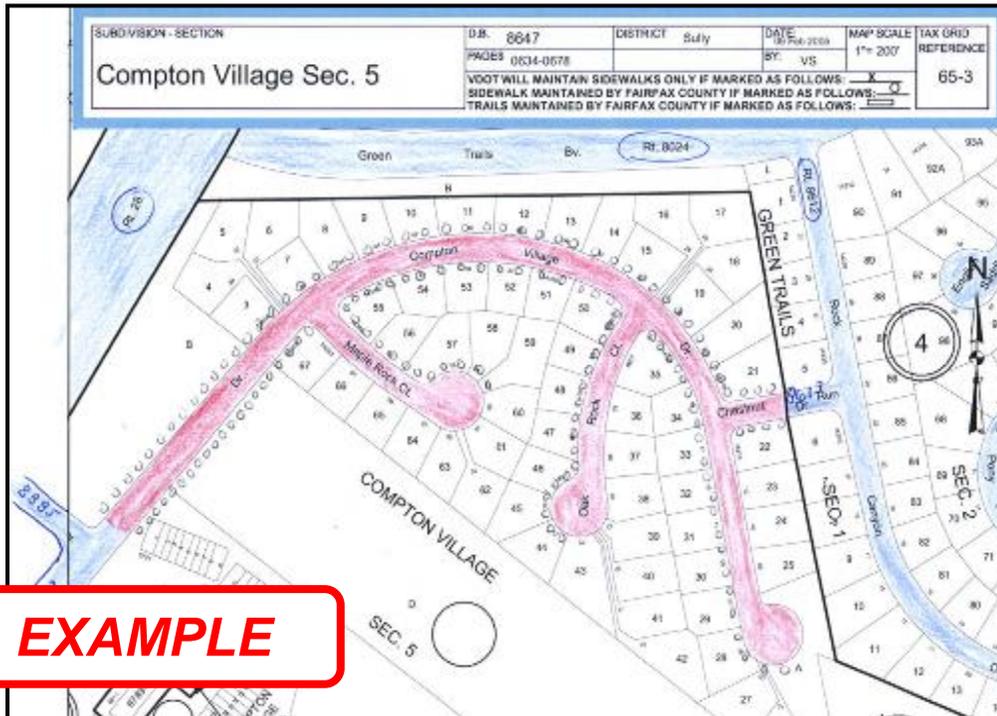
Fairfax County Street Acceptance Process

Area Sketch from Fairfax County GIS & Mapping Example

Obtain the Blank Sketch from Fairfax County GIS & Mapping (Directions on page 12):



Color the Dedication in **Red** with **PENCIL**, color the Existing State Roads in **Blue** with **PENCIL**, and mark the Appropriate Sidewalk/Trail Maintenance Symbols along the Dedication in Black **PENCIL**.



Fairfax County Street Acceptance Process

Street Acceptance Form for Board of Supervisors Resolution Example

- “Subdivision Plat Name” must match the Name on the Recorded Plat.
- Shaded Areas are for VDOT Use Only.
- The Reference Distance in “FROM” Field should be measured to the Nearest State Intersection.
- For Sidewalks and/or Trails: the Length, Type and Maintenance Responsibility of the Walkway must be listed in the “Notes” Section.
- Mileage must be in hundredths.
- For Dedications of “Additional Right-of-Way Only”; the Mileage should be “0.0”.

Print Form

Street Acceptance Form For Board Of Supervisors Resolution - June 2005

FAIRFAX COUNTY BOARD OF SUPERVISORS FAIRFAX, VA Pursuant to the request to inspect certain streets in the subdivisions as described, the Virginia Department of Transportation has made inspections, and recommends that same be included in the secondary system.	VIRGINIA DEPARTMENT OF TRANSPORTATION - OFFICE OF THE ENGINEERING MANAGER, FAIRFAX, VIRGINIA REQUEST TO THE ENGINEERING MANAGER, FOR INCLUSION OF CERTAIN SUBDIVISION STREETS INTO THE STATE OF VIRGINIA SECONDARY ROAD SYSTEM. PLAN NUMBER: 9163-SD-01 SUBDIVISION PLAT NAME: Highgrove Estates Section 1 COUNTY MAGISTERIAL DISTRICT: Lee		
ENGINEERING MANAGER: D.A. Purvis BY: _____	FOR OFFICIAL USE ONLY DATE OF VDOT INSPECTION APPROVAL: _____		
STREET NAME	LOCATION		LENGTH MILE
	FROM	TO	
Willowfield Way	CL Franconia Road (Route 644) - 322' SW CL Roso Street (Route 1320)	645' N to Section Line (Beginning Dedication of Highgrove Estates Section 2)	0.12
Franconia Road (Route 644) (Additional Right-of-Way Only)	162' SW CL Roso Street (Route 1320)	230' SW to Section Line	0.0
EXAMPLE			
NOTES: Willowfield Way: 952' of 4' Concrete Sidewalk on Both Sides to be maintained by VDOT.			TOTALS: 0.12

Fairfax County Street Acceptance Process

Road Data Information – Project Data Sheet Example

- Complete “Project Data Sheet” once for Each Project.

10/2009

Street Acceptance - Fairfax County
Project Data Sheet

The Engineer shall complete this Form for Each Street Acceptance Project,
then submitted as part of the "Initial Street Acceptance Package."

Project Data

Subdivision Name _____
Developer _____
Developer Contact Name _____ Phone# _____
Developer Address _____
Engineering Company _____
Engineer Address _____
Engineer Contact Name _____ Phone# _____
County Inspector Name _____

County Plan # _____ Plan Approval Date _____

Recorded Plat(s):	Deed Book #	Page Numbers	Recordation Date

Tax Map # _____

Number of Segment Data Sheets Attached _____

All Fields must be completed

Fairfax County Street Acceptance Process

Road Data Information – Segment Data Sheet Example

- Complete one “Segment Data Sheet” for Each Segment of Road (Segments are Divided by Intersecting Streets).
- Instructions for completing the “Segment Data Sheet” are at the Bottom of the Form.

10/2009

Street Acceptance - Fairfax County
Segment Data Sheet

The Engineer must complete this form for each segment of dedicated road(s); segments are divided by intersecting streets. All segment sheets must be combined and attached to a "Project Data Sheet", then submitted as part of the "Initial Street Acceptance Package."

Road Data - Segment

Subdivision Name	_____
Street Name	_____
From (1)	_____
To (2)	_____
Segment Mileage (3)	_____ Existing Route # (4)
ROW Width (Feet)	_____
Number of Lanes	_____ Walkway Description (9)
Public Service (5)	_____
Travel Surface Width (Feet) (6)	_____
Total Pavement Width (Feet)	_____
Shoulder Width (Feet) (Left)	_____
(Right)	_____
Curb & Gutter Info (7)	<input type="text" value="None"/>
Sidewalk/Trail Info (8)	<input type="text" value="None"/>
Median Width (Feet)	_____
Median Type	<input type="text" value="None"/>

All Fields must be completed

(1) Starting point of this segment, referenced to the nearest intersecting street
i.e. "CL Ox Road (Rt 123) - 1,123' S CL Lee Jackson Memorial Hwy (Rt 50)"
i.e. "Existing Point Place (Rt 10993) - 128' W CL Braddock Rd (Rt 620)"

(2) Ending point of this segment, referenced to the nearest intersecting street
i.e. "400' N to end of cul-de-sac" or "233' S to CL Sutter St (Rt 5567)"

(3) Mileage of this segment, including cul-de-sac offset and radius

(4) If there is no route number assigned to the road, leave blank.

(5) Number and type of facility this segment services (i.e. 8 houses, 1 school, etc.)

(6) Width of travelable portion of roadway measured to the face of curb.

(7) Side(s) of the road with curb and gutter: "Left", "Right", "Left and Right", "Median", etc.

(8) Side(s) of the road with sidewalk or trail: "Left", "Right", "Left and Right", "Median", etc.

(9) Linear footage, type of walkway, maintenance responsibility, and side of road
(i.e. "267' of 5' sidewalk on N side to be maintained by VDOT")

Print Form

Fairfax County Street Acceptance Process

Recorded Deeds of Dedication Example

- Obtain Recorded Deeds from Fairfax County Land Records. For more Information; visit www.fairfaxcounty.gov/courts/circuit/cpan.htm
- Deeds must be Complete; all Pages Including the Recorded Plat.

2001025111.002 BK 12140 1912 08/09/2001 12:52:28

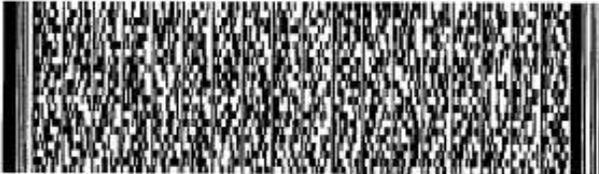
Standalone Cover Sheet Version 1.0 Page 1 of 1

**Fairfax County Land Records
Cover Sheet - STANLEY MARTIN**

EXAMPLE

Instrument(s)
DEDICATION
Grantor(s)
STANLEY MARTIN HOMEBUILDING LLC _F_N
Grantee(s)
FAIRFAX COUNTY BOARD OF SUPERVISORS _F_N; FAIRFAX COUNTY WATER AUTHORITY _F_N; MANORS OF FOX MILL HOA _F_N

Consideration	0.0	Consideration %	100
Tax Exemption	None	Amount Not Taxed	
DEM Number		Tax Map Number	056-2-000001733
Original Book		Original Page	
Title Company	WALKER TITLE	Title Case	H9900049
Property Descr.	MANOR OF FOX MILL		
Certified	No	Copies	2
		Page Range	1-46

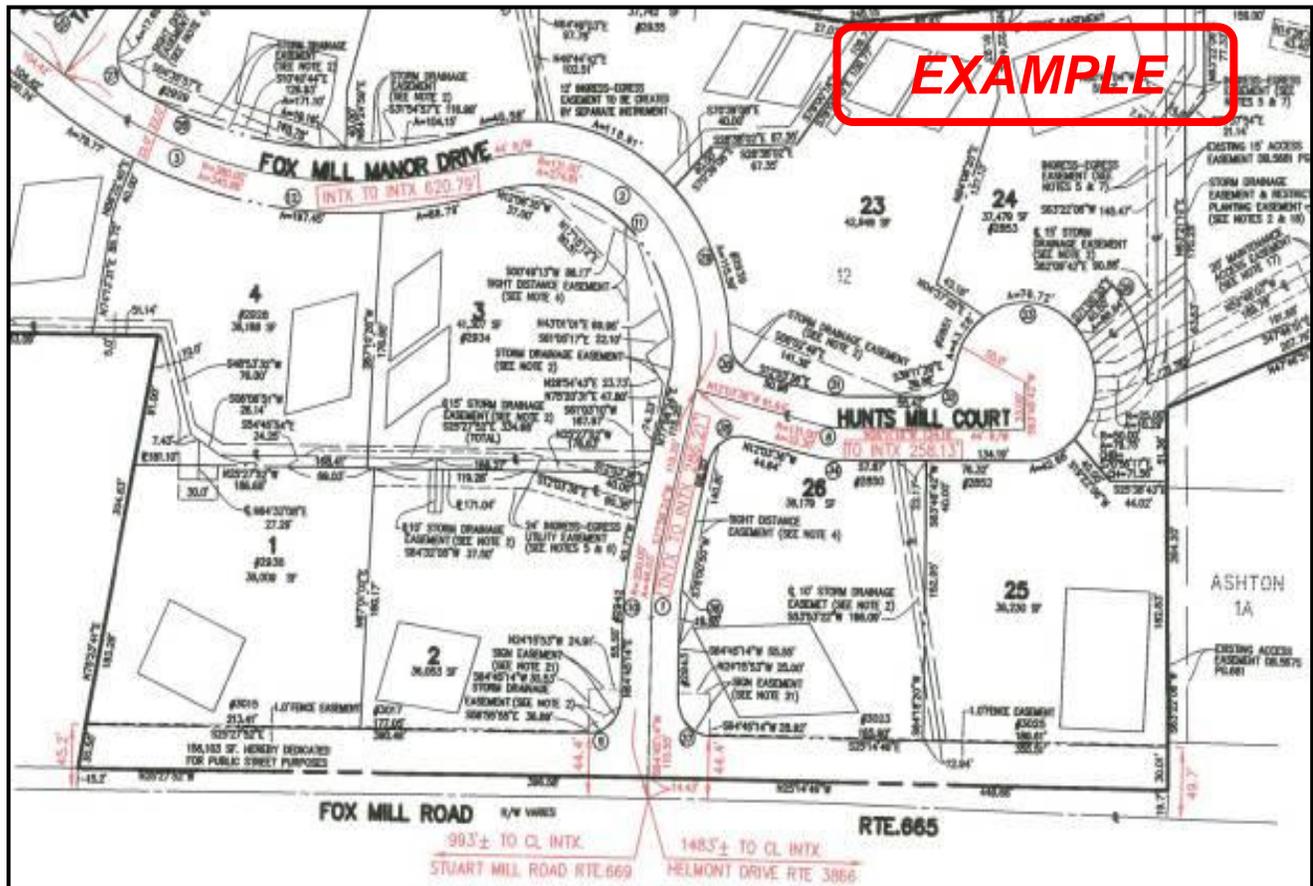


Print Page Next Page

file://C:\FXCoverADHTMLProject_BARCODE_FORM.htm 8/8/2001

Redlined Recorded Plats Example

- Redline Distances of Centerline from Intersection to Intersection – Each Segment is a Separate Distance.
- For all Cul-de-Sacs include Offset (if applicable) and Radius to the End of Cul-de-Sac.
- Professional Engineer Certification must be shown in Red.
- For New Roads; include Reference Distance in Both Directions from Centerline of Intersection to the Nearest State Intersections.
- Show Right-of-Way Width for all Street Segments and Each Distance from Centerline.
- Show each Line Length, Radius and Arc Length on a Street Segment and show Total Distance to Intersection.
- For Additional Right-of-Way Dedications; show Reference Distance to the Nearest State Intersection, Total Length and Variable Width.



Fairfax County Street Acceptance Process

As-Built Submittal Checklist Example

- Complete the Top Section entirely.
- Check Each Item Included in the Envelope or write "N/A" if an Item does not apply.

10/2009

Street Acceptance - Fairfax County
AsBuilt Utility Package - Submittal Checklist

Place all items below in a letter sized manila folder and place the folder in a 12"x15.5" envelope
Complete this checklist and tape to the front of the sealed envelope
Deliver to Fairfax County Environmental & Facilities Inspection Division (EFID)

Date _____

Subdivision Name _____

Developer _____ Fairfax County Plan# _____

Developer Contact Name _____ Email _____

Developer Address _____

Developer City/State/Zip _____ Phone _____

Fairfax County Inspector _____

Fill All Applicable Fields

Print this form and complete the section below by hand.

Check all items that are included. Write "N/A" for items that do not apply.

_____ Completed "Asbuilt Utility Verification Checklist" Form.

_____ Roadway Construction Complete Letter from Fairfax County Inspector.

_____ Permit Application for **Gas Lines** within the Dedicated Right-of-Way and one (1) Plan (highlighted) defining the facilities locations and description or a Letter from the Gas Company if there are "No Facilities".

_____ Permit Application from each company with **Communication Lines** within the Dedicated Right-of-Way and one (1) plan (highlighted) defining the facilities locations and description, or a Letter from Each Communication Company if there are "No Facilities".

_____ Permit Application for **Electric Lines** within the Dedicated Right-of-Way and one (1) plan (highlighted) defining the facilities locations and description, or a letter from the Electric Company if there are "No Facilities".

_____ Permit Application for **Landscaping or Privately Maintained Items** shown on the Site Plan within the Dedicated Right-of-Way and copy of signed, notarized and **Recorded Covenant of Perpetual Maintenance**.

_____ Copies of **Recorded Quitclaims** for **Easements** within the Dedicated Right-of-Way.

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Fairfax County Street Acceptance Process

As-Built Utility Verification Checklist Example

- Complete the Top Section entirely and List Each Street Name that has Dedication.
- If applicable, write “Additional Right-of-way Only” Underneath the Street Name.

10/2009

Street Acceptance - Fairfax County
Asbuilt Utility Verification Checklist

Complete the Top Section and list the Names of the Streets within the Dedicated Right-of-Way.
Shaded boxes are to be completed by VDOT.

Date _____

Subdivision Name _____

Developer _____ Fairfax County Plan # _____

Developer Contact Name _____ Email _____

Developer Address _____

Developer City/State/Zip _____ Phone _____

Fairfax County Inspector _____

ROUTE #	STREET NAMES																			

VDOT Signature _____ Date _____

Fairfax County Street Acceptance Process

Fairfax County "Roadway Construction Complete" Letter Example



**FAIRFAX
COUNTY**

Office of Site Development Services
Environmental and Facilities Inspections Division
12055 Government Center Parkway
Fairfax, Virginia 22035-5503
(703) 324-1950

V I R G I N I A

Joyce Perrott
NOVA Fairfax Permits
Virginia Department of Transportation

EXAMPLE

Project Name: *SHAKER GROVE*

Project Number: *9260-SD-01*

Dear Ms. Perrott:

The construction of the roadways in the subject project is complete and ready for acceptance into the Virginia Department of Transportation's secondary roadway system for maintenance. The utility checklist may be submitted.

Sincerely,

Senior Engineering Inspector

cc:

Fairfax County Street Acceptance Process

Post Construction Submittal Checklist Example

10/2012

Street Acceptance - Fairfax County Post Construction Package - Submittal Checklist

Place all items below in a letter sized pocket folder and place the folder in a 12"x15.5" envelope
Complete this checklist and tape to the front of the sealed envelope
Deliver to Fairfax County Site Development & Inspections Division (SDID)

Date _____
Subdivision Name _____
Developer _____ Fairfax County Plan # _____
Developer Contact Name _____ Email _____
Developer Address _____
Developer City/State/Zip _____ Phone _____
VDOT Tie-in Permit # _____ Completion Date _____
Fairfax County Inspector Name _____

**All Fields must be
completed**

Print Form

Print this form and complete the section below by hand.

Check all items that are included. Write "N/A" for items that do not apply.

_____ CD labeled with Project Name, Plan #, Engineering Firm and Contact Information containing the following Plans in Group 4 TIFF Format (For Revisions; All Revised Plan Sheets are Required):

_____ Plan Sheets for Revised Pavement Design

_____ Plan Sheets for Revisions that affect VDOT Right-of-Way

_____ Pavement Marking/Striping/Signage Plans Approved by VDOT Traffic Engineering.

_____ Video/DVD recording of all Storm Structures and Pipes within VDOT Right-of-Way. Recording must include Date (max. 60 days prior to VDOT submittal), Street Names, Structure Numbers and Pipe Sizes.

Geotechnical Reports Sealed and Signed by a Professional Engineer; Pertaining to Construction within VDOT Right-of-Way only; including the following:

_____ Geotechnical Engineer's "Final Report of Roadway Construction Inspections".

_____ Copy of Soils CBR Tests.

_____ Copy of Pavement Compaction Test Reports; Certified Testing Summaries for Base Layer are Acceptable; For Asphalt Layers; **Roller Pattern, Control Strip and Test Sections are Required.**

_____ Copy of Concrete Compressive Reports.

_____ Water Authority Final Approval Letter.

_____ Fairfax County Inspection Request Letter.

Note: In case of Box Culvert Structures and Traffic Signal Construction within VDOT Right-of-Way; Additional Documents will be required.

Signature of Fairfax County Inspector _____

Date _____

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Fairfax County Street Acceptance Process

Fairfax County "Inspection Request" Letter Example



**FAIRFAX
COUNTY**

Department of Public Works and Environmental Services
Office of Site Development Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5503

V I R G I N I A

Telephone (703) 324-1950

2-17-09

Date

TO: Virginia Department of Transportation

FROM: Site Inspections Branch

SUBJECT: Request for Final Subdivision Inspection of Streets to be Accepted for State Maintenance

Inspection by the Virginia Department of Transportation of the following street(s) is hereby requested for acceptance in the State system:

SUBDIVISION NAME: Faircrest Landbay 1 SECTION: 1

STREET NAMES: Village Square Dr.

EXAMPLE

TAX MAP NO: 55-1

STATE TIE-IN PERMIT NUMBER: 947-66724

UTILITY PERMIT CHECK LIST RECEIPT: YES

DATE VDOT PERMIT RELEASED: 05/02/2007

FAIRFAX COUNTY INSPECTOR: Mike Ernst

AREA OFFICE AND LOCATION: Sully

FOR CONFIRMATION CALL: (703) 633-8529 / (703) 609-0856

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SIGNED

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Fairfax County Street Acceptance Process

Maintenance Fee Schedule Example

The Applicable Fees will be Calculated by VDOT and Emailed with the Acceptance Letter to the County Inspector after the Field Inspection Approval.

SURETY ADDENDUM

Surety and Fees Data for the Street Inventory Listed Below

Surety Expiration	Amount of Surety	Maintenance Fee	Admin Cost Recovery Fee
	\$0.00	\$450.00	\$400.00

Total Lane Miles for Fees 0.24 1/10 mile Factor 3

The dollar amounts shown in the table titled "Fees and Surety for the Street Additions Listed Below" were calculated in accordance with §24 VAC 30-91-140 of VDOT's Subdivision Street Requirements (SSRs). The amounts are based on the following described inspection approach and the listed inventory of streets proposed for acceptance in the captioned subdivision. The fee amounts reported here govern over those in Appendix 1 of the Subdivision Street Requirements, which is illustrative and presumes standard VDOT inspection. The Surety Expiration date, if shown, is (a) the earliest surety expiration date acceptable to VDOT, (b) based on the date of the Local Government's resolution requesting VDOT to accept the streets, and (c) may include a processing period for VDOT's final acceptance.

Surety and the Administrative Cost Recovery Fee is based on the following:
 Standard VDOT inspection procedures were used. Costs associated with intermittent VDOT inspections are recovered under the standard fee structure for the Administrative Cost Recovery Fee.

EXAMPLE

Inventory of Streets Proposed for VDOT Acceptance

Project or Subdivision: Highgrove Estates Section 1	Locality and Anticipated Resolution Date County of Fairfax April 26, 2009
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Route Number	Street Name	Termini Description and Length	Lanes	Median Type	Fee Lanes	Lane Miles
8446	Willowfield Way	From: CL Franconia Rd (Rte 644) - 322' SW CL Roso St (Rte 1320) To: 646' N to Section Line (Highgrove Estates Section 2). Length (mi): 0.12	2	1	2	0.24

ACR Fees	=	\$400.00
Maintenance Fees	=	\$450.00

TOTAL = \$850.00

Certified or Cashier's Check ONLY
Payable to "The Treasurer of Virginia"

Certification of Institution Issuing Surety

This 'Surety Addendum' is hereby incorporated as part of our Surety Instrument _____, Issued _____.

Name of Institution issuing surety

Signature of Authorized Institution Officer and Date

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Fairfax County Street Acceptance Process

Final Street Acceptance Package Submittal Checklist Example

10/2009

Street Acceptance - Fairfax County
Final Package - Submittal Checklist

Place all items below in a 12"x15.5" Envelope
Complete this Checklist and tape to the Front of the Sealed Envelope
Deliver to FairfaxCountyEnvironmental & Facilities Inspection Division (EFID)

Date _____

Subdivision Name _____
Developer _____ Fairfax County Plan # _____
Developer Contact Name _____ Email _____
Developer Address _____
Developer City/State/Zip _____ Phone _____
Fairfax County Inspector _____

All Fields must be completed

Print Form

Print this form and complete the section below by hand.

Check all items included.

- _____ Signed copy of Fairfax County "Project Certification" Letter.

- _____ Certified or Cashier's Check for the amount shown on the Maintenance Fee Schedule from VDOT.

Signature of Fairfax County Inspector _____ Date _____

<http://www.virginiadot.org/business/fairfax-permits-main.asp>

Fairfax County Street Acceptance Process

Fairfax County "Project Certification" Letter Example



**FAIRFAX
COUNTY**

Department of Public Works and Environmental Services
Land Development Services
Environmental and Facilities Inspections Division
12055 Government Center Parkway, Suite 334
Fairfax, Virginia 22035-5503
Telephone 703-324-1950 Fax: 703-324-1822
TTY: 703-324-1877

V I R G I N I A

TO: District Administrator
Virginia Department of Transportation
14685 Avion Parkway, Suite 120
Chantilly, VA 20151

DATE: 6-23-09

RE: Leroy Harris Property 6857-SD-11
Subdivision Name and Section

We certify that streets on the attached Form I have been inspected by the Department of Public Works and Environmental Services. They have been completed to our satisfaction and conform with the approved subdivision plans and requirements of Fairfax County and the Virginia Department of Transportation.

Sincerely,

EXAMPLE

Pete Schumann, General Superintendent,
Environmental and Facilities Inspections Division

By: 
Environmental and Facilities Inspections Inspector