

**ENGINEERS & SURVEYORS INSTITUTE**  
**Designers Plan Preparation and Peer Review Checklist**  
**FAIRFAX COUNTY**

**PUBLIC IMPROVEMENT PLAN**  
**First Submission**

\* = Plan non acceptable if any \* box is marked without  
Explanation on plan or alternate solution noted

Plan Name \_\_\_\_\_ Plan # \_\_\_\_\_ District \_\_\_\_\_  
Submitting Firm \_\_\_\_\_ Project Coordinator \_\_\_\_\_  
Designated Plans Examiner # \_\_\_\_\_ Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Review Date \_\_\_\_\_ ESI Reviewer \_\_\_\_\_ Reviewer 's Firm \_\_\_\_\_

CODE SECTION	REQUIREMENT	SHEET Optional	OK	NO	N/A	LINE
OSDS ltr. 03-12	Cover sheet: 5/1/09 edition of cover sheet used			*		1
PFM 9-0202.2.c	Fire Marshal notes and data filled in					2
PFM 9-0202.2C(6)	Available fire flow shown					3
Per Fire Marshal request	Source of fire flow information					4
PFM 9-0102.	Water Authority notes filled in					5
OSDS ltr. 03-12	Sheet index filled in					6
OSDS ltr. 03-12	Plan approval information completed (identification number and sheet number)					7
OSDS ltr. 03-12	Review fee computation filled in					8
101-2-4(a)	Engineer's/surveyor's certificate completed with seal and date					9
112-17-106.3	Vicinity map adequate and to 1"=2000' scale or greater					10
PFM 8-0201.6	Vicinity map shows walk/trail maintenance responsibility					11
112-17-106.7	Soil map shown			*		12
OSDS ltr. 03-12	Soil data, chart filled in			*		13
OSDS ltr. 03-12	Tax map reference number(s) filled in					14
OSDS ltr. 03-12	Sanitary treatment plant filled in					15
OSDS ltr. 03-12	Watershed filled in					16
PFM 2-0212.19	Owner/developer wetlands certification signed			*		17
OSDS ltr. 03-12	Submitting engineer's or surveyor's name					18
OSDS ltr. 03-12	Owner/trustee and corporation/partnership/Individual					19
OSDS ltr. 03-12	Owners name, address and telephone number					20
OSDS ltr. 03-12	Developer/contractor, owner/lessee and corporation/partnership/individual					21
OSDS ltr. 03-12	Developer's address and telephone number					22
OSDS ltr. 03-12	Project coordinator name					23
OSDS ltr. 03-12	District name					24
OSDS ltr. 03-12	Sheet number and total number of sheets					25
	<b>PUBLIC STREET REQUIREMENTS</b>					26
	Street names shown for existing and proposed street					27
PFM 7-0404.21.B	Route number shown for existing state maintained street					28
PFM 7-0404.1	Centerlines shown for existing and proposed streets					29
PFM 7-0404.1	Centerline stationing shown in plan view for existing & proposed streets					30
PFM 7-0406.7	Street right of way width shown for existing and proposed plus distance to centerline					31
PFM 7-0406.7	Street pavement widths shown for existing and proposed streets					32
PFM 7-0102.2	Construction road frontage improvement to minimum design/safety					33
VDOT Sub #3.5	Construction of right and left turn lanes and transitions					34

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PFM 7-0101.1	Tie-in of proposed streets with existing streets					35
VDOT #1.3&1.6E1	Existing right of way dedicated if VDOT frontage not present					36
PFM 7-0405	Intersection sight distance (horizontal and profile)			*		37
PFM 7-0404.6	Profile shown for all streets included widening and turn lanes			*		38
VDOT reqmt.	Posted speed limit shown for existing streets			*		39
PFM 7-0406.7.B	Street category shown for each new street					40
PFM 7-0406.7.B	Typical street cross section, design speed and dimensions shown			*		41
VDOT Sub Tabl 1	Curve data shown to confirm street category in conformance					42
VDOT Sub Tabl 1	Super-elevation provided where required by category					43
PFM 7-0107.5	Stop or yield signs at all intersections					44
PFM 7-0401.1	Handicapped ramps at all curb returns					45
PFM 7-1002	Street lights along existing and proposed street					46
	<b>SANITARY SEWERS</b>					47
PFM 10-0104.2.D	Location of utility crossings shown on profile					48
PFM 10-0102.5.B	Extend sanitary sewer main to lot line of last lot					49
PFM 10-0102.5.B	Extend sanitary sewer easement to adjoining property line					50
PFM 10-0102.5.C	Sanitary sewer setback 15' (4.6 m) from all buildings					51
PFM 10-0102.5.L	Sanitary sewer crossing stream or fill to be DIP					52
PFM 10-0102.8.D	Sanitary sewer grade not less than 1% to terminal manhole					53
PFM 10-0104.2.A	Sanitary sewer profiles on same sheet as plan					54
PFM 10-0104.2.C	Bearings and distances on centerlines, sanitary sewer					55
PFM 10-0104.5.A	Install sanitary sewer lateral 10' (3 m) minimum beyond property line					56
	<b>DRAINAGE</b>					57
PFM 6-0202.3	Honor natural divides with areas and "C" factors shown					58
PFM 6-0905,1008	Design computations provided for storm sewer system			*		59
PFM 6-0704.1&2	Flood plain easement provided and reference to flood plain study number					60
PFM 6-1103.3	Yard inlet 10 year ponding to be within easement					61
PFM 6-0202.13	Overland relief provided for sump and to clear building					62
	<b>DRAINAGE OUTFALLS</b>					63
PFM 6-0203.1	Outfall narrative description with adequacy			*		64
PFM 6-0201.2	Existing natural incised open channel indicated					65
PFM 6-0203.1.A.	Cross section, water surface elevation and computations shown for incised channel			*		66
PFM 6-0203.1.A.	Computations shown for outfall into an existing system			*		67
PFM 6-0203.1.A.	Existing storm sewer system has adequate capacity					68
PFM 6-0202.9	Adequate storm drainage outfall exists per PFM					69
OSDS ltr. 03-01	Priority Rating Form for E&S Control					70
OSDS ltr. 03-11	Completed, Certified E&S Control Checklist					71
PFM 11-0104	2 phase plans provided for erosion and sediment control					72
DEM ltr 94-1	1st phase erosion and sediment plan shows only limit of clearing for installed erosion and sediment controls					73
PFM 11-0110.3	Erosion and sediment controls identified and trap computations shown					74
PFM 2-0110.(4)a.	Calculations provided to insure adequacy of sediment basins					75
PFM 2-0203.1	Limit of clearing and grading shown					76
PFM 2-0212.12	Clearing limit match: grading, both erosion and sediment plans and GDP					77
PFM 6-1503.3	Critical slope identified and type selected stabilization noted					78
	<b>CHESAPEAKE BAY PRESERVATION ORDINANCE</b>					79
PFM 6-1701.3	RPA boundary shown if it is within the site			*		80
PFM 6-0303.3.	No construction within RPA without exception			*		81
	<b>MISCELLANEOUS</b>					82
PFM 2-0201.6	Plan is drawn to a scale of not less than 1:500 or larger					83
PFM 2-0201.5	Plan is drawn on 24" x 36" sheets					84

CODE SECTION	REQUIREMENT	SHEET Optional	OK	NO	N/A	LINE
PFM 2-0212.3	North arrow and reference State Grid system (VCS 83)					85
PFM 2-0212.5	All sheets have engineer's or surveyor's seal and signature			*		86
	Match lines shown where sheets join					87
	All lettering is no less than 0.1" (2.5 mm) in height					88
	Prints legible, not too light or too dark to microfilm					89
PFM 2-0212.11	Elevations of 2 bench marks shown and identified					90
112-17-106.9	Existing topography drawn at 2' (0.5 m) intervals					91
PFM 2-0212.12	Proposed grading shown by contours and spot elevations					92
	Owner or lot number of all adjoining property shown					93
	Existing easements of record shown with deed book and page number					94
	Proposed easements shown and identified					95
PFM 2-0101.1	Approved or requested waiver/modification letters on plan					96
PFM 2-0101.1	Valid waivers			*		97
PFM 2-0101.1	All conditions of waivers in compliance			*		98
	<b>FAIRFAX COUNTY WATER AUTHORITY ISSUES</b>					99
PFM 9-0102.2 & .6A	Existing water mains and appurtenances onsite and on adjacent properties (if tie into the adjacent properties)					100
PFM 9-0102.6A	Proposed tie-ins to existing water system					101
PFM 9-0102.3A	Sizes of proposed water mains and locations					102
PFM 9-0103.3 & 4 PFM 9-0103.7	Fire Hydrant locations / existing and proposed					103
PFM 9-0102.6C	Profile all proposed public water main					104
per FCWA request	Provide water main stationing on the profile					105
PFM 9-0102.3D & .6D	Show utility crossings on the profiles					106
PFM 9-0102.6H	Test holes results for all crossings with less than 1' (0.3 m) vertical clearance					107
PFM 9-0102.31J	Restrain all hydrant and fireline valves					108
	<b>URBAN FORESTRY</b>					109
PFM 12-501.1B	Existing Vegetation map (EVM)			*		110
PFM 12-501.1C	Tree preservation target calculation and narrative including any deviation requests			*		111
PFM 12-501.1D	10-year tree cover requirements and calculations			*		112
PFM 12-501.1B	Landscape plan (if planting required to meet 10-year tree cover requirements)					113
PFM 12-503.1A	Outer tree line for larger groups of trees and/or forested areas clearly shown with graphic key provided					114
PFM 12-503.1A	Trunk location and dripline of individual trees isolated from forested areas clearly shown					115
PFM 12-503.1B	Proposed limits of clearing and grading shown and labeled					116
PFM 12-508.2A	Groups of trees and individual trees to be preserved clearly indicated with area in square feet.					117