

## **CITY OF FALLS CHURCH GRADING PLAN REQUIREMENTS**

The review and approval of plans for the construction of single-family residences, additions, alterations and improvements is processed by the Engineering & Construction Division. *An approved grading plan is required for all projects that involve land-disturbing activities of two thousand five hundred (2,500) square feet or more.* The plans shall be prepared by a Civil Engineer, Land Surveyor - Class B who is currently licensed in the Commonwealth of Virginia. The plans should also be in conformance with the City Code, specifically Chapter 9 (Erosion & Sediment Control) and Chapter 38 (Zoning).

All grading and improvement works shall be carried out in accordance with the relevant sections of the City Code. It is the applicant's responsibility to familiarize him/herself with these requirements. For more information on building and grading plan submission requirements please contact the Department of Environmental Services at 703-248-5080 (TTY 711).

### **Review Process**

The review process begins with the submission of the grading plan and the building plans together with a building permit application. The plans and the building permit application are submitted to the front desk of the Department of Environmental Services. A minimum of six (6) sets of the grading plan (36" x 24") are required and are recommended to be prepared at a scale of 1" = 20'. The plans are logged in and assigned a control number by the Civil Engineer and then the plans are reviewed by the Civil Engineer, Zoning Administrator, Planner, Public Utilities, E&S Inspectors, and City Arborist.

Each review requires a maximum of 14 days to check the plans for compliance with current City regulations and requirements. If there are changes required, the plans and comments are returned to the applicant. The updated plans are then re-submitted with the previous red-lined submittal to be reviewed again. When the plans have been approved by staff, they are then forwarded to the Chesapeake Bay Review Team for a final review to ensure compliance with all aspects of the Chesapeake Bay Preservation Area Overlay District. Once approved by CBRT, the applicant will submit two clean copies of the plan for final signatures.

*The Building Permit will not be issued until the Grading Plan (and Demolition Plan, if applicable) is approved, BMP Maintenance Agreement is recorded (if applicable), and the final copies are received and signed approved by City staff. Applicants may submit the grading plan prior to submitting the building plans to shorten overall project review time.*

### **Required Information**

The applicant shall submit six copies of the grading plan for review and must include (but not limited to) the following information on the plan:

- Vicinity Map 1" = 2000'
- North arrow

## Required Information Continued,

- Benchmark used and datum (NAVD 88 or NGVD 29)
- Designer's stamp with signature and date
- Floodplain information
- Property address and legal description
- Boundary survey and setbacks
- Adjacent right-of-way, easements
- Existing and proposed structures, topography (minimum 2' contours), and utilities. Improvements must be shown with heavier line weights.
- Building height calculations
- Lot coverage calculations
- Limits of clearing and grading
- Erosion and sediment control measures
- Soils report indicating type, K factor, and survey classification
- Certified Responsible Land Disturber
  - Certificate number and expiration date
  - Contact information
- Tree preservation measures and proposed landscaping
  - See the "[Tree Preservation and Replacement Guide for Development and/or Redevelopment on Single Family Residential Lots](#)" from the City Arborist for further guidance.
- Project Narrative
  - Description of the nature and purpose of land disturbance,
  - Existing topography, soil types and erodibility, vegetation, drainage patterns, critical areas, and watershed,
  - Area (square feet) to be disturbed,
  - The amount of pre- and post-developed impervious area,
  - Preservation of existing vegetation (type and numbers),
  - Proposed drainage pattern and flow volumes,
  - Description of E&S controls and BMP to be used and why,
  - Additional stormwater considerations (if any),
  - Sequence of construction,
  - Maintenance responsibilities of BMP (if applicable).
- Stormwater Calculations
  - Pre- and post-developed drainage area maps
  - Weighted C- values
  - Time of concentration
  - Evaluation of the 2- and 10-year storm
  - Proposed stormwater management calculations (if applicable)
- Construction Details
  - Include details for all applicable E&S controls, BMPs, tree protection, and work in the City's right of way such as curb and gutter, and driveway entrances.

In addition, if applicable, the following are required:

- VPDES Construction Permit – Provide evidence of application for or acquisition of the VPDES Permit for the discharge of stormwater from construction activities that would result in a land disturbance of one acre or more.
- Water Quality Management plan – Indicate Chesapeake Bay Preservation Overlay district (CBPOD) as applicable. Indicate appropriate measures (BMPs) for controlling pollutant loads in storm water runoff. Refer to chapter 38-42 of the City zoning code for CBPOD requirements (please also see "[Instructions for Development Within the Resource Protection Area \[RPA\]](#)" and "[Instructions for Development Within the Resource Management Area \[RMA\]](#)" ) and the relevant section of the latest Virginia Stormwater Management Handbook for phosphorus removal efficiencies of various BMPs
- Floodplain – Show floodplain delineation on plan as applicable. Also, submit two copies of hydrologic and hydraulic calculations, if applicable to show that proposed development will not adversely affect Base Flood Elevations (BFEs). Calculations must be signed and sealed by a professional engineer registered in the state of Virginia. Submit FEMA elevation certificate after completion of construction.

### **Grading Plan Review Fee**

The Grading Plan review fee is \$350 for projects less than one (1) acre and \$500 for projects more than one acre. The review fee is paid at the time that the application is made and is non-refundable.

### **Erosion Control Permit and Inspection Fee**

The [Erosion and Sediment Control Permit and Inspection](#) fee is \$100 plus \$20 per acre or part thereof. The inspection fee is paid prior to commencement of land disturbing activities and is non-refundable.

### **Erosion and Sediment Control Bond**

The [Erosion and Sediment Control Bond](#) is based on the cost of installation and maintenance of Erosion and Sediment Control measures indicated on the grading plan. The minimum bond amount is \$750 and is fully refunded (without interest) upon a final site inspection by the City and determination that the site has been stabilized and all drainage issues have been addressed.

### **Best Management Practice Agreement**

Should a project be required to implement a BMP stormwater quantity and/or quality purposes, a [BMP Maintenance Agreement](#) with the City of Falls Church must be signed and legally recorded before a demolition or building permit will be issued. The document is typically provided at the CBIRT meeting.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5080, (TTY 711).