



TOWN OF VIENNA, VIRGINIA  
FINAL PLAT REVIEW AND APPROVAL  
MAYOR AND TOWN COUNCIL

APPLICATION & CHECKLIST OF REQUIRED INFORMATION

APPLICATION NO. \_\_\_\_\_ -FP

(NOTE: THIS FORM IS "LEGAL-SIZED")

(Office Use Only)

SUBDIVISION NAME: 409 Beulah Rd NE ACREAGE: 1.1095 NO. LOTS: 2  
LOCATION: 409 Beulah Rd NE ZONING: RS12.5  
OWNER(S): JDA Custom Homes, Inc.  
ADDRESS: PO Box 1208 Vienna VA 22183 PHONE: 703-938-1119  
ENGINEER: Jordan Land Design  
ADDRESS: 18267 Channel Ridge Ct. Leesburg, VA PHONE: 571-233-5830  
SURVEYOR: William E. Ramsey, PC  
ADDRESS: 3905 Railroad Ave. #LL 100 Fairfax, VA 22030 PHONE: 703-385-4499  
E-MAIL ADDRESS (for "Contact Person"): office@jdacustomhomes.com

The following is a list of items to be furnished on, and along with, FINAL PLATS submitted for review and approval by the MAYOR & TOWN COUNCIL in conformance with Article 3, Chapter 17 (§§ 17-27:32 and 17-65) of the Code of the Town of Vienna, Virginia. Final plats will not be considered complete and eligible for review, or placement upon an agenda until all of the submittal information, as enumerated below, has been received by Planning & Zoning Staff on or before the specified filing deadline for the next available meeting of the Town Council:

1. Thirteen (13) signed and folded copies of the final plat set (with all corrections as required by the Planning Commission, and including final plans for all subdivision improvements, grading and erosion control, the proposed record plat with signature blocks and a one (1) copy of the completed version of this application). Any substantial changes between preliminary plat approval and final plat recommendation by the Planning Commission may require the provision of additional plan sheets (Staff to work with applicants to provide same—with "watermark"—as necessary).
2. Four (4) signed and folded copies of the proposed record plat (with signature blocks endorsed as appropriate) on paper, and one (1) additional copy (also with endorsed signature blocks) on Mylar.
3. One (1) electronic copy of the entire submission (as specified in Item #1 above) shall be provided in Portable Document Format [PDF].
4. Submission of the following required documents for the Department of Public Works (\*available from the Town's web site) including: a) Estimate of total cost of public improvements (whether said proposal is to be waived or not) as previously submitted to and certified by the Director of Public Works; b) Certified Check, Surety Bond or Letter of Credit for public improvement estimate amount; c) \*Signed performance agreement; and d) \*Signed performance bond. All original copies will be forwarded to the Department of Public Works; one (1) additional copy shall be provided to the Department of Planning & Zoning, along with one (1) additional copy for the Office of the Town Clerk. (NO exceptions shall be made to this requirement unless previously authorized, in writing, by the Town Attorney or the Town Manager).
5. Submission of the following required documents for the Department of Parks & Recreation (\*also available from the Town's web site): a) \*Tree bond estimate [a multiple page form]; and b) Certified Check, Surety Bond or Letter of Credit for tree bond estimate amount.
6. Provision of a receipt, or other such acceptable evidence, that a copy of the final plat set has been submitted to the Fairfax County Fire Marshal's Office for review and approval.
7. Developer must also submit, along with the final plat documents, four (4) copies of a properly executed Deed of Subdivision and any proposed maintenance agreements for review and approval by the Town Attorney. The Town Attorney's approval is required prior to placement of the final plat application on a Town Council agenda for final action.

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(OFFICE USE ONLY)

SUBMITTAL DATE:\_\_\_\_\_ TC DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

REMARKS:\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN ON APPLICATION:

DATE:\_\_\_\_\_ STATUS:\_\_\_\_\_ BY:\_\_\_\_\_ NOTES:\_\_\_\_\_

DATE:\_\_\_\_\_ STATUS:\_\_\_\_\_ BY:\_\_\_\_\_ NOTES:\_\_\_\_\_