



**Town of Vienna**  
**Final Plat Review**  
**Application & Checklist**

Munis Number: 2173 Application Number: PF-51-18 -FP

Subdivision Name: Addition to the Jennie Lynn Division Acreage: 0.51653 No. Lots: 2  
 Location: 307 Cabin Road SE Zoning: RS-10  
 Latitude: N 38.902639 Longitude: W 77.256700  
 Owner(s): Estate of Norma Margaret Payne c/o Timothy A. McBride  
 Address: 4527 Orr Drive, Chantilly, VA 20151 Phone: \_\_\_\_\_  
 Engineer (Name and Title, Company): Ted Britt, P.E., Principal, Tri-Tek Engineering  
 Address: 690 Center Street, Suite 300, Herndon VA 20170 Phone: (703)481-5900  
 E-mail Address (for "Contact Person"): TBRITT@TRITEKINC.COM

The following is to be furnished by the applicant for review in compliance with Chapter 17 and Chapter 18 of the Code of the Town of Vienna, Virginia. **All plans shall include the following applicable items for staff review and submittal to the Planning Commission:**

- Two (2) signed and folded copies of all sheets within the final plat set and one (1) electronic copy of all documents and plan sheets including the completed version of this application in Portable Document Format (PDF)** (including final plans for subdivision improvements, grading and erosion control and the final record plat), shall be submitted initially for review by the staff. After the application has been determined by the staff to meet all technical requirements of the Town Code and notification of same has been made, the applicant shall provide **four (4) additional folded copies of the final plat set, and one (1) electronic copy of all documents and plan sheets including the completed version of this application in Portable Document Format (PDF).**
- Complete Application** included with this form.
- After assignment of a project file number by the Town of Vienna Staff, **the applicant shall then submit three (3) folded copies of the plans and plats to the Fairfax County Fire Marshal's Office for review.** After approval, said plans shall be returned to the Town of Vienna Department of Planning and Zoning.
- Name and address of record owner, subdivider and designer of the layout.
- A statement, if such is the case, that the subdivider intends to actually record and develop only a portion of the land included in the subdivision layout.  
N/A
- A separate list indicating the names and addresses of all owners of record for all properties adjacent to, abutting or across a public street from the subject tract. (This information may be found online at <http://icare.fairfaxcounty.gov/ffxcare/Main/Home.aspx>).

The final plat set shall include the following:

**General Requirements**

- Name of subdivision, town, county, state, owner and subdivider; north point; the scale and date of drawing; number of sheets; and the name of the licensed professional surveyor or engineer. (Note: scale shall not be less than one hundred (100) feet to the inch).
- Location of proposed subdivision by an insert map, at a scale of not less than six inches equal one mile, indicating thereon adjoining roads and their names and numbers, town, subdivision and other landmarks.
- All dimensions shown in feet and decimals of a foot to the closest one-hundredth of a foot; all bearings in degrees, minutes and the nearest ten seconds.
- The data for all curves along street frontage shall be shown in detail at the curve or at a curve data table showing the following: Delta, radius, arc, tangent, chord and chord bearing.
- The accurate location and dimensions, by bearings and distances with all curve data, all lot and street lines and center lines of streets; boundaries and widths of all easements, boundaries of parks, school sites or other public areas; the number and area of all lots; all existing and platted streets, their names, numbers and widths.
- The names and location of all abutting subdivisions and property owners, all existing easements, buildings, watercourses, existing utilities, culverts and other essential features.
- The accurate outlines, dimensions and purposes of all property which is offered for dedication or is to be reserved for acquisition for public use, or is to be reserved by deed covenant for the common use of the property owners in the subdivision.
- Every final plat, or the deed of dedication to which such plat is attached shall contain in addition to the engineer's or surveyor's certificate a statement as follows: "The platting or dedication of the following described land (here insert correct description of the land subdivided) is with the free consent and in accordance with the desire of the undersigned owners, proprietors and trustees (if any)."
- Boundary survey, with an error of closure within the limit of one in ten thousand, related to the true meridian. The survey may be related to the U.S.C. & G.S. state grid north if the coordinates of two adjacent corners of the subdivision are shown.
- Deed description and map of survey of the tract boundary made and certified by a licensed surveyor.
- All survey monuments and benchmarks, together with their description.
- Certificate signed by the surveyor setting forth the source of title of the owner of the land subdivided, and the place of record of the last instrument in the chain of title.
- When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dash lines, and identifications of the respective tracts shall be placed on the plat.
- The exact location of any grave, object or structure marking a place of burial on the lands proposed for subdivision.

**Public Works Requirements**

- The location of required street lights, street trees, sidewalks, sanitary sewers, storm drains, water mains, curbs and gutters, and the sizes and types thereof; and the location of manholes and basins and underground conduits.
- Connections with existing sanitary sewers and existing water supply.
- Soils reports and soil and erosion control measures as specified by Public Works Department staff.
- Contours at vertical intervals of not more than five (5) feet.
- Adequate provisions—as established by the Public Works Department—for the collection and discharge of surface drainage, and the preliminary designs for any bridges or culverts which may be required. Such provisions must include all requirements as set forth in Section 17-15(L) of the Town Code.
- A plat note indicating if the property, or any portion thereof, is within any Chesapeake Bay Preservation Area and indicating what specific additional restrictions will apply to the property as set forth in Article 21.1, Chapter 18 of the Town Code.

**Planning and Zoning Requirements**

- The proposed lot lines with dimensions, engineering bearings, lot areas, lot midline widths and "lot shape factor" (see § 17-60.1 of the Town Code).
  - The zoning classification and proposed use for the area being subdivided; and any proposed changes in the use, height or area under any zoning regulations applicable to the area.
  - A tabular listing of the minimum zoning requirements for the subject tract.
  - The provision of a sketch—or other acceptable drawing—that clearly depicts the proposed front and/or side elevation of each new dwelling along with proposed lot grading and maximum proposed height to ensure compliance with the height requirements as set forth in Chapter 18 of the Vienna Town Code.
  - If a zoning change is involved, certification from the Zoning Administrator shall accompany the plat, stating that the change requested has been approved and is in effect.
- N/A

**Parks and Recreation Requirements**

- A tree survey indicating the location and type of all existing trees. If the property is densely wooded in whole or in part, the limits of such densely wooded areas may be shown on the plan in lieu of locating individual trees within these areas.
- A tree protection plan for all trees to be retained and preserved that are over six (6) inches in diameter, as identified by the tree survey, with specifications that clearly indicate the methods of preservation, maintenance, ground drainage and aeration during the construction process, including grade changes or other adjacent work which might adversely affect said trees. The following general plan note shall be added to all preliminary plats: "The protection provided shall consist of fencing around the tree to the drip line (as shown on plan under "fencing and armoring") and the areas enclosed kept free of all soil, equipment and construction material storage; WHICH INCLUDES final

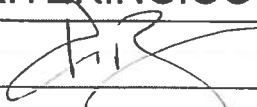
grading and landscaping efforts. No equipment shall be allowed entry into the fenced root zone area at any time. The area fenced shall be mulched with 2 inches of suitable material and the trees shall be watered with one inch of water per week during the growing season in absence of adequate rainfall.”

- Certification of the tree protection plan through the placement of a cash or surety bond to insure the maintenance of each tree or the installation of a four (4) inch diameter replacement as specified in paragraph 19 above.
- Provisions for the planting and replacement of trees in accordance with Section 17-15.1 of the Town Code.

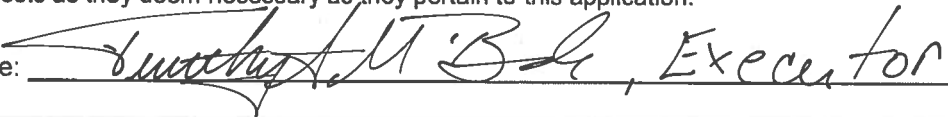
#### **Additional Items Required for Submission of Plans to the Town Council**

- Four (4) 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).
- Four (4) signed and folded copies of the final record plat** (with signature blocks endorsed as appropriate) on paper, and one (1) additional copy (also with endorsed signature blocks) on Mylar.
- One (1) electronic copy** of the entire submission (as specified above) shall be provided in Portable Document Format (PDF).
- Submission of the following required documents for the Department of Public Works (available from the Town's web site) including:
  - 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;
  - Certified Check, Surety Bond or Letter of Credit for public improvement estimate amount;
  - Signed performance agreement; and
  - 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).
- Submission of the following required documents for the Department of Parks & Recreation (also available from the Town's web site):
  - Tree bond estimate (a multiple page form); and
  - Certified Check, Surety Bond or Letter of Credit for tree bond estimate amount.
- 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.
- 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.

Applicant's Name: Ted Britt, P.E.  
 Company: Tri-Tek Engineering  
 Address: 690 Center St., Suite 300, Herndon, VA 20170  
 Phone: (703)481-5900  
 E-mail: TBRITT@TRITEKINC.COM

Applicant's Signature: 

**Owners:** I have read this completed application, understand it intent, and freely consent to it filing. Furthermore, I grant permission to the Town of Vienna and other authorized government agents to enter the property and make investigations and tests as they deem necessary as they pertain to this application.

Owner's Signature:  , Executor

**Resources**

Public Works Details: <https://www.viennava.gov/index.aspx?nid=151>

Public Works Forms: <https://www.viennava.gov/index.aspx?nid=151>

Town of Vienna Zoning Map –

<http://vienna-va.maps.arcgis.com/apps/Viewer/index.html?appid=476fbe7f56bb435f9015352b89fcb1b9>

OFFICE USE ONLY

Submittal Date: \_\_\_\_\_

Staff Review Date: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

Mayor and Town Council Meeting Date: \_\_\_\_\_

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6300 (Voice) OR TTY 711.