



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

PROJECT COMPLETION CHECKLIST FOR DEVELOPERS

PLAN NAME:		PLAN NUMBER:		
1.	Is this project constructed to the satisfaction of the site inspector and in accordance with the approved plans and applicable regulatory standards?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2.	Is all work shown on the approved plan, such as, storm sewer, sanitary sewer, drainage, and stabilization of all disturbed areas completed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
3.	a) Did this project have the proper amount of geotechnical testing and concrete cylinder tests performed in accordance with the Public Facilities Manual (PFM) and the approved plans?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
	b) Have the results of the geotechnical and concrete tests been compiled and provided to the site inspector in the order of construction?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
	c) Has a Geotechnical Engineer's final certification been provided to the site inspector?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
4.	Has the Board of Supervisors approved the resolution accepting the publicly maintained streets, service roads, and/or additional right-of-way (ROW) that is depicted on the approved plan or record plat?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
5.	Has the site inspector conducted the final inspection and approval of all Urban Forestry issues and punch list items?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
6.	Has the final approval and release letter from the appropriate water authority agency been provided to the site inspector? The following agencies provide water service to Fairfax County: <ul style="list-style-type: none"> ● Fairfax Water, Construction Records Office (703) 289 6388 ● Town of Vienna Department of Public Works (703) 255-6383 ● City of Falls Church (703) 248-5335 	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
7.	Has a letter from the engineer/surveyor certifying that all property corners and ROW monuments are installed properly (if applicable) been provided to the site inspector?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
8.	Has a final acceptance letter from Fairfax County Wastewater Collection (WWC) accepting the sanitary sewer into the county system been provided to the site inspector? The sanitary sewer system must be completed, Sanitary As-Built plan approved, and As-Built inspection made before the system will be accepted by WWC.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Department of Public Works and Environmental Services
Land Development Services, Environmental and Facilities Inspections Division

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www.fairfaxcounty.gov/dpwes



**PROJECT COMPLETION CHECKLIST FOR DEVELOPERS
(CONTINUED)**

PLAN NAME:	PLAN NUMBER:			
9.	Are there any outstanding or unresolved complaints on this project? Check with the site inspector.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
10.	Has the site As-Built Plan been submitted and approved by the county?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
11.	<p>Are there any permanent stormwater management (SWM) or water quality (BMP) facilities on this project? If yes:</p> <p>a. Has access been provided to the SWM or BMP facility?</p> <p>b. Have all easements shown on the site plan that allow for access and ability to maintain the facility been recorded?</p> <p>c. Have the associated proffers or waiver/modifications conditions been complied with?</p> <p>d. Have all the necessary geotechnical data, compaction tests, and certifications for this facility been provided and accepted by the site inspector?</p> <p>e. For private facilities, has a key to the locks been provided to the Home Owners Association (HOA)?</p> <p style="text-align: center;">An additional key should be provided to the Fairfax County's Maintenance and Stormwater Management Division.</p> <p>f. Has a copy of the following documents for private SWM facilities been provided to the site inspector?</p> <ul style="list-style-type: none"> • All plan and profile sheets of the approved plan associated with the facility • Recorded private maintenance agreement <p>g. Is the trash rack and access gate locked (use Masterlock Key A473) and has a key been provided to the site inspector?</p> <p>h. Are the access roads, gates, signs, embankments, and structures complete and installed per the approved plan and PFM standards?</p> <p>i. Is the facility fine graded and stabilized?</p> <p>j. Has an MS-4 Form been completed and delivered to Plan and Document Control?</p> <p>(An MS-4 Form is required for all sites with an existing or new stormwater management facility.)</p>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
12.	Have all outstanding violations on this project been released?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
13.	<p>Has the meeting with the site inspector and HOA or their designated representative been held?</p> <p>It is a Fairfax County policy that the site inspector offers the HOA an opportunity to walk the site and/or review issues of concern with them and the developer's representative prior to bond release.</p>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

**PROJECT COMPLETION CHECKLIST FOR DEVELOPERS
(CONTINUED)**

PLAN NAME:		PLAN NUMBER:		
14.	Were there any proffered, special exception, special permit, and/or variance conditions with this plan? If yes: Were these complied with?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
15.	Have all trails been properly installed according to the approved plans and county regulations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
16.	Has the Fire Marshal completed and approved the final inspection for the fire lanes? The Fire Marshal's Office shall approve all fire lanes. After approval, they will place their sticker on the parking signs. When the Fire Marshal approval occurs early in the project, it is necessary to obtain a re-inspection prior to bond release, particularly in townhouse projects. The Fire Marshal approval is good for ninety days or until the bond is released.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
17.	Did this plan require street lights? If yes: Are the lights installed per the approved plan? If street lights are required but not installed, has a copy of the Dominion Power quote and the developer's receipt that the fee has been paid been provided to the site inspector for <u>all</u> of the required street lights.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
18.	Have all the parking spaces been completed in accordance with the approved plans? All parking spaces must be constructed according to the approved plans. This includes the inside of parking structures and apartment buildings.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
19.	Have all conditions of the approved waivers or PFM modifications been met?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
20.	Is there anything that was installed onsite or affected by the construction that may require other agencies' involvement? A simple example of this is a retaining wall over four feet in height. This retaining wall requires a building permit prior to release of the bond.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
21.	Have all pre-approval and post-approval conditions on the county's Land Development System been met?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
22.	Has the site inspector confirmed that the storm-water outfalls are adequate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
23.	Has overland relief of drainage structures been provided? (No structure will flood in a 100 year storm event if storm sewers are blocked.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

<http://www.fairfaxcounty.gov/dpwes/forms/projectcompletioncklst.pdf> updated: 2009-Feb-03