



# Floodplain Use Determination Request

Site Development and Inspections Division  
Fairfax County Land Development Services  
12055 Government Center Parkway, Suite 535, Fairfax, VA 22035  
Phone: 703-324-1720, TTY 711

[www.fairfaxcounty.gov/landdevelopment/](http://www.fairfaxcounty.gov/landdevelopment/)



All proposed uses and development must be reviewed to determine whether the work encroaches within a floodplain and if it complies with the Floodplain Regulations found in [Section 5105](#) of the [Zoning Ordinance](#). Development on any property in or adjacent to floodplain requires submission of this Floodplain Use Determination Request to the Department of Land Development Services (LDS). Applications are reviewed to permit uses that qualify as a “permitted use” under the Floodplain Regulations in subsection 5105.3, and review permitted uses for compliance with use limitations of subsection 5105.6.

The most common types of projects include additions to houses constructed prior to August 14, 1978, and decks and porches on similar homes. Applicants are directed to the use limitations of subsection 5105.6 of the Zoning Ordinance when preparing their submission. Additionally, there is a 15-foot minimum required yard (i.e., setback) from the floodplain for dwellings and portions thereof (i.e., additions, including screen porches), as specified under subsection 5105.5. The Floodplain Use Determination Request review is a prerequisite to building permit approval wherever applicable.

Submit this application and related documents for review using the [PLUS online permit system](#) for fastest processing. Alternatively, submit to the Site Development and Inspections Division (SDID) of LDS by emailing this form and attachment to [LDSSDIDADMIN@fairfaxcounty.gov](mailto:LDSSDIDADMIN@fairfaxcounty.gov) or mailed to the Herrity Building, 12055 Government Center Parkway, Suite 535, Fairfax, VA 22035. The request package may also be placed in the secured drop box located at the front of the Herrity Building.

The average review time is approximately three (3) weeks, with additional review time required if the proposal impacts FEMA-designated floodplain, for example by grading or constructing permanent structures therein.

**A [Hold Harmless Agreement](#) (HHA) executed by all land owner(s) may be required per subsection 5105.3.A(9)d and [Public facilities Manual 6-0705.4](#). An HHA is required for projects altering or constructing livable space in the floodplain and should be submitted with the request application for expeditious processing. When required, original notarized HHAs must be submitted.**

## **OWNER INFORMATION** *(please print clearly)*

NAME (print): \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TO: Kirsten Munz, P.E., AICP, Director, Site Development and Inspections Division

PROPERTY ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

TAX MAP NUMBER: \_\_\_\_\_ MAGISTERIAL DISTRICT: \_\_\_\_\_

PLAN NUMBER (IF APPLICABLE): \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

WORK PROPOSED WITHIN OR ADJACENT TO THE FLOODPLAIN: \_\_\_\_\_

FOR ADDITIONS, DATE THE EXISTING DWELLING WAS CONSTRUCTED: \_\_\_\_\_

*(Special approval may be required if after August 14, 1978.)*

**ATTACHMENTS:**

☐ EXHIBIT OR PLAN/PLAT. Must show location of work on the lot, the floodplain boundary, and, if known, the flood elevations with source. **For additions permitted under Zoning Ordinance subsection 5105.3.A(9)**, include the elevation, referenced to NGVD29/NAVD88<sup>i</sup>, of the lowest part of the lowest floor (*e.g., the bottom of the floor joists or top of a concrete slab on grade*) of the proposed improvement. Include the elevation of electrical and mechanical equipment, and plumbing appliances and plumbing fixtures, and other service equipment.<sup>ii</sup>

☐ FOR ADDITIONS UNDER 5105.3.A(9): ITEMIZED COST ESTIMATE. See the Fairfax County Substantial Improvement Cost Estimate Form for further instruction.

☐ OPERATING AGREEMENT, CORPORATION OR TRUSTEE PAPERWORK. Only required when the legal property owner **is not** otherwise an individual, to properly verify signature authority.

☐ PROOF OF OWNERSHIP (for new owner(s), not otherwise listed in the county's Real Estate Assessment site).

If the proposed project does not qualify as a permitted use under subsection 5105.3 of the Zoning Ordinance, do **not** use this form. A Special Exception will be required. Contact the Department of Planning and Development for more information on submitting a [Special Exception application](#).

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<sup>i</sup> The Base Flood Elevation (BFE) and the elevation of the proposed improvements must use the same datum. If the datum used are different, convert the datum to that used for the BFE. Show field measurements and datum conversion calculations.

<sup>ii</sup> Note: additional design information will be required on the building plans to demonstrate compliance with the Uniform Statewide Building Code (USBC) requirements for structures in the floodplain, such as size and location of flood vents in crawlspaces. FEMA Elevation Certificates will be required during construction of additions and are recommended for providing existing elevations when additions are proposed.