

Fairfax County GIS and Mapping
12000 Government Center Pkwy. Suite 117
Fairfax, Virginia 22035



SKETCH and MEMORANDUM PROCEDURES

To obtain an area sketch and memorandum from the Fairfax County GIS and Mapping Office for your Initial Street Acceptance Package, you will need to submit the following in digital format (pdf):

Projects with New Street(s) Dedication:

Email the following items to: GISDATA@fairfaxcounty.gov

1. Copy of the Recorded Deed of Dedication, all pages including the plat.
2. Redlined copy of the Dedication Plat that shows the street dedication with centerline dimensions, surveyor signature and date.
3. Company memo with contact information (Name, telephone number, email address, County Plan Name and County Plan Number; example RP, SP or SD number).

GIS staff will email all required documents as (pdf) attachments along with the sketch and memorandum. There is a 1 to 3 days turnaround.