



**Town of Herndon ESI Review
(THER) Program
Processing Application**



Indicate plan Type

Preliminary Subdivision plan	Subdivision Site Plan	Site Plans	Single Lot Devel. Plan
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Date Submitted: _____

Project Name: _____

Contact Name: _____

Contact Organization and Address: _____

Contact Office Telephone: _____ **Contact FAX Number:** _____

Contact Email: _____ **Contact Mobile Telephone:** _____

Method of Payment: \$2000 paid by check # _____ **drawn on** _____ **bank.**

Project Number: _____ **{For Town of Herndon staff use only}**

Instructions: Town of Herndon has contracted with the Engineers and Surveyors Institute to provide a Minimum Submission Review and Team Peer Review for preliminary subdivision plans, subdivision site plans, site plans, designated site plan revisions and single lot development plans. The information requested above is used only to track the plan and insure that the applicant's deposit is properly applied to this project. **Please fill out all information requested above!** A copy of this form with the project number will be returned to you within three working days.

Receipt of the \$2000 deposit (check made out to Town of Herndon ESI Review) will start the Town of Herndon ESI Review process. Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed above with an accounting of all expenditures.

Agreement: The purpose of the Town of Herndon ESI review program is to improve the quality of the plans being submitted, shorten the review times for Town staff, reduce the amount of review required and achieve a more predictable process of plan approval. The applicant or applicant representative indicated above, by signature below, (1) permits the firm of Joan Clark, CPA, PC or Assigns to deduct Town approved charges by ESI for conducting the reviews under this program and their services, (2) agrees to provide additional deposits if so required, and (3) understands that the unused portion of the deposit will be returned only upon official withdrawal of the plan from the Town process or approval of the plan. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as courier or overnight delivery, additional reports, credit card usage, etc. that might be requested.

 Signature of Applicant or Applicant's Representative

 Date