



Detailed Instructions Loudoun County ESI Review (LCER)

This applies to all ESI submissions, except Signature Set submissions.

1. Send an e-mail notification to Gary Newlen at gnewlen@esinova.org, the same day of the plan submission.
2. For first submissions, the applicant or the applicant representative will submit one copy of the plan documents to be reviewed, the completed Loudoun County (LC) ESI Review Program Processing Application and a check for the LCER process made out to “Loudoun County ESI Review” for \$2000.00. The plan submission package is to be submitted to the Engineers and Surveyors Institute office at 7 Loudoun Street, S.E., Suite 3, Leesburg, Virginia 20175, between 9:00 AM and 4:30 PM Monday through Friday. **If the front door is locked, go to the back door at the top of the steps.** The Log In Station is located in the first floor building hallway immediately next to Suite 3.
3. Complete the LOG IN form at the above location.
4. Slip the check with the LCER Review Program Processing Application under the ESI door (Suite 3). **DO NOT LEAVE THE CHECK IN THE PLAN PACKAGE.**
5. Put the plan set in the correct box slot. (If the box is full, please place the plan package next to the box.)
6. Plans will be officially logged in by ESI and each will be assigned a LC LMIS number for tracking purposes. A copy of the processing application with assigned number will be returned with the first ESI review. Plans received after 4:30PM will be officially logged in the next business day.
7. Upon ESI review and the subsequent team peer review meeting, a transmittal will be sent to the engineer indicating the status of the plan review with further instructions. The plan, with ESI comments, will be placed in the Out Box at the above address, ready for pickup.
8. Once an “Acceptable” Transmittal is issued, the plan is then eligible to be submitted to the Loudoun County for technical review.
9. A new ESI submittal is required prior to all subsequent Loudoun County submissions other than Signature Set submissions and must include one (1) plan set only. Submit directly to the ESI office as noted in No. 1 above. **DO NOT submit Loudoun County review fee checks or other documentation to ESI.**

For specific questions relating to this process, please contact Gary Newlen, Senior Staff Engineer at 703-771-8488 or by e-mail gnewlen@esinova.org.