



**Loudoun County ESI Review  
(LCER) Program  
Processing Application**



Date : \_\_\_\_\_

**The Loudoun County ESI Review applies only to CPAP, STPL and SBPL type plans.**

**Please Print Clearly! Incomplete form will be returned. Form must be signed and dated at bottom.**

**\*\*Project Number :** \_\_\_\_\_ **\*\*WCR**   
(\*\*ESI USE ONLY)

**Project Name:** \_\_\_\_\_ **DPE**

**Contact Name:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Contact FAX:** \_\_\_\_\_ **Contact Office Phone:** \_\_\_\_\_ **Contact Cell:** \_\_\_\_\_

**Contact Organization and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Deposit Required:**

**\$2000 paid by check #** \_\_\_\_\_ **drawn on** \_\_\_\_\_ **bank.**  
**MAKE CHECK PAYABLE TO: LOUDOUN COUNTY ESI REVIEW**

**Refund Checks shall be made out to:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

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**Instructions:** Loudoun County has contracted with the Engineers and Surveyors Institute to provide a Minimum Submission Review (MSR) and Team Peer Review (TPR) for construction plans and profiles (CPAP), site plans (STPL), and preliminary plat of subdivision (SBPL). 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 with the first ESI review.

Receipt of the \$2000 deposit (check made out to Loudoun County ESI Review) will start the Loudoun County 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 Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed above with an accounting of all expenditures.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 Loudoun County ESI review program is to improve the quality of the plans being submitted, shorten the review times for County 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 County 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 County process or approval of the plan. If a plan is withdrawn, the Applicant must notify ESI in writing to CLOSE the plan account. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as Web Based Comment and Response (WCR), courier or overnight delivery, additional reports, credit card usage, etc, as may be requested.

\_\_\_\_\_  
Signature of Applicant or Applicant's Representative

\_\_\_\_\_  
Date