

DPE/Preliminary Plat Review Process

1. Application Submitted to ESI for Minimum Submission Review (MSR).
2. Upon acceptance by ESI, application submitted to Loudoun County
 - Acceptance of the application by ESI will constitute the County's Minimum Submission Review
3. Project Planner Assigned/Fatal Flaw Review
 - Proffer compliance
 - Permitted Use
 - Submittal information to include Health Certificate, Soils report, Phase IA etc. (5 day review versus the normal 10)
4. Application sent on referral/ESI Team Peer Review (TPR) Meeting Scheduled
 - Upon acceptance, project planner notifies applicant of acceptance and ESI TPR meeting date
 - ESI TPR meeting scheduled within 30 calendar days from acceptance*
 - Remaining referrals comments due 30 calendar days from acceptance*
 - ESI TPR meeting to include Office of Transportation Services, Health Department (rural), Mapping, ERT, Soils (if applicable), Archeologist, and Project Planner
5. ESI Team Peer Review Meeting
 - Referral agencies come to the meeting with written comments
 - Comments are provided and discussed with the applicant
 - Issues or concerns are resolved at the meeting
 - If an issue is so significant that it cannot be resolved at the meeting, a separate meeting with the specific agency may be scheduled
6. Within 5 working days the project planner drafts a summary of the Peer Review meeting and forwards a copy to all in attendance, including the ESI representative
7. Upon receipt of comments from other agencies the project planner will immediately forward them to the applicant
8. Revised preliminary plat is submitted to ESI to verify that comments have been addressed
9. ESI performs a MSR and if acceptable, applicant forwards revised plats to the County for 2nd submission review; no submission is to occur to the County unless and until all referral comments have been completed and forwarded to the applicant

10. Revised plats sent to appropriate agencies with request for comments within 3 weeks
11. If all comments have been adequately addressed, staff may request signature sets; otherwise a second comment letter will be sent
12. If signature sets cannot be requested due to outstanding issues, the second submission process will be followed for subsequent submissions

* Timelines may vary based on the size and complexity of the development.