



TECHNICAL BULLETIN

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FAIRFAX COUNTY PROCEDURE FOR DPE SUBMITTED CBR REVISIONS

Designated Plans Examiners (DPE), starting June 3, 1996, were allowed to submit new subdivision street pavement designs to Fairfax County for an expedited review using the following procedures. It is the goal that correct and complete designs will be approved within 2 business days, however some designs may be selected for a more detailed review, thereby, requiring more time.

1. Pavement designs shall conform to the Fairfax County PFM and the VDOT 2009 Pavement Design for Subdivision and Secondary Roads in Virginia. The Flexible Pavement Design Worksheet for New Subdivision Streets, shall be part of the submission.
2. The DPE, will sign her/his name, list the DPE number and the following statement: *This pavement design is in conformance with the requirements of the Fairfax County Public Facilities Manual and the Virginia Department of Transportation Pavement Design Guide for Subdivision and Secondary Roads and is submitted for approval under the Designated Plans Examiner Program.*
3. Designs and plans shall be sealed and signed by a licensed Professional Engineer or Certified Land Surveyor and a geotechnical engineer, if required.
4. Submit an ESI “pay-as-you-go” submission application, a deposit check in the amount of \$400 made out to “Fairfax County ESI Review,” five (5) sets of the plans, a completed Pavement Design Revision checklist and any associated documents to ESI at the Records and Information Counter on the 5th floor of the Herrity Building (12055 Government Center Pkwy, Fairfax, VA 22035), or arrange for electronic submission by calling Jerry Kitchens at (703) 324-1942.
5. Barring extenuating circumstances, the team will review the plan within 24 hours. Inserts may be accepted if minor corrections can be made in a timely manner.
6. Once the submission has been deemed “approvable,” ESI will issue an appropriate transmittal, sign the plans approved and attach to the plans an ESI check for the required minimum County processing fee in the amount of \$112.32 (deducted from the deposit) and take the plans to the Site and Addressing Center of Land Development Services.

7. Site and Addressing Center of Land Development Services will stamp the revisions “approved” and distribute the copies to the Site Development and Inspections Division, flat files and digitizing and return two copies to the submitter with the appropriate Permit.
8. A found “Non Acceptable,” or a plan later found in error, may subject the DPE to disciplinary action.
9. All other CBR revisions will be processed per current procedures (PFM 7-0500). Existing streets and new streets with traffic in excess of 1,000 vehicles per day are not currently eligible for this process.
10. Revisions approved under this procedure will be spot checked for quality assurances at a rate of approximately 1 in 10 submissions. Site and Addressing Center of Land Development Services will select the plans to be checked and send them to the appropriate branch chief or senior engineer.

Questions on these procedures should be directed to Lori Ramsey, Manager, Site and Technical Services, (703) 222-0801 or to Jeff Blackford at ESI, (703) 263-2232.

FAIRFAX COUNTY CBR SUBMISSIONS BY DPEs

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