



**Loudoun County ESI Review Program**  
**Minimum Submission Review**  
**Fee Processing Application**  
 7 Loudoun Street SE, Suite 3, Leesburg, VA 20185  
 www.esinova.org



Loudoun County has contracted with the Engineers & Surveyors Institute to provide a Minimum Submission Review (MSR) for Site Plans, Construction Plans and Profiles and Preliminary Plats. The purpose of the Loudoun County ESI Review Program is to improve the quality of the plans being submitted, shorten the review times for applicants and County staff, reduce the amount of review required and achieve a more predictable process of plan approval. The information requested below is used only to track the plan and ensure that the Applicant's fee is properly applied to this project. Once the plan and fee are received, the ESI review process will commence.

**Instructions: Please provide requested information below. Once completed, please print the filled application, sign and date the Agreement portion, then submit the application and fee payment with your plan submission to the ESI Leesburg office. This application will auto-calculate the fee for the project (see "Total Due" field below). If paying by check, please make the check payable to "ESI Peer Review" and submit it with the application. If paying by ACH, please send payment to the ESI account listed under "ACH Information."**

Project Name:	[Redacted]		
Contact Engineer:	[Redacted]	Engineer's Firm:	[Redacted]
Engineer's E-mail:	[Redacted]	Phone Number:	[Redacted]
Submission Type:	[Redacted]		
Plan Type:	[Redacted]	# of sheets:	[Redacted]
		Base Fee:	[Redacted]
		Sheet Fee:	[Redacted]
		Total Due:	[Redacted]
Payment Method:	[Redacted]	<i>(Please make checks payable to "ESI Peer Review")</i>	
Bank Name:	[Redacted]	Account Name:	[Redacted]
		Check #:	[Redacted]
ACH Information:	ESI Bank Routing #: 56004445    ESI Account #: 88063646		

Agreement: By signing and submitting this application, the undersigned Applicant (as duly authorized agent of the submitting firm and, where applicable, owner's agent) allows ESI employees and/or ESI's contracted Peer Reviewers (cumulatively referred to as the Peer Review team) document access and ability to review the above project document(s), discuss said documents with County staff if needed, and gives authority to document or provide comments/ notes regarding the plan or documents on forms or systems used by ESI for this purpose. In consideration of this authority granted, ESI will endeavor to assure that the Applicant's plans are not distributed beyond the Peer Review team to the extent practicable. Peer Review team information or opinions regarding the plan or discussions about the plan will become the propriety of ESI, to be shared solely with the Applicant and/or his authorized agent (which by necessity includes assigned County staff), unless granted further authorization by the Applicant.

\_\_\_\_\_  
 Applicant's Signature \_\_\_\_\_  
Date

ESI Use Only	Project #:	Date Submitted:	DPE: Yes / No
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