



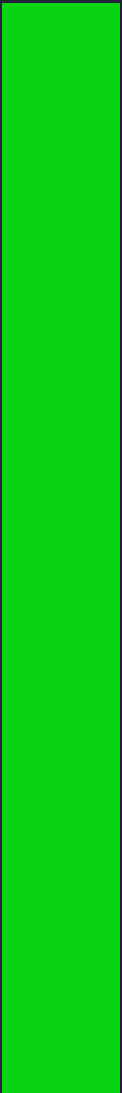
# TECHNICAL BULLETIN

Published By the Engineers and Surveyors Institute

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(updated July 1, 2026)

FAIRFAX COUNTY'S  
EXPEDITED LAND DEVELOPMENT REVIEW PROGRAM

(Replaces previous Technical Bulletin May 1997 Vol. 7 No. 3, Bulletin Dated  
September 9, 2018 and Interim ePlan Technical Bulletin Dated March, 2019)





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## **Definitions**

Business Days: Weekdays excluding Fairfax County holidays

Calendar Days: All days of the week, including weekends and holidays

DPE: Designated Plans Examiner

ESI: Engineers and Surveyors Institute

LDS: Land Development Services

MSR: Minimum Submission Review

FCM: Facilitation Meeting

PDF: Portable Document Format

[PLUS: Planning and Land Use System](#) (to register for PLUS, use [PLUS ACA-Accela Citizen Access3](#))

PSC: Post Submission Conference

SAC: Site Application Center

SDID: Site Development and Inspection Division

SDID Reviewer (Site, Stormwater, FCON, Geotechnical)

**Title:** Fairfax County's Expedited Site, Subdivision and Public Improvement Plan Review Process

**Purpose:** The purpose of this ESI Technical Memorandum is to define the steps associated with the submission and approval of Designated Plans Examiner (DPE) plans in Fairfax County only. The Fairfax County regular plan review process is NOT covered in this document.

**References:** State Law and Fairfax County Ordinance establishing the Expedited Review Process

- Code of Virginia, Sections: 15.2-501, 15.2-851 and 54.1-408
- Fairfax County Chapter 117, Expedited Land Development Review


















**Application:** Plans in Fairfax County may be expedited according to the procedures contained herein when submitted by a Fairfax County certified DPE. Plans currently eligible for expedited handling are: Site Plans (SP's), Subdivision Plans (SD's), Public Improvement Plans (PI's), Pavement Design Revisions [refer to ESI Technical Bulletin Vol. 6, No. 4 – DPE Pavement Design (reissued February 2026)], Preliminary Plats (PL's, often referred to as a Preliminary Plan) and their second submissions.

**Introduction:** A DPE is a trained professional that has completed the DPE program with the Engineers and Surveyors Institute, is current in the continuing education requirements required by the DPE program and has been certified by the Fairfax County Board of Supervisors. It is because of this training that the expected quality of plan submission and processing is much higher than those plans submitted by a non-DPE professional, positioning the plan well for an expedited review with fewer expected issues.



**DPE Plan (Expedited) Process Steps:** This Technical Bulletin is organized based on the following, consecutive steps in Fairfax County’s Expedited Site, Subdivision and Public Improvement Plan Review Process. Many of these steps are based on Fairfax County’s process. However, additional requirements and processes are also included that pertain specifically to ESI’s DPE program and processing. These processes may not be reflected in part or in their entirety with Fairfax County’s processing literature.

Click on any tile below to move to that section of the Technical Bulletin.

<p><b>1</b></p> <p>Pre-Submission Meeting</p>  <p>Voluntary. Requested by Submitting Engineer.</p>	<p><b>2</b></p> <p>1st Submission to FFX County</p>  <p>Plans and required documents submitted through PLUS.</p>	<p><b>3</b></p> <p>SAC Quality Control Check</p>  <p>After initial QC is performed, SAC sends package to ESI</p>	<p><b>4</b></p> <p>ESI 1<sup>st</sup> Submission MSR</p>  <p>ESI performs MSR. Generates Acceptable Transmittal Document</p>	<p><b>5</b></p> <p>SAC Plan Distribution</p>  <p>SAC distributes plans to review agencies and branch chiefs.</p>	<p><b>6</b></p> <p>1<sup>st</sup> Submission SDID Review</p>  <p>SDID review proceeds. 40-days review clock starts here.</p>	<p><b>7</b></p> <p>Facilitation Meeting</p>  <p>Mandatory. Within first 2 weeks of plan assignment.</p>	<p><b>8</b></p> <p>1<sup>st</sup> Submission Results</p>  <p>Completed within 40 days of plans assignment to SDID.</p>
<p><b>9</b></p> <p>Post-Submission Conference</p>  <p>Mandatory. Review issues and determine 2<sup>nd</sup> review timeline.</p>	<p><b>10</b></p> <p>Outside Agency Approval</p>  <p>Must obtain before 2nd submission. Occurs in PLUS. VDOT is different</p>	<p><b>11</b></p> <p>Pre 2<sup>nd</sup> Submission Meeting</p>  <p>Voluntary. Need for meeting can be determined at PSC.</p>	<p><b>12</b></p> <p>2<sup>nd</sup> Submission to Fairfax County</p>  <p>Must have outside agency approval and applicable documents</p>	<p><b>13</b></p> <p>SAC Quality Control Check</p>  <p>After QC is performed and fees are paid, SAC sends package to ESI</p>	<p><b>14</b></p> <p>ESI 2<sup>nd</sup> Submission MSR</p>  <p>ESI performs MSR. Generates Acceptable Transmittal Document</p>	<p><b>15</b></p> <p>SAC Plan Distribution</p>  <p>SAC receives task. SAC distributes plans to SDID reviewers.</p>	<p><b>16</b></p> <p>2<sup>nd</sup> Submission SDID Review</p>  <p>SDID review proceeds. Review clock starts here (14 or 28 days).</p>
<p><b>17</b></p> <p>Signature Submission</p>  <p>Major issues resolved, other agencies approved. Minimum replacement sheets. 5 days allowed</p>							

**DPE Plan (Expedited) Meeting Summary:**

<p><b>1</b></p> <p>Pre-Submission Meeting</p>  <p>Voluntary. Requested by Submitting Engineer.</p>	<p><b>7</b></p> <p>Facilitation Meeting</p>  <p>Mandatory. Within first 2 weeks of plan assignment.</p>	<p><b>9</b></p> <p>Post-Submission Conference</p>  <p>Mandatory. Review issues and determine 2<sup>nd</sup> review timeline.</p>	<p><b>11</b></p> <p>Pre 2<sup>nd</sup> Submission Meeting</p>  <p>Voluntary. Need for meeting can be determined at PSC.</p>
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### **1. Pre-submission Meeting(s):**

A pre-submission meeting with SDID is voluntary but encouraged. The goal of the meeting is to outline the project and identify challenges that might become difficult issues upon formal submission, to outline the project constraints and to identify code requirements.

How to schedule: Pre-submission meetings can be requested by completing the [meeting request form](#). Pre-submission meetings should be scheduled as soon as the submitting engineer is prepared to discuss the parameters of a project scope, with at least a 70% design completed.

### **2. First Plan Submission to Fairfax County:**

The design engineer/DPE shall conduct a quality control review, as described below, of the plan prior to submission.

- **Quality Control Check:** It is the responsibility of the Submitting Engineer and DPE (they may be the same professional) to produce and review the quality of the plan for submission. The Submitting Engineer completes the plan, performs a quality control check and prepares all necessary documents/forms and waiver requests and any requests for specific approval from the Director if they have not already been filed.

- **Confirm Checklist Items are Met:** ESI provides a comprehensive set of checklists to use as guides during the quality control phase. These checklists are available on the [ESI website](#) and are to be completed and provided with the submission for ESI Minimum Submission Review. This checklist is a separate document from the plan set.

- **Make Complete Submissions:** All applicable items on the currently applicable ESI checklist, on the date of submission, must be provided. Missing items at first submission, such as geotechnical reports and approval letter, Clerk of the Board approval letters for Rezoning and Special Exceptions, and fire flow computations, waiver/modification and approval letters will automatically require resubmission.

- **DPE Certification:** The DPE is responsible for reviewing the submission package and signing the DPE Certificate on the cover sheet that the “plan is reviewable” meaning that nothing is missing that will preclude reviewers from conducting the technical review. The DPE shall review and sign the cover sheet and affix his/her DPE registration number along with the date.

The submitting engineer shall submit their plan application to Fairfax County via PLUS to be reviewed.

- Electronic submissions package shall be uploaded into the Fairfax County PLUS system. Useful PLUS links and tutorials: [Permit Library](#) | [Land Development Services](#)

### **3. SAC's initial Quality Control (QC) check:**

- SAC will conduct an initial check of the uploaded submission package for compliance with PLUS submission procedures.
- Once the initial SAC check is passed, the plan will be sent to ESI for MSR review.

### **4. ESI Minimum Submission Review (MSR):**

The MSR is applicable at each submission and is conducted to ensure that all necessary items for the technical review are presented.



- The Submitting Engineer shall contact the ESI Fairfax office by phone at (703) 615-6785 (and/or by email at [sshekib@esinova.org](mailto:sshekib@esinova.org)) at least one (1) business day in advance to let the staff know a DPE plan is being submitted.
- The ESI MSR submission package must contain:
  - The consolidated major plan set in an electronic PDF format acceptable for the [PLUS](#) system. ESI will use this consolidated plan set and related documents both for the Peer Reviewer's and ESI Engineer's review.
  - A completed ESI Fee Processing Application (available on the ESI website)
  - The completed, most recent ESI checklist (available on the ESI website)
  - All required supporting studies, Fairfax County forms/applications and documents as detailed in the Permit Library.
- Prior to or at the time of first submission to Fairfax County, an ESI Fee Processing Application (available on [ESI's website](#)) and payment of required ESI fees for ESI's first and second submission reviews must be provided to ESI either by check or electronic (ACH) payment. Subsequent submissions or changes in the plan requiring additional fees should be made via the same process (check or electronic) in communication with ESI.
- Although the plan and its components will have been uploaded into the PLUS, the County's official 40-day review "clock" (process aging) will not commence until completion of the ESI review and the SAC tasks have been completed, and the application accepted for review.
- The MSR involves peer review performed by a team of rotating DPEs and/or DPE-Eligible members, and the ESI Staff Engineer.
- Once the plan, ESI Fee Processing Application and ESI fees have been received by ESI, it is ESI's target to review the plan within two (2) business days and provide the results of the review to the submitter. Application forms are available on the [ESI website](#).
- The Submitting Engineer will be notified of the status of the plan review results both via [PLUS](#) and by email as soon as the review is completed. In the unusual circumstance that the plan review will take longer than two (2) business days to complete, ESI will advise the Submitting Engineer and notify them of the increased review time.
- The MSR is conducted according to the applicable and current ESI checklist as submitted.
- The initial evaluation of the plan reviewed will either be determined by ESI as "Acceptable" or "Non-Acceptable," as described below:
  - Acceptable: If the submission package has been determined to contain no fatal flaws (as indicated on the checklist) and is complete, then the provided checklist from the submitting engineer will be stamped as Acceptable by ESI. Although the checklist may have been deemed Acceptable, other issues may require addressing by the engineer with PLUS. Once satisfactorily addressed, then an "Acceptable Transmittal Package" will be issued and uploaded into the PLUS document folder. The acceptable transmittal and stamped ESI checklist advises the submitter and SDID Branch Chief that the plan has been determined acceptable for submission to Fairfax County for review.
  - Non-Acceptable: If the submission package has been determined to contain fatal flaws (as indicated on the checklist) and has issues, then the provided checklist from the submitting engineer will be stamped as Non-Acceptable by ESI. The ESI staff engineer will enter the



issues into PLUS for the submitting engineer/DPE to address them. Once satisfactorily addressed, then an “Acceptable Transmittal Package” will be issued and uploaded into the PLUS document folder. The acceptable transmittal and stamped ESI checklist advises the submitter and SDID Branch Chief that the plan has been determined acceptable for submission to Fairfax County for review.

- **DPE Disciplinary Process:** If a Non-Acceptable condition is issued and depending on the type and number of deficiencies, the ESI Executive Director may conduct an investigation on behalf of the Fairfax County Advisory Plans Examiner Board (APEB), as a built-in accountability measure. Major or repeated errors may result in subsequent actions, by the APEB at their discretion, with the DPE that signed the major plan cover sheet.
- Second and subsequent submissions are conducted in a similar fashion as described above.
- **Note to submitters:** Because PLUS and the plan submission procedure will not allow the submitter to make further uploads, all applicable documents for the County’s review shall be part of the submission upload. [Technical Bulletin 23-06](#) provides further details on the required documents for submission. If a first submission approval is expected, the following items must be included or addressed:
  - Site notices,
  - Bond estimates,
  - Fire flow calculations,
  - The Approved Geotechnical Report and all Geotechnical requirements incorporated into the plan,
  - Reference to the approved floodplain study, if required,
  - Waivers or modification approval letters,
  - Clerk of the Board approval letters for Rezonings and Special Exceptions,
  - All items on the ESI checklists.
- Missing items at first submission, including those listed above, will automatically require resubmission.
- Upon successful completion of the ESI MSR, the plan will be forwarded to SAC to assess fees and for distribution.

**5. SAC Plan Distribution:** Once ESI has completed its review and issued an “Acceptable Transmittal”, the plan is then routed back to SAC for distribution to all reviewing agencies (the plan will NOT be routed back to the applicant), and SAC distributes the plan to SDID and other relevant agencies for review as described below.

- Plans will be distributed to inside and outside agencies, based on the scope of the project. There is a distinction in processing between “inside” and “outside” agencies:
  - “Outside agency” review includes the Fire Marshal, Fairfax Water, Virginia Department of Transportation (VDOT), Wastewater Planning and Monitoring, Health Department and Streetlights reviews.
  - “Inside agency” review includes Site Application Center (SAC), SDID, Stormwater (STM), Forest Conservation (FCON), Geotechnical Review, and possible referral to advisory agencies such as Park Authority, Fairfax County Department of Transportation, Planning and Development and others as needed.

**6. First Submission SDID Review:** Once SDID receives the plan via the PLUS system, the branch chief assigns the project to SDID reviewers. The SDID Site reviewer then verifies that the plan has



been distributed to the appropriate review agencies and conducts the 1<sup>st</sup> submission review. The 40-day review “clock” begins when the plan is routed for review. [LDS Technical Bulletin 25-06](#)

**7. Facilitation Meeting:** SDID site reviewer will schedule and conduct a mandatory Facilitation Meeting with the Submitting Engineer within the first two (2) weeks from plan assignment. The purpose of the meeting is to introduce the project to the review team, provide any information the engineer may find important for the review team to know, and identify any long lead time items and items of critical nature that might affect the expedition of the plan.

- Within five (5) calendar days of plan assignment, the SDID reviewer initiates contact with the Submitting Engineer via email.
- The reviewer will schedule the facilitation meeting time and date so as to occur within the first two (2) calendar weeks from plan assignment. Typically, Facilitation meetings are conducted virtually, although the format of the meeting (virtual, in-person, hybrid or other) can be determined between the reviewer and applicant.
- The Submitting Engineer indicates which “other agency” representatives (if necessary) to be present at the meeting based on site specific issues or concerns.
- Fairfax County attendance will include the SDID reviewer, Senior QC Engineer, stormwater specialist, zoning representative if there are/were zoning applications and any “Other agency” representatives requested. The Submitting Engineer attendance will include the design engineer and project manager as a minimum (possibly developer representative if needed). The owner is encouraged to also attend. Attendance by the DPE is optional. The ESI representative should be invited to the Facilitation Meeting.

#### Meeting Conduct:

- For planning purposes, meetings should be scheduled for one hour or less.
- All attendees are introduced. An attendance roster will be maintained by the reviewer.
- Overview of Plan – The Site Reviewer and/or the submitting engineer shall provide/display a copy of the submitted plan for reference during the meeting. The submitting engineer shall be prepared to lead a discussion of:
  - The type of project and the scope of work
  - An overview of drainage, storm sewer outfall and SWM
  - Any areas of concern or potential issues
  - The timeline for development
  - Missing Waivers for design related elements
  - Zoning Interpretation needed
  - Flood Plain/RPA issues
  - Trail/Sidewalk necessity or waiver
  - Missing distributions within PLUS.
  - Plan adherence to required VA Coordinate System
  - Adequate outfall
  - Offsite easements or letters of permission
  - Stormwater management issues
- An open discussion among the attendees is expected. The more information that can be provided by the Submitting Engineer, the more County staff can evaluate the plan during this meeting.
- Facilitation Meeting Minutes with action items shall be completed by the reviewer. The meeting minutes will be posted in PLUS within two (2) calendar days of the meeting.



**8. First County Review Results:** The first review results phase is the communication from Fairfax County to the Submitting Engineer that the plan can be approved or disapproved and needs to be resubmitted.

- First Submission Approval: See “Recommendation for Final Approval” below.
- Disapproval: Within forty (40) calendar days from plan routing for review.
- The County’s SDID review team and all reviewing agencies, except VDOT, shall upload their issues into PLUS. VDOT has a separate procedure described in the link below.
- After VDOT review is complete, VDOT will return the completed Comment Resolution Matrix (Matrix) to the County at [LDSSAC@fairfaxcounty.gov](mailto:LDSSAC@fairfaxcounty.gov), who will in turn upload that matrix into PLUS document folder for the engineer’s use.
- The comments (issues) by each agency shall follow the County’s commenting guidelines.
- A senior reviewer with SDID will perform a quality control review of the county comments prior to finalizing, to ensure they follow SDID’s commenting policy.
- Upon receipt of the issues in PLUS, the submitter begins to address the issues per the ESI format and enters responses to each issue into PLUS.

**9. Post Submission Conference (PSC):** The PSC is a requirement of the DPE process unless the plan is approved on the first submission.

The purpose of the PSC is to reach agreement between reviewers and Submitting Engineers on how first submission issues will be addressed on the second submission plans. Note: “Outside agency” approvals can be in progress while the PSC is scheduled and conducted.

Once responses to all issues have been entered into PLUS, the submitter shall request a Post Submission Conference through the [meeting request form](#).

- Once the day is picked, the engineer or the SDID Site Reviewer will schedule the meeting and send the invites out.
- The goal is to hold the PSC within ten (10) calendar days of the receipt of the form.
- Attendees: Submitting Engineer, DPE (preferred but not mandatory), owner/developer (voluntary), Site Reviewer, Site Senior Reviewer or Branch Chief, ESI Representative and requested reviewers for issues that need to be resolved. The owner is encouraged to attend.
- In addition to the PSC request form, the engineer shall provide (typically done via email) any supporting documents such as sketches, narratives, etc. (no less than three business days prior to the scheduled PSC).
- The engineer shall outline highlighted comments for discussion to help reduce meeting times for all attendees. This shall be provided no less than 3 days prior to the meeting, and typically via email.



- The Post Submission Conference resolutions to the issues discussed at the meeting, and their final resolution, must be uploaded into PLUS as the Post Submission Conference Final Report.
- At the PSC the parties shall review comments and responses as needed and the engineer shall indicate in the resolution portion of the letter if there are modifications to the response of the comment. Every effort shall be made by all parties to resolve issues at the PSC.
- **Second Submission Review Time:** DPE plans should avoid changes to the design after first submission that require a “first look” technical review by County staff at second submission. When changes cannot be avoided, an agreement at the PSC shall be secured that allows County staff sufficient time to conduct a proper first review of the changes. If the plan corrections are minor, review may be able to be obtained in fourteen (14) days; otherwise, the twenty-eight (28) day expectation should be used. The second submission review time will be agreed upon at the PSC and documented in the meeting minutes.
- If the plan is subject to major changes after the plan first submission, the submitting engineer is responsible for explaining or bringing to attention of the SDID review team, all the changes. For major changes requiring additional reviews, the SDID reviewer shall determine at the PSC meeting if the plan will move forward as a DPE plan or not. In certain scenarios, the plan could be treated as a first submission in accordance with [Technical Bulletin 25-06](#).
- The Submitting Engineer shall take notes of the meeting and resolution to the issues that were discussed during PSC and prepare the meeting minutes. The meeting minutes shall be emailed to all attendees and uploaded the resolutions and “final resolution” to PLUS, within five (5) business days of the PSC Review. Agencies have five (5) business days from receipt of the minutes to respond, or it is assumed that there is concurrence.
- If the engineer plans to submit a Rough Grading Plan in advance of Site Plan approval, the submitting engineer shall discuss scope of the RGP with the site reviewer and reach agreement. Typical scope includes clearing and grading, demolition, installation of underground utilities, and footing and foundation. No improvements in the VDOT Right-of-Way should be proposed with the RGP. See more details at [Technical Bulletin 25-01](#).

**10. Outside Agency Approvals:** A primary advantage of DPE plan submittal for expedited review is the ability to obtain “outside agency” approvals prior to plan 2nd submission for final approval. A DPE plan must obtain approval from all outside agencies and must have addressed their issues via PLUS prior to the 2<sup>nd</sup> submission. Refer to [Technical Bulletin TB 23-05](#) for further information.

- The submitter must upload a mid-cycle amendment corrected plan into PLUS, which is then forwarded in PLUS to the respective agency(ies). The submitter must then address further comments by the agency until resolved (Note: Since VDOT is not using the PLUS system for their reviews, an altered method has been developed to provide them with a copy of the updated plan for their review and comment until their comments have been resolved. See [LDS LTI 26-01, Process Change – VDOT Review Transition from PLUS](#) for further details regarding this method.) **VDOT Submission and Review Procedure.** See [Technical Bulletin 26-01, Process Change – VDOT Review Transition from PLUS](#)

**11. Pre-Second Submission Meeting:** The meeting should be scheduled by the Submitting Engineer prior to Second Submission. The purpose of the meeting is to refamiliarize the Site Reviewer with the plan, explain the approved justification for the extension request, review changes to the final plan and



to demonstrate to County staff that all issues are resolved and that final approval can occur with the next submittal within the agreed upon timeframe.

- A Pre-Second Submission meeting is subject to SDID discretion based on the scope of the plan. The meeting is optional unless the plan is subject to a concurrent process zoning application and/or has received an APEB approval for extension of time to submit. If the meeting is required at the PSC, the submitting engineer shall make the meeting request using the [meeting request form](#).
- The Pre-Second Submission meeting will be scheduled by the SDID Reviewer.
- The submitting engineer should take meeting minutes and distribute them to all attendees. It should also be uploaded to PLUS.

## **12. Second Submission to Fairfax County:**

- DPE Expedited Plan Processing: Plans which were initially qualified for and were submitted under the Fairfax County Expedited Processing program (Expedited Process), must have been submitted as a DPE plan, signed and certified by a DPE.
- In order to remain within the DPE expedited process, a second submission DPE plan must be submitted prior to the 12-month deadline (commencing on the date that the first submission plan received disapproval by the SDID Senior Reviewer).
- Plan Submission Via Extension Request Approval: In rare situations, a letter from the principal of the submitting organization to the Chairman of the Advisory Plans Examiner Board (in care of ESI) may be submitted requesting an appeal for more time to submit a plan second submission. The letter must be sent not later than thirty (30) days prior to the 12-month deadline. The submitting engineers shall submit the 2<sup>nd</sup> submission package to Fairfax County via PLUS.
- In order for the plan to continue processing as a Second Submission under the Expedited Processing, all “outside agencies” must provide approval in PLUS prior to Second Submission.
- Must have waivers, soil reports, and all other applicable documents approved. Refer to [Technical Bulletin TB 23-06](#) for further details.
- SAC will receive this package for a quality control check.
- The PSC meeting minutes approval by the Site Reviewer shall be uploaded into PLUS.

## **13. SAC Quality Control Check:**

SAC will conduct an initial check of the uploaded submission package for compliance with PLUS submission procedures and will confirm the following:

- bonding documents for SD and SP plans have been received.
- outside agency approvals have been received.
- For VDOT review and approval, please refer to [Technical Bulletin TB 26-01](#).
- Once SAC QC is passed, the plan is sent to ESI.

**14. ESI Second Submission Review:** The County second submission requires a complete full set of the updated plan be entered to PLUS. This submission set shall also be signed appropriately by the DPE on the cover sheet, along with the digital signature of all professionals who had a hand in preparing the plan, and the seal and signature of the submitting engineer on all plan sheets.

ESI reviews the 2<sup>nd</sup> submission to ensure all items on the DPE resubmission checklist have been met.



To achieve quick ESI and County approval at second submission, it is vital that all issues are adequately addressed, and the ESI format is used. Once approved by ESI, the ESI Acceptable Transmittal will be uploaded by ESI in the PLUS document folder upon satisfactory completion of the ESI review. Average ESI processing time is two (2) business days.

- The plan can only be qualified as a DPE second submission if One of the following are met:
  - SAC receives it after successful completion of ESI MSR 2 review within twelve (12) months from the date that the 1<sup>st</sup> plan submission review issues were returned to the Submitting Engineer or,
  - the submission includes a letter of approval by the APEB of an extension request
- No major changes to the scope of project and layout have occurred on the plan after plan 1<sup>st</sup> submission and comply with those stated resubmission requirements.
- ESI's initial fees incorporate both the first and second submission reviews so additional review fees to ESI are not typically required for second submissions unless changes to the plan warrant updated fees.

### **15. SAC Plan Distribution**

Once the ESI review is completed and an “Acceptable Transmittal” has been issued, the plan is routed back to SAC.

- After ESI accepts the 2<sup>nd</sup> submission, SAC receives the task.
- SAC ensures all fees have been paid.
- The plan is distributed to the agencies that have open issues in the Plan Room.
- Average distribution time is two (2) business days.

### **16. Second Submission SDID Review:**

Once SDID receives the plan via the PLUS system, the plan is routed directly to the SDID reviewer.

In addition, the second submission of a DPE plan can only occur if certain parameters are followed as outlined in Chapter 2 of the Public Facilities Manual – e.g., the approval of a geotechnical report, special studies, waivers, etc. See Technical Bulletins [23-06](#) and [23-05](#) for further details.

- The plan Second Submission review by the SDID reviewers and any advisory agencies, will be completed within fourteen (14) or twenty-eight (28) calendar days of the route for review date based on the circumstances of the plan, as agreed at the Post Submission Conference.

**17. Signature Submission:** If the 2<sup>nd</sup> submission is not approvable, but only a few minor corrections are needed, the SDID reviewer may permit a third submission as a Signature set. The signature submission is submitted to Fairfax County via PLUS, and no ESI MSR review is required. Further guidance on a signature set submission is available here [Signature Set Coordination for Site-Related Plans | Land Development Services](#).

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## Appendix

### Outside Agencies

Fairfax County – Office of the Fire Marshal:

- Address: 12099 Government Center Pkwy, Fairfax, VA 22035
- Telephone Number: (703) 246-4806
- Name of Administrative Process Contact: Michael Paruti
- Email of Administrative Contact: [michael.paruti@fairfaxcounty.gov](mailto:michael.paruti@fairfaxcounty.gov)

Fairfax Water Authority:

- Address: 8560 Arlington Boulevard, Fairfax, VA 22031
- Telephone Number: 703-289-6385
- Name of Administrative Process Contact: Sergio Quiroga
- Email of Administrative Contact: [squiroga@fairfaxwater.org](mailto:squiroga@fairfaxwater.org)
- Mandatory Materials Necessary for Second Submission Approval:
  - Fire Marshal approval

Streetlight Reviews (moved to LDS effective July 1, 2026; no longer processed as an Outside Agency):

- Streetlight review responsibilities were transferred from the Department of Public Works and Environmental Services (DPWES) to Land Development Services (LDS) effective July 1, 2026. Please refer to LDS Technical Bulletin No. [26-03, “Changes to Standards and Procedures for Design and Review of Public Streetlights”](#) for plans in-progress from July 1, 2026 to July 1, 2027.

Wastewater Planning & Monitoring Division (WPMD)

- Address: Suite 358, 12000 Government Center Parkway, Fairfax, VA, 22035
- Telephone Number: (703) 324-5030
- Name of Administrative Process Contact: Bill Barrack, Director
- Email of Administrative Contact: [william.barrack@fairfaxcounty.gov](mailto:william.barrack@fairfaxcounty.gov)
- Mandatory Materials Necessary for Second Submission Approval:
  - Comment Response Letter
  - DPE signed second submission certificate box on cover sheet or transmittal signed by submitting DPE.

Virginia Department of Transportation:

- Address: Suite 1N100, 4975 Alliance Drive, Fairfax, VA, 22030
- Telephone Number: (703) 259-1800
- Name of Administrative Process Contact: Alicia Pickeral
- Email of Administrative Contact: [Alicia.Pickeral@vdot.virginia.gov](mailto:Alicia.Pickeral@vdot.virginia.gov)
- Mandatory Materials Necessary for Second Submission Approval:
  - VDOT [checklist](#)
  - Plan must be signed by the DPE
  - VDOT Comment Resolution Matrix with comment responses

Fairfax County Health Department:

- Address: Suite 102, 10777 Main Street, Fairfax, VA, 22030
- Telephone Number: (703) 246-2510
- Name of Administrative Process Contact: Kevin Wastler & Greg Garber
- Email of Administrative Contacts: [Kevin.Wastler@fairfaxcounty.gov](mailto:Kevin.Wastler@fairfaxcounty.gov) & [Greg.Garber@fairfaxcounty.gov](mailto:Greg.Garber@fairfaxcounty.gov)



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*This Technical Bulletin is a living document subject to routine updates. The information and weblinks contained herein were verified as of July 1, 2026. Please report any observed expired links or other needed updates to ESI staff at (703) 263-2232 or [info@esinova.org](mailto:info@esinova.org) for remedy with the next update of this resource.*