



RESUBMISSION PLAN CHECKLIST

Engineers & Surveyors Institute
4795 Meadow Wood Lane, Suite 115 East, Chantilly, VA 20151
Phone: 703-263-2232
<http://www.esinova.org>



Plan Name: _____ Record Number: _____
District: _____ Review Date: _____
Submitting Firm: _____ Contact Name: _____ Phone Number: _____
DPE Number: _____ DPE Name: _____
ESI Peer Reviewer Name: _____ Peer Reviewer's Firm: _____

The submitting engineer must provide the corresponding sheet number for each checklist item and check the appropriate column (YES, N/A, or NO). If "NO" is selected, an explanation must be provided in the designated explanation section at the end of the checklist. Every line must be completed for the checklist to be considered complete.

LINE	CODE SECTION	REQUIREMENT	SHEET	YES	N/A	NO
1	112.1-8101.4.B(1), B(2)	The cover sheet is sealed and signed by the appropriate professionals. All required information is completed. The sheet index matches the sheets included in the plan.		☐	☐	☐
2	ESI Fairfax Expedited Review Tech Bulletin	DPE certificate is signed.		☐	☐	☐
3	LDS Policy	Plan Approval Information completed. All rows should be checked "Required" or "Not required". When an item is required, provide County Record ID number, sheet number, or other notes to explain how the requirement is met. When sheet number is provided, verify the information is on that sheet.		☐	☐	☐
4	Tech Bulletin 23-06	Provide the zoning case number and approval date. Verify that the Clerk's letter matches the zoning case number.		☐	☐	☐
5	112.1-8101.4.B(28) Tech Bulletin 17-02	Include all applicable proffers and development conditions on the plan. Verify that a completed proffer compliance matrix is available in Smartsheet.		☐	☐	☐
6	124.1-3-2.C.5	Stormwater Information. All proposed stormwater management facilities must be listed and match the plan.		☐	☐	☐
7	Tech Bulletin 23-06	Approved interpretations with exhibits (all at original scales) are included in the plan.		☐	☐	☐
8	Tech Bulletin 23-06	Flood Plain Study (FP), Drainage Study (DS), Water Quality Impact Assessment (WQIA), Resource Protection Area Delineation Plan (RPA), and Environmental Site Assessment (ESA) are approved.		☐	☐	☐
9	Tech Bulletin 23-06	Waiver/modification approval letters have been included in the plan and listed in the Plan Approval Information table on the cover sheet. Waiver is not expired and narrative has been provided to address each waiver conditions.		☐	☐	☐
10	Tech Bulletin 23-06 LDS Policy	The soil report approval letter is included. All soil report approval conditions are addressed in the geotechnical requirements and documented in a soil report approval conditions narrative.		☐	☐	☐
11	PFM 4-0401.1	The recommendations of the geotechnical report are incorporated into the plan as enforceable requirements to be implemented during construction.		☐	☐	☐
12	PFM 4-0401.2	A statement from the geotechnical engineer is provided confirming whether, in their professional opinion, the plans have been prepared in accordance with the recommendations of the geotechnical report and identifying any deviations from those recommendations.		☐	☐	☐
13	LDS Policy	"Certificate of no change" has been filled in for all outside agencies.		☐	☐	☐
14	Tech Bulletin 23-06 PFM 2-0202.7	Letters of Permission included, or temporary construction easement proposed for offsite disturbance outside of right of way or easements		☐	☐	☐
15	PFM 2-0202.3	A record plat check sheet has been included (uploaded in the Documents folder) if land is being subdivided.		☐	☐	☐

LINE	CODE SECTION	REQUIREMENT	SHEET	YES	N/A	NO
16	ESI Fairfax Expedited Review Tech Bulletin	For a DPE plan, the second submission must be made within 12 months of the date the first submission was returned, unless an approved extension has been granted. Otherwise, the plan is not eligible for expedited plan review.		☐	☐	☐
17	ESI Fairfax Expedited Review Tech Bulletin	Proof of County approval of the Post-Submission Conference meeting minutes is documented by email and uploaded to the Documents folder in PLUS. The meeting minutes identify the attendees and document the agreed-upon second-submission review timeline.		☐	☐	☐
18	LDS Policy	Each Issue (comment) has been responded in PLUS. Responses clearly indicate how each issue was addressed and include a clear description of any resolution agreed upon with review agencies.		☒	☐	☐
19	LDS Policy	The second submission is substantially consistent with the first submission. Identify any significant changes to the site layout, clearing limits, grading, or other major design elements. Significant changes that materially alter the plan from the first submission may require additional review and may make the plan ineligible for expedited DPE review.		☐	☐	☐

Submitting Engineer's Explanations

Line #	Notes

References

Chapter 112.1	Zoning Ordinance
Chapter 124.1	Erosion & Stormwater Management Ordinance
PFM	Fairfax County Public Facilities Manual
Tech Bulletin	Land Development Services Technical Bulletin
LDS Policy	Current practice or policy established by this document