



INTERIM ePLAN TECHNICAL BULLETIN

Interim Procedure for Fairfax County DPE ePlans Submission of Site Plans, Site Plan Revisions, Minor Site Plans and Minor Site Plan Revisions March, 2019

Purpose and Background

The purpose of this Interim ePlan (electronic plan submission) Technical Bulletin is to provide the procedures for the Fairfax County ePlans submission of:

- Site Plans (SP) under the Designated Plans Examiner (DPE) process
- Site Plan Revisions (SPV)
- Minor Site Plans (MSP)
- Minor Site Plan Revisions (MSPV)

Fairfax County engaged in a Pilot ePlan program from 2017 to early 2019, and within that pilot select ESI members participated in submission of ePlans and user group discussions. The purpose of the pilot was to better understand the submission, review, collaboration and approval of ePlans so-as-to improve and refine those processes and the software involved prior to opening the program to industry. It is the County's intention to open aspects of this program, involving the specific plan type above, to industry beginning in late March 2019.

Subsequent openings will occur in the future to allow additional plan types for ePlan submission. Consequently, and as the program is further refined, ESI is publishing this ePlan Technical Bulletin as an Interim version at this time to help guide ESI members, who may not have participated in the pilot, to help better inform them of the ePlan processes developed to-date. Further revisions, and ultimately a final ePlan Technical Bulletin, is expected to be offered in the future as this program expands and evolves.

This Interim ePlan Technical Bulletin will outline expectations of the quality of the plans being submitted, as well as the conditions that need to be met to qualify for a Signature Submission (with no associated review fee). Unless so authorized, plans that fail to meet the second submission requirement (inclusive of the Signature Set) and which require a third, or more, submission(s) (with associated fee), will fall outside of the DPE Expedited Processing procedures, and all future submissions and reviews must comply with Fairfax County standards pertaining to such non-DPE plans.

Although all Engineers & Surveyors Institute (ESI) standard meetings and procedures are not included in this Interim ePlan Technical Bulletin, members are advised to consult the ESI Expedited Review Technical Bulletin which is published and available within the Fairfax County jurisdictional folder of the ESI Website at www.esinova.org. Fairfax County expects that Non-DPE ePlans from ESI member firms will follow the same general processes subject to different timelines.

Organizations/Positions/Branches Involved in Procedure:

- Department of Land Development Services (LDS): Site Application Center (SAC), Site Development and Inspections Division (SDID), Bonds and Agreements (BAC), Facilitation and Addressing Center (FAC)
- Department of Public Works and Environmental Services (DPWES)
- Fire Marshal
- Health Department
- Engineers Surveyors Institute (ESI)
- Virginia Department of Transportation (VDOT)
- Fairfax Water
- Industry Partners
- Ancillary Reviewers; e.g. Fairfax County Park Authority (FCPA), Department of Planning and Zoning (DPZ)

Principal Variations of the ePlan Process from Paper Plan Processes

For seasoned ESI members who are familiar with and have practiced the County and ESI plan submissions for many years, the following comparative summary between former and current paper plan processing and the new ePlan processes should provide a “changes-at-a-glance” perspective.

Primary Differences in ePlan vs Paper Plan Processes:

- **ESI Peer Review/Minimum Site Review First Submission (MSR1 Submission):** Instead of submitting the ePlan to ESI directly, the electronic version (pdf file) of the plan is submitted to the County, who then enters it into the ProjectDox software and routes it to and from MSR review by ESI.
- **MSR1 Deposit for ESI Services:** For MSR1, the applicable deposit along with the ESI application shall be sent directly to ESI prior to receiving notification by the county’s Site Application Center in order to avoid delay of the MSR review.
- **Outside Agency Coordination:** Unlike the paper plan process where the engineer distributes and coordinates outside agency reviews, in the ePlan process, the County does the distribution and coordination. The engineer is still encouraged to coordinate directly with those respective agencies on questions/concerns that they may have or require clarified.

- **Outside agency comments addressed before ESI Peer Review/Minimum Site Review Second Submission (MSR2 Submission) by ESI:** At MSR2 review, all outside agencies comments and issues should have been addressed and no items remain outstanding. Any documents related to their approval or satisfaction shall be incorporated into the document folder in ProjectDox.
- **Responses to comments within ePlans:** With paper plans, when an applicant resubmits a plan after disapproval, a response letter is included to formally explain how the applicant resolved each of the reviewers' comments. **With ePlans, a response letter is not needed. However, within each comment in the ePlans software, the applicant must clearly type for each item a "Comment response" indicating how each issue has been properly addressed and a "Resolution" that clearly indicates how and when the resolution was reached/agreed upon with the reviewing agency on each issue.**

For more information about the changes coming via ePlans, visit the County's website:
<https://www.fairfaxcounty.gov/plan2build/eplans/what-has-changed-with/eplans>