



TECHNICAL BULLETIN

Published by the Engineers and Surveyors Institute

September 9, 2018

FAIRFAX COUNTY'S EXPEDITED SITE AND SUBDIVISION PLAN REVIEW PROCESS

(Replaces previous Technical Bulletin May 1997 Vol. 7 No. 3 and Bulletin Dated November 5, 2015)

Table of Contents (these are hyperlinks; use CTRL and right click):

[Title:](#)

[Purpose:](#)

[References:](#)

[Application:](#)

[Introduction:](#)

[Process Diagram:](#)

[Presubmission:](#)

[Quality Control Review:](#)

[ESI Minimum Submission Review \(MSR\):](#)

[First Submission:](#)

[Facilitation Meeting:](#)

[First Submission Results:](#)

[Post Submission Conference \(PSC\):](#)

[Second Submission Outside Approvals:](#)

[Fire Marshal:](#)

[Fairfax Water:](#)

[Urban Forestry Management Division:](#)

[Streetlights:](#)

[Wastewater Planning & Monitoring Division \(WPMD\):](#)

[Virginia Department of Transportation:](#)

[Fairfax County Health Department:](#)

[Pre Second Submission Meeting:](#)

[Second Submission To Fairfax County:](#)

[Inserts:](#) SDID may approve plan corrections directly or via “inserts.”

[Recommendation For Final Approval:](#)

Definitions

Business Days: Hours of elapsed time based on eight (8) hour workdays and do not include weekends and holidays.

Calendar Days: Days of elapsed time that include weekends and holidays

CRS: Comment Response System

DPE: Designated Plans Examiner

ESI: Engineers and Surveyors Institute

MSR: Minimum Submission Review

PAWS: Plans and Waivers System

PSC: Post Submission Conference

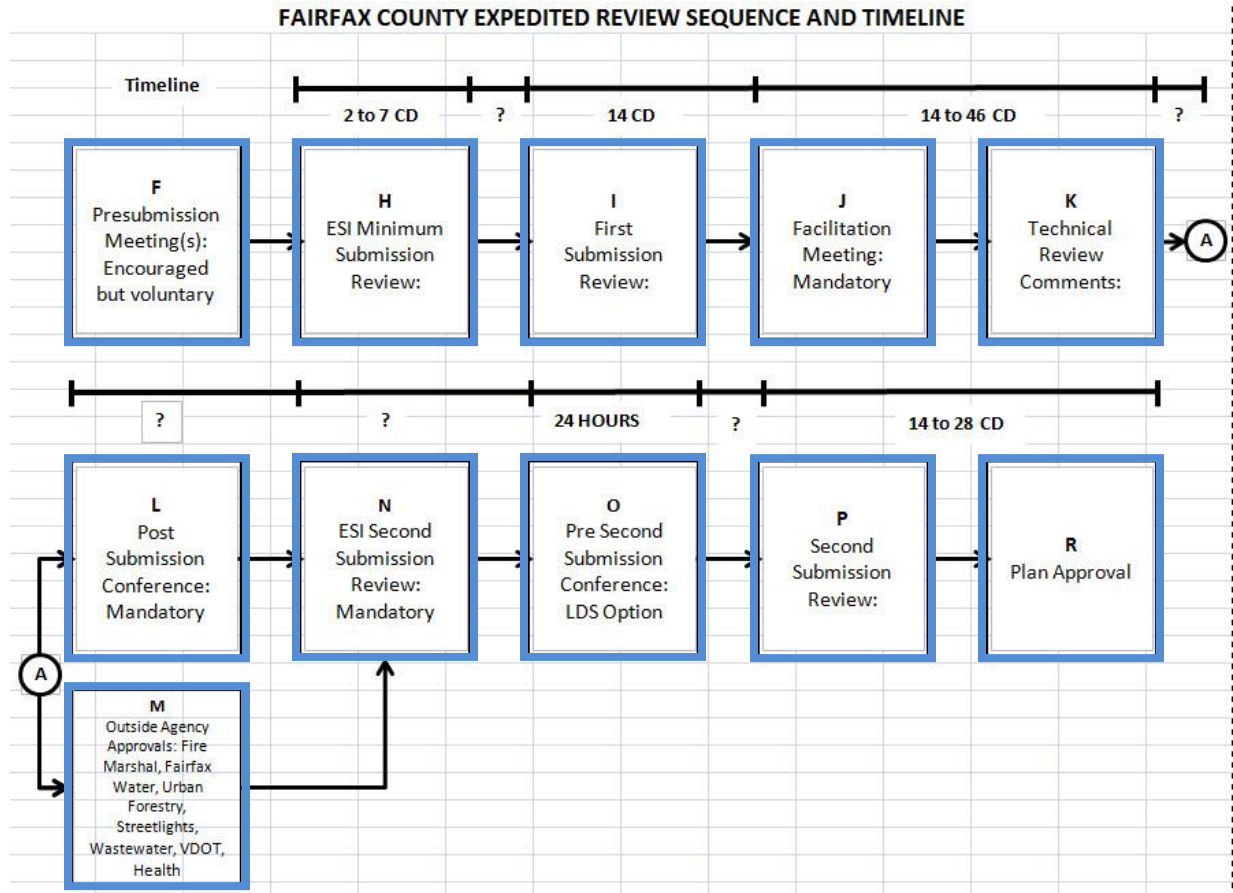
SAC: Site Addressing Center

SDID: Site Development and Inspection Division

WCR: Web-based Comment Response

- A. Title: Fairfax County's Expedited Site and Subdivision Plan Review Process [Return](#)
- B. 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. [Return](#)
- C. References: State Law and Fairfax County Ordinance [Return](#)
1. Code of Virginia, Sections: 15.1-501.1, 15.2-851 and 54.1-408
 2. Fairfax County Chapter 117, Expedited Land Development Review
- D. Application: Plans in Fairfax County may be expedited according to the procedures contained herein when submitted by a Fairfax County certified DPE in good standing. Plans currently approved 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. 3 – DPE Pavement Design (reissued September 2013), Preliminary Plats (PL's, often referred to as a Preliminary Plan) and their second submissions. [Return](#)
- E. 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 who 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 not submitted by a DPE professional and thus the plans go through an expedited review process with the County of Fairfax. Expedited refers to the special handling and timing provided as an incentive for high quality submissions represented by specially trained and experienced DPE's. [Return](#)

Expedited Review Sequence (Process Diagram)



F. Presubmission Meeting(s): A presubmission meeting with the 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.

How to schedule: Email a request to the appropriate SDID Branch Chief. Identify the representatives of which review areas should attend. Include the tax map or site address with your request.

When to schedule: You are invited to schedule the presubmission meeting as soon as you are ready to discuss the parameters of a project that will be submitted. [Return](#)

G. Quality Control Review: The quality of the plan submission is key to obtaining expedited plan approval. [Return](#)

1. It is the responsibility of the Submitting Engineer and DPE (they may be the same professional) to produce and review the quality of the submission. The Submitting Engineer completes the plan, performs a quality control check and prepares all necessary waiver requests and any requests for specific approval from the Director if they have not already been filed.
2. ESI provides a comprehensive set of checklists to use as guides during the quality control phase. These checklists are available on the ESI website (<http://www.esinova.org/>) 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.
3. If first submission approval of the plan is anticipated, all items on the ESI checklists must be provided. Missing items at first submission, such as geotechnical reports, Clerk of the Board approval letters for

rezoning and special exceptions, and fire flow computations, will automatically require resubmission. See I.1 for more detail.

4. The DPE is responsible for reviewing the submission and signing 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.

H. ESI Minimum Submission Review: The Minimum Submission Review (MSR) is applicable at each submission and is conducted to ensure that all necessary items for conducting the technical review are present. [Return](#)

1. The Submitting Engineer shall contact the ESI Fairfax office by phone at (703) 324-1942 and/or by email at sshekib@esinova.org at least one (1) business day in advance to let the staff know a DPE plan is being submitted.
2. Paper submissions shall be sent to ESI’s Fairfax office (soft copy submission is also available; inquire at time of notice to ESI). The ESI submission package must contain:
 - a. Engineer’s Transmittal
 - b. One (1) copy of the major plan
 - c. A completed Pay As You Go (PAYG) application (available on the ESI website)
 - d. A check for the deposit for the review
 - e. The completed, most recent ESI checklist (available on the ESI website)
 - f. All required supporting studies and documents
3. The MSR involves peer review performed by a team consisting of rotating DPEs and the ESI Staff Engineer.
4. The goal of the MSR is to review the plan within two (2) business days from the receipt of the plan and provide an evaluation of the plan’s status. The Submitting Engineers will be notified of the status of the plan review results by phone or email as soon as the review is completed. If plan review will take longer than two (2) business days to complete, ESI should contact the Submitting Engineer and notify them of the increased review time.
5. The MSR is conducted according to the appropriate established current checklist as submitted.
6. The initial evaluation of the plan reviewed is Acceptable, Acceptable With Inserts, or Non-Acceptable.
 - a. Acceptable: Issue of the “Acceptable Transmittal Package” (including the acceptable transmittal, ESI checklist and ProjNet Report) certifies that the plan may be submitted to Fairfax County for review. The “Acceptable Transmittal Package” must be included with the plan at the Site and Addressing Center (SAC). ESI will contact the Submitting Engineer to pick-up the plan.
 - b. Acceptable With Inserts/Non-Acceptable: If the plan is not acceptable, ESI will contact the Submitting Engineer and identify what changes need to be made to make the plan Acceptable. (ESI shall notify the Submitting Engineer within two (2) business days of review and approval of inserts.)
 - c. Non-Acceptable: Depending on the type and number of deficiencies, the ESI Executive Director conducts 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 disciplinary action against the DPE that signed the major plan cover sheet.
7. Second and subsequent submissions are conducted in a similar fashion as described above, except that the DPE is signing second submissions that the plan is “approvable.” Comment Response Letters are evaluated at MSR to ensure that reviewers have sufficient information to determine if the correction proposed can be approved.
8. A comment and response numerical quality assessment is conducted by the Peer Reviewer and ESI Staff Engineer at second submission. The results of this assessment are provided to private sector principals and County staff as part of the “feedback loop” to assist in improving both the

communication quality of the comments and responses.

9. The ESI Comment Response System (CRS) (ProjNet), a web-based system, is used for communication and corrections during all ESI phases.

I. First Submission: The Submitting Engineer/applicant/applicant’s agent shall submit the major plan to Fairfax’s County’s Site and Addressing Center (SAC) along with the “Acceptable Transmittal Package.” The Acceptable Transmittal Package includes the ESI Acceptable Transmittal, the ESI checklist used for the plan, and the WCR Report showing all comments and responses for the plan. The plan cannot be accepted by Fairfax County without the transmittal. [Return](#)

1. The major plan shall contain all the required number of copies as determined by SAC. At least one (1) plan set shall show an original DPE signature on the cover sheet, along with an original of all professionals who have reviewed or helped in its design. SAC may review the plan submission documents as part of its log-in procedure. If a first submission approval is expected, the following items must be included or addressed:
 - a. Site notices,
 - b. Bond estimates,
 - c. Fire flow calculations,
 - d. The Approved geotechnical report and all Geotechnical requirements incorporated into the plan,
 - e. Reference to the approved floodplain study, if required.
 - f. Waivers or modification approval letters,
 - g. Clerk of the Board approval letters for rezonings and special exceptions
 - h. All items on the ESI checklists.

Missing items at first submission, including those listed above, will automatically require resubmission.

2. The engineer is encouraged to submit a list of specific agencies including outside agencies that the plan should be distributed to for review. This can best be done by filling in the table on the last page of the applicable ESI checklist.
3. When the applicant submits the acceptable plans to SAC with a fee check for the plans to be reviewed for acceptance, SAC will log in initial data, including the date submitted in order to create a fee transmittal. SAC will have two (2) business days to log in, accept and distribute plans. The plan review clock starts when the plan is shown as accepted in PAWS.
4. The County will distribute the plan to all appropriate agencies for review. The standard is to have all the review comments back to the Submitting Engineer within sixty (60) calendar days from the acceptance date.
5. There is a distinction in processing between “inside” and “outside” agencies:
 - a. “Outside agency” review includes the Fire Marshal, Fairfax Water, Virginia Department of Transportation (VDOT), Urban Forestry, Wastewater Planning and Monitoring, Health Department and Streetlights reviews. Not all DPE plans will get submitted to all the agencies – it depends on the particular characteristics of the project.
 - b. “Inside agency” review includes site, addressing (SAC), Stormwater, Geotechnical Review, and possible referral to the Park Authority, Transportation, Office of Community Revitalization and others as needed.

J. Facilitation Meeting: SDID will conduct a mandatory Facilitation Meeting with the Submitting Engineer within the first two (2) weeks of the plan’s submission. 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. [Return](#)

1. Within five (5) calendar days of plan assignment, the reviewer initiates contact with the Submitting Engineer.

2. The reviewer will schedule the facilitation meeting time and date so as to occur within the first two (2) calendar weeks from plan assignment.
3. The Submitting Engineer indicates the “outside agency” representatives (if necessary) to be present at the meeting based on site specific issues or concerns.
4. Fairfax County attendance will include the reviewer, Senior Engineer III, stormwater specialist, zoning representative if there are/were zoning applications and any “outside agency” representatives requested. The Submitting Engineer attendance will include design engineer and project manager as a minimum, possibly developer representative. Attendance by the DPE is optional. ESI should be invited to the Facilitation Meeting, but their attendance is based on availability.
5. Meeting Conduct:
 - a. All attendees are introduced. An attendance roster will be maintained.
 - b. Overview of Plan – The Site Reviewer shall provide a copy of the submitted plan for reference during the meeting and be prepared to lead a discussion of:
 - i. The type of project and the scope of work
 - ii. An overview of drainage, storm sewer outfall and SWM
 - iii. Any areas of concern or potential issues
 - iv. The timeline for development
 - c. Common items to be aware of during Facilitation Meeting:
 - i. Missing Waivers for design related elements
 - ii. Zoning Interpretation necessity
 - iii. Flood Plain/RPA issues initially unforeseen by the Engineer
 - iv. Trail/Sidewalk necessity or waiver
 - v. Missing distributions within PAWS (design prompted a review by an agency not flagged by SAC).
 - vi. Plan adherence to VA Coordinate System
 1. Subdivision Plans (SD): FFX Code 101-2-5(c)(3)
 2. Site and Public Improvement Plans (SP, PI): FFX Code 112-17-106.5
 3. Vertical Datum: PFM 2-0107.1B
 - vii. Adequate outfall
 - viii. Offsite easements or letters of permission
 - ix. Stormwater management issues
 - d. 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
 - i. The reviewer shall ensure that all major elements and major concerns, including items listed under J.5.c above, are touched upon and their projected review timelines are discussed.
 - ii. The Submitting Engineer shall ensure that all components of the plan and any known “problem areas” of the project have been discussed.
 - e. Facilitation Meeting Minutes with action items shall be completed by the reviewer. The meeting minutes will be emailed to the engineer in PDF format within seven (7) calendar days of the meeting.

K. First Submission Results: The first submission 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. It also includes the preparation of the draft responses for the Post Submission Conference. [Return](#)

1. First Submission Approval: See Section R below.
2. Disapproval: Within sixty (60) calendar days of the first submission (as measured from the date accepted, shown in PAWS), the County’s Site Reviewer shall transmit via e-mail, or paper copy via the engineer’s box on the second floor of the Herrity Building, a copy of all inside agency comments and any outside agency comments received. Agency comments are provided in the following way:
 - a. Streetlight, VDOT, Health Department and Park Authority comments are sent to SAC/Records

and forwarded to SDID AND transmitted to the Submitting Engineer concurrently with SDID comments.

- b. Fire Marshal and Fairfax Water comments are sent directly to Submitting Engineer.
 - c. Urban Forestry and Stormwater comments are sent to the Submitting Engineer.
 - d. Addressing comments are sent to the Submitting Engineer.
 - e. Wastewater comments are sent to SDID and then on to the Submitting Engineer.
3. The comments shall be identified by which agency made the comment, which page of the plan the comment refers to and what code or policy requirement is related to the comment made. Recommendations are identified as such.
 4. Upon receipt of the comments, the submitter begins a Comment Response Letter per the ESI format (See L.6) and provides written responses to comments. Once satisfied that the responses can be presented as resolutions to the provided comments, the submitter shall request a Post Submission Conference to obtain resolution approval. The Submitting Engineer shall coordinate with the Site Reviewer prior to the PSC and comments that require clarification.

L. Post Submission Conference (PSC): The purpose of the Post Submission Conference is to reach agreement between reviewers and Submitting Engineers on how first submission comments will be addressed on the second submission plans. Note: “Outside agency” approvals can be in progress while the PSC is scheduled and conducted. [Return](#)

1. The engineer shall contact the County Site Reviewer via e-mail to request a PSC. The PSC is a requirement of the DPE process unless the plan is approved on the first submission. The PSC Request Form is at this link:
https://www.fairfaxcounty.gov/landdevelopment/sites/landdevelopment/files/assets/documents/forms/post_sub_conf.pdf
2. The engineer shall submit the County Post Submission Conference Form request by e-mail and identify three (3) available dates for a meeting at least a week prior to the first proposed date. Requested review agencies should be identified on the PSC form.
3. The goal is to have the County Site Reviewer set up the PSC within ten (10) calendar days of the receipt of the e-mail from the engineer.
4. Attendees: Submitting Engineer, DPE (preferred not mandatory), owner/developer (voluntary), Site Reviewer, Senior Engineer III or Branch Chief, ESI Representative and requested reviewers for issues that need to be resolved. Meeting invitations to ESI shall be directed to Ella Broughton and Jerry Kitchens via e-mail or Outlook Calendar. The ESI Representative shall review comments prior to the meeting.
5. In addition to the PSC request form, the engineer shall e-mail the Site Reviewer the Comment Response Letter (to arrive at least three (3) working days prior to the scheduled PSC) and any supporting documents such as sketches, narratives, etc. The engineer shall outline highlighted comments for discussion to help reduce meeting time for all attendees.
6. The Comment Response Letter (Comment, Initial Response, Resolution, Final Response), also known as the Post Submission Conference Report, is available at this link: <http://www.esinova.org/wp-content/uploads/2018/05/Post-Submission-Conference-Report.pdf> The Submitting Engineer shall provide responses and proposed resolutions to issues raised by the comments.
7. 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.
8. Second Submission Approval Decision: DPE plans should avoid changes to the design after first submission that require a “first look” technical review by County staff. 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 changes are minor, approval may be able to be obtained in fourteen (14) days; otherwise the twenty-eight (28) day expectation should be used. In either regard,

the approved minutes of the PSC shall include the agreed upon timeline. In all instances, a “Pre Second Submission” meeting with the Site Reviewer is mandatory so staff can approve DPE plans by the established deadlines.

9. The Submitting Engineer shall take notes of the meeting and submit them as minutes in writing to the Site Reviewer and all attendees, within five (5) working days of the PSC, filling in the “final response” area of the form. Review agencies have five (5) working days from receipt of the minutes to respond or it is assumed that there is concurrence.

M. Second Submission Outside Approvals: A primary advantage of DPE plan submittal for expedited review is the ability to obtain “outside agency” approvals prior to submission to SAC for final approval. A DPE plan must obtain approval from all outside agencies prior to submitting the plan back through ESI to the County for second submission. All second submission DPE plans must have been processed through DPE first submission to be eligible for independent approvals by “outside agencies.” Each “outside agency” procedure is detailed below:

1. Fairfax County – Office of the Fire Marshal: [Return](#)
 - a. Address: 10700 Page Ave, Fairfax, VA, 20110
 - b. Telephone Number: (703) 246-4806
 - c. Name of Administrative Process Contact: None
 - d. Email of Administrative Contact: None
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - i. Response letter stating what changes have been made on each sheet,
 - ii. Reply to all rejected comments,
 - iii. Red-line all changes
 - f. Expected Number of Calendar Days for Review: Fourteen (14) calendar days
 - g. Procedure for Inserts if Allowed: Call plans review admin (703-246-4806) and ask to see whether inserts can be done
 - h. Special Instructions: DO NOT call reviewer for plan status, call front desk 703-246-4803. If plans are not with front desk then they are still in queue
2. Fairfax Water: [Return](#)
 - a. Address: Lobby In Box, 8570 Executive Park Avenue, Fairfax, VA 22031E
 - b. Telephone Number: 703-289-6385
 - c. Name of Administrative Process Contact: Ross Stilling
 - d. Email of Administrative Contact: RStilling@fairfaxwater.org
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - i. Fire Marshal approval.
 - f. Expected Number of Calendar Days for Review: Fourteen (14) calendar days
 - g. Procedure for Inserts if Allowed: Coordinate with Administrative Contact
 - h. Special Instructions:
 - i. Submit two (2) hardcopies for final approval along with Fire Marshal approved plans.
 - ii. Electronic Submission of Plat for review post approval preferred and required prior to recordation
3. Urban Forestry Management Division (UFMD): [Return](#)
 - a. Address: 5th Floor, Herrity Building, Suite 518, Front Desk, 12055 Government Center Parkway, Fairfax, VA, 22035
 - b. Telephone Number: (703) 324-1770
 - c. Name of Administrative Process Contact: Tiffany Thrasher
 - d. Email of Administrative Contact: Tiffany.Thrasher@fairfaxcounty.gov
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - i. One (1) copy of second submission plan
 - ii. Comment Response Letter addressing all previous UFMD comments

- iii. DPE signature on the cover sheet
 - iv. UF checklist completed and signed:
<http://www.esinova.org/wp-content/uploads/2018/05/UFMD-DPE-2nd-Sub-Plan-Chklist.pdf>
 - f. Expected Number of Calendar Days for Review: Fourteen (14) calendar days
 - g. Procedure for Inserts if Allowed: Inserts to be brought to UFMD front desk (see above) and inserted in UFMD plan copy after review by Urban Forester
 - h. Special Instructions: Submitting Engineer will be notified for pick-up when UFMD signature block on Sheet 1 is signed
4. Streetlights: [Return](#)
- a. Address: Suite 463, 12000 Government Center Parkway, Fairfax, VA, 22035-0056
 - b. Telephone Number: (703) 324-5111
 - c. Name of Administrative Process Contact: Aileen Santiago
 - d. Email of Administrative Contact: Aileen.Santiago@fairfaxcounty.gov
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - i. Transmittal indicating second submission DPE
 - ii. Comment Response Letter
 - iii. Pertinent plan sheets (two (2) sets)
 - iv. Cover sheet (two (2) sets)
 - f. Expected Number of Calendar Days for Review: Fourteen (14) calendar days
 - g. Procedure for Inserts if Allowed:
 - i. A/E to be contacted for deficiencies
 - ii. Pertinent sheets to be resubmitted
 - h. Special Instructions: New clock start on deficiencies; inserts seven (7) days
5. Wastewater Planning & Monitoring Division (WPMD) [Return](#)
- a. Address: Suite 358, 12000 Government Center Parkway, Fairfax, VA, 22035
 - b. Telephone Number: (703) 324-5030
 - c. Name of Administrative Process Contact: Gilbert Osei-Kwadwo
 - d. Email of Administrative Contact: Gilbert.Osei-Kwadwo@fairfaxcounty.gov
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - i. A minimum of two (2) plan sets are required (partial sets containing only pertinent sheets are acceptable)
 - ii. Comment Response Letter
 - iii. DPE signed second submission certificate box on cover sheet or transmittal signed by submitting DPE
 - f. Expected Number of Calendar Days for Review: Fourteen (14) calendar days
 - g. Procedure for Inserts if Allowed:
 - i. If resolution of outstanding issues requires plan sheet inserts, the Submitting Engineer may provide and perform inserts at WPMD office
 - h. Special Instructions: WPMD reviewer may resolve second submission issues (new and unresolved from first submission) via e-mail attachments (.pdf) or by phone to more quickly arrive at plan approval
6. Virginia Department of Transportation: [Return](#)
- a. Address: Suite 1N100, 4975 Alliance Drive, Fairfax, VA, 22030
 - b. Telephone Number: (703) 259-1800
 - c. Name of Administrative Process Contact: Deborah Townley
 - d. Email of Administrative Contact: Deborah.Townley@vdot.virginia.gov
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - i. VDOT checklist: <http://www.esinova.org/wp-content/uploads/2018/07/VDOT-DPE-2nd-submission-checklist.pdf>
 - ii. Plan must be signed by the DPE

- iii. Plan must be submitted within six (6) months
 - iv. Copy of the comments and responses
 - f. Expected Number of Calendar Days for Review: Fourteen (14) calendar days
 - g. Procedure for Inserts if Allowed: As determined by the Reviewer in consultation with the Submitting Engineer on a case by case basis
 - h. Special Instructions:
 - i. No calls for status update should be made until after the fourteen (14) calendar day period
7. Fairfax County Health Department: [Return](#)
- a. Address: Suite 102, 10777 Main Street, Fairfax, VA, 22030
 - b. Telephone Number: (703) 246-2510
 - c. Name of Administrative Process Contact: Allyn Worden
 - d. Email of Administrative Contact: Allyn.Worden@fairfaxcounty.gov
 - e. Mandatory Materials Necessary for Second Submission Approval:
 - f. Expected Number of Calendar Days for Review: ten (10) calendar days for residential; four (4) calendar days for commercial

N. ESI Second Submission Review: The second submission DPE plan is first submitted to ESI's Fairfax office. There are other required documents that also must be submitted with the plans and letters including but not limited to the second submission DPE checklist. ESI needs only one (1) set of plans for its review along with all approved signed cover sheets from outside agencies and the certificate of no change completed and matching the signatures shown. Review fee checks are not submitted to ESI. To achieve quick ESI and County approval at second submission, it is vital that the properly formatted Comment Response Letter, annotated with the minutes of the Post Submission Conference as approved by the Site Reviewer be provided. ESI Acceptable Transmittal will be provided upon satisfactory completion of the review. [Return](#)

O. Pre Second Submission Meeting: A Pre Second Submission Meeting is mandatory at the discretion of the Site Reviewer under the APEB pilot program. The meeting should be scheduled by the Submitting Engineer after the ESI Second Submission Acceptable Transmittal is obtained and prior to official second submission of the plan. The purpose of the meeting is to quickly familiarize the Site Reviewer with the location of changes on the final plan and to gain agreement with County staff that all issues are resolved and that final approval can occur with the next submittal within the agreed upon timeframe. [Return](#)

P. Second Submission To Fairfax County: Second submission of a DPE plan to the County can occur only after approval from all the required "outside agencies" and an ESI Acceptable Transmittal has been obtained. 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). [Return](#)

1. The County second submission requires more than one (1) set of plans as determined by SAC. One (1) set shall be deemed to be the original second submission. This set shall contain all the signed cover sheets from the required outside agencies (All sets should have the certificate of no change completed and matching those signatures provided). This set shall also be signed appropriately by the DPE on the cover sheet, along with one (1) original of each profession who had a hand in preparing the plan.
2. Each plan set shall have a copy of the Comment Response Letter documenting the results of the PSC as approved by the Site Reviewer, stapled to the upper left hand corner of the plan's cover sheet.
3. Often there are other consultants, professionals that have sealed portions of the plan. These might include the geotechnical engineer, a landscape architect or a traffic engineer. All of the consultants of a DPE plan must sign the cover sheet of the original second submission plan. Additionally, the geotechnical engineer must certify the plan is in accordance with the language stipulated in the Public

Facilities Manual.

4. Major revisions from the first submission DPE plan will not qualify for a second submission DPE plan.
5. SAC may review the second submission DPE plan prior to logging the plan into the electronic system. The engineer shall provide the required number of plan copies, forms, appropriate signatures, Comment Response Letter, etc to SAC. SAC will only accept a DPE plan as a second submission if it is logged in within twelve (12) months of the date of the return to Engineer of the DPE plan. No extensions will be considered, as an expedited plan should have such urgency that the plan should be able to be approved within one (1) year from date of first submission disapproval. However, for situations (these should be rare) with “extenuating circumstances,” a letter from the principal of the submitting organization to the Chairman of the Advisory Plans Examiner Board (in care of ESI) requesting an appeal for more time may be sent sixty (60) days prior to the twelve (12) month deadline. Once the plan is logged (within twenty-four (24) hours of submission) into the County’s system the goal is to have the SDID review agencies review the plan within fourteen (14) or twenty-eight (28) calendar days of the submission date. The Site Reviewer shall contact the engineer with any concerns from those agencies.

Q. Inserts: SDID may approve plan corrections directly or via “inserts.” [Return](#)

1. The Site Reviewer shall indicate any final comments to the engineer and identify the agency, the page number and the code/policy appropriate to the comment.
2. The Site Reviewer will notify the submitter if the plan can be corrected by inserts within three (3) business days of submission of the plan.
3. Once the engineer receives notification that inserts are permissible, the inserts must be submitted within seven (7) calendar days. The engineer should contact the Site Reviewer indicating that the inserts are ready for inserting. The Site Reviewer will provide additional instructions for insert submission.
4. The submitter shall redline one (1) set of inserts to indicate what has changed to facilitate the review. Once the inserts are complete the goal is to have the Site Reviewer and review supervisor complete the insert review within three (3) calendar days and recommend the DPE plan for approval.
5. If inserts are not acceptable, the plan may be disapproved and require a third submission. Plans disapproved at this stage are no longer eligible for the DPE process.

R. Recommendation for Final Approval: The Site Reviewer and an appropriate supervisor shall complete the review of the DPE plan and then the plan is “distributed to bonding” and is “recommended for approval.” Final plan approval is dependent on completing pre-approval bonding conditions, paying appropriate fees, recording plats for site plans and final signatures or can be proven that it meets the definition of Virginia Code 15-2-2261. [Return](#)