



## DETAILED INSTRUCTIONS FAIRFAX COUNTY ESI REVIEW (FFXER)



**This applies to ALL ESI submissions, except Signature Set submissions.**

Send an e-mail notification to Jerry Kitchens at [jkitchens@esinova.org](mailto:jkitchens@esinova.org), prior to any plan submission.

1. For first submissions, the applicant or the applicant representative will submit a Plan Submission Package (PSP) consisting of one copy of the plan and documents to be reviewed, a transmittal for the package, all required supporting studies and computations, one copy of the appropriate ESI Fairfax checklist completed by the submitting engineer, the completed Fairfax County (FFX) ESI Review Program Processing Application and a check for the FFXER process made out to "Fairfax County ESI Review"\*. The PSP is to be submitted to The ESI Fairfax Office, Room 553, The Herry Building, Fairfax County Government Center. For electronic submission, contact Jerry Kitchens by e-mail and request a File be opened on Projnet for the upload of the plans and all required MSR review documents. Include the name(s) of the person(s) to be assigned access to the Projnet File (requires a Projnet Password). ESI will notify the applicant when the File is ready for upload. Review will commence when the Check has been received by ESI.
2. Contact an ESI Staff Engineer to complete the log-in of the plan. If one is not available, use the forms located in the Fairfax County Log Book on the conference table. The Log is divided into 1<sup>st</sup> Submissions and Subsequent Submissions. Fill in the information on the next available line. Note: for 1<sup>st</sup> submissions, each line has an ESI Plan Number. This will be the number assigned to the plan. Stamp the Plan Transmittal with the dated Stamp. Be sure to use the correct date and write in the time and the associated ESI FFXER Number from the Log.
3. Put the PSP on the table next to the Log Book.
4. Plans will be officially logged in by ESI and each will be assigned a FFX ESI number for tracking purposes. Plans received after 4:00PM will be officially logged in the next business day.
5. Upon ESI MSR review, an e-mail will be sent to the engineer indicating the status of the plan review with further instructions. All comments will be entered in the Project File on Projnet. A Projnet Password is required to access the comments. Comment responses will be entered on Projnet. Notify the ESI Staff Engineer by e-mail when all comments have a response ("evaluation") entered. ESI will then check the evaluation ("back check") and close all comments deemed acceptable. When all comments have been closed, an Acceptable Transmittal Package will be issued, a copy of which will be attached to an e-mail to the applicant advising the plan is eligible to be submitted to the County. The MSR Review plan package will be deposited into the submitting engineer's Pick Up Box on the 2nd floor next to "Plan Intake". For Applicants without a pick up box, the plans will be placed in the corresponding alphabetical box according to the first letter of the submitting firm's name. There will be no plan or document pick up for electronic submission plans.
6. Once an Acceptable Transmittal Package is issued, the plan (with all required insert sheets) is then eligible to be submitted to Fairfax County for technical review. The Acceptable Transmittal Package must be attached to the PSP.
7. A new ESI submittal\*\* is required prior to all subsequent Fairfax County resubmissions other than Signature Set submissions and must include one (1) plan set, a copy of the engineer's finalized Comment Response / Final Resolution Letter and a completed Resubmission Checklist. Submit directly to the ESI Fairfax office as noted above.

**\*DO NOT submit Fairfax County Plan Review fee checks or other documentation to ESI.**

**\*\*DPE Resubmissions must comply with the Expedited Review Tech Bulletin (dated July 9, 2014; See ESI Home Page for a link) and the DPE Resubmission Plan Checklist.**

For any questions relating to this process, please contact Jerry Kitchens, Senior Staff Engineer at 703-263-2232 or by e-mail at [jkitchens@esinova.org](mailto:jkitchens@esinova.org).