



**Fairfax County ESI Review  
(FFXER) Program  
Processing Application**

4455 Brookfield Corporate Drive, Suite 107, Chantilly, VA 20151  
www.esinova.org



**Instructions:** Fairfax County has contracted with the Engineers & Surveyors Institute to provide a Minimum Submission Review (MSR) and Team Peer Review (TPR) for Preliminary Plat Plans, Subdivision Plans, Site Plans, Pavement Design Revision Plans, Resubmission Plans, and Public Improvement Plans. The information requested below is used only to track the plan and insure that the Applicant's deposit is properly applied to this project.

**Please fill out all information requested below!** A copy of this form with the project number will be returned to you within 24 hours.

Receipt of the deposit will start the Fairfax County ESI Review process. **No review can commence until the deposit is received!** Once the plan is approved or withdrawn, the unused portion of the deposit will be returned to the contact organization listed below with an accounting of all expenditures.

**Please Print Clearly! Incomplete form will be returned. Form must be signed and dated at bottom.**

**Project Name:** \_\_\_\_\_

**Contact Engineer Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Contact Office Phone:** \_\_\_\_\_ **Contact FAX:** \_\_\_\_\_ **Contact Cell:** \_\_\_\_\_

**Contact Organization Principal, E-mail and Address:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Plan Submission Type:**       Electronic       Paper Copy

**Please indicate application type by checking the box:**

<input type="checkbox"/> Preliminary Plat Plan	\$2500	<input type="checkbox"/> Subdivision Plan	\$2500	<input type="checkbox"/> Site Plan	\$2500
<input type="checkbox"/> Pavement Design Revision	\$400	<input type="checkbox"/> Public Improvement Plan	\$2500		

**Payment Method:**       Check (payable to Fairfax County ESI Review)

**Applicant's Check Information**

**Bank Name:** \_\_\_\_\_ **Routing #:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Agreement:** The purpose of the Fairfax County ESI review program is to improve the quality of the plans being submitted, shorten the review times for applicants and County staff, reduce the amount of review required and achieve a more predictable process of plan approval. The Applicant or Applicant Representative indicated above, by signature below, (1) permits ESI to deduct approved charges for conducting the reviews under this program, (2) agrees to provide additional deposits if so required, and (3) understands that the unused portion of the deposit will be returned only upon approval or official withdrawal of the plan from the County process. If a plan is withdrawn, the Applicant must notify ESI in writing to CLOSE the plan account. The deposit is subject to a processing fee of \$75. Other fees may be applicable for services such as Web-based Comment and Response (WCR), courier or overnight delivery, additional reports, credit card usage, etc, as may be requested.

\_\_\_\_\_  
Signature of Applicant or Applicant's Representative      Date

**ESI USE ONLY:** Date Submitted: \_\_\_\_\_ Project #: \_\_\_\_\_       WCR     DPE