DETAILED INSTRUCTIONS
LOUDOUN COUNTY ESI REVIEW (LCER)

The following applies to Loudoun County ESI submissions:

1. Send an e-mail notification to Gary Newlen at gnewlen@esinova.org prior to all submissions to ESI.

2. For first submissions, the applicant or the applicant representative will submit one copy of the plan documents to be reviewed, the completed Loudoun County (LC) ESI Review Program Processing Application, a completed ESI checklist (preferably with sheet nos. provided for all applicable items) and a check for the LCER process made out to "Loudoun County ESI Review". DO NOT submit Loudoun County review fee checks (as opposed to ESI deposit checks) or other County documentation (such as LDA or bond estimates) to ESI. The plan submission package is to be submitted to the Engineers & Surveyors Institute office at 7 Loudoun Street, S.E., Suite 3, Leesburg, Virginia 20175, between 10:00 AM and 4:30 PM Monday through Friday. **If the front door is locked, go to the back door at the top of the steps.** The Log In Station is located in the first floor building hallway immediately next to Suite 3.

3. Complete the LOG IN form at the above location.

4. Slip the check with the LCER Review Program Processing Application under the ESI door (Suite 3). **DO NOT LEAVE THE CHECK IN THE PLAN PACKAGE.**

5. Put the plan set in the correct box slot. (If the box is full, please place the plan package next to the box.)

6. Plans will be officially logged in by ESI and each will be assigned a LC LMIS number for tracking purposes. A copy of the processing application with assigned number will be returned when the review is complete. Plans received after 4:30 PM will be officially logged in the next business day.

7. Upon ESI review, comments will be posted online to ProjNet and the engineer will be contacted with instructions to respond. Upon addressing all comments adequately, ESI will issue an "Acceptable" transmittal and a ProjNet Decision form to the engineer which must be included with the submission package to the County. The plan will be discarded unless the engineer requests to pick it up.

8. Once an "Acceptable" transmittal is issued, the plan is then eligible to be submitted to Loudoun County for technical review.

9. For interim submissions to the County for projects processed within ProjNet, interim ESI submissions are generally not required prior to resubmitting to the County. An ESI submittal, however, may be requested by the County for Signature Set submissions or as otherwise requested by the County and must include one (1) plan set only. Submit such submissions directly to the ESI office as noted in No. 1 above.

10. Geotechnical reports associated with SBPL, STPL and CPAP submissions reviewed by ESI are required to be submitted to ESI prior to submitting to the County. Upon review, comments will be posted on ProjNet and the engineer will be contacted with instructions to respond. Upon addressing all comments adequately, ESI will issue an "Acceptable" transmittal to the engineer which must be included with the initial submittal of the Geotechnical Report to the County.

2/22/12

For specific questions relating to this process, please contact Gary Newlen, ESI Leesburg Office Manager at 703-771-8488 or by e-mail at gnewlen@esinova.org.