



**ENGINEERS & SURVEYORS INSTITUTE
Peer Review Checklist
FAIRFAX COUNTY**



**RESUBMISSION PLAN
(DPE, Non-DPE, Paper and ePlan)**

Plan Name: _____ Plan #: _____ District: _____
 Submitting Firm: _____ Project Coordinator: _____
 Designated Plans Examiner #: _____ Name: _____ Phone #: _____
 Review Date: _____ ESI Reviewer: _____ Reviewer's firm: _____

Plan is non-acceptable if any * box is checked w/o explanation on plan or alternate solution noted.

| LINE | CODE SECTION | REQUIREMENT | SHEET | OK | NO | N/A | FFX |
|------|---|--|-------|----|----|-----|-----|
| 1 | LDS Policy www.fairfaxcounty.gov/plan2build/eplans | Comment responses: -Paper submissions: Comment Response letter attached to plan -ePlans: Changemark responses and resolutions filled in the changemark report in ProjectDox -Both paper and ePlan submissions: Comment response clearly indicates how each comment has been addressed | | | * | | |
| 2 | 112-17-106.1 | At least one set of plans has an original signature and date on seal from each professional on the cover sheet or digital equivalent for ePlans | | | * | | |
| 3 | LDS Notice 2/24/2016 LDS Policy | Plan Approval Information completed (identification numbers, approval dates and sheet numbers) | | | * | | |
| 4 | 112-17-106.26 LDS Tech Bulletin 02-16 | If concurrent processing was approved for first submission, approved stamped, valid Rezoning Plan (RZ), Special Permit (SP), Special Exception (SE) or Variance (VAR), Clerks letter, Resolution and proffers/development conditions have been included, all at original scale | | | * | | |
| 5 | LDS Tech Bulletins 02-16 and 17-02 | Proffer/development condition compliance narrative is submitted electronically (Effective 6/27/2017) | | | * | | |
| 6 | 112-17-106.26 LDS Tech Bulletin 02-16 | All interpretations with exhibits are included in the plan at original scale | | | * | | |
| 7 | LDS Technical Bulletin 02-16 | Flood Plain Study (FP), Drainage Study (DS), Water Quality Impact Assessment (WQIA), Resource Protection Area Delineation Plan (RPA), and Environmental Site Assessment (ESA) are approved | | | * | | |
| 8 | LDS Technical Bulletin 02-16 | Waiver/modification approval letters have been included in the plan and listed in the Plan Approval Information table on the cover sheet | | | * | | |
| 9 | LDS Policy | Waiver/modification approval conditions have been addressed on the plan and waiver/modification narrative is provided | | | * | | |
| 10 | LDS Notice 2/24/2016 | "Certificate of no change" has been filled in for all outside agencies for paper submissions | | | * | | |
| 11 | LDS Policy | Soil report approval letter is included | | | * | | |
| 12 | LDS Policy | Soil report approval conditions addressed in geotechnical requirements and in conditions narrative | | | * | | |
| 13 | PFM 4-0401.1 | The recommendations of the geotechnical soil report have been incorporated in the plan as requirements. Language changed to be enforceable. | | | * | | |
| 14 | PFM 4-0401.2 | Geotechnical engineer's statement: reviewed plan and plan conforms with his recommendations in the report | | | * | | |
| 15 | PFM 2-0202.3 | A record plat check sheet has been included if land is being subdivided. The check sheet shall be printed in original size on 24"x36" sheet. | | | * | | |
| 16 | LDS Technical Bulletin 02-16 | Letters of permission included if offsite disturbance is proposed outside of right of way or easements | | | * | | |

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|--|--|--|-------|----|----|-----|-----|
| | PFM 2-0202.7 | | | | | | |
| Designated Plans Examiner (DPE) Plans | | | | | | | |
| 17 | ESI Fairfax Expedited Review Tech Bulletin P.5 | <i>DPE plan</i> 2 nd submission is within 12 months of the date of 1 st submission return or not eligible for expedited plan review | | | * | | |
| 18 | ESI Fairfax Expedited Review Tech Bulletin G.4 | DPE certificate signed and post submission conference date filled in | | | | | |
| 19 | ESI Fairfax Expedited Review Tech Bulletin L.9 | For <i>DPE plans</i> , proof of County approval of post submission conference meeting minutes is provided (e-mail, printout or signature) | | | * | | |
| 20 | ESI Fairfax Expedited Review Tech Bulletin L.6 | Both <i>paper and ePlan</i> submissions of DPE plans: Post Submission Conference format (response, resolution, final resolution) is used to address all comments. "Response" clearly indicates how each comment has been addressed and the "Resolution" clearly indicates how and when the resolution was reached/agreed upon with the applicable review agency on each issue. | | | * | | |