



RESUBMISSION PLAN CHECKLIST

Engineers & Surveyors Institute
 4795 Meadow Wood Lane, Suite 115 East, Chantilly, VA 20151
 Phone: 703-263-2232
<http://www.esinova.org>



Plan Name: _____ Record Number: _____
 District: _____ Review Date: _____
 Submitting Firm: _____ Contact Name: _____ Phone Number: _____
 DPE Number: _____ DPE Name: _____
 ESI Peer Reviewer Name: _____ Peer Reviewer's Firm: _____

Plan is non-acceptable if any * box is checked without explanation on plan or alternate solution noted.

LINE	CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	FFX
1	Technical Bulletin 23-06, LDS Policy	Each Issue (comment) has been responded in PLUS. Responses clearly indicate how each issue was addressed and include a clear description of any resolution agreed upon with review agencies.			*		
2	LDS Policy 112.1-8101.4.B(1), B(2)	The cover sheet has a verifiable digital signature on the seal from each professional.			*		
3	LDS Notice 2/24/2016 LDS Policy	Plan Approval Information completed (identification numbers, approval dates and sheet numbers)			*		
4	LDS Policy	Facility types listed in the SWM Facilities table are updated if different from previous submissions					
5	112.1-8101.4.B(28) LDS Tech Bulletin 02-16	Clerk to BOS/BZA approval letter (with proffers/development conditions) to applicant included for RZ, SE or SP			*		
6	LDS Tech Bulletins 23-06 and 17-02	Proffer/Development Condition Compliance narrative is updated electronically in the form of Proffer Matrix. The Proffer Matrix shall be emailed to LDSPROFFERS@FAIRFAXCOUNTY.GOV			*		
7	LDS Tech Bulletins 23-06 & 17-02	Responses to compliance methods in the Proffer/development conditions matrix are site specific, and clearly describe how and when each condition is met. Each portion of each proffer and/or development condition is separately addressed. Triggers and associated plan and sheet numbers are provided in the appropriate columns. (For more detailed directions see Note 1)					
8	112.1-8101.4.B(28) LDS Tech Bulletin 23-06	Approved interpretations with exhibits (all at original scales) are included in the plan.			*		
9	LDS Technical Bulletin 23-06	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.			*		
10	LDS Technical Bulletin 23-06	Waiver/modification approval letters have been included in the plan and listed in the Plan Approval Information table on the cover sheet			*		
11	LDS Policy	Waiver/modification approval conditions have been addressed on the plan and waiver/modification approval conditions compliance narrative is provided			*		
12	LDS Policy	"Certificate of no change" has been filled in for all outside agencies			*		
13	LDS Technical Bulletin 23-06	Soil report approval letter is included			*		
14	LDS Policy	Soil report approval conditions addressed in geotechnical requirements and in a soil report approval conditions narrative			*		
15	PFM 4-0401.1	The recommendations of the geotechnical report have been incorporated into the plan as requirements to be performed during construction. Language changed to be enforceable.			*		

LINE	CODE SECTION	REQUIREMENT	SHEET	OK	NO	N/A	FFX
16	PFM 4-0401.2	Statement is provided by the soils engineer that states their opinion as to whether the plans have been prepared in accordance with their recommendations and note deviations from those recommendations.			*		
17	PFM 2-0202.3	A record plat check sheet has been included if land is being subdivided.			*		
18	LDS Technical Bulletin 23-06 PFM 2-0202.7	Letters of Permission included, or temporary construction easement proposed for offsite disturbance outside of right of way or easements					
Plan Under Concurrent Processing in First Submission							
19	LDS Tech Bulletin 23-06	Documentation of approval included in the plan.			*		
20	LDS Policy 112.1-8101.4.B(13) 112.1-8101.4.B(28)	Zoning Requirements Tabulation filled in correctly and the tabulation shows what was approved (provided) with the zoning application or any interpretation as requirement. Appropriate zoning documents referenced.			*		
21	LDS Policy	Minimum yard lines shown and labeled on site layout as approved by zoning application					
22	Zoning Plan LDS Policy	Layout, including clearing limits, is in general conformance with the Zoning Plan, otherwise an interpretation or coordination with Zoning Evaluation Division is required. Proposed limits and retaining wall heights do not exceed from what is shown on the approved Zoning Plan. Dimensions for setbacks are shown at the same location as Zoning Plan and are equal or exceed the Zoning Plan setback requirements.			*		
Designated Plans Examiner (DPE) Plans							
23	ESI Fairfax Expedited Review Tech Bulletin P.5	DPE plan 2 nd submission is within 12 months of the date of 1 st submission return or approved extension provided. Otherwise, the plan will not be eligible for expedited plan review			*		
24	ESI Fairfax Expedited Review Tech Bulletin G.4	DPE certificate signed and post submission conference date filled in					
25	ESI Fairfax Expedited Review Tech Bulletin L.9	Proof of County approval of post submission conference meeting minutes is documented (e-mail) on plan set. Post Submission Conference meeting minutes should reference the meeting attendees and note the agreed upon 2 nd submission review timeline.			*		
26	ESI Fairfax Expedited Review Tech Bulletin L.6	For the issues (comments) that were discussed at the Post Submission Conference, issue responses in PLUS include original <u>response</u> , <u>resolution</u> and <u>final resolution</u> . Resolutions clearly indicate how and when the resolution was reached/agreed upon with the applicable review agency.			*		
27	LDS Policy	All necessary forms and checklists are included with the second submission plan.					
28	VDOT Policy	If pavement Marking and Signage Plans are required by VDOT, they should be submitted to VDOT permit section for review. Explain if the answer is "No" or "N/A": _____					
29	VDOT Policy	If management of Traffic Plans are required by VDOT, they should be submitted to VDOT permit section for review. Explain if the answer is "No" or "N/A": _____					

NOTES:

1. Applicant's Response shown in "Compliance Method" Column in Proffer/Development Condition Compliance Matrix should:

- Describe how each proffer/development condition is addressed. All responses shall be specific to the project and demonstrate how each proffer/development condition is met (partially or completely).
- Do not fill in "Acknowledged". All acknowledgements happened at the time of proffer/development condition negotiations when the Applicant agreed with all proffers.

- Do not repeat the proffer in Compliance Method column. Instead, describe how the plan has addressed the requirements of the proffer/development condition partially or entirely. Please use specific plan references (i.e. MSP, SP, PI, etc.), as multiple plans may be used to achieve compliance.
- Provide separate compliance method for each subsection of each proffer/development condition.
- Do not use any “may” or “shall” in your compliance description. At this stage, all requirements should be either met, or non-applicable.
- Associated site plan # and sheet number should be listed in the correct column.