



Loudoun County ESI Review Program
Minimum Submission Review
Fee Processing Application
 7 Loudoun Street SE, Suite 3, Leesburg, VA 20185
 www.esinova.org



Loudoun County has contracted with the Engineers & Surveyors Institute to provide a Minimum Submission Review (MSR) for Site Plans, Construction Plans and Profiles and Preliminary Plats. The purpose of the Loudoun 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 information requested below is used only to track the plan and ensure that the Applicant's fee is properly applied to this project. Once the plan and fee are received, the ESI review process will commence.

Instructions: Please provide requested information below. Once completed, please print the filled application, sign and date the Agreement portion, then submit the application and fee payment with your plan submission to the ESI Leesburg office. This application will auto-calculate the fee for the project (see "Total Due" field below). If paying by check, please make the check payable to "ESI Peer Review" and submit it with the application. If paying by ACH, please send payment to the ESI account listed under "ACH Information."

Project Name: _____	
Contact Engineer: _____	Engineer's Firm: _____
Engineer's E-mail: _____	Phone Number: _____
Submission Type: _____	
Plan Type: _____	# of sheets: _____
	Base Fee: _____
	Sheet Fee: _____
	Total Due: _____
Payment Method: _____ <i>(Please make checks payable to "ESI Peer Review")</i>	
Bank Name: _____	Account Name: _____ Check #: _____
ACH Information: ESI Bank Routing #: 056004445 ESI Account #: 88063646	

Agreement: By signing and submitting this application, the undersigned Applicant (as duly authorized agent of the submitting firm and, where applicable, owner's agent) allows ESI employees and/or ESI's contracted Peer Reviewers (cumulatively referred to as the Peer Review team) document access and ability to review the above project document(s), discuss said documents with County staff if needed, and gives authority to document or provide comments/notes regarding the plan or documents on forms or systems used by ESI for this purpose. In consideration of this authority granted, ESI will endeavor to assure that the Applicant's plans are not distributed beyond the Peer Review team to the extent practicable. Peer Review team information or opinions regarding the plan or discussions about the plan will become the propriety of ESI, to be shared solely with the Applicant and/or his authorized agent (which by necessity includes assigned County staff), unless granted further authorization by the Applicant.

Project funds provided by the Applicant to ESI for administrative and review services become the sole property of ESI as compensation for and payment of contracted Peer Reviewers. ESI invests valuable resources to become thoroughly familiar with the project and then ensure a timely, expedient and accurate review. Consequently, ESI will not consider a request for a prorated refund if the Applicant withdraws the project any time after first submission comments have been provided. A request for refund due to withdrawal of a project prior ESI's first submission review may be considered at the discretion of the Director of ESI.

 Applicant's Signature _____
Date

ESI Use Only	Project #:	Date Submitted:	DPE: Yes / No
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