



Loudoun County ESI Review Program
Minimum Submission Review
Fee Processing Application
 4795 Meadow Wood Lane, Suite 115 East, Chantilly, VA 20151
 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. The Applicant's fee covers two (2) reviews of the submitted project. All subsequent submissions are subject to a \$1000.00 fee per submission.

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 Chantilly office. This application will auto-calculate the initial fee for the project, which will cover two (2) reviews (see "Total Due" field below). Third submissions or higher are \$1000.00 per submission. 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:	<input type="text"/>		
Contact Engineer:	<input type="text"/>	Engineer's Firm:	<input type="text"/>
Engineer's E-mail:	<input type="text"/>	Phone Number:	<input type="text"/>
Submission Type:	<input type="text"/>		
Plan Type:	<input type="text"/>	# of sheets:	<input type="text"/>
		Base Fee:	<input type="text"/>
		Sheet Fee:	<input type="text"/>
		Total Due:	<input type="text"/>
Payment Method:	<input type="text"/>	<i>(Please make checks payable to "ESI Peer Review")</i>	
Bank Name:	<input type="text"/>	Account Name:	<input type="text"/>
		Check #:	<input type="text"/>
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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