



RESUBMISSION CHECKLIST

Engineers & Surveyors Institute
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Plan Name: _____ Plan 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	LDS ePlans Policy	Changemark (comment) responses filled in the changemark report in ProjectDox. Responses clearly indicate how each comment was addressed and include a clear description of any resolution agreed upon with review agencies.			*		
2	LDS Policy 112-17-106.1	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	112-17-106.26 LDS Tech Bulletin 02-16	If concurrent processing was approved for the 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			*		
6	LDS Tech Bulletins 02-16 and 17-02	Proffer/Development Condition Compliance Matrix is submitted electronically			*		
7	LDS Tech Bulletins 02-16 & 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	112-17-106.26 LDS Tech Bulletin 02-16	All approved interpretations with exhibits (all at original scales) are included in the plan.			*		
9	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.			*		
10	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			*		
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 02-16	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. The check sheet shall be printed in original size on a 24"x36" plan sheet. (This does not change the standard size of the final record plat.)			*		
18	LDS Technical Bulletin 02-16 PFM 2-0202.7	Letters of Permission included, or temporary construction easement proposed for offsite disturbance outside of right of way or easements			*		
Designated Plans Examiner (DPE) Plans							
19	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 not eligible for expedited plan review			*		
20	ESI Fairfax Expedited Review Tech Bulletin G.4	DPE certificate signed and post submission conference date filled in					
21	ESI Fairfax Expedited Review Tech Bulletin L.9	Proof of County approval of post submission conference meeting minutes is provided (e-mail)			*		
22	ESI Fairfax Expedited Review Tech Bulletin L.6	Changemark (comment) responses include response, resolution (as agreed upon in the Post Submission Conference) and final resolution for all comments. Resolutions clearly indicate how and when the resolution was reached/agreed upon with the applicable review agency.			*		

Notes:

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.
- 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 next column and not under this column