

**Due to the current pandemic, ESI has changed some of the procedures for plan submission.**

**Current Procedures for Plan Submissions for ESI Minimum Submission Review (as of January 1, 2021):**

1. Plans should be submitted electronically, either through OneDrive (Alexandria, Loudoun & Leesburg) or ProjDox (Fairfax only).
  - a. Contact the corresponding ESI Senior Staff Engineer or ESI Staff via e-mail to notify them of a plan submission, or if you have questions on submitting plans electronically:
    - i. City of Alexandria: Jerry Kitchens ([jkitchens@esinova.org](mailto:jkitchens@esinova.org))
    - ii. Fairfax County: Sohaila Shekib ([sshekib@esinova.org](mailto:sshekib@esinova.org))
    - iii. Loudoun County & Town of Leesburg: Gary Newlen ([gnewlen@esinova.org](mailto:gnewlen@esinova.org))
    - iv. General inquiries: Brittany Kitchens ([bkitchens@esinova.org](mailto:bkitchens@esinova.org))
  - b. Loudoun and Leesburg plans can still be submitted as paper copies; however, we highly encourage submitting electronically, for both your safety and the safety of ESI staff. If you must submit a paper plan, e-mail Gary Newlen ([gnewlen@esinova.org](mailto:gnewlen@esinova.org)) after the plan has been dropped off at the ESI Chantilly office (4795 Meadow Wood Lane, Suite 115 East, Chantilly, VA 20151) to notify him there is a plan for pick-up. Please attach the ESI application (and check, if applicable) to the MSR checklist if you are not mailing it to the Chantilly office (see below for instructions on mailing payment).
2. If you are submitting your plan electronically, please deliver the application (and check, if applicable) to the ESI Chantilly office (4795 Meadow Wood Lane, Suite 115 East, Chantilly, VA 20151), either via mail or courier. Please note that acceptable transmittals for projects will not be issued until payment has been received by the ESI Chantilly office.
  - a. We understand that mail delivery is currently somewhat delayed. We suggest making a payment via ACH to avoid delay in plan review. We unfortunately do not accept credit cards for payment at this time.
  - b. If you wish to pay via check through the mail, please e-mail a scanned copy of the application and check to Ella Broughton ([ebroughton@esinova.org](mailto:ebroughton@esinova.org)) and Brittany Kitchens ([bkitchens@esinova.org](mailto:bkitchens@esinova.org)) before mailing. This will allow ESI Staff Engineers to commence review of the plan, send comments and review backchecks while waiting for the application and check to arrive. Once the payment is received in the Chantilly office, we will immediately notify the Staff Engineers that the acceptable transmittal can be released to you.
3. If you have any questions about these plan submission procedures, please call our main office (703-263-2232) or e-mail Jeff Blackford ([jblackford@esinova.org](mailto:jblackford@esinova.org)) or Brittany Kitchens ([bkitchens@esinova.org](mailto:bkitchens@esinova.org)).

Because news on the virus and operating status of institutions in Northern Virginia is ever-evolving, ESI may find a need in the future to change these procedures – should any changes be made, we will send a notification out to our membership in addition to updating our website. Please keep an eye on your inbox or our website for any updates on operations from ESI.