



ENGINEERS & SURVEYORS INSTITUTE
“A public-private partnership”
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LETTER TO INDUSTRY

FAUQUIER COUNTY ESI REVIEW PROGRAM JUNE 2008

Regrettably, Fauquier County Water and Sanitation Authority, for economic reasons, cannot renew its contract with ESI for FY 2009. However, the program changes described below will occur to better serve the land development community. Effective July 1, please contact FCWSA for instructions on submitting plans directly to them.

For all plans submitted by 11:00 am July 3, 2008 (Friday 11:00 am on weeks without holidays), Fauquier County ESI Review (FCER) will be performed at the main ESI Office in Chantilly. The intent of this change is to provide some flexibility for plan submission and review in light of higher fuel costs and changes in staffing. There will be two options for submitting plans for Fauquier County ESI Review (FCER) as noted below. Upon receipt at the ESI Chantilly Office, all plans will be reviewed within 2 business days and a response submittal provided for the disposition of the plan.

Under the contract with Fauquier County for the ESI program, ESI provides a Staff Engineer to conduct a Minimum Submission Review on 1st submissions, using established checklists for each plan type, to ensure that the plan documents are complete and reviewable by County staff. If the plan is found unacceptable, it will be returned to the applicant by transmittal for correction. For the 2nd and subsequent submissions leading to plan approval, the ESI Staff Engineer will conduct a Minimum Submission Review that is designed to ensure that all comments have been addressed.

The Fauquier County ESI Review (FCER) process will be conducted as follows:

1. To initiate the review, the applicant or the applicant representative, will submit a Plan Submission Package (PSP) consisting of: one copy of the plan and documents to be reviewed, a transmittal letter clearly stating that the plan is for ESI Minimum Submission Review (MSR), all required supporting studies and computations, one copy of the appropriate ESI checklist, completed by the submitting engineer, a completed Fauquier County ESI Review Program Processing Application (the appropriate checklists and forms are located at the ESI web page: www.esinova.org and the Knowledge Center Library) and a check for the FCER process. The FCER fee check is to be made out to “Fauquier County ESI Review” for \$1000.00(major construction plans and major site plans; covers Fauquier County review of the plan); or \$500.00(preliminary plats and final plats). This deposit must be submitted before any of the FCER can

start. If review costs exceed the initial deposit, a request for an additional deposit will be made. It is believed that this will be a rare occurrence.

The check, for the amount required above, will be deposited into an escrow account managed by an independent accounting firm. The funds will be accounted for on a project-by-project basis. The accountant will pay ESI for those review services (invoices approved by the County) consumed by the Engineers and Surveyors Institute to cover the Minimum Submission Review for all submissions. Once the plan has been approved or withdrawn, all remaining funds from the deposit will be returned to the applicant with a complete accounting. Applicants will only be charged for the amount of time ESI reviews the plan over all of its submissions. A \$75 processing fee will be withdrawn to cover the accounting/banking costs. Other fees for credit card usage, delivery, out of sequence accounting reports and other services if requested, may apply.

2. Two options for The Fauquier County ESI MSR Review:

- A. **FAST TRACK:** The Plan Submission Package may be delivered at the applicant's expense directly to the Engineers and Surveyors Institute, 4455 Brookfield Corporate Drive, Suite 107, Chantilly, Virginia 20151. An ESI staff member will be available from 8 am to 4:30 pm to receive the materials and provide a signature and/or receipt.
- B. **NORMAL TRACK:** The Plan Submission Package may be delivered to the Fauquier County Community Development Office at 29 Ashby Street, Suite 310 by Friday 11 AM. All PSPs received by 11 AM will be sent to ESI to arrive Friday afternoon. Reviews will begin upon receipt of the PSPs.

Upon receipt of a FCER application and deposit check, ESI will conduct the MSR review and return the results to the applicant within two business days upon receipt. An ESI project number will be assigned for tracking purposes only, using the minimal information provided on the application form. A copy of the form with the assigned ESI project number will be returned to the designated contact after completion of the minimum submission review. Applicants requiring a return of the Plan Submission Package with the completed ESI MSR Transmittal must provide for courier pick up or a FEDEX or UPS account number or completed shipping label, to cover shipping costs. Once the plan is found acceptable, an Acceptable Transmittal will be issued that is to be attached to the corrected Plan Submission Package for submission to the Fauquier County Community Development Office at 29 Ashby Street, Suite 310 for technical review.

A schedule for when ESI staff will be available in the Fauquier County ESI office will be published on the ESI Fauquier County Jurisdictional web page and the ESI web site.

For technical questions concerning the MSR review or handling of the PSP, contact Jerry Kitchens, Senior Staff Engineer, at 703-263-2232 or jkitchens@esinova.org.

Accounting or billing questions should be referred to Ella Broughton, Registrar and Administrative at 703-263-2232 or ebroughton@esinova.org.

For specific questions relating to this process or difficulties during the change, please call Dr. T. C. Ryan, Executive Director of ESI at (703) 263-2232 or email him at tryan@esinova.org.