



Land Development Services

Technical Bulletin

Subject: Designated Plans Examiner (DPE) Second Submission Procedure in PLUS

Date: 11/08/23

No.: 23-05

Summary: This Land Development Services (LDS) technical bulletin (TB) documents and clarifies the procedure for the second submission of Designated Plans Examiner (DPE) plans in the [Planning and Land Use System](#) (PLUS). This supersedes Technical Bulletin 22-02.

Effective Date: Immediately

Background: Fairfax County offers expedited plan review as described in Chapter 117 of the County Code in partnership with the Engineers and Surveyors Institute (ESI). More information about the program can be found at <https://esinova.org/jurisdictions/fairfax-county/>. The ESI Technical Bulletin, “Fairfax County’s Expedited Site and Subdivision Plan Review Process” dated September 9, 2018, defines the steps associated with the submission and approval of DPE plans in Fairfax County. The subsequent ESI Technical Bulletin “Interim Procedure for Fairfax County DPE ePlans Submission of Site Plans, Site Plan Revisions, Minor Site Plans and Minor Site Plan Revisions” clarified how to complete some of the DPE process steps while working with Fairfax County ePlans. Technical Bulletin 22-02 was published to clarify the process and to reduce any process inconsistencies in the since retired ProjectDox platform.

This new TB supersedes TB 22-02 and provides guidance on how to complete the ESI DPE process using PLUS. Below is a summary of the steps for DPE second submissions followed by a more detailed version of the steps.

Summary: DPE Second Submittal Procedures:

DPE 2nd Submittals follow the below steps. A process chart is included as Attachment 1 to this bulletin.

1. 1st submission plan disapproval.
2. Applicant responds in PLUS to all open Issues noted in the Plan Room.
3. The applicant schedules a Post-Submission Conference (PSC) meeting. This meeting may occur in parallel with Outside Agency Coordination.
4. Applicant re-submits the plan in PLUS for Outside Agency Coordination.
5. Outside Agency Coordination review including coordination with outside agencies, possible upload of mid-cycle amendment sheets, and review. This step ends with outside agencies’ approval.
6. Applicant submittal of the 2nd submission plan in PLUS.

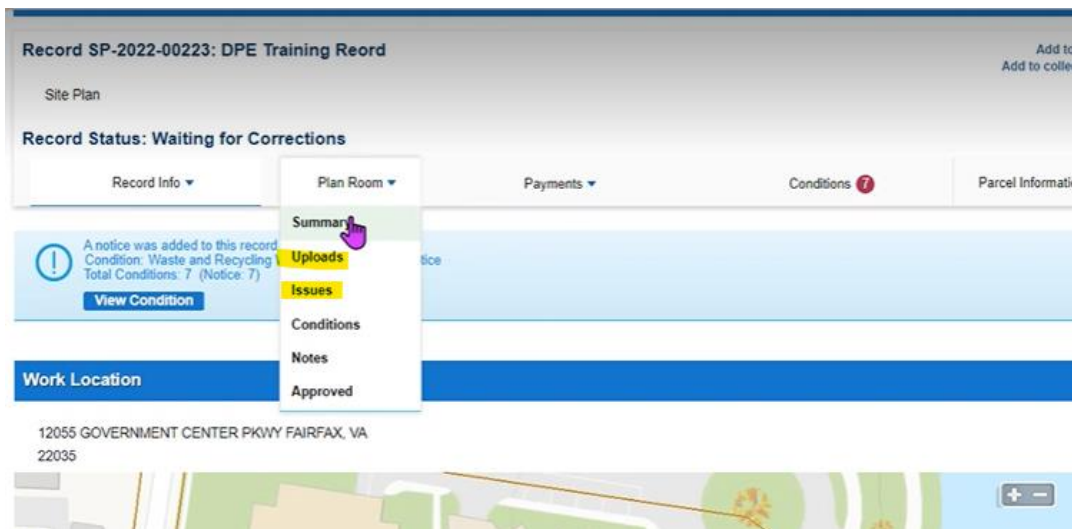
Detailed Steps for DPE Second Submittal Procedures:

1. 1st submission plan disapproval
 - 1.1. All reviews from LDS and outside agencies are completed and recorded in PLUS.
 - 1.2. Outside agencies are the Fire Marshal, Fairfax Water, VDOT, Wastewater Planning, Health Department, and Streetlights.
 - 1.3. Inside agencies include LDS and other agencies providing comments to LDS, such as the Fairfax County Park Authority, Department of Planning and Development, and Northern Virginia Soil and Water Conservation District. Fairfax County Department of Transportation (FCDOT) comments are made directly in PLUS as Issues if changes are required for approval. Other Inside Agency comments may be transmitted through LDS staff.
 - 1.4. If disapproved, the Applicant will receive a notification that the plan has been disapproved and the record status is “waiting for corrections”.

2. Applicant enters initial responses to open Issues in PLUS. An applicant may begin entering responses any time after first submission disapproval and complete all responses before requesting PSC or staff initiating new review package in PLUS, whichever comes first.

PSC and Outside Agency Coordination may occur in parallel. Proceed to Step 5 for information about Outside Agency Coordination.

- 2.1. Applicants should open the related plan in PLUS, click the “Plan Room” tab and pick “Issues” from the dropdown menu.



- 2.2. Provide responses to all open Issues. The applicant (hereinafter “engineer”) provides related responses to “Issues” from Site, Forest Conservation, Stormwater, FCDOT, and Geotechnical reviewers in PLUS. This action serves as the comment response letter (CRL). Engineers must:

- 2.2.1. Provide a detailed response to each review Issue (including outside agency comments), describing how each Issue will be addressed.
 - 2.2.2. Identify Issues and their related responses, which require discussion at the Post-Submission Conference (PSC). Replying “To be discussed,” without any further explanation, is not a complete response. Provide detailed responses on how Issues are intended to be addressed. If the Issues require clarification, state that with detailed questions in the applicant response.
- 2.3. Once all responses are complete, the engineer requests a PSC by submitting a [Meeting Request for Site-Related Plans](#). The same form can be found on our [Meet with Staff](#) page. Requesting a PSC via email is not acceptable for DPE plans.

In the “Meeting Request” form, under “Description of Project,” provide identifying information. The meeting request form allows for attachments, like exhibits, sketches, or narratives. The first desired meeting date must be at least three business days after request submittal to provide time for the staff to prepare for and arrange the meeting.

- 2.4. The county site reviewer schedules the PSC within ten calendar days after receiving the request from the engineer.

3. PSC Meeting

- 3.1. Hold the PSC meeting following [ESI procedures](#), as modified to use PLUS
- 3.2. The engineer, within five business days after the PSC, must:
 - 3.2.1. Update the responses by adding the “Resolution” that was agreed to at the PSC within the “Response” field in PLUS. The resolution is in addition to the initial responses to the comments that were discussed. The updates can be made after the PSC meeting and until the plans are submitted for DPE outside agency review. If the DPE outside agency review was initiated prior to updating the response, the applicant may not be able to edit the response. In such case, the applicant shall request the reviewer to open the issues that need an update. The resolution responses serve as the “Comment Response Letter”. Example reply formatting follows:

Issue:	Response:
Provide two benchmarks with descriptions outside of the limits of disturbance. (PFM 2-0208.11)	<p><u>Initial response:</u> Two benchmarks have been provided and descriptions have been included. TO BE DISCUSSED. Resolution: Both benchmarks shall be outside of the limits of disturbance.</p> <p><u>Final response:</u> (this will be filled in prior to resubmission of the plan)</p>

- 3.2.2. Notify the site reviewer by email that the resolutions have been added to the SDID list of Issues and are ready for review. This email serves as the required Meeting Minutes. In the notification, the engineer must state the agreed upon second submission review time and whether a pre-second submission meeting is required.
 - 3.3. The site reviewer verifies whether the resolutions provided for Issues correctly reflect what was agreed upon and responds within five business days after the receipt of meeting minutes, via email, with comments or acceptance of the meeting minutes.
 - 3.4. The engineer must provide this email at the time of ESI 2nd submission.
4. Submission for Outside Agency Coordination: “Pre-2nd Submission DPE Plan” Submittal in PLUS
 - 4.1. After providing appropriate responses to all Issues, the Applicant may begin the uploading step by clicking on “Resume” under the latest Review Plan Cycle within the PLUS record:

The screenshot shows the Digital Plan Room interface for record SP-2022-00223. The status is NOT APPROVED. Below the record details, there is a table of Review Packages. The latest review cycle, Review Plan Cycle # 2, is in a 'New' status and has a 'Resume' button highlighted in yellow.

Date	Name	Description	Status	Last Updated By	Comments	Action
10/25/2022	Review Plan Cycle # 2		New	Mirza Baig		Resume
10/10/2022	Review Plan Cycle # 1		Accepted	Alysa Gaskins		

- 4.2. To be able to upload the revised sheets in PLUS, all Issues from SDID and outside agencies must have a response entered, otherwise the “Upload” button will not be activated.
- 4.3. When uploading is complete through all 4 steps below, the Applicant must click “Finish” to successfully submit the record.

Home Building Enforcement Environmental Health Fire Planning **Site** Zoning Proffer/Development Condition

Create an Application Search Applications Schedule an Inspection

Digital Plan Room
Record: SP-2022-00223
Address: 12055 GOVERNMENT CENTER PKWY, FAIRFAX VA 22035
Status: **NOT APPROVED**

Record Details Summary Uploads Issues Conditions Notes Approved

1. Information 2. File Processing 3. Sheet Versioning **4. Review**

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents.
Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General Edit

- 4.4. Outside agency review tasks are automatically initiated for agencies that disapproved the first submission of a plan, and not for agencies that approved the plan. If any changes impact prior approvals, contact the site reviewer to ensure appropriate distribution.
5. Outside Agency Review, including coordination, upload of mid-cycle amendment sheets as needed, and outside agency approval:
 - 5.1. Outside agencies may approve their review task. Approvals end an agency’s participation in future review cycles. Unlike the process in ProjectDox, outside agencies will not receive the plan again after the DPE 2nd submission if the agencies give their approval before the 2nd submission is made.
 - 5.2. A “Mid-Cycle Amendment” is an alternative to disapproval that facilitates the parallel and collaborative approach of the DPE process. Agencies will initiate mid-cycle amendments instead of disapproving plans and apply the following:
 - 5.2.1. If the outside agencies’ reviewers check the revised plan and find there are still outstanding issues that must be addressed, they can coordinate with the Applicant through the Mid-Cycle Amendment process.
 - 5.2.2. Mid-Cycle Amendments do not generate any new Issues in the system and are only a mechanism to allow uploading of sheets or documents needed to make the submission approvable.
 - 5.2.3. If changes cause any impact on other agencies reviews, the Applicant must notify impacted agencies to check the plan again. The applicant must update the approval date on “Certificate of No Change” on the Site Plan Cover Sheet accordingly.
 - 5.3. When all agencies have entered approvals, the plan is returned to the applicant in the workflow and the applicant will be notified. The applicant will find the plan in the “waiting for corrections” status.

6. Submission, routing, and review of the 2nd submission plan in PLUS:
 - 6.1. If agreed upon in the PSC, the engineer schedules a pre-second submission conference before the resubmission. Using the “[Meeting Request for Site-Related Plans](#)” is strongly encouraged but not mandatory. The engineer must update the responses provided for Issues by adding Final Responses to Issues discussed and notify the reviewer at least three business days prior to the meeting. The purpose of any additional pre-second submission conference is to familiarize the site reviewer with changes on the final plan, and reach consensus with county staff that the plan can be resubmitted, and review can occur within the agreed upon timeframe.
 - 6.2. The engineer updates the “Certificate of No Change” on the cover sheet with the outside agencies’ final approval dates.
 - 6.3. The engineer finalizes the Responses:
 - 6.3.1. Issues are not open for changing responses after Pre-2nd Submission DPE Plan Submittal. Staff will re-open Issues for further responses upon request for changes by the applicant.
 - 6.3.2. Issues that were discussed at the pre-second submission conference must have the “Initial Response,” a “Resolution” and a “Final Response” as in the example above.
 - 6.3.3. The engineer must provide responses to inside agency review memos or emails prior to plan resubmission. The Applicant must upload these approval memos or emails in the PLUS “Documents” folder.
 - 6.3.4. If any Issues were generated based on proffer-related requirements, those must be resolved to the satisfaction of the responsible agency who wrote the Issue. See the Proffer Compliance Matrix for each applicable entitlement approval to view which staff are responsible for reviewing specific proffers.
 - 6.4. Applicant uploads an updated cover sheet including the Certificate of No Change and any corrected sheets and submits the plans in PLUS to start the 2nd submission review workflow.
 - 6.5. Applicant uploads additional documents including ESI Resubmission Checklist, and any required bond documents if applicable.

If you have any questions, please contact your site reviewer, or the Site Development and Inspections Division at **703-324-1720, TTY 711**

Approved by: Matthew Hansen, PE, Director,
Site Development and Inspections Division
Department of Land Development Services
(703) 324-2268, TTY 711

Attachment: Summary chart of the Outside Agency Review Process in PLUS for
Fairfax County DPE Plans

Attachment 1: Summary chart of the Outside Agency Review Process in PLUS for Fairfax County DPE Plans

