



## Land Development News

# Technical Bulletin

**Subject: New Procedures for Site-Related Plan Inserts    Date: September 17, 2012    No.: 12-02**

Summary: The process for submitting inserts has changed; the insert submittal process will now be similar to submitting plan revisions.

Effective Date: The revised process for submitting inserts will begin October 15, 2012.

To ensure an efficient and accurate insert process, please note these new procedures:

### **Submitting the Inserts for Review**

The Site Development and Inspection Division (SDID) reviewer will continue to determine if inserts should be submitted; they will determine how many copies are needed and will contact the applicant, once all agency reviews are completed. When submitting inserts, all copies in the review set(s) must be "Red Lined" and submitted to the Site and Addressing Center (SAC) for review, with the applicant's transmittal sheet identifying the sheet numbers to be inserted and explaining the changes made. This process is similar to plan revisions.

### **Inserting the Sheets in the Plan Sets**

The SDID reviewer will determine the number of copies needed and will contact the applicant if the inserts are approved. If inserts are not acceptable to a review agency, they shall be disapproved. A new set of inserts may be required, including a new application and fees, or the original plan may be disapproved, requiring a subsequent submittal of the plan.

After approval of the insert sheet(s), the applicant must make an appointment with the reviewer to insert the sheets in all plan sets. An insert room has been designated on the 5<sup>th</sup> floor of the Herrity Building. To ensure that inserts can be completed during business hours, all appointments will be scheduled before 2 p.m.

### **Fees**

Insert fees remain unchanged in accordance with Appendix Q.

Please be advised that, as always, inserts are at the discretion of the SDID reviewer.

If you have any questions, please contact the Customer and Technical Support Center at **703-222-0801, TTY 711.**

Approved by: Michelle Brickner  
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