



Department of Public Works and Environmental Services

Technical Bulletin

Subject: Clarification of Procedure for Site-Related Plan Inserts **Date:** March 25, 2016 **No.:** 16-01

Summary: This technical bulletin clarifies the procedure for inserting sheets into plans under review by the Site Development and Inspections Division. This bulletin supersedes bulletin #12-02.

Effective Date: Immediately.

Procedure: To ensure an efficient and consistent process, please note that:

- Inserts are a privilege and a courtesy that are only allowed at the discretion of the site reviewer when the plan is sufficiently complete and lacking only a few items to gain final approval.
- Inserts will be allowed as follows:
 - A. Major plans – Inserts will be allowed only if they affect 25% or less of the total sheets in a plan.
 - B. Plats – Hand-written or sticky-back changes will be allowed, however, full substitute sheets will not be permitted.
- The Process for Inserts is:
 1. The site reviewer contacts the submitting engineer to let him or her know that Inserts will be acceptable and provides the specific items and comments to be addressed on the Insert sheets.
 2. The submitting engineer prepares Insert sheets and submits one red-lined check set along with a comment response letter directly to the site reviewer, either through a paper copy or an emailed pdf.
 3. The site reviewer confirms that all items and comments have been addressed, or indicates to the submitting engineer any incomplete items or comments that still need to be addressed.
 4. The submitting engineer makes the proposed changes to the Insert sheets, if necessary, and contacts the site reviewer to schedule a time to complete the insert process. The submitting engineer shall arrive at the scheduled appointment time. If the submitting engineer cannot keep the scheduled appointment time, then he or she needs to reschedule.
 5. The submitting engineer arrives before the scheduled appointment and formally submits multiple copies of the Insert sheets to the Site Applications Center where they are date stamped, logged into the system and distributed to the site reviewer.



6. The submitting engineer proceeds to the Site Development & Inspections Division for the scheduled appointment.
7. The site reviewer confirms that all comments have been addressed on the Insert sheets.
 - A. If the Insert sheets are complete and acceptable, they will be approved.
 - B. If the Insert sheets are not complete and not acceptable, they will be disapproved and the Insert process will begin again with a new submittal and new fee in accordance with the current fee schedule. The maximum number of inserts per plan submission is two.
 - C. If all comments are not adequately addressed on the second Insert process, the plan will be disapproved.

The substitute sheets will be inserted into the full plan sets in a designated room on the 5th floor of the Herrity Building by the engineer. To ensure that inserts can be completed during business hours, appointments will generally be scheduled before 2 p.m.

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

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