Land Development Services (LDS)
Fairfax County

	Concurrent Processing of Legislative and Engineering Applications	**LDS Standard Operating Procedure**
		Approved By: _____ William D. Hicks, P.E., Director
		Date Signed:

Purpose: This procedure describes the standard process for allowing the submittal and processing of Engineering Applications before Legislative Applications are approved.

Background:
Normally an Engineering Application is submitted for review after the associated Legislative Application approvals are obtained. However, Applicants may choose to pursue concurrent processing, which allows the submittal of Engineering Applications before the Legislative Application process is complete. Doing so may provide the developer, the community and the County additional confidence that the proposed plan can be built in accordance with the legislative action, and potentially reduce the total time an Applicant's Engineering plan spends between the Legislative approval and Engineering plan approval. Concurrent processing does not convey onto the applicant any development rights or prejudice the legislative action in any way and is done solely at the Applicant's risk. Approval of concurrent processing does not relieve the Applicant from complying with the provisions of any applicable ordinances, regulations, or adopted standards.

Positions/Branches Involved in Procedure:

- LDS Director's Office staff
  - LDS Director
  - Director of Operations
  - Project Managers
- Department of Planning and Zoning (DPZ) staff
  - Zoning Evaluation Division (ZED) Director
  - ZED Branch Chiefs
    - Special Projects & Applications Management Branch Chief
    - Rezoning & Special Exception Evaluation Branch Chief
    - Special Permit & Variance Evaluation Branch Chief

Definitions:

Legislative Application: any application processed and administered by DPZ which is subject to discretionary approval by any individual or designated body. Examples of Legislative Applications may include: rezoning, special permit, special exception, variance, and others.

Engineering Application: any application processed and administered by LDS requiring staff review and approval. Examples of Engineering Applications may include: site plan, rough grading plan, building plan, and others.

Procedure:

An Applicant who is interested in concurrent processing will contact the LDS Director of Operations to start the process. The Director of Operations will coordinate with the ZED Director and the DPZ staff member managing the Legislative Application. LDS staff will informally advise the Applicant whether concurrent processing is recommended for the subject project, and if so, at which stage during the zoning review it should begin.

With informal support from staff, the Applicant shall submit a Request for Concurrent Processing Form to the LDS Director for concurrent processing. The request shall include notable elements of the project scope, schedule and constraints that justify concurrent processing. The request shall specify the Legislative action being sought and the type of Engineering application(s) contemplated for concurrent processing.

The Director of Operations will assign a Project Manager to review the request. The Project Manager will consult with the DPZ staff member assigned to review the project to discuss the merits of the request. Projects which may benefit from concurrent processing may include those characterized as any of the following:

- Project is located within a mixed-use center or community revitalization district (CRD), as designated by the Comprehensive Plan.
- Project phases are intended to coincide with other projects in close proximity, and concurrent processing will enable schedules to align.
- Project will provide a significant benefit to the community.
- Further changes to the legislative application are not anticipated, and all significant issues have been addressed.
- Features in the legislative application require further engineering study to adequately design.

LDS staff shall review the request and prepare a recommendation within two weeks of receipt of the request. If a positive recommendation is formulated, the Project Manager will notify the applicable District Supervisor's office of the pending decision, providing a one-week period for

the District Supervisor's office to review and submit any questions or comments. In the event the District Supervisor's office does not agree with the staff recommendation, staff will notify the applicant of such decision and deny the concurrent processing request.

If there is no objection to the staff recommendation on the request for concurrent processing, the Project Manager will forward the Request for Concurrent Processing form, with completed notes and recommendation, to the LDS Director for final approval. The Project Manager will inform the Applicant in writing of the decision reached on the application.

References:
1) DPZ Zoning Applications webpage:
    http://www.fairfaxcounty.gov/dpz/zoning/applications/.

FAIRFAX COUNTY
LAND DEVELOPMENT SERVICES

REQUEST FOR CONCURRENT PROCESSING

Project Name:	
Magisterial District:	
Applicant:	
Firm:	Title:
Phone:	Email:
Legislative Application number(s) and description(s):	
Engineering Application(s) requested for concurrent processing:	
Justification for concurrent processing request:	

FOR STAFF USE ONLY	
LDS Project Manager:	
DPZ Point of Contact:	
Date District Supervisor's office notified:	Concurrence? ( ) Yes ( ) No
Comments:	
Staff Recommendation:	( ) Approval ( ) Denial
Comments:	

LDS Director's final determination

This request for concurrent processing is: ( ) Approved   ( ) Denied

Signature, LDS Director   Date

Note: Approval of concurrent processing does not guarantee an expedited review. The Applicant assumes all risks associated with submittal of Engineering Applications before Legislative Applications are approved. Concurrent processing does not relieve the applicant from complying with the provisions of any applicable Federal, State or Local ordinances, regulations or adopted standards, and does not prejudice the consideration of the application by the approving authority.