

Land Development Services

Mission

Land Development Services' (LDS) mission focuses on the safe and sustainable building of our communities. As such, LDS is committed to the protection of the environment, and the health, safety and welfare of all who live in, work in and visit Fairfax County. Through partnerships with stakeholders, LDS achieves excellence in service by balancing the needs, rights and interests of the community in the building and land development process.

Focus

Land Development Services continues to help realize the Board's vision and community values for safe and sustainable communities, as codified in the regulations that guide building and land development design and construction. The agency accomplishes this through plan review, permitting, and inspection services related to land development and building construction. Moreover, LDS enforces environmental compliance through applicable codes and requirements through permit approval and actions taken against non-compliant construction and land-disturbing activities.

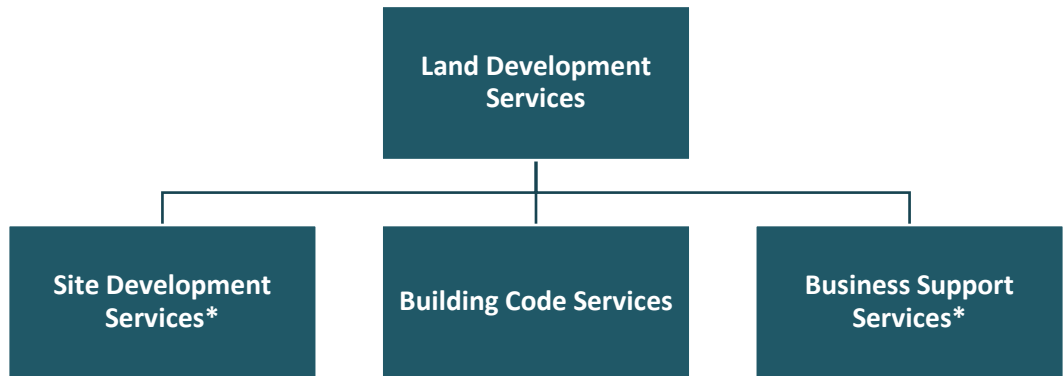
LDS provides technical training and outreach to homeowners, builders, engineers and contractors to support compliance with land development and building code regulations. From large commercial projects, to smaller single-family homes, deck renovations, office tenant improvements, and more, LDS forms the gateway to land and site development in the County. In concert with the County's Economic Success Strategic Plan (ESSP), LDS balances a focus to minimize the administrative burden for development projects with the increasing complexity of regulatory compliance. This difficult balance is further complicated by the continued development of smaller and environmentally complex project sites.

LDS continues to focus on the time it takes to bring a project to market – specifically, the time that it takes an applicant to secure the county permits necessary before construction can begin. In seeking to shorten the “time to market” and in partnership with industry, LDS has transitioned several permit/plan types to electronic submissions (e.g., Major Site Plans, Minor Site Plans, Infill Lot Plans, Commercial Building, and Tenant Alteration Plans). Electronic submissions minimize processing inefficiencies including allowing concurrent and coordinated agency reviews in real-time. Additionally, LDS, in partnership with industry, has sought to improve the quality of plans and permit applications to ensure that high quality, ready-to-approve plans garner the majority of staff resources – not poor, substandard applications. To this end, the agency has created a “gateway” quality check and stronger peer review programs that precede dedicating staff resources for robust plan review. By expending only limited staff resources early in the permit review process, high quality, approval-ready plans do not languish in a queue filled with substandard applications. Since changing the agency culture from a focus on the number of submissions to a focus on the total time to market, performance metrics have revealed overall improvement year over year.

The agency's customer base ranges from the Do-It-Yourself (DIY) homeowner tackling a modest improvement project to a complex, mixed-use, high-rise project valued in the hundreds of millions of dollars. At the same time, LDS faces challenges due to the changing economy and increasing complexity of building and site applications as well as new state and federal regulations, and high customer expectations. To successfully mitigate these challenges for all customers, LDS continues to simplify fee schedules and demystify the permitting and plan review process. Through targeted outreach, the agency engages with customers about their specific project needs.

In FY 2021, LDS will continue to support the County's economic development and revitalization goals, improve development process timelines, and address rising workload requirements to ensure that the capacity exists to meet customer expectations and development opportunities. This will require a dynamic approach to resourcing that supports the regular course of business but allows the agency to increase resources during surge demand times and to similarly decrease resource expenditures during lower demand times. The agency cost recovery model forms the basis of the fee schedule, revenue goals and budget expenditures. This allows the department to operate like a business, although without a profit incentive.

Organizational Chart



*Community Development Program Area of Land Development Services

Budget and Staff Resources

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Revised	FY 2021 Advertised
FUNDING				
Expenditures:				
Personnel Services	\$24,343,197	\$23,710,782	\$24,710,782	\$25,593,325
Operating Expenses	5,956,858	5,406,535	5,541,846	5,406,535
Subtotal	\$30,300,055	\$29,117,317	\$30,252,628	\$30,999,860
Less:				
Recovered Costs	(\$475,064)	(\$353,732)	(\$353,732)	(\$353,732)
Total Expenditures	\$29,824,991	\$28,763,585	\$29,898,896	\$30,646,128
Income:				
Permits/Plan Fees	\$10,778,530	\$12,648,915	\$12,648,915	\$12,648,915
Permits/Inspection Fees, Miscellaneous	31,814,611	27,822,423	29,067,830	29,067,830
Total Income	\$42,593,141	\$40,471,338	\$41,716,745	\$41,716,745
NET COST TO THE COUNTY¹	(\$12,768,150)	(\$11,707,753)	(\$11,817,849)	(\$11,070,617)
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	286 / 286	283 / 283	294 / 294	294 / 294

¹ Does not reflect Fringe Benefit costs, which are shown in Agency 89, Employee Benefits, as well as indirect costs and other operational costs such as space and utilities.

Community Development Program Area Summary

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Revised	FY 2021 Advertised
FUNDING				
Expenditures:				
Personnel Services	\$13,368,373	\$13,420,488	\$14,420,488	\$13,667,143
Operating Expenses	3,105,134	3,062,491	3,410,599	3,287,504
Subtotal	\$16,473,507	\$16,482,979	\$17,831,087	\$16,954,647
Less:				
Recovered Costs	(\$475,064)	(\$353,732)	(\$353,732)	(\$353,732)
Total Expenditures	\$15,998,443	\$16,129,247	\$17,477,355	\$16,600,915
Income:				
Permits/Plan Fees	\$10,778,530	\$12,648,915	\$12,648,915	\$12,648,915
Total Income	\$10,778,530	\$12,648,915	\$12,648,915	\$12,648,915
NET COST TO THE COUNTY¹	\$5,219,913	\$3,480,332	\$4,828,440	\$3,952,000
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	185 / 185	182 / 182	189 / 189	189 / 189

¹ Does not reflect Fringe Benefit costs, which are shown in Agency 89, Employee Benefits, as well as indirect costs and other operational costs such as space and utilities.

Public Safety Program Area Summary

Category	FY 2019 Actual	FY 2020 Adopted	FY 2020 Revised	FY 2021 Advertised
FUNDING				
Expenditures:				
Personnel Services	\$10,974,824	\$10,290,294	\$10,290,294	\$11,926,182
Operating Expenses	2,851,724	2,344,044	2,131,247	2,119,031
Total Expenditures	\$13,826,548	\$12,634,338	\$12,421,541	\$14,045,213
Income:				
Permits/Inspection Fees, Miscellaneous	\$31,814,611	\$27,822,423	\$29,067,830	\$29,067,830
Total Income	\$31,814,611	\$27,822,423	\$29,067,830	\$29,067,830
NET COST TO THE COUNTY¹	(\$17,988,063)	(\$15,188,085)	(\$16,646,289)	(\$15,022,617)
AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)				
Regular	101 / 101	101 / 101	105 / 105	105 / 105

¹ Does not reflect Fringe Benefit costs, which are shown in Agency 89, Employee Benefits, as well as indirect costs and other operational costs such as space and utilities.

**FY 2021
Funding
Adjustments**

The following funding adjustments from the FY 2020 Adopted Budget Plan are necessary to support the FY 2021 program:

Employee Compensation **\$882,543**
 An increase of \$882,543 in Personnel Services includes \$488,442 for a 2.06 percent market rate adjustment (MRA) for all employees and \$394,101 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2020.

Development Process Workload Demands **\$1,000,000**
 As part of the *FY 2019 Carryover Review*, the Board of Supervisors approved \$1,000,000 in Personnel Services to continue to meet workload demands associated with increasing site plan and building permit activity. An increase of \$250,000 was also included in Agency 89, Employee Benefits. A commensurate revenue increase completely offsets expenditures, with no net funding impact to the General Fund.

**Changes to
FY 2020
Adopted
Budget Plan**

The following funding adjustments reflect all approved changes in the FY 2020 Revised Budget Plan since passage of the FY 2020 Adopted Budget Plan. Included are all adjustments made as part of the *FY 2019 Carryover Review*, and all other approved changes through December 31, 2019.

Carryover Adjustments **\$135,311**
 As part of the *FY 2019 Carryover Review*, the Board of Supervisors approved encumbered funding of \$135,311 in Operating Expenses.

Development Process Workload Demands **\$1,000,000**
 As part of the *FY 2019 Carryover Review*, the Board of Supervisors approved \$1,000,000 in Personnel Services to continue to meet workload demands associated with increasing site plan and building permit activity. An increase of \$250,000 was also included in Agency 89, Employee Benefits. A commensurate revenue increase completely offsets expenditures, with no net funding impact to the General Fund.

Reclassification of Non-Merit Benefits Eligible Positions to Merit **\$0**
 As part of an ongoing Board-directed review of the County's use of limited-term staffing, 11/11.0 FTE new merit positions are included due to the reclassification of non-merit benefits-eligible positions to merit status. These are part of a total of 235 positions that were identified in the *FY 2019 Carryover Review* across all County agencies as candidates for possible conversion based on the tasked performed by each position and the hours worked by incumbents. No additional funding has been included as the work hours of these positions are expected to remain largely unchanged.

Position Detail

The FY 2021 Advertised Budget Plan includes the following positions:

LAND DEVELOPMENT SERVICES (COMMUNITY DEVELOPMENT PROGRAM AREA) – 189 Positions			
Administration			
1	Director, LDS	1	Constr./Mnt. Project Manager II
2	Division Directors, LDS	1	Information Officer III
1	Project Coordinator	1	Training Specialist III
1	Engineer IV	1	Human Resources Generalist III
2	Planners IV	1	Human Resources Generalist II
1	Code Specialist III	1	Human Resources Generalist I
1	Management Analyst III	1	Safety Analyst
2	Management Analysts II	3	Administrative Assistants IV
Information Technology Branch			
1	IT Program Manager II	1	Network/Telecom. Analyst III
1	IT Systems Architect	1	Network/Telecom. Analyst I
1	Business Analyst IV	1	Internet/Intranet Architect III
2	Business Analysts III	2	Internet/Intranet Architects II
1	Programmer Analyst IV	1	Geog. Info. Spatial Analyst III
1	Programmer Analyst III	1	Data Analyst II
1	Programmer Analyst II	1	IT Technician III
Financial Management Branch			
1	Management Analyst IV	2	Administrative Assistants V
2	Financial Specialists III	2	Administrative Assistants IV
1	Financial Specialist II	5	Administrative Assistants III
1	Financial Specialist I		
Code Development and Compliance			
1	Division Director, LDS	1	Project Coordinator
1	Engineer V	1	Code Specialist IV
3	Engineers IV	3	Code Specialists III
4	Engineering Technicians III	2	Code Specialists II
1	Senior Eng. Inspector	1	Administrative Assistant III
1	Management Analyst I		
Customer and Technical Support Center			
1	Engineer IV	1	Combination Inspector
2	Code Specialists III	14	Engineering Technicians III
3	Code Specialists II	13	Engineering Technicians II
2	Management Analysts II	4	Administrative Assistants III
1	Management Analyst I	6	Administrative Assistants II
Code Academy			
1	Program and Procedures Coord.	1	Administrative Assistant II
2	Training Specialists III		
Site Development and Inspections			
1	Division Director, LDS	3	Supervising Eng. Inspectors
4	Engineers V	4	Asst. Sup. Engineering Inspectors
5	Engineers IV	22	Senior Eng. Inspectors
9	Senior Engineers III	2	Administrative Assistants III
16	Engineers III	1	Administrative Assistant II
1	Code Specialist II		
LAND DEVELOPMENT SERVICES (PUBLIC SAFETY PROGRAM AREA) – 105 Positions			
1	Division Director, LDS	1	Code Specialist IV
1	Chief Building Inspector	9	Code Specialists II
2	Engineers V	7	Supervising Combination Inspectors
7	Engineers IV	38	Master Combination Inspectors
22	Engineers III	2	Combination Inspectors
5	Engineering Technicians III	1	Senior Electrical Inspector
4	Engineering Technicians II	1	Administrative Assistant III
1	Engineering Technician I	1	Administrative Assistant II
2	Engineering Aides		

**Performance
Measurement
Results**

In FY 2019, LDS met most of the goals for key performance measures. The percent of projects in irresolvable default that must be completed by the County remained at 0 percent, thereby surpassing the goal of 3 percent. The number of construction projects required to cease as a result of deficiencies identifiable on the plan also remained at 0.

In FY 2019, the percent of buildings experiencing catastrophic system failure as a result of building design met the goal of 0 percent. In FY 2019, 70 percent of permits were issued on the day of application, which indicates a slight dip compared to FY 2018, largely based on the types of permits processed during the fiscal year. As LDS continues to refine processes and move more transactions online, the goal for FY 2020 is 80 percent processed on the day of application, with an increase to 82 percent in FY 2021.

Indicator	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimate/Actual	FY 2020 Estimate	FY 2021 Estimate
Site Development Services					
Percent of projects in irresolvable default which must be completed by the County	0%	0%	3% / 0%	3%	3%
Construction projects required to cease as a result of deficiencies identifiable on the plan	0	0	0 / 0	0	0
Building Code Services					
Percent of buildings experiencing catastrophic system failures as a result of building design	0%	1%	0% / 0%	0%	0%
Percent of permits issued on day of application	74%	74%	76% / 70%	80%	82%

A complete list of performance measures can be viewed at <https://www.fairfaxcounty.gov/budget/fy-2021-advertised-performance-measures-pm>