



Land Development Services

Technical Bulletin

Subject: Process Change – VDOT Review Transition
from PLUS

Date: February 12,
2026

No.: 26-01

Summary:

The Virginia Department of Transportation (VDOT) has made the decision to transition away from using the Planning and Land Use System (PLUS) for plan reviews. Instead, VDOT will manage reviews using its internal systems. In response, Fairfax County Land Development Services (LDS) will adjust our land development submission and review process to align with this change. This supersedes Technical Bulletin 25-07 with an updated process for plans submitted prior to September 22, 2025, that are still being reviewed by VDOT in PLUS.

Effective Date: Immediately

Background:

Since the launch of PLUS in October 2022, VDOT has encountered challenges integrating the system with its operational review processes. Following an internal assessment, VDOT determined that PLUS does not correlate with VDOT's practices for reviewing plans, obtaining and recording input from its subject matter experts (SMEs), the internal tracking of projects, and its processes for communicating information to development teams and engineers. As a result, VDOT has chosen to continue using its own systems for development plan reviews. LDS is updating our process to support this transition and ensure continuity in service.

Policy and Process Changes:

The following procedural changes will apply to all plans requiring VDOT review.

Initial Plan Submission:

- Customers will continue to submit plans to Fairfax County via PLUS.
- Once a plan is deemed acceptable, the Site Application Center (SAC) will prepare the VDOT submission package and upload it to VDOT within five working days.
- Fairfax County's review timeline will follow the guidelines established by [Technical Bulletin 25-06](#).

VDOT Review:

- VDOT will provide review comments to LDS SAC using the VDOT Comment Resolution Matrix.
- These comments will be made available to the submitting engineer in PLUS, under the “Supporting Document” category in the Documents folder. The file will be named "VDOT Comments".
- If VDOT approves the plan, the matrix will be filed under the “Approved Supporting Document” category and named “VDOT Comments Resolved”.
- The LDS reviewer will add a general issue in the Plan Room, directing applicants to review the VDOT comment letter separately.
- If conflicting comments arise between VDOT and other review agencies, LDS strongly encourages the submitting engineer to schedule a joint meeting with the involved parties to resolve the issue.
- Please see VDOT publication [IIM-LU-500.4](#) or the most current version for review timeframes.

Resubmission:

For Designated Plan Examiner (DPE) plans, applicants should continue pursuing VDOT approval prior to resubmitting to Fairfax County following the procedures below:

- After the first review cycle is complete, the submitting engineer can reach out to the VDOT reviewer to resolve any questions related to specific comments via email or phone calls. When the engineer is confident that all VDOT issues have been addressed, they will send the full revised plan set and VDOT Comment Resolution Matrix with comment responses via a **publicly-accessible** (non-password protected) OneDrive or similar link in an email directly to the county at LDSVDOT-Coordination@fairfaxcounty.gov. The email will be automatically forwarded to VDOT. ***Note, if VDOT issues were made in PLUS, the engineer will transpose VDOT’s comments and the engineer’s responses into the [VDOT Comment Resolution Matrix Template](#).***
- VDOT will upload the plan from the provided link into their internal system for review. ***Note, plans sent via link requiring a login or password will not be reviewed by VDOT.***
- If there are still outstanding comments, VDOT will email the results of their review, as documented in the Comment Resolution Matrix to Fairfax County at LDSVDOT-Coordination@fairfaxcounty.gov and copy the submitting engineer.
- If necessary, the submitting engineer can resubmit to VDOT, prior to the 2nd submission to Fairfax County, using this process, until all VDOT comments are satisfied.
- When all comments have been resolved, VDOT will return the completed Comment Resolution Matrix to the County at LDSSAC@fairfaxcounty.gov.
- SAC will upload the file to the PLUS Documents folder using the “Approved Supporting Document” category and name the file “VDOT Comments Resolved”. SAC will update the PLUS Ad Hoc VDOT Review task.
- At the time of resubmission to Fairfax County, the submitting engineer must complete the “Certificate of No Change” section on the plan cover sheet (or as a separate statement if a non-standard cover is used) to confirm that no changes impacting VDOT’s approval have

been made. If the resubmission includes changes that affect VDOT's approval, the plan will be distributed to VDOT again.

For non-DPE plans, applicants should follow the procedures below:

- Resubmissions will be uploaded to Fairfax County via PLUS. VDOT will accept formal resubmission packages only from Fairfax County rather than directly from applicants. However, VDOT will continue to have informal discussions directly with applicants, in an effort to clarify and resolve any of their VDOT comment related concerns, prior to the applicant's formal resubmission to Fairfax County.
- If VDOT approval has not been obtained at the time of resubmission, the submitting engineer must upload the VDOT Comment Resolution Matrix as a supporting document titled "VDOT Comment Response." If there are VDOT issues created in PLUS, the submitting engineer must transpose the issues from PLUS into the [VDOT Comment Resolution Matrix Template](#) and include their responses therein. SAC will not accept the resubmission without comment responses.
- Once a resubmission is deemed acceptable, SAC will prepare the VDOT resubmission package and upload it to VDOT within five working days. SAC will also create an ad hoc VDOT Review task under the PLUS record for tracking purposes.
- If VDOT approval has already been obtained at the time of resubmission, the submitting engineer must complete the "Certificate of No Change" section on the plan cover sheet (or as a separate statement if a non-standard cover is used) to confirm that no changes impacting VDOT's approval have been made. If the resubmission includes changes that affect VDOT's approval, the plan will be distributed to VDOT again using the above process.

For additional assistance, please contact Kirsten Munz, at Kirsten.Munz@fairfaxcounty.gov or 703-324-7523, TTY 711

Approved by: William D. Hicks, P.E., Director
Land Development Services
12055 Government Center Parkway, Suite 659
Fairfax, Virginia 22035-5504
703-222-0801, TTY 711