



## Land Development News

# Technical Bulletin

**Subject:** Concurrent Review of VDOT Entrance Permits and County Land Disturbance Permits

**Date:** March 27, 2013    **No.:** 13-03

**Summary:** Many plan submissions to Land Development Services (LDS) also require approvals from the Virginia Department of Transportation (VDOT). Under certain circumstances, these submittals can be processed concurrently. A request for an entrance permit from VDOT for site and subdivision construction plans should not occur until after a plan has been distributed to bonding.

**Effective Date:** Immediately.

**Background:** This memorandum supersedes Letter to Industry #00-01.

**Requirement:** When the only outstanding pre-approval conditions for a *site plan* or a *subdivision construction plan* are for bonds, escrows and agreements, an applicant may request a copy of the plan to be stamped as “Entrance Correct” to include with the submittal for a VDOT entrance permit. All off-site easements for site and subdivision construction plans must have been obtained and recorded before this request will be accepted. The request must be in writing in either a letter or email to the Customer & Technical Services Center (CTSC) of LDS. Once the plan has been stamped as “Entrance Correct,” CTSC staff will then forward the plan to the Director for approval. After all outstanding pre-approval conditions are met; CTSC staff will release the land disturbance permit. VDOT’s review of the request for an entrance permit may occur concurrently with the process for the Director’s approval. Once the VDOT entrance permit is approved, the applicant will have 30 days in which to start construction.

There is a 30-day window between the time a VDOT entrance permit is issued and its expiration date. Within that window is when the applicant must address all outstanding pre-approval conditions (e.g. bonds, escrows, etc.) and obtain land disturbance permits from LDS. If the developer decides to start the VDOT process too early and the entrance permit expires before the land disturbance permit is issued, the applicant will have to begin the VDOT entrance permit process from the beginning and pay all applicable fees.

*Minor site plan* submissions will be required to have an approved VDOT entrance permit provided to CTSC staff before a land disturbance permit will be issued.

Please note that in the cases of *rough, infill and conservation grading plans* when a VDOT entrance permit is required, LDS does not issue the land disturbance permit until an approved entrance permit has been provided to CTSC staff. Some infill and conservation grading plans may not require a VDOT entrance permit based on VDOT criteria and existing conditions.

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For more information on VDOT entrance permits, see the [VDOT website](#) for permits within Fairfax County.

Further information on the county processes can be requested of CTSC at **703-222-0801, TTY 711**.

Approved by: Michelle A. Brickner, P.E., Director  
Land Development Services