



## Department of Public Works and Environmental Services

# Technical Bulletin

**Subject:** Plan Processing Procedures for the Installation of Street Lights along Public Rights-of-Way **Date:** February 7, 2014 **No.:** 14-02

**Summary:** The procedures for processing streetlight plans through the Utilities Design and Construction Division (UDCD), Capital Facilities, Department of Public Works and Environmental Services is provided for improving the consistency and overall efficiency of the plan review process.

**Effective Date:** Immediately.

**Background:** This Technical Bulletin provides up-to-date information to assist you in the plan processing procedures governing streetlight plans. In order to minimize plan submissions, facilitate plan distribution, and to assist in the overall review and approval process, your cooperation in adhering to the following procedures is requested.

### *Procedures for First Plan Submittals and/or Revisions*

1. Architect/Engineer (A/E) submits plan sets to Land Development Services (LDS) Site and Addressing Center, Herrity Building - 12055 Government Center Parkway, Suite 224. LDS distributes one set to UDCD for review to establish street light (SL) requirements.
2. UDCD establishes SL requirements (new SL installations or modifications to existing SL) by redlining the affected plan sheets and creating a plan review memorandum.
3. UDCD provides comments to LDS for distribution to the County plan reviewer and the A/E. It is the responsibility of the A/E to provide LDS with a preferred email address at the time of first plan submittal.

### *Procedures for Second Plan Submittals*

1. Designated Plans Examiner (DPE) Plan
  - A. A/E submits directly to UDCD, Government Center - 12000 Government Center Parkway, Suite 463, one full set of plans with SL comments addressed along with a transmittal indicating that it is a second submission DPE plan. The DPE is not required to sign the plans at this time. UDCD is considered an “outside agency,” indicating that approval by UDCD must be obtained prior to plan submission through the Engineers and Surveyors Institute (ESI) for acceptance and review by LDS.
  - B. UDCD reviews the plan to confirm that all first submittal streetlight comments have been addressed.

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- If all comments are satisfied, UDCD will sign the cover sheet of the plan as **APPROVED**, contact the A/E to pick up the plan, and inform LDS of the plan approval.
- If all comments are not satisfied, UDCD will contact the A/E and arrange to have the corrections made before signing the cover sheet as **APPROVED**.

## 2. Non-DPE Plan

A. A/E submits plan to LDS. LDS distributes one set of plans to UDCD for review to confirm that SL requirements have been addressed.

- If all comments are satisfied, UDCD will sign the cover sheet of the plan as **APPROVED** and inform LDS of the plan approval.
- If all comments are not satisfied, UDCD will send comments to the LDS reviewer who will coordinate any subsequent inserts with the A/E.

### *Procedures for Third and Subsequent Plan Submittals*

Follow the second plan submittal, non-DPE plan process above.

### *Notes*

1. A/E should contact the LDS reviewer, and not UDCD, to receive SL comments.
2. For second or subsequent plan submittal, LDS requires only one original cover sheet signature. If the A/E desires additional cover sheet signatures, one (1) full set of plans plus up to three (3) separate cover sheets may be submitted to UDCD for signature.
3. Drop-off of plans for informal review and approval, without having the plan logged in at the LDS Site and Addressing Center will NOT be accepted, except for second submission DPE plans.

If you have any questions or need additional information, please contact UDCD at **703-324-5111, TTY 711**.

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