



Loudoun County, Virginia

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Technical and Procedural Newsletter

October 15, 2012

To: Members of the Land Development and Home Building Community

From: Terrance D. Wharton, Director

The purpose of this correspondence is to inform the Land Development and Home Building Community of technical and procedural updates that have recently transpired. Please distribute this information to applicable personnel within your organization.

IN THIS EDITION:

1. Site Plan (STPL) and Construction Plans and Profiles (CPAP) processing changes.
2. Fast Track (MPST) plan processing.
3. Revisions to previously approved Construction Plans and Profiles (CPAR).
4. Minor amendments to previously approved STPL and CPAP plans.
5. Record Drawing (“As-Built”) clarifications.
6. LUP-A’s/CE-7’s by Loudoun Water/LCSA not mandatory in PSAP submittals.
7. Bond Estimates/CWE’s no longer require P.E. seals.

APPLICABLE STANDARDS:

Section 8.100 through 8.500 of the Loudoun County Facilities Standards Manual (FSM) and Loudoun County Land Development Application Fee Schedule dated January 4, 2011

DISCUSSION:

1. **Site Plan (STPL) and Construction Plans and Profiles (CPAP) processing changes.**

During the past three years, Loudoun County has participated in a Corps of Engineers experiment as the first local government jurisdiction to use the ProjNet/“Doctor Checks” online plan processing computer program. During this period, plans were automatically processed under the automated system. That process is now voluntary at the request of the applicant, rather than automatic.

The government application fees for both processes are now identical. During the test period, since “submissions” were not made in the previous formal sense of the word (i.e. resubmission of additional paper copy sets of plans), there was no resubmission fee implemented for ProjNet plans. There has always been a resubmission fee for paper copy resubmissions beyond the second submission (the second submission already having been calculated in the base fee). From this effective date forward, plans of either type (paper copy or ProjNet) shall pay identical resubmission fees beyond the second submission, as published in the most recent fee schedule (currently the January 4, 2011 fee schedule).

A resubmission under the ProjNet type application shall be taken to mean any corrections made after a formal comment letter by the County project manager (i.e. the second submission is the submission made without additional fee in response to the County project manager’s first comment letter, and if an additional comment letter is required after such resubmission, the additional submission fee shall be required for each such submission cycle.

There are four exceptions to additional fee submissions:

- a. Projects that are not yet approved, that were submitted for processing under ProjNet prior to October 15, 2012, shall not require resubmission fees for the duration of time they remain in “active status” until approval. If a project is declared “inactive status,” upon reactivation, such a project would be subject to all current standards, including reactivation fees.
- b. Projects that are Conditionally Approved by the County project manager and have resubmissions for the purposes of making select, minor comments called for by that project manager, do not require resubmission fees.
- c. Projects for which the County project manager is calling for “Signature Sets” do not require resubmission fees.
- d. Projects for which the County project manager states that “due to the minor nature of the corrections required, an informal resubmission may be made” do not require resubmission fees.

In any case that falls into one of the above four categories, as specified in the County project manager’s most recent comment letter, the resubmission is made directly to that project manager without an additional fee. In all other cases, the resubmission fees must be paid, and the resubmissions are sent to the ESI quality control screening process.

2. Fast Track (MPST) plan processing.

An existing feature of § 15.2-2263, Code of Virginia for which this jurisdiction qualifies is that such jurisdictions having adopted expedited plan review processes may conduct sampling, rather than full review, of qualified plans. County Administration, in conjunction with recommendations made on a case-by-case basis by the Department of Economic

Development, has determined that the project formerly known as Modified Process Site Plans (MPST) are now to be called Fast Track process projects, and shall qualify approval without the formal ESI screening, quality control peer review, or other select processing features, and shall instead be subject to only those informal sampling standards determined by the Director of Building and Development.

Such projects must be formally defined as Fast Track process projects by the Department of Economic Development, having met any criteria defined by that Department; must be submitted with the review signature of a Designated Plans Examiner (DPE) registered in Loudoun County, and must maintain an agreed upon set of timelines and points of contact.

3. Revisions to previously approved Construction Plans and Profiles (CPAR).

Prior to October 15, 2012, no distinction has been made between CPAP and CPAP Revisions, in either the County Department of Information Technology's LMIS system, nor in the County Land Development Application Fee Schedule. The acronym CPAR is hereby introduced, to represent revisions to previously approved CPAPs. The fee for a CPAR shall be the base fee of \$2,535.00 for any residential or roads-only plan, or \$850.00 for any industrial- or office-park plan. The "public improvements increment" shall not be used for CPAR fee calculations.

4. Minor Amendments to previously approved STPL and CPAP plans.

CPAR may modify previously approved CPAP plans to any extent. Site Plan Amendments (SPAM) may modify previously approved Site Plans (STPL) by up to 100 percent of the original building footprint, provided no changes are made to entrances previously approved by VDOT. Any plan with changes to such entrances, or proposing additional entrances, must be a full STPL application.

Changes which are more minor than those usually proposed by CPAR or SPAM applications may be handled by one of the following abbreviated processes:

- a. On the Record Drawings ("As-Built") submitted after construction for the purposes of bond release (current fee of \$300). Any risk involved in this strategy is assumed by the applicant.
- b. On Overlot Grading Permits (current fee of \$310). Although primarily used for changes to residential lots of one acre or less, Overlot Grading Permits may also propose minor changes such as entrance features, generators, accessory structures less than 800 square feet in area, retaining walls, stormwater management changes affecting less than two and a half residential lots, changes to the location and/or number of street lights, de-confliction or adjustment of Loudoun Water/LCSA utilities, minor changes to private roadway pavement not involving the VDOT right of way and minor changes private property parking and travel ways not involving the VDOT right of way.

5. Record Drawing (“As-Built”) clarifications

Some degree of confusion exists among applicants regarding the timing and uses of “As-Built.” Formal As-Built submissions certifying all changes from an approved planset must be made in conjunction with a request for Bond Release as specified in Section 8.305 of the FSM, and with a fee of \$300. This application is reviewed and approved by the Engineering Division in Building and Development. The wall/foundation setback verification drawings submitted for the purposes of occupancy are smaller plans generally one page in size reviewed and approved by the Zoning Division in Building and Development, and does not involve an additional fee.

6. LUP-A’s/CE-7’s by Loudoun Water/LCSA not mandatory in PSAP submittals.

Preliminary Street Acceptance Packages (PSAP) include as their most critical components the necessary LUP-A (formerly known as CE-7) which are necessary to move any type of utility. Of all the utility types, Loudoun Water/LCSA water and sanitary lines are within the County staff’s capabilities to coordinate in a bond default situation.

7. Bond Estimates/CWE’s no longer require P.E. seals.

The standard in FSM section 8.304.B requiring that bond estimates be sealed by professional engineers (P.E.) is hereby rescinded by the Director, effective October 15, 2012, insofar as these do not entail design work. Such bond estimates may be performed by any individual in the consultant firm deemed competent to do so and do not need to be affixed with a professional seal of any sort. The estimates do however need to be submitted on the most current version of the County bond estimating forms found on the County website under forms and documents.