Technical and Procedural Newsletter

August 7, 2019

TO: Members of the Land Development and Engineering Design Community

FROM: Michael Seigfried, Director

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

IN THIS EDITION: Department of Building and Development Land Engineering Referral Process Overview Changes Effective September 3, 2019

Background
Loudoun County Government is progressing with the replacement of a 20-year old legacy Land Management Information System (LMIS) with a new digitally-based software system called EnerGov. This new development suite will streamline and automate our enterprise land management, permitting, and development review process. As the County continues identifying the activities and workflows associated with the EnerGov system, it is clear that changes will need to be made to many of the current application processes. In an effort to ease the transition/changes that will be necessary with the implementation of the EnerGov system, the following procedures are being implemented as part of that transition. The first of these anticipated revisions are outlined below and in further detail on the attached pdf. They are effective for all Department of Building and Development (B&D) Land Engineering Division applications as of September 3, 2019.

Timeline Overview
- Step 1 – Package Review Initial Submission (all B&D Land Engineering Division applications): All Land Engineering applications will start with a package review. These applications consist of Construction Plans and Profiles (CPAP), County Road County Project (CRCP), Site Plan (STPL), Modified Process Site Plan (STMP), Rural Economy Site Plan (REST), Construction Plans and Profiles Revision (CPAR), and Site Plan Amendment (SPAM).

At this step, County Staff in the Department of Building and Development will check for package completeness and fatal flaws at three (3) stages before proceeding to the next part of the process. At any one of these phases, if a package is not complete or has fatal flaws the application will be rejected and an email outlining the deficiencies will be sent to the
Applicant/Applicant’s Representative along with further instructions. If the package is deemed complete and with no fatal flaws at the final phase of Step 1, the application is formally accepted for Initial Submission Review and the Applicant/Applicant’s Representative is notified via email with further information.

- **Step 2 – Submission Review:** Beginning with this step, the County has designated separate timelines for each of the 3 application categories: Expedited (projects that are Silver Line, Fast Track, Board Mandated, Loudoun County Public Schools, and Loudoun County Government projects), Designated Plans Examiner (DPE), and Non-DPE/Revisions. The time provided for each part is based upon full working days that the County is open.
  - **Step 2A – Initial Submission Review Timelines:** The timelines for each category are as follows:
    - Expedited applications: Fifteen (15) full working days
    - DPE applications: Twenty-five (25) full working days
    - Non-DPE/Revisions: Thirty (30) full working days
  - **Step 2B – Subsequent Submission Review Timelines:** The timelines for each category are as follows:
    - Expedited applications: Ten (10) full working days
    - DPE applications: Fifteen (15) full working days
    - Non-DPE/Revisions: Twenty (20) full working days

- **Step 3 – Bonds/Easements Review:** This step pertains to B&D Land Engineering applications that require Easement recordation and/or posting of Performance Bond(s) prior to final application approval. The timelines for each category shown below apply to every submission of the Easement/Performance Bond package:
  - Expedited applications: Fifteen (15) full working days
  - DPE applications: Twenty-five (25) full working days
  - Non-DPE/Revisions: Thirty (30) full working days

In sharing these changes with some members of “Industry”, several concerns have been raised which include changing certain requirements as part of the submission package and changes to timelines. The current implementation does propose and change current FSM requirements regarding submissions of materials. The change in procedure is intended to enforce current requirements. Any changes to FSM requirements will be vetted through the proper channels including review through the FSM Public Review Committee. As it relates to the proposed process, the biggest change is making sure that all materials are submitted at the appropriate time in order that a complete review can occur.

As it relates to the timelines, the purpose is to develop consistency so that all participants are aware and base development/construction schedules on these timelines. The implementation of the EnerGov system will allow for transparency such that at any given point in the project, all parties will be able to review the status and determine where any delays may be occurring. It is also intended to promote accountability and implementation of these procedures with ease the transition.
Further Process Changes

- Step 2A Initial Submission: Peer Review – For all Land Engineering applications except Revisions, the current County process requires a Peer Review prior to the issuance of the Initial Submission comments. As of September 3, 2019, this meeting will change to an optional Post Submission Peer Review Conference. If warranted, this meeting will occur after the Initial Submission comments have been issued.

The intent of the meeting being optional is to offer an incentive and reward for those Applicants/Applicant Representatives that submit complete, high-quality packages to the County for review. However, this optional meeting may be triggered in one of two ways:

- As determined by the Land Engineering Project Manager: If there are a large number of comments and/or the nature of the comments are critical and merit discussion.
- As requested by the Applicant/Applicant’s Representative: To obtain further clarification or understanding of a comment. If requested, the Applicant/Applicant’s Representative will be required to email the Land Engineering Project Manager identifying and highlighting the comments to discuss.

The Land Engineering Project Manager will schedule a meeting date with the Applicant’s Representative and appropriate Referral Agents for the categories shown below. It should be noted that Revisions are not subject to a Post Submission Peer Review Conference.

- Expedited applications: Based on the availability of County Staff.
- DPE and Non-DPE applications: Based on the availability of a meeting slot with the Engineers and Surveyors Institute (ESI) currently held on Tuesdays and Thursdays. One further change to this process is that the Applicant’s Representative will be required to attend regardless if the application was submitted as DPE or Non-DPE.

The County has conducted several meetings with staff and sectors of the building industry to provide further guidance on the new process. There are more scheduled in the forthcoming weeks.

If you have any questions regarding these changes, please contact Ms. Anita Tierney, Special Projects Program Manager at anita.tierney@loudoun.gov or 703-737-8839.

Attachment: Department of Building and Development Land Engineering Referral Process Overview (Presentation given to the Building and Development Advisory Group Meeting on July 30, 2019)
Department of Building and Development
Land Engineering Referral Process Overview

Building and Development Advisory Group Meeting
July 30, 2019
Background

The Future

The Past and Present

Facilities Standards Manual

Land Subdivision & Zoning Development Ordinance Ordinance

KISS Principle

Re-identified the process:

• Steps
• Players
• Opportunities for change
Learning the Parameters of Success

Deciding what *not* to do is as important as deciding what to do.
- Steve Jobs

Three (3) very important definitions:

**Complete Package**  All the items required/needed at that point in the process so that the next phase of the process may proceed.

**Submission**  A complete package that has been given to the County to process with no Fatal Flaws.

**Rejection**  The end result of *not* having all the items required/needed at that point in the process so that the next phase of the process may proceed.
### Overview: Timelines for Referrals

#### Step 1: Package Review Initial Submission (all applications)

- **Intake, File Set-Up, Completeness Review, Initial Distribution**
- **Fatal Flaw Review, Complexity Factor Scoring & Assignment**
- **Completeness, Distribution Review & Official Acceptance**

<table>
<thead>
<tr>
<th>Step 2A: Initial Submission Review (per application category)</th>
<th>Step 2B: Subsequent Submission Review (per application category)</th>
<th>Step 3: Bonds/Easements Review (per application category)</th>
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<tbody>
<tr>
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<td><strong>All Submissions Review Expedited Applications</strong></td>
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<tr>
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<td><strong>Initial Submission Review Non-DPE &amp; Revision Applications</strong></td>
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# Overview: Timelines for Referrals

## Step 1: Package Review Initial Submission (all applications)

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## Step 2A: Initial Submission Review (per application category)

- **Initial Submission Review Expedited Applications**
  - 15 full working days

- **Initial Submission Review DPE Applications**
  - 25 full working days

- **Initial Submission Review Non-DPE & Revision Applications**
  - 30 full working days

## Step 2B: Subsequent Submission Review (per application category)

- **Subsequent Submission Review Expedited Applications**
  - 10 full working days

- **Subsequent Submission Review DPE Applications**
  - 15 full working days

- **Subsequent Submission Review Non-DPE & Revision Applications**
  - 20 full working days

## Step 3: Bonds/Easements Review (per application category)

- **All Submissions Review Expedited Applications**
  - 15 full working days

- **All Submissions Review DPE Applications**
  - 25 full working days

- **All Submissions Review Non-DPE & Revision Applications**
  - 30 full working days
Step 2A: Changes to Peer Review

- The Peer Review Meeting formerly scheduled prior to the distribution of Initial Submission Comments has been moved to a **Post Submission Peer Review Conference**. This new post-submission meeting is **optional** for all applications (except revisions) and occurs after all Initial Submission Comments have been issued. (Revision applications are not eligible for a Post Submission Peer Review Conference.) It is optional but can be triggered based on the quality of the package submitted:
  - **As determined by the Land Engineering Project Manager**: If there are a large number of comments and/or the nature of comments merit discussion.
  - **As requested by the Applicant**: To obtain further clarification or understanding of a comment, a request may be made via email to the Land Engineering Project Manager identifying the comment(s) to discuss.
Step 2A: Changes to Peer Review

- If a Post Submission Peer Review Conference is requested, the Land Engineering Project Manager will schedule a meeting with ESI for those projects submitted through ESI. If the application was not submitted through ESI (e.g., Expedited Review) then the Land Engineering Project Manager will schedule the meeting based on County Staff availability.
• Changes in the process go into effect September 3rd
• Tech Memo will be issued outlining the changes
If you would like a copy of this presentation, please email me:

Anita.Tierney@Loudoun.gov