



# Loudoun County, Virginia

www.loudoun.gov

## Department of Building and Development


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## Technical and Procedural Newsletter

August 3, 2020

**TO:** Members of the Land Development and Engineering Design Community

**FROM:** Alan Brewer, 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:

1. *Electronic Signatures and Stamps*
2. *Electronic Applications and Project Files*
3. *Electronic Fees and Cash Bonds*

The Department of Building and Development (B&D) continues to evaluate potential interim changes to the Land Development Application process in an effort to maintain operations during the COVID-19 pandemic and support the social distancing recommendations provided by the Centers for Disease Control and Prevention and the Virginia Department of Health. The following process alternatives are **available effective immediately, and until further notice:**

### 1. Electronic Signatures and Stamps:

Section 8.101.A.18 of the Facilities Standards Manual (FSM) states: “The seal, signature, and date of the Licensed Professional Engineer (P.E.) or Surveyor who prepared this plat or plan shall be shown on each sheet.”

“Seal and Signature (See 8.101)” is referenced in the following FSM sections:

| FSM Section  | Title  |
|--------------|--|
| 8.103.A.9    | Plats for Subdivision and Other Miscellaneous Plats                      |
| 8.103.6.A.17 | Easement Plats – Creation and Vacation                                   |
| 8.103.7.A.17 | Dedication/Vacation Plats  |
| 8.103.8.A.13 | AR-1 and AR-2 Division Plats   |
| 8.104.A.13   | Floodplain Study (and 8.105 Floodplain Alteration)                       |
| 8.106.A.2.g  | Construction Plans and Profiles (and 8.109 Plat and Plan Revisions)      |
| 8.107.A.2.g  | Site Plans and Rural Economy Site Plans (and 8.110 Site Plan Amendments) |

Electronic signatures, seals, and dates are permitted on all of the above-referenced Land Development Applications, and on commercial and residential building, trade, and grading plans submitted for review with the following exception: **approved plans/signature sets require an original signature.**

## **APPLICABLE STANDARDS:**

Loudoun County Facilities Standards Manual, Chapter 8, Section 8.101.A.18 Seal and Signature, FSM Sections referencing “Seal and Signature (See 8.101),” and Section 111.1 of the Virginia Uniform Statewide Building Code (USBC).

## **2. Electronic Applications and Project Files:**

### Applications:

Section 8.101.A.15 of the FSM states: “A complete and executed Land Development Application Form with original signatures, as provided by the Director.”

“Land Development Application Form (See 8.101)” is referenced in the following FSM sections:

| FSM Section | Title  |
|-------------|--|
| 8.102.B.3   | Preliminary Plat of Subdivision  |
| 8.103.B.3   | Plats for Subdivision and Other Miscellaneous Plats                      |
| 8.103.6.C.2 | Easement Plats – Creation and Vacation                                   |
| 8.103.7.B.3 | Dedication/Vacation Plats  |
| 8.103.8.B.5 | AR-1 and AR-2 Division Plats   |
| 8.104.B.2   | Floodplain Study   |
| 8.105.B.2   | Floodplain Alteration  |
| 8.106.B.1.b | Construction Plans and Profiles (and 8.109 Plat and Plan Revisions)      |
| 8.107.B.1.b | Site Plans and Rural Economy Site Plans (and 8.110 Site Plan Amendments) |

Starting August 3, 2020, a scanned pdf file of a signed Land Development Application, Commercial Building Permit Application, Commercial Trade (e.g., electrical, gas, plumbing, mechanical) Permit Application, Residential Building Permit Application for Custom Single Family Dwelling or Masterfile House Type, or Grading Permit Application may be submitted on the B&D website ([www.loudoun.gov/bdapplyonline](http://www.loudoun.gov/bdapplyonline)). However, any project already submitted and processing in the Land Management Information System (LMIS) will continue to be processed via paper copies.

### Information Required on Land Development Applications for Certain Application Types:

Please enter the bond amount for CPAP and CRCP under “Calculations of Bond” and the land disturbance for STPL and STMP under “Estimated Square Feet of Land Disturbance” on the Land Development Application, as this information is needed to calculate the fee.

Project Files:

Once your application has been processed, you will receive an e-mail with your Application Number and Name or Permit Number and an e-mail invitation to upload the project files into Bluebeam, an electronic plan review software platform. Please note that Land Development Applications will not be processed until the associated fee is paid.

FOIA-Exempt Plans:

If you are requesting a Freedom of Information Act (FOIA) exemption for certain sheets of your engineering/building plan, you will also need to upload the FOIA exemption request letter. Alternately, you may want to submit your electronic files on a DVD to ensure privacy.

**APPLICABLE STANDARDS:**

Loudoun County Facilities Standards Manual, Chapter 8, Section 8.101.A.15 Land Development Application Form, FSM Sections referencing “Land Development Application Form (See 8.101),” and Section 108.3 of the Virginia Uniform Statewide Building Code (USBC).

**3. Electronic Fees and Cash Bonds:**

Section 8.101.A.14 states: “A fee check, payable to the County of Loudoun, shall be attached to the plat or plan submission. Fee schedules are available from the Director.”

“Fee Check (See 8.101)” is referenced in the following FSM sections:

| FSM Section | Title  |
|-------------|--|
| 8.102.B.2   | Preliminary Plat of Subdivision  |
| 8.103.B.2   | Plats for Subdivision and Other Miscellaneous Plats                      |
| 8.103.6.C.1 | Easement Plats – Creation and Vacation                                   |
| 8.103.7.B.2 | Dedication/Vacation Plats  |
| 8.103.8.B.4 | AR-1 and AR-2 Division Plats   |
| 8.104.B.1   | Floodplain Study   |
| 8.105.B.1   | Floodplain Alteration  |
| 8.106.B.1.a | Construction Plans and Profiles (and 8.109 Plat and Plan Revisions)      |
| 8.107.B.1.a | Site Plans and Rural Economy Site Plans (and 8.110 Site Plan Amendments) |

Applicants may pay one or more application and permit fees with a cumulative total of \$1,500 or more using the Automated Clearing House (ACH). Forms to register for ACH debits and to submit debit requests electronically are provided on the B&D website ([www.loudoun.gov/bdapplyonline](http://www.loudoun.gov/bdapplyonline)).

Applicants may also post cash erosion and sediment control and performance bonds of \$1,500 or more using the cash bond form on the webpage.

**APPLICABLE STANDARDS:**

Loudoun County Facilities Standards Manual, Chapter 8, Section 8.101.A.14 Fee Check and FSM Sections referencing “Fee Check (See 8.101).”

Paper engineering and building plans, applications, fee checks, and digital copies of submission materials provided on CD/DVD, as required by FSM 8.100.1, may continue to be submitted via mail or drop-off at the designated B&D collection area in the Government Center in lieu of submitting applications and fees electronically. However, applicants are encouraged to submit new applications online to reduce the number of visitors in the Government Center and reduce the risks associated with COVID-19.

If you have any questions regarding this Newsletter, please contact Paul Brown, Deputy Director, at [Paul.Brown@loudoun.gov](mailto:Paul.Brown@loudoun.gov) or (703) 777-0293.