


## Technical and Procedural Newsletter

January 22, 2021

**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 Virginia Stormwater Management Program (VSMP) Permit Applications*

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 VSMP Permit Applications and Project Files

Starting January 22, 2021, VSMP Applications, Single-Family-Detached VSMP Applications, VSMP Permit Modifications, and VSMP Permit Transfers may be submitted on the B&D VSMP website ([www.loudoun.gov/vsmp](http://www.loudoun.gov/vsmp)).

Documents required for each application type may be obtained on the webpage and may be completed, signed, scanned, and submitted on the B&D website. Staff will process the application and you will receive an e-mail requesting additional information, if necessary, or confirming the fee identified on the fee form with payment options, including the option to make payments online. Please note that VSMP Permit Applications will not be processed until the associated fee is paid and that VSMP Permit Terminations may not be submitted online.

Paper VSMP Permit Applications, fee checks, and digital copies of submission materials provided on CD/DVD 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 VSMP Permit 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 James Edmonds, VSMP Administrator, at [James.Edmonds@loudoun.gov](mailto:James.Edmonds@loudoun.gov) or (703) 737-8052.