



FAUQUIER COUNTY
DEPARTMENT OF COMMUNITY DEVELOPMENT
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ENGINEERS & SURVEYORS INSTITUTE
"A public-private partnership"
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LETTER TO INDUSTRY, June 11, 2009
OUTSOURCED ENGINEERING TECHNICAL REVIEW

Effective July 1, 2009, Fauquier County will begin a new program for outsourced engineering technical review (ETR) of preliminary plats, major site plans, construction plans, infrastructure plans and floodplain studies. The County has contracted with the Engineers and Surveyors Institute (ESI) to undertake this new program. It will be conducted under the "Pay As You Go" (PAYG) system, in an effort to minimize costs for both Fauquier County and the applicant. The PAYG system involves the submission of an upfront deposit for the cost of review services that are billed by ESI to the applicant at an hourly rate.

While all new plans will begin the ESI review process in July, plans that are already in the County system for review will not be affected by the PAYG program. The County will be covering the costs for these applications.

The Fauquier County ESI Review (FCER) will now consist of two parts – the minimum submission review (MSR) that is currently underway and the new engineering technical review (ETR). The process will be conducted as follows:

MINIMUM SUBMISSIONS REVIEW (MSR)

MSR will continue to be performed on preliminary plats, final plats, major site plans and construction plans. In addition, ESI will continue to perform the MSR for the Fauquier County Water and Sanitation Authority as part of this process.

1. To initiate the review, the applicant or representative will submit one copy of the plan and documents to be reviewed, a transmittal letter clearly stating that the plan is for ESI Review, all required supporting studies and computations, one copy of the appropriate ESI checklist, completed by the submitting engineer, a completed Fauquier County ESI Review Program Processing Application (the appropriate checklists and forms are located in the ESI web page: www.esinova.org and a check for the FCER process. (See the section below on fee processing for further information on the check/deposit for the FCER process.)

2. The drop off point for the documents will be at the Fauquier County Community Development Office, 29 Ashby Street, Suite 310, Warrenton, VA as normal. Plan Submission Packages received by 11:00 am on Friday will be shipped to ESI by COB Friday. Also, the Plan Submission Package may be delivered at your expense directly to the Engineers and Surveyors Institute, 4455 Brookfield Corporate Drive, Suite 107, Chantilly, Virginia 20151. A FCER project number will be assigned for tracking purposes only, using the minimal information provided on the attached form. A copy of the form with the assigned project number will be returned to the designated contact after completion of the minimum submission review. Upon receipt of a FCER application and deposit check, the process begins and reviews will be scheduled.

3. An ESI Staff Engineer conducts the Minimum Submission Review, using established checklists for each plan type, to ensure that the plan documents are complete and reviewable by County staff. If the plan is found unacceptable, it will be returned to the applicant by transmittal for correction. Once the plan is found acceptable, the corrected submission is eligible to be submitted to Fauquier County for review.

ENGINEERING TECHNICAL REVIEW (ETR)

Following the MSR, full plan submission is made directly to Fauquier County Community Development. Engineering Technical Review (ETR) will be conducted in accordance with the County’s design standards and good engineering practice by the ESI Staff Engineer and a Peer Consultant (an ESI member local engineer) once the plan has been processed and distributed for review by the County. A Team Peer Review (TPR) will also be scheduled to be attended by the applicant or representative, County Project Manager and staff reviewers as appropriate to discuss and resolve any issues related to the project. ESI will work closely with County staff to ensure a smooth implementation of the ETR program.

FEE PROCESSING

The deposit to cover the PAYG for both the MSR and the ETR will be paid by check made out to “Fauquier County ESI Review” directly to ESI at the time of submission of the MSR. The amount of the deposit has been initially set based on the application type as follows:

Application Type	Deposit Required*
Final Plats (MSR only)	\$ 500
Preliminary Plats	3,000
Floodplain Studies (ETR only)	3,000
Major Site Plans	6,000
Construction Plans	6,000
Infrastructure Plans	6,000

*Larger and/or more complex projects may require a higher review deposit to be paid with the MSR submission. In such case, notification will be made to the applicant at the County pre-application meeting.

The check will be deposited into an escrow account managed by the accounting firm of Joan Clarke or the accountant of record. The funds will be accounted for on a project-by-project basis. The accountant will pay ESI for those review services (invoices approved by the County) consumed by the Engineers and Surveyors Institute and its Peer Consultants to cover the Minimum Submission Review, ETR and TPR, as applicable. Once the plan has been approved or withdrawn, all remaining funds from the deposit will be returned to the applicant with a complete accounting. Applicants will only be charged for the amount of time ESI reviews the plan over all of its submissions. A \$75 processing fee will be withdrawn to cover the accounting/banking costs. Other fees for web-based comment and response (WCR) system usage, credit card usage, overnight delivery, out of sequence accounting reports and other service, may apply. If review costs exceed the initial deposit, a request for an additional deposit will be made. It is believed that this will be a rare occurrence.

The ETR is a new program to both ESI and Fauquier County. As in any new process, there may be changes as we gain experience over time. We look forward to your feedback and will keep you informed of any changes.

For specific questions relating to this process or difficulties during the change, please call either Dr. T. C. Ryan, Executive Director of ESI at (703) 263-2232 (email tryan@esinova.org) or Kimberley Fogle, Assistant Director of Community Development, Fauquier County at (540) 347-8660 (email kimberley.fogle@fauquiercounty.gov).