



Program Audit of Third Party Land Development Services RFQ C-3425 Final Report



Prepared by
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Executive Summary

Background:

The Engineers and Surveyors Institute (ESI) was formed in 1987 to promote a public/private partnership devoted to improving the quality of engineering plans and make the process by which they are reviewed and approved by a local jurisdiction efficient, predictable, and transparent. ESI provides services to support the development review and approval process in Loudoun County through contract C-2688. Specifically, ESI provides Minimum Submission Review (MSR); Team Peer Review (TPR); and Educational Program Services (EPS). ESI provides similar services for the City of Alexandria, Fairfax County, and the Town of Leesburg.

On April 5, 2023, Loudoun County hired Blue Heron Leadership Group (BHLG) to perform an independent audit of the services provided by ESI. Specifically, BHLG was directed to evaluate the effectiveness of the programs and how they meet the goals of supporting and enhancing the development review and approval processes. BHLG was further directed to provide recommendations for improving performance in these areas and to assess whether ESI is the correct provider of these programs.

The audit was conducted by reviewing performance and operational data provided by both Loudoun County and ESI, and by interviewing different industry stakeholders including developers, submitting engineers, ESI staff, and Loudoun County staff from various departments. BHLG also met with staff from several surrounding jurisdictions to understand their plan review processes, compare approaches, assess plan review timeframes, and seek out best practices.

Key Findings:

The feedback from the different stakeholder groups supports the following key findings:

General Support for ESI and the Importance of Stakeholder Relationships.

The overwhelming majority of stakeholders interviewed felt that, while significant improvements need to be made to the MSR Program, ESI adds value and is an important component of the Loudoun County plan review and approval process. High marks were given to ESI's Educational Program, especially when utilized for newer county staff and engineers. ESI is viewed as the glue that holds the different permitting stakeholders together by supporting positive relationships among the different parties. While there is support for ESI overall, there is also a recognition that the program needs significant improvements to evolve to address the current challenges of an ever-increasing complexity of the work, churn of new staff on both the private and public side and impacts of COVID 19. There is one major exception to the support of ESI that comes from the developer interviewed who did not see that there was a return on investment for the fees or the time required of the MSR review. The developer stated and everyone agreed that for ESI services to be relevant, there must be demonstrated and well publicized program goals and documented benefits in the timeliness and predictability of the plan review and approval process.



Performance data on Designated Plans Examiner (DPE) plans show a significant benefit in review time.

Industry has stated that holding costs are the biggest financial impact of the regulatory review process and there must be a return on investment for any pre-submission MSR program. The ESI MSR process DPE plans are approved, on average, 4.2 months faster than non-DPE plans which demonstrates a significant value to the process.

Other data on the quality of DPE plans are mixed, showing a need for significant improvements.

Plan quality, as measured by number of submissions and number of comments, does not show a significant difference between DPE and non-DPE plans. Significant changes have been made over the past 5-years by Loudoun County to limit ESI's role in the process, which is seen by some as a positive step in saving time and others as a negative step that has led to poorer quality plans, longer review times, and multiple plan submissions. While the benefit of the DPE program is demonstrated by the faster review times, improvements are needed to address plan quality and ensure the program meets both goals - predictability in review times and quality plans.

Loudoun County's approach to MSR and TPR processes has relaxed over the last 5 years and this approach needs to be reconsidered.

Current practices in Loudoun County have relaxed the quality checks on submissions - most submissions do not go through the MSR program, DPE plans are not backchecked by ESI, almost no plans take advantage of the TPR program since it became optional in 2019, and there is a great deal of pressure to process plans quickly. Feedback from staff is that the quality of plans has declined over this period and data shows a high number of re-submissions are required to obtain plan approval which negatively impacts total time to final approval.

The Expedited Plan Review Program needs to be evaluated. In 2016, an Expedited Review Process was created for 5 categories of plans (Silver Line projects, Fast Track projects approved by Economic Development, Board Mandated projects, Department of Transportation and Capital Infrastructure projects, and Loudoun County Public School projects). These projects are exempt from the ESI MSR process and receive priority treatment for review times. For this report these projects will be called "Expedited Projects". A high percentage of plans (33%) qualify for the Expedited Project status. These plans, according to feedback from staff and submitting engineers, are of a lesser quality than other plans due to the timelines imposed and because they are exempt from the ESI review process. The combination of these factors impacts the timeliness of review of other plans and overwhelms county staff.

System Accountability and Program Governance need to be improved.

There is a lack of specific controls and accountability measures that govern the performance of submitting engineers, county reviewers, and county agencies to ensure quality in submissions and reviews, and conformance with established timelines. A general theme of the feedback from all parties interviewed is that performance standards need to be set, monitored, and enforced, and there should be consequences for poor performance.



Recommendations:

It is recommended that ESI continue to provide all the services it currently provides, but with significant improvements to obtain the desired outcomes of the county and industry. An alternative, non-ESI approach is also provided in this report for Loudoun County's consideration. Key recommendations for the ESI approach are highlighted below and detailed further in the body of the report.

Recommit to a strengthened ESI Program and a Culture of Accountability for all Participants.

Expand the ESI program to review all submissions of DPE plans. Do not exempt Expedited Projects from this process. The county must commit to quality reviews within agreed upon time limits. Engineers must commit to an improved plan quality and a QC process with a goal of obtaining approval within two submissions plus a signature set. A third submission may be permitted under certain circumstances at the discretion of the Director, or designee, and based on specific criteria. Plans that exceed the submission limit are removed from the DPE process such that regular review times would apply. Evaluate review and submission time requirements for all plan types with a goal of achieving higher quality submissions and reviews and while reducing the total number of submissions required for approval. Define, publicize, monitor, and manage the program benefits for DPE plans. Update and improve the MSR checklist. Loudoun must commit and hold all agencies accountable for quality plan reviews that meet established timelines.

Advisory Plans Examiner Board (APEB)

Fully embrace the role of the APEB Board to monitor and govern the program. Provide an annual review of the program including outcome-based performance metrics and submit a report to the Loudoun County Board of Supervisors that includes these results and any recommended program adjustments.

Expedited Plan Review Program

Reevaluate the criteria for a project to qualify for the Expedited Plan Review Program to ensure it is manageable and only targets the highest priority projects. Establish stronger requirements to qualify for the program and obtain commitments from the applicant as part of program. Do not exempt these plans from ESI review. Ensure ESI meets agreed upon standards for review of plans that qualify as Expedited plans in Loudoun County.

ESI FOCUS Group

FOCUS group meetings are currently held to evaluate the education program, select course topics, and possible instructors. Expand this with Loudoun to review other program elements such as review times, checklist updates, performance metrics, and any needed programmatic changes. Involve review staff in these discussions to ensure their challenges in the trenches are considered.

This report shares the findings for each program area followed by specific recommendations for improving performance in each area. While a recommended approach is provided, alternative approaches are also shared with a list of pros and cons to provide Loudoun County an array of choices. A draft implementation plan and approach is provided as a road map to help guide the work going forward.



Assessment Purpose

The purpose of this assessment is to audit the following contracted services provided by the Engineers and Surveyors Institute (ESI):

- Minimum Submission Review (MSR)
- Team Peer Review (TPR)
- Educational Services
- Designated Plans Examiner (DPE) and Plans Review Specialist (PRS) Certification Program.

This assessment reviews the effectiveness of the ESI Program and associated Loudoun County processes and provides recommendations for improvements to these programs to meet the following goals:

- Improve the predictability of the overall time required to review and approve land development applications;
- Ensure quality plan submissions by applicants and quality reviews by County staff; and
- Reduce the level of effort by the county to review plans.

This assessment also evaluates whether ESI is the best provider of these services and evaluates possible alternative approaches. Pros and cons for the different approaches along with a final recommended approach are provided.

Assessment Approach

This assessment is built upon the experiences and input of the Loudoun County staff, submitting engineers, developers, and ESI staff who all work within the Loudoun system daily. A process was developed to obtain candid input from permit stakeholders in an open and confidential manner. The program review also utilized plan review data collected by both Loudoun County and ESI. The process included the following steps:

- Plan Review and Educational Program Performance Data Analysis.
 - Spreadsheet from Loudoun with review times, number of submissions, and number of review comments (Appendix A).
 - Spreadsheet from ESI with similar data for ESI review performance (Appendix B).
 - ESI Class Feedback forms
- Interviews – interview summaries included in (Appendix C).
 - Loudoun County staff interviews
 - Submitting engineers Interviews
 - Developer/BDAG Interview
 - ESI staff interviews
- ESI/MSR Process Maps were developed and vetted with ESI and Loudoun (Appendix D)
- Staff Survey (anonymous): Two surveys were conducted; one with staff who are DPE/PRS certified or eligible and one survey for everyone else (Appendix E)
- Policy, Ordinance, and Law Review.
- Review of Advisory Plans Examiner Board (APEB) By-Laws (Appendix F).
- Benchmark Interviews with other jurisdictions.



Assessment Findings, Analysis, and Recommendations

The feedback from the interviews, survey information, and performance data was analyzed to assess program performance. The findings are provided in the following sections along with specific recommendations for improving performance.

ESI DPE Minimum Submission Review and Team Peer Review:

Findings:

Table 1 shows the average number of calendar days from county acceptance of a plan to final approval for the different plan types. The number of days the plan is with the engineer is shown in orange, with the county reviewer is shown in grey, yellow denotes the time after technical plan approval while other final approval conditions are met (bonding, easement dedications, plat approval), blue is the time with ESI (**note due to the scale and limited ESI review time (2-days) the blue does not show up on the chart**). As the development community has noted – the biggest impact factor of the permitting process is time and predictability. Table 1 shows an approximate 4.1-month difference between DPE and non-DPE plans. This is a significant benefit that results in reduced carrying costs for financed projects. The second column on this table, “DPE@2” is the average times for plans that were approved in 2 submissions. For DPE

The biggest factor driving predictability and timeliness is the number of submissions.

plans there is a reduction of almost 3 months for plans that were approved in 2 submissions.

Table 2 shows the average number of submissions required to obtain approval of the different plan types and Table 3 shows the total number of county comments respectively. While Table 1 shows a

Table 1 - Average # of Calendar Days until Approval (by Plan Type)

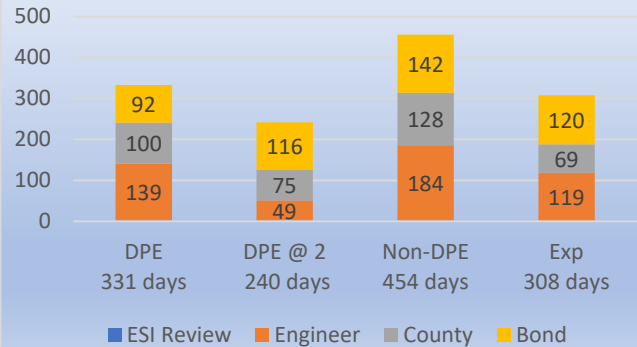


Table 2 - Average # of Submissions per Plan

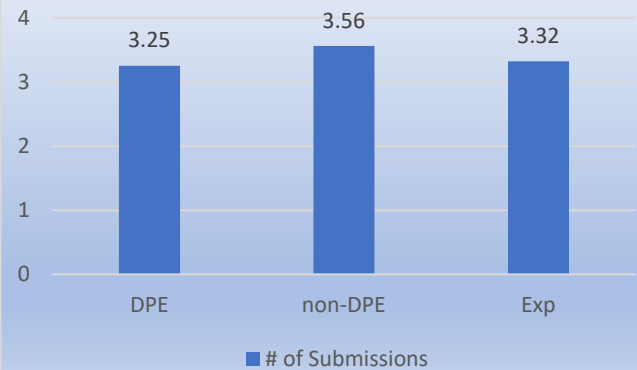
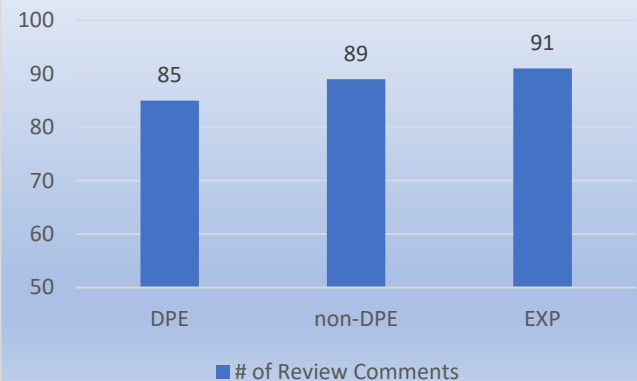


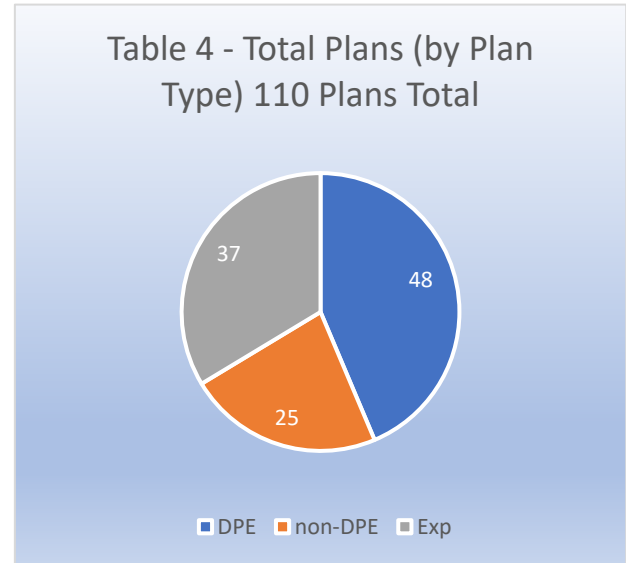
Table 3 - Avg # Review Comments per Plan





significant benefit to the ESI-DPE program, Tables 2 and 3 do not show a significant difference in the quality of the applications as measured by number of county comments and total number of submissions required.

Table 4 Pie Chart shows the total number of plans (by plan type) submitted to the county. Of the 110 plans submitted for review, only 8 of those projects utilized the Team Peer Review (TPR) Program. During the interviews with stakeholders, almost everyone agreed that the TPR program was a beneficial face-to-face opportunity for the submitting engineer and county reviewers to discuss comments, requirements, project constraints, and to navigate through and resolve any complex issues. This program was viewed as a benefit and ultimate time saver in being able to better understand the issues and resolve comments on the spot. The one negative of TPR, as expressed by at least one staff member, is the approximate two-hour time required for the meeting, which takes away time from the heavy burden of other plan reviews that needed to be completed. Even so, staff felt there was a benefit to TPR.



Recommendations:

- DPE Plans – Set a goal for DPE Plans of two submissions plus a signature set for approval. Allow a third submission based on certain circumstances/criteria with Director, or designee, approval, based on the complexity of the project and the extent of items that remain to be addressed. Plans that exceed this limit will be removed from the DPE process and regular review times will apply through final approval.
- DPE Plans Review Timelines – evaluate current review time standards. The goal is to provide realistic and predictable review times that result in a thorough, high quality review that will provide the applicant with the information needed and ultimately reduce the number of resubmissions. Continue to provide shorter review times for DPE and Expedited plans and evaluate increasing the difference beyond the current 5 days.
- Expedited Program - do not exempt Expedited Projects from the ESI MSR.
- ESI to Review all original plan submissions (1st, 2nd, 3rd, ...) for all DPE, non-DPE plans, and Expedited Project plans.
- Apply quality control measures to county comments. Allow ESI to review county comments and provide feedback on a spot check basis. Ensure internal QC measures are in place to review and reconcile county comments prior to sending them to the engineer. Review comments for consistency in referencing code sections, comment clarity, and providing direction toward a solution.



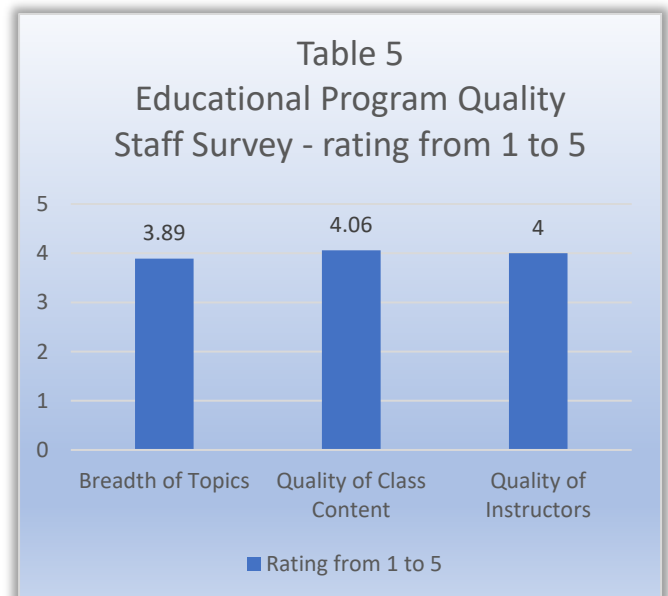
- DPE – Require DPE submitting engineers to certify to a QC that goes beyond the MSR checklist for all DPE plans. DPE plans are supposed to be prepared at a higher quality and as such require a detailed QC process. Plans need to be reviewed to ensure they are compliant with agency level checklists. Agency checklists need to be reviewed by staff, published on the website, and be the basis for training in ESI courses.
- Evaluate consequences for poor performance from DPEs and DPE firms. If any fatal flaws identified on the MSR checklist are missing, ESI sends a letter to the submitting engineer putting them on notice. If this issue occurs multiple times by the same DPE or DPE firm, the case is referred to the APEB for appropriate disciplinary action, which can include suspension or revocation of someone's DPE certification. At the County PM level, an informal process of notifying the engineering firm's principals if they notice a quality issue within that firm prior to taking formal action.
- Where possible, the DPE reviewer should be different from the person who prepared and signed/sealed the plan. Exceptions to this recommendation need to be made for smaller firms who may not have the ability to do this with their limited staff.

ESI Educational Program:

Findings:

Feedback from stakeholder interviews, staff survey results, and data from ESI consistently show positive marks for ESI's educational program. Several compliments were specifically shared about recent positive changes to the Educational Program and the addition of class topics and instructors.

Table 5 shows high marks for the breadth of topics covered by class offerings, the quality of content, and the quality of instructors. A review of class feedback forms from class participants was also conducted and the comments on these forms were generally positive. The stakeholder interviews provided similar positive feedback for the classes, especially for newer staff. Class content is typically more focused on practitioners early in their career, but efforts by ESI to provide interesting topics and content for more experienced staff were also noted. The foundational class was emphasized as a critical component for both county and consultant staff new to land development in northern Virginia. Criticisms of the educational program were mostly around convenience, access, and technology. It is a significant burden for staff that may have long commutes to drive to Chantilly at the end of their workday to attend a 3-hour class and then drive home at 7pm. This same



**ESI Educational Program
Focus Group Workshop**



issue was raised during discussions with other jurisdictions. ESI received kudos for adapting to on-line, distance learning during COVID 19 Pandemic, but there were also comments about the “clunkiness” of the technology. There is a need to assure and enhance classroom engagement in a distance learning format and ensure instructors are well versed in operating the on-line tools.

ESI’s Educational Program utilizes a well-organized stakeholder feedback approach to ensure the program is meeting the needs of the participants. The feedback consists of class feedback forms from students that are reviewed by ESI, feedback provided from ESI to instructors summarizing the student feedback, and focus group sessions with ESI firms and jurisdictions each year to assess the program and make recommendations for the coming year.

A review was conducted to evaluate the ESI curriculum and its relevance for different levels of experience. Figure 1 to the right shows the current experience levels of development review staff in Loudoun. Over 70% of the staff have over 6 years of experience while 20% have less than 3 years of experience. Stakeholder interviews revealed that less experienced engineers and reviewers lack the knowledge and ability to navigate the nuances of challenging developments and meet the regulatory intent in an increasingly complicated regulatory and development environment. It is important that classes are designed for both newer and experienced practitioners. Another key component of the ESI educational program is the importance of a shared learning experience with county reviewers and submitting engineers in the same room discussing these challenges.

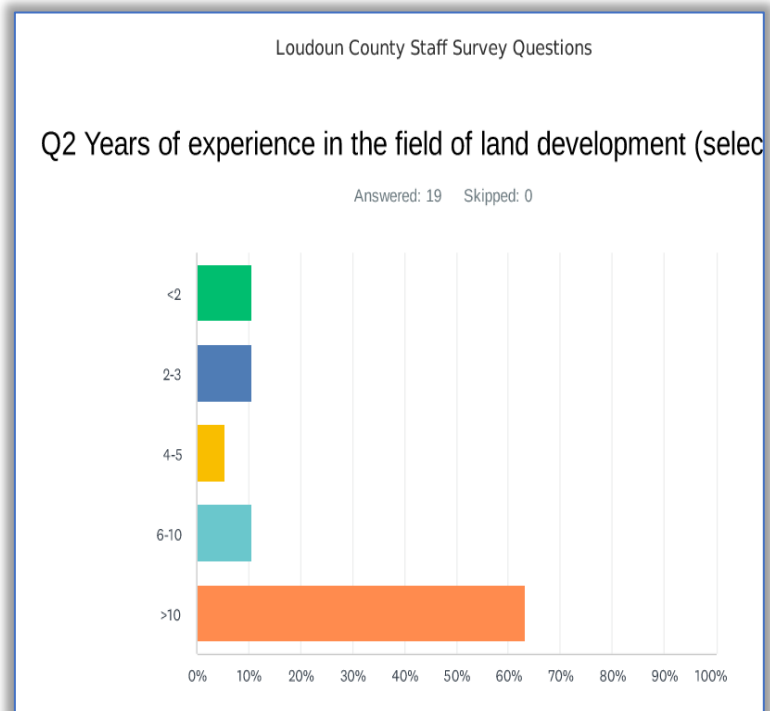


Figure 1 - Loudoun County Staff Survey Results

The 2023 ESI Curriculum is included in the ESI Educational Program Report (Appendix G). A review of the initial certification and continuing education requirements shows a good range of classes in terms of breadth and depth for the varied levels of experience. The L100 and L200 series of classes provides land development professionals who have little experience working in Northern Virginia with a base level of understanding of the processes and requirements. The L300 course provides an annual update of changes in each jurisdiction’s requirements and highlights common errors and challenges. To remain certified, three P500 level classes must be taken, as well as the P600 Policies and Procedures Update class. There are 17 different P500 classes in the 2023 catalog with a wide breadth of topics that include project site visits to WMATA Silver line and MWAA Dulles Airport, a Leadership course, multiple technical



courses in surveying, trees, transportation, and stormwater, and focus group workshops. ESI offers credit in the P800 series for participation in jurisdictional studies, and committees, or serving on the APEB. ESI also offers credit in the P900 series for classes taken outside of ESI that meet specific criteria.

Recommendations:

While the Educational Program receives high marks, several gaps were also identified that can be addressed to better ensure alignment with Loudoun County's goals of improving the predictability, efficiency, and effectiveness of the development review processes.

- Ensure all staff who play a significant role in the development review process become DPE or PRS eligible or certified. Other staff who play less significant roles should, at a minimum, receive a base level of training in development principles. The goal of the ESI Educational Program is to raise the level of understanding of local requirements and development principles for both submitting engineers and county review staff.
- Continue to explore class topics requested by jurisdictional staff. Several topics were identified in the survey results (see Appendix E). This survey was shared with the ESI Education Program Manager for consideration in providing future classes.
- Conduct an ESI survey in advance of FOCUS group to member firms and jurisdictions to get feedback and suggestions on the overall program and classes.
- Continuing Education Units (CEUs) are needed for Professional Engineers, Stormwater, Erosion and Sediment Control staff, and to meet other licensure/certification requirements. Many staff have heavy CEU requirements of 24 hours or more. It would be impractical and costly to cover all these CEUs through ESI, so other programs need to be identified and supported for staff. Most jurisdictions reimburse employees for training that is required to maintain job related certifications. A market scan of available training opportunities is provided in (Appendix H).
- Technology – Based on the outcome of the recent focus groups, ESI is already reviewing technology upgrades to better deliver online classes through speaker tracking, auto-framing camera enhancements, and the installation of a 98" intelligent interactive screen. ESI already can effectively interact visually and audibly and review 3-D material with their existing system.
- Training on agency level checklists – Loudoun County is in the process of updating/finalizing checklists from the different review agencies. Once this work is completed, the checklists need to be made easily available through the website with training provided to ensure DPEs understand the minimum requirements of the different review agencies.
- Reevaluate Training for site/ESC Inspectors/VSMP – Loudoun County has sent inspectors to ESI training. While this is a good opportunity for inspectors with the appropriate educational background who are looking to advance their careers, it is not the best training to learn inspection skills. This also creates a challenge for the instructor who is designing the curriculum for such a wide range of backgrounds. Other programs should be provided to better target training for inspectors.
- Provide Loudoun County specific training for staff, particularly new staff, to focus on the processes, procedures, and expectations associated with the position. Provide this training in Loudoun to reduce the travel burden for staff.



- Evaluate cross training for building code reviewers and building code inspectors who interact regularly with the site review and site inspection teams.
- Evaluate best practices from other jurisdictions – Most jurisdictions did not have extensive development programs for review staff. Formal training in these jurisdictions was focused on maintaining required certifications, such as DEQ's stormwater and erosion and sediment control certifications. There are programs in Fairfax County and Prince William County that can serve as models for enhancing training in Loudoun County.

- Joint Training Academy (Fairfax County) – this academy was established approximately 7 years ago to provide training to all staff who play a role in the regulatory review process. The Land Development 101 course is the flagship offering of the Joint Training Academy. Participants are introduced to the concept of land development as a process or life cycle. The material presented helps participants understand the range of projects that constitute land development and how each role is critical to Fairfax County's vision for economic success. The six-week course (4-hours per week) looks at the major players in the land development process, the regulatory framework for their roles and functions, the steps of the land development lifecycle, and the importance of interaction between the various partners in support of land development. The major factors driving the course design and content are a direct result of the identified need for a comprehensive training effort to support Fairfax County's overall goals. Land Development 101 seeks to ensure a consistent, positive customer experience through core competencies taught to all regulatory staff through the Joint Training Academy, and to promote a customer-centric, integrated services delivery approach. This class has been attended by Board of Supervisor staff, county attorneys, and other staff who are involved in any aspect of the land development process.



Figure 2 - Joint Training Academy Logo

- Professional Engineer Development Program— - Create a program utilizing county professional engineering staff to teach engineering topics based on their areas of expertise. A curriculum can be developed each year for regular offerings of classes and CEU credits are provided to attendees. Seek certification from the State licensing board in order to provide CEUs.
- In service training days – pick a regular time each month for in service training on topics of interest and needed coordination between divisions.



- Reviewers/Inspectors Handbook Develop a reviewers and inspectors handbook that is a collection of the procedures and processes used to conduct the work. An on-line handbook can be supplemented with videos and links as additional guidance resources.
- Annual seminar with industry (Prince William County) – PWC invites ESI to participate in their annual seminar with industry to review changes to their requirements and regulatory issues. ESI provides CEU credit to attendees of this program.

ESI Policies, Procedures, and Processes

Findings:

ESI processes and procedures are defined in the state enabling legislation, the local jurisdiction ordinances, local jurisdiction technical memos, the published checklist, the Educational Program Report (Appendix G), and the ESI MSR process maps (Appendix D). The fee schedule and process for paying for peer review is available on the ESI website with an auto-calculating feature. Peer review (for the ESI MSR review) scheduling procedures are available on the ESI website with an online sign-up feature.



The educational program requirements are regularly updated and published on the ESI website and a Learning Management System is available to class participants to sign-up for classes and track the classes they have attended.

Several policy gaps are ensuring procedures and workflows are well-documented in an understandable format and that procedures and policies are regularly reviewed and updated through a well thought out change management policy. Currently the checklist and process maps are out of date and need to be made current.

Recommendations:

- Change Management – improve the process for ensuring checklists and processes are up to date. One option to accomplish this task is to form a committee of ESI and county staff that meets regularly to record changes. Add an annual review and update of checklists and track significant regulatory changes in the jurisdictions in case more frequent updates are necessary. Document the change management process and how changes are vetted with the local jurisdictions and publicized to members.
- Develop a clear process map with an accompanying narrative for the MSR and TPR functions.
- Performance Management – work in collaboration with Loudoun to establish, track, and publicize performance data. ESI should be responsible for tracking and reporting their performance and Loudoun should be responsible for tracking and reporting the county's performance. All of this should then be brought together into one overall report that can be shared with industry and other stakeholders. The reporting is further discussed in the APEB portion of this report.



Advisory Plans Examiner Board (APEB):

Findings:

Per the [State enabling legislation](#) the purpose of the APEB is to, “... *make recommendations to the board of supervisors ... on the general operation of the program, on the general qualifications of the those who may participate in the expedited processing procedure, on initial and continuing educational programs needed to qualify and maintain qualification for such a program and on the general administration and operation of the program....*” The enabling legislation also provides for suspending, removing, and disciplining DPEs.

In interviewing current APEB Board members, the current focus of the APEB has been to review and make recommendations for DPE certifications. There has been no recent activity to assess the general operation or administration of the program or to review performance data. Also, the current bylaws do not provide any language regarding accountability for poor performance.

Recommendations:

- An annual overall review and reporting of program performance needs to be conducted under the direction of the APEB. The review and reporting should include performance metrics that evaluate the different classifications of plans and number of submissions, timelines for each stage of obtaining a permit (review time, ESI time, submitting engineer time), number of comments, and educational program feedback. The report should assess performance and make any recommendations for improving the program. Like the current focus group efforts on the educational program, the assessment should seek input from a multitude of stakeholders. The final report should be coordinated with the Department of Building and Development and delivered to the Board of Supervisors and published on the ESI and Loudoun County website.
- ESI and Loudoun County should collaborate on collecting performance metrics. Both groups should set specific targets for all steps in the regulatory review process and measure performance against these targets. The target timelines and the actual performance should be reported on the ESI and County website.
- Greater accountability for all parties was mentioned in the interviews with all the groups. The [State enabling legislation](#) for the DPE/PRS program provides language for holding submitting engineers accountable for delivering quality plans. It is recommended that Loudoun add this language to their ordinance and the APEB be delegated the authority to review cases and take disciplinary action within a set of parameters to be developed. One jurisdiction uses an informal process, followed by emails/meetings, followed by referral to APEB for issues that go uncorrected. A similar progressive disciplinary process can be developed for Loudoun. Accountability flows both ways and measures need to be put in place to hold review agencies and staff accountable for quality and timely reviews.

Other Process Considerations:



- Better integrate outside agency reviews into the plan review process. The main outside agency mentioned was Loudoun Water. Suggest conducting a work session with Loudoun Water, ESI, Loudoun County, and industry to evaluate possible improvements and establish a recurring meeting to assure current issues are addressed and create a platform for ongoing coordination.
- Other outside agencies – A similar approach can be taken with VDOT and other outside agencies. There should be regular meetings to discuss and coordinate between the different regulatory bodies.

Alternative Approach

Non-ESI approach -

Prince William County, Stafford County, the City of Fairfax, and Arlington County do not utilize the ESI process. These jurisdictions utilize a combination of in-house and contracted reviews. A suggested approach based upon a collection of these practices is outlined below.

Prince William County (PWC) is probably the closest comparison to Loudoun and has a good reputation among submitting engineers as an organization with a positive culture of meeting deadlines and working with applicants to get them to the finish line. PWC and other area jurisdictions do not regularly track timelines or number of submissions and do not publish performance statistics on their website (except for Fairfax County). Stafford County is currently in the process of reviewing their commercial permitting process to look for streamlining opportunities, as is the City of Fairfax. Alexandria has one of the best quality control processes for reviewing and reconciling agency comments and managing the multi-agency review process. The following approach is a compilation of the best processes components of these other jurisdictions. Note that the process described below only covers pre-submission through plan acceptance for the different plan types and submissions.

Legal Considerations for a non-ESI approach:

The state enabling legislation specifically stipulates that certain jurisdictions may establish, by ordinance, a separate processing procedure to expedite the review of certain qualified land development plans under several conditions including, among other things, the following:

- The plans are reviewed and recommended for submission by qualified plans examiners.
- Qualified plans examiners must have completed an educational program that includes specialized training on the locality's land development ordinances and regulations.
- Qualified plans examiners must attend continuing education courses specified by the locality.
- The educational program shall be conducted under the auspices of a public institution of higher education.
- Creation of an Advisory Plans Examiner Board to review the program and qualified reviewers.

Any non-ESI approach that creates a separate processing procedure would require either a change in state law or for Loudoun County to create a process and educational program under the auspices of a public institution of higher education to qualify plans examiners.



Step-by-step non-ESI Approach:

- Pre-submission Conference (PSC) – Some jurisdictions offer this service at no cost while others charge a fee (some jurisdictions require a PSC). Loudoun currently offers a free one-hour PSC, called a PSUB (pre-submission application), as an optional meeting. The purpose of this meeting, as stated in the Loudoun County Facilities Standards Manual Section 8.000, is to familiarize an applicant/landowner with the development review process and provide an opportunity to discuss a particular property and any environmental and cultural resource issues. As per the Department of Building and Development’s February 28, 2023 Technical and Procedural Newsletter, if a proposed project will have Affordable Housing Units (AHUs), the PSUB meeting is mandatory. The purpose of this meeting is to identify any proffers pertaining to AHU and the overall site, related processes or studies, and interconnected land development applications that must be addressed and/or approved before the AHU project can be approved.

The most effective PSC requires the applicant to prepare and submit a concept level plan or “sketch plan” and a list of challenges they foresee, any regulatory questions, and a list of potential variations to the FSM. This information is reviewed by the different agencies prior to the PSC. Review agencies perform a high-level review and identify key issues. During the conference, these issues are discussed, and a general approach can be agreed upon and documented (the documented agreements are then submitted with the application).

PSC Process –

- Applicant submits a sketch plan in accordance with a sketch plan checklist.
- Intake staff review for completeness of application – verifies full package of information is included with appropriate fees (<2days).
- The County Project Manager reviews technical completeness based on a publicized checklist. Unacceptable plans are returned to the applicant with a deficiency letter. Note – PWC uses a four-page checklist of critical items versus the 12+ pages of the current Loudoun County MSR checklist (<2days).
- Once the sketch plan is accepted, it is distributed to appropriate agencies (distribution list is determined by the Loudoun PM based on the type of plan and issues to be discussed) and the PSC is scheduled (distribution 1 day; PSC scheduled within 15 business days)
- Agencies review and prepare a comment letter within a defined timeframe (<10 business days).
- The County PM reviews and reconciles any conflicting issues and sends the comment letter to the applicant.
- PSC is held – all agreements are documented and will be included in the final plan submission. These agreements are valid for a defined period (<1year). this would be a departure from the current Loudoun County PSUB where items discussed are non-binding – specifically identified in the form / application for the PSUB since the sketch is considered exploratory in nature and not a formal submission



- Plan Review Application –
 - Applicant submits plans and a completed MSR checklist, certifying that all items have been addressed and appropriate agency checklist items have also been reviewed and addressed. The signed and sealed checklist by a Virginia licensed Professional Engineer (PE) or Land Surveyor (LS) will be provided as part of the submission package.
 - Loudoun County Intake staff review for completeness of package.
 - Incomplete packages are not accepted – minor discrepancies should be dealt with by a quick call to collect missing information. Significant issues resulting in the package being rejected are returned to the applicant.
 - The County PM reviews for technical completeness. NOTE that PWC uses a checklist that is 4 pages long versus the 12+ pages included in the current Loudoun ESI review. Another option for completing the technical review is to dedicate County staff to this task versus the PM carrying it out.
 - Unacceptable packages are returned to the engineer with a deficiency letter for resubmittal. Applicant to address all deficiencies, resubmit, and pay a resubmission fee for repeated occurrences (more than one resubmission triggers a fee).
 - Once the package is accepted, the PM identifies the review agencies and distributes the plan for review. The plan review clock starts at this point.
- Expedited processing –
 - To allow plans to follow a different process, the requirements of the state enabling legislation must be met as described in the previous section of this document. PWC accomplishes this through allowing PWC DPE's to continue to be certified through ESI and submit DPE plans while performing the MSR with in-house staff. Such an approach with ESI is not consistent with the current contract with Loudoun County and would need to be negotiated and agreed to by both parties. If ESI is not agreeable to this approach, Loudoun County would need to develop a means to train and qualify plans examiners in accordance with the law or change the law.
- Other Process Considerations – Alexandria has a very thorough way to ensure a well-coordinated and quality plan review which can be mimicked in Loudoun. When plans are accepted for review, the Project Manager identifies an Interdepartmental Review Team (IDRT). Each member of the team is responsible for the review within their different agency and compiling and reconciling comments. Before comments go out, the IDRT meets to ensure comments and direction is well-coordinated and consistent. The PM does a final review, and comments are then distributed. While this requires time for coordination, Alexandria has found it saves a lot of time later in the process by identifying and addressing issues early.
- Post submission conference – Fairfax County conducts post submission conferences two weeks after comment letter sent to submitting engineer to review comments and issues after comments have been sent and prior to resubmission. The goal of the meeting is to ensure there is a common understanding of the issues and challenges and an agreement on how best to address them. Again, the meetings will take up valuable staff time, but Fairfax has found that this process helps create a better common understanding of expectations and challenges and leads to quicker resolution. In Fairfax, during this meeting, an agreement is reached on whether the 2nd submission review will be 2-weeks or 3-weeks.



The pros of a non-ESI approach are that Loudoun County retains full control and accountability of the development review process and it is simpler to administer. The cons are the loss of an independent agent to perform this function and to act as an arbitrator on issues and be focused on building shared competency in land development matters and delivering an effective educational program. Additional staff may be required.

NAIOP (Commercial Real Estate Development Association) Study

In February 2021, the NAIOP Research Foundation released [The Development Approvals Index: A New Tool to Evaluate Local Approvals Processes](#). The tool rates jurisdictions in three broad categories of transparency, accountability, and consistency. With the help of George Mason University, NAIOP rated jurisdictions of different sizes from across the US using publicly available data from August 2021 to March 2022. Several Northern Virginia jurisdictions were rated in the top 10 including Loudoun, which was ranked 8th overall.

While the rating focuses on building review, permitting, and inspection, the scoring principles can be applied to site plan processes as well. Opportunity areas from this report reinforce the need for transparency and clarity on approval requirements, publicized review timeline targets, and actual performance. The full scoring matrix can be viewed at the link above.

TABLE 1 Jurisdiction by rank

Jurisdiction	Pillar 1 Transparency raw point score	Pillar 2 Accountability raw point score	Pillar 3 Consistency raw point score	Weighted Overall Score*	Rank
Fairfax County, VA	80	59	75	71	1
San Antonio, TX	85	70	55	68	2
Goodyear, AZ	85	45	50	57	3
Salt Lake County, UT	62	39	65	55	4
Portland, OR	65	38	55	52	5
Prince William County, VA	57	20	75	51	6
Denver, CO	84	45	45	50	7
Loudoun County, VA	42	12	70	43	8
Tempe, AZ	62	24	45	42	9
Bellevue, WA	50	19	55	41	10
Glendale, AZ	49	32	45	41	11
Portland, ME	52	45	30	41	12
Atlanta, GA	60	47	25	41	13
Chamblee, GA	57	49	25	41	14
Seattle, WA	70	22	35	39	15
Mesa, AZ	62	39	25	39	16

Appendices

- Appendix A – Loudoun County Review Data
- Appendix B – ESI Review Data
- Appendix C – Staff and Stakeholder Interview Summaries
- Appendix D – ESI MSR Process Maps
- Appendix E – Loudoun County Staff Survey Results
- Appendix F – APEB Bylaws
- Appendix G – ESI Educational Program
- Appendix H – Scan of Training Opportunities

Column1	APPLICATION #	APPLICATION NAME	PROJECT MANAGER	CATEGORY	# OF ESI MSR COMMENTS	MISSING, INCONSISTENT, OR BOTH	COMPARISON REPEAT COMMENTS	AMOUNT OF TIME WITH ESI	# OF ESI REVIEWS	SUBMISSION #	# OF 1ST SUB COMMENTS	# OF 2ND SUB COMMENTS	TEAM PEER REVIEW CONDUCTED	# OF SUBMISSIONS UNTIL APPROVAL	SUBMISSION DURATION CALENDAR DAYS	CURRENT STATUS	DATE IN	DATE OUT	ORIGINAL SUBMISSION DATE	APPROVAL DATE
1	CPAP-2019-0032	TUSCARORA CROSSING LB 2	FULTZ ZEB	DPE	10	Missing	No			SB1REC	54	7	No	3	50	APPRVD	28-Oct-19	17-Dec-19	18-Oct-19	06-Aug-20
	CPAP-2019-0032	TUSCARORA CROSSING LB 2	FULTZ ZEB	DPE						SB2REC					24	APPRVD	11-Feb-20	06-Mar-20	18-Oct-19	06-Aug-20
	CPAP-2019-0032	TUSCARORA CROSSING LB 2	FULTZ ZEB	DPE						SB3REC					17	APPRVD	05-May-20	22-May-20	18-Oct-19	06-Aug-20
1	CPAP-2019-0035	POTOMAC VIEW RD IMPRVMENTS	FULTZ ZEB	DPE	15	Missing	Yes			SB1REC	64	4	No	3	58	APPRVD	20-Nov-19	17-Jan-20	07-Nov-19	01-Apr-21
	CPAP-2019-0035	POTOMAC VIEW RD IMPRVMENTS	FULTZ ZEB	DPE						SB2REC					85	APPRVD	23-Apr-20	17-Jul-20	07-Nov-19	01-Apr-21
	CPAP-2019-0035	POTOMAC VIEW RD IMPRVMENTS	FULTZ ZEB	DPE						SB3REC					22	APPRVD	24-Sep-20	16-Oct-20	07-Nov-19	01-Apr-21
1	CPAP-2019-0037	HARTLAND NORTH SEC 2	WILLIAMS KENNETH	DPE	3	Missing	No			SB1REC	69	15	Yes	3	48	APPRVD	11-Dec-19	28-Jan-20	06-Dec-19	20-Jul-20
	CPAP-2019-0037	HARTLAND NORTH SEC 2	WILLIAMS KENNETH	DPE						SB2REC					21	APPRVD	15-Apr-20	06-May-20	06-Dec-19	20-Jul-20
	CPAP-2019-0037	HARTLAND NORTH SEC 2	WILLIAMS KENNETH	DPE						SB3REC					20	APPRVD	10-Jun-20	30-Jun-20	06-Dec-19	20-Jul-20
1	CPAP-2020-0002	BROADLANDS SECTION 202-PHASE 1	HABIB MICHEL	DPE	4	Missing	No			SB1REC	72	30	No	4	42	APPRVD	15-Jan-20	26-Feb-20	10-Jan-20	08-Oct-20
	CPAP-2020-0002	BROADLANDS SECTION 202-PHASE 1	HABIB MICHEL	DPE						SB2REC					21	APPRVD	21-Apr-20	12-May-20	10-Jan-20	08-Oct-20
	CPAP-2020-0002	BROADLANDS SECTION 202-PHASE 1	HABIB MICHEL	DPE						SB3REC					37	APPRVD	22-Jun-20	29-Jul-20	10-Jan-20	08-Oct-20
	CPAP-2020-0002	BROADLANDS SECTION 202-PHASE 1	HABIB MICHEL	DPE						SB4REC					28	APPRVD	10-Sep-20	08-Oct-20	10-Jan-20	08-Oct-20
1	CPAP-2020-0004	OLD RYAN ROAD	ABEDI-JAFARI ABBAS	DPE	10	Missing	3			SB1REC	44	18	no	3	58	APPRVD	31-Jan-20	29-Mar-20	29-Jan-20	02-Nov-20
	CPAP-2020-0004	OLD RYAN ROAD	ABEDI-JAFARI ABBAS	DPE						SB2REC					23	APPRVD	16-Jun-20	09-Jul-20	29-Jan-20	02-Nov-20
	CPAP-2020-0004	OLD RYAN ROAD	ABEDI-JAFARI ABBAS	DPE						SB3REC					22	APPRVD	01-Sep-20	23-Sep-20	29-Jan-20	02-Nov-20
1	CPAP-2020-0006	BROADLANDS ASHBURN METRO	ABEDI-JAFARI ABBAS	DPE	11	N/A	0			SB1REC	60	25	no	5	39	APPRVD	06-Feb-20	16-Mar-20	03-Feb-20	24-Nov-20
	CPAP-2020-0006	BROADLANDS ASHBURN METRO	ABEDI-JAFARI ABBAS	DPE						SB2REC					21	APPRVD	24-Jun-20	15-Jul-20	03-Feb-20	24-Nov-20
	CPAP-2020-0006	BROADLANDS ASHBURN METRO	ABEDI-JAFARI ABBAS	DPE						SB3REC					22	APPRVD	25-Aug-20	16-Sep-20	03-Feb-20	24-Nov-20
	CPAP-2020-0006	BROADLANDS ASHBURN METRO	ABEDI-JAFARI ABBAS	DPE						SB4REC					14	APPRVD	10-Nov-20	24-Nov-20	03-Feb-20	24-Nov-20
	CPAP-2020-0006	BROADLANDS ASHBURN METRO	ABEDI-JAFARI ABBAS	DPE						SB5REC					14	APPRVD	10-Nov-20	24-Nov-20	03-Feb-20	24-Nov-20
1	CPAP-2020-0007	METRO WALK AT MOOREFIELD	HABIB MICHEL	DPE	22	Both	No			SB1REC	62	16	No	4	37	APPRVD	10-Feb-20	18-Mar-20	04-Feb-20	02-Sep-20
	CPAP-2020-0007	METRO WALK AT MOOREFIELD	HABIB MICHEL	DPE						SB2REC					24	APPRVD	12-May-20	05-Jun-20	04-Feb-20	02-Sep-20
	CPAP-2020-0007	METRO WALK AT MOOREFIELD	HABIB MICHEL	DPE						SB3REC					11	APPRVD	13-Jul-20	24-Jul-20	04-Feb-20	02-Sep-20
	CPAP-2020-0007	METRO WALK AT MOOREFIELD	HABIB MICHEL	DPE						SB4REC					19	APPRVD	14-Aug-20	02-Sep-20	04-Feb-20	02-Sep-20
1	CPAP-2020-0008	NATIONAL CONFERENCE CENTER EAST	ABEDI-JAFARI ABBAS	DPE	11	N/A	1			SB1REC	109	104	no	5	42	APPRVD	14-Feb-20	27-Mar-20	11-Feb-20	15-Dec-20
	CPAP-2020-0008	NATIONAL CONFERENCE CENTER EAST	ABEDI-JAFARI ABBAS	DPE						SB2REC					32	APPRVD	14-Jul-20	15-Aug-20	11-Feb-20	15-Dec-20
	CPAP-2020-0008	NATIONAL CONFERENCE CENTER EAST	ABEDI-JAFARI ABBAS	DPE						SB3REC					23	APPRVD	08-Sep-20	01-Oct-20	11-Feb-20	15-Dec-20
	CPAP-2020-0008	NATIONAL CONFERENCE CENTER EAST	ABEDI-JAFARI ABBAS	DPE						SB4REC					33	APPRVD	09-Oct-20	11-Nov-20	11-Feb-20	15-Dec-20

	CPAP-2020-0008	NATIONAL CONFERENCE CENTER EAST	ABEDI-JAFARI ABBAS	DPE						SB5REC					20	APPRVD	24-Nov-20	14-Dec-20	11-Feb-20	15-Dec-20
1	CPAP-2020-0009	HARTLAND NORTH HARTLAND DR PH 1A & 1B	ABEDI-JAFARI ABBAS	DPE	6	N/A	N/A			SB1REC	116	19	no	4	39	APPRVD	20-Feb-20	30-Mar-20	14-Feb-20	20-Oct-20
	CPAP-2020-0009	HARTLAND NORTH HARTLAND DR PH 1A & 1B	ABEDI-JAFARI ABBAS	DPE						SB2REC					31	APPRVD	13-Jul-20	13-Aug-20	14-Feb-20	20-Oct-20
	CPAP-2020-0009	HARTLAND NORTH HARTLAND DR PH 1A & 1B	ABEDI-JAFARI ABBAS	DPE						SB3REC					21	APPRVD	21-Sep-20	12-Oct-20	14-Feb-20	20-Oct-20
	CPAP-2020-0009	HARTLAND NORTH HARTLAND DR PH 1A & 1B	ABEDI-JAFARI ABBAS	DPE						SB4REC					1	APPRVD	13-Oct-20	14-Oct-20	14-Feb-20	20-Oct-20
1	CPAP-2020-0010	HARTLAND SOUTH RD PH 2A, 2B, 2C & 2D	WILLIAMS KENNETH	DPE	3	Missing	No			SB1REC	81	19	No	4	68	APPRVD	26-Feb-20	04-May-20	20-Feb-20	21-Dec-20
	CPAP-2020-0010	HARTLAND SOUTH RD PH 2A, 2B, 2C & 2D	WILLIAMS KENNETH	DPE						SB2REC					55	APPRVD	22-Jul-20	15-Sep-20	20-Feb-20	21-Dec-20
	CPAP-2020-0010	HARTLAND SOUTH RD PH 2A, 2B, 2C & 2D	WILLIAMS KENNETH	DPE						SB3REC					28	APPRVD	19-Oct-20	16-Nov-20	20-Feb-20	21-Dec-20
	CPAP-2020-0010	HARTLAND SOUTH RD PH 2A, 2B, 2C & 2D	WILLIAMS KENNETH	DPE						SB4REC					8	APPRVD	09-Dec-20	17-Dec-20	20-Feb-20	21-Dec-20
1	CPAP-2020-0012	MOOREFIELD BLVD IMPROVEMENTS	ABEDI-JAFARI ABBAS	DPE	7	Both	1			SB1REC	72	35	No	3	38	APPRVD	06-Mar-20	13-Apr-20	02-Mar-20	08-Dec-20
	CPAP-2020-0012	MOOREFIELD BLVD IMPROVEMENTS	ABEDI-JAFARI ABBAS	DPE						SB2REC					24	APPRVD	16-Jun-20	10-Jul-20	02-Mar-20	08-Dec-20
	CPAP-2020-0012	MOOREFIELD BLVD IMPROVEMENTS	ABEDI-JAFARI ABBAS	DPE						SB3REC					23	APPRVD	22-Sep-20	15-Oct-20	02-Mar-20	08-Dec-20
1	CPAP-2020-0013	PROJECT ASPEN RED TRIANGLE LANE RD EXT.	CHIKALARD HAISAM	DPE	-	-	-			SB1REC	29	5	No	4	35	APPRVD	11-Mar-20	15-Apr-20	06-Mar-20	19-Jan-21
	CPAP-2020-0013	PROJECT ASPEN RED TRIANGLE LANE RD EXT.	CHIKALARD HAISAM	DPE						SB2REC					21	APPRVD	13-May-20	03-Jun-20	06-Mar-20	19-Jan-21
	CPAP-2020-0013	PROJECT ASPEN RED TRIANGLE LANE RD EXT.	CHIKALARD HAISAM	DPE						SB3REC					21	APPRVD	16-Jun-20	07-Jul-20	06-Mar-20	19-Jan-21
	CPAP-2020-0013	PROJECT ASPEN RED TRIANGLE LANE RD EXT.	CHIKALARD HAISAM	DPE						SB4REC					16	APPRVD	17-Aug-20	02-Sep-20	06-Mar-20	19-Jan-21
1	CPAP-2020-0015	BROADLANDS-ASHBURN METRO-DEMOTT DRIVE	ABEDI-JAFARI ABBAS	DPE	None	Missing	N/A			SB1REC	45	19	No	4	35	APPRVD	13-Mar-20	17-Apr-20	11-Mar-20	27-Apr-21
	CPAP-2020-0015	BROADLANDS-ASHBURN METRO-DEMOTT DRIVE	ABEDI-JAFARI ABBAS	DPE						SB2REC					22	APPRVD	14-Jul-20	05-Aug-20	11-Mar-20	27-Apr-21
	CPAP-2020-0015	BROADLANDS-ASHBURN METRO-DEMOTT DRIVE	ABEDI-JAFARI ABBAS	DPE						SB3REC					24	APPRVD	23-Feb-21	19-Mar-21	11-Mar-20	27-Apr-21
	CPAP-2020-0015	BROADLANDS-ASHBURN METRO-DEMOTT DRIVE	ABEDI-JAFARI ABBAS	DPE						SB4REC					21	APPRVD	23-Mar-21	13-Apr-21	11-Mar-20	27-Apr-21
1	CPAP-2020-0017	MONTEBELLO FARMS PH 2	HABIB MICHEL	DPE	8	Both	No			SB1REC	85	29	No	4	37	APPRVD	23-Mar-20	29-Apr-20	13-Mar-20	26-Apr-21
	CPAP-2020-0017	MONTEBELLO FARMS PH 2	HABIB MICHEL	DPE						SB2REC					47	APPRVD	11-Sep-20	28-Oct-20	13-Mar-20	26-Apr-21
	CPAP-2020-0017	MONTEBELLO FARMS PH 2	HABIB MICHEL	DPE						SB3REC					36	APPRVD	28-Dec-20	02-Feb-21	13-Mar-20	26-Apr-21
	CPAP-2020-0017	MONTEBELLO FARMS PH 2	HABIB MICHEL	DPE						SB4REC					26	APPRVD	19-Mar-21	14-Apr-21	13-Mar-20	26-Apr-21
1	CPAP-2020-0018	ONE LOUDOUN LB B-72 RES	FULTZ ZEB	DPE	8	Missing	No			SB1REC	73	9	No	2	35	APPRVD	20-Mar-20	24-Apr-20	17-Mar-20	28-Aug-20
	CPAP-2020-0018	ONE LOUDOUN LB B-72 RES	FULTZ ZEB	DPE						SB2REC					21	APPRVD	27-May-20	17-Jun-20	17-Mar-20	28-Aug-20
1	CPAP-2020-0019	BULL RUN RESERVE	CHIKALARD HAISAM	DPE	15	Both	No			SB1REC	79	36	No	3	36	APPRVD	19-May-20	24-Jun-20	08-May-20	25-Jan-21
	CPAP-2020-0019	BULL RUN RESERVE	CHIKALARD HAISAM	DPE						SB2REC					22	APPRVD	21-Sep-20	13-Oct-20	08-May-20	25-Jan-21
	CPAP-2020-0019	BULL RUN RESERVE	CHIKALARD HAISAM	DPE						SB3REC					23	APPRVD	25-Nov-20	18-Dec-20	08-May-20	25-Jan-21
1	CPAP-2020-0020	PROJECT ASPEN LW MAINT ACCESS	CHIKALARD HAISAM	DPE	-	-	-			SB1REC	40	2	No	3	34	APPRVD	29-May-20	02-Jul-20	19-May-20	25-Jan-21
	CPAP-2020-0020	PROJECT ASPEN LW MAINT ACCESS	CHIKALARD HAISAM	DPE						SB2REC					28	APPRVD	16-Nov-20	14-Dec-20	19-May-20	25-Jan-21

	CPAP-2020-0020	PROJECT ASPEN LW MAINT ACCESS	CHIKALARD HAISAM	DPE						SB3REC					24	APPRVD	22-Dec-20	15-Jan-21	19-May-20	25-Jan-21
1	CPAP-2020-0023	BROADLANDS SECTION 23-2	HABIB MICHEL	DPE	16	Missing	-			SB1REC	76	21	No	3	42	APPRVD	24-Jul-20	04-Sep-20	14-Jul-20	21-Jan-21
	CPAP-2020-0023	BROADLANDS SECTION 23-2	HABIB MICHEL	DPE						SB2REC					26	APPRVD	01-Oct-20	27-Oct-20	14-Jul-20	21-Jan-21
	CPAP-2020-0023	BROADLANDS SECTION 23-2	HABIB MICHEL	DPE						SB3REC					28	APPRVD	10-Dec-20	07-Jan-21	14-Jul-20	21-Jan-21
1	CPAP-2020-0025	ONE LOUDOUN LANDBAY B-72	FULTZ ZEB	DPE	0	-	-			SB1REC	34	0	No	2	42	APPRVD	31-Jul-20	11-Sep-20	28-Jul-20	10-May-21
	CPAP-2020-0025	ONE LOUDOUN LANDBAY B-72	FULTZ ZEB	DPE						SB2REC					26	APPRVD	22-Jan-21	17-Feb-21	28-Jul-20	10-May-21
1	CPAP-2020-0026	HARTLAND SOUTH SEC 8	WILLIAMS KENNETH	DPE	13	Both	No			SB1REC	91	19	No	3	42	APPRVD	21-Aug-20	02-Oct-20	07-Aug-20	16-Feb-21
	CPAP-2020-0026	HARTLAND SOUTH SEC 8	WILLIAMS KENNETH	DPE						SB2REC					23	APPRVD	25-Nov-20	18-Dec-20	07-Aug-20	16-Feb-21
	CPAP-2020-0026	HARTLAND SOUTH SEC 8	WILLIAMS KENNETH	DPE						SB3REC					19	APPRVD	13-Jan-21	01-Feb-21	07-Aug-20	16-Feb-21
1	CPAP-2020-0030	HARTLAND NORTH SEC 3A & 3B	WILLIAMS KENNETH	DPE	8	Missing	No			SB1REC	66	4	No	3	41	APPRVD	15-Sep-20	26-Oct-20	02-Sep-20	08-Feb-21
	CPAP-2020-0030	HARTLAND NORTH SEC 3A & 3B	WILLIAMS KENNETH	DPE						SB2REC					30	APPRVD	07-Dec-20	06-Jan-21	02-Sep-20	08-Feb-21
	CPAP-2020-0030	HARTLAND NORTH SEC 3A & 3B	WILLIAMS KENNETH	DPE						SB3REC					16	APPRVD	11-Jan-21	27-Jan-21	02-Sep-20	08-Feb-21
1	CPAP-2020-0031	LOUDOUN COUNTY PARKWAY AT SHELLHORN	WILLIAMS KENNETH	DPE	-	-	-			SB1REC	33	3	No	2	45	APPRVD	05-Oct-20	19-Nov-20	16-Sep-20	09-Mar-21
	CPAP-2020-0031	LOUDOUN COUNTY PARKWAY AT SHELLHORN	WILLIAMS KENNETH	DPE						SB2REC					22	APPRVD	05-Jan-21	27-Jan-21	16-Sep-20	09-Mar-21
1	CPAP-2020-0032	BROADLANDS SECTION 202- PHASE II	HABIB MICHEL	DPE	16	Both	No			SB1REC	42	1 minor	No	2	50	APPRVD	24-Sep-20	13-Nov-20	17-Sep-20	25-Mar-21
	CPAP-2020-0032	BROADLANDS SECTION 202- PHASE II	HABIB MICHEL	DPE						SB2REC					21	APPRVD	22-Dec-20	12-Jan-21	17-Sep-20	25-Mar-21
1	CPAP-2020-0038	ONE LOUDOUN UPTOWN TAFT TERRACE EXP	WILLIAMS KENNETH	DPE	6	missing	no			SB1REC	9	0	no	2	45	CNDAPR	02-Nov-20	16-Dec-20	28-Oct-20	08-Feb-21
	CPAP-2020-0038	ONE LOUDOUN UPTOWN TAFT TERRACE EXP	WILLIAMS KENNETH	DPE						SB2REC					21	CNDAPR	14-Jan-21	04-Feb-21	28-Oct-20	08-Feb-21
1	CPAP-2021-0001	WILLOWSFORD GREENS SEC 18	WILLIAMS KENNETH	DPE	8	missing	no			SB1REC	41	12	no	2	38	APPRVD	19-Jan-21	26-Feb-21	06-Jan-21	24-May-21
	CPAP-2021-0001	WILLOWSFORD GREENS SEC 18	WILLIAMS KENNETH	DPE						SB2REC					29	APPRVD	05-Apr-21	04-May-21	06-Jan-21	24-May-21
1	CPAP-2021-0004	PROJECT ASPEN SYCOLIN RD LEFT TURN LANE	CHIKALARD HAISAM	DPE	-	-	-			SB1REC	27	0	No	2	35	CNDAPR	01-Feb-21	08-Mar-21	29-Jan-21	10-May-21
	CPAP-2021-0004	PROJECT ASPEN SYCOLIN RD LEFT TURN LANE	CHIKALARD HAISAM	DPE						SB2REC					43	CNDAPR	28-Mar-21	10-May-21	29-Jan-21	10-May-21
1	STPL-2017-0043	BEACH COMMERCIAL PARCEL 2-B	CHIKALARD HAISAM	DPE	-	-	-			SB1REC	75	17	UNKN/pla n is	4	26	APPRVD	28-Dec-17	23-Jan-18	13-Dec-17	15-Sep-20
	STPL-2017-0043	BEACH COMMERCIAL PARCEL 2-B	CHIKALARD HAISAM	DPE						SB2REC					32	APPRVD	26-Sep-19	28-Oct-19	13-Dec-17	15-Sep-20
	STPL-2017-0043	BEACH COMMERCIAL PARCEL 2-B	CHIKALARD HAISAM	DPE						SB3REC					21	APPRVD	28-Jan-20	18-Feb-20	13-Dec-17	15-Sep-20
	STPL-2017-0043	BEACH COMMERCIAL PARCEL 2-B	CHIKALARD HAISAM	DPE						SB4REC					20	APPRVD	25-Feb-20	16-Mar-20	13-Dec-17	15-Sep-20
1	STPL-2019-0022	WHITMAN PROPERTY SOUTH	LIU BO	DPE	21	BOTH	No			SB1REC	51	16	YES	3	29	APPRVD	15-May-19	13-Jun-19	09-May-19	16-Jun-21
	STPL-2019-0022	WHITMAN PROPERTY SOUTH	LIU BO	DPE						SB2REC					27	APPRVD	26-Nov-19	23-Dec-19	09-May-19	16-Jun-21
	STPL-2019-0022	WHITMAN PROPERTY SOUTH	LIU BO	DPE						SB3REC					21	APPRVD	13-Feb-20	05-Mar-20	09-May-19	16-Jun-21
1	STPL-2019-0025	WAWA AT KINCORA BLOCK N	LIU BO	DPE	17	BOTH	Yes			SB1REC	103	62	NO	5	30	APPRVD	21-May-19	20-Jun-19	16-May-19	08-Apr-21
	STPL-2019-0025	WAWA AT KINCORA BLOCK N	LIU BO	DPE						SB2REC					9	APPRVD	14-Aug-19	23-Aug-19	16-May-19	08-Apr-21
	STPL-2019-0025	WAWA AT KINCORA BLOCK N	LIU BO	DPE						SB3REC					21	APPRVD	15-Oct-19	05-Nov-19	16-May-19	08-Apr-21
	STPL-2019-0025	WAWA AT KINCORA BLOCK N	LIU BO	DPE						SB4REC					20	APPRVD	25-Feb-20	16-Mar-20	16-May-19	08-Apr-21

	STPL-2019-0025	WAWA AT KINCORA BLOCK N	LIU BO	DPE						SB5REC					4	APPRVD	31-Mar-20	04-Apr-20	16-May-19	08-Apr-21
1	STPL-2019-0026	CROSSTRAIL INDUSTRIAL PARK PH 4 UNIT 4	CHIKALARD HAISAM	DPE	14	Missing	No			SB1REC	81	14	Yes	4	46	APPRVD	01-Jul-19	16-Aug-19	25-Jun-19	02-Nov-20
	STPL-2019-0026	CROSSTRAIL INDUSTRIAL PARK PH 4 UNIT 4	CHIKALARD HAISAM	DPE						SB2REC					57	APPRVD	10-Oct-19	06-Dec-19	25-Jun-19	02-Nov-20
	STPL-2019-0026	CROSSTRAIL INDUSTRIAL PARK PH 4 UNIT 4	CHIKALARD HAISAM	DPE						SB3REC					25	APPRVD	02-Jan-20	27-Jan-20	25-Jun-19	02-Nov-20
	STPL-2019-0026	CROSSTRAIL INDUSTRIAL PARK PH 4 UNIT 4	CHIKALARD HAISAM	DPE						SB4REC					18	APPRVD	05-Oct-20	23-Oct-20	25-Jun-19	02-Nov-20
1	STPL-2019-0029	MOUNT STERLING LAND BAY 1	FULTZ ZEB	DPE	3	Missing	No			SB1REC	77	26	No	3	55	APPRVD	22-Aug-19	16-Oct-19	14-Aug-19	30-Mar-21
	STPL-2019-0029	MOUNT STERLING LAND BAY 1	FULTZ ZEB	DPE						SB2REC					23	APPRVD	08-Jan-20	31-Jan-20	14-Aug-19	30-Mar-21
	STPL-2019-0029	MOUNT STERLING LAND BAY 1	FULTZ ZEB	DPE						SB3REC					50	APPRVD	02-Apr-20	22-May-20	14-Aug-19	30-Mar-21
1	STPL-2019-0030	DULLES DOWNS 3 RELOCATION DRIVE	WILLIAMS KENNETH	DPE	-	-	-			SB1REC	50	10	no	2	93	APPRVD	04-Sep-19	06-Dec-19	28-Aug-19	25-Mar-21
	STPL-2019-0030	DULLES DOWNS 3 RELOCATION DRIVE	WILLIAMS KENNETH	DPE						SB2REC					25	APPRVD	06-Feb-20	02-Mar-20	28-Aug-19	25-Mar-21
1	STPL-2019-0035	THE LEARNING EXPERIENCE	HAWRAMI AMEEN	DPE	17	Missing	Yes			SB1REC	76	19	yes	4	35	CNDAPR	16-Sep-19	21-Oct-19	06-Sep-19	03-Sep-20
	STPL-2019-0035	THE LEARNING EXPERIENCE	HAWRAMI AMEEN	DPE						SB2REC					28	CNDAPR	17-Dec-19	14-Jan-20	06-Sep-19	03-Sep-20
	STPL-2019-0035	THE LEARNING EXPERIENCE	HAWRAMI AMEEN	DPE						SB3REC					28	CNDAPR	10-Apr-20	08-May-20	06-Sep-19	03-Sep-20
	STPL-2019-0035	THE LEARNING EXPERIENCE	HAWRAMI AMEEN	DPE						SB4REC					27	CNDAPR	21-Jul-20	17-Aug-20	06-Sep-19	03-Sep-20
1	STPL-2019-0037	21673 BEAUMEADE CIRCLE	HAWRAMI AMEEN	DPE	7	Missing	No			SB1REC	95	17	NO	3	40	APPRVD	26-Sep-19	05-Nov-19	17-Sep-19	25-Jan-21
	STPL-2019-0037	21673 BEAUMEADE CIRCLE	HAWRAMI AMEEN	DPE						SB2REC					31	APPRVD	14-Feb-20	16-Mar-20	17-Sep-19	25-Jan-21
	STPL-2019-0037	21673 BEAUMEADE CIRCLE	HAWRAMI AMEEN	DPE						SB3REC					22	APPRVD	22-Jun-20	14-Jul-20	17-Sep-19	25-Jan-21
1	STPL-2019-0038	MOUNT STERLING LB 2	FULTZ ZEB	DPE	7	Missing	No			SB1REC	44	17	No	3	57	APPRVD	26-Sep-19	22-Nov-19	23-Sep-19	24-May-21
	STPL-2019-0038	MOUNT STERLING LB 2	FULTZ ZEB	DPE						SB2REC					24	APPRVD	18-Feb-20	13-Mar-20	23-Sep-19	24-May-21
	STPL-2019-0038	MOUNT STERLING LB 2	FULTZ ZEB	DPE						SB3REC					60	APPRVD	03-Apr-20	02-Jun-20	23-Sep-19	24-May-21
1	STPL-2019-0043	POTOMAC VIEW CHILD CARE CENTER	HAWRAMI AMEEN	DPE	16	Missing	Yes			SB1REC	88	37	NO	4	49	CNDAPR	03-Dec-19	21-Jan-20	18-Nov-19	10-Dec-20
	STPL-2019-0043	POTOMAC VIEW CHILD CARE CENTER	HAWRAMI AMEEN	DPE						SB2REC					21	CNDAPR	06-Mar-20	27-Mar-20	18-Nov-19	10-Dec-20
	STPL-2019-0043	POTOMAC VIEW CHILD CARE CENTER	HAWRAMI AMEEN	DPE						SB3REC					17	CNDAPR	11-Aug-20	28-Aug-20	18-Nov-19	10-Dec-20
	STPL-2019-0043	POTOMAC VIEW CHILD CARE CENTER	HAWRAMI AMEEN	DPE						SB4REC					28	CNDAPR	04-Nov-20	02-Dec-20	18-Nov-19	10-Dec-20
1	STPL-2019-0045	SHEETZ RELOCATION DR	LIU BO	DPE	8	Missing	No			SB1REC	93	54	NO	5	45	APPRVD	20-Dec-19	03-Feb-20	09-Dec-19	01-Apr-21
	STPL-2019-0045	SHEETZ RELOCATION DR	LIU BO	DPE						SB2REC					25	APPRVD	16-Apr-20	11-May-20	09-Dec-19	01-Apr-21
	STPL-2019-0045	SHEETZ RELOCATION DR	LIU BO	DPE						SB3REC					18	APPRVD	13-Jul-20	31-Jul-20	09-Dec-19	01-Apr-21
	STPL-2019-0045	SHEETZ RELOCATION DR	LIU BO	DPE						SB4REC					23	APPRVD	18-Aug-20	10-Sep-20	09-Dec-19	01-Apr-21
	STPL-2019-0045	SHEETZ RELOCATION DR	LIU BO	DPE						SB5REC					61	APPRVD	13-Oct-20	13-Dec-20	09-Dec-19	01-Apr-21
1	STPL-2019-0046	COMMONWEALTH CENTER LB E	HABIB MICHEL	DPE	7	Both	No			SB1REC	67	21	No	3	48	APPRVD	13-Dec-19	30-Jan-20	03-Dec-19	29-Dec-20
	STPL-2019-0046	COMMONWEALTH CENTER LB E	HABIB MICHEL	DPE						SB2REC					23	APPRVD	11-May-20	03-Jun-20	03-Dec-19	29-Dec-20
	STPL-2019-0046	COMMONWEALTH CENTER LB E	HABIB MICHEL	DPE						SB3REC					39	APPRVD	13-Jul-20	21-Aug-20	03-Dec-19	29-Dec-20
1	STPL-2019-0049	ASHBURN NORTH PH 3 & 4	HABIB MICHEL	DPE	N/A	N/A	N/A			SB1REC	49		No	2	43	APPRVD	12-Dec-19	24-Jan-20	05-Dec-19	20-Apr-21
	STPL-2019-0049	ASHBURN NORTH PH 3 & 4	HABIB MICHEL	DPE						SB2REC					42	APPRVD	06-Mar-20	17-Apr-20	05-Dec-19	20-Apr-21
1	STPL-2020-0005	STACK ASHBURN DATA CENTER	CHIKALARD HAISAM	DPE	4	Missing	Yes			SB1REC	41	9	No	3	35	APPRVD	18-Feb-20	24-Mar-20	07-Feb-20	26-Oct-20

	STPL-2020-0005	STACK ASHBURN DATA CENTER	CHIKALARD HAISAM	DPE						SB2REC					20	APPRVD	21-Apr-20	11-May-20	07-Feb-20	26-Oct-20
	STPL-2020-0005	STACK ASHBURN DATA CENTER	CHIKALARD HAISAM	DPE						SB3REC					22	APPRVD	19-May-20	10-Jun-20	07-Feb-20	26-Oct-20
1	STPL-2020-0008	STONE RIDGE SEC 34 PH A	LIU BO	DPE	9	Both	Yes			SB1REC	76	9	NO	3	35	APPRVD	12-Mar-20	16-Apr-20	28-Feb-20	12-Jan-21
	STPL-2020-0008	STONE RIDGE SEC 34 PH A	LIU BO	DPE						SB2REC					27	APPRVD	18-Jun-20	15-Jul-20	28-Feb-20	12-Jan-21
	STPL-2020-0008	STONE RIDGE SEC 34 PH A	LIU BO	DPE						SB3REC					37	APPRVD	11-Aug-20	17-Sep-20	28-Feb-20	12-Jan-21
1	STPL-2020-0013	HARTLAND NORTH MADELYN WOODS PARK	WILLIAMS KENNETH	DPE	-	-	-			SB1REC	45	6	no	3	52	APPRVD	17-Mar-20	08-May-20	11-Mar-20	22-Jul-20
	STPL-2020-0013	HARTLAND NORTH MADELYN WOODS PARK	WILLIAMS KENNETH	DPE						SB2REC					40	APPRVD	08-Jul-20	17-Aug-20	11-Mar-20	22-Jul-20
	STPL-2020-0013	HARTLAND NORTH MADELYN WOODS PARK	WILLIAMS KENNETH	DPE						SB3REC					21	APPRVD	21-Aug-20	11-Sep-20	11-Mar-20	22-Jul-20
1	STPL-2020-0020	SUPERIOR PAVING BULL RUN PLANT	CHIKALARD HAISAM	DPE	7	Missing	No			SB1REC	45	8	No	3	35	APPRVD	27-Apr-20	01-Jun-20	16-Apr-20	17-Nov-20
	STPL-2020-0020	SUPERIOR PAVING BULL RUN PLANT	CHIKALARD HAISAM	DPE						SB2REC					31	APPRVD	07-Jul-20	07-Aug-20	16-Apr-20	17-Nov-20
	STPL-2020-0020	SUPERIOR PAVING BULL RUN PLANT	CHIKALARD HAISAM	DPE						SB3REC					1	APPRVD	17-Aug-20	18-Aug-20	16-Apr-20	17-Nov-20
1	STPL-2020-0021	ASHBROOK RESIDENTIAL	HAWRAMI AMEEN	DPE	7	Missing	Yes			SB1REC	61	5	NO	3	41	APPRVD	23-Apr-20	03-Jun-20	20-Apr-20	26-Jan-21
	STPL-2020-0021	ASHBROOK RESIDENTIAL	HAWRAMI AMEEN	DPE						SB2REC					22	APPRVD	11-Aug-20	02-Sep-20	20-Apr-20	26-Jan-21
	STPL-2020-0021	ASHBROOK RESIDENTIAL	HAWRAMI AMEEN	DPE						SB3REC					19	APPRVD	03-Sep-20	22-Sep-20	20-Apr-20	26-Jan-21
1	STPL-2020-0025	DASH-IN KITCHEN GATEWAY VILLAGE	HAWRAMI AMEEN	DPE	10	missing	Yes			SB1REC	118	35	NO	3	39	CNDAPR	21-May-20	29-Jun-20	21-May-20	19-Jan-21
	STPL-2020-0025	DASH-IN KITCHEN GATEWAY VILLAGE	HAWRAMI AMEEN	DPE						SB2REC					21	CNDAPR	15-Oct-20	05-Nov-20	21-May-20	19-Jan-21
	STPL-2020-0025	DASH-IN KITCHEN GATEWAY VILLAGE	HAWRAMI AMEEN	DPE						SB3REC					18	CNDAPR	28-Dec-20	15-Jan-21	21-May-20	19-Jan-21
1	STPL-2020-0026	LOUDOUN STATION BLDG K (ONE GRAMERCY)	WILLIAMS KENNETH	DPE	6	Missing	no			SB1REC	46	13	no	3	43	CNDAPR	10-Jun-20	01-Jan-01	01-Jun-20	15-Mar-21
	STPL-2020-0026	LOUDOUN STATION BLDG K (ONE GRAMERCY)	WILLIAMS KENNETH	DPE						SB2REC					36	CNDAPR	04-Aug-20	09-Sep-20	01-Jun-20	15-Mar-21
	STPL-2020-0026	LOUDOUN STATION BLDG K (ONE GRAMERCY)	WILLIAMS KENNETH	DPE						SB3REC					21	CNDAPR	13-Oct-20	03-Nov-20	01-Jun-20	15-Mar-21
1	STPL-2020-0031	DULLES TRADE CENTER WEST LOTS 10 & 11	CHIKALARD HAISAM	DPE	6	Missing	No			SB1REC	93	30	No	4	35	CNDAPR	20-Jul-20	24-Aug-20	09-Jul-20	22-Mar-21
	STPL-2020-0031	DULLES TRADE CENTER WEST LOTS 10 & 11	CHIKALARD HAISAM	DPE						SB2REC					25	CNDAPR	28-Sep-20	23-Oct-20	09-Jul-20	22-Mar-21
	STPL-2020-0031	DULLES TRADE CENTER WEST LOTS 10 & 11	CHIKALARD HAISAM	DPE						SB3REC					18	CNDAPR	11-Jan-21	29-Jan-21	09-Jul-20	22-Mar-21
	STPL-2020-0031	DULLES TRADE CENTER WEST LOTS 10 & 11	CHIKALARD HAISAM	DPE						SB4REC					9	CNDAPR	08-Mar-21	17-Mar-21	09-Jul-20	22-Mar-21
1	STPL-2020-0035	ARCOLA RETAIL DEVELOPMENT LLC	WILLIAMS KENNETH	DPE	-	-	N/A			SB1REC	128	42	no	4	45	CNDAPR	11-Aug-20	25-Sep-20	31-Jul-20	28-Jun-21
	STPL-2020-0035	ARCOLA RETAIL DEVELOPMENT LLC	WILLIAMS KENNETH	DPE						SB2REC					28	CNDAPR	31-Dec-20	28-Jan-21	31-Jul-20	28-Jun-21
	STPL-2020-0035	ARCOLA RETAIL DEVELOPMENT LLC	WILLIAMS KENNETH	DPE						SB3REC					28	CNDAPR	08-Apr-21	06-May-21	31-Jul-20	28-Jun-21
	STPL-2020-0035	ARCOLA RETAIL DEVELOPMENT LLC	WILLIAMS KENNETH	DPE						SB4REC					19	CNDAPR	03-Jun-21	22-Jun-21	31-Jul-20	28-Jun-21
1	CPAP-2019-0010	ARCOLA CENTER EVERGREEN MILLS RD	WILLIAMS KENNETH	NON-DPE	15	missing	no			SB1REC	81	51	yes	5	56	CNDAPR	08-May-19	03-Jul-19	22-Apr-19	20-Oct-20

	CPAP-2019-0010	ARCOLA CENTER EVERGREEN MILLS RD	WILLIAMS KENNETH	NON-DPE						SB2REC					42	CNDAPR	15-Oct-19	26-Nov-19	22-Apr-19	20-Oct-20
	CPAP-2019-0010	ARCOLA CENTER EVERGREEN MILLS RD	WILLIAMS KENNETH	NON-DPE						SB3REC					30	CNDAPR	12-Feb-20	13-Mar-20	22-Apr-19	20-Oct-20
	CPAP-2019-0010	ARCOLA CENTER EVERGREEN MILLS RD	WILLIAMS KENNETH	NON-DPE						SB4REC					38	CNDAPR	19-May-20	26-Jun-20	22-Apr-19	20-Oct-20
	CPAP-2019-0010	ARCOLA CENTER EVERGREEN MILLS RD	WILLIAMS KENNETH	NON-DPE						SB5REC					14	CNDAPR	25-Aug-20	08-Sep-20	22-Apr-19	20-Oct-20
1	CPAP-2019-0018	LC PARKWAY AT SILVER DISTRICT	LIU BO	NON-DPE	N/A	N/A	N/A			SB1REC	88	9	NO	3	41	APPRVD	27-Jun-19	07-Aug-19	20-Jun-19	20-Apr-21
	CPAP-2019-0018	LC PARKWAY AT SILVER DISTRICT	LIU BO	NON-DPE						SB2REC					45	APPRVD	11-Oct-19	25-Nov-19	20-Jun-19	20-Apr-21
	CPAP-2019-0018	LC PARKWAY AT SILVER DISTRICT	LIU BO	NON-DPE						SB3REC					30	APPRVD	11-Feb-20	12-Mar-20	20-Jun-19	20-Apr-21
1	CPAP-2019-0023	BB&T ENTRANCE NORTH	HAWRAMI AMEEN	NON-DPE	8	Missing	No			SB1REC	58	23	yes	4	42	CNDAPR	27-Aug-19	08-Oct-19	19-Aug-19	18-Dec-20
	CPAP-2019-0023	BB&T ENTRANCE NORTH	HAWRAMI AMEEN	NON-DPE						SB2REC					24	CNDAPR	02-Mar-20	26-Mar-20	19-Aug-19	18-Dec-20
	CPAP-2019-0023	BB&T ENTRANCE NORTH	HAWRAMI AMEEN	NON-DPE						SB3REC					31	CNDAPR	01-May-20	01-Jun-20	19-Aug-19	18-Dec-20
	CPAP-2019-0023	BB&T ENTRANCE NORTH	HAWRAMI AMEEN	NON-DPE						SB4REC					28	CNDAPR	10-Jul-20	07-Aug-20	19-Aug-19	18-Dec-20
1	CPAP-2019-0031	LAMBERT PROPERTY SEC 2	HABIB MICHEL	NON-DPE	2	Missing	No			SB1REC	68	34	No	4	43	APPRVD	24-Oct-19	06-Dec-19	17-Oct-19	16-Dec-20
	CPAP-2019-0031	LAMBERT PROPERTY SEC 2	HABIB MICHEL	NON-DPE						SB2REC					21	APPRVD	09-Apr-20	30-Apr-20	17-Oct-19	16-Dec-20
	CPAP-2019-0031	LAMBERT PROPERTY SEC 2	HABIB MICHEL	NON-DPE						SB3REC					19	APPRVD	10-Jul-20	29-Jul-20	17-Oct-19	16-Dec-20
	CPAP-2019-0031	LAMBERT PROPERTY SEC 2	HABIB MICHEL	NON-DPE						SB4REC					19	APPRVD	10-Sep-20	29-Sep-20	17-Oct-19	16-Dec-20
1	CPAP-2020-0001	MAIN TREE FARM	ABEDI-JAFARI ABBAS	NON-DPE	N/A	N/A	N/A			SB1REC	83	18	No	4	44	APPRVD	14-Jan-20	27-Feb-20	06-Jan-20	22-Jun-21
	CPAP-2020-0001	MAIN TREE FARM	ABEDI-JAFARI ABBAS	NON-DPE						SB2REC					28	APPRVD	14-Apr-20	12-May-20	06-Jan-20	22-Jun-21
	CPAP-2020-0001	MAIN TREE FARM	ABEDI-JAFARI ABBAS	NON-DPE						SB3REC					31	APPRVD	08-Dec-20	08-Jan-21	06-Jan-20	22-Jun-21
	CPAP-2020-0001	MAIN TREE FARM	ABEDI-JAFARI ABBAS	NON-DPE						SB4REC					43	APPRVD	16-Mar-21	28-Apr-21	06-Jan-20	22-Jun-21
1	CPAP-2020-0003	917 WEST CHURCH ROAD SUBDIVISION	ABEDI-JAFARI ABBAS	NON-DPE	N/A	N/A	N/A			SB1REC	47	23	N/A	4	44	APPRVD	29-Jan-20	13-Mar-20	24-Jan-20	29-Sep-20
	CPAP-2020-0003	917 WEST CHURCH ROAD SUBDIVISION	ABEDI-JAFARI ABBAS	NON-DPE						SB2REC					30	APPRVD	08-Apr-20	08-May-20	24-Jan-20	29-Sep-20
	CPAP-2020-0003	917 WEST CHURCH ROAD SUBDIVISION	ABEDI-JAFARI ABBAS	NON-DPE						SB3REC					24	APPRVD	28-Jul-20	21-Aug-20	24-Jan-20	29-Sep-20
	CPAP-2020-0003	917 WEST CHURCH ROAD SUBDIVISION	ABEDI-JAFARI ABBAS	NON-DPE						SB4REC					22	APPRVD	02-Sep-20	24-Sep-20	24-Jan-20	29-Sep-20
1	CPAP-2020-0036	HUNTWICK	ABEDI-JAFARI ABBAS	NON-DPE	N/A	N/A	N/A			SB1REC	48	5	N/A	3	28	APPRVD	19-Oct-20	16-Nov-20	13-Oct-20	18-May-21
	CPAP-2020-0036	HUNTWICK	ABEDI-JAFARI ABBAS	NON-DPE						SB2REC					31	APPRVD	19-Feb-21	22-Mar-21	13-Oct-20	18-May-21
	CPAP-2020-0036	HUNTWICK	ABEDI-JAFARI ABBAS	NON-DPE						SB3REC					28	APPRVD	12-Apr-21	10-May-21	13-Oct-20	18-May-21
1	STPL-2018-0007	DULLES TRADE CENTER WEST LOT 4	CHIKALARD HAISAM	NON-DPE	49	Both	No			SB1REC	56	13	No	3	34	APPRVD	06-Jun-18	10-Jul-18	30-May-18	29-Oct-20
	STPL-2018-0007	DULLES TRADE CENTER WEST LOT 4	CHIKALARD HAISAM	NON-DPE						SB2REC					16	APPRVD	11-Dec-18	27-Dec-18	30-May-18	29-Oct-20
	STPL-2018-0007	DULLES TRADE CENTER WEST LOT 4	CHIKALARD HAISAM	NON-DPE						SB3REC					33	APPRVD	29-Mar-19	01-May-19	30-May-18	29-Oct-20

1	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE	10	Missing	No			SB1REC	135	88	No	8	40	CNDAPR	13-Dec-18	22-Jan-19	05-Dec-18	08-Mar-21
	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE						SB2REC					39	CNDAPR	07-Jun-19	16-Jul-19	05-Dec-18	08-Mar-21
	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE						SB3REC					31	CNDAPR	27-Aug-19	27-Sep-19	05-Dec-18	08-Mar-21
	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE						SB4REC					28	CNDAPR	25-Feb-20	24-Mar-20	05-Dec-18	08-Mar-21
	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE						SB5REC					28	CNDAPR	13-May-20	10-Jun-20	05-Dec-18	08-Mar-21
	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE						SB6REC					25	CNDAPR	14-Sep-20	09-Oct-20	05-Dec-18	08-Mar-21
	STPL-2018-0030	DULLES TRADE CTR II LOT 22 PEBBLE RUN PL	CHIKALARD HAISAM	NON-DPE						SB7REC					31	CNDAPR	07-Dec-20	07-Jan-21	05-Dec-18	08-Mar-21
										SBRREC					24	CNDAPR	01-Feb-21	25-Feb-21	05-Dec-18	08-Mar-21
1	STPL-2018-0036	PRO-PAVE PROPERTY	HABIB MICHEL	NON-DPE	-	-	-			SB1REC	43	8	No	3	49	CNDAPR	11-Jan-19	01-Mar-19	07-Jan-19	05-Mar-21
	STPL-2018-0036	PRO-PAVE PROPERTY	HABIB MICHEL	NON-DPE						SB2REC					59	CNDAPR	23-Apr-19	21-Jun-19	07-Jan-19	05-Mar-21
	STPL-2018-0036	PRO-PAVE PROPERTY	HABIB MICHEL	NON-DPE						SB3REC					100	CNDAPR	05-Oct-20	13-Jan-21	07-Jan-19	05-Mar-21
1	STPL-2018-0037	ST FRANCIS INDUSTRIAL	LIU BO	NON-DPE	31	Missing	No			SB1REC	59	22	NO	4	36	APPRVD	14-Nov-18	20-Dec-18	07-Nov-18	28-Jan-21
	STPL-2018-0037	ST FRANCIS INDUSTRIAL	LIU BO	NON-DPE						SB2REC					32	APPRVD	25-Feb-19	29-Mar-19	07-Nov-18	28-Jan-21
	STPL-2018-0037	ST FRANCIS INDUSTRIAL	LIU BO	NON-DPE						SB3REC					21	APPRVD	20-May-19	10-Jun-19	07-Nov-18	28-Jan-21
	STPL-2018-0037	ST FRANCIS INDUSTRIAL	LIU BO	NON-DPE						SB4REC					27	APPRVD	09-Aug-19	05-Sep-19	07-Nov-18	28-Jan-21
1	STPL-2019-0016	CNG VEHICLE FUELING SYSTEM	HABIB MICHEL	NON-DPE	-	-	-			SB1REC	73	47	No	4	44	APPRVD	18-Sep-19	01-Nov-19	17-Sep-19	23-Jun-21
	STPL-2019-0016	CNG VEHICLE FUELING SYSTEM	HABIB MICHEL	NON-DPE						SB2REC					46	APPRVD	03-Feb-20	20-Mar-20	17-Sep-19	23-Jun-21
	STPL-2019-0016	CNG VEHICLE FUELING SYSTEM	HABIB MICHEL	NON-DPE						SB3REC					66	APPRVD	18-May-20	23-Jul-20	17-Sep-19	23-Jun-21
	STPL-2019-0016	CNG VEHICLE FUELING SYSTEM	HABIB MICHEL	NON-DPE						SB4REC					30	APPRVD	30-Sep-20	30-Oct-20	17-Sep-19	23-Jun-21
1	STPL-2019-0041	SOUTH RIDING LANDBAY H PARCEL D	LIU BO	NON-DPE	No ESI review-Submittted as SPAM	N/A	N/A			SB1REC	36	11	NO	2	49	APPRVD	16-Jul-19	03-Sep-19	04-Oct-19	09-Mar-21
	STPL-2019-0041	SOUTH RIDING LANDBAY H PARCEL D	LIU BO	NON-DPE						SB2REC					29	APPRVD	23-Oct-19	21-Nov-19	04-Oct-19	09-Mar-21
1	STPL-2019-0050	VALVOLINE INSTANT OIL CHANGE	WILLIAMS KENNETH	NON-DPE	67	missing	no			SB1REC	54	25	no	4	50	APPRVD	17-Dec-19	05-Feb-20	11-Dec-19	04-May-21
	STPL-2019-0050	VALVOLINE INSTANT OIL CHANGE	WILLIAMS KENNETH	NON-DPE						SB2REC					29	APPRVD	20-Apr-20	19-May-20	11-Dec-19	04-May-21
	STPL-2019-0050	VALVOLINE INSTANT OIL CHANGE	WILLIAMS KENNETH	NON-DPE						SB3REC					30	APPRVD	10-Jun-20	10-Jul-20	11-Dec-19	04-May-21
	STPL-2019-0050	VALVOLINE INSTANT OIL CHANGE	WILLIAMS KENNETH	NON-DPE						SB4REC					2	APPRVD	03-Aug-20	05-Aug-20	11-Dec-19	04-May-21
1	STPL-2019-0051	NOVEC WILDWOOD SUBSTATION	HABIB MICHEL	NON-DPE	3	Missing	No			SB1REC	61	9	No	3	47	CNDAPR	27-Dec-19	12-Feb-20	18-Dec-19	17-May-21
	STPL-2019-0051	NOVEC WILDWOOD SUBSTATION	HABIB MICHEL	NON-DPE						SB2REC					135	CNDAPR	15-Sep-20	28-Jan-21	18-Dec-19	17-May-21
	STPL-2019-0051	NOVEC WILDWOOD SUBSTATION	HABIB MICHEL	NON-DPE						SB3REC					18	CNDAPR	11-Feb-21	21-Mar-21	18-Dec-19	17-May-21
1	STPL-2020-0003	COMMONWEALTH CENTER PHASE 5 PARK	WILLIAMS KENNETH	NON-DPE	1	missing	no			SB1REC	39	20	no	3	40	APPRVD	29-Jan-20	09-Mar-20	24-Jan-20	10-Mar-21
	STPL-2020-0003	COMMONWEALTH CENTER PHASE 5 PARK	WILLIAMS KENNETH	NON-DPE						SB2REC					32	APPRVD	04-Jun-20	06-Jul-20	24-Jan-20	10-Mar-21
	STPL-2020-0003	COMMONWEALTH CENTER PHASE 5 PARK	WILLIAMS KENNETH	NON-DPE						SB3REC					29	APPRVD	04-Aug-20	02-Sep-20	24-Jan-20	10-Mar-21
1	STPL-2020-0011	NOVEC WATERSIDE METERING COMPOUND	FULTZ ZEB	NON-DPE	14	Both	No			SB1REC	60	17	No	3	113	CNDAPR	28-Apr-20	19-Aug-20	05-Mar-20	13-Apr-21

	STPL-2020-0011	NOVEC WATERSIDE METERING COMPOUND	FULTZ ZEB	NON-DPE						SB2REC					35	CNDAPR	13-Nov-20	18-Dec-20	05-Mar-20	13-Apr-21
	STPL-2020-0011	NOVEC WATERSIDE METERING COMPOUND	FULTZ ZEB	NON-DPE						SB3REC					28	CNDAPR	19-Feb-21	19-Mar-21	05-Mar-20	13-Apr-21
1	STPL-2020-0016	BRAMBLETON ACTIVE ADULT LB E COMM	LIU BO	NON-DPE	5	Missing	yes			SB1REC	92	22	NO	4	38	APPRVD	20-Mar-20	27-Apr-20	16-Mar-20	06-Apr-21
	STPL-2020-0016	BRAMBLETON ACTIVE ADULT LB E COMM	LIU BO	NON-DPE						SB2REC					22	APPRVD	04-Jun-20	26-Jun-20	16-Mar-20	06-Apr-21
	STPL-2020-0016	BRAMBLETON ACTIVE ADULT LB E COMM	LIU BO	NON-DPE						SB3REC					23	APPRVD	27-Jul-20	19-Aug-20	16-Mar-20	06-Apr-21
	STPL-2020-0016	BRAMBLETON ACTIVE ADULT LB E COMM	LIU BO	NON-DPE						SB4REC					22	APPRVD	05-Oct-20	27-Oct-20	16-Mar-20	06-Apr-21
1	STPL-2020-0018	INVISIBLE TOWERS KARMEN	CHIKALARD HAISAM	NON-DPE	23	Missing	No			SB1REC	47	8	No	3	57	APPRVD	21-Apr-20	17-Jun-20	14-Apr-20	07-Oct-20
	STPL-2020-0018	INVISIBLE TOWERS KARMEN	CHIKALARD HAISAM	NON-DPE						SB2REC					14	APPRVD	20-Jul-20	03-Aug-20	14-Apr-20	07-Oct-20
	STPL-2020-0018	INVISIBLE TOWERS KARMEN	CHIKALARD HAISAM	NON-DPE						SB3REC					1	APPRVD	06-Aug-20	07-Aug-20	14-Apr-20	07-Oct-20
1	STPL-2020-0019	ADORA CHILDCARE	WILLIAMS KENNETH	NON-DPE	2	Missing	no			SB1REC	52	24	no	2	50	CNDAPR	21-May-20	10-Jul-20	15-Apr-20	20-Nov-20
	STPL-2020-0019	ADORA CHILDCARE	WILLIAMS KENNETH	NON-DPE						SB2REC					39	CNDAPR	10-Sep-20	19-Oct-20	15-Apr-20	20-Nov-20
1	STPL-2020-0023	GATEWAY COMMUNITY CHURCH	CHIKALARD HAISAM	NON-DPE	-	-	-			SB1REC	41	8	No	3	42	APPRVD	21-May-20	02-Jul-20	14-May-20	07-Dec-20
	STPL-2020-0023	GATEWAY COMMUNITY CHURCH	CHIKALARD HAISAM	NON-DPE						SB2REC					28	APPRVD	17-Aug-20	14-Sep-20	14-May-20	07-Dec-20
	STPL-2020-0023	GATEWAY COMMUNITY CHURCH	CHIKALARD HAISAM	NON-DPE						SB3REC					29	APPRVD	02-Nov-20	01-Dec-20	14-May-20	07-Dec-20
1	STPL-2020-0024	DULLES TRADE CENTER WEST LOT 14	CHIKALARD HAISAM	NON-DPE	-	-	-			SB1REC	80	30	No	4	46	CNDAPR	29-May-20	14-Jul-20	19-May-20	23-Jun-21
	STPL-2020-0024	DULLES TRADE CENTER WEST LOT 14	CHIKALARD HAISAM	NON-DPE						SB2REC					34	CNDAPR	16-Dec-20	19-Jan-21	19-May-20	23-Jun-21
	STPL-2020-0024	DULLES TRADE CENTER WEST LOT 14	CHIKALARD HAISAM	NON-DPE						SB3REC					30	CNDAPR	17-Feb-21	19-Mar-21	19-May-20	23-Jun-21
	STPL-2020-0024	DULLES TRADE CENTER WEST LOT 14	CHIKALARD HAISAM	NON-DPE						SB4REC					18	CNDAPR	12-Apr-21	30-Apr-21	19-May-20	23-Jun-21
1	STPL-2020-0033	STERLING MEADOW	WILLIAMS KENNETH	NON-DPE	-	-	-			SB1REC	58	32	no	3	37	CNDAPR	21-Jul-20	27-Aug-20	14-Jul-20	22-Mar-21
	STPL-2020-0033	STERLING MEADOW	WILLIAMS KENNETH	NON-DPE						SB2REC					23	CNDAPR	21-Oct-20	13-Nov-20	14-Jul-20	22-Mar-21
	STPL-2020-0033	STERLING MEADOW	WILLIAMS KENNETH	NON-DPE						SB3REC					41	CNDAPR	04-Dec-20	14-Jan-21	14-Jul-20	22-Mar-21
1	STPL-2020-0036	BAKER CONCRETE	HABIB MICHEL	NON-DPE	9	Both	No			SB1REC	109	47	No	4	55	CNDAPR	21-Aug-20	15-Oct-20	17-Aug-20	26-Mar-21
	STPL-2020-0036	BAKER CONCRETE	HABIB MICHEL	NON-DPE						SB2REC					30	CNDAPR	07-Dec-20	06-Jan-21	17-Aug-20	26-Mar-21
	STPL-2020-0036	BAKER CONCRETE	HABIB MICHEL	NON-DPE						SB3REC					29	CNDAPR	04-Feb-21	05-Mar-21	17-Aug-20	26-Mar-21
	STPL-2020-0036	BAKER CONCRETE	HABIB MICHEL	NON-DPE						SB4REC					2	CNDAPR	24-Mar-21	26-Mar-21	17-Aug-20	26-Mar-21
1	STPL-2020-0045	STEELPLECHASE	HABIB MICHEL	NON-DPE	13	Missing	No			SB1REC	56	-	No	2	54	CNDAPR	12-Nov-20	05-Jan-21	26-Oct-20	08-Jun-21
	STPL-2020-0045	STEELPLECHASE	HABIB MICHEL	NON-DPE						SB2REC					49	CNDAPR	19-Mar-21	07-May-21	26-Oct-20	08-Jun-21
1	CPAP-2019-0030	SHELLHORN ROAD WEST	FULTZ ZEB	EXP-BDMNDT	N/A	N/A	N/A			SB1REC	81	14	No	4	21	APPRVD	11-Oct-19	01-Nov-19	09-Oct-19	29-Oct-20
	CPAP-2019-0030	SHELLHORN ROAD WEST	FULTZ ZEB	EXP-BDMNDT						SB2REC					17	APPRVD	14-Feb-20	02-Mar-20	09-Oct-19	29-Oct-20
	CPAP-2019-0030	SHELLHORN ROAD WEST	FULTZ ZEB	EXP-BDMNDT						SB3REC					17	APPRVD	12-Jun-20	29-Jun-20	09-Oct-19	29-Oct-20

	CPAP-2019-0030	SHELLHORN ROAD WEST	FULTZ ZEB	EXP-BDMNDT						SB4REC					21	APPRVD	17-Sep-20	08-Oct-20	09-Oct-19	29-Oct-20
1	CRCP-2019-0008	NORTHSTAR BLVD PH II	HABIB MICHEL	EXP-CNTYPJ	-	-	-			SB1REC	8	-	No	2	36	APPRVD	09-Oct-19	14-Nov-19	24-Sep-19	24-Jul-20
	CRCP-2019-0008	NORTHSTAR BLVD PH II	HABIB MICHEL	EXP-CNTYPJ						SB2REC					10	APPRVD	02-Mar-20	12-Mar-20	24-Sep-19	24-Jul-20
1	CRCP-2020-0003	TALL CEDARS PKWY & ELK LICK ROAD	FULTZ ZEB	EXP-CNTYPJ	N/A	N/A	N/A			SB1REC	23	4	No	3	45	APPRVD	01-May-20	15-Jun-20	22-Apr-20	08-Jan-21
	CRCP-2020-0003	TALL CEDARS PKWY & ELK LICK ROAD	FULTZ ZEB	EXP-CNTYPJ						SB2REC					27	APPRVD	30-Jul-20	26-Aug-20	22-Apr-20	08-Jan-21
	CRCP-2020-0003	TALL CEDARS PKWY & ELK LICK ROAD	FULTZ ZEB	EXP-CNTYPJ						SB3REC					35	APPRVD	13-Nov-20	18-Dec-20	22-Apr-20	08-Jan-21
1	CRCP-2020-0005	BELMONT RIDGE ROAD	FULTZ ZEB	EXP-CNTYPJ	N/A	N/A	N/A			SB1REC	21	5	No	3	46	APPRVD	05-Jun-20	21-Jul-20	02-Jun-20	20-Jan-21
	CRCP-2020-0005	BELMONT RIDGE ROAD	FULTZ ZEB	EXP-CNTYPJ						SB2REC					29	APPRVD	20-Aug-20	18-Sep-20	02-Jun-20	20-Jan-21
	CRCP-2020-0005	BELMONT RIDGE ROAD	FULTZ ZEB	EXP-CNTYPJ						SB3REC					35	APPRVD	09-Oct-20	13-Nov-20	02-Jun-20	20-Jan-21
1	CRCP-2020-0006	ROUTE 7 PEDESTRIAN IMPROVEMENTS	LIU BO	EXP-CNTYPJ	N/A	N/A	N/A			SB1REC	50	4	No	2	42	APPRVD	02-Jul-20	13-Aug-20	02-Jun-20	23-Jun-21
	CRCP-2020-0006	ROUTE 7 PEDESTRIAN IMPROVEMENTS	LIU BO	EXP-CNTYPJ						SB2REC					26	APPRVD	04-Dec-20	30-Dec-20	02-Jun-20	23-Jun-21
1	CRCP-2020-0008	RIVERSIDE PKWY VDOT 2401-053-R83	FULTZ ZEB	EXP-CNTYPJ	N/A	N/A	N/A			SB1REC	14	8	No	2	42	APPRVD	10-Jul-20	21-Aug-20	29-Jun-20	03-Dec-20
	CRCP-2020-0008	RIVERSIDE PKWY VDOT 2401-053-R83	FULTZ ZEB	EXP-CNTYPJ						SB2REC					30	APPRVD	15-Sep-20	15-Oct-20	29-Jun-20	03-Dec-20
1	CRCP-2020-0010	BRADDOCK/SUMMERALL/SUPREME IMPRVMNTS	FULTZ ZEB	EXP-CNTYPJ	N/A	N/A	N/A			SB1REC	10	10	No	3	43	APPRVD	13-Aug-20	25-Sep-20	04-Aug-20	18-Dec-20
	CRCP-2020-0010	BRADDOCK/SUMMERALL/SUPREME IMPRVMNTS	FULTZ ZEB	EXP-CNTYPJ						SB2REC					29	APPRVD	08-Oct-20	06-Nov-20	04-Aug-20	18-Dec-20
	CRCP-2020-0010	BRADDOCK/SUMMERALL/SUPREME IMPRVMNTS	FULTZ ZEB	EXP-CNTYPJ						SB3REC					3	APPRVD	11-Dec-20	14-Dec-20	04-Aug-20	18-Dec-20
1	CRCP-2020-0011	RIVERSIDE PKWY RT 7 OVERHEAD SIGNS	FULTZ ZEB	EXP-CNTYPJ	N/A	N/A	N/A			SB1REC	7	2	No	2	43	APPRVD	20-Aug-20	02-Oct-20	18-Aug-20	05-Nov-20
	CRCP-2020-0011	RIVERSIDE PKWY RT 7 OVERHEAD SIGNS	FULTZ ZEB	EXP-CNTYPJ						SB2REC					18	APPRVD	09-Oct-20	27-Oct-20	18-Aug-20	05-Nov-20
1	CPAP-2018-0016	WATERSIDE DAVIS DRIVE EXTENSION	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	138	55	Yes	3	18	APPRVD	04-Oct-18	22-Oct-18	01-Oct-18	27-Aug-20
	CPAP-2018-0016	WATERSIDE DAVIS DRIVE EXTENSION	FULTZ ZEB	EXP-FSTTRK						SB2REC					16	APPRVD	05-Nov-18	21-Nov-18	01-Oct-18	27-Aug-20
	CPAP-2018-0016	WATERSIDE DAVIS DRIVE EXTENSION	FULTZ ZEB	EXP-FSTTRK						SB3REC					23	APPRVD	26-Dec-18	18-Jan-19	01-Oct-18	27-Aug-20
1	CPAP-2020-0022	PROJECT NOVA NORTHEAST EARLY GRADING	HAWRAMI AMEEN	EXP-FSTTRK	NA	missing	Yes			SB1REC	89	90	NO	3	28	CNDAPR	14-Jul-20	11-Aug-20	10-Jul-20	17-Dec-20
	CPAP-2020-0022	PROJECT NOVA NORTHEAST EARLY GRADING	HAWRAMI AMEEN	EXP-FSTTRK						SB2REC					32	CNDAPR	14-Sep-20	16-Oct-20	10-Jul-20	17-Dec-20
	CPAP-2020-0022	PROJECT NOVA NORTHEAST EARLY GRADING	HAWRAMI AMEEN	EXP-FSTTRK						SB3REC					14	CNDAPR	28-Oct-20	11-Nov-20	10-Jul-20	17-Dec-20
1	CPAP-2020-0024	PROJECT NOVA DUCT BANK	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	17	7	No	3	20	APPRVD	28-Jul-20	17-Aug-20	23-Jul-20	30-Nov-20
	CPAP-2020-0024	PROJECT NOVA DUCT BANK	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					15	APPRVD	28-Sep-20	13-Oct-20	23-Jul-20	30-Nov-20
	CPAP-2020-0024	PROJECT NOVA DUCT BANK	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					16	APPRVD	02-Nov-20	18-Nov-20	23-Jul-20	30-Nov-20
1	CPAP-2020-0027	COMPASS CREEK PARKWAY	HAWRAMI AMEEN	EXP-FSTTRK	NA	Both	Yes			SB1REC	82	16	NO	4	18	APPRVD	17-Aug-20	04-Sep-20	14-Aug-20	24-May-21
	CPAP-2020-0027	COMPASS CREEK PARKWAY	HAWRAMI AMEEN	EXP-FSTTRK						SB2REC					18	APPRVD	23-Oct-20	10-Nov-20	14-Aug-20	24-May-21
	CPAP-2020-0027	COMPASS CREEK PARKWAY	HAWRAMI AMEEN	EXP-FSTTRK						SB3REC					16	APPRVD	22-Feb-21	10-Mar-21	14-Aug-20	24-May-21

	CPAP-2020-0027	COMPASS CREEK PARKWAY	HAWRAMI AMEEN	EXP-FSTTRK						SB4REC					17	APPRVD	24-May-21	10-Jun-21	14-Aug-20	24-May-21
1	CPAP-2020-0034	PROJECT ASPEN ROUGH GRADING & SWM/BMP	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	50	17	No	4	22	APPRVD	01-Oct-20	23-Oct-20	30-Sep-20	08-Feb-21
	CPAP-2020-0034	PROJECT ASPEN ROUGH GRADING & SWM/BMP	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					22	APPRVD	18-Nov-20	10-Dec-20	30-Sep-20	08-Feb-21
	CPAP-2020-0034	PROJECT ASPEN ROUGH GRADING & SWM/BMP	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					20	APPRVD	18-Dec-20	07-Jan-21	30-Sep-20	08-Feb-21
	CPAP-2020-0034	PROJECT ASPEN ROUGH GRADING & SWM/BMP	CHIKALARD HAISAM	EXP-FSTTRK						SB4REC					14	APPRVD	15-Jan-21	29-Jan-21	30-Sep-20	08-Feb-21
1	STMP-2018-0010	DIGITAL LOUDOUN IV-PRENTICE DRIVE	HAWRAMI AMEEN	EXP-FSTTRK	NA	Both	Yes			SB1REC	60	25	NO	4	18	APPRVD	27-Jul-18	14-Aug-18	25-Jul-18	10-Nov-20
	STMP-2018-0010	DIGITAL LOUDOUN IV-PRENTICE DRIVE	HAWRAMI AMEEN	EXP-FSTTRK						SB2REC					19	APPRVD	19-Oct-18	07-Nov-18	25-Jul-18	10-Nov-20
	STMP-2018-0010	DIGITAL LOUDOUN IV-PRENTICE DRIVE	HAWRAMI AMEEN	EXP-FSTTRK						SB3REC					14	APPRVD	06-Dec-18	20-Dec-18	25-Jul-18	10-Nov-20
	STMP-2018-0010	DIGITAL LOUDOUN IV-PRENTICE DRIVE	HAWRAMI AMEEN	EXP-FSTTRK						SB4REC					14	APPRVD	10-Jan-19	24-Jan-19	25-Jul-18	10-Nov-20
1	STMP-2018-0013	LOUDOUN CENTER LC1B DATA CENTER	HAWRAMI AMEEN	EXP-FSTTRK	NA	Both	Yes			SB1REC	47	13	NO	4	18	APPRVD	14-Sep-18	02-Oct-18	14-Sep-18	03-Aug-20
	STMP-2018-0013	LOUDOUN CENTER LC1B DATA CENTER	HAWRAMI AMEEN	EXP-FSTTRK						SB2REC					20	APPRVD	25-Oct-18	14-Nov-18	14-Sep-18	03-Aug-20
	STMP-2018-0013	LOUDOUN CENTER LC1B DATA CENTER	HAWRAMI AMEEN	EXP-FSTTRK						SB3REC					14	APPRVD	30-Nov-18	14-Dec-18	14-Sep-18	03-Aug-20
	STMP-2018-0013	LOUDOUN CENTER LC1B DATA CENTER	HAWRAMI AMEEN	EXP-FSTTRK						SB4REC					16	APPRVD	22-Jun-20	08-Jul-20	14-Sep-18	03-Aug-20
1	STMP-2019-0004	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	126	28	Yes	4	19	APPRVD	08-Mar-19	27-Mar-19	07-Mar-19	06-Aug-20
	STMP-2019-0004	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB2REC					7	APPRVD	12-Apr-19	19-Apr-19	07-Mar-19	06-Aug-20
	STMP-2019-0004	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB3REC					16	APPRVD	24-Jun-19	10-Jul-19	07-Mar-19	06-Aug-20
	STMP-2019-0004	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB4REC					11	APPRVD	19-Aug-19	30-Aug-19	07-Mar-19	06-Aug-20
1	STMP-2019-0006	NORTHWOODS BUILDINGS - PHASE 4A	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	97	34	UNKN/pla n is	5	26	APPRVD	08-May-19	03-Jun-19	03-May-19	13-Oct-20
	STMP-2019-0006	NORTHWOODS BUILDINGS - PHASE 4A	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					28	APPRVD	19-Jul-19	16-Aug-19	03-May-19	13-Oct-20
	STMP-2019-0006	NORTHWOODS BUILDINGS - PHASE 4A	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					14	APPRVD	19-Sep-19	03-Oct-19	03-May-19	13-Oct-20
	STMP-2019-0006	NORTHWOODS BUILDINGS - PHASE 4A	CHIKALARD HAISAM	EXP-FSTTRK						SB4REC					2	APPRVD	15-Oct-19	17-Oct-19	03-May-19	13-Oct-20
	STMP-2019-0006	NORTHWOODS BUILDINGS - PHASE 4A	CHIKALARD HAISAM	EXP-FSTTRK						SB5REC					6	APPRVD	29-Oct-19	04-Nov-19	03-May-19	13-Oct-20
1	STMP-2019-0013	ASTON MARTIN & BENTLEY OF LOUDOUN	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	95	10	No	3	28	APPRVD	10-Dec-19	07-Jan-20	09-Dec-19	20-Apr-21
	STMP-2019-0013	ASTON MARTIN & BENTLEY OF LOUDOUN	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					14	APPRVD	30-Jan-20	13-Feb-20	09-Dec-19	20-Apr-21
	STMP-2019-0013	ASTON MARTIN & BENTLEY OF LOUDOUN	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					14	APPRVD	25-Feb-20	10-Mar-20	09-Dec-19	20-Apr-21
1	STMP-2019-0014	WATERSIDE SITE PLAN LANDBAY B	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	76	6	No	2	25	APPRVD	03-Jan-20	28-Jan-20	23-Dec-19	31-Jul-20
	STMP-2019-0014	WATERSIDE SITE PLAN LANDBAY B	FULTZ ZEB	EXP-FSTTRK						SB2REC					13	APPRVD	20-Feb-20	04-Mar-20	23-Dec-19	31-Jul-20
1	STMP-2020-0001	NORTHWOODS BLDGS PH 5	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	86	13	No	3	22	APPRVD	19-Mar-20	10-Apr-20	13-Mar-20	08-Feb-21

	STMP-2020-0001	NORTHWOODS BLDGS PH 5	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					24	APPRVD	29-May-20	22-Jun-20	13-Mar-20	08-Feb-21
	STMP-2020-0001	NORTHWOODS BLDGS PH 5	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					34	APPRVD	19-Oct-20	22-Nov-20	13-Mar-20	08-Feb-21
1	STMP-2020-0002	INOVA HEALTH SYSTEM	HAWRAMI AMEEN	EXP-FSTTRK	NA	Both	Yes			SB1REC	96	11	NO	4	28	CNDAPR	19-Mar-20	16-Apr-20	17-Mar-20	08-Apr-21
	STMP-2020-0002	INOVA HEALTH SYSTEM	HAWRAMI AMEEN	EXP-FSTTRK						SB2REC					19	CNDAPR	27-May-20	15-Jun-20	17-Mar-20	08-Apr-21
	STMP-2020-0002	INOVA HEALTH SYSTEM	HAWRAMI AMEEN	EXP-FSTTRK						SB3REC					15	CNDAPR	09-Jul-20	24-Jul-20	17-Mar-20	08-Apr-21
	STMP-2020-0002	INOVA HEALTH SYSTEM	HAWRAMI AMEEN	EXP-FSTTRK						SB4REC					14	CNDAPR	15-Mar-21	29-Mar-21	17-Mar-20	08-Apr-21
1	STMP-2020-0003	ICSP @ ARCOLA	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	43	18	No	3	21	APPRVD	30-Mar-20	20-Apr-20	17-Mar-20	09-Nov-20
	STMP-2020-0003	ICSP @ ARCOLA	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					19	APPRVD	13-May-20	01-Jun-20	17-Mar-20	09-Nov-20
	STMP-2020-0003	ICSP @ ARCOLA	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					16	APPRVD	10-Jun-20	26-Jun-20	17-Mar-20	09-Nov-20
1	STMP-2020-0004	ROLLINS PROPERTY	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	144	89	No	3	22	APPRVD	26-Mar-20	17-Apr-20	25-Mar-20	07-May-21
	STMP-2020-0004	ROLLINS PROPERTY	FULTZ ZEB	EXP-FSTTRK						SB2REC					25	APPRVD	24-Sep-20	19-Oct-20	25-Mar-20	07-May-21
	STMP-2020-0004	ROLLINS PROPERTY	FULTZ ZEB	EXP-FSTTRK						SB3REC					15	APPRVD	05-Nov-20	20-Nov-20	25-Mar-20	07-May-21
1	STMP-2020-0005	ASH 3 SHELLHORN DC 1	HABIB MICHEL	EXP-FSTTRK	N/A	NA	-			SB1REC	91	19	No	3	22	APPRVD	15-Apr-20	07-May-20	10-Apr-20	13-Aug-20
	STMP-2020-0005	ASH 3 SHELLHORN DC 1	HABIB MICHEL	EXP-FSTTRK						SB2REC					15	APPRVD	28-May-20	12-Jun-20	10-Apr-20	13-Aug-20
	STMP-2020-0005	ASH 3 SHELLHORN DC 1	HABIB MICHEL	EXP-FSTTRK						SB3REC					12	APPRVD	18-Jun-20	30-Jun-20	10-Apr-20	13-Aug-20
1	STMP-2020-0007	EDGECORE DULLES	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	83	27	No	3	17	APPRVD	01-Jun-20	18-Jun-20	22-May-20	08-Jan-21
	STMP-2020-0007	EDGECORE DULLES	FULTZ ZEB	EXP-FSTTRK						SB2REC					14	APPRVD	17-Jul-20	31-Jul-20	22-May-20	08-Jan-21
	STMP-2020-0007	EDGECORE DULLES	FULTZ ZEB	EXP-FSTTRK						SB3REC					17	APPRVD	25-Aug-20	11-Sep-20	22-May-20	08-Jan-21
1	STMP-2020-0008	DIGITAL DULLES BUILDING 7 & 9	LIU BO	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	153	72	NO	5	17	CNDAPR	15-Jun-20	02-Jul-20	15-Jun-20	08-Jun-21
	STMP-2020-0008	DIGITAL DULLES BUILDING 7 & 9	LIU BO	EXP-FSTTRK						SB2REC					15	CNDAPR	08-Sep-20	23-Sep-20	15-Jun-20	08-Jun-21
	STMP-2020-0008	DIGITAL DULLES BUILDING 7 & 9	LIU BO	EXP-FSTTRK						SB3REC					16	CNDAPR	07-Dec-20	23-Dec-20	15-Jun-20	08-Jun-21
	STMP-2020-0008	DIGITAL DULLES BUILDING 7 & 9	LIU BO	EXP-FSTTRK						SB4REC					15	CNDAPR	28-Jan-21	12-Feb-21	15-Jun-20	08-Jun-21
	STMP-2020-0008	DIGITAL DULLES BUILDING 7 & 9	LIU BO	EXP-FSTTRK						SB5REC					27	CNDAPR	21-May-21	17-Jun-21	15-Jun-20	08-Jun-21
1	STMP-2020-0009	BEAUMEADE PROPERTIES	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	81	50	No	5	23	APPRVD	16-Jun-20	09-Jul-20	12-Jun-20	24-May-21
	STMP-2020-0009	BEAUMEADE PROPERTIES	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					18	APPRVD	10-Aug-20	28-Aug-20	12-Jun-20	24-May-21
	STMP-2020-0009	BEAUMEADE PROPERTIES	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					15	APPRVD	05-Oct-20	20-Oct-20	12-Jun-20	24-May-21
	STMP-2020-0009	BEAUMEADE PROPERTIES	CHIKALARD HAISAM	EXP-FSTTRK						SB4REC					21	APPRVD	02-Nov-20	23-Nov-20	12-Jun-20	24-May-21
	STMP-2020-0009	BEAUMEADE PROPERTIES	CHIKALARD HAISAM	EXP-FSTTRK						SB5REC					15	APPRVD	14-Dec-20	29-Dec-20	12-Jun-20	24-May-21
1	STMP-2020-0010	LOUDOUN UNITED FC STADIUM	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	38	13	No	3	21	APPRVD	10-Jul-20	31-Jul-20	01-Jul-20	11-Mar-21
	STMP-2020-0010	LOUDOUN UNITED FC STADIUM	FULTZ ZEB	EXP-FSTTRK						SB2REC					18	APPRVD	27-Aug-20	14-Sep-20	01-Jul-20	11-Mar-21
	STMP-2020-0010	LOUDOUN UNITED FC STADIUM	FULTZ ZEB	EXP-FSTTRK						SB3REC					18	APPRVD	08-Oct-20	26-Oct-20	01-Jul-20	11-Mar-21
1	STMP-2020-0011	PROJECT NOVA NORTHEAST	HAWRAMI AMEEN	EXP-FSTTRK	NA	Both	Yes			SB1REC	153	55	NO	4	26	CNDAPR	16-Jul-20	11-Aug-20	13-Jul-20	18-May-21
	STMP-2020-0011	PROJECT NOVA NORTHEAST	HAWRAMI AMEEN	EXP-FSTTRK						SB2REC					13	CNDAPR	10-Dec-20	23-Dec-20	13-Jul-20	18-May-21
	STMP-2020-0011	PROJECT NOVA NORTHEAST	HAWRAMI AMEEN	EXP-FSTTRK						SB3REC					18	CNDAPR	12-Feb-21	02-Mar-21	13-Jul-20	18-May-21

	STMP-2020-0011	PROJECT NOVA NORTHEAST	HAWRAMI AMEEN	EXP-FSTTRK						SB4REC					17	CNDAPR	16-Apr-21	03-May-21	13-Jul-20	18-May-21
1	STMP-2020-0012	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	27	2	No	3	24	APPRVD	31-Jul-20	24-Aug-20	28-Jul-20	21-Dec-20
	STMP-2020-0012	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB2REC					15	APPRVD	17-Sep-20	02-Oct-20	28-Jul-20	21-Dec-20
	STMP-2020-0012	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB3REC					19	APPRVD	09-Oct-20	28-Oct-20	28-Jul-20	21-Dec-20
1	STMP-2020-0013	PROJECT MOTION PH 2	WILLIAMS KENNETH	EXP-FSTTRK	-	-	-			SB1REC	54	6	no	2	29	APPRVD	15-Oct-20	13-Nov-20	01-Oct-20	28-May-21
	STMP-2020-0013	PROJECT MOTION PH 2	WILLIAMS KENNETH	EXP-FSTTRK						SB2REC					21	APPRVD	25-Nov-20	16-Dec-20	01-Oct-20	28-May-21
1	STMP-2020-0015	PROJECT ASPEN	CHIKALARD HAISAM	EXP-FSTTRK	NA	NA	NA			SB1REC	93	23	No	3	24	CNDAPR	30-Oct-20	23-Nov-20	27-Oct-20	27-Apr-21
	STMP-2020-0015	PROJECT ASPEN	CHIKALARD HAISAM	EXP-FSTTRK						SB2REC					16	CNDAPR	28-Dec-20	13-Jan-21	27-Oct-20	27-Apr-21
	STMP-2020-0015	PROJECT ASPEN	CHIKALARD HAISAM	EXP-FSTTRK						SB3REC					21	CNDAPR	29-Mar-21	19-Apr-21	27-Oct-20	27-Apr-21
1	STMP-2020-0018	IAD 02	WILLIAMS KENNETH	EXP-FSTTRK	-	-	-			SB1REC	68	25	no	4	33	CNDAPR	06-Jan-21	08-Feb-21	21-Dec-20	10-Jun-21
	STMP-2020-0018	IAD 02	WILLIAMS KENNETH	EXP-FSTTRK						SB2REC					21	CNDAPR	18-Mar-21	08-Apr-21	21-Dec-20	10-Jun-21
	STMP-2020-0018	IAD 02	WILLIAMS KENNETH	EXP-FSTTRK						SB3REC					14	CNDAPR	26-Apr-21	10-May-21	21-Dec-20	10-Jun-21
	STMP-2020-0018	IAD 02	WILLIAMS KENNETH	EXP-FSTTRK						SB4REC					17	CNDAPR	21-May-21	07-Jun-21	21-Dec-20	10-Jun-21
1	STMP-2021-0003	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK	N/A	N/A	N/A			SB1REC	19	6	No	3	22	APPRVD	22-Feb-21	16-Mar-21	22-Feb-21	25-Jun-21
	STMP-2021-0003	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB2REC					17	APPRVD	05-Apr-21	22-Apr-21	22-Feb-21	25-Jun-21
	STMP-2021-0003	LOUDOUN UNITED FC TRAINING FACILITY	FULTZ ZEB	EXP-FSTTRK						SB3REC					18	APPRVD	21-May-21	08-Jun-21	22-Feb-21	25-Jun-21
1	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH	N/A	N/A	N/A			SB1REC	53	48	No	7	21	APPRVD	12-Mar-19	02-Apr-19	05-Mar-19	31-Aug-20
	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH						SB2REC					26	APPRVD	21-Nov-19	17-Dec-19	05-Mar-19	31-Aug-20
	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH						SB3REC					19	APPRVD	30-Jan-20	18-Feb-20	05-Mar-19	31-Aug-20
	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH						SB4REC					14	APPRVD	13-Mar-20	27-Mar-20	05-Mar-19	31-Aug-20
	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH						SB5REC					26	APPRVD	24-Apr-20	20-May-20	05-Mar-19	31-Aug-20
	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH						SB6REC					1	APPRVD	28-May-20	29-May-20	05-Mar-19	31-Aug-20
	STPL-2019-0005	LCPS ES-23	CLARE GARY	EXP-LCPSCH						SB7REC					13	APPRVD	05-Jun-20	18-Jun-20	05-Mar-19	31-Aug-20
1	STPL-2019-0023	LCPS ES-29	CHIKALARD HAISAM	EXP-LCPSCH	NA	NA	NA			SB1REC	88	23	No	3	24	APPRVD	14-May-19	07-Jun-19	13-May-19	06-Aug-20
	STPL-2019-0023	LCPS ES-29	CHIKALARD HAISAM	EXP-LCPSCH						SB2REC					17	APPRVD	04-Oct-19	21-Oct-19	13-May-19	06-Aug-20
	STPL-2019-0023	LCPS ES-29	CHIKALARD HAISAM	EXP-LCPSCH						SB3REC					17	APPRVD	26-Nov-19	13-Dec-19	13-May-19	06-Aug-20
1	STPL-2020-0052	BRIAR WOODS HS CLASSROOM ADDITION	WILLIAMS KENNETH	EXP-LCPSCH	-	-	-			SB1REC	37	3	no	2	47	APPRVD	19-Jan-21	07-Mar-21	18-Dec-20	07-Jun-21
	STPL-2020-0052	BRIAR WOODS HS CLASSROOM ADDITION	WILLIAMS KENNETH	EXP-LCPSCH						SB2REC					33	APPRVD	29-Apr-21	01-Jun-21	18-Dec-20	07-Jun-21

GRAND TOTAL ALL APPLICATIONS	110	73
TOTAL DPE	48	
TOTAL NON-DPE	25	
TOTAL EXP-BDMNT	1	

TOTAL EXP-CNTYPJ	7	37
TOTAL EXP-FSTTRK	26	
TOTAL EXP-LCPSCH	3	

NO.	NAME	SUBM. NO.	TYPE (S/C/P/GR)	DPE/NON (D/N)	NO. SHTS.	NO. OF ESI COM-MENTS	DATE IN	DATE COMMENTS OUT	ESI INITIAL REVIEW DAYS	LAST ENGR. RESPONSE (NON-DPE)	TRANSMIT-TAL OUT
LDN-21-001	MDS Equine Center Lameness Center	1	S	D	23	4	1/7/2021	1/15/2021	5	1/18/2021	1/18/2021
LDN-20-066	The Greens South at Willowsford - Section 18	1	C	D	41	8	1/4/2021	1/6/2021	2	-	1/6/2021
LDN-21-002	Arnold Property	1	C	D	29	8	1/5/2021	1/12/2021	4	-	1/12/2021
LDN-21-002	Arnold Property	1	GR	D	-	0	1/21/2021	1/27/2021	3	-	1/27/2021
LDN-21-003	Montebello Farm - Phase 5	1	C	D	50	6	1/13/2021	1/25/2021	5	-	1/25/2021
LDN-21-004	Loudoun Crossroads	1	S	D	37	30	1/21/2021	1/27/2021	3	-	1/27/2021
LDN-21-004	Loudoun Crossroads	1	GR	D	-	30	1/21/2021	1/27/2021	3	-	1/27/2021
LDN-21-001	MDS Equine Center Lameness Center	1	GR	D	-	8	1/13/2021	1/18/2021	1	-	1/18/2021
LDN-21-005	Brambleton - Landbay 1B - Section 32	1	C	D	175	17	1/21/2021	2/2/2021	7	-	2/2/2021
LDN-21-006	Hartland South - Section 9A, 9B & 10A	1	C	D	95	11	2/3/2021	2/5/2021	1	-	2/5/2021
LDN-21-007	Dulles Pure Foods Warehouse	1	S	N	23	3	2/1/2021	2/1/2021	0	2/19/2021	2/22/2021
LDN-21-008	Hogan Kent Greene	1	P	D	12	0	1/25/2021	2/2/2021	5	-	2/2/2021
LDN-21-009	Metro Walk, Blocks T2, T3 & O3	1	S	D	36	6	2/5/2021	2/11/2021	3	-	2/11/2021
LDN-21-009	Metro Walk, Blocks T2, T3 & O3	1	S	D	-	3	2/5/2021	2/11/2021	3	-	2/11/2021
LDN-21-010	Project Aspen - Sycolin Road Left Turn Lane	1	C	D	15	0	1/25/2021	1/28/2021	2	-	1/28/2021
LDN-21-011	Tuscarora Crossing - LB 1 - Phase 1	1	C	D	116	8	2/3/2021	2/4/2021	0	-	2/4/2021
LDN-21-011	Tuscarora Crossing - LB 1 - Phase 1	1	GR	D	-	8	2/3/2021	2/4/2021	0	-	2/4/2021
LDN-21-012	Raising Cane's C0637 - Sterling VA	1	S	D	23	24	2/3/2021	2/9/2021	3	-	2/9/2021
LDN-21-014	Appalachian Lane Fire Tank	1	S	N	9	3	2/4/2021	2/10/2021	3	2/10/2021	2/10/2021
LDN-21-014	Appalachian Lane Fire Tank	1	GR	N	-	7	2/10/2021	2/10/2021	0	2/10/2021	2/10/2021
LDN-21-015	Preston Kennel	1	S	N	33	0	2/22/2021	2/22/2021	0	-	2/22/2021
LDN-21-015	Preston Kennel	1	GR	N	-	0	2/22/2021	2/22/2021	0	-	2/22/2021
LDN-21-016	JK Maintenance Shop	1	GR	D	-	2	2/16/2021	2/17/2021	0	-	2/17/2021
LDN-21-016	JK Maintenance Shop	1	S	D	38	14	2/18/2021	2/24/2021	3	-	2/24/2021
LDN-21-017	Oak Mill Storage Yard	1	S	N	23	3	2/16/2021	2/17/2021	0	2/17/2021	2/17/2021
LDN-21-017	Oak Mill Storage Yard	1	GR	N	-	2	2/16/2021	2/17/2021	0	2/17/2021	2/17/2021
LDN-21-013	Samsara Place	1	C	D	39	4	2/5/2021	2/11/2021	3	-	2/11/2021
LDN-21-013	Samsara Place	1	GR	D	-	0	2/8/2021	2/10/2021	1	-	2/10/2021
LDN-21-018	Shops at Moorefield - Entry Road	1	S	D	25	4	3/15/2021	3/22/2021	4	-	3/22/2021

LDN-21-019	Hogan Kent Greene - Braddock Road Turn Lane	1	C	D	21	6	3/2/2021	3/2/2021	0	-	3/2/2021
LDN-21-019	Hogan Kent Greene - Braddock Road Turn Lane	1	GR	D	-	1	3/2/2021	3/2/2021	0	-	3/2/2021
LDN-21-020	Brambleton Pond 9 Clubhouse	1	S	N	35	16	3/3/2021	3/11/2021	5	3/11/2021	3/11/2021
LDN-21-021	Hogan Kent Greene - CPAP	1	C	D	77	12	3/5/2021	3/9/2021	1	-	3/9/2021
LDN-21-021	Hogan Kent Greene - CPAP	1	GR	D	-	1	3/2/2021	3/2/2021	0	-	3/2/2021
LDN-21-022	Lenah Circle East	1	C	D	55	8	3/12/2021	3/17/2021	2	-	3/17/2021
LDN-21-022	Lenah Circle East	1	GR	D	-	0	3/12/2021	3/17/2021	2	-	3/17/2021
LDN-21-023	22675 Glenn Drive - Business Service Establishment	1	S	D	33	3	3/8/2021	3/16/2021	5	-	3/16/2021
LDN-21-023	22675 Glenn Drive - Business Service Establishment	1	GR	D	-	2	3/8/2021	3/16/2021	5	-	3/16/2021
LDN-21-024	Brambleton Active Adult Comm.-Landbay B Clubhou	1	S	N	29	9	3/9/2021	3/15/2021	3	3/22/2021	3/22/2021
LDN-21-025	Waxpool Crossing - STPL	1	S	D	69	5	3/9/2021	3/15/2021	3	-	3/15/2021
LDN-21-025	Waxpool Crossing - STPL GR	1	GR	D	-	2	3/9/2021	3/15/2021	3	-	3/15/2021
LDN-21-026	Lockridge Substation	1	S	D	17	11	3/15/2021	3/18/2021	2	-	3/18/2021
LDN-21-027	Montebello Farms - Phase 6	1	C	D	49	7	3/18/2021	3/19/2021	0	-	3/19/2021
LDN-21-027	Montebello Farms - Phase 6	1	GR	D	-	0	3/18/2021	3/19/2021	0	-	3/19/2021
LDN-21-028	Corpus Christi - Phase II	1	S	N	30	7	3/29/2021	3/29/2021	0	3/29/2021	3/29/2021
LDN-21-029	Cattail Run - Prelim Plat	1	P	D	14	2	3/26/2021	3/31/2021	2	-	3/31/2021
LDN-21-030	JK Tech Park #1	1	S	D	96	4	3/26/2021	4/2/2021	4	-	4/2/2021
LDN-21-031	Metro Walk T5 Community Center	1	S	D	18	13	3/30/2021	4/6/2021	4	-	4/6/2021
LDN-21-032	Waxpool Crossing - CPAP	1	C	D	40	4	4/19/2021	4/20/2021	1	-	4/21/2021
LDN-21-033	Route 50 - Elion Partners	1	S	D	49	10	4/20/2021	4/20/2021	0	-	4/20/2021
LDN-21-034	Arcola Center - Phase I	1	S	D	69	3	4/6/2021	4/12/2021	3	-	4/12/2021
LDN-21-035	Gateway North - Lot 2	1	S	D	49	4	4/19/2021	4/21/2021	1	-	4/21/2021
LDN-21-036	Lenah Circle West CPAP	1	C	D	44	0	4/29/2021	5/6/2021	4	-	5/6/2021
LDN-21-036	Lenah Circle West CPAP	1	GR	D	-	0	4/29/2021	5/1/2021	1	-	5/1/2021
LDN-20-050	Lenah Auto Service	2	S	N	31	12	4/22/2021	4/29/2021	4	5/5/2021	5/6/2021
LDN-21-004	Loudoun Crossroads	2	S	D	38	13	4/22/2021	4/23/2021	0	-	4/23/2021
LDN-21-037	Tuscarora Crossing - LB 1 - Phase 2	1	S	D	72	18	5/7/2021	5/7/2021	0	-	5/7/2021
LDN-21-038	Loudoun Station - Building J	1	S	D	25	*	*	*	*	*	*
LDN-21-039	Middleburg Preserve - Phase 1	1	C	D	6	6	5/7/2021	5/12/2021	3	-	5/12/2021
LDN-21-040	Wawa Chantilly - Store #8673 - 43054 John Mosby Hwy	1	S	D	10	43	5/7/2021	5/12/2021	2	-	5/12/2021
LDN-21-040	Wawa Chantilly - Store #8673 - 43054 John Mosby Hwy	1	GR	D	-	3	5/28/2021	6/1/2021	0	-	6/1/2021

LDN-21-041	Belfort Park Drive Townhomes	1	C	D	40	6	5/24/2021	6/1/2021	4	-	6/1/2021
LDN-21-041	Belfort Park Drive Townhomes	1	GR	D	-	1	5/24/2021	6/1/2021	4	-	6/1/2021
LDN-21-042	South Riding Landbay H Parcel 1D Public Street CPAP	1	C	D	25	9	5/21/2021	5/28/2021	4	-	5/28/2021
LDN-21-043	Hartland North - Hartland House	1	S	D	37	7	6/2/2021	6/7/2021	2	-	6/7/2021
LDN-21-043	Hartland North - Hartland House	1	GR	D	-	0	6/16/2021	6/16/2021	0	-	6/16/2021
LDN-21-044	Rivana at Innovation Station	1	C	D	86	13	6/1/2021	6/3/2021	1	-	6/3/2021
LDN-21-044	Rivana at Innovation Station	1	GR	D	-	0	6/1/2021	6/3/2021	1	-	6/3/2021
LDN-21-045	Lenah Circle Center	1	C	D	32	5	6/3/2021	6/7/2021	2	-	6/7/2021
LDN-21-046	Ashbrook - Building 7	1	S	D	32	4	6/3/2021	6/7/2021	1	-	6/7/2021
LDN-21-047	Global Plaza Substation	1	S	D	35	4	6/10/2021	6/16/2021	2	-	6/16/2021
LDN-21-048	East Chase	1	P	N	7	4	6/15/2021	6/15/2021	0	6/23/2021	6/23/2021
LDN-21-049	Tanager Prel. Plat	1	P	N	11	11	6/16/2021	6/17/2021	0	6/25/2021	6/28/2021
LDN-21-050	Braddock Road Widening	1	C	D	34	2	7/7/2021	7/8/2021	1	-	7/8/2021
LDN-21-051	Hartland South - Section 11	1	C	D	41	0	6/30/2021	7/7/2021	3	-	7/7/2021
LDN-21-051	Hartland South - Section 11	1	GR	D	-	0	6/30/2021	7/6/2021	2	-	7/6/2021
LDN-21-052	South Riding - Landbay H, Parcel 1D - Daycare	1	S	D	28	5	6/30/2021	6/30/2021	0	-	6/30/2021
LDN-21-053	Willard Road Improvements	1	C	N	18	3	7/9/2021	7/13/2021	1	7/14/2021	7/15/2021
LDN-21-054	Cattail Run - Phase 1	1	C	D	160	11	7/15/2021	7/23/2021	5	-	7/23/2021
LDN-21-055	JK Technology Park - Substation 3	1	C	D	26	6	7/14/2021	7/14/2021	0	-	7/14/2021
LDN-21-005	Brambleton - Landbay 1B - Section 32	1	GR	D	-	3	7/13/2021	7/14/2021	0	-	7/14/2021
LDN-21-056	Dulles North Corporate Park - Bldg. 7	1	S	N	25	12	9/2/2021	9/8/2021	2	9/14/2021	9/15/2021
LDN-21-057	All of Creation – Pet Care	1	S	D	24	12	7/29/2021	8/2/2021	1	-	8/2/2021
LDN-20-044	Mercure Business Park - Lot 13	2	S	N	1	10	7/19/2021	7/26/2021	4	7/25/2021	7/26/2021
LDN-20-044	Mercure Business Park - Lot 13	2	GR	N	-	0	7/19/2021	7/26/2021	4	-	7/26/2021
LDN-21-058	Hartland South - Section 10B	1	C	D	73	1	11/3/2021	11/4/2021	0	-	11/4/2021
LDN-21-058	Hartland South - Section 10B	1	GR	D	-	0	11/3/2021	11/4/2021	0	-	11/4/2021
LDN-21-059	South Riding - Elk Lick Park	1	S	D	15	2	8/6/2021	8/9/2021	0	-	8/9/2021
LDN-21-060	Centergate Dr and Charitable St at Moorefield Statio	1	C	N	101	7	8/13/2021	8/16/2021	0	8/19/2021	8/23/2021
LDN-21-061	Cattail Run - Phase 2	1	C	D	93	9	8/30/2021	8/31/2021	0	-	8/31/2021
LDN-21-020	Brambleton Pond 9 Clubhouse	1	GR	N	-	1	8/13/2021	8/16/2021	0	8/16/2021	8/16/2021
LDN-21-062	East Chase	1	C	N	53	10	8/26/2021	8/27/2021	0	9/2/2021	9/2/2021

LDN-21-062	East Chase	1	GR	N	-	3	8/26/2021	8/27/2021	0	9/2/2021	9/2/2021
LDN-21-054	Cattail Run - Phase 1	1	GR	D	-	1	8/19/2021	8/24/2021	2	8/25/2021	8/25/2021
LDN-21-057	All of Creation – Pet Care	1	GR	D	-	7	9/2/2021	9/3/2021	0	-	9/3/2021
LDN-21-063	Wilsonford	1	C	N	31	23	9/9/2021	9/17/2021	4	11/1/2021	11/1/2021
LDN-21-063	Wilsonford	1	GR	N	-	6	9/9/2021	9/17/2021	4	10/29/2021	11/1/2021
LDN-21-060	Centergate Dr and Charitable St at Moorefield Statio	1	GR	N	-	0	9/3/2021	9/8/2021	1	-	9/8/2021
LDN-21-064	Hartland South - Section 12	1	C	D	49	0	10/1/2021	10/5/2021	1	-	10/5/2021
LDN-21-064	Hartland South - Section 12	1	GR	D	-	0	10/12/2021	10/12/2021	0	-	10/12/2021
LDN-21-065	Dulles Logistics Center	1	S	D	30	11	9/21/2021	9/21/2021	0	-	9/21/2021
LDN-21-065	Dulles Logistics Center	1	GR	D	-	0	9/21/2021	9/21/2021	0	-	9/21/2021
LDN-21-066	Arcola Center - Section 6 - Town Center Residential	1	S	D	33	10	9/27/2021	9/28/2021	1	-	9/28/2021
LDN-21-067	Spring Hill Academy	1	S	D	35	6	9/21/2021	9/22/2021	1	-	9/22/2021
LDN-21-067	Spring Hill Academy	1	GR	D	-	0	9/21/2021	9/22/2021	1	-	9/22/2021
LDN-21-068	Lockridge Rd.	1	S	D	61	0	9/27/2021	9/30/2021	1	-	9/30/2021
LDN-21-069	Carolina Road Partners, LLC Rt. 15 Improvements	1	C	D	20	9	10/4/2021	10/4/2021	0	-	10/4/2021
LDN-21-070	Loudoun Center - Nimbus Station	1	S	D	25	7	10/5/2021	10/7/2021	1	-	10/7/2021
LDN-21-071	Poland Road Substation Expansion	1	S	N	32	11	10/7/2021	10/11/2021	1	10/11/2021	10/11/2021
LDN-21-072	South Riding - Landbay H - Richstone Marble & Granite	1	S	D	38	6	10/13/2021	10/14/2021	0	-	10/14/2021
LDN-21-072	South Riding - Landbay H - Richstone Marble & Granite	1	GR	D	-	8	10/13/2021	10/13/2021	0	11/11/2021	11/15/2021
LDN-21-073	Interconnection Substation	1	S	D	27	10	10/12/2021	10/13/2021	0	-	10/13/2021
LDN-21-074	Ashbrook Marketplace - McAlister's Deli Drive-Thru	1	S	N	15	4	10/18/2021	10/22/2021	3	10/22/2021	10/22/2021
LDN-21-075	Waxpool Rd & Faulkner Parkway Roundabout	1	C	D	-	13	10/21/2021	10/27/2021	3	-	10/27/2021
LDN-21-075	Waxpool Rd & Faulkner Parkway Roundabout	1	GR	D	-	8	10/13/2021	10/13/2021	0	11/4/2021	11/4/2021
LDN-21-076	INOVA Health System - Phase 2	1	S	D	46	10	11/10/2021	11/15/2021	2	-	11/15/2021
LDN-21-077	Janelia Research Campus Clubhouse & Pool	1	S	D	29	5	11/12/2021	11/16/2021	1	-	11/16/2021
LDN-21-078	Lakeview at University Center - Early Grading Plan	1	C	D	35	5	11/17/2021	11/23/2021	3	-	11/23/2021
LDN-21-078	Lakeview at University Center - Early Grading Plan	1	GR	D	-	0	11/17/2021	11/23/2021	3	-	11/23/2021
LDN-21-079	Broadlands Mass Grading	1	C	D	53	7	11/30/2021	12/2/2021	2	-	12/2/2021
LDN-21-079	Broadlands Mass Grading	1	GR	D	-	2	11/30/2021	12/2/2021	2	-	12/2/2021
LDN-21-080	Dulles Summit Data Center 1	1	S	D	48	3	12/3/2021	12/8/2021	2	-	12/8/2021
LDN-21-080	Dulles Summit Data Center 1	1	GR	D	-	0	12/3/2021	12/6/2021	0	-	12/6/2021
LDN-21-081	Tanager	1	C	N	63	19	12/20/2021	12/22/2021	1	1/5/2022	1/10/2022
LDN-21-082	Avonmore	1	C	N	47	4	12/17/2021	12/21/2021	1	12/22/2021	12/22/2021
LDN-21-082	Avonmore	1	GR	N	-	0	12/17/2021	12/21/2021	1	-	12/21/2021

LDN-21-083	Wiseway Village Farms - Lots 5E & 5F	1	S	D	22	1	12/30/2021	1/5/2022	2	-	1/5/2022
LDN-21-083	Wiseway Village Farms - Lots 5E & 5F	1	GR	D	-	0	12/30/2021	1/6/2022	2	1/6/2022	1/6/2022
								Avg	1.685039		
								Median	1		

Staff Interview Summary General Themes

Loudoun County Staff – eight staff members from the different review agencies within Loudoun County were interviewed in three separate sessions on June 7th and 8th, 2023.

- Overall Assessment – at the end of the interviews, all staff were asked to individually complete a form and check one of three boxes (Box 1 – ESI has run its course and Loudoun needs to go a different direction; Box 2 – ESI still adds value but needs significant work; Box 3 – ESI is in good shape and only needs minor tweaks to remain relevant.)
 - Six of eight staff members checked the 2nd box and recommended – provide a “new and improved” ESI with a priority to improve quality of plans and set realistic review timelines. Suggestions included on the forms were as follows:
 - Improve the plan review process to include achievable submittal and resubmittal timeframes.
 - Improve accountability for poor performance in plan preparation by consulting engineers, as well as in poor performance in plan review and approval by county staff.
 - Reduce the number of plan submissions through better plan quality on the initial and subsequent plan submittals and response letters.
 - ESI classes – offer classes in such subjects as bond release, street acceptance, and VDOT related topics.
 - TPR meetings should be mandatory for most categories of plans, with cancellation allowed only with the prior agreement of both the engineer and county staff.
 - While the MSR is a completeness review, there should also be some level of qualitative review to assure that the minimum required information is provided and is relevant.
 - The DPE plan reviewer should not be the same person who prepared and/or signed the plan.
 - One staff member checked the 2nd box and 3rd box.
 - One staff member checked the 1st box and stated the ESI could still be beneficial, but they need to improve to be more efficient and beneficial.
- Overall program principles and goals – there was a consensus on the items needed to guide the ESI DPE program in Loudoun County to assure the goals of ESI are met.
 - Relationships – there is a new generation of younger and less experienced engineers and reviewers who need to communicate and build relationships with industry to allow the ESI system to run smoothly and provide the desired results.
 - Shared learning – through classes, team peer review meetings, and more face-to-face communication, Engineers and reviewers need to work through issues together and develop a mutual understanding of each other’s roles and responsibilities.
 - The Post-COVID realities of remote work and remote learning need to be balanced with in-person exchanges to build these relationships.
 - Quality Work – The DPE program is designed to assure quality, predictability, and timeliness of reviews. The goals of the program need to be reinforced to result in no more than 2 submissions + signature set for DPE plans and needs to meet or beat county review target timelines.

- Engineers
 - Quality plans – A DPE plan must be complete per the ESI checklist and be a quality plan that meets Loudoun County expectations and requirements.
 - Address all comments - Comment response letters must be clear and must include a drawing reference to clarify comments. Plans must be appropriately annotated in the revision block and revision bubbles.
 - Reviewers
 - Must meet and/or beat projected timelines.
 - Must provide a quality review with clear comments that reference specific code requirements. Any non-regulatory recommendations (that are not code requirements) must be clearly labeled as such.
 - No new comments should be made after the 1st plan review unless plan changes have been made or new information has been added to the plans.
 - ESI
 - Responsible for providing a thorough quality MSR review.
 - Must meet plan review timelines.
 - Acts as arbiter and judge of quality for both engineers and county reviewers.
- Program Benefits – ESI's original goals were good, but there is a question about the value of the program now. There is a concern that newer, less experienced engineers are now preparing plans and there has been a drop in quality. The minimum submission review checklist is not adequate to address qualitative engineering technical shortcomings. New engineers need to be trained, ESI needs to better help address quality, and there needs to be accountability for poor quality plans. Loudoun County cannot be expected to conduct QC/QA on plans prepared by inexperienced submitting engineers.
- Accountability for quality and timelines – there must be consequences for poor quality work for engineers, submitting firms, and reviewers, as bad plans impact good plans.
 - ESI has the lead role in ensuring that Engineers achieve plan compliance with MSR and some level of qualitative review, and that county reviewers provide quality code referenced comments.
 - Real consequences need to be built into the program to recognize and enforce poor performance by both the Engineers and the county reviewers.
 - Loudoun has chosen to not have any accountability measures built into their DPE program and does not consistently adhere to the minimum submission requirements in place or to minimum review timelines internally. Realistic accountability measures need to be added to the system and implemented when necessary.
- Minimum Submission Review (MSR)
 - The value of this function has diminished over time, although there is a concern regarding backsliding on quality if this minimum checklist and ESI MSR is not in place. Currently the checklist is not adequate to weed out poor quality plans. A DPE signature should indicate quality work and a thorough QC/QA review by the DPE, not just adherence to a completeness checklist. County staff find themselves performing basic QC/QA on many engineering plans. The process needs to be updated to ensure better quality on the first submission. A lot of unnecessary time is spent on plan review, which leads to multiple plan

submissions due to poor plan quality. Based on time pressures, out of town firms or even good firms, will submit sub-par plans that enter the queue without being identified and rejected, and the overall review program becomes bogged down, causing longer reviews and more comments by county staff.

- The ESI MSR needs to include some qualitative elements to help address poor quality. There is an understanding that the qualitative review needs to be on more black and white issues and not delve into qualitative technical reviews, which are the role of the County.
- The MSR checklist needs to be maintained by both ESI and Loudoun County to be current with all FSM and county updates. The current ESI checklist is very lengthy, is not up-to-date, and contains incorrect FSM references. There was no consensus on this topic, but some staff felt the list could be trimmed down to focus more on critical items. The current list includes almost 400 items. Several staff members were not intimately involved or aware of the checklist and how to add items to it.
- Loudoun County checklist(s) –
 - County reviewers interviewed indicated that for most plans, they do not receive, review, or even look at the ESI MSR checklist.
 - There needs to be better clarity regarding any Loudoun County checklist at the front end of the process and with each review agency. There appears to be an inconsistency in the use of agency review checklists – any such checklists need to be clear, published to industry, regularly updated, and consistently applied.
- Team Peer Review (TPR) – TPR used to be mandatory, and the meetings were scheduled on the date the plan was accepted, to occur two to three weeks from the plan acceptance date. After 2019, these meetings were made optional (based on a request by either the engineer or the county reviewer). These meetings were held after a preliminary review was conducted by the review agencies, with the goal of discussing questionable comments and key compliance issues, to gain a mutual understanding of what would be acceptable to both the Engineer and the county reviewer. None of the Engineers or county reviewers could remember requesting a meeting for the past several years.
 - There was a consensus that these meetings were valuable and resulted in a better mutual understanding of the site, the project, what could be accomplished, and what was required. Even though formal comments were not issued any quicker, the meetings provided input on key issues that needed to be addressed and gave the engineers a jump on finding solutions. There was also the benefit of addressing questions during the meeting and avoiding unnecessary comments and additional plan reviews.
 - Both the Engineers and the county staff felt that the in-person meetings provided an opportunity for face-to-face communication between the two parties, which was beneficial to everyone.
 - It is recommended that the TPR be mandatory for most categories of plans and that the meeting can only be cancelled with the agreement of both the county and the engineer.
 - ESI (Gary) was recognized for being an effective moderator/facilitator between the county and the engineers.
 - There is also an informal back and forth between reviewers to clarify and address comments, which is good, but which is also time consuming and should not be abused.
- Fast Track Program

- There is a feeling that too many project types are fast tracked, and that just about any plan type can achieve fast track status. Due to the time constraints of both the county and the developer, along with no MSR or screening control of the plan, fast track plans are of a poorer quality, requiring a more extensive county review, with no plan rejections. With the self-certification of fast-track plans, a “fox guarding the hen house” process seems to be in place. Reviewers feel extra pressure to review these plans and rarely reject or disapprove them due to a perceived pressure from Loudoun officials.
- ESI Educational Program
 - There is strong support from both Engineers and county staff for the educational program offered by ESI. The program is most beneficial for younger engineers, but a good breadth of classes are available for all levels of experience. Many DPEs rely on the program to learn about local requirements while also satisfying Continuing Education Units (CEUs) required for licensure and certifications.
 - A number of suggestions were provided for expanding the offerings to include classes related to bonds and agreements, street acceptance, and inspector classes.
 - Foundational classes are especially valuable for new reviewers.
 - Strong support for virtual offerings or other approaches (time of classes, location of classes) to reduce time burden on staff.
- Other issues
 - Use of bluebeam in Loudoun – county staff felt they were not fully utilizing the tool, and it is very awkward for staff and engineers to share reviews.

General Themes from Consulting Engineer Interviews – ESI Evaluation

Engineers – seven engineers from seven different consulting firms who regularly submit plans to Loudoun County were interviewed in two separate sessions on June 7th and 8th, 2023.

- Overall Assessment – at the end of the interviews, all engineers were asked to individually complete a form and check one of three boxes (Box 1 – ESI has run its course and Loudoun needs to go a different direction; Box 2 – ESI still adds value but needs significant work; Box 3 – ESI is in good shape and only needs minor tweaks to remain relevant.)
 - Six of seven engineers checked the 2nd box and recommended – provide a “new and improved” ESI with a priority to improve quality of plans and review to improve timeliness and predictability of the development review process. Suggestions include:
 - Integrate Loudoun Water into the review process.
 - Eliminate redundant intake review between ESI and Loudoun staff. Immediate distribution for DPE plans upon submission to Loudoun.
 - Hold staff and engineers accountable for poor performance (timeliness and quality)
 - Better define and publicize the benefits of ESI/DPE plans.
 - Update checklist.
 - Reduce number of submissions required.
 - Enhanced focus on relationships/communication/facilitator of resolving conflicts and acting as the glue that holds industry and the county together.
 - One engineer checked the 2nd box and 3rd box and recommended -
- Overall program principles and goals – there was a consensus on the items needed to guide the ESI DPE program in Loudoun County to assure the goals of ESI are met.
 - Relationships – there is a new generation of younger and less experienced engineers and reviewers who need to build relationships with industry to allow the ESI system to work.
 - Shared learning – through classes, team peer review meetings, and more face-to-face communication, Engineers and reviewers need to work through issues together and develop a mutual understanding of each other’s roles and responsibilities.
 - Post COVID realities of remote work and remote learning need to be balanced with in-person exchanges to build these relationships.
 - Quality Work – The DPE program is designed to assure quality, predictability, and timeliness of reviews. The goals of the program need to be reinforced to result in no more than 2 submissions + signature set for DPE plans and needs to meet or beat county review target timelines.
 - Engineers
 - Quality plans – A DPE plan must be complete per the ESI checklist and be a quality plan that meets Loudoun County expectations and requirements.
 - Address all comments - Comment response letters must be clear and must include a drawing reference to clarify comments. Plans must be appropriately annotated in the revision block and revision bubbles.
 - Reviewers
 - Must meet and/or beat projected timelines.

- Must provide a quality review with clear comments that reference specific code requirements. Any non-regulatory recommendations (that are not code requirements) must be clearly labeled as such.
 - No new comments should be made after the 1st plan review unless plan changes have been made or new information has been added to the plans.
- ESI
 - Responsible for providing a thorough quality MSR review.
 - Must meet plan review timelines.
 - Acts as arbiter and judge of quality for both engineers and county reviewers.
- Program Benefits – there is a cost associated with this program at the front end of the process, which must result in a demonstrated benefit (ROI) to Developers and Engineers at the back end of the process (reduced time on first and/or second plan review) These results need to be monitored and publicized for industry to see and appreciate the benefits of the ESI process.
- Accountability for quality and timelines – there must be consequences for poor quality work for engineers, submitting firms, and reviewers, as bad plans impact good plans.
 - ESI has the lead role in ensuring that Engineers achieve plan compliance with MSR, and that county reviewers provide quality code referenced comments.
 - Real consequences need to be built into the program to recognize and enforce poor performance by both the Engineers and the county reviewers.
 - Loudoun has chosen to not have any accountability measures built into their DPE program and does not consistently adhere to the minimum submission requirements in place or to minimum review timelines internally. In order to say a deadline date has been met, county reviewer often send partial review comments by the deadline date, while one or more agencies' comments are still pending. The Engineer is then 'on the clock' to resubmit a plan even though all review comments have not been received.
- Minimum Submission Review (MSR)
 - There is a value to ESI performing this function. While the firms interviewed indicated they have strong internal QC/QA programs, and perform the same level of QC/QA on DPE and non-DPE plans, there is concern about backsliding on quality plan submissions. Based on time pressures, out of town firms or even good firms, will submit sub-par plans that enter the queue without being identified and rejected, and the overall review program becomes bogged down, causing longer reviews and more comments by county staff.
 - The ESI MSR needs to focus on a completeness review. While some qualitative elements can be included in the review, it should be a “binary review” of black and white issues and should not delve into qualitative technical reviews, which are the role of the County.
 - The MSR checklist needs to be maintained by both ESI and Loudoun County to be current with all FSM and county updates. The current ESI checklist is very lengthy, is not up-to-date, and contains incorrect FSM references. There was no consensus on this topic, but some engineers felt the list could be trimmed down to focus more on critical items. The current list includes almost 400 items.
 - Loudoun County checklist – why is this required for DPE plans? Is this duplicative?

- The plan reviewers interviewed could not identify a specific Loudoun checklist – is there a Loudoun checklist?
 - If ESI is reviewing for MSR, why is there another check by Loudoun County that adds an additional step and time to the process?
 - County reviewers interviewed indicated that for most plans, they do not receive, review, or even look at the ESI MSR checklist.
- Team Peer Review (TPR) – TPR used to be mandatory and the meetings were scheduled on the date the plan was accepted, to occur two to three weeks from the plan acceptance date. After 2019, these meetings were made optional (based on a request by either the engineer or the county reviewer). These meetings were held after a preliminary review was conducted by the review agencies, with the goal of discussing questionable comments and key compliance issues, to gain a mutual understanding of what would be acceptable to both the Engineer and the county reviewer. None of the Engineers or county reviewers could remember requesting a meeting for the past several years.
 - There was a consensus that these meetings were valuable and resulted in a better mutual understanding of the site, the project, what could be accomplished, and what was required. Even though formal comments were not issued any quicker, the meetings provided input on key issues that needed to be addressed and gave the engineers a jump on finding solutions. There was also the benefit of addressing questions during the meeting and avoiding unnecessary comments and additional plan reviews.
 - Both the Engineers and the county staff felt that the in-person meetings provided an opportunity for face-to-face communication between the two parties, which was beneficial to everyone.
 - It is recommended that the TPR be mandatory for most categories of plans and that the meeting can only be cancelled with the agreement of both the county and the engineer.
- Fast Track Program
 - There is a feeling that too many project types are fast tracked, and that just about any plan type can achieve fast track status. Due to the time constraints of both the county and the developer, along with no MSR or screening control of the plan, fast track plans are of a poorer quality, requiring a more extensive county review, with no plan rejections. With the self-certification of fast track plans, a “fox guarding the hen house” process seems to be in place. Reviewers feel extra pressure to review these plans and rarely reject or disapprove them due to a perceived pressure from Loudoun officials.
- ESI Educational Program
 - There is strong support from both Engineers and county staff for the educational program offered by ESI. The program is most beneficial for younger engineers, but a good breadth of classes are available for all levels of experience. Many DPEs rely on the program to learn about local requirements while also satisfying Continuing Education Units (CEUs) required for licensure and certifications.
- Program Administration
 - Better integrate ESI into the Loudoun County review process
 - Loudoun should pay ESI directly for MSR/TPR services, rather than expecting the engineers to be responsible for payment. The County can raise fees to cover this cost

so there is not a separate fee and check that has to be cut to ESI. This will simplify the program for applicants and make it feel more integrated.

- Start the review timeline clock with the ESI review.
- Incorporate the Loudoun acceptance review into the ESI MSR review and do not have separate submission checklists and reviews.

- Comparison with other jurisdictions

- The other jurisdictions that were mentioned included Leesburg, Stafford County, Prince William County, and Fairfax County. Two examples were suggested for Loudoun to assess:
 1. The Prince William County process and their strong culture of working collaboratively toward solutions and strict adherence to deadlines was mentioned as a possible model for Loudoun.
 2. Fairfax County was mentioned for its commitment to the ESI process, with a significant defined and publicized benefit (2-week second review) and accountability measures with discipline for not meeting program requirements.
- There was a concern over the level of empowerment of Loudoun review staff. Decisions are often deferred up the hierarchy slowing down the review process. Frontline review staff tend to 'go by the book' even though the current level of complexity of plans and the development process requires a certain amount of flexibility and empowerment of reviewers to make decisions that satisfy regulatory intent in more flexible ways.

General Themes from Developer Interviews – ESI Evaluation

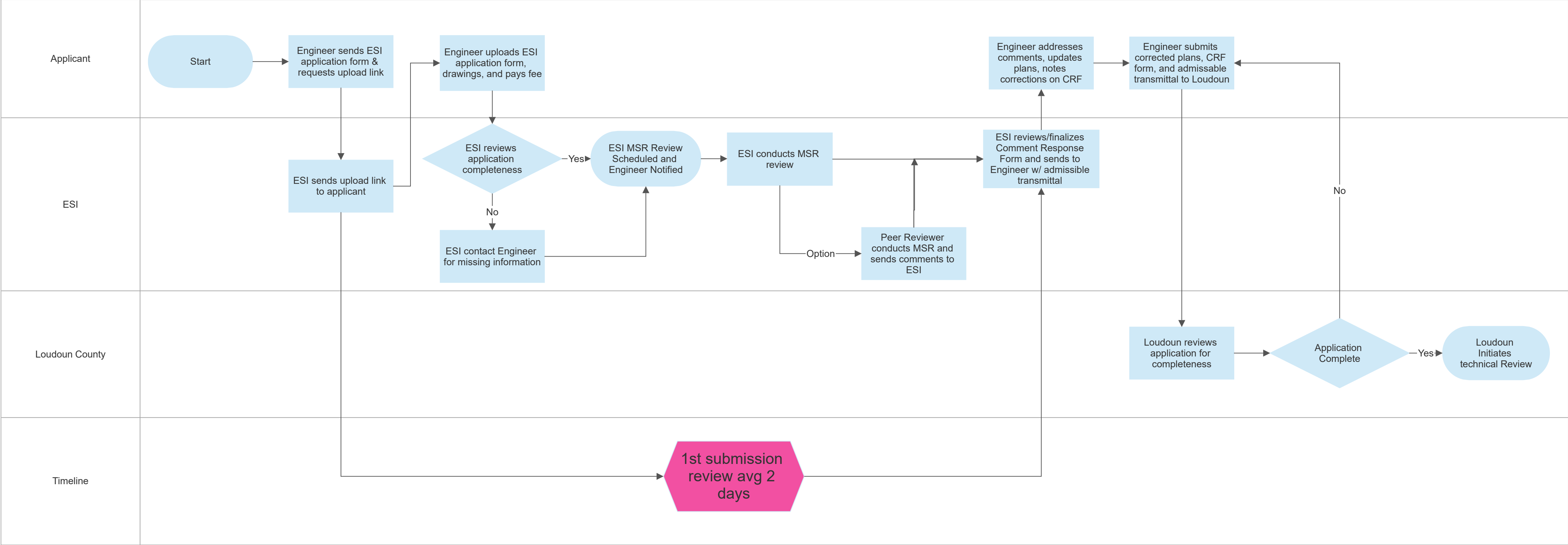
Developer – One developer who regularly develops properties in Loudoun County, and who serves on the BDAG, was interviewed on June 8, 2023.

- Overall Assessment – at the end of the interview, the developer was asked to complete a form and check one of three boxes (Box 1 – ESI has run its course and Loudoun needs to go a different direction; Box 2 – ESI still adds value but needs significant work; Box 3 – ESI is in good shape and only needs minor tweaks to remain relevant.)
 - The developer checked both box 1 (as it relates to the MSR process) and box 3 (for the TPR process), also adding that the MSR adds no value to the review process based on the time it takes to complete the review and the fee that is paid for that review. The developer also commented that the TPR meetings are useful and beneficial to all parties and should be mandatory.
- General Assessment –
 - MSR
 - Sees no value in the MSR process and feels that if a qualified local firm with a certified DPE is hired to prepare the plan, that should be sufficient and the added step of completing an ESI MSR review is not necessary. The local engineering firm should have engineers and staff who are trained and competent to complete this review, perform the necessary QC, submit a quality plan, and have it reviewed and approved in a timely manner. The MSR, in this case, is not necessary.
 - The MSR should only be required for out of town or non-DPE firms.
 - Speed and predictability are paramount and there should be no unneeded steps in the process.
 - The MSR should specifically focus on plan completeness and should not perform a qualitative review, as that is the responsibility of Loudoun County staff.
 - There should be consequences to the engineer for the submittal of a poor-quality plan since that is an indication of lack of attention and poor QC/QA by the submitting engineer.
 - TPR
 - Felt the TPR was an “Awesome process” and should be mandatory. It is a very useful meeting that allows all parties to review the project and its requirements face to face and resolve any outstanding issues during that meeting. It helps minimize unnecessary comments and multiple plan submissions and expedites the plan approval process.
 - ESI does not necessarily need to be involved in the TPR. It was noted, however, that ESI (Gary Newlen) does a great job in facilitating discussions and resolutions of comments and issues between the engineer and county staff.
 - Felt that accountability for plan quality and timelines is the job, and the responsibility, of the submitting engineer. There needs to be disciplinary consequences for engineers, submitting firms, and county reviewers who submit poor quality plans or provide poor quality plan review, as bad plans impact good plans.
 - DPE’s have the training and are expected to meet all minimum submission requirements, QC their plans, and submit quality work.

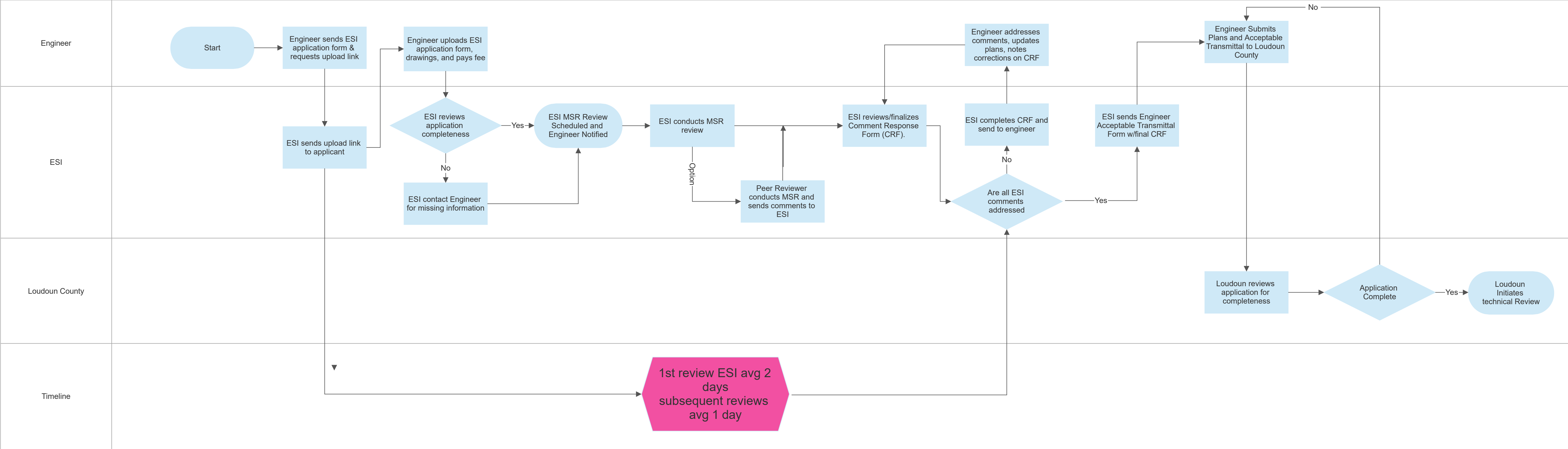
- Real consequences need to be built into the program to recognize and enforce poor performance by both the Engineers and the county reviewers.
- Team Peer Review (TPR) – TPR used to be mandatory, and the meetings were scheduled on the date the plan was accepted, to occur two to three weeks from the plan acceptance date. After 2019, these meetings were made optional (based on a request by either the engineer or the county reviewer). These meetings were held after a preliminary review was conducted by the review agencies, with the goal of discussing questionable comments and key compliance issues, to gain a mutual understanding of what would be acceptable to both the Engineer and the county reviewer. None of the Engineers or county reviewers could remember requesting a meeting for the past several years.
 - There is a consensus that these meetings were valuable and resulted in a better mutual understanding of the site, the project, what could be accomplished, and what was required. Even though formal comments were not issued any quicker, the meetings provided input on key issues that needed to be addressed and gave the engineers a jump on finding solutions. There was also the benefit of addressing questions during the meeting and avoiding unnecessary comments and additional plan reviews.
 - The developer, engineers and the county staff all felt that the in-person meetings provided an opportunity for face-to-face communication between the two parties, which was beneficial to everyone.
 - It is recommended that the TPR be mandatory for most categories of plans.
 - ESI (Gary Newlen) was recognized for being an effective moderator/facilitator between the county reviewers and the submitting engineers.
- Fast Track Program
 - Dominated by Data Centers but include a wide range of project types. Fast track plans take priority with the county reviewers and slow down all other plan reviews.
 - The program originally included a mandatory pre-submission meeting, where a time schedule was established, and performance commitments were made by the developer, engineer and county staff. Over time the process seems to have eroded to become more of a formality and gotten very lax. The county does not want to reject plans and there is an added pressure on county staff to approve plans quickly regardless of their quality or completeness of the plan.
 -
- ESI Educational Program
 - The educational program is good – especially for younger engineers and county staff.
- Other issues
 - Multiple (four to five) submissions are often required to get through the process when a maximum of two submittals should be the goal. Time is money and there is a negative impact to the economic development goals of the county when there are lengthy plan reviews and multiple plan submissions.
 - There is a lack of flexibility and realization that a strict interpretation of the ordinance does not work in all cases. Staff need to be trained, trusted, and empowered to apply and enforce the intent of the code while allowing the flexibility to apply regulations in real world situations.

- Prince William County was noted as having a positive culture instilled by Wade Hugh to expeditiously process plans through their system without utilizing ESI; however, it was noted that there are also some difficulties in PWC in working through multiple review organizational silos to gain approval.
- The newer and less experienced review staff in Loudoun is experiencing growing pains as they learn their jobs and become more productive. The county should support these staff members with training and mentoring by senior staff.

DPE Process Loudoun County

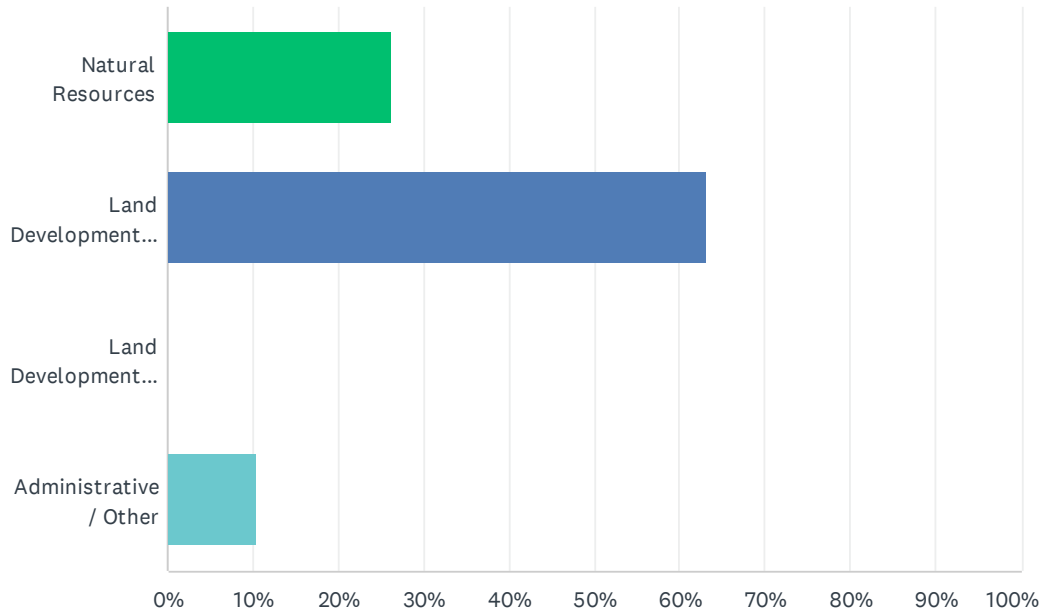


Non-DPE Process Loudoun County



Q1 I work in the following (select one)

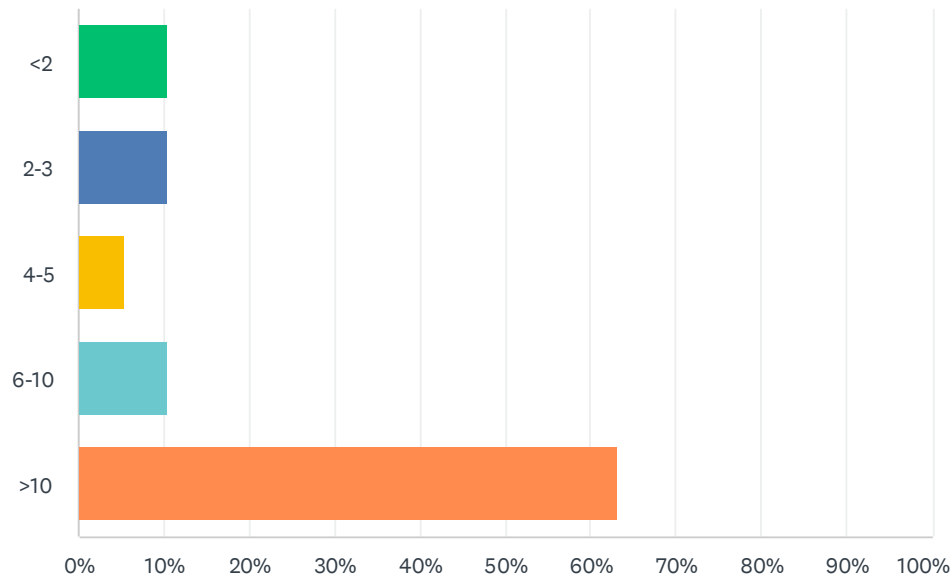
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Natural Resources	26.32%	5
Land Development Engineering	63.16%	12
Land Development Planning	0.00%	0
Administrative / Other	10.53%	2
TOTAL		19

Q2 Years of experience in the field of land development (select one)

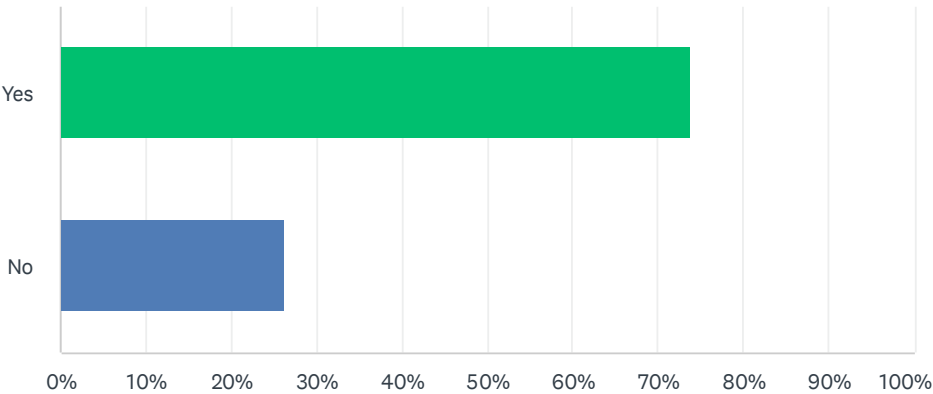
Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
<2	10.53%	2
2-3	10.53%	2
4-5	5.26%	1
6-10	10.53%	2
>10	63.16%	12
TOTAL		19

Q3 Do you currently hold a professional license or certification that requires continuing education credits? (select one)

Answered: 19 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	73.68%	14
No	26.32%	5
TOTAL		19

Q4 If you are required to obtain CEUs, how many do you need to acquire each year? (fill in the comment box)

Answered: 15 Skipped: 4

#	RESPONSES	DATE
1	3	6/16/2023 11:33 AM
2	N/A	6/15/2023 9:51 AM
3	20	6/14/2023 4:01 PM
4	24 over 3 years	6/14/2023 3:26 PM
5	15	6/13/2023 8:06 AM
6	6	6/12/2023 2:15 PM
7	10	6/12/2023 12:42 PM
8	25hrs	6/12/2023 8:25 AM
9	8	6/12/2023 8:05 AM
10	N/A	6/9/2023 9:59 AM
11	ESI DPE eligible - 3 professional development classes each yr; DEQ Dual Combined Administrator Certification - 24 hrs every 3 yrs; Chesapeake Bay Landscaping Professional certification - 20 hrs every 2 yrs;	6/9/2023 9:20 AM
12	three classes plus P&P	6/9/2023 9:19 AM
13	51 CEU's	6/9/2023 9:19 AM
14	16	6/9/2023 9:16 AM
15	24	6/6/2023 3:57 PM

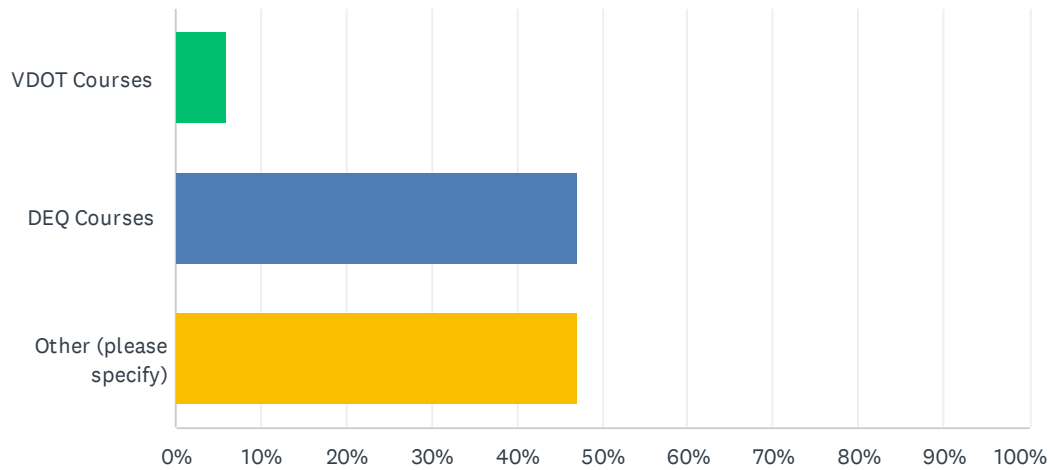
Q5 Subtracting ESI CEUs you obtain, how many additional CEUs do you need each year? (fill in the comment box)

Answered: 14 Skipped: 5

#	RESPONSES	DATE
1	N/A	6/16/2023 11:33 AM
2	N/A	6/15/2023 9:51 AM
3	14	6/14/2023 4:01 PM
4	Depends if the classes offered by ESI pertain to E&S.	6/14/2023 3:26 PM
5	6	6/13/2023 8:06 AM
6	10	6/12/2023 12:42 PM
7	14	6/12/2023 8:25 AM
8	8, 5, or 2, depending on the ESI class offerings in a given year	6/12/2023 8:05 AM
9	N/A	6/9/2023 9:59 AM
10	DEQ Dual Combined Administrator Certification - 24 hrs every 3 yrs; Chesapeake Bay Landscaping Professional certification - 20 hrs every 2 yrs;	6/9/2023 9:20 AM
11	none	6/9/2023 9:19 AM
12	48	6/9/2023 9:19 AM
13	6	6/9/2023 9:16 AM
14	24	6/6/2023 3:57 PM

Q6 Where do you obtain the additional required CEUs?

Answered: 17 Skipped: 2

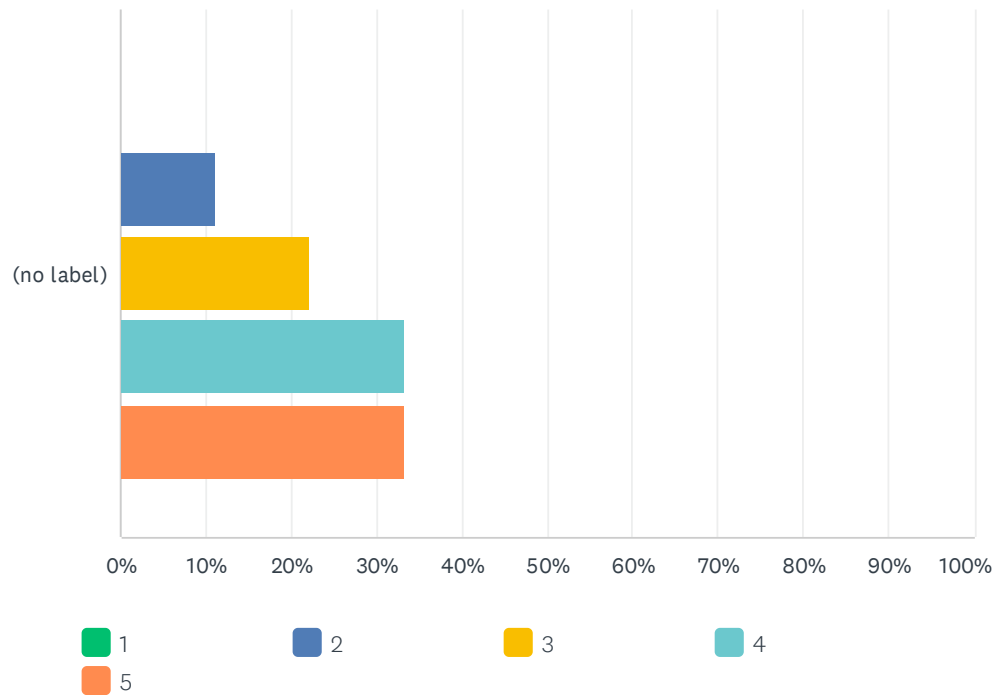


ANSWER CHOICES	RESPONSES
VDOT Courses	5.88% 1
DEQ Courses	47.06% 8
Other (please specify)	47.06% 8
TOTAL	17

#	OTHER (PLEASE SPECIFY)	DATE
1	N/A	6/16/2023 11:33 AM
2	N/A	6/15/2023 9:51 AM
3	Association of State Floodplain Mangers (ASFPM) and Virginia Association of Zoning Officials (VAZO)	6/14/2023 4:01 PM
4	N/A	6/9/2023 9:59 AM
5	LDDI VA Tech but it is extra not required.	6/9/2023 9:19 AM
6	CBLP	6/9/2023 9:19 AM
7	through professional associations such as Professional Engineering Association, civil engineering ASS, and conferences	6/9/2023 9:16 AM
8	conferences, DEQ, other training	6/6/2023 3:57 PM

Q7 On a scale from 1 to 5, please rate the breadth and depth of the class offerings provided by ESI. A rating of 1 implies that you found the class topics limited and not sufficiently covering the breadth and depth of land development work in Loudoun. On the other hand, a rating of 5 indicates that you found the class topics to be highly relevant, comprehensive, and providing the necessary depth of subject matter.

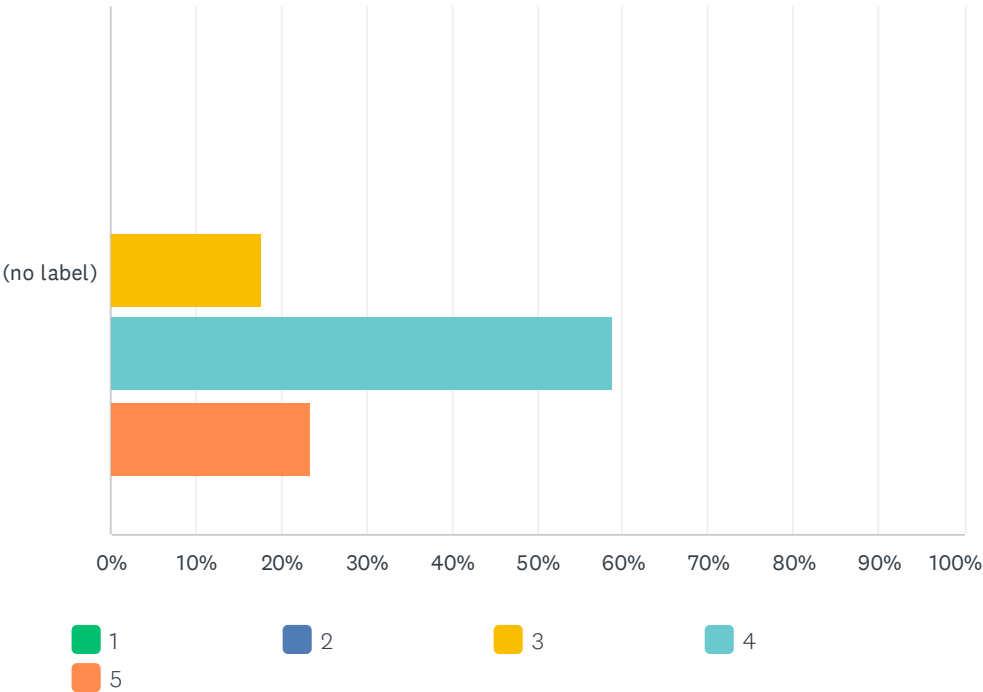
Answered: 18 Skipped: 1



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	11.11%	22.22%	33.33%	33.33%		
	0	2	4	6	6	18	3.89

Q8 On a scale from 1 to 5, please rate the quality of the class content provided by ESI. A rating of 1 means that you found the content unclear, poorly organized, or inaccurate based on current requirements. A rating of 5, on the other hand, indicates that the content was accurate, current, well organized, and clear.

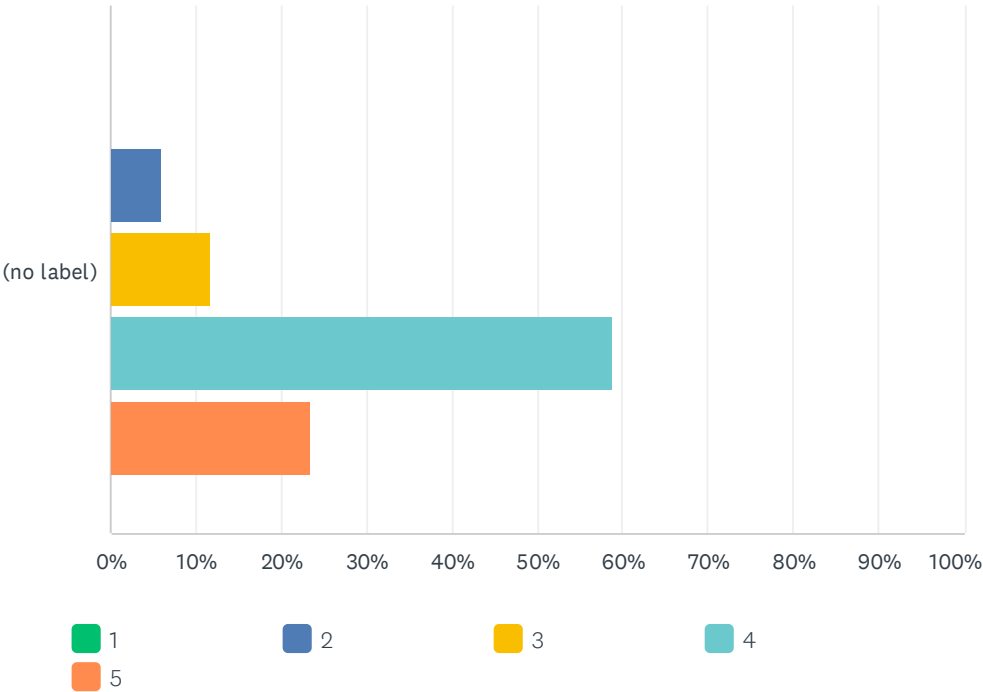
Answered: 17 Skipped: 2



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	17.65% 3	58.82% 10	23.53% 4	17	4.06

Q9 On a scale of 1 to 5, please rate the quality of the instructors. A score of 1 indicates that you found the instructors unprepared and their material poorly presented. Conversely, a score of 5 suggests that the instructors were well prepared, organized, and presented the material effectively.

Answered: 17 Skipped: 2



	1	2	3	4	5	TOTAL	WEIGHTED AVERAGE
(no label)	0.00%	5.88%	11.76%	58.82%	23.53%	17	4.00
	0	1	2	10	4		

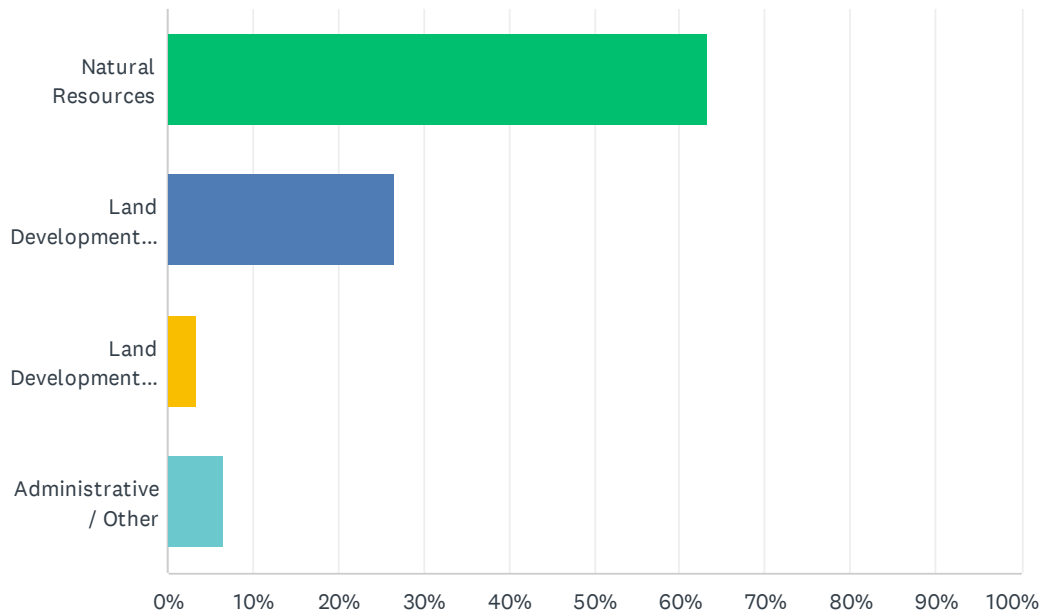
Q10 Please provide any suggestions for improving the educational program offered by ESI. This could include the types of classes you would like to see, as well as any feedback on the course content, instructors, or facilities - whether in-person or online.

Answered: 9 Skipped: 10

#	RESPONSES	DATE
1	I suggest that some of the classes/instructors to be more dynamic- should add a plan reading class.	6/16/2023 11:33 AM
2	Some instructors need to be more interactive with the class.	6/15/2023 9:51 AM
3	Two things: 1) The addition of Bill Sharpe has been key to the improved courses. Bill has also brought an abundance of energy and excitement that is contagious. Great job Bill! 2) If a class pertains to Loudoun, have it in-person at the Loudoun County Government Center and during the workday so that it ends at 3:30. It is important for ESI to have virtual or hybrid classes offered. Our staff is drawn mainly from those areas north, west, and south of Leesburg. Most of those drives are at least 1 hour with some have a commute close to 2 hours. When you go to Chantilly, add on another hour for rush hour traffic after class. Because the private sector does not want to have the class during the day, it ends at 6:30. Couple that with the increased commute and we are asking some of our staff to not get home until 9:30 pm. The alternative is to offer the class so that it is during the day finishing well before rush hour starts or providing hybrid/virtual options.	6/14/2023 3:26 PM
4	More classes on in field inspections and plan review for ESC and defiantly VSMP SWPPP inspections.	6/12/2023 8:25 AM
5	I suggest classes presented by the developers and contractors. A presentation by an instructor from another state about VSMP/E&S reviews is beneficial, an instructor who worked overseas (i.e., Europe) on these issues is an added value. Classes by professionals with VDOT and Loudoun Water are also valuable.	6/9/2023 10:57 AM
6	Consider making the classes less like a lecture by making them more interactive.	6/9/2023 9:59 AM
7	The classes need to balance between Land development industries (I.E. Privet sector and County).	6/9/2023 9:19 AM
8	Would like to see more online classes.	6/9/2023 9:19 AM
9	that would be very challenge for ESI to find a good course and instructors but to survive they have to.	6/9/2023 9:16 AM

Q1 I work in the following division (select one)

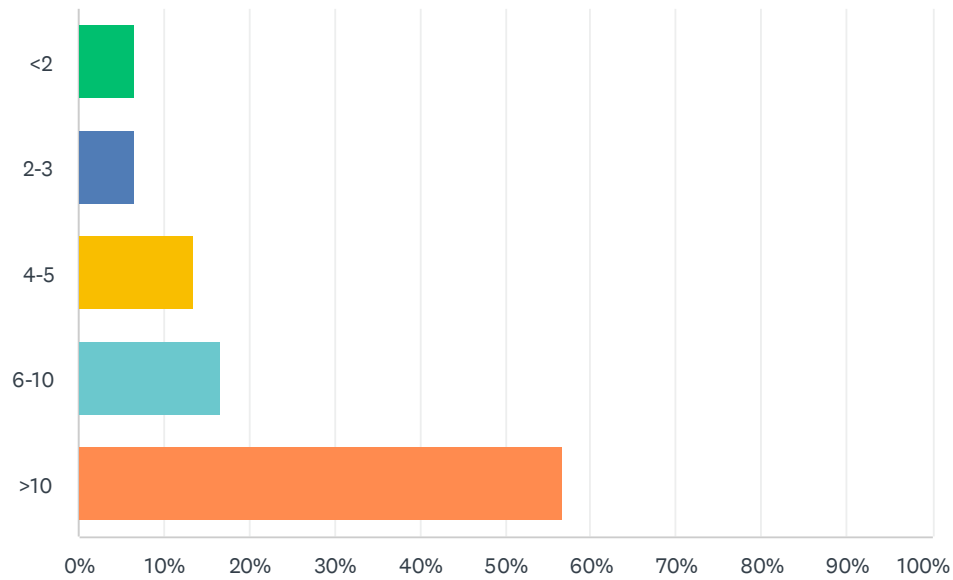
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Natural Resources	63.33%	19
Land Development Engineering	26.67%	8
Land Development Planning	3.33%	1
Administrative / Other	6.67%	2
TOTAL		30

Q2 Years of experience in the field of land development (select one)

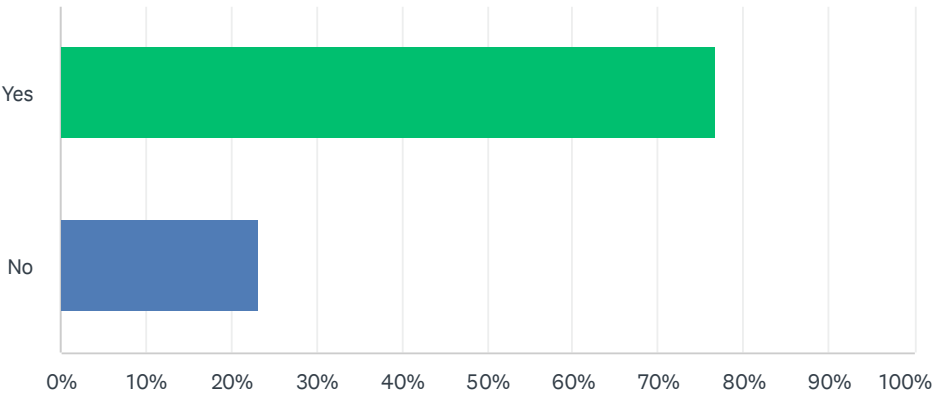
Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
<2	6.67%	2
2-3	6.67%	2
4-5	13.33%	4
6-10	16.67%	5
>10	56.67%	17
TOTAL		30

Q3 Do you currently hold a professional license or certification that requires continuing education credits?

Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	76.67%	23
No	23.33%	7
TOTAL		30

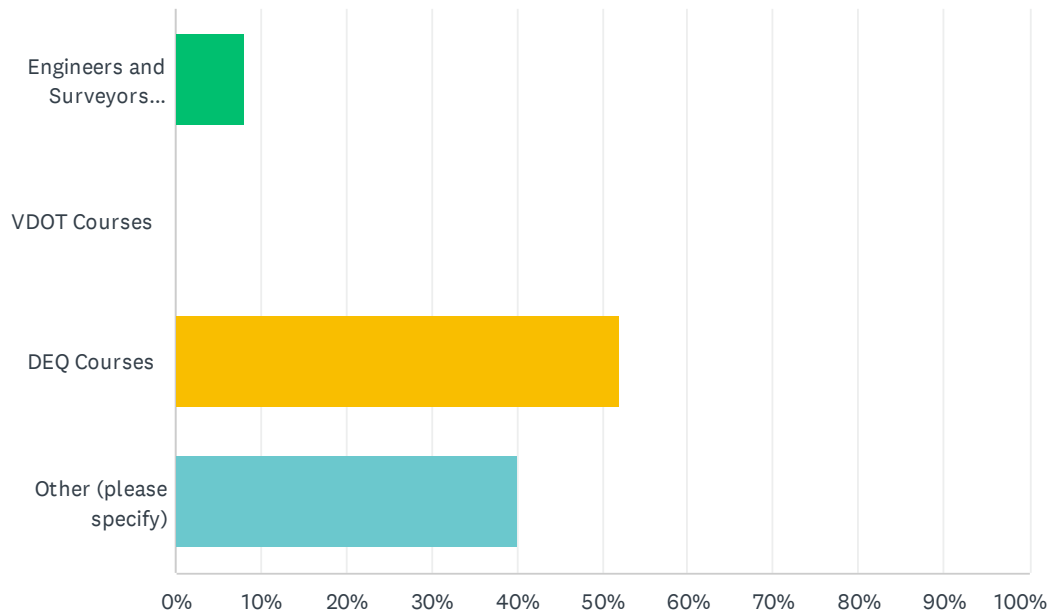
Q4 If you are required to obtain CEUs, how many do you need to acquire each year? (fill in the comment box)

Answered: 23 Skipped: 7

#	RESPONSES	DATE
1	24 hours required to renew two (2) certifications every three years.	6/15/2023 10:52 AM
2	24 credits every three years	6/15/2023 9:26 AM
3	10	6/15/2023 7:36 AM
4	6	6/15/2023 7:19 AM
5	30 every 2 years	6/15/2023 6:55 AM
6	8	6/14/2023 4:31 PM
7	8	6/14/2023 3:59 PM
8	15	6/13/2023 2:26 PM
9	24 hrs for combined admin & 18hrs for stormwater	6/13/2023 7:22 AM
10	6	6/12/2023 10:51 AM
11	15	6/12/2023 10:14 AM
12	E&SC Combined Administrator - 24 hours Stormwater Management Inspector - 18 hours	6/12/2023 8:24 AM
13	12	6/9/2023 12:43 PM
14	16	6/9/2023 10:56 AM
15	16	6/9/2023 9:18 AM
16	na	6/9/2023 9:06 AM
17	3-10	6/9/2023 9:04 AM
18	24	6/9/2023 8:53 AM
19	18	6/9/2023 8:30 AM
20	12?	6/9/2023 8:24 AM
21	20	6/9/2023 8:22 AM
22	42	6/9/2023 8:21 AM
23	ed	6/6/2023 3:58 PM

Q5 Where do you obtain required CEUs?

Answered: 25 Skipped: 5



ANSWER CHOICES	RESPONSES	
Engineers and Surveyors Institute	8.00%	2
VDOT Courses	0.00%	0
DEQ Courses	52.00%	13
Other (please specify)	40.00%	10
TOTAL		25

#	OTHER (PLEASE SPECIFY)	DATE
1	various conferences, webinars	6/15/2023 7:36 AM
2	Approved courses for ISA	6/15/2023 6:55 AM
3	ASFPM Courses	6/14/2023 3:59 PM
4	DEQ and ESI	6/13/2023 2:26 PM
5	All of the above	6/12/2023 10:51 AM
6	Currently do not have CEUs but will in the future once I obtain my AICP	6/12/2023 10:35 AM
7	ASLA, GBCI	6/12/2023 10:14 AM
8	McKissock (On-Line Courses)	6/9/2023 10:56 AM
9	Webinars	6/9/2023 8:22 AM
10	er	6/6/2023 3:58 PM

Q6 If you were able to attend ESI courses, what topics would you be interested in (please go to the following link - (<https://www.esinova.org/education/>). List existing courses you would be interested in or add your own topics of interest. (fill in the comment box)

Answered: 16 Skipped: 14

#	RESPONSES	DATE
1	Urban Forestry Tree Conservation Plans Tree Conservation Ordinances	6/15/2023 7:36 AM
2	L111-23 Grading & Earthwork L114-23 Drainage Outfalls L201-23 Storm Drainage Design L209-23 Site Design Process: Steps & Procedures * P507-23 Ancient Roman Empire Design—Roots in Civil Engineering	6/15/2023 7:19 AM
3	L106-23 Comprehensive Planning and Zoning L101-23 The History of Northern Virginia Land Development L102-23 Evolution of Land Development L105-23 Survey Mapping & Subsurface Utility Engineering L111-23 Grading and Earthwork L202-23 Stormwater Planning	6/15/2023 6:55 AM
4	Green Construction Methods	6/14/2023 4:31 PM
5	Stormwater Management	6/13/2023 2:26 PM
6	Fundamentals of Land Development Land Development Engineering	6/12/2023 10:51 AM
7	History of Land Development In Northern Virginia	6/12/2023 10:35 AM
8	Environmental Issues, Comprehensive Planning & Zoning, Stormwater Management, Stormwater Planning, Site Design, Street Layout, Grading & Earthwork, Green Infrastructure, Sustainable Site Design (LEED / SITES-related)	6/12/2023 10:14 AM
9	Tree Preservation, Biology and State Guidelines Strength-Based Leadership	6/12/2023 8:24 AM
10	L320-23 Loudoun County Jurisdiction- I think it would be helpful to hear about the whole process, not just our piece	6/9/2023 12:43 PM
11	Constructability Review; Courses that might discuss future trends expected in the region.	6/9/2023 10:56 AM
12	na	6/9/2023 9:06 AM
13	Virginia Stormwater Erosion and Sediment	6/9/2023 9:04 AM
14	Only the class to become DPE Certified currently. Once I finish extra DEQ classes, I will attend the DPE courses.	6/9/2023 8:53 AM
15	LC FSM plan review classes the applications of each FSM Chapter. Chapter 4?	6/9/2023 8:24 AM
16	Tree Preservation Stormwater Wetland delineation	6/9/2023 8:22 AM

ADVISORY PLANS EXAMINER BOARD

BYLAWS

ARTICLE I: Name

- A. The name of this advisory board shall be the Advisory Plans Examiner Board (APEB).

ARTICLE II: Purpose and Objectives

- A. The purpose of the APEB shall be to discuss and make recommendations to the Board of Supervisors regarding Expedited Land Development Review pursuant to Chapter 1246 of the Land Subdivision and Development Ordinance (LSDO).
 - 1. The APEB is established pursuant to [Virginia Code Section 15.2-2263.C](#) and [Section 1246 of the LSDO](#), originally adopted on May 19, 1993.
 - 2. APEB appointments date back to August 4, 1993.
- B. The objectives of the APEB shall be to act in an advisory capacity to the Loudoun County Board of Supervisors in recommending policies and procedures relating to:
 - 1. Applications for the Designated Plans Examiner (DPE) and Plans Reviewer Specialist (PRS) Program (Program) in order to determine conformance with the qualifications required by the LSDO.
 - 2. Individuals to be disqualified, suspended, or otherwise disciplined for failure to continue to meet the qualifications to participate in the Program and to reinstate individuals who meet current requirements.
 - 3. The operation of the Expedited Land Development Review process.
 - 4. The initial and continuing educational programs needed to qualify and maintain qualifications for the Program, and the administration and operation of such educational programs.
 - 5. Consider the diversity of viewpoints across Loudoun County in its deliberations to the greatest extent possible.
- C. The APEB shall file an annual report on a date to be determined by the APEB members each year. The report will outline the APEB activities, identify problems affecting Expedited Land Development Review, and make recommendations which will serve to enhance Expedited Land Development Review.

ARTICLE III: Membership

The Board of Supervisors recognizes that advisory body membership should be based on a potential member's knowledge of, participation in, receipt of services from, or contribution to programs related to the mission of the advisory body in Loudoun County.

- A. Membership
 - 1. The APEB shall consist of six at-large members meeting the qualifications of Section 1246 of the LSDO as nominated and duly appointed by the Loudoun County Board of Supervisors.
 - a. Members may serve on the APEB and no more than one other advisory body concurrently.

2. The Board of Supervisors may appoint ex-officio members to the APEB to participate in deliberations. Ex-officio members are non-voting participants of the APEB.

B. Membership Terms

1. APEB members shall serve staggered four-year terms consistent with Section 1246 of the LSDO. Members may be reappointed to an unlimited number of consecutive terms.
 - a. In the event a member resigns or otherwise vacates his/her seat prior to the expiration of his/her term, the vacant seat shall be filled by the Board of Supervisors through its regular appointment process.
 - b. Ex-officio members shall be appointed or re-appointed consecutive with the Board of Supervisors term of office.
2. In the event any APEB member is absent for two (2) or more consecutive meetings, the Chair will notify the member of the Board of Supervisors who appointed the member and may by majority vote petition the Board of Supervisors to declare the seat vacant and appoint a new member to serve the remainder of the term. APEB members are encouraged to provide notification of their absence to the Chair or to staff in advance of any meeting.
3. All members serve at the pleasure of the Board of Supervisors. Members will adhere to the [Board of Supervisors' Policies and Procedures on Advisory Boards, Commissions, and Committees, and Code of Ethics](#) (derived from the [Board's Code of Ethics](#)). The Board of Supervisors may remove any APEB members found in violation of the Board of Supervisors' Policies and Procedures on Advisory Boards, Commissions, and Committees, and Code of Ethics (derived from the Board's Code of Ethics).

ARTICLE IV: Officers

A. Officers

1. The officers shall consist of a Chair and a Vice-Chair who shall be elected annually by majority vote of the APEB at the Annual Meeting as hereinafter defined. The Chair and Vice-Chair may be re-elected for an unlimited number of consecutive terms.

B. Responsibilities of the Chair

1. The Chair shall preside over all meetings of the APEB, authorize calls for any special meetings, recommend the establishment of any Committee and any Committee assignments, execute all documents authorized by the APEB, and serve as an ex-officio voting member of any Committee approved by the APEB. In addition, the Chair shall set the agenda for APEB meetings with input from the members of the APEB, interface with the Director of Building and Development or his/her designee on behalf of the APEB, and generally perform all duties associated with that office.

C. Responsibilities of the Vice-Chair

1. The Vice-Chair, in the event of the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of Chair.

D. Vacancies and Special Elections

1. In the event of a vacancy in Chair or Vice-Chair, the APEB, by majority vote at a duly called meeting with a quorum of members present, may fill the position for the remainder of the term.

ARTICLE V: Responsibilities of Staff

A. Staff shall

1. Ensure all APEB or Committee meetings are properly advertised to the public.
2. Ensure proper minutes are taken at all APEB and Committee meetings.
3. Distribute and post the minutes for public access after formal approval by the APEB.
4. Deliver the appropriate documents to members of the APEB and any Committee at least three (3) business days prior to any meeting.
5. Be responsible for informing the APEB of any event or incident, which in staff's opinion is detrimental or potentially detrimental to the Department of Building and Development.
6. Advise the APEB on any matters involving the Virginia Freedom of Information Act.
7. Monitor the membership roster and inform the Office of the County Administrator when a vacancy outside of term limits occurs.

ARTICLE VI: Meetings

A. Regular Meetings

1. Regular meetings shall be held at least once a year and as needed as determined by the APEB. The date, hour, and location of those meetings shall be determined by the APEB.
2. Proceedings of all meetings of the APEB shall be governed by Robert's Rules of Order.

B. Annual Meeting

1. The Annual Meeting, which shall be for the purpose of the election of officers, shall be held at the time of the first regular meeting of each calendar year.

C. Special Meetings

1. Special meetings may be called by the Chair at the request of three (3) members for the transaction of business as stated in the call for the special meeting.

D. Quorum

1. A quorum for the transaction of business at any APEB meeting shall consist of at least fifty-one percent of the members, exclusive of any vacant seats. There shall be a quorum requirement of at least fifty-one percent of the Committee members for Committee meetings. Without a quorum present, no official business may be conducted at an APEB or Committee meeting.

E. Votes

1. All votes shall be by simple majority, i.e., one more than half of the members present, unless stated otherwise in these bylaws. Proxy votes shall not be permitted.

F. Minutes

1. Each APEB meeting will have summary minutes reflecting the actions and recommendations of the APEB and staff shall ensure the minutes are forwarded to all members within thirty (30) days of a meeting and, once approved by the APEB, properly posted on the County's website.

G. Cancellation

1. In accordance with the Board of Supervisors Inclement Weather Policy for Advisory Boards, Commissions, and Committees, any regular or special meeting of the APEB or a Committee scheduled to be held on a day that Loudoun County Public Schools are closed due to inclement weather shall be canceled. When the Loudoun County government is closed because of inclement weather, all APEB meetings are also canceled. The substitute date, hour, and location, if any, of such meeting will be set by the Chair of that meeting and properly noticed. School delays will not affect meeting time.

H. Meeting Announcement

1. All meetings must be posted on the County Government Calendar, on the County's website, at least three business days in advance of the meeting.

ARTICLE VII: Remote Participation in Committee Meetings

- A. In accordance with the Board of Supervisors approved Standards of Conduct and Rules of Order, an individual APEB member may participate in meetings of the APEB from a remote location due to a medical condition or personal matter that prevents physical attendance, provided the APEB has a quorum who are physically assembled at the primary meeting location. There is a limit on the number of meetings a member of the board, commission or committee may make from a remote location in each calendar year due to an emergency or personal matter (25 percent of all meetings, or two meetings per year – whichever is greater). There is no limit on the number of meetings a member of the APEB may participate in from a remote location each calendar year due to a temporary or permanent disability or other medical condition.
- B. Requests for remote participation must be made in writing to the Chair of the APEB and Staff Liaison by noon the business day prior to the meeting, stating the specific nature of the medical condition or personal matter, and the location from which the member will participate.
- C. The APEB may hold all-virtual public meetings only as provided for in Virginia Code § 2.2-3708.3 and not to occur more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or consecutively with another all-virtual public meeting.
- D. Notice of an all-virtual public meeting must be made at least three business days prior to the day of the meeting on the County's FOIA calendar and the meeting's agenda in

coordination with the APEB Staff Liaison and County Attorney's office. The request to hold an all-virtual meeting shall be submitted by the Staff Liaison and will include the meeting link, time and date, and other information necessary to meet the criteria described in the Virginia Code. The all-virtual meeting must include public access to the all-virtual meeting and have all agenda materials available to members of the public in electronic format.

ARTICLE VIII: Committees

A. Committees

1. The APEB may request to establish or dissolve Committees provided such action is approved by a majority of the APEB, exclusive of any vacant seats. The appropriate Board of Supervisors standing committee must approve the establishment or dissolution of any Committees.

B. Committee Meetings

1. The Chair of each Committee shall call Committee meetings as deemed appropriate.

ARTICLE IX: Amendments

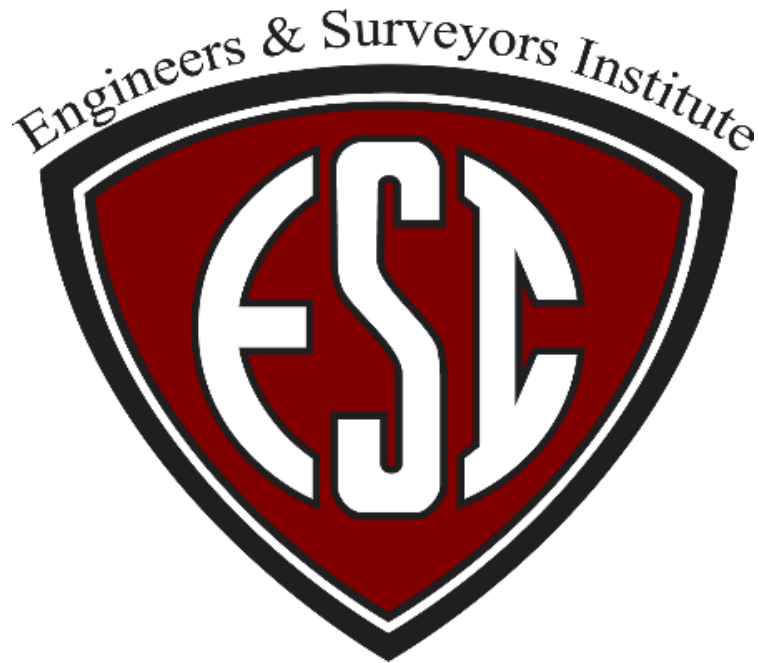
- A. These bylaws may be amended by two-thirds vote of the APEB members present at any regular meeting exclusive of any vacant seats and with the approval of the Board of Supervisors. Notice of any proposed amendment must first be submitted in writing to the APEB members at least one (1) week prior to the meeting. The amended bylaws shall be considered in full force and effect only upon formal approval by the Board of Supervisors.

Adopted on May 16, 2023.

Approved/Amended by majority vote of the APEB on March 27, 2023.

Approved by majority vote of the of the Board of Supervisors on May 16, 2023.

Template Revised October 6, 2022



2023 ESI Education Programs

ENGINEERS & SURVEYORS INSTITUTE

4795 Meadow Wood Lane

Suite 115 East

Chantilly, VA 20151

703-263-2232

www.esinova.org

January, 2023

Dear ESI Colleagues,

We made it! Our workplace, homelives, and schedules were upended, but we have overcome and look forward to another academic year specifically designed for you!

Navigating COVID was an endeavor none of us had experienced. The ever-evolving pandemic created educational environments which continued to expand and change educational opportunities. ESI's cadre of instructors stepped up and delivered a comprehensive program while learning new modes of delivery themselves.

Most importantly—we listened! With your feedback and 2022 Focus Group direction, 2023 class offerings have evolved into a plethora of instructional modes and content areas unique to your needs. Diverse classes will be offered during the same January through June timeframe. This year, look for site visit options, best practices delivered by postsecondary subject matter experts, Federal personnel introducing new trends in vetted research, and increased focus on technology-driven design. Whether you are new to civil engineering or still carry your slide ruler in your shirt pocket, ESI classes are an easy fit for your needs!

Your participation is central to our mission at ESI. Classes this year are further designed to enhance collaboration between public, private and state members, mentor new personnel, and establish a network of experts to further create site plan best practices which are sustainable and replicable.

As always, our doors are open and your thoughts and comments welcome. Please do not hesitate to contact us with any questions or concerns. Your success is our success!

Warmly,

Bill Sharpe
Director of Member Education
(703) 263-2508 Direct
(703) 263-2232 Main

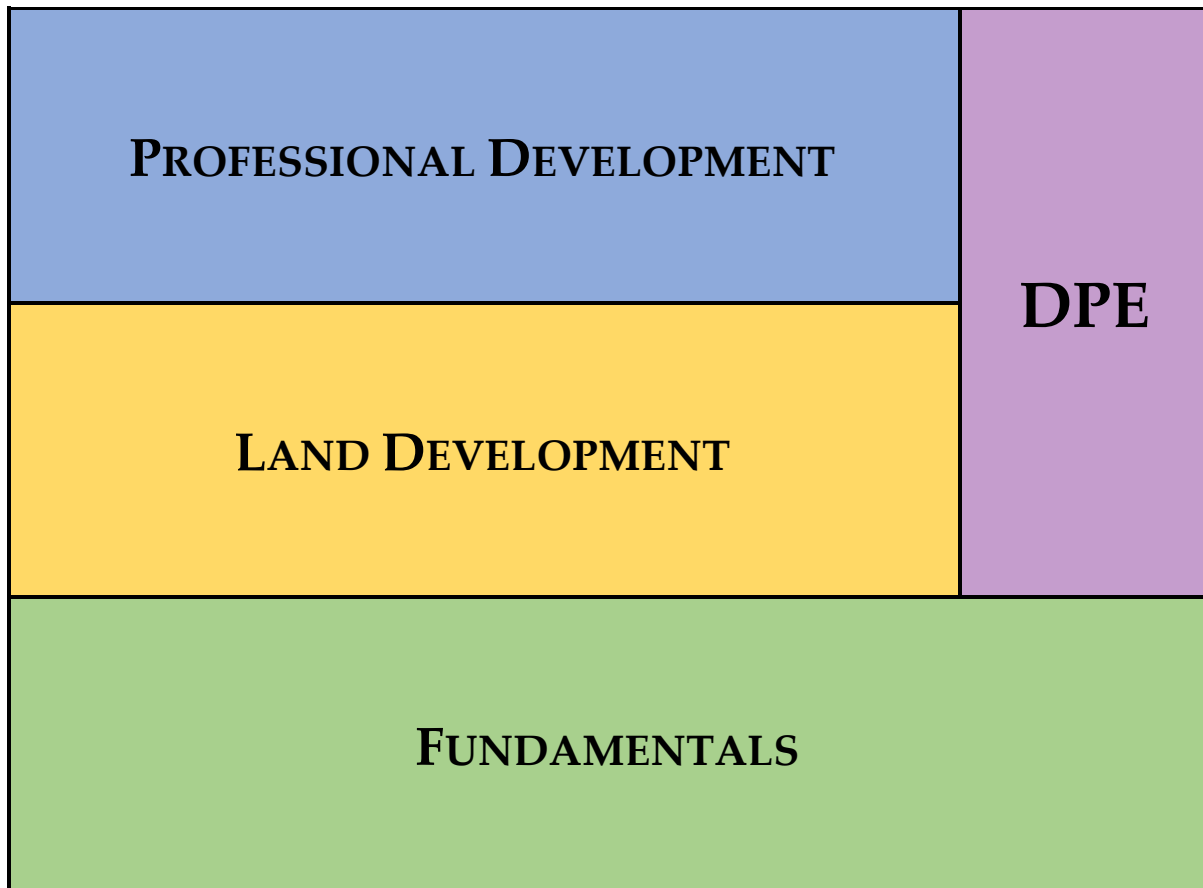
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Introduction to ESI Education Programs

Continually changing industry demands require both public and private organizations to have employees with advanced skills and knowledge in order to respond to a variety of needs—often on short notice. To help these organizations stay abreast of diverse educational demands, ESI has structured educational programs tailored for practicing professionals of all skill levels and technical disciplines.

ESI education programs use the Knowledge for All Levels approach, rooted in Bloom’s Taxonomy for learning assessment. ESI’s organization of content is depicted in the figure below:



Put simply, ESI programs offer educational opportunities for professionals throughout their lifetime of practice, from Fundamentals through Professional Development to Symposia and Seminars on “hot topics” as they arise.

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2023 ESI Education Programs

There are six programs with corresponding series numbers outlined in the 2023 ESI Education Programs catalog.

<u>Name of Program</u>	<u>Series</u>
1. Fundamentals of Land Development	F100
2. Land Development Engineering	L100 and L200
3. Jurisdictional Updates	L300
4. Professional Development Consortium	P500
5. Symposia and Seminars	P700
6. Alternate Educational Opportunities	P800 and P900

Fundamentals of Land Development—F100 Series

Land development professionals who have little experience working in Northern Virginia—or those who *work with* land development professionals—should explore the Fundamentals of Land Development program. This two-day course is tailored to individuals who have technical knowledge base associated with an undergraduate degree, minimal practical experience, or a lack of familiarity with policies and practices of Northern Virginia’s jurisdictions. See page 14 for more information on this course.

Land Development Engineering (LDE)—L100 and L200 Series

Land development professionals looking for a comprehensive approach should consider the two-semester Land Development Engineering (LDE) program. These classes provide a basic level of understanding of land development engineering associated with land development plan design and review. Successful completion of these two semesters, plus a Jurisdictional class for each county in which the participant intends to become certified, is required before applying to obtain **Designated Plans Examiner (DPE)** certification. Detailed information regarding the DPE certification program begins on page 11, see pages 16-17 for concise semester schedules of the LDE program.

Individuals interested in specific aspects of land development may enroll in individual classes (piecemeal sequence) or an entire semester in the Land Development Engineering Program. Contact ESI for details.

Jurisdiction Updates—L300

These update classes address changes to plan design and review policies, regulations, ordinances and procedures which have occurred over the last year in local jurisdictions, as well as common errors and misconceptions which impede plan approval in those jurisdictions. This is a required course to obtain DPE-eligible status.

Professional Development Consortium—P500 Series

Experienced land development engineers, surveyors, investigators and landscape architects should consider the Professional Development Consortium. These classes incorporate annually changing topics requested by members, provide advanced and detailed information about relevant subjects within land development, surveying and related professions. Classes further address general and jurisdictional issues that directly relate to practical application of various professional skills associated with the industry. Instructors are subject matter experts, policymakers, and postsecondary instructors. Information on current PD offerings begins on page 18.

Symposia and Seminars—P700 Series

These specialty classes are offered as needed to quickly provide latest information or techniques on key technologies, processes and practices in land development design. These concentrated, fast-paced programs afford members a comprehensive conduit to the latest techniques and requirements surfacing in the land development arena.

Alternate Educational Opportunities—P800 and P900 Series

Members have options to attend educational initiatives which provide additional PD credit. Participation in these opportunities requires ESI approval to obtain credit as a PD elective.

ESI classes meet standards set forth in the Commonwealth of Virginia (and other states) to comply with continuing education requirements for professional licensing renewal or reinstatement. Professionals always have the responsibility to determine the relevance of any class to their areas of practice.

ESI's Learning Management System (LMS)

To Create an Account:

1. Go to <https://learn.esinova.org>.
2. In the top right corner, click **Register**.
3. Fill in information and click **Create** my new account.
4. Check your email for the confirmation link. Click the link, then click Continue in the window that opens.
5. After creating an account, use your username and password to login LMS and enroll in courses.

To Enroll in a Course:

1. Log in to <https://learn.esinova.org>.
2. On the left side, under Dashboard, click **Courses**.
3. Click the **year**.
4. Click the class **category**.
5. Click the **class** in which you wish to enroll.
6. Click the green **Enroll Me** button.

You will receive an email confirming your enrollment.

To Cancel Enrollment:

1. Log in to <https://learn.esinova.org>.
2. On the left side, under Dashboard, click **My courses**.
3. Click the **class** from which you wish to unenroll.
4. Under Administration, click **"Unenroll me from (class number & name)."**
5. To confirm, click Continue or Cancel.

Class Administration

Attendance

To ensure consistent compliance with its Commonwealth of Virginia charter to provide quality educational programs, ESI must verify attendance of individuals at all classes. This requires maintaining an auditable system of attendance validation. For in-class instruction, ESI uses sign-in and sign-out rosters at the beginning and end of classes to accomplish this. For online classes, attendance is also taken, and a class quiz or evaluation returned to the ESI Education Department upon completion to verify class participation. Consequently, those enrolled in a class are requested to avoid conflicts which may require them to arrive late or leave early. Some LDE classes are designated as REQUIRED due to immersive hands-on and interactive/instructional design work and consequently, cannot usually be made up.

Cancellation Fees

Individuals who must miss a class are requested to cancel their enrollment **at least one business day in advance of the class**. Instructions for canceling a class are on page seven. Those who fail to do so will be charged a \$75 administrative fee to defray the resulting cost.

LDE Class Assessments

Assessments are important instruments administered during ESI classes to determine participant success understanding main points of presentation and achieving learning objectives. These assessments may be comprised of, although are not limited to, quizzes, online polling, practical exercises, group work, presentations, and exams.

Make-Up Fee

A \$75 administrative fee will be charged to fulfill make-up scheduling to meet annual education requirements for maintaining DPE/DPE-eligible status. This fee will defray additional time and expense incurred to produce make-up classes.

Descriptions: Class descriptions are general representations of content and level of material intended for presentation. Exact information addressed is a function of each instructor's expertise and determination of instructional best practices. Most ESI classes

comprise lectures, interactive group activities, practical exercises, and assessments. As part of quality assurance, and to offer certain makeup classes, ESI may deploy video/audio recording devices during instruction and activities. Unauthorized recording by participants is not allowed.

Dates: Dates published for classes are projected dates courses are scheduled to occur. Various circumstances beyond the control of ESI occasionally necessitate that a class be rescheduled or canceled. In the rare instance that either is required, staff will alert those enrolled as early as possible.

Time: All PD and LD classes begin at 3:30 p.m., unless otherwise scheduled. Site visits typically begin at 1 p.m.

Location: All LDE classes are in-person. PD classes may be in-person, hybrid or held virtually.

ESI Headquarters:

**4795 Meadow Wood Lane— Suite 115 East
Chantilly, VA 20151**

Online classes will be conducted via ZOOM. Invitations to participate via ZOOM are sent out one day prior to class.

Due to the nature of online classes, some classes may be fully completed before the scheduled end-of-class time and will be ended accordingly. Students will be granted the full scheduled time (in most cases 3 PD hours), despite receiving the instructions within a condensed time frame.

Site Visits: Professional development classes which are labeled site visits will take place from 1-4 p.m.

2023 Education Program Course Fees

Class Fee Schedule

<u>Program</u>	<u>Members</u>	<u>Non-members</u>
Fundamentals of Land Development (F100 series)	\$1,050	\$1,875
Land Development Engineering (L100 and L200 series)		
For credit toward DPE-eligibility:		
Semester 1	\$1,875	\$3,750
Semester 2	\$1,875	\$3,750
<u>Jurisdiction (per County) (L300 series)</u>	<u>\$1,000</u>	<u>\$1,875</u>
Total Course Fee	\$4,750	\$9,375
 Piecemeal Classes* (per class)	 \$290	 \$625

**May be taken for informational purposes but may not be applied toward DPE or DPE-eligible status.*

Professional Development Consortium (P500 series)

All Classes *	\$290	\$625
Symposium	\$220	\$435

**Member organizations earning non-DPE educational credits may use their credits for these classes. For details, please contact ESI.*

DPE Fees

One Jurisdiction	\$1,000	\$1,875
Two Jurisdictions	\$1,290	\$2,500
Three Jurisdictions	\$1,475	\$3,125

Note: DPE fees shown include all required P500 classes and one P600 Policy and Procedure class per jurisdiction.

Fees updated 9/23/2022

Land Development Engineering (LDE) — L100 and L200 Series

Designated Plans Examiner (DPE), DPE-eligible and Plans Review Specialist (PRS) Certification Differences

Engineers and Surveyors Institute (ESI) operates under a Commonwealth of Virginia charter to promote the production of quality engineering plans and the expedited plan review process in jurisdictions throughout Virginia. DPE status verifies that the holder is competent in design, preparation and submission of land development plans, thus allowing participation in an expedited process not available to non-certified practitioners.

Enrollment and Attendance in LDE

Those who enroll in the Land Development Engineering program may not miss more than one class per semester and must attend all classes and appropriate Jurisdiction update to receive credit for the program. Any additional missed classes, eligible for makeup, must be completed prior to the end of that semester. In some cases, with REQUIRED classes, it may not be possible to complete a missed class until the following year.

Semester 1 (L100), is scheduled January through May, and Semester 2 (L200), is scheduled September through December. Although either semester may be taken first, the two-semester format is offered as a complete program and all seeking to establish DPE-eligibility must enroll in both semesters. Each **Jurisdiction** (L300) course will occur after Semester 2, in December.

Assessment Requirements to Begin the DPE Application Process

Participants enrolled in the Land Development Engineering program are administered assessments throughout the program. These include class quizzes, practical exercises, group work and portfolio. A student who fails to satisfactorily demonstrate understanding of the main points and achievement learning objectives of a class, as assessed by the instructor, may be required to repeat that class. A final exam is given at the end of each semester. Students must pass both final exams and turn in a portfolio to successfully complete this program.

DPE, DPE-eligible and PRS Certification Differences

Through ESI's Land Development Engineering program, three levels of certification are offered: Designated Plans Examiner (DPE), DPE-Eligible and Plans Review Specialist (PRS).

- **DPE-Eligible:** An individual who has completed LDE Series 1 and 2 and taken the corresponding Jurisdiction Series L300 course, but who has not yet applied for and/or been approved as a DPE, is considered "DPE-Eligible."
- **DPE-Certified:** An individual who has completed LDE Series 1 and 2 and taken the corresponding Jurisdiction Series L300 course, and has applied for, been approved, and has received a DPE number, is considered "DPE-certified" and is simply referred to as a DPE.
- **PRS-Certified:** (Loudoun County only) This is an alternative certification for individuals who meet DPE-eligible status, but do not hold a civil engineering degree.

Applying to Become DPE or PRS Certified

Before applying to obtain DPE or PRS certification, professionals must meet the following criteria:

1. Possess a BS degree in Civil Engineering (or a related field) or at least six years of experience in plan design or review.
2. Complete the Land Development Engineering program L100 and L200 series
3. Complete appropriate Jurisdictional L300 Series coursework.
4. Perform three peer reviews in the appropriate jurisdiction(s)—two "first submissions" and one "second submission."
5. Accrue two years of plan design or review experience in the appropriate jurisdiction(s)—which meets the approval of the appropriate APE Board(s). This is in addition to the six years required in lieu of a degree in civil engineering or a related field.

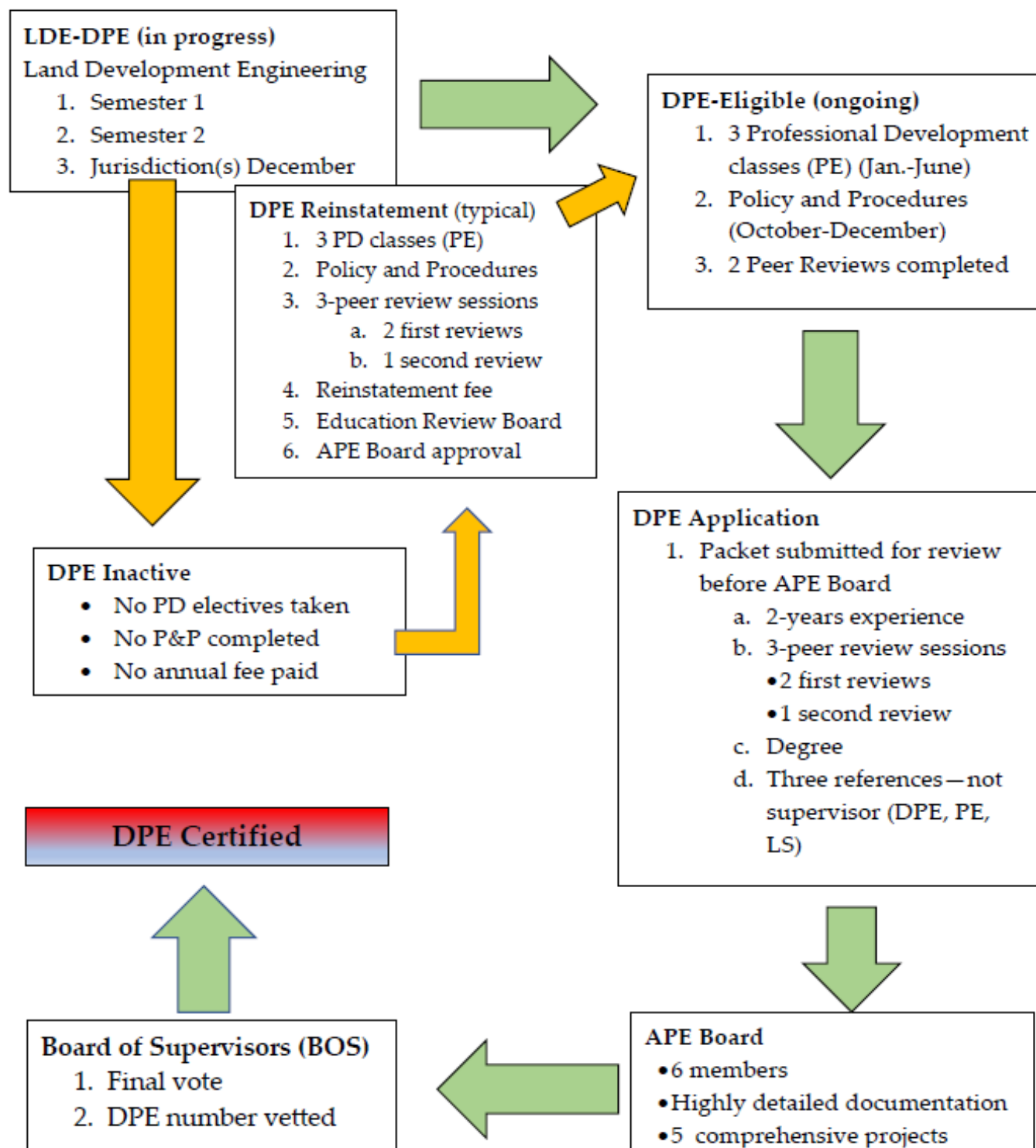
DPE and DPE-Eligible Annual Education Requirements

Effective January of the year after successful completion of the LDE program, members must maintain DPE and DPE-Eligible status by:

1. Completing three Professional Development L500 series classes in subjects relevant to plan design, preparation, submission process or surveying, and business management.
2. Completing Policy & Procedures Update P600 Series for *each* jurisdiction in which the member is eligible/certified.
3. Performing two **peer reviews** for *each* jurisdiction in which the member is eligible/certified. Timesheets must be turned in to validate completion.

Designated Plans Examiner (DPE) Process

Engineers & Surveyors Institute



Fundamentals of Land Development in Northern Virginia

This two-day course helps practitioners new to Northern Virginia understand the practical side of land development process as it occurs in one of the busiest regions in the state. This orientation course will give professionals basic information they need to quickly become productive employees in a practical application environment.

Some topics to be covered:

- Overview of Plan Review Process in Fairfax & Loudoun Counties (including County Codes & Ordinances & Public Facilities Manual),
- Wetlands and Environmental Quality Corridors (EQC),
- Sanitary Sewers, Septic Systems and Plan Design Topics with Local & State Officials. Virginia Stormwater Management Program & VRRM Spreadsheet,
- Erosion & Sediment Control updates,
- Urban Forestry,
- Water Authority,
- Fire Regulations, & Transportation.

Enrollment includes all classes on both days. Due to the nature and extent of the Fundamentals class, ESI does not allow makeup sessions.

F101-22	Fairfax County Fundamentals of Land Development	TBD
F102-22	Loudoun County Fundamentals of Land Development	TBD

Land Development Engineering (LDE)

Designated Plans Examiner (DPE) Program (L100 and L200 series)

Engineers and Surveyors Institute (ESI) operates under a Commonwealth of Virginia charter to promote the production of quality engineering plans and the expedited plan review process in jurisdictions throughout Virginia. DPE status verifies that the holder is competent in design, preparation, and submission of land development plans, thus allowing participation in an expedited process not available to non-certified practitioners.

This two-semester program is uniquely designed to provide students with basic operating knowledge of procedural and technical aspects for accomplishing plan approval in Northern Virginia land development processes. Classes address all practical aspects of land development, often including interactive exercises.

Participants must successfully complete both semesters and the appropriate Jurisdictional course to establish DPE-eligibility. Land Development Engineering classes do not qualify as PD Electives.

Participants will exit this program as DPE-Eligible and then apply to become DPE certified.

Land Development Engineering—Semester 1 (L100 series)

L101-23	The History of Northern Virginia Land Development Tuesday, January 10	3:00—6:30 p.m.
L102-23	Evolution of Land Development Tuesday, January 17	3:30—6:30 p.m.
L103-23	Roles & Responsibilities of Key Players Tuesday, January 31	3:30—6:30 p.m.
L104-23	Environmental Issues Tuesday, February 7	3:30—6:30 p.m.
L105-23	Survey Mapping & Subsurface Utility Engineering Tuesday, February 14	3:30—6:30 p.m.
L106-23	Comprehensive Planning & Zoning Tuesday, February 21	3:30—6:30 p.m.
L107-23	Geometric Site Layout I * Tuesday, February 28	3:30—6:30 p.m.
L108-23	Geometric Site Layout II * Tuesday, March 7	3:30—6:30 p.m.
L109-23	Street Design I Tuesday, March 14	3:30—6:30 p.m.
L110-23	Street Design II Tuesday, March 21	3:30—6:30 p.m.
L111-23	Grading & Earthwork Tuesday, March 28	3:30—6:30 p.m.
L112-23	Tree Conservation Plan Preparation Tuesday, April 11	3:30—6:30 p.m.
L113-23	Floodplain Studies Tuesday, April 18	3:30—6:30 p.m.
L114-23	Drainage Outfalls Tuesday, April 25	3:30—6:30 p.m.
L115-23	Semester 1 Exam Tuesday, May 2	3:30—6:30 p.m.

** This is a hands-on design class and has a mandatory attendance requirement.*

Land Development Engineering—Semester 2 (L200 series)

L201-23	Storm Drainage Design Tuesday, September 5	3:30—6:30 p.m.
L202-23	Stormwater Planning Tuesday, September 12	3:30—6:30 p.m.
L203-23	Stormwater Management—Quality Tuesday, September 19	3:30—6:30 p.m.
L204-23	Stormwater Management—Quantity Tuesday, September 26	3:30—6:30 p.m.
L205-23	Utilities—Wastewater Design Tuesday, October 3	3:30—6:30 p.m.
L206-23	Utilities—Water Distribution Tuesday, October 10	3:30—6:30 p.m.
L207-23	Erosion & Sediment Control Tuesday, October 17	3:30—6:30 p.m.
L208-23	Utilities—Dry Utilities* <i>Tuesday, October 24</i>	3:30—6:30 p.m.
L209-23	Site Design Process: Steps & Procedures * <i>Tuesday, November 7</i>	12:30—6:30 pm**
L210-23	Site Design Process: Steps & Procedures * <i>Tuesday, November 14</i>	12:30—6:30 pm**
L211-23	Document Production—What & How? Tuesday, November 28	3:30—6:30 p.m.
L212-23	Engineer's/Surveyor's Roles During Construction Tuesday, December 5	3:30—6:30 p.m.
L213-23	Final Exam Semester 2 Tuesday, December 12	3:30—6:30 p.m.

* Hands-on design class—mandatory attendance requirement.

**Hands-on design class—see attendance hours.

Land Development Engineering—Jurisdiction (L300 series)

L310-23 Fairfax County Jurisdiction

Wednesday, December 6

3:30—6:30 p.m.

This course will be presented virtually. Registration in LMS required. Participants are required to take this course for DPE-eligible status.

Topics included:

- LDS Introduction
- Planning Process
- Zoning Ordinance
- Site Plans/Subdivisions/Infill Lots
- Peer Review
- Customer & Technical Support Center
- Stormwater Code & Regulations
- Tree Conservation Ordinance
- Expedited Review

L320-23 Loudoun County Jurisdiction

Thursday, December 14

3:30—6:30 p.m.

This course will be presented virtually. Registration in LMS required. Participants are required to take this course for DPE-eligible status.

Topics included:

- Welcome to Loudoun County, Zoning
- Legislative Process
- Subdivision Process
- Site and Construction Plan Process
- Bonding Process
- Expedited Review

Professional Development Consortium—*At A Glance*(P500 series)

P501-23	History of Land Development in Northern Virginia Tuesday, January 10 3:30—6:30 p.m. Online
P502-23	Tree Preservation, Biology and State Guidelines Thursday, January 12 3:30—6:30 p.m. In-person and online
P503-23	Metropolitan Washington Airports Authority (MWAA)—IAD Engineering Update Thursday, January 19 3:30—6:30 p.m. In-person and online
(P504-23	International Airport Dulles (IAD)—MWAA Change of date to 3/30
P505-23	United States Geological Survey (USGS)—Future Trends Thursday, February 9 3:30—6:30 p.m. In-person and online
P506-23	Scoping in Civil Engineering—Personnel and Time Allocations Thursday, February 16 3:30—6:30 p.m. Online
P507-23	Ancient Roman Empire Design—Roots in Civil Engineering Thursday, February 23 3:30—6:30 p.m. Online
P508-23	Transportation Safety Thursday, March 2 3:30—6:30 p.m. Online
P509-23	Tyson's West Pump Station—Research and Implementation Thursday, March 9 3:30—6:30 p.m. In-person and online
P510-23	WMATA Silver Line Site Visit Thursday, March 16 1:00—4:00 p.m. In-person
P504-23	International Airport Dulles (IAD)—MWAA Site Visit Thursday, March 30 1:00—4:00 p.m. In-person
P511-23	Constructability Review Thursday, April 20 3:30—6:30 p.m. In-person and online
P512-23	Strength-Based Leadership Thursday, April 27 3:30—6:30 p.m. In-person
P513-23	Land Surveying and Metadata—Where are We Going? Thursday, May 11 3:30—6:30 p.m. In-person and online
P514-23	Focus Group Workshop Thursday, May 18 9:00 a.m.—1:00 p.m. In-person (lunch included)
P515-23	DEQ Stormwater Management Solar Requirements Thursday, June 15 3:30—6:30 p.m. Online

Professional Development Consortium (P500 series)

P501-23 History of Land Development in Northern Virginia

Instructor: Andrew A. Painter, Walsh Colucci Lubeley & Walsh, P.C

ESI opens the 2023 Education Consortium with this popular, all-encompassing, fact-packed historical trip through Northern Virginia land development. History of economy and real estate sectors of the NOVA region are discussed, starting with industries that first developed during colonial era through early part of the twentieth century. The instructor also provides a glimpse of the explosive growth and construction that began in the 1930s and accelerated development after World War II through today. A comprehensive look at impacts of change in infrastructure, transportation, local regulations, land use policies, and growth of federal government influences are outlined. Painter takes the learner through a fact-based learning experience and open eyes to 300 years of change.

Tuesday, January 10

3:30—6:30 p.m. Online

P502-23 Tree Preservation, Biology and State Guidelines

Instructor: Dr. Jim McGlone, Virginia Department of Forestry

This class will help participants understand the issue of tree canopy decline throughout the region and identify steps engineers can apply in planning community projects to support best practices and forestry research.

- Designing to maximize tree preservation
- Avoiding tree preservation deviation request if possible
- Best Construction practices
- Designing and building to save trees
- Lessons learned
- Which species to use and what plants are not appropriate

Thursday, January 12

3:30—6:30 p.m. In-person and online

P503-23 Metropolitan Washington Airports Authority(MWAA)— IAD Engineering Update
Instructor: Roger Natsuhara, SVP MWAA Civil Engineering

The Metropolitan Washington Airports Authority (MWAA) operates Ronald Reagan Washington National Airport (DCA), Washington Dulles International Airport (IAD), the Dulles Airport Access Highway, and the Dulles Toll Road. In the past, MWAA managed construction of the Silver Line project—a 23-mile extension of the Washington region’s Metrorail public transit system through Fairfax County and into Loudoun County, Virginia. As of June 23, 2022, Washington Metropolitan Area Transit Authority (WMATA) announced that it had taken over control of the Phase 2 project from the MWAA.

Specifically, this class will highlight all civil engineering endeavors including demand capacity forecasts, stormwater management, erosion and sediment, and dry utility master plans. Baggage conveyance systems and modernization of facilities will be highlighted as well.

Mr. Natsuhara has more than 25 years of experience in engineering, construction and acquisition management. Natsuhara oversees the \$1 billion Reagan National Airport improvement program, which includes the construction of a new concourse to replace 14 outdoor regional aircraft boarding areas and the relocation of security checkpoints in the B/C Terminal to allow passengers post-security connectivity between the terminal gates. Prior to joining MWAA, Natsuhara served as principal advisor to the Secretary of the Navy for installations, energy projects, environmental and safety concerns. He also held a senior leadership position for the National Oceanic and Atmospheric Administration, where he managed property and facilities.

Thursday, January 19

3:30—6:30 p.m. In-person and online

P504-23 International Airport Dulles (IAD)—MWAA Site Visit
Instructors: Sophie Ji, Thomas Beatty, Andrew Hascall, Keith Autry, Roger Natsuhara

An informative site visit to IAD highlighting sustainability initiatives for future development, land use compatibility, economic development opportunities, discussion of environmental impacts, and emerging technologies. What happened to the people movers? How has the Silver Line affected future planning? How to plan demand capacity forecasts are highlighted with discussion of stormwater management, erosion

and sediment, and dry utility master plans. Baggage conveyance systems and modernization of facilities will be toured.

Date change: Thursday, March 30

1:00—4:00 p.m. In-person

P505-23 United States Geological Survey (USGS)—Future Trends

Instructor: Mike Tischler, Ph.D., Director of National Geospatial Program, USGS

This class will highlight:

- Framework that FEMA and related agencies base policy and make directives which affect local governments. (100 year flood, etc.)
- USGS programs in operational topographic map production, collection, and dissemination of a national lidar program.
- Creating networking initiatives and links to infrastructure efforts to maintain a national hydrography dataset for use by Federal, State and local governments.
- Future visions for integrated topographic data.
- Use of USGS data in infrastructure planning.

The National Geospatial Program (NGP) at the U.S. Geological Survey (USGS), provides the digital geospatial foundation for the United States and is responsible for designing, planning and executing the national topographic mapping program. Dr. Tischler provides management oversight and direction to the NGP, including The National Map, the National Geospatial Technical Operations Center, the 3D Elevation Program, the National Hydrography Dataset, the US Topo Map Series, research activities performed at the Center of Excellence for Geospatial Information Science (CEGIS), and geospatial data and information in response to natural disasters. Dr. Tischler also serves as the Department of the Interior representative to the Domestic Names Committee of the U.S. Board on Geographic Names. Prior to joining the USGS, Dr. Tischler worked as the U.S. Army Corps of Engineers Geospatial Research Laboratory in Alexandria, VA providing strategic and technical oversight to a variety of basic and applied geospatial research projects.

Thursday, February 9

3:30—6:30 p.m. In-person and online

P506-23 Scoping in Civil Engineering—Personnel and Time Allocations
Instructor: Dr. Gary Blank, NCSU, Associate and Alumni Distinguished Undergraduate Professor, Director of Undergraduate Programs

With the guidance of a unique facilitator, participants will identify current constraints on the scope of civil engineering—developing, designing, planning, calculating, monitoring construction as well as executing and managing the construction of buildings, roads and physical structures.

This class is focused on a review of scoping's essential role in defining issues and the results of scoping that affect personnel and time allocations. Also discussed, National Environmental Policy Act (NEPA)—a national policy for environmental impact, created the Council on Environmental Quality (CEQ), which makes recommendations for State providers such as VA DEQ. NEPA was the first major environmental law in the United States and is often called the "Magna Carta" of Federal environmental laws. NEPA requires Federal agencies to assess the environmental effects of proposed major Federal actions prior to making decisions. Stormwater management, erosion and settlement control will also be related to State of Virginia environmental review process, Virginia Environmental Impact Report Procedure (VAEIR), which is aligned with NEPA.

Thursday, February 16

3:30—6:30 p.m. Online

P507-23 Ancient Roman Empire Design—Roots in Civil Engineering
Instructor: Dr. Bill Hunt, NCSU, William Neal Reynolds Distinguished University Professor & Extension Specialist

Much of our current water infrastructure traces its roots to the Roman Empire. Moreover, some of the greatest monuments from antiquity that survive today are colossal aqueducts that lace the old Roman Empire. Please join the unabashed water & Roman guy, Dr. Bill Hunt, as he explores how Roman engineers planned, designed, and maintained water infrastructure including aqueducts, water delivery systems, reservoirs, and drainage. Their philosophies are compared to what we use today when researching wastewater, stormwater and erosion and sediment constraints.

Dr. Hunt will further discuss Americans' love of entertainment traces its roots to antiquity. While many cultures valued entertainment (e.g., the Greeks), the peak of entertainment infrastructure occurred during the Roman Imperial era. Theaters, amphitheaters, and horse racing (the circus) were standard fare for Roman fun. Explore how the Romans engineered entertainment both in Rome and throughout the empire.

Participants will learn how much Roman civil engineering thought survives today in current large entertainment spaces.

Since 2000, Hunt has assisted with the design, installation, and/or monitoring of over 150 stormwater control measures (SCMs), including bioretention, stormwater wetlands, innovative wet ponds, green roofs, permeable pavement, water harvesting/cistern systems and level spreaders. He teaches 20-25 short courses and workshops each year on stormwater design, function, and maintenance throughout North Carolina and the United States.

Thursday, February 23

3:30—6:30 p.m. Online

P508-23 Transportation Safety

Instructor: Dr. Kun Xie, Assistant Professor, Department of Civil & Environmental Engineering, Old Dominion University

Join us in welcoming Dr. Kun Xie, as he guides participants through a basic understanding of R programming language and transportation safety modeling--how it relates to developing trends in economic development, the future of engineering capabilities and hiring qualified individuals.

His instructional interests include transportation safety, transportation reliability and resilience, incident/emergency management, transportation planning and management, connected and autonomous vehicles, and intelligent transportation systems. His research provides local policymakers with the data needed to implement safety-related changes for transportation.

Thursday, March 2

3:30—6:30 p.m. Online

P509-23 Tyson's West Pump Station—Research and Implementation

Instructors: Bill Barrack and Katharine Sager, Fairfax County

A discussion and review of Fairfax Virginia's Best Management Practices (BMP's) for dealing with excess wastewater flow. Fairfax County researched future flow projections and compared them to existing capacity of pipes, pump stations, and treatment systems. The study showed that facilities in northern Fairfax County had insufficient capacity to handle future flow. Based on this research, wastewater flows from northern

Fairfax County will be pumped to the Noman Cole Pollution Control Plant wastewater treatment facility in Lorton VA. To transport the flows to the treatment facility, Fairfax County has developed three main components of transmission infrastructure: a gravity sewer pipeline, a pump station, and a force main—a pressurized pipeline.

Thursday, March 9

3:30—6:30 p.m. In-person and online

P510-23 WMATA Silver Line Site Visit

Instructors: Neil Nott

In collaboration with MWAA's Dulles IAD expansion, the WMATA's newly opened Silver Line offers a look at new economic development and enhanced access to the Fairfax-Loudoun corridor.

WMATA celebrated the opening of the Silver Line Extension on November 15, 2022, connecting customers to six new stations, adding 11.4 miles of track to the Metrorail system, and beginning operations at a modern rail maintenance facility. The Silver Line Extension provides customers with a new connection to Washington Dulles International Airport, as well as service between Reston, VA, and eastern Loudoun County. The grand opening also marks the completion of the Silver Line project, a generational infrastructure investment in Northern Virginia. Six new Metrorail stations are part of this expansion offering further economic development:

- Reston Town Center
- Herndon
- Innovation Center
- Washington Dulles International Airport
- Loudoun Gateway
- Ashburn

As one of the largest capital construction projects in the United States, the Silver Line provides high-quality, high-capacity transit service between the Dulles corridor and Downtown D.C., expands the reach of the existing regional rail system, offers a viable alternative to automobile travel, and supports future development. The Silver Line Extension also includes a brand-new rail maintenance and service yard, located on 90 acres of the Washington Dulles International Airport property. The Dulles Rail Yard is the largest rail yard in the Metro system and employs approximately 450 people.

Thursday, March 16

1:00—4:00 p.m. In-person

P511-23 Constructability Review

Instructors: Michael Trabucco, Mike Henson, David Yergin-Doniger and P.J. Heflin

Civil constructability review is a process that utilizes construction personnel with extensive construction knowledge during the design phase of projects ensuring projects are buildable, cost-effective, and biddable. Join subject matter experts from the Heavy Construction Contractors Association (HCCA), as they provide some lessons learned and best practices for performing a constructability review. Participants are encouraged to make connections and establish working relationships with HCCA personnel as they discuss each step of review. Topics planned for inclusion: Blasting, pre-blast requirements, soil conditions, utility depths, benching, utility conflicts, wall construction, earthwork, and safety.

Thursday, April 20

3:30—6:30 p.m. In-person and online

P512-23 Building a Strengths-Based Culture

Instructor: Ellen Gray, Fairfax County

This class is limited to 24 participants.

Prior assignment required.

Through learning experiences offered in this workshop, you will discover your natural strengths and how to leverage them to build strength-based teams, increase employee engagement and retention and improve organizational performance. By the end of the workshop, you will have developed unique strategies to build your strengths-based culture.

This andragogical concept leads to greater team cohesion, as team members complement one another rather than compete for the same "territory." It will also produce a diverse team, with a wider range of strengths, skill sets, attitudes, and cultural values.

A unique access code (enclosed in the back of this book) allows you to take the leadership version of Gallup's StrengthsFinder program. This program provides specific strategies for leading with your top five strengths and enables you to plot strengths of your team based on the four domains of leadership strength revealed in the book.

The cost of text is covered by ESI. Participants are to bring assessment results to class.

Rath, T. (2008). *Strengths-Based Leadership: Great Leaders, Teams, and Why People Follow*. Gallup Press.

Thursday, April 27

3:30—6:30 p.m. In-person

P513-23 Land Surveying and Metadata—Where are We Going?

Instructor: Sean Peiffer

Offered as a follow-up to P505-23 United States Geological Survey (USGS)—Future Trends, this informative class provided by one of ESI’s top subject matter experts, Sean Peiffer, reviews boundary surveys, topographic surveys, site plans and trends in Metadata for future surveying.

Metadata describe information about data, including who, what, where, when, why, and how, so that it can be understood, re-used, and integrated with other data. Metadata records follow a standard format to enable interoperability, similar to Extensible Markup Language (XTM). Metadata are used for enabling data discovery, understanding data, analysis and synthesis, maintaining longevity of data, tracking progress of research projects, and demonstrating returns on investments.

Thursday, May 11

3:30 – 6:30 p.m. In-person and online

P514-23 Focus Group Workshop

Facilitator: ESI Educational Staff

This critical four-hour workshop helps develop ESI’s Professional Development curriculum for the next academic year. Under the direction of the Chair of the Education Committee, participants will consider classes suggested by ESI’s membership and consolidate them into a prioritized list of courses, identifying class titles, topics to be covered, and subject matter experts. Participants are subject to approval by ESI’s Director of Education, Education Committee, and/or Executive Director to ensure sufficient knowledge base of ESI curriculum and adequate representation from both the public and private sectors.

Thursday, May 18

9:00 a.m.—1:00 p.m. (includes lunch) In-person

P515-23 DEQ Stormwater Management Solar Requirements

Instructor: Dr. Jan Briedé, Virginia DEQ

Join returning instructor, Dr. Jan Briedé, who will provide guidance, interpretation and recommendations for newly released DEQ's Stormwater Management Solar Requirements memorandum.

On March 29, 2022, Michael Rolband, the director of the Virginia Department of Environmental Quality (DEQ), issued a memorandum implementing a new and more stringent post-development stormwater management policy for solar projects that are subject to Virginia Stormwater Management Program (VSMP) requirements related to Virginia Pollutant Discharge Elimination System (VPDES) permitting for construction activity-related stormwater discharges.

DEQ infers that the new policy does not prohibit any alternative method of demonstrating the water quantity and water quality impacts of solar panels and any such proposal "will be reviewed and accepted or denied based on the technical adequacy and compliance with the appropriate laws and regulations." DEQ staff are preparing implementation guidance for the new policy, though it is not clear when such guidance will be issued.

Solar project developers should consider the implications of the new policy for their planned or ongoing projects, especially for those for which site acquisition and engineering work are underway but have not had their SWM plans approved by March 29, 2022. Also unclear is whether any needed modification of an already approved SWM plan would cause the entire project to become fully or partially subject to the new policy.

Thursday, June 15

3:30—6:30 p.m. Online

Policy and Procedure Classes (P600 series)

These classes feature local and state officials who will address the changes to plan design and review policies, regulations, ordinances, and procedures occurring during

the past 12 months within their jurisdictions. They may also include information about the types of jurisdictional resources available, Internet links, common mistakes on plans, and unwritten policy practices. DPEs and DPE-eligibles are required to take the classes for all jurisdictions in which they maintain DPE status. **These sessions are typically scheduled in the fall, and members will be notified by email when they are available for enrollment.** (Instructions for enrollment in these classes will be attached.) (P&P Classes do not qualify for credit as PD Electives.)

P611-23 Fairfax County P&P Update

Thursday, October 19

3:30—6:30 p.m. Online

P621-23 Loudoun County P&P Update

Thursday, October 12

3:30—6:30 p.m. Online

P631-23 Prince William County P&P Update

Thursday, October 26

3:30—6:30 p.m. Online

Symposia and Seminars (P700 series)

ESI periodically offers seminars and symposia as rapidly developing opportunities for current technology or process information updates intended to provide responsive access to the membership. They are typically concentrated, fast-paced and information distribution oriented, affording members a comprehensive conduit to the latest techniques and requirements surfacing in the land development arena. Members will be notified by email when such classes are available. As information distribution conduits, symposia or seminars may not qualify for credit as a PD Elective.

Alternate Educational Opportunities (P800 and P900 series)

Some alternate educational opportunities may qualify for credit as PD electives if appropriate approval is granted by ESI.

ESI's acceptance of any of the following "Alternate Educational Opportunities" as one of three annually required PD Electives to maintain DPE status does not guarantee its approval as credit for continuing education units (CEUs) or professional development hours (PDHs) in State professional license renewal/reinstatement.

Guidelines for Acceptance of an Alternate Educational Activity—other than class attendance—for credit as a PD elective (See P900-23 for information on Alternative Class Participation)

Members may (with appropriate ESI approval) receive continuing education credit for an elective under the Professional Development Consortium by participating in an educational activity—other than class attendance—that meets the following criteria:

1. Has a stated content area, purpose, and observable and measurable objectives
2. Provides for the maintenance, improvement, or expansion of professional skills and knowledge in land development
3. Has an established duration

Members interested in participating in an alternate activity for PD elective credit should contact the Director of Education for further information before participating.

Any alternate educational opportunity tentatively approved for credit as a PD elective will require the member to submit evidence of successful completion of the activity to the Director of Education before final approval is granted.

P800-23 Participation in a Technical or Process Study

Members may perform study research and coordination regarding a topic identified by the Executive Director. This study shall include a study plan that identifies a statement of objectives, desired result product, and work schedule. The study shall have a final report identifying the work process and study results. The member shall provide the format outline for proposed study to the Executive Director no later than 30 days after enrolling in this class.

P801-23 Participation in a Jurisdiction Support Study

Members participating in support efforts for jurisdictions, as identified by the Executive Director, may enroll in this class. Credit is contingent on meeting product and attendance requirements identified by the Executive Director.

P802-23 ESI Executive Committee

Executive Committee members may enroll in this class. Credit is contingent on meeting product and attendance requirements identified by the Executive Director.

P803-23 Technical Issues Study—Leesburg

Members of the Technical Issues Study—Leesburg Committee may enroll in this class. Credit is contingent on meeting product and attendance requirements identified by the Executive Director.

P804-23 Education Review Committee

Education Review Committee members may enroll in this class. Credit is contingent on meeting product and attendance requirements identified by the Director of Education.

P805-23 Advisory Plans Examiner Board (APEB)

Advisory Plans Examiner Board members may enroll in this class. Credit is contingent on meeting product and attendance requirements identified by the Executive Director.

P810-23 Engineering Standards Review Committee (ESRC)

Engineering Standards Review Committee members may enroll in this class. Credit is contingent on meeting product and attendance requirements identified by the Executive Director.

P900-23 Series Guidelines for Alternative Class Participation

If a member seeks approval to use participation in an alternate class as credit for one of three annually required electives to maintain DPE status, the member shall provide the following to the Director of Education, who may refer it to the Education Committee for review:

1. Evidence that class is from an accredited academic institution or an institution that is state or federally certified as a continuing education credit provider/sponsor.
2. The course description and learning objectives of alternative class, which shall address a topic comparable to one addressed by ESI classes.
3. If the course is tentatively approved as an acceptable alternate class, the member will also provide evidence of successful completion of the course to the Director of Education before final approval to receive credit is granted.

P910-23 ESI Instruction (ESI Instructors Only)

An ESI instructor who teaches a block of instruction in any of the ESI Education Programs in the current year may enroll in this class. Instructors may enroll in P910 only once per year. Approval by the Director of Education is required.

P920-23 ESI Curriculum Development (ESI Instructors Only)

An ESI instructor who develops a new block of instruction, or substantially updates one, in any of the ESI Education Programs in the current year may enroll in this class. Instructors may enroll in P920 only once per year. Approval by the Director of Education is required.

Appendix I – Training Opportunities to maintain Certifications.

- DEQ – Certifications for ESC, Stormwater must be renewed every 3-years. Recertification for the different DEQ certifications range between 12 to 24 hours. DEQ offers in-person and online classes which can be found on their website. <https://www.deq.virginia.gov/our-programs/training-certification/continuing-education> . Training is provided for reviewers, inspectors, and program administrators.
- VDOT U Virtual Campus provides web-based and in-person training opportunities. They have an extensive catalogue of over 1300 courses. <https://www.virginiadot.org/business/virtualcampus.asp> . Training is provided for designers, reviewers, and inspectors.
- American Public Works Association (APWA). Training is provided through the local Mid-Atlantic Chapter and National organization.
 - Public Works Institute - <https://www.cpe.vt.edu/mpwi/>
 - National - <https://www.apwa.org/education-careers/education/>
- American Society of Civil Engineers offers a wide variety of educational programs, events, courses, and conferences for members - <https://www.asce.org/education-and-events>
- Water Environment Federation - <https://www.asce.org/education-and-events>
- American Planning Association provides training through conferences - <https://www.planning.org/learning/>
- Virginia Floodplain Management Association – Certified Floodplain Manager (CFM) and offers continuing education <https://vaflood.org/events/>
- International Society of Arboriculture (ISA) provides a certification program and continuing education - <https://www.isa-arbor.com/Online-Learning>
- Institute for Sustainable Infrastructure (ISI) Envision Training – ISI offers an Envision (LEED for Infrastructure) certification program and numerous online courses – <https://sustainableinfrastructure.org/envision/>
- United States Green Building Council (LEED and Green site design) - <https://www.usgbc.org/courses-and-events>
- Numerous Online offerings – some commonly used vendors –
 - McKissock - <https://www.mckissock.com/professional-engineers/>
 - RedVector - <https://www.redvector.com/training-for-individuals/engineering-continuing-education/>
 - PDH online - <https://www.pdhonline.com/>