

City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 02-11

DATE: MARCH 28, 2011

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: EMILY BAKER, P.E., DEPUTY DIRECTOR/ENGINEERING, 
TRANSPORTATION AND ENVIRONMENTAL SERVICES

SUBJECT: ESI PEER REVIEW PROGRAM CHANGES

Background: The Engineers and Surveyors Institute (ESI) and the City of Alexandria have had a long running contractual relationship to participate in a public/private partnership for the purpose of producing high quality plans. Periodically, changes are made to streamline and improve the program. The revisions outlined below will take effect June 1, 2011.

Process: Minimum Submission Review (MSR) plans submitted after June 1, 2011 may be delivered directly to ESI at 4460 Brookfield Corporate Drive, Suite A, Chantilly, Virginia, 20151 or submitted to City Hall, as is currently required. For either option, all ESI fees must be paid at the time of submission for the MSR review to take place. If the plans are sent directly to ESI, payment shall be sent separately to the City at 301 King Street, Room 4130, Alexandria, Virginia, 22314. Confirmation of payment will be required by the City prior to ESI commencing the MSR review. Expanding the options for submittal will provide Applicants and Engineers with greater flexibility to manage their submissions for ESI review and expedite the receipt of MSR determination. MSR plans submitted directly to the City by 1:00 pm Thursday will receive a determination of Acceptable, Acceptable with Inserts or Unacceptable by close of business on the following Thursday. MSR plans submitted directly to ESI will receive a determination within 48 hours of receipt of plans and confirmation of payment to the City.

In addition, First Final Site Plans submitted after June 1, 2011 will have the ESI Peer Review meeting scheduled during the second full week of staff review instead of the first. This will allow staff more time to review the plan prior to the Peer Review and will allow for a more substantial and meaningful meeting with City Staff, applicant and ESI Peer Reviewers. Submission deadlines and turn-around time for receiving City review comments will not change.

We believe that these changes will benefit the submission and review process of Final Site Plans in the City. If you have any questions, please contact me or Shanna Austin, Site Plan Coordinator, at (703) 746-4064.