City of Alexandria, Virginia

MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 05-16

DATE: JUNE 7, 2016

TO: DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: LISA JAATINEN, P.E., ACTING DIVISION CHIEF, INFRASTRUCTURE RIGHT OF WAY DIVISION, 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 and improving plan review processing. Periodically, changes are made to streamline and improve the program. The revisions outlined are in effect as of June 1, 2016.

Process: NEW site plans submitted for Minimum Submission Review (MSR) after June 1, 2016, will submit an application, deposit check and plan set to ESI at the Fairfax County Herrity Building, Room 553.The Transportation and Environmental Services Development Coordinator must still be notified by email at the time of Minimum Submission Review (MSR) to ESI.

Plans that have previously submitted a deposit for ESI review to the City will continue to be billed through the existing process, where the City will manage and coordinate the funds associated with the reviews.

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, Development Coordinator, at (703) 746-4064.