

# PSA *for you*

October 2007



## New VDOT Procedures

**You can do it - We can help !**

VDOT's new review and inspection fee policy for permits and street tie-in acceptances is in effect.

Civil Engineers

Land Planners

Landscape Architects

Wetland Specialists

Environmental Scientists

Surveyors

Archaeologists

### **OLD METHOD**

Prior to July 1st, VDOT billed inspection fees monthly for outstanding/active permits, and for Street Acceptance package reviews (Initial, CE-7, and Post Construction) through their Account's Receivable department. Permits were issued with a six-month duration. However, the new policy provides for longer permit durations and prepayment of fees for the life of the permit (i.e., no more monthly bills).

### **NEW METHOD**

VDOT's new pre-payment policy addresses permit reviews and inspections. For new permits, the applicant (developer) must submit the permit application with a construction bar chart schedule noting the estimated project duration. VDOT prefers a computer schedule similar to Fast Track, Microsoft Project Manager or Primavera. With this information, VDOT will calculate the fixed permit fee derived from anticipated application review time and estimated inspections for the proposed permit duration. The basis for inspection frequency is approximately one every three weeks plus three to four for permit release. Reviews were charged at \$50/hr and inspections at \$90/hour.

### **NEW FIX FEE FOR STREET TIE-IN ACCEPTANCE PROCESS**

Next, a similar procedure is followed to determine a fix fee for the Street Tie-in Acceptance process. This includes the review and approval of the Initial Street Acceptance Package, the CE-7 package and the Post Construction package.

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*a publication for our clients*

Please refer to VDOT's online Street Acceptance Procedure regarding these packages. Prior to the submission of the Initial Street Acceptance Package, and upon developer's request, VDOT will calculate anticipated review time and field inspections for each phase and will provide the developer a fixed fee which must be paid up front.

## YOU CAN DO IT - WE CAN HELP!

Contact Pete Rigby, Jr., PE at Paciulli, Simmons & Associates on any of these new processes and we can steer you down the right road. Reach us at 703.934.0900 or by e-mail at [prigby@psaltd.com](mailto:prigby@psaltd.com).

*Notification from VDOT informing the industry of these new procedures.*



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DAVID S. EKERN, P.E.  
COMMISSIONER

**MEMORANDUM**

**TO:** Developers and Engineers

**FROM:** VDOT - Northern Virginia (Fairfax) Permits  
William H. Dunlap - Street Acceptance


**SUBJECT:** Changes in billing procedures for review and inspection of Street Acceptance Projects in Fairfax County

Effective July 1, 2007 the NOVA District Permit Sections will implement pre-payment of review and inspection fees for all Street Acceptance projects. These new fees will be charged with the permit application and will replace the Accounts Receivable fees charged in the past to cover the cost of review and inspection by consultant reviewers and inspectors. Fees will be calculated based upon the complexity and size of the project. These new fees do not replace, or include, the Maintenance Fees or the Administrative Cost Recovery Fees that are set by Section 24 VAC 30-91-140 of the Virginia Administrative Code.

For those Street Acceptance Projects currently billed through account receivables, the account receivable process will be phased out and you will be provided a new Land Use Permit and asked to pre-pay for the remainder of the Street Acceptance Process. This will eliminate the Estimate of Charges you have received from Fairfax Permits, and the 90+ day delay in billing from Fiscal Division in Richmond. You will only be charged for time spent on review or inspection by a consultant, you will not be billed for any actions by a VDOT employee. A copy of the calculation sheet showing the time allotted and hourly rate will be provided for each project. Please return a check for the fees at your earliest convenience to avoid a delay in processing your project. The project name should be noted in the memo field of your check.

You are encouraged to address any questions or concerns to me.

Sincerely,



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## NEW VDOT PROCEDURES

VDOT's new review and inspection fee policy for permits and street tie-in acceptances.

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PSA for you