

MEMORANDUM TO THE INDUSTRY

TO: All Builders, Developers, Engineers, Site Contractors, and
Distributors Engaging in the Installation of Loudoun Water's Systems

FROM: Huy Tran, P.E., Program Manager, Developer Relations

DATE: June 1, 2026

SUBJECT: New Dashboard, EDM Update

Engineering Design Manual (EDM) 2026 Update

Loudoun Water is currently preparing an annual update to its Engineering Design Manual (EDM) to incorporate minor updates for 2026. Loudoun Water plans to update the EDM on an annual basis with minor clarifications and updates, with a larger comprehensive update occurring every 3-5 years or as necessary. Loudoun Water will collaborate with NVBIA/NAOIP through sub-committee group meetings for review and comments. The EDM will need to be submitted to the Virginia Department of Health (VDH) for their ultimate review and approval, before publishing the updated version.

Approved Materials List

The Loudoun Water Approved Materials List (AML) is updated periodically throughout the year. The current version is November 2025 and includes the addition and removal of certain manufacturers. Recent changes appear in red. Always access the current AML located on Loudoun Water's website for the latest version.

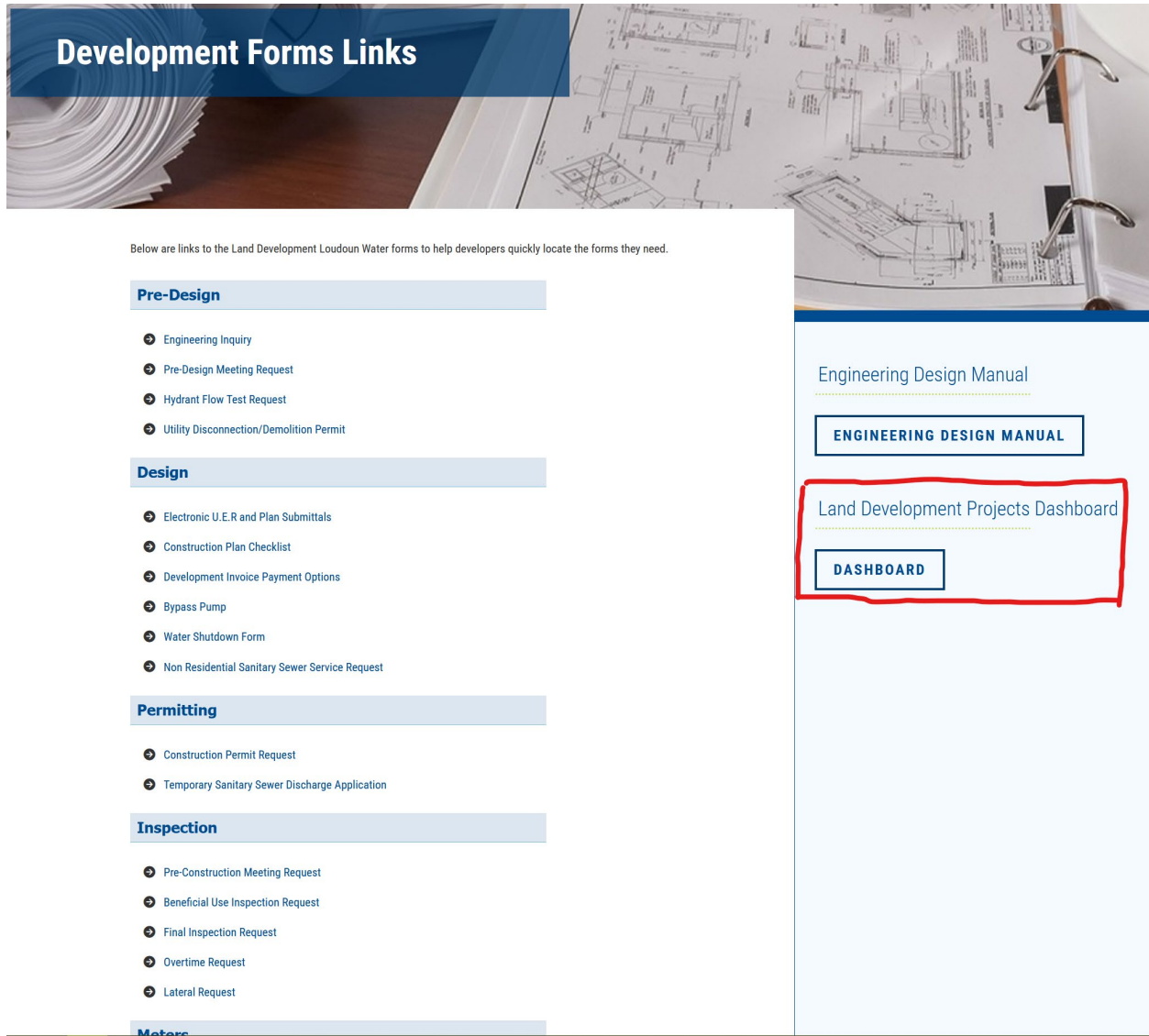
Process Improvements - Construction Permit Coordination Meetings

To help facilitate Loudoun Water's construction permitting process, in January 2026, Loudoun Water dedicated administrative staff to coordinate and assist developers, consultants, and contractors with Loudoun Water's construction permitting process. Loudoun Water offers these construction permit coordination meetings 2x a week (Tuesday/Friday). If you have any questions during the permitting process, email constructionpermit@loudounwater.org (please include the project name and Loudoun Water project ID number) and Loudoun Water's administrative staff will provide assistance.



Loudoun Water Dashboard

Loudoun Water now provides the development industry with a dashboard that provides public access to metrics for Loudoun Water's Land Development group's current and YTD workload and project status. The dashboard can be accessed via this link [Land Development Projects Dashboard](#) or through Loudoun Water's website: www.loudounwater.org → Developers New Construction → Land Development → Development Forms Links → Land Development Projects Dashboard.



Development Forms Links

Below are links to the Land Development Loudoun Water forms to help developers quickly locate the forms they need.

- Pre-Design**
 - Engineering Inquiry
 - Pre-Design Meeting Request
 - Hydrant Flow Test Request
 - Utility Disconnection/Demolition Permit
- Design**
 - Electronic U.E.R and Plan Submittals
 - Construction Plan Checklist
 - Development Invoice Payment Options
 - Bypass Pump
 - Water Shutdown Form
 - Non Residential Sanitary Sewer Service Request
- Permitting**
 - Construction Permit Request
 - Temporary Sanitary Sewer Discharge Application
- Inspection**
 - Pre-Construction Meeting Request
 - Beneficial Use Inspection Request
 - Final Inspection Request
 - Overtime Request
 - Lateral Request
- Meters**

Engineering Design Manual

ENGINEERING DESIGN MANUAL

Land Development Projects Dashboard

DASHBOARD

The initial page displays a dashboard that depicts a snapshot of Loudoun Water’s workload of reviews for plan reviews, RAPs (Revisions After Permit), referrals, construction material submittals, and construction permits currently under progress being worked on and reviews that have been completed year to date.



To navigate to the Project Search function of the dashboard on the 2nd page, either click on the arrow at the bottom of the page “1 of 2 >” or click the “Project Search” page in the top right-hand corner.



To find a project, use the dropdown or type in the project name or Loudoun Water project ID number in the Project Search field.

The screenshot shows the "Land Development Project Status Report" page. It features the Loudoun Water logo and a "Page Navigation" section with "Reviews In Process" and "Project Search" tabs. Below the navigation bar, there is a "Project Search" section with a dropdown menu labeled "Select Dropdown to Search for Project Definition and/or Name". To the right of the search field, there are two input fields: "Engineer Assigned" and "Inspector Assigned".

Next to the Project Search box, the report shows the Loudoun Water review engineer and the inspector, once assigned.

The Project Status Report dashboard contains information regarding the project's Plan Review Activities, including project review status, invoice and fees payment status:

Plan Review								
(Blank) Project Created (Blank) Plan Approval Date (Blank) Construction Permit Requested (Blank) Construction Permit Approval	Plan Review Activities							
	Activity	Description	Start Date	Estimated Target Date	Status	Invoice Created	Invoice Paid	

The Project Status Report dashboard contains information regarding the project's Construction Permit, including permit activities, fees, and permit requirements:

Construction Permit									
Construction Permit Activities			Construction Permit Fees				Permit Requirements		
Description	Approval Date	Status	Fee	Invoice Created	Invoice Paid	Description	Status		
Development Invoice Payment Option Link									

The Project Status Report dashboard contains information regarding the project's Inspection and Meters, including inspection work orders, status, connection, meter sizes, invoices, lot, lateral, service, and meter installation dates:

Inspection and Meters												
Inspection Work Orders			Connection Activities									
Inspection	Status	Date	Connection	Location	Meter Size	Invoice Created	Invoice Paid	Lateral	Lot	Service	Water Purity	Meter Install

The Project Status Report dashboard contains information regarding the project Bonds, including performance/maintenance bond type, bond number, expiration, and status:

Bonds							
Performance Bond				Maintenance Bond			
Bond Type	Bond Number	Bond Class	Status	Bond Type	Bond Number	Bond Class	Expiration Date

Any questions, feedback, or comments on the new Loudoun Water Dashboard can be emailed to: htran@loudounwater.org.

Additional UER form required information

Applicants that desire to obtain water, reclaimed water, and/or sanitary sewer service are required to make application to Loudoun Water by submitting a Utility Extension Request (UER) form to initiate the application. Beginning in Q3 of this year, Loudoun Water’s UER will require some additional information on 1st submissions from applicants regarding anticipated construction start dates, meter size and/or estimated flow demands (specifically for data center applications). This additional information will provide Loudoun Water with additional information needed to populate data that will be used for inventory and connection projections/forecasting.

Sign up to receive emails like these from Loudoun Water for news and updates relating to the development industry here: (<https://www.loudounwater.org/developers-new-construction/technical-memos-industry>).