



## 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. LEED AP<sub>(BD+C)</sub>, Manager of Land Development Programs

DATE: October 1, 2019

SUBJECT: Loudoun Water Plan Submission Process Updates

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Over the course of this last year, Loudoun Water has been transitioning its processes and requirements, moving from solely hardcopy construction plans towards requiring both hardcopies and electronic PDF plans.

Although required on the UER (Utility Extension Request), to date, Loudoun Water has still accepted plan submissions without the receipt of PDFs.

### ***Moving forward, all plan submissions must include PDFs.***

- Transition period: October 1, 2019 – December 31, 2019: Loudoun Water will accept plan submissions, but the plan review timeline will not begin until the PDFs are received.
- Effective January 1, 2020: Loudoun Water will not accept plan submissions without the PDFs.

### **Ways to provide PDFs to Loudoun Water:**

- Loudoun Water will accept flash drives and CD's.
- Email Teresa Beamer ([tbeamer@loudounwater.org](mailto:tbeamer@loudounwater.org)) who will create a SharePoint site link in order to upload pdfs. Loudoun Water cannot access external FTP sites or Drop Box due to IT security policies.
- Loudoun Water is working to upgrade its website to allow acceptance of the UER information via a webform in addition to the ability to upload the PDFs of the construction plans up to the website. Timeframe for this is TBD but anticipated prior to the end of the 2019. Once this technology has been implemented, another tech memo will be issued to notify the industry.

Additionally, Loudoun Water has eliminated insert sheets and now require full plan sets, both hardcopy and PDFs of all submissions, to ensure the plans approved at the County match Loudoun Water plans, thus avoiding field issues and conflicting plan sets.

It is also recommended that the consulting engineers send Loudoun Water an electronic copy of the Loudoun County plans, once approved.

One (1) hardcopy of construction plans is still required to be provided with the PDFs at all submissions, until further notice.