

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_(BD+C), Manager of Land Development

DATE: October 23, 2023


SUBJECT: Forthcoming updates to Land Development processes and procedures, rates, charges, and fees

Loudoun Water Rates, Availability Charge and other Fees Increases – Effective January 1

Friendly reminder that effective January 1, Loudoun Water's updated rates, charges, and fees for **2024** will go into effect, which is a 3% increase from 2023's rates. Projects that have a construction permit can pay their availability charge at any time but must be paid prior to meter release. All fees and charges quoted in Loudoun Water approval letters will be valid up to December 31st. Loudoun Water updates its rates, charges, fees, and costs annually every January.

Forthcoming updates to Land Development Processes & Procedures

In an effort to increase process efficiency and tracking, Loudoun Water's Land Development group is providing additional standardization of many of its processes and webpage information/forms. Based on multiple meetings with the Development Industry through NVBIA & NAIOP, the following processes and procedures will be updated and/or implemented over the next few months:

- Loudoun Water website – The Developers and New Construction section and associated web pages and forms are continually updated and revised based on feedback, usefulness, to provide better clarification, and packaging of the information. In particular, the Rates, Fees, Charges and Penalties page will be updated to provide clarity for the availability charges.
 - Engineering Inquiries will realign categories to streamline questions to the appropriate Loudoun Water personnel and provide self-service options on the revised webpage.
 - Predesign Meetings will be categorized as either Feasibility or Site Design.
 - Loudoun County Referrals – Standardized responses will be provided on referrals received from Loudoun County, based on the application type, focusing on the Loudoun Water plan review to provide detailed comments.
 - UER forms – The Utility Extension Request (UER) form will be revised and streamlined to prompt for required, pertinent information to be completed. UER forms will be accepted electronically only (no paper copies).
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- A plan review checklist will be required to be completed and submitted by the consulting engineer with every plan submission.
- Construction Cost Estimated (Bond Unit costs) update – Due to recent years’ high inflation percentages, Loudoun Water is updating the bond unit costs, which will go into effect January 1, and moving forward will be updating the unit costs on an annual basis. The bond unit costs will be adjusted annually based on the ENR (Engineering News Record) Construction Cost Index.
- RAPs – Loudoun Water will be changing the acronym of a RAP from (Revision to Approved Plan) to (Revision After Permit). This change results in any plan submitted prior to the issuance of Loudoun Water Construction Permit to be considered a resubmission and shall have review timelines for a plan resubmission. RAPs shall be reserved for minor plan revisions directly affecting construction and are intended to address field issues with the goal of minimizing construction delays.
- Substantial changes – Even if the plan is submitted after a Construction Permit has been issued, Loudoun Water may require a submission with significant/substantial changes to be reviewed with resubmission or 1st submission review timelines. Loudoun Water commits to notifying the applicant quickly, and to review the reasons why Loudoun Water will not be reviewing the submission under anticipated review timelines.
- End of the year submissions – In order to accommodate year-end work, Loudoun Water is extending the review timeline an additional 2 weeks for any plan submissions whose review time spans within the last week of the year and the first week of the new year. This revised schedule will be listed on the Loudoun Water website.
- Plan review comment letters – Both developers and consulting engineers will be copied on Loudoun Water comment letters.
- Plan approval letters – Plan approval letters will be revised to streamline requirements, when items are required, and where submittals will be accepted to avoid delays for construction permit issuance. Fees and availability charge estimates will not be provided in the approval letter. Instead, an invoice for the inspection, CCTV, record drawing fees will be provided when the online form for Request for a Construction Permit has been submitted.
- Reminder that per the Loudoun Water’s EDM and approval letters, offsite and onsite easements need to be recorded prior to Loudoun Water’s construction permit issuance.
- Loudoun Water will introduce a water shutdown sequencing form (that will be available on our website) required to be completed whenever any critical waterlines (e.g. transmission mains, single source lines, etc.) require shutdowns (i.e. when cut-ins or relocation work will be performed).
- Construction Permit Package Submission form on the website will be revised to accommodate requirement for all information to be received as one package.
- Engineering Design Manual update (EDM) - Loudoun Water is in the process of updating the EDM and is working with the NVBIA/NAOIP sub-committee group to review the EDM updates.
 - As part of the EDM update, Loudoun Water will require additional information in geotechnical reports, as part of its updated corrosion protection requirements.

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