IV. ROLES OF VDOT OFFICES IN SITE PLAN REVIEW

A. RESIDENCY OFFICES

(This description is not applicable for residencies in Northern Virginia where the district office is the primary entry point for site plans.)

1. Log in all preliminary site plans and rezoning applications and site plans from the county. In counties without an engineering or planning staff, the residency may receive plans from the developer or his representative. The residency office is a clearinghouse for site plans and traffic impact studies. Any site plans sent directly to the district or central office should be returned to the appropriate residency.

2. Check the site plan for completeness using the appropriate checklist, either the checklist for the preliminary site plan or for site plan completeness.

3. Return incomplete site plans to or contact the sender noting the deficiencies to be corrected.

4. For completed site plans, determine if the plan should be forwarded to the appropriate district office section for either drainage or traffic review or both. The factors considered in this determination include:

   a. The capabilities of the residency staff.
   b. The size of the development.
   c. The level of service on the existing highways that will provide access.
   d. The complexity of the drainage system design.
   e. The residency staff has questions on the site plan.

5. Perform the site plan review using the site plan review checklist and prepare written review comments, or forward the site plan to the appropriate district office section(s) for review with issues of particular concern noted. If both areas are reviewed, jointly address both review persons in the cover letter. Wait to receive their comments.

6. Forward all traffic impact studies to the Regional[*] Traffic Engineering section.

7. Forward the review comments to the county staff or developer or his representative.

8. Coordinate site plan review activities with the county and, if appropriate, with the district.

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[*] Rev. 7/10