

PROCESS FOR STREET ACCEPTANCE INSPECTIONS FOR DEVELOPER PROJECTS IN FAIRFAX COUNTY

1. Developer completes all street construction per the approved plans and obtains VDOT approval of the Post Construction Package.
2. Developer contacts the SDID Senior Engineering Inspector to schedule the First Joint Inspection. The Senior Engineering Inspector promptly informs the Technical Specialist of this request. The developer completes the Public Streets Inspection Guidelines for Bond Release Checklist and provides it to the SDID Senior Engineering Inspector prior to the scheduling of the Joint inspection.
3. The Technical Specialist sends an email to the VDOT Street Acceptance Staff (Inspector & Admin) with a request to schedule the First Joint Inspection, attaching the completed Public Streets Inspection Guidelines for Bond Release Checklist to the email, and copies the SDID Inspector, the Supervising Engineering Inspector, and the Developer on the email. VDOT responds to all by email with the date of the scheduled First Joint Inspection. Upon receipt of the email the Technical Specialist enters the date of inspection in the 'VDOT Street Package Tracker' located on the J/drive.
4. As it is considered to be a joint-effort between VDOT and the County, VDOT will lead the inspection to establish punch list items but the County may also suggest items during the inspection, which may also be added to the list. The VDOT inspector, however, will make the final decision on the items to be included on the punch list and the SDID Inspector will write down all punch list items on a triplicate form. The final punch list shall be signed by the VDOT Inspector, the SDID Inspector and the Developer and one copy provided to each party.
5. The outcome of that inspection, would be either:
 - a. Deficient Punch List Items that must be completed by the Developer (Steps 6, 7 & 8).
 - b. Or Zero (0) Punch List Items (Steps 7 & 8).
6. Once the Deficient Punch List Items are completed the Developer shall notify the Senior Engineering Inspector and the Technical Specialist to request that a Second Joint Inspection be scheduled. Steps (3) and (4) would be repeated. This inspection process will continue until there is Zero (0) Punch List Items.
7. Once there is Zero (0) Punch List Items the Technical Specialist will enter that date in the 'VDOT Street Package Tracker' located on the J/drive.
8. Upon determination of Zero (0) Punch List Items, VDOT will issue the appropriate forms and fee calculations necessary to have the Developer prepare for the Final Package submittal. Also, VDOT will forward the project to Fairfax County Board of Supervisors for the Resolution process.

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9. Fairfax County Board of Supervisors issues a Resolution requesting VDOT to add the project streets to the Secondary System of Fairfax County.
10. Developer submits the Final Package to the Technical Specialist to include County Certification, Fee Payment and BOS Resolution.
11. Upon review for completeness, the Technical Specialist forwards the Final Package to VDOT.
12. VDOT processes the Final Package and obtains the acceptance date from Central Office in Richmond. VDOT will notify the County and Developer of effective date of state maintenance and assigned route numbers.
13. Fairfax County completes the bond release process.