



Memorandum

To: All Architects, Builders, Contractors, Developers, Engineers, Surveyors, and Property Owners

From: Arlington County Stormwater Management

Date: December 23, 2015

Subject: Review of as-built certifications for stormwater management facilities

Please allow at least 10 business days prior to the desired certificate of occupancy (CO) date for the review of the stormwater management facility as-built certification. It is the customer's responsibility to plan ahead to allow sufficient time for this review process. It is also in the customer's best interest to prepare a complete, thorough, and accurate as-built certification package. Doing so will shorten the review and approval process, as outlined below. Otherwise, more than 10 business days may be needed before approval can occur and the CO issued.

Review of the as-built certification documentation for completeness will occur within two (2) business days of submission. If the documentation is not complete (e.g., missing data on facility dimensions, materials, construction sequence, etc.), the customer will be notified of the deficiencies at that time. Each resubmission will be subject to the up to two (2) business day review period for completeness to ensure fairness to other customers already in the queue with complete documentation submissions.

After documentation is determined to be complete, the package will be reviewed and, if acceptable, approved, or otherwise comments provided within three (3) additional business days.

Therefore, complete submissions with no deficiencies will take up to five (5) business days for review and approval.

Please note that each subsequent submission after review will take up to two (2) additional business days. Again, this is to ensure fairness for all customers in the review process.