



Review Schedule and Process Guidelines

- Appointments are required to meet with an Engineering Staff member.
- All submittals to be reviewed in the order in which they are received.
- Plat and Site Plan submittals must be accompanied by a Planning Department reference number.

Submittals for review will typically require a 3 week review period, with exceptions as noted below.

Submittal Type	Review Period
Preliminary Plans/Plats	15 Business Days (3 Weeks)
Site Plans	15 Business Days (3 Weeks)
Plats (for Review)	15 Business Days (3 Weeks)
As-Built Drawings	15 Business Days (3 Weeks)
Shop Drawing Submittals	15 Business Days (3 Weeks)
Design Plans	30 Days (See Explanation Below)
Plats (for Signature/Approval)	See Explanation Below
TRC Submittals	Monthly (See Explanation Below)
Courtesy Pre-Reviews	See Explanation Below

Engineers and Developers are encouraged to pay close attention to PSA design standards and review checklists to avoid delays in the review process.

Design Plan Review:

Design plan review periods will likely vary depending on current workloads and design size and complexity. When a design plan appears to be more involved than average, as a courtesy, the person who made the submittal will be contacted with the estimated review time (45 days, 60 days, etc.). For an average submittal, the goal will be to generate review comments within 30 days. Subsequent revised submittals for the project will be reviewed within the standard 3 week review period.

Initial review comments will be issued and discussed at an informal meeting scheduled between the PSA Staff Member and the Engineer performing the design. Initial plan review comments will not be issued prior to this meeting. To make this meeting most efficient, only these two persons will be included. This meeting will be scheduled by the reviewing PSA Staff member.

For subsequent review submittals, the Engineering Consultant may request a meeting with the PSA staff member performing the review upon re-submittal. At this meeting, the PSA staff member will verify that previous comments have been addressed satisfactorily, and may then require further office review by Inspection and Maintenance staff prior to plan approval. If any previous comment is determined to not have been adequately addressed, the plans will be returned immediately to the Engineer for corrections.

Bedford County Public Service Authority
1723 Falling Creek Road
Bedford, Virginia 24523
Phone: 540-586-7679 ext. 5
Fax: 540-586-5805
Email: EngineeringTeam@bcpsa.com



Plats for Signature/Approval:

Bedford County Planning Department makes deliveries & pick-ups for the PSA on Mondays and Thursdays (typically). Following is the weekly PSA schedule for plat signing:

Deadline for Submittals	Monday at 5:00 PM
Engineering Staff Review	Tuesday
Manager Signature & Approval	Wednesday
Ready for Pick-Up	Thursday at 8:30 AM

TRC Submittals

Comments on TRC Submittals are due monthly to Planning by the Monday preceding the Thursday TRC meeting.

Courtesy Pre-Reviews:

Courtesy Pre-Reviews can be submitted and/or discussed in an informal meeting at the Engineering Staff's discretion and availability. Review period will be determined on a case by case basis depending on workload and complexity of the submittal.

Approved by Board action on January 16, 2007.