



## **VDOT Land Development Toolbox Improving Services to Our Customers**

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# VDOT Land Development Improving Services to Our Customers

## Origin & Progress of Project

### 2014 – VDOT Business Plan Land Development Item

- Devote organizational resources to increase land development plan & plat review services to **stimulate economic opportunity**
- **Reduce review & cycle times** for construction and site plan reviews completed by VDOT staff

### 2014 & 2015 – Land Development Working Group Formed

- Recommendations created from development phase through construction plan approval

### 2016 – Land Development Inspection Group Created

- Recommendations made & related forms created through the street acceptance process

# VDOT Land Development Improving Services to Our Customers

## Goals of Project

- **Clarify** VDOT requirements
- **Create** predictable VDOT processes of plan review and construction inspection
- **Help** customers improve the quality of plans submitted to VDOT
- **Improve** communications
- **Provide** more easily accessible information
- **Enhance** VDOT's online services

# Tools to Assist Engineers and VDOT

1. Submittal Checklist – Used to determine if plans have complete information for a plan review
2. Plan Checklist – Used by both designers developing plans & VDOT staff to determine if correct information & details are in plan
3. Hydraulic Calculations Checklist – Includes drainage & hydraulic information required in plans

## Tools to Assist Developers, Contractors & VDOT

4. Preconstruction Checklist – Can be used during preconstruction meetings with developer, contractors and VDOT to ensure all parties understand responsibilities & requirements
5. Development As-Built Checklist – Lists details and geotech certifications that the Developer's Engineer must submit following construction
6. Final Inspection Checklist – Will be used by VDOT Permit Specialist during final inspection; can assist contractors to prepare for inspection

## Additional Actions to Assist Developers, Engineers, Contractors, Localities and VDOT

1. Promote VDOT involvement at local re-zoning stage to address compliance with VDOT standards **TIA; Access management; ROW**
2. Encourage VDOT attend pre-application meetings with the applicant and the locality **Entrance location, entrance design, turn lane warrants, ROW crossings, maintenance schedules**

# Additional Actions to Assist Developers, Engineers, Contractors, Localities and VDOT

3. Convince VDOT staff to communicate with engineers and developers by phone

Emails tend to over communicate, confuse with poor subject lines, deliver unclear messages, carry a rude or angry tone, contain poor grammar, sentence structure, or abbreviations.

# Additional Actions to Assist Developers, Engineers, Contractors, Localities and VDOT

4. Require VDOT to write plan comments to facilitate & promote solutions

**Per regulations, provide minimum cover over all culverts.**

Please revise the #3 culvert design to provide a minimum of 1ft of cover under the upstream pavement taper.

**Per regulations, show correct limits of disturbance**

Please move the “LOD” on sheet C-102 outside the proposed 484 contour upstream of the culvert.

**Provide an entrance throat per regulations**

Please add concrete curb from the east edge of the eastern commercial entrance to the first parking space of building ‘B’ to prohibit any parking within the limits of the commercial entrance.

## Additional Actions to Assist Developers, Engineers, Contractors, Localities and VDOT

5. Offer and encourage applicants to meet with VDOT staff and the locality at every stage for better understanding of review comments

Save time/money by spending a couple hours meeting instead of many hours on un-necessary re-submittals

6. Require VDOT hold periodic District meetings with the engineering consultants, development community and localities to discuss VDOT services and customer needs

Regular communication about changing regulations, innovations, and customer needs will improve the performance of all stakeholders involved in the process/market

## Improvements to Street/Permit Inspections & Street Acceptance Process

- Require preconstruction meetings with contractors, localities and VDOT staff to discuss developer & contractor responsibilities, expectations and areas of concern
- Require training for contractors and third party inspectors consistent with the “*VDOT Land Development Inspection Manual*”
- Develop clear “Street Assembly package” instructions for localities and VDOT staff usage
- Create dedicated VDOT external website for the land development community – include current VDOT documents, announcements, guidance updates, checklists and links to pertinent sites

## Dedicated VDOT Website: Land Development Community

- Site: <http://www.virginiadot.org/landdevelopers>
- To be used by companies, localities and organizations proposing to develop land, construct new roads and gain access to VDOT roads
- This most often involves subdivisions, commercial, industrial and mixed-use developments and activities
- Page will announce all VDOT policy and process changes related to Land Use
- Page organized to follow general development process:
  - VDOT Land Use regulations
  - Plan review
  - Preconstruction, construction and inspections
  - Street acceptance and project close out
  - VDOT Instructional and Informational Memorandums

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## Questions & Comments

