

What is a Pre-submission Conference?

A pre-submission conference may be requested prior to the first plan submission or any subsequent re-submission when there are questions regarding reviewer comments from the previous submission. They are highly encouraged before the first submission as a means to better understand potential project issues and submission requirements. They function as an opportunity for the applicant team and review team to convene and discuss the project, common challenges, the applicable regulations, and the review process.

How is a Pre-submission requested?

The [attached form](#) must be completed and submitted to the plan review coordinator at planreview@herndon-va.gov. The forms must include any specific questions that the applicant wishes to have discussed. Any exhibits intended for reference at the conference such as sketch plans must be submitted with the completed form. The more detailed the information presented at the meeting is, the more thorough and specific the response from staff can be. Once received and deemed complete, the meeting will be scheduled for the next available pre-submission conference time.

When are the conferences held?

Pre-submission Conferences are held beginning at 2pm every Thursday. Completed requests must be submitted by 12pm the Friday before the Thursday meeting and are scheduled on a first-come-first-serve basis. Each Thursday can accommodate up to 3 meetings. If the schedule is filled, additional requested meetings will be moved to the following week. Each conference is allotted 45 minutes. They can be held virtually or in-person at the Herndon Municipal Center (777 Lynn Street, 2nd Floor).

What occurs at the conference?

Town staff will develop an agenda based on the listed questions in the request form and facilitate the session. Any members of the applicant team relevant to the topics discussed should attend. Key staff members of the review members will attend. Staff will take notes at the meeting and distribute those notes to all attendees following the meeting. Comments made at the meeting do not constitute official assurances or representations by the town or its officials regarding any aspect of the application. There is no guarantee that issues discussed reflect the ultimate staff recommendation.

Need More Info?

For more information on the Pre-submission Conference and plan review process, consult the process webpage at <https://www.herndon-va.gov/departments/public-works/plan-review> or contact the plan review coordinator at planreview@herndon-va.gov.