

TOWN OF LEESBURG IN VIRGINIA
DESIGN AND CONSTRUCTION STANDARDS MANUAL

ARTICLE 1

GENERAL INFORMATION

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ARTICLE 1

GENERAL INFORMATION

SECTION 1-100 INTRODUCTION

1. The Town of Leesburg's Design and Construction Standards Manual establishes guidelines and standards for the design and construction of public facilities constructed within the Town limits.
2. Qualified professionals are encouraged to seek innovative solutions to technical problems. However, to promote orderly development and to expedite plan processing and subsequent construction, standardized procedures and the use of minimum design standards must be employed. Familiarity with, and use of the standards set forth herein by designers, contractors, and inspection personnel, will result in more timely and economical project review, approval, and completion.
3. Requirements based on Federal and State regulations, as well as standards established by the Virginia Department of Transportation within existing state right-of-ways, shall govern design and construction in all cases where they impose a greater requirement or a higher standard than is required by this Manual. In all other instances, the provisions of this Manual shall govern.
4. Required minimum standards governing form, drawing size, scale, and presentation methods are included herein. Such information is presented both for professional designers and subsequent reviewing agencies as general minimum requirements and professional reminders.
5. New information on design criteria, and changes in pertinent Federal and State laws, regulations, and standards will be reflected in periodic reviews and subsequent changes to this publication. Appropriate public notice will be given and a public hearing will be held during the updating process.
6. The references to standards, details, and sections provided in this document provide general reference only, and are not intended to provide a comprehensive cross reference. The engineer is responsible for the correct selection and use of the appropriate standards for individual applications as required.

(End of Section)

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SECTION 1-200

PURPOSE AND INTENT

The Town of Leesburg's Design and Construction Standards Manual is intended to promote the health, safety and general welfare of the public by ensuring implementation of adopted criteria and standards for orderly, controlled, and high quality development within the Town.

To accomplish these ends, the Design and Construction Standards Manual is designed to:

1. Ensure the creation and maintenance of conditions under which people and their environment can exist in productive and enjoyable harmony;
2. Facilitate the creation of a convenient, attractive and harmonious community; to provide for adequate light, air, access, and safety from fire, flood and other damages; and to reduce or prevent congestion in the public streets;
3. Provide construction standards for facilities which are consonant with the economic use of public and private funds and environmental quality;
4. Promote the creation and expansion of land uses with adequate highway and utility facilities;
5. Provide for the creation of residential areas with healthy surroundings for family life;
6. Protect against destruction of, or incompatible development within, historic areas;
7. Promote the conservation of natural resources;
8. Promote the protection and enhancement of property values;
9. Encourage the preservation of stream valleys, steep slopes, lands of natural beauty, wooded areas, scenic vistas, and other similar areas and to ensure that development in such areas, when permitted, is well-controlled;
10. Protect against water pollution; danger and congestion in travel and transportation; and loss of life, health, or property from fire, flood, panic or other dangers;
11. Protect, consistent with State Water Quality Standards, surface and ground water as defined by the Code of Virginia; and

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12. Encourage innovative and desirable approaches to designed development.

(End of Section)

SECTION 1-300

SEVERABILITY

Should any section or provision of this Manual be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Manual as a whole, or any section thereof, other than the section or part thereof so held to be unconstitutional or invalid.

(End of Section)

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SECTION 1-400 ADMINISTRATION

1-410 Enforcement

The Town Manager shall administer the regulations contained in the Design and Construction Standards Manual.

Appeal of decisions rendered by the Director during review and approval of construction drawings (such review being designated in Section 1-420) is within the administrative enforcement authority of the Town Manager.

The Manager, when evaluating any appeal, shall act to preserve the health, safety, property, and welfare of the town and its citizens; and, shall act or direct actions in conformance with regulations promulgated by the Commonwealth of Virginia, Board of Architects, Professional Engineers, Land Surveyors and Landscape Architects.

1-420 Construction Drawings

The Director is the official designated under Sections 2.08, 3.12, 3.14, 3.16 and 3.17 of the Town of Leesburg Subdivision and Land Development Regulations to review construction drawings for Subdivisions, all types of Site Plans, Development and Capital Improvement Plans, and to approve those construction drawings which conform to these regulations.

1. The Director shall interpret the technical language, contained in the Design and Construction Standards Manual, for specific meaning and intent; and shall also interpret said technical language for applicability to a specific construction drawing prior to approval.
2. The Director may approve construction drawings which do not strictly adhere to the technical standards, technical specifications, or numerical values set forth in the Design and Construction Standards Manual provided such approval of "modifications" may be granted without substantial detriment to the public safety and without substantially impairing the intent and purposes of these standards.

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Such approval shall be only granted where the following criteria are satisfied:

A. Site Conditions

- (1) Unusual conditions specific to the site in question would render strict adherence to the requirements of this manual impossible or impractical, and such specific conditions are not of so typical or recurring a nature as to make reasonably practicable the formulation of a general regulation for such conditions or situations, by amendment of this manual; or
- (2) Unusual conditions due to the site being located within the H-1 historic overlay district where strict adherence to the requirements of this manual would be contrary to the Town Plan goal of protecting the Old and Historic District and individual landmarks, not only for their own value as community resources, but also because of their contribution to the town's unique character:
 - (a) Criteria for Approval of Modifications in the H-1 Historic Overlay District. In deciding upon applications for modifications in the H-1 historic district, the Director shall take into account the extent to which the modification would be appropriate because strict adherence to the requirements of this manual would be incongruous to the Old and Historic District.

B. Intent and Effect

- (1) The effect of such "modification" depicted on the construction drawings is in keeping with established engineering practice, normal construction procedure, and accomplishes the intent of the standard, and

C. Request and Procedure

- (1) The "modification" has been specifically requested by the Engineer. The request for a modification must conform to the procedure outlined below and be approved by the Director.

3. Construction drawings which intentionally omit any physical improvements required by the Design and Construction Standards Manual shall be processed pursuant to Section 6.03, Variations, of the Subdivision and Land Development Regulations.

1-430 **Procedure**

1. Construction drawings may be submitted which do not strictly adhere to the technical standards, technical specifications, or numerical values set forth in the Design and Construction Standards Manual where:
 - A. The plan set meets all of the criteria listed in Section 1-420 above.
 - B. The designer shall provide the following information on the plan set cover sheet for all elements which are not in strict adherence:
 - (1) Identifying number.
 - (2) Design and Construction Standards Manual section citation.
 - (3) Plan sheet on which the "modification" or the "interpretation" is located.
 - C. Each plan sheet shall have each element which is not in strict adherence labeled with the identifying number.
 - D. The Director shall take action on such "modifications" or "interpretations" concurrently with the required action on the construction drawings.
2. Alternatively a "modification" or "interpretation" for construction drawings may be requested prior to plan submission.
 - A. All such requests for "modifications" or "interpretations" shall be in the standard format of this section.
 - B. The Director shall take action on all "modifications" or "interpretations" within 30 days of receipt.
 - C. All requests for "modifications" or "interpretations" shall be addressed to the Director as defined in Article ii "Empowering Ordinances".

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1-440 Administrative Publications

1. The Director of Plan Review may, from time to time, issue memoranda to the public to "interpret" or "correct" the technical standards, technical specifications, or numerical values contained herein. The interpretations or corrections shall not be in conflict with the intent of these standards and specifications.
2. All approved modifications, interpretations, or corrections shall be forwarded by the Director of Plan Review to the Revision Committee annually. These interpretations or corrections will be reviewed by the committee and those deemed agreeable for inclusion within the Design and Construction Standards Manual will be forwarded to the Town Council with a recommendation for final adoption.

(End of Section)

SECTION 1-500 DESIGN RESPONSIBILITY

Construction of water supply, fire protection, sanitary sewer, storm drainage, erosion and sediment control, transportation or geotechnical systems required by the Subdivision and Land Development Ordinance shall conform to the standards in this Manual. Plans for these systems shall be prepared and designed under the direction of a registered professional engineer or licensed 3(b) land surveyor, licensed to practice in the Commonwealth of Virginia. A licensed 3(b) land surveyor may not design pressure hydraulic systems. Each plan sheet or calculation package shall bear the professional seal and signature of the design professional of record.

(End of Section)

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SECTION 1-600 APPROVAL REQUIRED

Prior to construction of any water supply, fire protection, sanitary sewer, storm drainage, erosion and sediment control, transportation or geotechnical provision required by the Subdivision and Land Development Ordinance, plans must be approved by the Director as meeting the requirements of the ordinance and as meeting the standards herein.

(End of Section)

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GENERAL INFORMATION

SECTION 1-800 RELOCATION OF PUBLIC IMPROVEMENTS

1. When development proposes to:
 - a. Relocate existing public improvements.
 - b. Encroach upon existing public rights-of-way or easements with physical improvements.
 - c. Reduce cover over existing public improvements to less than that specified by this manual.
 - d. Increase cover over existing public improvements to more than that specified by this manual.

The Developer shall be responsible for replacement of the public improvements on new location during development of the property. Such replacement shall be to the standards and specifications set forth in this manual, shall be approved by the Director, and shall be at no cost to the town.

(End of Section)

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