

Processing Items Unique to the Town of Leesburg

The following are some examples of where the plan review process within the Town of Leesburg differs from other jurisdictions:

1. The Town has, on the Plan Review webpage, the following “standardized” sheets that must be used in all Construction Drawing and Site Plan sets:
 - a. Cover Sheet
 - b. General Notes Sheets
 - c. General Landscape Sheets
2. The Town requires a pre-Application Meeting prior to submission of any Land Development Application.
3. The Town encourages applicants to send PDFs to staff for review prior to all submissions in an attempt to encourage a “get it right the first time” process.
4. The Town has its own Design and Construction Standards Manual (DCSM), Subdivision and Land Development Regulations (SLDR) and Zoning Ordinance.
5. DCSM Modifications shall be submitted to the Director of Plan Review separately with written justification. Not all Modifications will be approved.
6. Bond Estimate forms are specific to the Town of Leesburg and can be found on Plan Reviews webpage.
7. Final Bond Documents are approved administratively through the Department of Public Works.
8. The Town maintains all roads except portions of Route 7 and the by-pass. Unless one of those roads are being impacted by the design, there is no need for any VDOT approvals.
9. The Town maintains all water and sanitary sewer within the corporate limits and most of the Joint Land Management Area (JLMA) along the Town’s boundaries. Therefore, all water and sewer reviews are performed by the Town.
10. All “non-standard” structures require either approval stamps from VDOT or a third party review and approval by a structural engineer acceptable to the Town. All non-standard structures must have either VDOT or third party approval prior to construction.

11. Prior to approval of any Site Plan or Construction Drawing within the Town, the following shall be complete:
 - a. All Comments shall be addressed to the satisfaction of the Director of Plan Review.
 - b. The Bond Documents shall be posted and in Place.
 - c. All off-site Plats shall be recorded.
 - d. All onsite plats shall be recorded (requires bond to be posted prior to recordation)
12. The Town will issue a Zoning Clearance letter to Loudoun County once the Plans are in an approvable format.
13. The Town is the VSMP Authority. All SWPPP and VSMP applications shall be processed through the Town, under separate cover.
14. Because Leesburg is a Town within Loudoun County, there are certain aspects of the Land Development process that must be processed by the Applicant directly through Loudoun County.

For example:

- a. Grading permits are processed directly through Loudoun County.
 - b. Building Permits are processed directly through Loudoun County.
(Includes Structural, Mechanical, Electrical, etc.)
15. Concurrent processing of Zoning Applications, Preliminary Plans and Final Construction / Site Plans is not permitted.
 16. Submission Fees are required for most types of applications. The fee schedule is available on Plan Review's webpage as well.