

# Town of Leesburg Land Development Review and Inspection Fee Schedule

Adopted November 30, 2010  
Revised through May 8, 2020

## Subdivision and Land Development Applications

Preliminary Subdivision Plat - Non-Residential First Submission	\$7,500.00 plus \$200.00 per lot or division of land (up to 2 submissions)																		
Preliminary Subdivision Plat - Non-Residential Subsequent Submissions	\$1,500.00 per additional submission (after second submission)																		
Preliminary Subdivision Plat – Residential First Submission	\$7,500.00 plus \$200.00 per lot or division of land (up to 2 submissions)																		
Preliminary Subdivision Plat – Residential Subsequent Submissions	\$1,500.00 per additional submission (after second submission)																		
Construction Drawings First Submission (includes front-loaded inspection fees for Public Works and Utilities)	\$8,000.00 plus \$125.00 per lot plus inspection costs for proposed public improvements and site improvements as noted below (up to 2 submissions)  <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Type of Public Improvement</u></th> <th style="text-align: left;"><u>Unit Rate</u></th> </tr> </thead> <tbody> <tr> <td>Storm Sewer</td> <td>\$4.00 per linear foot</td> </tr> <tr> <td>Water Main</td> <td>\$1.90 per linear foot</td> </tr> <tr> <td>Curb &amp; Gutter</td> <td>\$1.25 per linear foot</td> </tr> <tr> <td>Sidewalk</td> <td>\$1.50 per linear foot</td> </tr> <tr> <td>Sanitary Sewer</td> <td>\$2.15 per linear foot</td> </tr> <tr> <td>Street</td> <td>\$2.00 per linear foot</td> </tr> <tr> <td>Overlot Grading</td> <td>\$130.00 per lot</td> </tr> <tr> <td>Other Major Utility Facilities</td> <td>1.5% of construction costs</td> </tr> </tbody> </table>	<u>Type of Public Improvement</u>	<u>Unit Rate</u>	Storm Sewer	\$4.00 per linear foot	Water Main	\$1.90 per linear foot	Curb & Gutter	\$1.25 per linear foot	Sidewalk	\$1.50 per linear foot	Sanitary Sewer	\$2.15 per linear foot	Street	\$2.00 per linear foot	Overlot Grading	\$130.00 per lot	Other Major Utility Facilities	1.5% of construction costs
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Construction Drawings Subsequent Submissions	\$5,000.00 per each additional submission (after second submission)																		
*Construction Drawings Signature Sets	\$2,500.00																		
Correction Plat	\$1,500.00 plus \$50.00 per lot (up to 2 submissions)																		
Correction Plat Subsequent Submissions	\$315.00 per each additional submission (after second submission)																		
Easement Plat	\$2,500.00 (up to 2 submissions)																		
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Right-of-Way Dedication Plat	\$2,500.00																		

	(up to 2 submissions)																		
Right-of-Way Dedication Plat Subsequent Submissions	\$500.00 per each additional submission (after second submission)																		
Vacation of a Plat	\$150.00																		
Boundary Line Adjustment Plat (Single Owner)	\$1,250.00 (up to 2 submissions)																		
Boundary Line Adjustment Plat (Single Owner) Subsequent Plat Submissions	\$275.00 per each additional review (after second submission)																		
Boundary Line Adjustment Plat (Multiple Owners)	\$1,750.00 (up to 2 submissions)																		
Boundary Line Adjustment Plat (Multiple Owners) Subsequent Submissions	\$275.00 per each additional submission (after second submission)																		
Boundary Line Vacation Plat	\$1,000.00 (up to 2 submissions)																		
Boundary Line Vacation Plat Subsequent Submissions	\$275.00 per each additional submission (after second submission)																		
Final Plat – Non Residential	\$3,500.00 plus \$240.00 per lot or division of land (up to 2 submissions)																		
Final Plat - Non-Residential Subsequent Submissions	\$750.00 per each additional submission (after second submission)																		
Final Plat – Residential	\$3,500.00 plus \$120.00 per lot of division of land (up to 2 submissions)																		
Final Plat – Residential Subsequent Submissions	\$1,500.00 per each additional submission (after second submission)																		
Site Plan First Submission (includes front loaded inspection fees for both Public Works and Utilities)	<u>1st submission</u> \$10,000.00 plus \$200.00 per acre, plus inspection costs for proposed public and site improvements as noted below  <table border="0"> <thead> <tr> <th><u>Type of Public Improvement</u></th> <th><u>Unit Rate</u></th> </tr> </thead> <tbody> <tr> <td>Storm Sewer</td> <td>\$4.00 per linear foot</td> </tr> <tr> <td>Water Main</td> <td>\$1.90 per linear foot</td> </tr> <tr> <td>Curb &amp; Gutter</td> <td>\$1.25 per linear foot</td> </tr> <tr> <td>Sidewalk</td> <td>\$1.50 per linear foot</td> </tr> <tr> <td>Sanitary Sewer</td> <td>\$2.15 per linear foot</td> </tr> <tr> <td>Street</td> <td>\$2.00 per linear foot</td> </tr> <tr> <td>Overlot Grading</td> <td>\$130.00 per lot</td> </tr> <tr> <td>Other Major Utility Facilities</td> <td>1.5% of construction costs</td> </tr> </tbody> </table>	<u>Type of Public Improvement</u>	<u>Unit Rate</u>	Storm Sewer	\$4.00 per linear foot	Water Main	\$1.90 per linear foot	Curb & Gutter	\$1.25 per linear foot	Sidewalk	\$1.50 per linear foot	Sanitary Sewer	\$2.15 per linear foot	Street	\$2.00 per linear foot	Overlot Grading	\$130.00 per lot	Other Major Utility Facilities	1.5% of construction costs
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Site Plan Subsequent Submissions	\$5,000.00 per each additional submissions (after second submission)																		
*Site Plan Signature Set	\$2,500.00																		
Minor Modifications to Approved Site Plans/Construction	\$350.00 per revised sheet per submission																		

Drawings																			
Minor Site Plan First Submission (includes front loaded inspection fees for both Public Works and Utilities)	<u>1st submission</u> \$5,500.00 plus \$200.00 per acre plus inspection costs for public and site improvements as noted below (up to 2 submissions)  <table> <thead> <tr> <th><u>Type of Public Improvement</u></th> <th><u>Unit Rate</u></th> </tr> </thead> <tbody> <tr> <td>Storm Sewer</td> <td>\$4.00 per linear foot</td> </tr> <tr> <td>Water Main</td> <td>\$1.90 per linear foot</td> </tr> <tr> <td>Curb &amp; Gutter</td> <td>\$1.25 per linear foot</td> </tr> <tr> <td>Sidewalk</td> <td>\$1.50 per linear foot</td> </tr> <tr> <td>Sanitary Sewer</td> <td>\$2.15 per linear foot</td> </tr> <tr> <td>Street</td> <td>\$2.00 per linear foot</td> </tr> <tr> <td>Overlot Grading</td> <td>\$130.00 per lot</td> </tr> <tr> <td>Other Major Utility Facilities</td> <td>1.5 % of construction costs</td> </tr> </tbody> </table>	<u>Type of Public Improvement</u>	<u>Unit Rate</u>	Storm Sewer	\$4.00 per linear foot	Water Main	\$1.90 per linear foot	Curb & Gutter	\$1.25 per linear foot	Sidewalk	\$1.50 per linear foot	Sanitary Sewer	\$2.15 per linear foot	Street	\$2.00 per linear foot	Overlot Grading	\$130.00 per lot	Other Major Utility Facilities	1.5 % of construction costs
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Mini Site Plan First Submission (includes front loaded inspection fees for both Public Works and Utilities)	<u>1st submission</u> \$3,500.00 plus inspection costs for public and site improvements as noted below (up to 2 submissions)  <table> <thead> <tr> <th><u>Type of Public Improvement</u></th> <th><u>Unit Rate</u></th> </tr> </thead> <tbody> <tr> <td>Storm Sewer</td> <td>\$4.00 per linear foot</td> </tr> <tr> <td>Water Main</td> <td>\$1.90 per linear foot</td> </tr> <tr> <td>Curb &amp; Gutter</td> <td>\$1.25 per linear foot</td> </tr> <tr> <td>Sidewalk</td> <td>\$1.50 per linear foot</td> </tr> <tr> <td>Sanitary Sewer</td> <td>\$2.15 per linear foot</td> </tr> <tr> <td>Street</td> <td>\$2.00 per linear foot</td> </tr> <tr> <td>Overlot Grading</td> <td>\$130.00 per lot</td> </tr> <tr> <td>Other Major Utility Facilities</td> <td>1.5 % of construction costs</td> </tr> </tbody> </table>	<u>Type of Public Improvement</u>	<u>Unit Rate</u>	Storm Sewer	\$4.00 per linear foot	Water Main	\$1.90 per linear foot	Curb & Gutter	\$1.25 per linear foot	Sidewalk	\$1.50 per linear foot	Sanitary Sewer	\$2.15 per linear foot	Street	\$2.00 per linear foot	Overlot Grading	\$130.00 per lot	Other Major Utility Facilities	1.5 % of construction costs
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<u>Lot Grading Plan</u> For Single Family Detached Lots, Single Family Attached Lots (Townhouse, Triplex or Quadraplex Units) and Two Family Unit Lots (Duplex Units) and Two over Two units (Stacked Townhouse Units) ---First Submission	\$500.00 per lot or per Unit (up to 2 submissions)																		
<u>Lot Grading Plan</u> For Single Family Detached Lots, Single Family Attached Lots (Townhouse, Triplex or Quadraplex Units) and Two Family Unit Lots (Duplex Units) and Two over Two units (Stacked Townhouse Units) ---Subsequent Submission (after second submission)	\$250.00 per Lot or per Unit per each subsequent submission (after second submission)																		

<u>Revisions to Approved Lot Grading Plan</u> For Single Family Detached Lots, Single Family Attached Lots (Townhouse, Triplex or Quadraplex Units) and Two Family Unit Lots (Duplex Units) and Two over Two units (Stacked Townhouse Units) ---Each Submission	\$150.00 per Lot or per Unit per each submission																
Site Plan Waiver (Residential)	\$500.00 plus inspection costs for proposed public improvements as noted below (up to 2 submissions)  <table> <thead> <tr> <th><u>Type of Public Improvement</u></th> <th><u>Unit Rate</u></th> </tr> </thead> <tbody> <tr> <td>Storm Sewer</td> <td>\$4.00 per linear foot</td> </tr> <tr> <td>Water Main</td> <td>\$1.90 per linear foot</td> </tr> <tr> <td>Curb &amp; Gutter</td> <td>\$1.25 per linear foot</td> </tr> <tr> <td>Sidewalk</td> <td>\$1.50 per linear foot</td> </tr> <tr> <td>Sanitary Sewer</td> <td>\$2.15 per linear foot</td> </tr> <tr> <td>Street</td> <td>\$2.00 per linear foot</td> </tr> <tr> <td>Other Major Utility Facilities</td> <td>1.5 % of construction costs</td> </tr> </tbody> </table>	<u>Type of Public Improvement</u>	<u>Unit Rate</u>	Storm Sewer	\$4.00 per linear foot	Water Main	\$1.90 per linear foot	Curb & Gutter	\$1.25 per linear foot	Sidewalk	\$1.50 per linear foot	Sanitary Sewer	\$2.15 per linear foot	Street	\$2.00 per linear foot	Other Major Utility Facilities	1.5 % of construction costs
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Site Plan Waiver (Non-Residential) Subsequent Submissions	\$750.00 per each subsequent submission (after second submission)																
Site Plan Waiver (Non-residential) Signature Sets	\$500.00																
Public Improvements Not part of Subdivision Plat or Site Plan (includes front loaded inspections fees for Public Works and Utilities)	\$7,500.00 plus inspection costs for proposed public improvements as noted below (up to 2 submissions)  <table> <thead> <tr> <th><u>Type of Public Improvement</u></th> <th><u>Unit Rate</u></th> </tr> </thead> <tbody> <tr> <td>Storm Sewer</td> <td>\$4.00 per linear foot</td> </tr> <tr> <td>Water Main</td> <td>\$1.90 per linear foot</td> </tr> <tr> <td>Curb &amp; Gutter</td> <td>\$1.25 per linear foot</td> </tr> <tr> <td>Sidewalk</td> <td>\$1.50 per linear foot</td> </tr> <tr> <td>Sanitary Sewer</td> <td>\$2.15 per linear foot</td> </tr> <tr> <td>Street</td> <td>\$2.00 per linear foot</td> </tr> </tbody> </table>	<u>Type of Public Improvement</u>	<u>Unit Rate</u>	Storm Sewer	\$4.00 per linear foot	Water Main	\$1.90 per linear foot	Curb & Gutter	\$1.25 per linear foot	Sidewalk	\$1.50 per linear foot	Sanitary Sewer	\$2.15 per linear foot	Street	\$2.00 per linear foot		
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	Overlot Grading \$130.00 per lot Other Major Utility Facilities 1.5 % of construction costs
Public Improvements Not part of Subdivision Plat or Site Plan Subsequent Submissions	\$5,000.00 per each subsequent submission (after second submission)
Public Improvements Not part of Subdivision Plat or Site Plan Signature Set	\$2,500.00
Rough Grading Plan	\$1,500.00 plus \$250.00 per disturbed acre
Floodplain Study	\$3,500.00 plus \$200.00 per cross-section over 8 cross sections (up to 2 submissions)
Floodplain Study Subsequent Submissions	\$1,500.00
Floodplain Study Signature Set	\$500.00
Floodplain Alteration Study	\$3,500.00 plus \$200.00/cross section over 8 cross sections (up to 2 submissions)
Floodplain Alteration Study Subsequent Submissions	\$1,500.00
*Floodplain Alteration Study Signature Set	\$500.00
Traffic Study	\$1,700.00
Variation Request (Subdivision and Land Development Regulations)	\$1,500.00 per code section plus cost of advertisement
DCSM Modifications	\$1,250.00 per section modified

<b>* Signature Set Submission Fess required with “ALL” Signature Set Submissions</b>	
Performance Bonds (Active Project) Extension Reduction Release	\$500.00 \$900.00 \$1,800.00
Performance Bonds (Approved Plans to be Voided) Release for Unconstructed Projects	\$150.00 per bond release request
Landscape Inspections	\$200.00 per re-inspection \$250.00 Non residential
Parking Lot –Restripping Plan	\$750.00
Re-Activate an Inactive Plan, Plat or Study	\$500.00 Each
<b>Land Use &amp; Zoning Applications</b>	
Rezoning	\$32,000.00 per more than 10 acres (first through third submissions)  \$16,000.00 per up to 10 acres (first through third submissions)  \$1,200.00 per each submission over three submissions
Concept Plan and/or Proffer Amendments	\$10,000.00
Special Exceptions	\$10,000.00 per buildings over 10,000 square feet (first through third submissions)  \$7,500.00 per buildings up to 9,999 square feet (first through third submissions)  \$1,200.00 per each submission over three submissions  or  \$1,000.00 for non-profits  or  \$500.00 for accessory structures to dwellings
Town Plan Amendment	\$5,600.00 plus cost of advertising
Commission Permit	\$1,000.00
Zoning Ordinance Modifications or Waivers per Code Section Modified	\$1,250.00

<b>Zoning Applications &amp; Inspections</b>	
Zoning Permits	\$350.00 New residential construction \$300.00 New non-residential construction \$30.00 per residential addition, alteration, etc. \$50.00 per non-residential addition, alteration, etc. \$30.00 per accessory structure – residential
Sign Permits	\$40.00 per sign. \$35.00 per temporary sign
Temporary Use	\$250.00
Variances	\$350.00
Appeals	\$350.00
Appeals to Council (Proffers)	\$500.00
Special Exceptions/Flood plain, BZA	\$250.00
Zoning Certification Letters	\$150.00
Zoning Re-inspections – Residential – Subdivision	\$200.00
Zoning Re-inspections – Commercial – Occupancy	\$250.00
Zoning Re-inspections – Residential – Occupancy	\$50.00
Home Occupation Permit	\$30.00
<b>Board of Architectural Review</b>	
BAR review of Comprehensive Sign Plan	\$25.00
Council review of Comprehensive Sign Plan	\$25.00
Appeal of BAR Decision to Council	\$25.00
New construction of one or more primary buildings	\$500.00
New construction of one or more accessory structures	\$50.00
Additions to existing primary buildings	\$100.00
Additions to existing accessory structures	\$25.00
Alterations to existing primary or accessory structures	\$25.00
Demolition of an existing structure	\$50.00
Administrative Review of landscaping, etc.	No fee
Administrative Review of Paint Color	No fee
Signs (Administrative and BAR approval)	\$10.00 for all signs
<b>Publications</b>	
Zoning Ordinance	\$12.00
Town Plan	\$20.00
Subdivision & Land Development Regulations	\$5.00
H-2 Corridor Guidelines	\$20.00
Old & Historic District Guidelines	\$10.00
Zoning Map	\$10.00
Old & Historic District Map	\$10.00
Quarterly Development Report	\$5.00
Walking Tour Guidelines	\$5.00
Design and Construction Standards Manual (DCSM)	\$60.00
<b>Communications Right of Way Use Applications</b>	
Communications Right-of-Way License Review and Inspection Fee	\$5,000.00

