



Department of Plan Review

VSMP Permit Modification or Transfers

Minimum Submission Checklist

DCSM 5-311.3

VPDES General Permit No. VAR10, Part II

(Last revised 2-24-2022)

	TLVP -	
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APPLICATION NAME

TOL APPLICATION NUMBER

Email planintake@leesburgva.gov with a digital draft LDA to request a TOL Application Number

Plan Review can generate an invoice prior to submission to assist in making a payment. You can pay the invoice at Town Hall, or you can choose to pay online. Click the following link to pay online: <https://ipn2.paymentus.com/cp/lbup>

Please be advised that any applications submitted on weekends, holidays or after 4:00 PM (on any given business day) shall, for tracking purposes, have an official submission date of the next official “Business Day”.

1st Submission

- Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Completed Land Development Application
- FEE: Modification or Transfer fee: (See Fee Schedule)
- Permit Fee Form (1 Paper Copy and 1 Digital Copy)
- Transfer of Ownership Agreement (if transferring permit) (1 Paper Copy and 1 Digital Copy)
- PDF copy of the previously approved SWPPP
- Draft modified SWPPP documents (1 Paper Copy and 1 Digital Copy)
- Transmittal listing each sheet in the SWPPP that is being modified (1 Paper Copy and 1 Digital Copy)
- Draft copy of the Registration Statement (signatures not required until 2nd submission) (1 Paper Copy and 1 Digital Copy)
- All supporting documents (1 Paper Copy and 1 Digital Copy)



Department of Plan Review

2nd Submission and Subsequent Submissions (Until Approved)

- Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- ** Revised SWPPP documents (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- FEE: N/A
- Updated Transmittal outlining each revised sheet/document (1 Paper Copy and 1 Digital Copy)
- Updated Registration Statement with original signature (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Updated SWPPP signature page with original signature, per Part III.K.2 of the General Permit (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Complete revised SWPPP package (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Written Response to all Staff and Referral Agency Comments

**Applies to additional submissions after 1st submission*

*** Applicant has the option to insert all revised sheets into the previously submitted SWPPP. In this case the applicant must also provide a transmittal listing individually all items which are being inserted into the SWPPP.*

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