



**Department of Plan Review**

**VSMP Permit**

Minimum Submission Checklist

DCSM 5-311.3

VPDES General Permit No. VAR10, Part II

(Last revised 2-24-2022)

	TLVP -	
--	--------	--

APPLICATION NAME

TOL APPLICATION NUMBER

Email [planintake@leesburgva.gov](mailto: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”.**

**1<sup>st</sup> Submission**

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)  
(With second submission of associated Site Plan or Construction Drawings)
- Completed Land Development Application with original signatures
- Include related TOL Application number on the Traffic Study (TLPF # or TCLD #)
- FEE: 1<sup>st</sup> half of the required fee: (See Fee Schedule)
- Permit Fee Form (1 Paper Copy and 1 Digital Copy)
- Draft copy of the SWPPP (1 Paper Copy and 1 Digital Copy)
- Draft copy of the Registration Statement - signatures not required until 2<sup>nd</sup> Submission (1 Paper Copy and 1 Digital Copy)
- Checklist of items not yet available, to be provided prior to the pre-construction meeting (1 Paper Copy and 1 Digital Copy)
- Checklist of items not yet available, to be provided as necessary throughout construction (1 Paper Copy and 1 Digital Copy)



## Department of Plan Review

### **2<sup>nd</sup> Submission**

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)  
(With third submission of associated Site Plan or Construction Drawings)
- FEE: 2<sup>nd</sup> half of the required fee: (See Fee Schedule)
- \*\* Revised SWPPP with all required attachments (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Updated Transmittal outlining each revised sheet/document (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Updated Registration Statement with original signatures (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)
- Authorized Representative form with original signature (if applicable) (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Digital copy of the complete SWPPP (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Written Response to all Staff and all Referral Agency Comments

### **\*3<sup>rd</sup> Submission and Subsequent Submissions (Until Approved)**

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)  
(With third submission of associated Site Plan or Construction Drawings)
- FEE: N/A
- \*\* Revised SWPPP with all required attachments (1 Paper Copy and 1 Digital Copy)
- Updated Transmittal outlining each revised sheet/document (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Updated Registration Statement with original signatures (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)
- Authorized Representative form with original signature (if applicable) (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Digital copy of the complete SWPPP (2 Paper Copies and 2 Digital Copies: 1 clean copy and 1 copy highlighting all changes)
- Written Response to all Staff and all Referral Agency Comments



**Department of Plan Review**

*\*Applies to additional submissions after 2<sup>nd</sup> 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.*

*\*\*\*Please confirm all hard copies being submitted match the digital data being forwarded*

*J:\1 Favereaux\Templates (Master)\Checklists\WRA Checked\Checklist - VSMP 2022.Docx*