



Department of Plan Review

Traffic Study
Submission Checklist
(TLTS)
(Last revised 2-24-2022)

		TLTS -	
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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 concurrent with first submission of associated Site Plan or Construction Drawings.
- Include related TOL Application number on the Traffic Study (TLPF # or TCLD #)
- Completed Land Development Application with original signatures
- # Copies of Study: **Paper copies** – 2 signed & sealed, cover sheet with original signatures; **Digital** - 1 copy
- # Copies of Associated Plan – 1 copy
- * Fee: \$1,700 Flat Fee

2nd and Subsequent Submissions

- *Email Digital PDF of all submission documents to: planintake@leesburgva.gov concurrent with each submission of associated Site Plan or Construction Drawings until the Traffic Study is approved by Staff
- Fee: N/A
- # Copies of Study: **Paper copies** – 2 signed & sealed, cover sheet with original signatures; **Digital** - 1 copy clean and 1 copy highlighting all changes
- Written Response to all Staff and all Referral Agency Comments

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

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