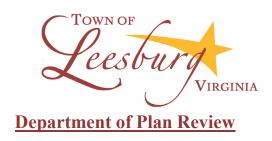


## Site Plan Waiver

Minimum Submission Checklist SLDR Section 3.21 (Last revised 2-24-2022)

	TLDW -		
APPLICATION NAME		TOL APPLICATION NUMBER	
Email <u>planintake@leesburgva.gov</u> 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: <a href="https://ipn2.paymentus.com/cp/lbup">https://ipn2.paymentus.com/cp/lbup</a>			
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".			
□ ***Email Digital PDF of all submission □ Include TOL Application number on co □ Completed Land Development Applica □ **Fee: Non-Res: \$1,500.00 plus inspect Res: \$500.00 plus inspect □ # Copies of Plan: Paper copies – 6 sign original signatures****; Digital - 1 cop □ Proof of Town Taxes Paid □ Call Miss Utility – Call 811 and have a marked. All utilities must be shown on □ Crescent Design District: P&Z Administ Submit application and fee for \$1,000 utility  2nd Submission (excluding signature sets) □ ***Email Digital PDF of all submission □ # Copies of Plan: Paper copies – 6 sign Signatures**** (Including 2 sets with a Digital - 1 highlighted and 1 clean copy □ Written Response to all Staff and all Response to all	ver sheet of stion with oriention costs for costs for hed & sealed py  Il underground the Site Plastrative review ander separate and documents	plan.  Iginal signatures  For proposed public improvements  In proposed public improvements  In cover sheet with  Indutilities (Private and Public) lines  In Waiver  In with the for the new development  In the cover to Plan Review (as applicable)  In the cover to Plan Review (as applicable)	

Phone: 703-771-2772



*3rd Submission and Each Subsequent Submission (excluding signature sets)
□ ***Email Digital PDF of all submission documents to: <u>planintake@leesburgva.gov</u>
☐ Fee: Non-Res: \$750.00 per each subsequent submission (after 2 <sup>nd</sup> submission)
Res: \$250.00 per each subsequent submission (after 2 <sup>nd</sup> submission)
☐ # Copies of Plan: 5 (signed & sealed, coversheet with original signatures****)
☐ Written Response to all Staff and all Referral Agency Comments
Signature Set Submission
□ ***Email Digital PDF of all submission documents to: <u>planintake@leesburgva.gov</u>
☐ Fee: Non-Res: \$500.00
Res: \$250.00
☐ #Copies of Plan: <b>Paper copies</b> – Eight (8) clean sets for Signature, cover sheet
with original signatures****; <b>Digital</b> – One (1) clean copy and One (1)
highlighted copies (if changes were required with submission)
☐ Written Response to all Staff and all Referral Agency Comments (if applicable)
☐ Proof of acknowledgement via signed letter from the Applicant with the
following statement included: "I understand that prior to any land disturbance
activities, I must submit a zoning permit with applicable fees to the Department of
Planning and Zoning."
* Applies to additional submissions of an 2nd submission (and discussion state)
*Applies to additional submissions after $2^{nd}$ submission (excluding signature sets)
**An incorrect fee amount provided with the submission will result in a rejection of the
submission of the application. Staff recommends the applicant coordinate with staff prior to
official submission to confirm the fee is correct to avoid a rejected application.
official submission to confirm the fee is correct to avoid a referred apprication.
***Please confirm all hard copies being submitted match the digital data being forwarded
**** Not All Site Plan Waivers will require a PE seal (Check with Plan Review Director before
submitting plans.)
J:\I Favereaux\Templates (Master)\Checklists\ wra checked 2-24-22/Site Plan Waiver Checklist.2022.Docx
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