



Department of Plan Review

Site Plan Waiver

Minimum Submission Checklist

SLDR Section 3.21

(Last revised 2-24-2022)

	TLDW -	
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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
- Include TOL Application number on cover sheet of plan.
- Completed Land Development Application with original signatures
- **Fee: Non-Res: \$1,500.00 plus inspection costs for proposed public improvements
Res: \$500.00 plus inspection costs for proposed public improvements
- # Copies of Plan: **Paper copies** – 6 signed & sealed, cover sheet with original signatures****; **Digital** - 1 copy
- Proof of Town Taxes Paid
- Call Miss Utility – Call 811 and have all underground utilities (Private and Public) lines marked. All utilities must be shown on the Site Plan Waiver
- Crescent Design District: P&Z Administrative review fee for the new development
Submit application and fee for \$1,000 under separate cover to Plan Review (as applicable)

2nd Submission (excluding signature sets)

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- # Copies of Plan: **Paper copies** – 6 signed & sealed, cover sheet with original Signatures**** (Including 2 sets with all changes highlighted);
Digital - 1 highlighted and 1 clean copy
- Written Response to all Staff and all Referral Agency Comments



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***3rd Submission and Each Subsequent Submission (excluding signature sets)**

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: Non-Res: \$750.00 per each subsequent submission (after 2nd submission)
Res: \$250.00 per each subsequent submission (after 2nd 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: planintake@leesburgva.gov
- Fee: Non-Res: \$500.00
Res: \$250.00
- #Copies of Plan: **Paper copies** – Eight (8) clean sets for Signature, cover sheet with original signatures****; **Digital** – 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 after 2nd 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.*

****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.)*

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