



Department of Plan Review
Preliminary Subdivision Plat

Minimum Submission Checklist
SLDR Section 2.16 (b) / TLPS

(REQUIRED ONLY FOR SUBDIVISIONS OF MORE THAN 50 LOTS)
(Last revised 2-24-2022)

	TLPS -	
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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 with original signatures
- **Fee:
(Non-residential): \$7,500.00 plus \$200.00 per lot or division of land up to 2 submissions
(Residential): \$7,500.00 plus \$200.00 per lot or division of land up to 2 submissions
- # Copies of Plat: **Paper copies** – Eight (8) signed & sealed, cover sheet with original signatures; **Digital** - 1 copy
- ESI Acceptance Transmittal and Checklist (if ESI Member)
- Proof of Town Taxes Paid
- Adjacent Owner Notifications
- Traffic Study (if applicable)
- 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

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: N/A
- # Copies of Plat: **Paper copies** – Eight (8) signed & sealed, cover sheet with original signatures (Including 2 sets with all changes highlighted); **Digital** - 1 highlighted and 1 clean copy
- ESI Acceptance Transmittal (if ESI Member)
- Written Response to all Staff and all Referral Agency Comments



Department of Plan Review

*3rd Submission and Each Subsequent Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: Non-residential & Residential: \$1,500.00
- # Copies of Plat: **Paper copies** – Eight (8) signed & sealed, cover sheet with original signatures (Including 2 sets with all changes highlighted);
Digital – One (1) highlighted and 1 clean copy
- ESI Acceptance Transmittal (if ESI Member)
- 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-residential & Residential: \$1,500.00
- #Copies of Plat: **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 Referral Agency Comments (if any)
- Conditions of Preliminary Plat Approval Memorandum prepared by the Director of Plan Review and signed by the Applicant agreeing to all conditions of approval.

**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*