



Department of Plan Review

**Plat of Vacation
(Used for Voiding an Entire Recorded Plat Only)**

Minimum Submission Checklist
As applies to Final Subdivision Plat
SLRD Section 2.14
(Last revised 2-24-2022)

	TLBV -	
<i>APPLICATION NAME</i>		<i>TOL APPLICATION NUMBER</i>

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: \$150.00
- # Rolled copies of Plat: 5 rolled set (Please do NOT fold)
- Proof of Town Taxes Paid

Subsequent Submissions (excluding signature sets)

- *Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: N/A
- Digital version: 1 revised set (not highlighted); AND
1 revised set (with all changes highlighted)
- # Copies of Plat: 5 rolled (3 with all changes highlighted)
- # Copies of Deed (if applicable): 2
- Written Response to all Staff Comments



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Signature Set Submission

- *Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: N/A
- # Copies of Plat: 7 rolled (sealed with original signatures on each cover sheet)
Please do NOT fold (*Additional copies may be submitted if applicant desires more than 2 approved copies back*)
- Signed copy of Deed (if applicable)
- Written Response to all Staff Comments (if applicable)

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

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