



**Department of Plan Review**

**Plat of Correction  
(To Correct Errors within a Recorded Plat Only)**

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

	TLCS -	
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*APPLICATION NAME*

*TOL APPLICATION NUMBER*

Email [planintake@leesburgva.gov](mailto: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”.**

**1<sup>st</sup> Submission**

- \*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Include TOL Application number of Original Recorded Plat to be corrected as well as its associated recordation information
- Completed Land Development Application with original signatures
- Fee: \$1,500.00 + \$50.00 per lot (up to 2 Submissions)
- Digital version: 1 copy of plat
- # Rolled paper copies of Plat: 5 rolled set (Please do NOT fold)
- Proof of Town Taxes Paid



## Department of Plan Review

### 2<sup>nd</sup> Submission

- \*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Fee: N/A
- Digital version: 1 revised set (not highlighted); AND  
1 revised set (with all changes highlighted)
- # Rolled paper copies of Plats: 5 revised rolled sets, 2 with all changes highlighted (Please do NOT fold any of the sets)
- # Copies of Deed (if applicable): 2 paper copies; 1 digital copy
- Written Response to all Staff Comments and all Referral Comments

### \*3<sup>rd</sup> Submission and Each Subsequent Submission

- \*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Fee: \$315.00
- Digital version: 1 revised set (not highlighted); AND  
1 revised set (with all changes highlighted)
- # Rolled paper copies of Plats: 5 revised rolled sets, 2 with all changes highlighted (Please do NOT fold any of the sets)
  - # Copies of Deed (if applicable): 2 paper copies; 1 digital copy
- Written Response to all Staff Comments and all Referral Comments

### Signature Submission

- \*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Fee: \$315.00
- Digital version: 1 revised set (not highlighted)
- # Paper Copies of Plat for signature: 7 clean rolled sets (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 Deed with original signatures
- Written Response to all Staff Comments and all Referral Comments (if applicable)

*\*Please confirm all hard copies being submitted match the digital data being forwarded\*Applies to additional submissions after 2<sup>nd</sup> submission*

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

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