



**Department of Plan Review**

**Noise Study Report**  
Submission Checklist  
SLDR Section  
(Last revised 2-24-2022)

	TLRNST-	
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*APPLICATION NAME*

*TOL APPLICATION NUMBER*

**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) concurrent with first submission of associated Site Plan or Construction Drawings.
- Include related TOL Application number on the Noise Study (TLPF # or TCLD #)
- # Copies of Report: **Paper copies** – 2 signed & sealed, cover sheet with original signatures; **Digital** - 1 copy
- Fee: N/A

**2<sup>nd</sup> and Subsequent Submissions**

- Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov) concurrent with each submission of associated Site Plan or Construction Drawings until the Noise Study Report is approved by Staff
- # Copies of Report: **Paper copies** – 2 signed & sealed, cover sheet with original signatures; **Digital** - 1 copy clean and 1 copy highlighting all changes
- Fee: N/A
- Written Response to all Staff and all Referral Agency Comments

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