



**Department of Plan Review**

**Minor Subdivision Plat**

Minimum Submission Checklist

*SLDR Section 2.16 (c)*

*(Last revised 2-24-2022)*

*(Max. 5 lots, including any remainder proposed to be retained, in instances where construction drawings are not required as part of the subdivision approval.)*

	TLMS -	
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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)
- Completed Land Development Application with original signatures
- \*\* Fee: Non Res: \$3,500.00 plus \$240.00 per lot  
Res: \$3,500.00 plus \$120.00 per lot
- Digital version: 1 copy of plat
- # Rolled paper copies of Plat: 7 rolled sets (Please do NOT fold)
- Proof of Taxes Paid
- Adjacent Owner Notifications

**2<sup>nd</sup> Submission (excluding signature sets)**

- \*\*\*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: 7 revised rolled sets, 2 with all changes highlighted (Please do NOT fold any of the sets)
- # Copies of Deed: 2 paper copies; 1 digital copy
- Written Response to all Staff Comments and all Referral Comments



**Department of Plan Review**

**\*3<sup>rd</sup> Submission (excluding signature sets)**

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- \* Fee: Non-Res: \$750.00  
Res: \$1,500.00
- Digital version: 1 revised set (not highlighted); AND  
1 revised set (with all changes highlighted)
- # Rolled paper copies of Plats: 7 revised rolled sets, 2 with all changes highlighted (Please do NOT fold any of the sets)
- # Copies of Deed: 2 paper copies; 1 digital copy
- Written Response to all Staff Comments and all Referral Comments

**Signature Set Submission**

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- \*\*Fee: Non-Res: \$750.00  
Res: \$1,500.00
- # 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)

*\*Applies to additional submissions after 2<sup>nd</sup> 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 in an effort to avoid a rejected application.*

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