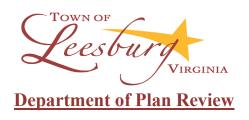


## **Minor Modification to Approved Plan**

Minimum Submission Checklist (Site Plan/Construction Drawings) (Excluding Lot Grading Plans) SLDR Section 3.17 (Last revised 2-24-2022)

	TLRD -		
APPLICATION NAME	<u> </u>	TOL APPLICATION NUMBER	
Previously Approved Site Plan/Construction I	Orawing No:		
Email <u>planintake@leesburgva.gov</u> with a digit	al draft LDA	to request a TOL Application Number	ber
Plan Review can generate an invoice prior to spay the invoice at Town Hall, or you can choo online: <a href="https://ipn2.paymentus.com/cp/lbup">https://ipn2.paymentus.com/cp/lbup</a>		O 1 0	
Please be advised that any applications sub- any given business day) shall, for tracking p next official "Business Day".			
1st Submission   ***Email Digital PDF of all submission   Include TOL Application number on co   Completed Land Development Applicat   **Fee: \$350.00 per revised sheet − excl   # Copies of Plan: Paper copies − Six (6 original signatures; Digital - 1 Copy (All changes from the original approve denoted on all copies of each impacted PE signed and sealed Certification of the bubbled, note)   Revised Water Analysis Model (If required Separate revised Stormwater, Strom Seif not in plan set)   Cover letter explaining all revisions to the USMP Permit Modification Package with the street Parket	ver sheet of prion with original with original with original with signed & set of plan shall sheet. The control of the previous of the previous with full fee, upon the control of the previous of the previou	plan ginal signatures sheet sealed, cover sheet with  be bubbled and clearly cover sheet shall also include a nges, other than what is  Sanitary Sewer Computations (required	
☐ Crescent Design District: Administrativ Submit application and fee for \$1,000 u		<b>±</b>	
Town of Leesburg 25 West Market Street, Leesb	ourg, VA 20176	Phone: 703-771-2772	



*Each Subsequent	Submissions gital PDF of all submission documents to: pla	nintaka@laashuraya aay			
	gital 1 D1 of all submission documents to. <u>pre</u> 0 per revised sheet	mmtake(a)reesourgva.gov			
	Plan: <b>Paper copies</b> – Six (6) signed & sealed,	cover sheet with			
	natures; <b>Digital</b> - 1 highlighted and 1 clean co				
(All changes from the original approved plan shall be bubbled and clearly					
	all copies of each impacted sheet. The cover s				
	and sealed Certification of no other changes				
bubbled, note	) (including 3 sets with all changes highlighte	ed)			
☐ Written Response to all Staff and all Referral Agency Comments					
☐ Revised VSN	MP Modification Package under separate appli	cation (if required)			
*Signature Submis	ssion				
	gital PDF of all submission documents to: pla	nintake@leesburgva.gov			
☐ Fee: \$350.00	per revised sheet				
☐ #Copies of P	lan: <b>Paper copies</b> – Eight (8) clean sets for Si	ignature; <b>Digital</b> – One (1)			
-	nd One (1) highlighted copies (if changes wer	•			
☐ Written Resp	oonse to all Staff and all Referral Agency Con	nments (if applicable)			
☐ Revised VSN	MP Modification Permit under separate cover	(if required)			
*Applies to addition	nal submissions after 1 <sup>st</sup> submission				
of the application. S	amount provided with the submission will rest Staff recommends the applicant coordinate wi s correct in an effort to avoid a rejected applic	th staff prior to official submission			
***Please confirm	all hard copies being submitted match the dig	ital data being forwarded			
J:\1 Favereaux\Template 2022.Docx	es (Master)\Checklists\ wra checked 2-24-22\Checklist	- Minor Modification To Approved Plan			
Town of Leesburg	25 West Market Street, Leesburg, VA 20176	Phone: 703-771-2772			