



Department of Plan Review

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 -	
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APPLICATION NAME

TOL APPLICATION NUMBER

Previously Approved Site Plan/Construction Drawing No:

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: \$350.00 per revised sheet – excluding cover sheet
- # Copies of Plan: **Paper copies** – Six (6) signed & sealed, cover sheet with original signatures; **Digital** - 1 Copy
(All changes from the original approved plan shall be bubbled and clearly denoted on all copies of each impacted sheet. The cover sheet shall also include a PE signed and sealed Certification of no other changes, other than what is bubbled, note)
- Revised Water Analysis Model (If required)
- Separate revised Stormwater, Storm Sewer, Water & Sanitary Sewer Computations (required if not in plan set)
- Cover letter explaining all revisions to the previously approved plan
- VSMP Permit Modification Package with full fee, under separate application (if required)
- Crescent Design District: Administrative review fee for the new development
Submit application and fee for \$1,000 under separate cover to Plan Review (as required)



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***Each Subsequent Submissions**

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$350.00 per revised sheet
- # Copies of Plan: **Paper copies** – Six (6) signed & sealed, cover sheet with original signatures; **Digital** - 1 highlighted and 1 clean copy.
(All changes from the original approved plan shall be bubbled and clearly denoted on all copies of each impacted sheet. The cover sheet shall also include a PE signed and sealed Certification of no other changes, other than what is bubbled, note) (including 3 sets with all changes highlighted)
- Written Response to all Staff and all Referral Agency Comments
- Revised VSMP Modification Package under separate application (if required)

***Signature Submission**

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$350.00 per revised sheet
- #Copies of Plan: **Paper copies** – Eight (8) clean sets for Signature; **Digital** – One (1) clean copy and One (1) highlighted copies (if changes were required with submission)
- Written Response to all Staff and all Referral Agency Comments (if applicable)
- Revised VSMP Modification Permit under separate cover (if required)

**Applies to additional submissions after 1st submission*

***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*

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