



Department of Plan Review

**Minor Floodplain Study
Existing Conditions Study Only**

Minimum Submission Checklist
DCSM Section 5-430 SLDR Division 7
(Last revised 2-24-2022)

	TLFL -	
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APPLICATION NAME

TOL APPLICATION NUMBER

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
- Completed Land Development Application with original signatures
- **Fee: \$3,500.00 plus \$200.00/cross section for more than 8 cross sections
- # Copies of plan, work map, shape files, annotated FIRM, and Booklet of Computations: **Paper copies** – Two (2) signed & sealed, cover sheet of both Plans and Booklet with original signatures; **Digital** - 1 copy of Plans, Booklet and HEC-RAS Model
- Additional Items as noted on sheet 4 of this checklist
- Reference to associated Site Plan or Construction Drawings (ensure Study matches exactly to what is shown on those associated plans: TLPF# _____ or TLCD# _____) (If Applicable)
- ESI Acceptance Transmittal and Checklist (if ESI Member and if required by Director of Plan Review)



Department of Plan Review

2nd Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: N/A
- # Copies of plan, work map, shape files, annotated FIRM, and Booklet of Computations: **Paper copies** – Two (2) signed & sealed, cover sheet of both Plans and Booklet with original signatures (*1 set with all changes highlighted*)
Digital - 1 clean copy of Plans, Booklet and HEC-RAS Model (*1 copy with all changes highlighted*)
- Additional Items as noted on sheet 4 of this checklist
- ESI Acceptance Transmittal (if ESI Member and if required by Director of Plan Review)
- Written Response to all Staff and all Referral Agency Comments

***3rd Submission and Each Subsequent Submission**

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$1,500.00
- # Copies of plan, work map, shape files, annotated FIRM, and Booklet of Computations: **Paper copies** – Two (2) signed & sealed, cover sheet of both Plans and Booklet with original signatures (*1 set with all changes highlighted*)
Digital - 1 clean copy of Plans, Booklet and HEC-RAS Model (*1 copy with all changes highlighted*)
- Additional Items as noted on sheet 4 of this checklist
- ESI Acceptance Transmittal (if ESI Member and if required by Director of Plan Review)
- Written Response to all Staff and all Referral Agency Comments



Department of Plan Review

Signature Set Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$500.00
- # Copies of plan, work map, shape files, annotated FIRM, and Booklet of Computations: **Paper copies** – Six (6) clean signed & sealed, cover sheet of both Plans and Booklet with original signatures (***1 additional set with any final changes highlighted***); **Digital** - 1 clean copy of Plans, Booklet and HEC-RAS Model (***1 copy with all changes highlighted, if applicable***)
- Written Response to all Staff and all Referral Agency Comments (if any)

**Applies to additional submissions after 2nd 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*



Department of Plan Review

**ADDITIONAL CHECKLIST ITEMS
FOR A MORE COMPLETE SUBMISSION**
(Minor Floodplain Study Checklist – Updated Items)

The following items should be included with each submission of the Minor Floodplain Study and sent in separate GIS Shapefiles/CAD Files (Georeferenced in Virginia State Plane North projection):

Description	OK	NO	N/A
Corrected Effective (and/or Existing/Pre-Project) 100-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) Cross Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) Floodway Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) Stream Centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) 500-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) 100-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) Cross Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) Floodway Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) Stream Centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) 500-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography (Existing Conditions used for Corrected Effective)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography (Proposed Conditions used for Construction Project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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