



Department of Plan Review

Mini Site Plan

Minimum Submission Checklist

SLDR Section 3.20

(Last revised 2-24-2022)

	TLPF -	
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APPLICATION NAME

TOL APPLICATION NUMBER

Email planintake@leesburgva.gov with a digital draft LDA to request a TOL Application #

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
- Is this site adjacent to or contain a watercourse with a drainage area equal to or greater than 100 acres?
 - No
 - Yes:** Provide proof that the Floodplain Study application must be submitted prior to acceptance of this application.
- Completed Land Development Application with original signatures
- **Fee: \$3,500.00 *Plus the amount of public improvements (See Fee Schedule)*
- Copy of Contractor Estimate for each item noted on fee schedule that does not have a specific cost specified (Other Major Facilities).
- # Copies of Plan: **Paper copies** – Eight (8) signed & sealed, cover sheet with original signatures; **Digital** - 1 copy
- ESI Acceptance Transmittal with ESI Checklist (if ESI Member and if required by Director of DPR)
- Proof of Town Taxes Paid
- Adjacent Owner Notifications
- Waterline System Analysis Model (if applicable)
- Traffic Study (if Applicable)
- Traffic Signal Plan (if applicable) *can be deferred to second submission*
- Crescent Design District: Administrative review fee for the new development submit application and fee for \$1,000 under separate cover to 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: **Paper copies** – Eight (8) signed & sealed, cover sheet with original signatures (Including 2 sets with all changes highlighted);
Digital - 1 highlighted and 1 clean copy
- ESI Acceptance Transmittal (if ESI Member & if required by the Director of DPR)
- Geotechnical Report/Study
- Traffic Signal Plans, first submission or revised (as applicable)
- Written response to all Staff and all Referral Agency Comments
- Sealed Bond Estimate on Town (ESI Certified) Spreadsheet with original signatures
- Initial VSMP Permit Application (With half of the total fee) under separate cover

*3rd Submission and Each Subsequent Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$2,500.00
- # Copies of Plan: **Paper copies** – Eight (8) signed & sealed, cover sheet with original signatures (Including 2 sets with all changes highlighted);
Digital – One (1) highlighted and 1 clean copy
- ESI Acceptance Transmittal (if ESI Member & if required by the Director of DPR)
- Geotechnical Study/Report (update as may be applicable)
- Revised Traffic Signal Plans (if applicable)
- Written response to all Staff and all Referral Agency Comments
- Revised Sealed Bond Estimate on Town (ESI Certified) Spreadsheet with original signatures
- Revised VSMP Permit Application (With second half of fee @ 3rd submission) under separate cover



Department of Plan Review

Signature Set Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$1,500.00
- #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 any)
- Revised VSMP Permit Application under separate cover
- Approved Traffic Signal Plans (if applicable)
- Proof of acknowledgement via signed letter from the Applicant with the following statement included “I understand that prior to any land disturbance activities, I must submit a zoning permit with applicable fees to the Department of Planning and Zoning.”

**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 to avoid this.*

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