

Mini Site Plan

Minimum Submission Checklist SLDR Section 3.20 (Last revised 2-24-2022)

| | TLPF - | |
|---|---------------|---------------------------------------|
| APPLICATION NAME | | TOL APPLICATION NUMBER |
| Email <u>planintake@leesburgva.gov</u> with a digit | al draft LDA | A to request a TOL Application # |
| Plan Review can generate an invoice prior to can pay the invoice at Town Hall, or you can pay online: https://ipn2.paymentus.com/cp/lbu | choose to pa | |
| Please be advised that any applications sub- (on any given business day) shall, for tracki of the next official "Business Day". | | · · · · · · · · · · · · · · · · · · · |
| 1st Submission | rcourse with | a drainage area equal to or greater |
| ☐ Completed Land Development Applica | tion with or | iginal signatures |
| \square **Fee: \$3,500.00 Plus the amount of p | | |
| ☐ Copy of Contractor Estimate for each it specific cost specified (Other Major Fa | | n fee schedule that does not have a |
| ☐ # Copies of Plan: Paper copies – Eight original signatures; Digital - 1 copy | / | & sealed, cover sheet with |
| ☐ ESI Acceptance Transmittal with ESI C Director of DPR) | Checklist (if | ESI Member and if required by |
| ☐ Proof of Town Taxes Paid | | |
| ☐ Adjacent Owner Notifications | | |
| ☐ Waterline System Analysis Model (if a | pplicable) | |
| ☐ Traffic Study (if Applicable) | | |
| ☐ Traffic Signal Plan (if applicable) can l | be deferred i | to second submission |
| ☐ Crescent Design District: Administrativ | | <u> </u> |
| submit application and fee for \$1,000 up | nder separate | e cover to Plan Review |

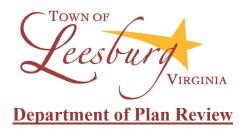
Phone: 703-771-2772



| 2 nd 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 |
| \square # 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 |
| \square Revised VSMP Permit Application (With second half of fee @ 3 rd submission) under |

Phone: 703-771-2772

separate cover



Signature Set Submission

| Ш | ***Email Digital PDF of all submission documents to: <u>planintake@leesburgva.gov</u> |
|---|--|
| | 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." |
| | |

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Phone: 703-771-2772

^{*}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