



Department of Plan Review

Geotechnical Report (Study) Checklist

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

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APPLICATION NAME

TOL APPLICATION NUMBER

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 concurrent with first submission of associated Site Plan or Construction Drawings.
- Include related TOL Application number on the Geotechnical Report (TLPF # or TCLD #)
- # Copies of Report: **Paper copies** – 2 signed & sealed, cover sheet with original signatures; **Digital** - 1 copy
- Fee: N/A

2nd and Subsequent Submissions

- Email Digital PDF of all submission documents to: planintake@leesburgva.gov concurrent with each submission of associated Site Plan or Construction Drawings until the Geotechnical Report is approved by Staff
- # Copies of Report: **Paper copies** – 2 signed & sealed, cover sheet with original signatures; **Digital** - 1 copy clean and 1 copy highlighting all changes
- Fee: N/A
- Written Response to all Staff and all Referral Agency Comments

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