



Department of Plan Review

Final Subdivision Plat

Minimum Submission Checklist

(Residential / Non-Residential)

SLDR Section 2.16 (c)

(Last revised 2-24-2022)

	TLFS -	
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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: (Non-Res: \$3,500.00 plus \$240.00 per lot or division of land)
(Res: \$3,500.00 plus \$120.00 per lot or division of land)
- Digital version: 1 copy of plat
- # Rolled paper copies of Plat: 7 rolled sets (Please do NOT fold)
- ESI Acceptance Transmittal **and** ESI Checklist (if ESI Member)
- Proof of Town Taxes Paid
- Adjacent Owner Notifications

2nd Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- **Fee: N/A
- Digital version: 1 revised set (not highlighted); **AND**
1 revised set (with all changes highlighted)
- # Rolled paper copies of Plats: 7 revised rolled sets, 2 with all changes highlighted (Please do NOT fold any of the sets)
- # Copies of Deed: 2 paper copies; 1 digital copy
- ESI Acceptance Transmittal (if ESI Member)
- Written Response to all Staff and all Referral Comments



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*3rd Submission and Each Subsequent Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- **Fee: (Non-Res: \$750.00 for each additional submission (after 2nd submission)
(Res: \$1,500.00 for each additional submission (after 2nd submission))
- Digital version: 1 revised set (not highlighted); AND
1 revised set (with all changes highlighted)
- # Rolled paper copies of Plats: 7 revised rolled sets, 2 with all changes highlighted (Please do NOT fold any of the sets)
- # Copies of Deed: 2 paper copies; 1 digital copy
- ESI Acceptance Transmittal (if ESI Member)
- Written Response to all Staff Comments and all Referral Comments

Signature Set Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- **Fee: (Non-Res: \$750.00 for each additional submission (after 2nd submission)
(Res: \$1,500.00 for each additional submission (after 2nd submission))
- # Paper Copies of Plat for signature: 7 clean rolled sets (sealed with original signatures on each cover sheet) **Please do NOT fold** (*Additional copies may be submitted if applicant desires more than 2 approved copies back*)
- Signed Deed with original signatures
- Written Response to all Staff Comments and all Referral Comments (if applicable)

**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*