

## FEMA Floodplain Study (LOMR) Existing Conditions Study Only

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

	ILFL -					
APPLICATION NAME		TOL APPLICATION NUMBER				
Email <u>planintake@leesburgva.gov</u> with a digit Plan Review can generate an invoice prior to pay the invoice at Town Hall, or you can che online: <a href="https://ipn2.paymentus.com/cp/lbup">https://ipn2.paymentus.com/cp/lbup</a> Please be advised that any applications sub (on any given business day) shall, for tracki	submission to bose to pay o	to assist in making a payment. You ca online. Click the following link to pa reekends, holidays or after 4:00 PM				
the next official "Business Day".	ng purpose.	s, nave an orneral submission date of				
***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)						



2 <sup>nd</sup> Submission
□ ***Email Digital PDF of all submission documents to: <u>planintake@leesburgva.gov</u>
□ 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
☐ Draft Property Owner Notifications
☐ Draft Newspaper Ad
☐ Draft FEMA MT-2 Form (and any other required FEMA forms) completed by applicant
For Town review
☐ 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: <b>Paper copies</b> – 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
☐ Updated Draft Property Owner Notifications (if applicable)
☐ Updated Draft Newspaper Ad(if applicable)
☐ Updated Draft FEMA MT-2 Form (and any other required FEMA forms) completed by
applicant for Town review
☐ ESI Acceptance Transmittal (if ESI Member and if required by Director of
Plan Review)
Tan Review)

Phone: 703-771-2772



## **Signature Set Submission**

Email Digital PDF of all submission documents to: <u>planintake@leesburgva.gov</u>
☐ Fee: \$500.00
☐ # Copies of plan, work map, shape files, annotated FIRM, and Booklet of
Computations: <b>Paper copies</b> – 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)
☐ Additional Items as noted on sheet 4 of this checklist
☐ Finalized FEMA MT-2 Form (and any other required FEMA forms) completed by
applicant for Town signature
☐ Finalized Property Owner Notifications (if applicable)
☐ Finalized Newspaper Ad (if applicable)
☐ Written Response to all Staff and all Referral Agency Comments (if any)
☐ Proof of acknowledgement via a signed letter from the Applicant with the
following statements included:

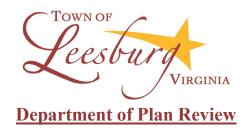
- 1. "I understand that prior to site plan or construction plan approval, the applicant shall submit a final floodplain study which includes all Town Floodplain requirements (beyond those required by FEMA during their CLOMR and LOMR review and approval) for final Town review and approval."
- 2. "I understand that prior to bond release, the applicant shall submit a final floodplain study based upon As-built conditions which includes all Town Floodplain requirements (beyond those required by FEMA during their final As-built LOMR review and approval) for final Town review and approval."

Phone: 703-771-2772

<sup>\*</sup>Applies to additional submissions after  $2^{nd}$  submission (excluding signature sets)

<sup>\*\*</sup>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.

<sup>\*\*\*</sup>Please confirm all hard copies being submitted match the digital data being forwarded



## ADDITIONAL CHECKLIST ITEMS FOR A MORE COMPLETE SUBMISSION

(FEMA Floodplain Study Checklist – Updated Items)

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

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

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