



Department of Plan Review

FEMA Floodplain Alteration Study (CLOMR)

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

	TLFL -	
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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
- For all FP Alterations, 1 copy of signed Special Exception approved by Town Council**
- 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 alteration matches exactly to what is shown on those associated plans: TLPF# _____ or TLCD# _____)
- ESI Acceptance Transmittal and Checklist (if ESI Member and if required by Director of Plan Review)



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2nd Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- 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: **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
- 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)
- Written Response to all Staff and all Referral Agency Comments



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Signature Set Submission

- ***Email Digital PDF of all submission documents to: planintake@leesburgva.gov
- Fee: \$500.00
- # Copies of plan, work map, shape files, annotated FIRM, and Booklet of Computations: **Paper copies** – 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.”

**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*



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**ADDITIONAL CHECKLIST ITEMS
FOR A MORE COMPLETE SUBMISSION**
(FEMA Floodplain Alteration Study Checklist – Updated Items)

The following items should be included with each submission of the FEMA Floodplain Alteration 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) Cross Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) Floodway Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) Stream Centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrected Effective (and/or Existing/Pre-Project) 500-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) 100-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) Cross Sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) Floodway Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) Stream Centerline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revised (Post-Project) 500-Year Floodplain Mapping Limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography (Existing Conditions used for Corrected Effective)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topography (Proposed Conditions used for Construction Project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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