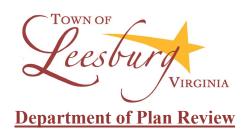


Boundary Line Vacation Plat (Consolidation Plat)

Minimum Submission Checklist SLDR Section 2.04 (Last revised 2-24-2022)

	TLBV -	
APPLICATION NAME		TOL APPLICATION NUMBER
Email <u>planintake@leesburgva.gov</u> 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: \$1,000.00 Digital version: 1 copy of plat # Rolled paper copies of Plat: 5 rolled sets (Please do NOT fold) Proof of Taxes Paid		
2 nd Submission □ **Email Digital PDF of all submission □ Fee: N/A □ Digital version: 1 revised set (not 1 revised set (with 1 revised set) □ # Rolled paper copies of Plats: 5 revised set (with 1 revised set) □ # Copies of Deed (if applicable): 2 revised set (with 1 revised set) □ Written Response to all Staff Communications	highlighted) h all changes evised rolled 2 paper copie); <u>AND</u> s highlighted) I sets not highlighted (Please do



3 rd Submission and Each Subsequent Submission
□ **Email Digital PDF of all submission documents to planintake@leesburgva.gov
□ Fee: \$275.00
☐ Digital version: 1 revised set (not highlighted); <u>AND</u>
1 revised set (with all changes highlighted)
☐ # Rolled paper copies of Plats: 5 revised rolled sets not highlighted (Please do NOT fold)
☐ # Copies of Deed (if applicable): 2 paper copies; 1 digital copy
☐ Written Response to all Staff Comments
ignature Submission
□ **Email Digital PDF of all submission documents to <u>planintake@leesburgva.gov</u> □ Fee: \$275.00
☐ Digital version: 1 revised set (not highlighted)
☐ # Paper Copies of Plat for signature: 7 rolled (sealed with original signatures on
each cover sheet) Please do NOT fold (Additional copies may be submitted if applicant desires more than <u>2</u> approved copies back)
☐ Signed Deed (if applicable) with original signatures
☐ Written Response to all Staff Comments (If applicable)
Applies to additional submissions after 2 nd submission (excluding signature sets)
* Please confirm all hard copies being submitted match the digital data being forwarded
:\I Favereaux\Templates (Master)\Checklists\wra checked 2-24-22\Checklist - Boundary Line Vacation Plat

Town of Leesburg