



**Department of Plan Review**

**Water and Sewer Only Site Plan  
("Outside" the Corporate Limits)**

Minimum Submission Checklist

*SLDR Section 3.18*

*(Last revised 2-24-2022)*

	TLPF -	
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*APPLICATION NAME*

*TOL APPLICATION NUMBER*

Email [planintake@leesburgva.gov](mailto: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".**

**1<sup>st</sup> Submission**

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Provide proof of Town Council Approval for Water and / or Sewer Extensions outside of the Town's Corporate Limits via a signed Town Council Resolution**
- Provide Loudoun County Cross Reference Application Number: TLCR - \_\_\_\_\_
- Completed Land Development Application with original signatures
- \*\*Fee: \$10,000.00 plus \$200.00 per acre plus percentage of proposed public/site improvements (See Fee Schedule)
- Copy of Contractor Estimate for each item noted on fee schedule that does not have a specific cost specified (Other Major Facilities).
- # Copies of Plan: **Paper copies** – Three (3) signed & sealed, cover sheet with original signatures; **Digital** - 1 copy
- ESI Acceptance Transmittal with ESI Checklist (if ESI Member)
- Water System Analysis Model (N/A if only sanitary sewer is proposed)
- Water Usage Calculations for sizing sanitary sewer and to assist Utilities with determining user fees (Applicable if Town Water is not associated with the project)



## Department of Plan Review

### 2<sup>nd</sup> Submission

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Fee: N/A
- # Copies of Plan: **Paper copies** – Three (3) signed & sealed, cover sheet with original signatures (Including 2 sets with all changes highlighted);  
**Digital** - 1 highlighted and 1 clean copy
- ESI Acceptance Transmittal (if ESI Member)
- Geotechnical Report/Study
- Written response to all Staff and all Referral Agency Comments
- Sealed Bond Estimate on Town (ESI Certified) Spreadsheet with original signatures

### \*3<sup>rd</sup> Submission and Each Subsequent Submission

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Fee: \$5,000.00
- # Copies of Plan: **Paper copies** – Three (3) signed & sealed, cover sheet with original signatures (Including 2 sets with all changes highlighted);  
**Digital** – One (1) highlighted and 1 clean copy
- ESI Acceptance Transmittal (if ESI Member)
- Geotechnical Study/Report (updated as may be applicable)
- Written response to all Staff and all Referral Agency Comments
- Revised Sealed Bond Estimate on Town (ESI Certified) Spreadsheet with original signatures

### Signature Set Submission

- \*\*\*Email Digital PDF of all submission documents to: [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov)
- Fee: \$2,500.00
- #Copies of Plan: **Paper copies** – Six (6) clean sets for Signature, cover sheet with original signatures; **Digital** – One (1) clean copy and One (1) highlighted copies (if changes were required with submission)
- Written response to all Staff and all Referral Agency Comments (if any)

*\*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 to avoid a rejected application.*

*\*\*\*Please confirm all hard copies being submitted match the digital data being forwarded*

*J:\1 Favereaux\Templates (Master)\Checklists\2021 Updates To Accomodate Central Square\Checklist - Site Plan 2021.Docx*