



**Department of Plan Review**

**Residential Lot Grading Plan**

Process Guidelines and Minimum Submission Checklist  
SLDR Section 2.19  
(Last revised 06-15-2022)

	TLRG -	
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APPLICATION NAME

TOL APPLICATION

**Guidelines:**

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”.

Prior to acceptance of the application, staff will verify all checklist items have been digital submitted by the applicant for each submission. **Please be advised that all submission items must be submitted at the same time and that incomplete applications will not be accepted for review.**

After each submission has been accepted, the application will be reviewed by Plan Review and applicable referral agencies. After Department of Plan Review (DPR) consolidates all comments, a formal comment letter will be emailed to the Applicant.

**Application Number Assignment and Invoice Request:**

Email a draft [Zoning Permit Application](#) to [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov) and [permitting@leesburgva.gov](mailto:permitting@leesburgva.gov) requesting staff to assign application numbers for both the Lot Grading Plan (TLRG) and the Zoning Permit (TLZP) and to generate an invoice for those applications.

Upon request, the Department of Plan Review will generate an invoice and send it to the applicant prior to submission. ***Once the invoice is created, payment can be made in one of the following ways:***

- Pay online (Click the following link: <https://ipn2.paymentus.com/cp/lbup>); or
- Bring the check along with the submission documents to the 2<sup>nd</sup> floor, Plan Review counter; or
- Take the invoice to Finance before making your submission to the 2<sup>nd</sup> floor, Plan Review counter

# **Residential Lot Grading Plan**

## Process Guidelines and Minimum Submission Checklist

### **1<sup>st</sup> Official Submission – DIGITAL:**

Email [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov) and [permitting@leesburgva.gov](mailto:permitting@leesburgva.gov) the following Items:

- Submit a digital copy of the Completed Minimum Submission Checklist
- Submit a digital copy of proof of payment (receipt)  
(Lot Grading Fee \$500 per lot and Zoning Permit Fee \$450)
- Submit a digital copy of the Building Elevations
- Submit a digital copy of the Building Materials List (for proffered applications)
  - Check here if not required because: The “Elevations and Building Materials List” for the development as a whole were previously submitted and have not been modified.*
- \*Submit a digital copy of the completed [Zoning Permit Application](#)
- \*Submit a digital copy of the lot grading plan
  - Electronically signed and sealed by a professional engineer (or other licensed professional as permitted by DPOR)

# Residential Lot Grading Plan

## Process Guidelines and Minimum Submission Checklist

### 2<sup>nd</sup> Submissions – HARDCOPY and DIGITAL of all listed items below

Email [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov) and [permitting@leesburgva.gov](mailto:permitting@leesburgva.gov) the following Items:

- Submit a hard copy of the Completed Minimum Submission Checklist
- Submit a digital copy of the Completed Minimum Submission Checklist
- Fee: N/A
- \*\*Submit 2 hard copies of the revised lot grading plan
  - Printed to scale
  - With all previous comments addressed
  - Signed and sealed by a Professional Engineer (original or digital signature)  
*(or other licensed professional as permitted by DPOR)*
- \*Submit a digital copy of the lot grading plan being submitted
  - Electronically signed and sealed by a Professional Engineer  
*(or other licensed professional as permitted by DPOR)*
- Submit a hard copy of the revised Building Elevations  
*(Only if modified from what was previously submitted)*
  - Printed on 11 x 17 or smaller
  - No scale required (must be legible)
- Submit a digital copy of the revised Building Elevations  
*(Only if modified from what was previously submitted)*
- Submit a hard copy of the revised Building Materials List (for proffered applications)
  - Printed on 11 x 17 or smaller
  - No scale required (must be legible)
  - Check here if not required because: The “Elevations and Building Materials List” for the development as a whole were previously submitted and have not been modified.*
- Submit a digital copy of the revised Building Materials List (for proffered applications)
  - Check here if not required because: The “Elevations and Building Materials List” for the development as a whole were previously submitted and have not been modified.*
- Submit a hard copy of fully completed [Zoning Permit Application](#)
  - Printed on 8 ½ x 11
  - Original or \*Digital signatures
- \*Submit a digital copy of fully completed and digitally signed [Zoning Permit Application](#)
- Submit a digital copy of comment response letter

# Residential Lot Grading Plan

## Process Guidelines and Minimum Submission Checklist

### Subsequent submissions (3<sup>rd</sup> through approval) HARDCOPY and DIGITAL of all listed items below

Email [planintake@leesburgva.gov](mailto:planintake@leesburgva.gov) and [permitting@leesburgva.gov](mailto:permitting@leesburgva.gov) the following Items:

- Submit a hard copy of the Completed Minimum Submission Checklist
- Submit a digital copy of the Completed Minimum Submission Checklist
- Submit required fee (\$250 per lot per submission)
  - Receipt from on-line payment or from Finance Counter; or
  - Hard copy of check to 2<sup>nd</sup> floor counter
- \*\*Submit 2 hard copies of the revised lot grading plan
  - Printed to scale
  - With all previous comments addressed
  - Signed and sealed by a Professional Engineer (Original or \*Digital signature)  
(*or other licensed professional as permitted by DPOR*)
- \*Submit a digital copy of the lot grading plan being submitted
  - Electronically signed and sealed by a Professional Engineer  
(*or other licensed professional as permitted by DPOR*)
- Submit a hard copy of the revised Building Elevations  
(*Only if modified from what was previously submitted*)
  - Printed on 11 x 17 or smaller
  - No scale required (must be legible)
- Submit a digital copy of the revised Building Elevations  
(*Only if modified from what was previously submitted*)
- Submit a hard copy of the revised Building Materials List  
(for proffered applications)
  - Printed on 11 x 17 or smaller
  - No scale required (must be legible)
  - Check here if not required because: The “Elevations and Building Materials List” for the development as a whole were previously submitted and have not been modified.*
- Submit a digital copy of the revised Building Materials List (if applicable)  
(for proffered applications)
  - Check here if not required because: The “Elevations and Building Materials List” for the development as a whole were previously submitted and have not been modified.*
- \*Submit a hard copy of the fully completed and signed [Zoning Permit Application](#)  
(*Only if modified from what was previously submitted*)
- \*Submit a digital copy of Zoning Permit being submitted
- Submit a digital copy of the comment response letter

# **Residential Lot Grading Plan**

## Process Guidelines and Minimum Submission Checklist

### **Next Steps:**

- Upon the Department of Plan Review's (DPR) approval of the Lot Grading Plan, the digital copies (signed by DPR) will be forwarded to the Department of Planning and Zoning for the processing of the Public Facilities Permit (PFP) and the Zoning Permit.
- The Department of Planning and Zoning will then be in contact with the applicant to coordinate the applicant's payment of PFP fees. *Please note the PFP fees must be paid prior to approval of the Zoning Permit.*
- Once all PFP and other Zoning Permit requirements have been satisfied, the Department of Planning and Zoning will sign the Lot Grading Plan and will notify Applicant upon final approval of the Zoning Permit.

***\* All digital signatures shall be certifiable and verifiable (such as but not limited to DocuSign, Verisign, Bluebeam certified, and Adobe certified signatures or others as may be approved by the Town Attorney's office)***

***\*\*Should you require more than 1 signed (approved) hard copy of the Lot Grading Plan at time of approval please submit additional paper copies after 1<sup>st</sup> submission.***