



The Town of Leesburg

DEPARTMENT OF PLANNING, ZONING AND DEVELOPMENT

MINOR SITE PLAN CHECKLIST		LMIS # TLPF-
Project Name		Submission #
Reviewed By	Reviewer Phone #	Reviewer E-mail Address
Plan Dated	Plan Accepted	Plan Review Completed
PIN #	Street Address or Location	

Comment Number	Reference	Description	OK	NO	N/A	Comments
(A) Application Submission						
A-1	SLDR 13-68.a	Completed Land Development Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-2	SLDR 13-68.b.	7 Copies of Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-3	SLDR 13-68.c.	Fee(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-4	SLDR	Adjacent Owner Notifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-5	ZO 3.1.7	Delinquent taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-6	ZO 3.3 & 3.4	Zoning Compliance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-7	DCSM 5-422	Flood Plain Study (Including Alteration Study as Needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-8	DCSM 7-111	Traffic Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-9	DCSM 9-100	Geo-tech Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-10	DCSM 10-120	Water and/or Sewer System Computations and Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
A-11	IF APPLIC.	ESI Transmittal (1 st Sub Includes ESI Checklist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
(B) General Information & Graphic Requirements						
B-1	SLDR 13-72.b.5.a.	Leesburg cover sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-2	SLDR 13-72.b.4.a.	Plan sheets; clearly and legibly drawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-3	SLDR 13-72.b.4.a.	Plan sheets; scale no more than 30' to the 1"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-4	SLDR 13-72.b.4.a.	Plan sheets; north arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-5	SLDR	Plan sheets; numbered and 24" by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

KEY

SLDR-Subdivision and Land Development Regulations
 ZO-Zoning Ordinance
 DCSM-Design, Construction Standards Manual

Revision Date 03/14/2007

Comment Number	Reference	Description	OK	No	N/A	Comments
	<i>13-72.b.4.a.</i>	36" in size				
B-6	SLDR <i>13-72.b.4.a.</i>	Plan sheets; clearly marked Minor Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-7	SLDR <i>13-72.b.1.a.</i>	Proposed development name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-8	SLDR <i>13-72.b.1.c.</i>	Owner of record; name and address & Applicant; name and address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-9	SLDR <i>13-72.b.1.e.</i>	Professional preparing the plan; name, address, signature and registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-10	SLDR <i>13-72.b.1.f.</i>	Deed reference and PIN number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-11	SLDR <i>13-72.b.1.g.</i>	Date plan was drawn and date of any revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-12	SLDR <i>13-72.b.1.h.</i>	Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-13	SLDR <i>13-72.b.1.i.</i>	Boundary survey (with minimum four grid ticks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-14	SLDR <i>13-72.b.1.n.</i>	Parcel outlines (if more than one current land owner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-15	SLDR <i>13-72.b.2.a.</i>	Gross acreage; nearest 1/10 acre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-16	SLDR <i>13-72.b.2.b.</i>	# of lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-17	SLDR <i>13-72.b.1.j.</i>	Existing zoning, including any associated proffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-18	SLDR <i>13-72.b.1.k.</i>	Covenants, restrictions that will run with the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-19	SLDR <i>13-72.b.1.p.</i> <i>13-72.b.1.m.</i> ZO 3.3. & 3.4.	Prior Town approvals; proof required prior to minor site plan approval (rezoning, special exception, variation, modification, waiver, historic district zoning permits) including project number and approval date; **Demonstrate compliance graphically and in writing**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-20	SLDR <i>13-72.b.1.q.</i>	DCSM Modifications shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-21	SLDR <i>13-72.b.1.b.</i> <i>13-72.b.2.d.</i>	Proposed use(s) by square footage, total square footage of buildings proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-22	SLDR <i>13-72.b.4.l.</i>	Proposed common areas; design of facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-23	SLDR <i>13-72.b.1.o.</i>	Private streets; identification including public and/or emergency vehicle ingress-egress easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-24	SLDR <i>13-72.b.4.b.</i>	Proposed entrances, parking lots, spaces, aisles, sidewalks and trails; location, ROW width and typical pavement section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-25	SLDR <i>13-72.b.4.i.</i>	Connections to water, sewer, & storm drainage structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment Number	Reference	Description	OK	No	N/A	Comments
B-26	SLDR 13-72.b.4.c.	Yard requirements dimensioned; building footprints; layout of site improvements with dimensions tied to survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-27	SLDR 13-72.b.1.r.	Frontage Improvements; proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-28	SLDR 13-72.b.4.e.	Drainage improvements; proposed in the Town's SWM Master Plan within a 100 feet of the development including layout of provisions for collection and discharging surface drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-29	SLDR 13-72.b.4.f.	Existing and proposed public open spaces; location and size within and adjacent to the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-30	SLDR 13-72.b.4.g.	Proposed parcels of land and easements to be dedicated for public use; location and size and conditions of each	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-31	SLDR 13-72.b.5.b.	Deed of dedication with plan and/or deed of easement with plat for all ROW, easements, or other properties to be conveyed to Leesburg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
B-32	SLDR 13-72.b.5.g.	Media version of plan. (If Requested)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
(C) Site Conditions						
C-1	SLDR 13-72.b.3.a.	Survey map of property certified by VA Certified Land Surveyor (if different than boundary survey)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-2	SLDR 13-72.b.3.f.	Survey monuments, lot corners, block markers and benchmarks and description with location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-3	SLDR 13-72.b.3.i. 13-72.b.1.l.	Adjoining property uses, zoning; names of owners of record and addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-4	SLDR 13-72.b.3.c. 13-72.b.3.d.	Existing ROW, driveways, and access points; location, width and dimensions on and within 200' of site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-5	SLDR 13-72.b.3.l.	Location of existing buildings & parking areas within site. Approximate location of neighboring buildings & parking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-6	SLDR 13-72.b.3.e. 13-72.b.1.d.	Easements; boundaries, purposes, widths, and owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-7	SLDR 13-72.b.3.g. 13-72.b.4.j.	FEMA 100-year floodplain; location (existing and proposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-8	SLDR 13-72.b.1.t.	Town Floodplain limits for drainage shed over 50 acres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment
Number

Reference

Description

OK

No

N/A

Comments

C-9	SLDR 13-72.b.3.h.	Existing overland watercourses and drainage structures on or within 100 feet of the development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-10	SLDR 13-72.b.3.j. DCSM 8-310.2.A.	Existing tree cover; identification of areas (individually identify trees with 18 inch DBH or >; include spot elevations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-11	SLDR 13-72.b.3.b. 13-72.b.4.o	Existing and proposed topography; maximum 2' contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-12	SLDR 13-72.b.3.k.	Existing slopes; identification of all slopes ≥ 15 % and slopes ≥ 25 %	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-13	SLDR 13-72.b.4.d.	Soil overlay map (scale 1" = 200') with narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-14	SLDR 13-72.b.5.c.	Soils report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
C-15	SLDR 13-72.b.3.m.	Archeological, natural & historical features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

(D) Zoning Designations

Base Zoning Requirements

D-1	ZO 5, 6, 7	_____ ; use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-2	ZO 5, 6, 7	_____ ; standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-3	ZO 5, 6, 7	_____ ; additional standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-4	ZO 9.3	Select Use Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-5	ZO 10.1 & 10.2	Lot Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-6	ZO 10.4.3	Density	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-7	ZO 10.4.4	Lot Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-8	SLDR 13-72.b.2.h.	Setbacks; required & provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-9	ZO 10.4.5.E	Additional Setback from Certain Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-10	ZO 10.4.5.F	Additional Setback to Residential for Certain Districts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-11	ZO 10.4.6 SLDR 13-72.b.2.g.	Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-12	ZO 10.4.9	Public Street Frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-13	ZO 10.4.10 SLDR 13-72.b.2.j.	Proposed floor area ratio (FAR)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Overlay & PD Requirements

D-14	ZO 7.5.2	H-1; applicability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-15	ZO 7.5.5	H-1; historic district permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-16	ZO 7.5.7	H-1; brick sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-17	ZO 7.5.8	H-1; demolition permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-18	ZO 10.4.5.D	H-1; reduction in setback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-19	ZO 7.6.3	H-2; applicability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-20	ZO 7.6.4	H-2; certificate of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-21	ZO 7.7.2	A-1; applicability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-22	ZO 7.7.5	A-1; height limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment Number Reference Description OK No N/A Comments

D-23	ZO 7.7.6	A-1; use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-24	ZO 7.7.7	A-1; nonconforming use identification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-25	ZO 7.7.9 SLDR 13-72.b.4.n.	Airport noise overlay boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-26	ZO 7.7.10	Disclosure statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-27	ZO 7.7.11	Airport noise overlay use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-28	ZO 7.8.2	NAC; applicability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-29	ZO 7.8.3	NAC; standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-30	ZO 8.3	PD; Development Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-31	ZO 8.4, 8.5, 8.6	PD; Uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-32	ZO 14.2	Valley Creek Buffer Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
D-33	ZO 14.6	Valley Creek Buffer Uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

(E) Parking, Loading, Stacking & Pedestrian Access

Pedestrian Access

E-1	ZO 11.2.2 A.	Pedestrian system connection to street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-2	ZO 11.2.2 B 11.2.3 B.	Internal pedestrian system connections & crossings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-3	ZO 11.2.3 A.	Pedestrian system materials/width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-4	ZO 11.2.3 C.	Pedestrian system parallel and adjacent to vehicular travel lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-5	ZO 11.6.1 F.	Sidewalks and pedestrian facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-6	DCSM 7-710	Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-7	DCSM 7-720	Trails	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Parking Lot in General

E-8	ZO 11.4.1 A.	Off-site parking and loading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-9	ZO 11.4.1 B.	Valet parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-10	ZO 11.4.2	Shared Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-11	ZO 11.4.3	Payments In-lieu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-12	ZO 11.4.4	Modified Requirements in the Downtown H-1 Overlay District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-13	ZO 11.6.4	Overflow parking facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-14	ZO 11.6.1 A.	Overall internal circulation pattern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-15	ZO 11.6.1 B.	Entrances and exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-16	ZO 11.6.1 C.	Relationship of off-street parking and loading areas to public ROW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-17	ZO 11.6.1 D.	Pavement requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-18	ZO 11.6.1 E.	Curb & gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-19	ZO	Minimum travel aisle widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment
Number

Reference

Description

OK

No

N/A

Comments

Comment Number	Reference	Description	OK	No	N/A	Comments
	<i>11.6.2.C.</i>					
E-20	ZO <i>11.6.1 G.</i>	Delineation of parking and loading spaces; traffic control signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-21	ZO <i>11.6.1 J.</i>	Emergency and public vehicle access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-22	ZO <i>11.11</i> DCSM <i>7-371</i>	Sight distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-23	DCSM <i>7-520</i>	Geometrics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-24	DCSM <i>7-520 F</i>	Vehicle Parking Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
All Parking Spaces						
E-25	ZO <i>11.3</i> SLDR <i>13-72.b.2.c.</i>	# of required and provided spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-26	ZO <i>11.6.2</i>	Angles of spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-27	ZO <i>11.6.2 A.</i>	Standard spaces; dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
HC Parking Spaces						
E-28	ZO <i>11.6.2 B.1</i>	# of required spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-29	ZO <i>11.6.2 B.2</i>	Minimum space dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-30	ZO <i>11.6.2B.2.a.</i> <i>11.6.2B.2.b.</i>	Minimum car and/or van accessible space(s); adjacent access aisle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-31	ZO <i>11.6.2B.2.c.</i>	Common parking aisle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-32	ZO <i>11.6.2B.2.d.</i>	Vehicle overhang does not obstruction access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-33	ZO <i>11.6.2B.2.e.</i>	Aisle slope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-34	ZO <i>11.6.2B.2.f.</i>	Minimum passenger loading zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-35	ZO <i>11.6.2B.3</i>	HC signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Loading Spaces						
E-36	ZO <i>11.6.3A.1</i> <i>11.6.3A.3</i> DCSM <i>7-530.1.A</i>	Standard loading spaces; location and dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-37	ZO <i>1.6.3A.2</i> <i>11.6.3A.3</i>	Semi-trailer loading spaces;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-38	ZO <i>11.9</i>	# Off-street loading spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-39	DCSM <i>7-530.1.B</i>	Circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-40	ZO <i>11.10.1</i>	Shared loading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-41	ZO <i>11.10.2</i>	Wavier/Modification of Loading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Stacking Spaces						
E-42	ZO <i>11.8</i>	Location and dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
E-43	ZO <i>11.8</i>	# of spaces (by use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment
Number

Reference

Description

OK

No

N/A

Comments

(F) Landscaping, Buffers, Screening, Open Space & Lighting						
<i>General</i>						
F-1	ZO 12.2.1 12.2.3	Landscape plan and contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-2	SLDR 13-72.b.2.f.	Total landscaping area; tabulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-3	ZO 12.2.4.D.	Conservation easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Tree Preservation</i>						
F-4	SLDR 13-72.b.4.k.	Identification of tree protection and tree preservation areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-5	DCSM 8-310.1.	Existing trees retained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-6	DCSM 8-310.3 – 8-310.6	Critical areas, roadway design, limits of clearing, parking lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-7	DCSM 8-310.7.	Tree replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-8	DCSM 8-310.8.	Monarch trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-9	DCSM 8-420	Impact on root zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Tree Canopy Requirements</i>						
F-10	ZO 12.3.1	Twenty-year tree canopy requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-11	ZO 12.3.2.A.	Preservation credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-12	ZO 12.3.2.B.	Tree planting credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-13	ZO 12.3.2.C.	Exclusions from tree canopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Street Trees</i>						
F-14	ZO 12.4.3	Number of trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-15	ZO 12.4.1 12.4.2 12.4.4 12.4.5	Species and location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Perimeter parking Lot landscaping (adjacent to public street)</i>						
F-16	ZO 12.5.3.A.	Minimum landscape area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-17	ZO 12.5.3.B	Number of trees and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-18	ZO 12.5.3.C 12.5.3.D.	Species and location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-19	ZO 12.7.1.A	H-1 modified landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Perimeter Parking Lot Landscaping (adjacent to parking lot)</i>						

Comment Number Reference Description OK No N/A Comments

F-20	ZO 12.5.4.A.	Minimum landscape area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-21	ZO 12.5.4.B.	Number of trees and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-22	ZO 12.5.4.C.	Species and location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-23	ZO 12.7.1.B	H-1 modified landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Interior Parking Lot Landscaping						
F-24	SLDR 13-72.b.2.e.	Interior parking lot landscaping; tabulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-25	ZO 12.6.1 12.6.2	Applicability and Size for Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-26	ZO 12.6.3.A.	Minimum parking lot landscape area (gross area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-27	ZO 12.6.3.B.	Minimum landscape area (individual area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-28	ZO 12.6.3.C. 12.6.3.D.	Number of trees and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-29	ZO 12.6.3.E.	Species and Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-30	ZO 12.7.1.C	H-1 modified landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Buffer Yards and Screening						
F-31	ZO 12.8.3 SLDR 13-72.b.2.i. 13-72.b.4.h.	Screening and buffer yard; required and provided; type and location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-32	ZO 12.8.4	Land use categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-33	ZO 12.8.2.B.	Relation to setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-34	ZO 12.8.2.C.	Exceeding setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-35	ZO 12.8.2.D.	Credit for existing buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-36	ZO 12.8.2.E.	Adjacent to a vacant parcel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-37	ZO 12.8.2.F.	Adjacent developed site (compliant or not?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-38	ZO 12.8.2.G.	Adjacent to certain public streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-39	ZO 12.8.6.B.	Plant varieties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-40	ZO 12.8.6.C.	Number of plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-41	ZO 12.8.6.D.	Alternative screens and modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-42	ZO 12.8.7	Screening of outdoor storage and loading areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-43	ZO 12.8.5.A. - 12.8.5.D.	Modification of screening and buffer yard requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment Number	Reference	Description	OK	No	N/A	Comments
----------------	-----------	-------------	----	----	-----	----------

F-44	ZO 12.8.2.H DCSM 8-700	Planting and easement; coordination procedure, alternatives, and approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Plant Material Specifications</i>						
F-45	ZO 12.9.2 12.9.3	Size and measurement of size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-46	ZO 12.9.4	Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-47	ZO 12.9.6	Tree selection and cover guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-48	ZO 12.9.8	Sight distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-49	DCSM 7-520 F	Landscaping conflict with parked cars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Open Space</i>						
F-50	ZO 12.10.2	Minimum Required (PD sites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-51	ZO 12.10.3	Nonresidential properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-52	ZO 12.10.4	Residential properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Lighting</i>						
F-53	ZO 11.2.4	Night pedestrian system lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-54	ZO 11.6.1 H.	Adjacent properties affected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-55	ZO 12.11	Outdoor Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-56	DCSM 7-640	Street security lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-57	DCSM 7-660	Lighting information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
F-58	DCSM 7-670	Parking, security, or advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
(G) Miscellaneous						
<i>Solid Waste Disposal</i>						
G-1	DCSM 4-310	Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-2	DCSM 4-320	Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-3	DCSM 4-330	Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-4	DCSM 4-340	Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-5	ZO 12.8.8.A.	Screening; design and other specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-6	ZO 12.8.8.B.	Screening; setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Street Functional Classification & Design Requirements</i>						
G-7	DCSM 7-210 SLDR 13-73	Street; general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-8	DCSM 7-220	Street; classifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-9	DCSM 7-363 SLDR	Pipestem driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Comment Number	Reference	Description	OK	No	N/A	Comments
	<i>13-75.d</i>					
G-10	DCSM 7-364 SLDR <i>13-75.c.1</i>	Common driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-11	DCSM 7-370 SLDR <i>13-75.c.2</i>	Common Parking courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-12	DCSM 7-380	Noise abatement facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<i>Other</i>						
G-13	DCSM <i>Appendix C</i>	Recreational Equipment and Criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
G-14	DCSM <i>Appendix E</i>	Standard Forms of Legal Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
(H) Misc. Comments						
H-1	-					

*****The above checklist does not represent a complete list of all applicable codes. The checklist is intended to be used as a guide for applicants in the creation of site plans and as a guide for Town staff in the review of submitted applications*****

*****SUMMARY OF PLAN REFERRAL COMMENTS***TOWN USE*****

Review Agency (SLDR 13-69)	Review Needed	Comments Dated
Town Planning, Zoning and Development		
---Current Planning	NO	
---Urban Forester	NO	
---Transportation Planner	NO	
---Other	NO	
Town Engineering and Public Works		
---Division of Plan Review	NO	
---Traffic Engineering	NO	
---Other	NO	
Town Utilities	NO	
Town Other	NO	
Loudoun County		
---Building and Development - Fire Plan Review	NO	
---Building and Development - E&S Control	NO	
---Building and Development - Other	NO	
---Office of Transportation Services	NO	
---Other	NO	
Virginia Department of Transportation (District)	NO	
Northern Virginia Regional Park Authority	NO	
Other	NO	

Helpful Hints to Applicant for Resubmission of Revised Plans:

- Ensure the appropriate number of revised plans are highlighted to show all changes made. (Recommend writing corresponding comment number next to each highlighted area)
- Ensure a comment response letter is provided and includes explanation of how each comment was addressed.
- Ensure a resubmission fee is provided.
- Ensure any requested studies or plats are submitted.
- Provide cost estimate or bonding if requested.

ESI member firms only: Please remember to submit to ESI before formal submission to the Town. The ESI drop-off box is located in the Engineering Department. Formal resubmission after ESI recommendation can be conducted at the Planning Department. Be sure to include ESI transmittal with formal resubmission to Town Planning Department.

KEY

SLDR-Subdivision and Land Development Regulations
 ZO-Zoning Ordinance
 DCSM-Design, Construction Standards Manual

Revision Date 03/14/2007