

Site Plan Pre-Application Meeting Checklist

Pre-Application Meetings – How to Schedule

In order to arrange a pre-application meeting, please contact the Department of Planning, Zoning and Development at (703) 771-2765. You may refer to Section 13-65 of the Subdivision and Land Development Regulations (SLDR) more information regarding pre-application meetings. You may view or copy the Section of the SLDR referenced above on the Town website at www.leesburgva.gov/services/planning and click on the *Subdivision and Land Development Regulations as revised on 3/13/2007 (PDF)*. The pre-application meeting will be attended by representatives of the following Town Departments:

- Department of Engineering & Public Works (Division of Plan Review)
- Department of Planning, Zoning & Development (Division of Current Planning)
- Other representatives from Town Departments may be attendance on a case-by-case basis.

Pre-Application Meeting

At the meeting, the Town staff will highlight areas where the application may need additional attention prior to submission and will also review the site plan process the application will follow. The applicant and/or representative shall bring a draft concept plan to illustrate the proposed project and should be prepared to discuss the following topics:

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| <input type="checkbox"/> Minimum Submittal Requirements | <input type="checkbox"/> Zoning/Land Use Issues |
| <input type="checkbox"/> Fees and Timelines | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Traffic Impact Study/Issues | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Street Requirements | <input type="checkbox"/> Parking Requirements |
| <input type="checkbox"/> Storm Drainage | <input type="checkbox"/> Pedestrian Access |
| <input type="checkbox"/> Floodplains | <input type="checkbox"/> Development Standards |
| <input type="checkbox"/> Utility Service | <input type="checkbox"/> Other Issues |

The purpose of the meeting is to attempt to identify any potential deficiencies and to highlight major, potentially time-consuming issues for the applicant to address prior to submitting a formal application for review.