



eTRAKiT User Guide

The Town of Leesburg’s eTRAKiT online portal allows residents and contractors to apply and pay for certain types of Permits, Land Development Projects, and Legislative Applications. It also provides the ability to monitor the progress of your applications as well as schedule/cancel inspections and download/upload documents.

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Creating a Public Account

Public accounts are intended for homeowners or contractors as well as the general public.

Signing Up for a Public Account

1. At the top of the Leesburg eTRAKiT page click **Setup an Account**.



2. Complete all the information on the form. Fields marked with an asterisk (*) are required. When finished, click **CREATE ACCOUNT**.

Create New Public User Account

* Required fields

The Town of Leesburg, VA makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this website indicates understanding and acceptance of this statement.

Profile

- * First Name:
- * Last Name:
- * Address:
 - * City:
 - * State:
 - * Zip:
 - * Email:

Username and Password

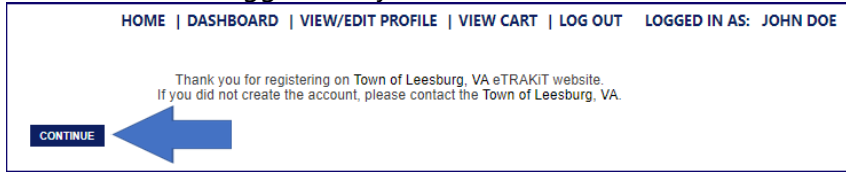
- * Log-In Name: (letters/numbers only)
- Password Rules:
 - Password must be between 8 and 64 characters
 - At least one number.
 - At least one lower & upper case letter.
 - At least one special character.
 - Note: Password is case sensitive.
- * Password:
- * Confirm Password:

Security Question

- Security Question:
- * Secret Answer:
- * Re-enter Secret Answer:

CREATE ACCOUNT

You will now be logged into your new account. Click **CONTINUE** to return to the [Home](#) page.



3. Continue to **Dashboard**

When you log in to your account, you will be directed to your dashboard. You can also click **DASHBOARD** at the top of the page at any time to return to this page.



As you begin to create applications on the eTRAKIT Portal or link your new account to existing permits and projects, all linked permits will appear on the dashboard. From this dashboard you can schedule and manage inspections, pay fees, or review comments and notes from staff.

Hello John Doe.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

My Open Permit Applications 1 total record(s)

Applications In Progress	Permit Type	Created Date	Delete
Continue Application	SIGNS	7/27/2023	Delete

My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	UNLINK
TLHSTY2023-0001	209 ROYAL ...	HOME OCCUPATION HOMESTAY	UNDER REVIEW			\$0.00		
TLZP-2023-0112	1409 HAWLI...	CONVERTED	APPROVED, STAMPED & INITIALED					

My Active Inspections 1 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
TLHSTY2023-0001	PERMIT	UNDER REVIEW	209 ROYAL ...	HOMESTAY INSPECTION**	

My Active Projects 3 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0002	20 CATOCTI...	DCSM MODIFICATION	ACTIVE	\$0.00		
TLSTPL2023-0003	831 MACALI...	SITE PLAN	INITIAL SETUP	\$150.00		
TLZNOM2023-0001	1024 CANTI...	ORDINANCE MODIFICATION	APPLIED ONLINE	\$0.00		

Login to an Existing Account

1. At the top of the Leesburg eTRAKiT page enter the **User Name** and **Password** you specified when setting up your account and click **LOGIN**. Note that the box next to **Log In** should contain **Public**.

If you check the **Remember Me** box prior to clicking **LOGIN**, your **User Name** will be pre-populated when you return to the eTRAKiT page using the same browser on the same computer. This option also requires the use of browser cookies, so will not work if you do not allow cookies to be saved or browser cookies are cleared.

Home | Setup an Account | Log In | Public | User Name: Password: LOGIN Remember Me [Forgot Password /Forgot Username](#)

Leesburg Town of Leesburg, Virginia
HOMETOWN of the 21ST CENTURY

Welcome to our Community Development Web Portal

This online portal provides the ability to apply and pay for certain Permits, Land Development Projects, and Legislative Applications as well as schedule inspections and download/upload documents.

To begin using our online portal, please register for an account by selecting "Setup an Account" at the top of this page.

Need help using this site? For more information and Frequently Asked Questions about our eTrakit portal, please visit [our eTRAKiT page](#).

2. If you have forgotten your Password, click **Forgot Password**, then click the **PUBLIC REGISTERED** button.

Home | Setup an Account | Log In | Public | User Name: Password: LOGIN Remember Me [Forgot Password /Forgot Username](#)

Permits
Apply
Search
Pay Fees

Projects
Apply for New District

Please click on a choice below to begin the password recovery process.

PUBLIC REGISTERED

3. Specify your **User Name** and click **RESET PASSWORD** to send an email to your registered email that will allow you to reset your password. **Note: If the User Name specified is not associated with an eTRAKiT account, an error message will display:** **Unable to locate credentials**

Forgot Password

Please enter your USERNAME below and click RESET PASSWORD.

Enter Username:

RESET PASSWORD

- An email will be sent to the registered email address. Click the [Reset Password](#) link in the email, answer the [Security Question](#) and specify your [New Password](#). If you do not remember your Secret Answer, the Town can send you an email that will **let** you reset your Security Question. Please contact the [Department of Community Development](#) **if you need this**.
Note: Check your spam or junk folder if you do not receive the email.

- If you have forgotten your **User Name**, click [Forgot Username](#), then click the **PUBLIC REGISTERED** button.

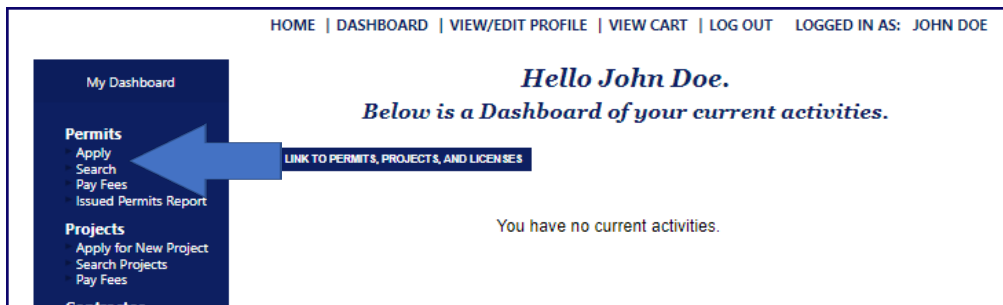
- Specify **your Email** and click [SEND USERNAME](#) to send an email that will allow you to reset your password. **Note: If the email specified is not associated with an eTRAKiT account, an error message will display: Unable to locate email**
Note: Check your spam or junk folder if you do not receive the email.

Permit Application Process

1. Log in to your account by selecting **Public** Log In. Enter your **User Name** and your **Password**, and click **LOGIN**.

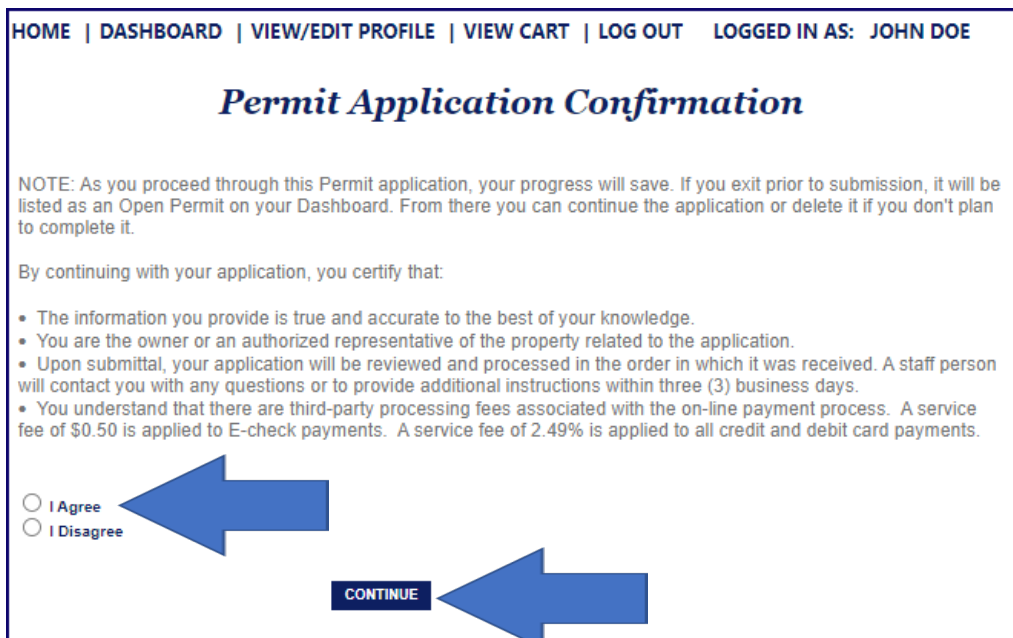


2. From your **DASHBOARD**, select **Apply** under the **Permits** menu.



3. Read the Town certification. Choose **I Agree** and click **CONTINUE** to proceed. If you choose **I Disagree** you will be taken back to the **Home** page.

Note: As you process through the application, your progress will save. If you exit prior to completing application, it will appear as an Open Permit on your dashboard. From there you can Continue this Application or Delete it.



STEP 1: Permit Information

1. Fill out the following fields. Fields marked with an asterisk (*) are required.

Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

Permit Type Information

*PERMIT Type: RESIDENTIAL SYSTEMS

PERMIT Subtype: SOLAR PANEL

*Short Description: Add Solar Panels to roof

2. The following information will vary depending on permit type. ? indicates there is a ToolTip which provides more information for this field. Either hover over or click on this symbol to read the tip.

ADDITIONAL INFORMATION

ZONING RESD

? *Purpose of this Permit: Add Solar Panel to roof for energy efficiency.

? *Proposed Square Footage: 500

? *BAR Case No., if applicable:

Development Plan No., if applicable:

? *Property Owner's Consent Provided: Yes

? *Plans Provided: NO

Any plans associated with the proposal should be included as an attachment with the permit submission.

3. In the Search By box choose Address to search by address or Parcel to search by Parcel ID #. Enter all or part of the address or parcel ID in the Search Value and click **SEARCH**.

Location

*Enter part or all of your address and press search

Search By: Address

Search Value: 921 RHONDA

SEARCH

4. Expand the resulting picklist and choose your address from the list.

Location

*Enter part or all of your address and press search

Search By

Search Value

Select address below

Attachments

Permits must be linked to a valid Town of Leesburg parcel or address.

If your address or parcel number is not found, please check to make sure you are using the correct address format. Example, directional streets please use W instead of West. If the address does not populate and you have verified the address is within town limits, please contact the [Department of Community Development](#).

5. Once you select a result you will see the selected address in the **Location** as shown below. If this is incorrect, click [Address Lookup](#) to search again.

Location

150351899000

921 RHONDA PL SE

LEESBURG, VA 20175

[Address Lookup](#)

6. Upload all required documents in the **Attachments** section.

Visit <https://www.leesburgva.gov/departments/community-development/applications-and-checklists/engineering> for information about what is required for submitting certain types of permits/projects. Please name your files in a way which describes the item submitted. Improperly named files may result in an incomplete application. If you need to submit additional documentation you will be notified upon review of your application by Town staff.

Note: *The following document types are accepted: PDF, DOC, DOCX, XLS, JPG and PNG*

7. Click the **Select** button to browse your files. Select one or more files.

Attachments

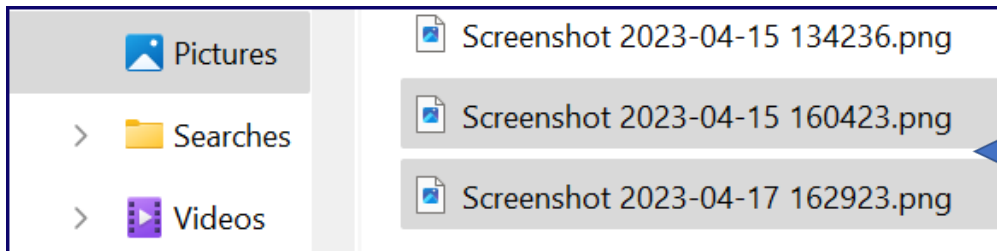
Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename ←

Description



8. Click **UPLOAD** to attach the selected documents to the permit application.

Attachments

Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename

● Screenshot 2023-04-17 162923.png × Remove

● Screenshot 2023-04-15 160423.png × Remove

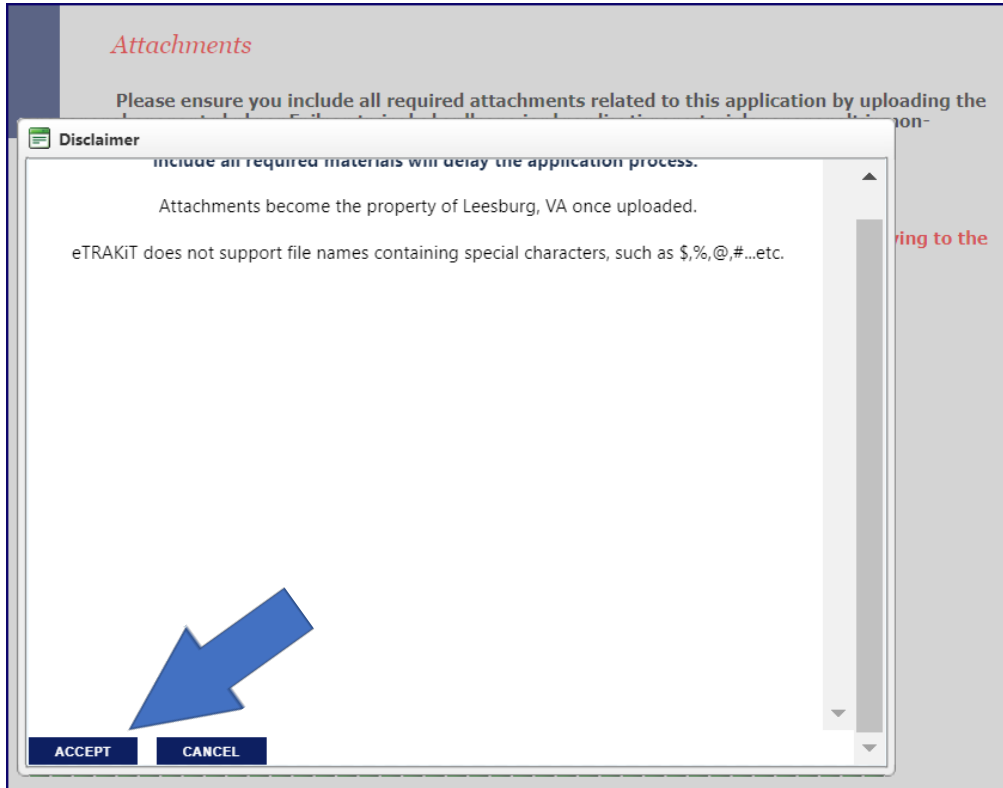
[Screenshot 2023-04-15 160423.png](#)
Description:

[Screenshot 2023-04-17 162923.png](#)
Description:

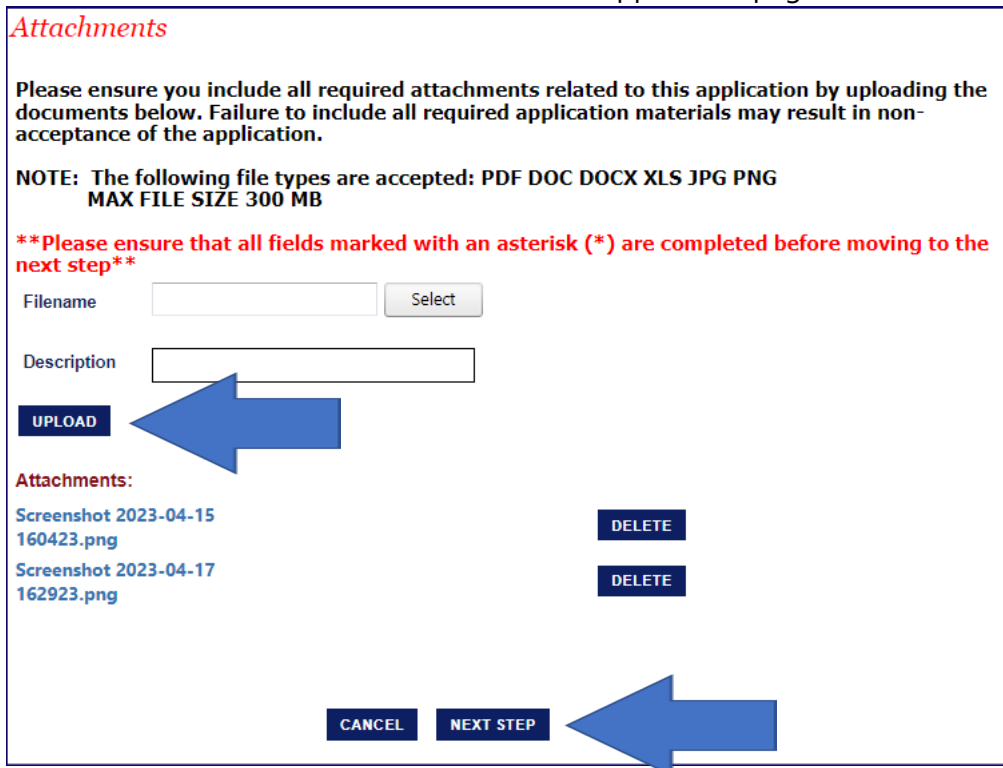
←

9. Read the Disclaimer and click **ACCEPT**.

Note: You may have to scroll down in the window to get to the **ACCEPT** and **CANCEL** buttons.



10. Click **NEXT STEP** at the bottom of the Permit Application page to continue.



STEP 2: Contact Information

1. Fill out the following fields, fields marked with * are required fields and click **NEXT STEP**.

Most of this information will be already completed based on your profile information.

Owner information should pre-populate based on the owner of record according to the Loudoun County Commissioner of the Revenue's Office. This may not reflect recent changes made in ownership.

Permit Application

Step 1Step 2 Contact InformationStep 3Step 4

Application for a RESIDENTIAL SYSTEMS Permit

Applicant Information

*Name	<input type="text" value="John Doe"/>	*Phone	<input type="text" value="(571) 510-5105"/>
*Address	<input type="text" value="25 W Market St"/>	*Email Address	<input type="text" value="JohnDoe@gmail.com"/>
*City	<input type="text" value="Leesburg"/>	*Zip	<input type="text" value="20176"/>
*State	<input type="text" value="VA"/>		

Owner Information

Name	<input type="text" value="WHITING, DAVID & CORINNE MO"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text" value="921 RHONDA PL SE"/>	Email Address	<input type="text"/>
City	<input type="text" value="LEESBURG"/>	Zip	<input type="text" value="20176"/>
State	<input type="text" value="VA"/>		

Contractor Information

Name	<input type="text"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	License#	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>

STEP 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application if needed. When complete with any edits needed, click **NEXT STEP** (if no fees) or **SUBMIT** (if fees need to be paid).

Upon submission of your application, Town staff will review your application and notify you if the application is incomplete or if more information is needed.

Permit Application

Step 1 Step 2 Step 3 Review and Submit Step 4

Application for a RESIDENTIAL SYSTEMS Permit

Permit Information EDIT

Type	RESIDENTIAL SYSTEMS
Subtype	SOLAR PANEL
Description	Add Solar Panels to...
Job Value	\$0.00

Location EDIT

921 RHONDA PL SE
LEESBURG, VA 20175 KINCAID FOREST

Contacts EDIT

Applicant Information
John Doe (571) 510-5105
25 W Market St JohnDoe@gmail.com
Leesburg, VA 20176

Owner Information
WHITING, DAVID & CORINNE MORIATIS
921 RHONDA PL SE
LEESBURG, VA 20175

Contractor Information

Fee Information

Type	Amount
RESIDENTIAL	\$50.00
PER RESIDENTIAL ADDITION,...	50.00
Total Fees	\$50.00

Attachments

Attachments:

TLHP-2020-0081 220 NORTH KING - ROOF SOLAR PANELS Approved Plans.pdf DELETE

TLHP-2020-0081_APPROVAL_220 N King_amend TLHP-2019-0090 (2).pdf DELETE

To upload additional attachments click on Upload. Upload

Review the information prior to submitting.

CANCELPREVIOUS STEPNEXT STEP

←

STEP 4: Checkout/Confirmation

1. Payment requirement will vary by application type. If there is no payment due at the time of submission the **Fee Information** section will show that **Total Fees** are zero (\$0.00). Click **SUBMIT** to proceed.

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a TEMPORARY USE PERMIT Permit

Permit Information [EDIT](#)

Type	TEMPORARY USE PERMIT	Location	19360 COMPASS CREEK PKWY
Subtype	FESTIVAL OR FAIR		LEESBURG, VA 20175 LEESBURG AIRPORT
Description	FESTIVAL BBQ Festiv...		ASSOCIATES
Job Value	\$0.00		

Contacts [EDIT](#)

Applicant Information

Leesburg Contracting Services
(571) 510-5715
15 Catocctin Cir SE
Leesburg, VA 20175
leesburgcontractingservices@lcs.net

Owner Information

Contractor Information

Leesburg Contracting Services
(571) 510-5715
15 Catocctin Cir SE
Leesburg, VA 20175
leesburgcontractingservices@lcs.net

Fee Information

Type	Amount
Total Fees	\$0.00

Attachments

To upload additional attachments click on Upload. [Upload](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [SUBMIT](#)

2. If payment is due at the time of application submission the **Fee Information** section will show the **Total Fees**. Click **NEXT STEP** to view the **Checkout Summary**.

Permit Application

Step 1 Step 2 **Step 3 Review and Submit** Step 4

Application for a RESIDENTIAL SYSTEMS Permit

Permit Information [EDIT](#)

Type	RESIDENTIAL SYSTEMS	Location	921 RHONDA PL SE
Subtype	SOLAR PANEL		LEESBURG, VA 20175 KINCAID FOREST
Description	Add Solar Panels to...		
Job Value	\$0.00		

Contacts [EDIT](#)

Applicant Information

John Doe (571) 510-5105
25 W Market St
Leesburg, VA 20175
JohnDoe@gmail.com

Owner Information

WHITING, DAVID & CORINNE MORIATIS
921 RHONDA PL SE
LEESBURG, VA 20175

Contractor Information

Fee Information

Type	Amount
RESIDENTIAL PER RESIDENTIAL ADDITION,...	\$50.00
Total Fees	\$50.00

Attachments

Attachments:

- TLHP-2020-0081 220 NORTH KING - ROOF SOLAR PANELS Approved Plans.pdf [DELETE](#)
- TLHP-2020-0081_APPROVAL_220 N King_amend TLHP-2019-0090 (2).pdf [DELETE](#)

To upload additional attachments click on Upload. [Upload](#)

Review the information prior to submitting.

[CANCEL](#) [PREVIOUS STEP](#) [NEXT STEP](#)

From the [Checkout Summary](#), click **Pay Now** to transfer to our payment processor where you can pay the fees using a variety of payment methods. *Note that the Payment Processor charges a convenience fee which will be clearly identified before you complete the payment.*

Enter Payment Information

All fields are required unless labeled as optional.

First Name: John Middle Name: [Optional]

Last Name: Doe Daytime Phone Number: 5715103107

ZIP Code: 20176

Pay this Amount \$ 50.00

Payment Method

eCheck / Bank Account

VISA Debit Card

VISA Credit Card

Card Number: [Enter card number] CVV: [CVV]

Expiration Date: MM / YYYY

Card Holder Name: [Enter card holder name]

PayPal

PayPal Credit

Venmo

3. After completing payment, a receipt will display. Click **PRINT SUMMARY** for print options.
4. Click **VIEW PERMIT** to view your application and obtain your permit number.

Permit Application

Step 1 Step 2 Step 3 Step 4 Checkout/Confirmation

Confirmation

Once Central City has reviewed your application you will be notified if any additional fees are required, these fees can be viewed and paid online once finalized.

Example of a permit is shown below:

Permit #ILTMPU2023-0004

Attachment Permit Inspections

Permit Info Site Info Fees \$0.00 Inspections(0) Reviews(1)

Type: TEMPORARY USE PERMIT

Subtype: FESTIVAL OR FAIR

Short Description: Leesburg BBQ Festival

Status: APPLIED ONLINE

Applied Date: 4/15/2023

Approved Date:

Issued Date:

Finaled Date:

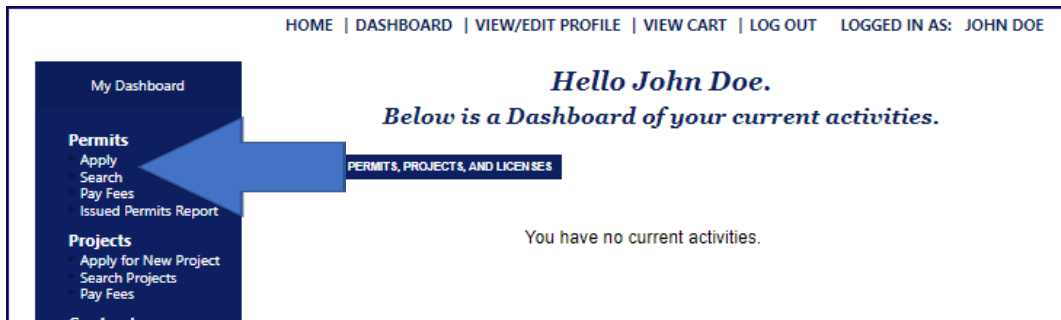
Expiration Date:

Project Application Process

1. Log in to your account by selecting **Public** Log In. Enter your **User Name** and your **Password**, and click **LOGIN**.

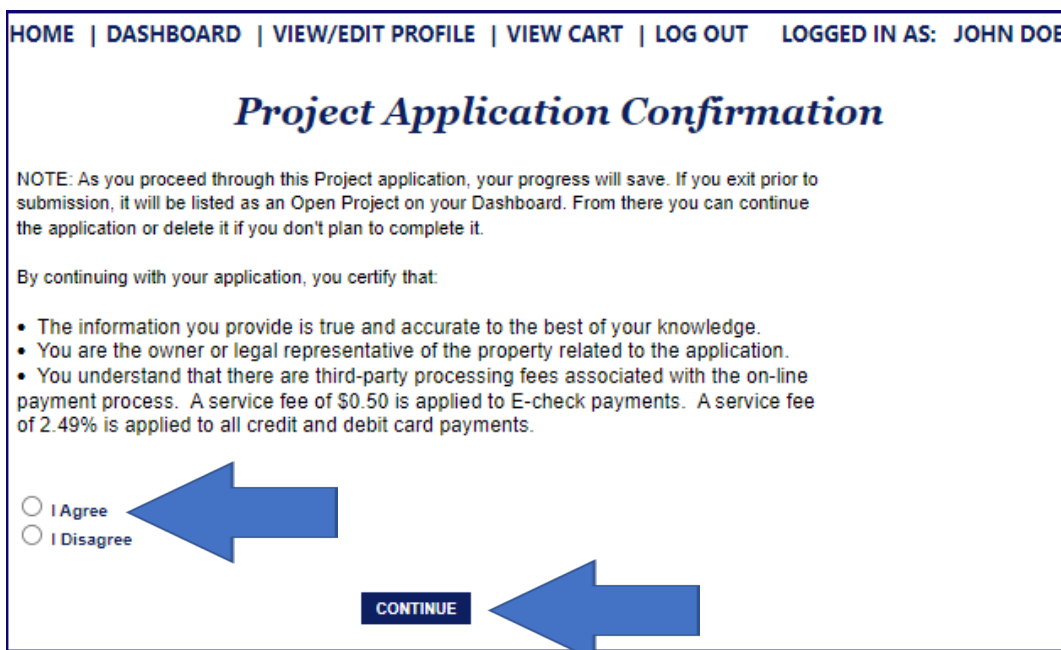


2. From your **DASHBOARD**, select **Apply for New Project** under the **Projects** menu.



3. Read the Town certification. Choose **I Agree** and click **CONTINUE** to proceed. If you choose **I Disagree** you will be taken back to the **Home** page.

Note: As you process through the application, your progress will save. If you exit prior to completing application, it will appear as an Open Project on your dashboard. From there you can **Continue this Application** or **Delete** it.



STEP 1: Project Information

1. Fill out the following fields. Fields marked with an asterisk (*) are required.

Project Application

STEP 1 PROJECT INFORMATIONSTEP 2STEP 3STEP 4

Project Type Information

The application will not be viewable by Staff until steps 1 thru 4 have been completed. Once the application has been submitted and all required submission items have been provided and fees have been paid, in full, staff will perform a completeness review.

STEP 1: PROJECT TYPE AND SUPPORTING INFO

STEP 2: CONTACT INFORMATION


STEP 3: REVIEW AND SUBMIT APPLICATION

STEP 4: CHECKOUT/CONFIRMATION

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".





****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****


*PROJECT Type	<input type="text" value="ORDINANCE MODIFICATION"/>
PROJECT Subtype	<input type="text" value="BUFFER YARD"/>
*Project Description	<input type="text" value="Modifications to setbacks"/>

2. The following information will vary depending on permit type.  indicates there is a ToolTip which provides more information for this field. Either hover over or click on this symbol to read the tip.

ADDITIONAL INFORMATION

MOD OR WAIVER

Related Application/Project:	<input type="text"/>
 *Section(s) of Zoning Ordinance:	<input type="text" value="1.2.1"/>
 *Project Description:	<input type="text" value="MODIFICATION OF REQUIRED BUFFER YARDS AT THE STATION AUTOWASH ON CATOCTIN CIR"/>
 Existing Use:	<input type="text" value="Carwash"/>
 Requested Use:	<input type="text" value="Carwash"/>



3. In **Search By** box select address or parcel and enter site address or parcel number for location and select the **SEARCH** button.

Location

*Enter part or all of your address and press search

Search By Address ▾

Search Value 104 catoctin **SEARCH**

A blue arrow points to the SEARCH button.

Expand the resulting picklist and choose your address from the list.

Location

*Enter part or all of your address and press search

Search By Address ▾

Search Value 104 catoctin **SEARCH**

Select address below

- 104 CATOCTIN CIR NE - ADDRESS
- 104 CATOCTIN CIR NE - PARCEL
- 104 CATOCTIN CIR SW - ADDRESS
- 104 CATOCTIN CIR SW - PARCEL

A blue arrow points to the picklist.

Projects must be linked to a valid Town of Leesburg parcel or address.

If your address or parcel number is not found, please make sure that you are using the correct address format. Example, directional streets please use W instead of West.

If the address does not populate and you have verified the address is within town limits, please contact the Department of Planning and Zoning.

4. Once you select a result you will see the selected address in the Location as shown below:

Location

231168142000

104 CATOCTIN CIR SW

LEESBURG, VA 20175

Address Lookup

A blue arrow points to the address information.

11. Upload all required documents in the **Attachments** section.

Visit <https://www.leesburgva.gov/departments/community-development/applications-and-checklists/engineering> for information about what is required for submitting certain types of permits/projects. Please name your files in a way which describes the item submitted. Improperly named files may result in an incomplete application. If you need to submit additional documentation you will be notified upon review of your application by Town staff.

Note: The following document types are accepted: PDF, DOC, DOCX, XLS, JPG and PNG

Attachments

Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

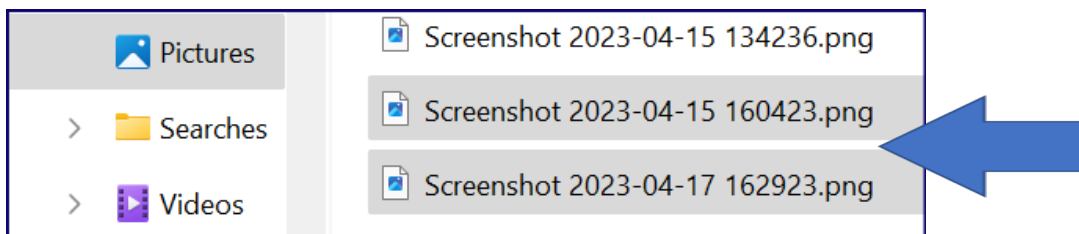
NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB

****Please ensure that all fields marked with an asterisk are completed before moving to the next step****

Filename

Description

12. Click the **Select** button to browse your files. Select one or more files.



13. Click **UPLOAD** to attach the selected documents to the Project Application

Attachments

Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**

****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename

Screenshot 2023-04-17 162923.png

Screenshot 2023-04-15 160423.png

Screenshot 2023-04-15 160423.png

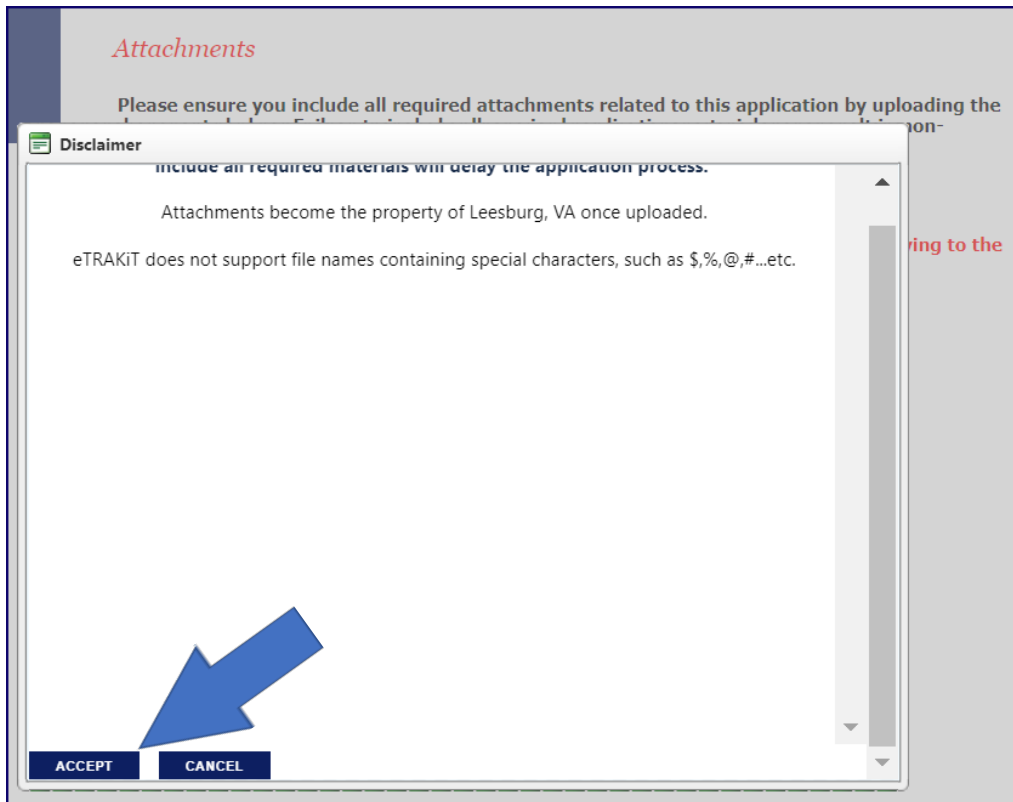
Description:

Screenshot 2023-04-17 162923.png

Description:

14. Read the Disclaimer and click **ACCEPT**.

Note: You may have to scroll down in the window to get to the **ACCEPT** and **CANCEL** buttons.



15. Click **NEXT STEP** at the bottom of the Project Application page to continue.

Attachments

Please ensure you include all required attachments related to this application by uploading the documents below. Failure to include all required application materials may result in non-acceptance of the application.

**NOTE: The following file types are accepted: PDF DOC DOCX XLS JPG PNG
MAX FILE SIZE 300 MB**


****Please ensure that all fields marked with an asterisk (*) are completed before moving to the next step****

Filename

Description

Attachments:

Screenshot 2023-04-15 160423.png	<input type="button" value="DELETE"/>
Screenshot 2023-04-17 162923.png	<input type="button" value="DELETE"/>



STEP 2: Contact Information

1. Fill out the following fields. Fields marked with an asterisk (*) are required. Click **NEXT STEP**.

Most of this information will be already completed based on your profile information. Owner information should pre-populate based on the owner of record according to the Loudoun County Commissioner of the Revenue's Office. This may not reflect recent changes made in ownership.

Project Application

STEP 1

STEP 2 Contact Information

STEP 3

STEP 4

Application for a DCSM MODIFICATION Project

Applicant Information

*Name	<input type="text" value="John Doe"/>	*Phone	<input type="text" value="(555) 111-2222"/>
*Address	<input type="text" value="25 W Market St"/>	*Email Address	<input type="text" value="JohnDoe@gmail.com"/>
*City	<input type="text" value="Leesburg"/>	*Zip	<input type="text" value="20176"/>
*State	<input type="text" value="VA"/>		<input type="text"/>

Owner Information

Name	<input type="text" value="WHITE DOOR LLC"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text" value="PO BOX 182"/>	Email Address	<input type="text"/>
City	<input type="text" value="MIDDLEBURG"/>	Zip	<input type="text" value="20118"/>
State	<input type="text" value="VA"/>		<input type="text"/>

Name	<input type="text"/>	Phone	<input type="text" value="() - -"/>
Address	<input type="text"/>	Email Address	<input type="text"/>
City	<input type="text"/>	Zip	<input type="text"/>
State	<input type="text"/>		<input type="text"/>

CLEAR

CANCEL

PREVIOUS STEP

NEXT STEP



STEP 3: Review and Submit

1. Review Information. You will be able to review and make edits to your application if needed. When complete with any edits needed, click **SUBMIT**.

*NOTES: Clicking **SUBMIT** only creates the application. All Fees must be paid and all supporting documents provided in order for the application to officially be accepted for review.*

Upon submission of your application, Town staff will review your application and notify you if the application is incomplete or if more information is needed.

Project Application

STEP 1STEP 2STEP 3 Review and SubmitSTEP 4

Application for a ORDINANCE MODIFICATION Project

Review the information below prior to submitting the application

Project Information

EDIT

Type	ORDINANCE MODIFICATION
Subtype	BUFFER YARD
Description	Modifications to setbacks

Location

EDIT

104 CATOCTIN CIR SW
LEESBURG, VA 20175 CRESTWOOD HAMLET

Contacts

EDIT

Applicant Information
John Doe (555) 333-4444
25 W Market St JohnDoe@gmail.com
Leesburg, VA 20176

Tenant Information

Attorney Information

Landscape Arc Information

Agent Information

Surveyor Information

Owner Information
VASQUEZ SOVERO, ELIZABETH Y & MATOS
VASQUEZ, MANUEL ADOLFO
703 ALABAMA DR
HERNDON, VA 20170

Fee Information

Type	Fees Details	Amount
Total Fees		\$0.00

Attachments

To upload additional attachments click on Upload. Upload

CANCELPREVIOUS STEPSUBMIT

STEP 4: Checkout/Confirmation

1. Read the information displayed on the Project Confirmation page then click **VIEW PROJECT** to view your application and obtain your permit number.

Project Application

STEP 1 STEP 2 STEP 3 STEP 4 Checkout/Confirmation

Confirmation

A Project has been set up with the Town of Leesburg via the online web Portal.

LEGISLATIVE & BAR APPLICATIONS

Fees will be assessed after submission. The applicant will be notified via email when fees are due or if any other documentation is needed.

LAND DEVELOPMENT APPLICATIONS

The applicant will receive correspondence regarding the next steps in the application process. Please note the following:

1. All fees SHALL be paid in full.
2. All Required Submission Documents SHALL be uploaded into eTrakiT.

Before a Land Development Application will be officially accepted for review, all fees **MUST** be paid in full and all required submission documents **MUST** be uploaded into eTrakiT (via this online Web Portal).

Click the 'VIEW PROJECT' button below to upload any additional documents and pay all applicable fees. (Take note of the application number, which will be required for future reference.)

VIEW PROJECT 

Example of Project below:

Project #TLZNOM2023-0001

Attachment

Project InfoSite InfoFees \$0.00Inspections(0)Reviews(1)Chronology (0)

MOD OR WAIVER

Description: **Modifications to setbacks**

Type: **ORDINANCE MODIFICATION**

Subtype: **BUFFER YARD**

Planner:

Status: **APPLIED ONLINE**

Applied: **4/15/2023**

Approved:

Closed:

Expired:

Status: **4/15/2023**

Inactive:

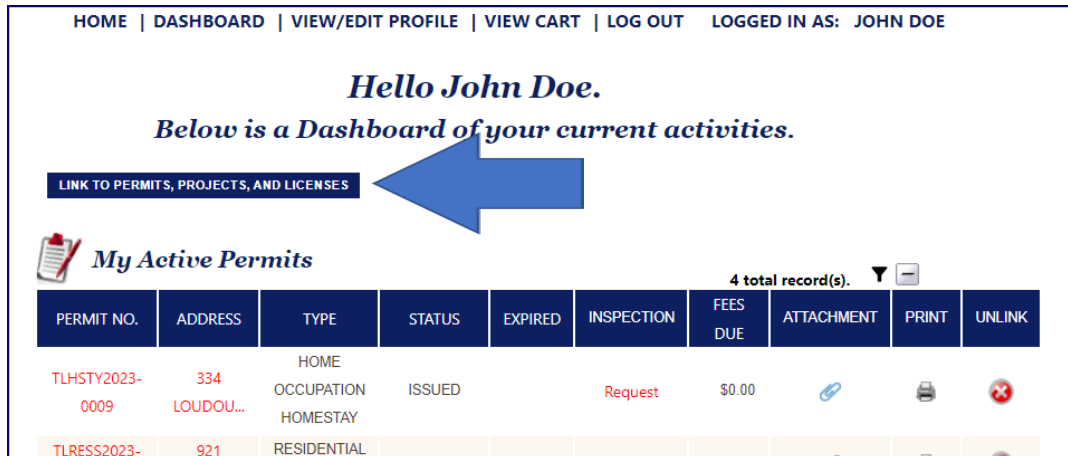
Dashboard

Your new permit and project will now be shown on the dashboard. From here you will be able to monitor overall progress, pay fees if applicable, request inspections and follow progress with reviews and inspections.

Add (Link) Existing Permits and Projects to your Dashboard

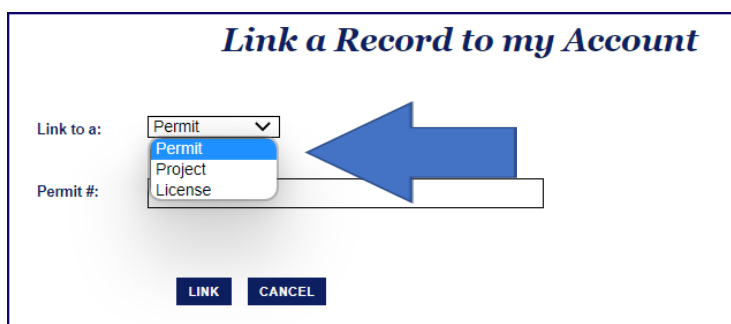
You can add other active permits and projects you did not start in eTRAKiT to your dashboard by linking to them. You will need to know the permit or project # to add these.

1. Click **LINK TO PERMITS, PROJECTS, AND LICENSES** at the top of your Dashboard.



2. Choose **Permit** or **Project** and specify the number you want to link. This could be a number assigned from LMIS, our legacy system. It could also be one created in the new system by Town staff or by someone else in eTRAKiT. Click **LINK** to link the permit or project to the dashboard.

Note: The Town is not using eTRAKiT's License module so disregard this option in the "Link to a" selection box.



Link a Record to my Account

Link to a:

Permit #:



My Active Permits

4 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request	\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED			\$200.00			
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED			\$0.00			
TLZP-2023-0112	1409 HAWLI...	CONVERTED	APPROVED, STAMPED & INITIALED						

Link a Record to my Account

Link to a:

Project #:



My Active Projects


4 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00		
TLPF-2022-0003	19525 COMP...	SITE PLAN	APPROVED			
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	INITIAL SETUP	\$0.00		
TLZNOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	RECEIVED	\$0.00		

Note: Once a permit is finalized or a project is closed, you will not be able to link it to your dashboard. If it was already linked to your dashboard, it will go away.

Remove (Unlink) a Permit or Project from your Dashboard

At any time, you can remove a permit or project from your dashboard by unlinking it.

1. Click on the "Red X" link  next to the application you want to remove.

Hello John Doe.
Below is a Dashboard of your current activities.

LINK TO PERMITS, PROJECTS, AND LICENSES

My Active Permits

4 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request	\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED			\$200.00			
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED			\$0.00			
TLZP-2023-0112	1409 HAWLL...	CONVERTED	APPROVED, STAMPED & INITIALED						

My Active Inspections

3 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION	Schedule
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL	
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	AS BUILT FINAL SURVEY	

My Active Projects

4 total record(s) 


PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00		
TLPF-2022-0003	19525 COMP...	SITE PLAN	APPROVED			
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	INITIAL SETUP	\$0.00		
TLZNOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	RECEIVED	\$0.00		



2. Click **OK** to proceed if you are sure you want to unlink the permit or project. Otherwise click **Cancel**.

Are you sure you want to unlink this Permit?


ED IN AS: JOHN DOE













 **OK**

es.

LINK TO PERMITS, PROJECTS, AND LICENSES

My Active Permits

4 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED		Request				
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED			\$200.00			
TLTMPU2023-0004	19360 COMP...	TEMPORARY USE PERMIT	RECEIVED						
TLZP-2023-0112	1409 HAWLL...	CONVERTED	APPROVED, STAMPED &						

Inspections

Once your permit is in an **Issued** status, you will be able to request inspections.

**Please note our Inspections policy: Inspections can be scheduled up to 7 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down menu. If the cap is reached for the entire time period, no dates would be displayed. In this situation please check back as availability can open as the next day becomes available. If there is a continued unavailability, please contact the [Department of Community Development](#).*



If the preferred dated is not available and the inspection request is time sensitive, you may check with the inspectors for an alternate available date. Availability is based on the current inspection load and the priorities for inspections.

Request an Inspection



1. Click on the **Request** link to begin the request.




Hello John Doe.
Below is a Dashboard of your current activities.


LINK TO PERMITS, PROJECTS, AND LICENSES

 **My Open Permit Applications** 1 total record(s) 


Applications In Progress	Permit Type	Created Date	Delete
Continue Application	SIGNS	4/15/2023	Delete





 **My Active Permits** 2 total record(s) 

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE	ATTACHMENT	PRINT	UNLINK
TLHSTY2023-0009	334 LOUDOU...	HOME OCCUPATION HOMESTAY	ISSUED			\$0.00			
TLRESS2023-0015	921 RHONDA...	RESIDENTIAL SYSTEMS	ISSUED		Request				

 **My Active Inspections** 2 total record(s) 

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION	
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL	

 **My Active Projects** 3 total record(s) 

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	UNLINK
TLDMOD2023-0009	120 EDWARD...	DCSM MODIFICATION	APPLIED ONLINE	\$1,250.00		
TLPMTG2023-0012	404 EDWARD...	PREAPPLICATION MEETING	APPLIED ONLINE	\$0.00		
TLZNOM2023-0001	104 CATOCT...	ORDINANCE MODIFICATION	APPLIED ONLINE	\$0.00		

- Fill out the following fields. Fields marked with asterisk (*) are required. Click **ADD INSPECTION**.

PERMIT Inspection Request - TLRESS2023-0015

* Contact Name:

* Phone Number:

* Site Address:


* Email Address:

Remarks:

Notes:

Inspection Type:

Requested Date:

 **ADD INSPECTION** **CANCEL**

To request an inspection, please fill out the form above. Any items with a * are **REQUIRED** fields and must be populated to complete the inspection request.

IMPORTANT! This is only a **REQUEST** to schedule an inspection, we cannot guarantee that the requested inspection time will be honored due to the workload of the Inspector on the date requested. Staff will do their best to accommodate your request.

Inspections can be scheduled up to 14 days in advance from the current date. Each inspection type has a cap (max inspections per day). When the cap is reached, the day is removed from the "Requested Date" drop down above. If no dates are available, please check back as availability can open as the next day becomes available. If there are continued issues, please contact the Department of Planning & Zoning at 703-771-2730.

Availability is based on the current inspection load and the priorities for inspections. Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8:30 a.m.

You may cancel your inspection up to 3:00PM the day before the inspection is scheduled using the Online Web Portal or calling the Department of Planning and Zoning at 703-771-2730 for assistance.

Staff cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancellations.

- Click **SUBMIT**.

PERMIT Inspection Request - TLRESS2023-0015

* Contact Name:

* Phone Number:

* Site Address:

* Email Address:

Remarks:

Notes:

Inspection Type:


Requested Date:

ADD INSPECTION **CANCEL**

To request an inspection, please fill out the form above. Any items with a * are **REQUIRED** fields and must be populated to complete the inspection request.

IMPORTANT! This is only a **REQUEST** to schedule an inspection, we cannot guarantee that the requested inspection time will be honored due to the workload of the Inspector on the date requested. Staff will do their best to accommodate your request.

Inspection Type	Request Date	Time	Deletes
AS BUILT FINAL SURVEY	4/17/2023	Any	Delete

 **SUBMIT** **RESET**

4. Review Disclaimer and click **ACCEPT**.

Note: You may have to scroll down in the window to get to the **ACCEPT** and **CANCEL** buttons.

Schedule HOMESTAY INSPECTION PERMIT Inspection - TLHSTY2023-0009

Disclaimer



desired date of inspection. Inspection scheduling is at the complete discretion of the Town of Leesburg, VA.


ACCEPT **CANCEL**

has a cap (max down above. If no there are

Availability is based on the current inspection load and the priorities for inspections. Inspections are active once an Inspector's name has been assigned. Inspection status is updated daily by 8:30 a.m.

5. You will now see the chosen date in your dashboard.


 **My Active Inspections** 3 total record(s) 

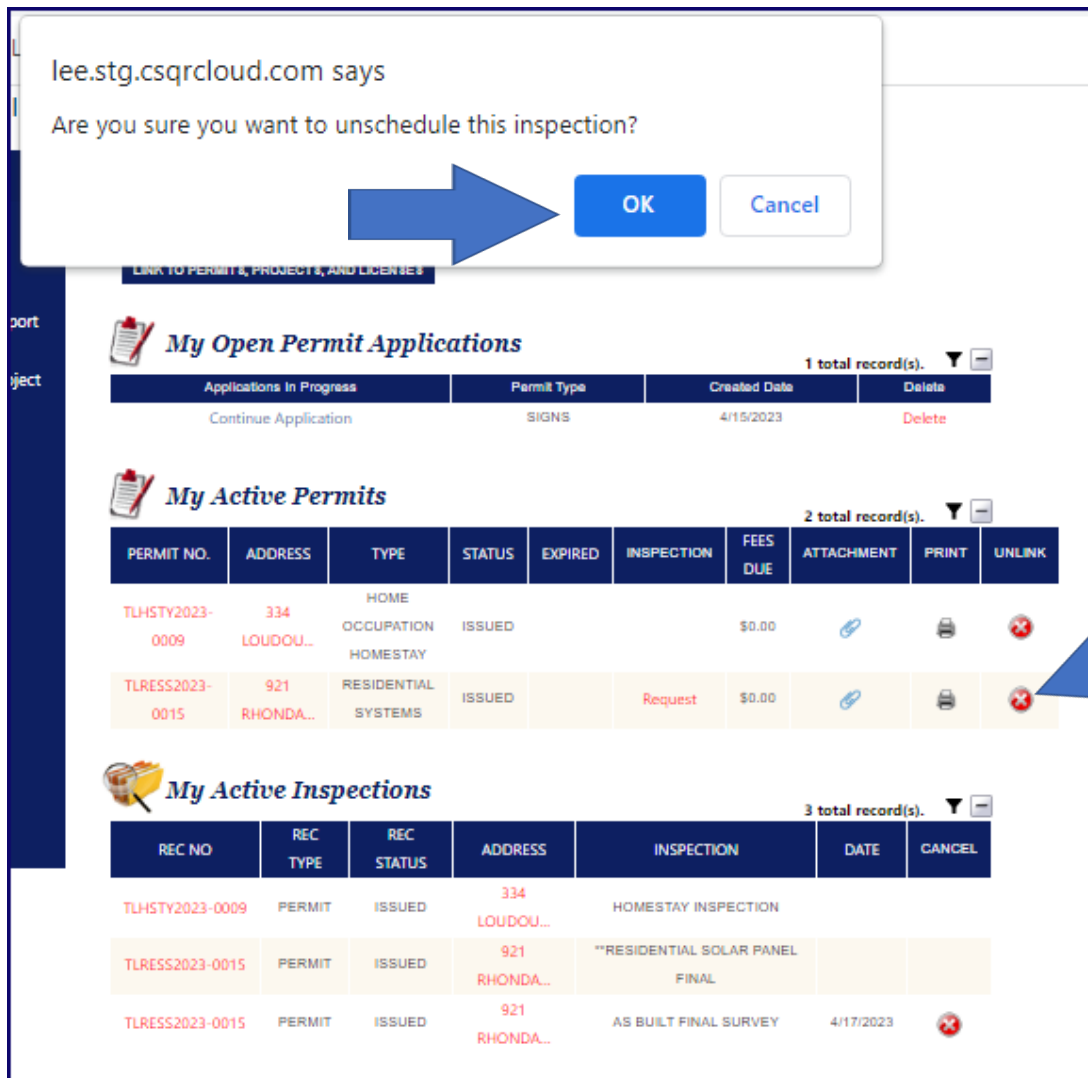
REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE	CANCEL
TLHSTY2023-0009	PERMIT	ISSUED	334 LOUDOU...	HOMESTAY INSPECTION		
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	**RESIDENTIAL SOLAR PANEL FINAL		
TLRESS2023-0015	PERMIT	ISSUED	921 RHONDA...	AS BUILT FINAL SURVEY	4/17/2023	

Cancel an Inspection

You may cancel your inspection up to **3:00 PM** the day before the inspection is scheduled.

**We cannot guarantee the inspector will be contacted prior to visiting the job site for same day cancellations*

1. Click on the "Red X" link  to begin the request. Click **OK** to proceed if you are sure you want to un-schedule the inspection.



The screenshot shows a web application interface with a confirmation dialog box at the top. The dialog box contains the text "lee.stg.csqrcloud.com says" and "Are you sure you want to un-schedule this inspection?". Below the text are two buttons: "OK" (highlighted with a blue arrow) and "Cancel".

Below the dialog box, the interface displays three sections:

- My Open Permit Applications**: 1 total record(s). A table with columns: Applications In Progress, Permit Type, Created Date, and Delete. One record is shown: Continue Application, SIGNS, 4/15/2023, Delete.
- My Active Permits**: 2 total record(s). A table with columns: PERMIT NO., ADDRESS, TYPE, STATUS, EXPIRED, INSPECTION, FEES DUE, ATTACHMENT, PRINT, UNLINK. Two records are shown:
 - TLHSTY2023-0009, 334 LOUDOU..., OCCUPATION HOMESTAY, ISSUED, \$0.00, [Link], [Print], [Red X]
 - TLRESS2023-0015, 921 RHONDA..., RESIDENTIAL SYSTEMS, ISSUED, Request, \$0.00, [Link], [Print], [Red X]
- My Active Inspections**: 3 total record(s). A table with columns: REC NO, REC TYPE, REC STATUS, ADDRESS, INSPECTION, DATE, CANCEL. Three records are shown:
 - TLHSTY2023-0009, PERMIT, ISSUED, 334 LOUDOU..., HOMESTAY INSPECTION
 - TLRESS2023-0015, PERMIT, ISSUED, 921 RHONDA..., **RESIDENTIAL SOLAR PANEL FINAL
 - TLRESS2023-0015, PERMIT, ISSUED, 921 RHONDA..., AS BUILT FINAL SURVEY, 4/17/2023, [Red X]